

# Parents' Guide for Booking Appointments

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



Welcome to the Green Xodey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

### Your Details

Title	First Name	Surname
<input type="text" value="Mrs"/>	<input type="text" value="Rachael"/>	<input type="text" value="Abbot"/>

Email	Confirm Email
<input type="text" value="rabbot4@gmail.com"/>	<input type="text" value="rabbot4@gmail.com"/>

### Student's Details

First Name	Surname	Date Of Birth	
<input type="text" value="Ben"/>	<input type="text" value="Abbot"/>	<input type="text" value="20"/>	<input type="text" value="July"/>
		<input type="text" value="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.

## 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*.

### September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.  
Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

<b>Monday, 13th September</b> In-person & video call Open for bookings	>
<b>Tuesday, 14th September</b> In-person Open for bookings	>

[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

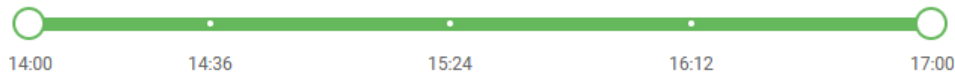
### Step 3: Select Booking Mode

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



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

☒ **Mr J Brown**  
SENCO

☒ **Mrs A Wheeler**  
Class 11A

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 2 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 Mcnamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## 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.

	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 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.

September Parents Evening  
2 appointments from 16:15 to 16:45

Tuesday, 14th September  
In-person

Print
Amend Bookings
Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening  
2 appointments from 16:00 to 16:45

Monday, 13th September  
Video call

September Parents Evening  
2 appointments from 15:00 to 15:45

Monday, 13th September  
In-person

### 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*.

