Parents' Guide for Booking Appointments

To begin, visit <u>https://conyersschool.schoolcloud.co.uk/</u>

Your Details Tile Firet Name Main Astact Enal Confine Enal return digmation return digmation Student's Details Streamine First Name Summine Ban Astact Ident 2at + Arrow Exage Set of Binh Ban Astact	 Step 1: Login Go to the website above (or access via <u>www.conyers.org.uk</u>) Fill out the details on the page then click the <i>Log In</i> button. You will need to enter the details, which the school have on record for you and your child.
Click date lo continue: you child's traudure: Filause trace the unbade to the main entrance and rags to at exception: Click date lo continue: Click date lo continue: Click date lo continue: Cyne for transmission Pridage 17/21/ Match Findage 17/21/ Match Click continue:	 Step 2: Select Parents' Evening Click on the date you wish to book your appointments for. Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.
Choose Booking Mode Select how you'd like to book your appointments using the option below, and then hit Next. • Automatically book the best possible times based on your availability. • Manall Choose the time you would like to see each teacher. book book	 Step 3: Select Booking Mode Automatic: We will schedule the best appointments for you based on the time range you provide. Manual: Allows you to decide times for appointment, subject-by subject. Select "Next" We recommend choosing the automatic booking mode when browsing on a mobile device.
Choose Teachers: If there is a feacher you do not wish to see, please untick them before you continue. Ben Abbot Mr J Brown EDROO Mr S A Wheeler Class TIA Continue to Bock Appointment	 Step 4: Choose Teachers 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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.
Confirm Appointment Times The following appointments have been rearved for two minutes. If you're happy with them, please choose the Accept button at the bottom. Teacher Student 17:10 Mr J Student 17:25 Mr J Student 17:26 Dr R Monsmura Andrew French 14 Cascer Appointments	 Step 5a (<u>Automatic</u>): Book Appointments If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left. If it was not 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 Patal Class 10E (H3) Mrs A Wheeler Class 11A (L1) Ben Image: Class Clas Cla	 Step 5b (Manual): 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 <i>Delete</i>. Then choose an alternate time. You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand. Once you are finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.
Image: Control of the state of the stat	 Step 6: Finished All your bookings now appear on the My Bookings page. An email confirmation has been sent and you. You can log back in to view and amend bookings.

Getting Started on Consultation Evening

Remember: each appointment will begin at the exact stated time. All appointments are a maximum of 5 minutes. After this time has elapsed, the appointment will end automatically.

Your Details Title First Name Mrs Rachael About About First Name Date Of Birsh Eten About Date Of Birsh Eten Eten About Date Of Birsh Eten Eten Eten	 Step 1: Login / Follow the link in your confirmation email Follow the link in your appointments email to begin OR Go to the website above (or access via www.conyers.org.uk) Fill out the details on the page then click the Log In button.
Video Appointments Press the button below to access the video call or to your first appointment.	 Step 2: Click "Join Video Appointments" Appointments will last 5 minutes and begin at your scheduled appointment time. After 5 minutes you will be disconnected automatically.
First appointment: 03/12/2020 15:50 Join Video Appointments	Remember, if you arrive late the timer will have already started. We are unable to pause or rese this. We advise you are logged in, and ready at least 5 minutes before your session begins.
My Bookings	 Optional: Viewing Your Bookings You can press this button to view your appointments and make any changes.