



 schoolcloud

Parents' Guide for Booking Appointments

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

Information for your appointment: parents' evening booking system. Appointments can be booked via a new system. Please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email

rabbot4@gmail.com	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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 Parents' Evening

Click on the date you wish to book.

Unable to make the date? 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

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

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

Choose Teachers

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

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

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.

01:20 Please confirm your appointments within 4 minutes

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 Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 6a: 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.

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

Step 6b: Book Appointments (Manual)

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 to 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.

When ready, click

My 11 Subject Evening

Thursday 11th April

The golden evening to apply for 11. Please only the child on the main entrance and library signs for the first night of the evening in many places. Parking is available in the main school car park.

Teacher	Student	Subject	Room
16:00 Mr J Brown	Ben	SENCO	A2
16:10 Mr J Brown	Ben	English	E6
16:15 Mr J Brown	Ben	English	E6
16:20 Mrs D Mumford	Ben	Maths	M2
16:25 Mrs D Mumford	Ben	Mathematics	M2
16:30 Dr R Monamara	Andrew	French	L4

Step 7: 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'.

Protocol and guidance for Virtual Parents Evenings

We think it is helpful to establish some ground rules so that all participants are following the same protocol, and to ensure everyone's wellbeing.

- Conversations should take place in appropriate locations.
- All participants should be appropriately attired as they would be for a real-life face to face meeting.
- Conversations must not be recorded.
- If you are using a device to enable both parents from different households to attend simultaneously e.g. FaceTime or WhatsApp please flag this up to the teacher as a matter of courtesy at the start of the conversation.
- As in real life, your child is welcome to attend.
- Appointment times are not flexible and will start and finish exactly on time. Appointments will be automatically stopped once the allotted time has ended.

Advice

- School Cloud has now been trialled and used extensively within school – therefore, we anticipate things to run smoothly from the school site. Should there be any issues we will try our best to resolve these as soon as possible, but please be forgiving of any technical hitches.
- In order to have a video call appointment you need to have as a minimum:
 - A device with a microphone or speaker
 - A compatible web browser:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox
- It is recommended that, where possible, you use a headset or earphones to reduce echo.
- Please note that, whilst 'video call' is the default setting for appointments, there is the option to join the meeting without your video enabled if you wish. If you would prefer the appointment to be an audio call only, please let the member of staff know at the very start of the call, so that they can also switch off their video.
- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below.
- The same parent/carer who made the appointments MUST be the one to log in as the appointments are linked to his/her details only and NOT to the other parent.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- Better sound is achieved if only one person speaks to the microphone at a time.
- If one party loses connection, please just wait whilst they log in again - you should be able to resume the conversation.
- If there is a sound /display issue, try clicking the microphone/camera icon off and on again.
- **If there is still an issue, try logging off and logging on again** or try another device.
- If possible, have a backup device ready for you to log on and use.