

Browse to <https://colmers.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2009

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Meet the tutors evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

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

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teacher

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben | English | E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R McNamara | Andrew | French | L4 |

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointment

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| | Mr J Brown SENCO (A2) | Miss B Patel Class 10E (H3) | Mrs A Wheeler Class 11A (L1) |
|-------|--------------------------|--------------------------------|---------------------------------|
| | Ben | Andrew | Ben |
| 16:30 | ⊘ | ✓ | ⊘ |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | + | | + |

Step 5b (Manual): Book Appointment

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Home

My Bookings

View 11 Selected Evening Appointments on 16th March

Thursday, 16th April

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception. Please arrive at the school 15 minutes before the start of the evening. Parking is available in the main school car park.

| Teacher | Student | Subject | Room | |
|---------|---------------|---------|-------------|----|
| 16:30 | Mr J Brown | Ben | SENCO | A2 |
| 16:30 | Mr J Brown | Ben | English | E6 |
| 16:30 | Mr J Brown | Andrew | English | E6 |
| 16:30 | Miss B Patel | Ben | Mathematics | M2 |
| 16:30 | Miss B Patel | Andrew | Mathematics | M2 |
| 16:30 | Miss B Patel | Andrew | French | L4 |
| 16:30 | Mrs A Wheeler | Andrew | Science | SC |

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.