



Parents' Guide for Booking Appointments

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

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.

Step 2: Select Parents' Evening

Click on the date you wish to book.

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

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*.

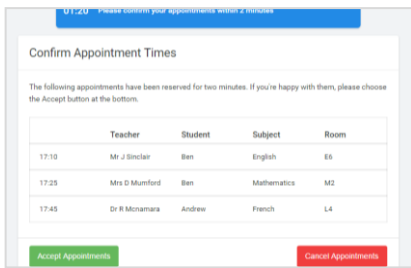
We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Step 5: Choose Teachers

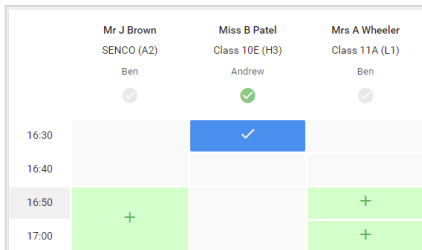
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic)

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 7: Book Appointments

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.



Step 8: 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*.



Parents' Evening Guide

How to attend the appointments via video

Log in and go to the evening.

On the day of the video appointments (or before to test your camera and microphone) login to the Parents' Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button.

Press the button to join your appointment on the day (or to test your camera/microphone at any time)

The King Alfred School Academy



You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.

January Progress Meeting

First appointment: 12/01/2021 16:00

Join Video Appointments

When you click *Join Video Appointments* the Check Audio and Video screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

Once you are happy please click *Proceed to video call*.

On the screen you can see the following, when in a call

- The teacher name and subject for the current and next appointment in the top left
- A countdown to the start of the appointment at the top right
- At the bottom the controls allow you to mute the mic or turn off the camera.

When another person is available these also who a pick up and hang up button to start/end the call.

Once your appointment is due to start the *Start Appointment* button will show in the middle of the screen

The King Alfred School Academy

Now: Miss K Burrows Art

Up Next: Mrs F Turner Class 7D

in 3:57

Start Appointment

Click the *Start Appointment* button. You will see yourself in the bottom right of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen (or hear them if their camera is not on), and you can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will end automatically.

Please note that if you or the teacher are late, or leave and rejoin the call, it does not reset the timer. The appointment will always end at the scheduled time.

If you have a consecutive appointment the screen will display a *Start Next Appointment* button. When you are ready to process, click on it.

Note that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled time.

If you have a non-consecutive appointment a countdown on the screen will tell you how long there is before the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

