# Parents' Guide for Booking Appointments

**school**cloud

Browse to <a href="https://barrow.schoolcloud.co.uk/">https://barrow.schoolcloud.co.uk/</a>

Title		First Name	s	urname		
Mrs	•	Rachael		Abbot		
Email			Confirm E	mail		
rabbot4@	gmail.c	om	rabbot4@	gmail.com		
itudent First Nam		tails Surna	me	Date Of	Birth	

#### 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.

#### September Parents Evening

In to allow parents and teachers to discuss pres and will take place on 13th and 14th tember. that on the 13th there will be assions able both in-person & vision call. Open for bookings Tuesday, 14th Septem In-person & Vision Call Open for bookings



#### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click I'm unable to attend.

Cale	ct how you'd like to book your appointments using the option below, and then hit Next.
Jeie	at now your a neer to book your appointments using the option below, and then nit next.
•	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

## Step 3: Select Booking Mode

Choose Manual. Then press Next.

there is a	teacher you do r	ot wish to s	ee, please untick the	m before you continue.	
Ben Abb	ot				
Mr . SEN	J Brown		Mrs A Wheeler Class 11A		
Add a Tea	cher				

### Step 4: Choose Teacher

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

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

#### **Step 5: 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.

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