

How to book appointments for the Virtual Parent's Evening

Please visit the website:

dormstonschool.schoolcloud.co.uk

Please fill in all fields with your **Title** and **First & Surname** and fill in the **Student details** at the bottom of the form.

If the details are correct, you will be able to access the Parent's Evening website. If not, please contact the school at info@dormston.dudley.sch.uk.

The screenshot shows the 'The Dormston School' SchoolCloud login page. It has a purple header with the school name. Below is a white box containing the 'SchoolCloud' logo and a welcome message. The 'Your Details' section includes fields for Title (a dropdown), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdowns for day, month, and year). A green 'Log In' button is at the bottom left. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and the 'schoolcloud' logo.

The screenshot shows the 'Year 11 Parent's Consultation Evening' booking page. It has a green header with the event title. Below is a white box with a 'Virtual Evening' section on the left and a 'Click a date to continue' section on the right. The date section shows 'Thursday, 19th November' with a green 'Open for bookings' link and a right arrow. Below this is a blue link that says 'I'm unable to attend'.

Please click on the date for the Parent Evening Booking. If you are unable to attend, please click "**I'm unable to attend**" (in blue). This option will inform the school you cannot take part in parent's evening.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

☒

Automatic

Automatically book the best possible times based on your availability

☐

Manual

Choose the time you would like to see each teacher

Next

If you would like the system to automatically book your appointments based on availability, please select **Automatic** and click **Next**. If you prefer booking your appointments manually, see page 4 below.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

16:00

16:42

17:24

18:13

18:55

Your availability: 16:00 - 19:00

☐

Mrs K Abbott

Food

☐

Miss C Barrett

History

☐

Mrs S Lambert

Maths

☐

Mrs F Moseley

English

☐

Mr J Perry

Geography

☐

Mr L Rodgers

Resistant materials

☐

Miss G Spittle

Science

Generate Appointments

Please select the time you are available by dragging the dots. Please tick the teachers/subject and click **Generate Appointments**.

01:46 Please confirm your appointments within 2 minutes

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
16:00	Mrs Abbott		Food	
16:07	Miss Barrett		History	
16:14	Mrs Lambert		Maths	
16:21	Mrs Moseley		English	
16:28	Mr Perry		Geography	
16:35	Mr Rodgers		Resistant materials	
16:42	Miss Spittle		Science	

Accept Appointments

Reject Appointments

You have 2 minutes to confirm your appointments as other parents may be booking appointments at the same time. If you are happy with the times, select **Accept Appointments** and the teacher will get confirmation. If the times are not suitable for you, please select **Reject Appointments**.

The appointments were not confirmed within 2 minutes and have been cancelled. Please book your appointments again.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

☐ **Automatic**
Automatically book the best possible times based on your availability

☒ **Manual**
Choose the time you would like to see each teacher

Next

Please select **Manual** and click **Next**.

01:46 Please confirm your appointments within 2 minutes

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

☒ **Mrs K Abbott**
Food

☒ **Miss C Barrett**
History

☒ **Mrs S Lambert**
Maths

☒ **Mrs F Moseley**
English

☒ **Mr J Perry**
Geography

☒ **Mr L Rodgers**
Resistant materials

☒ **Miss G Spittle**
Science

Continue to Book Appointments

Select the teachers and click **Continue to Book Appointments**.

There are 6 appointments still to book

When you've finished, to save your appointments and send an email confirmation please [click here](#).

	Mrs K Abbott Food	Miss C Barrett History	Mrs S Lambert Maths	Mrs F Moseley English	Mr J Perry Geography	Mr L Rodgers Resistant	Miss G Spittle Science
	✓	✓	✓	✓	✓	✓	✓
16:00	✓						
16:07		+	+	+	+	+	+
16:14		+	+	+	+	+	+
16:21		+	+	+	+	+	+
16:28		+	+	+	+	+	+
16:35		+	+	+	+	+	+
16:42		+	+	+	+	+	+
16:49		+	+	+	+	+	+
16:56		+	+	+	+	+	+
17:03		+	+	+	+	+	+
17:10		+	+	+	+	+	+

In the grid above you can select the time you will like to book an appointment with teacher(s). The green boxes are the appointments that are available with the teachers. Select a time for each teacher. The blue box at the top will tell you how many appointments you need to book.

Finished - Appointments Saved

Your appointments have been saved and an email will be sent confirming your appointments.

[Click here](#) to view/print your appointments.

	Mrs K Abbott Food	Miss C Barrett History	Mrs S Lambert Maths	Mrs F Moseley English	Mr J Perry Geography	Mr L Rodgers Resistant	Miss G Spittle Science
	✓	✓	✓	✓	✓	✓	✓
16:00	✓						
16:07		✓					
16:14			✓				
16:21				✓			
16:28					✓		
16:35						✓	
16:42							✓
16:49							
16:56							
17:03							

Once you have selected the times for your bookings, these will be saved. You can view/print your appointments in the green box above labelled “Finished – Appointments Saved”. Below is the screen to view your appointments.

Your appointments have been saved and an email will be sent confirming your appointments.

^ **Year 11 Parent's Consultation Evening**
 7 appointments from 16:00 to 16:49

Thursday, 19th November

Print
 Amend Bookings
 Subscribe to Calendar

Virtual Evening

	Teacher	Student	Subject
16:00	Mrs K Abbott		Food
16:07	Miss C Barrett		History
16:14	Mrs S Lambert		Maths
16:21	Mrs F Moseley		English
16:28	Mr J Perry		Geography
16:35	Mr L Rodgers		Resistant materials
16:42	Miss G Spittle		Science

You can print the appointments from here. If you wish to amend any appointments, please select **“Amend Bookings”** above.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

☒

Mrs K Abbott
Food

☒

Miss C Barrett
History

☒

Mrs S Lambert
Maths

☒

Mrs F Moseley
English

☒

Mr J Perry
Geography

☒

Mr L Rodgers
Resistant materials

☒

Miss G Spittle
Science

Continue to Book Appointments

Please select the teacher(s) you wish to amend your bookings with.

Finished - Appointments Saved

✔ Your appointments have been saved and an email will be sent confirming your appointments.

[Click here to view/print your appointments.](#)

	Mrs K Abbott Food	Miss C Barrett History	Mrs S Lambert Maths	Mrs F Moseley English	Mr J Perry Geography	Mr L Rodgers Resistant Tai Tidman	Miss G Spittle Science
16:00	Delete						
16:07		✔					
16:14			✔				
16:21				✔			
16:28					✔		
16:35						✔	
16:42							✔
16:49							
16:56							

Select the appointment you want to amend and the box will turn red to Delete. Select the Delete button to remove the appointment.

Delete Appointment
✕

Do you wish to delete the appointment with Mrs K Abbott at 16:00?

Delete

You can choose another time in the grid if it available with the teacher.