

Rathfriland High School



Parents' Guide for Booking Appointments Parent Consultation Meeting

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

Step 1: Login

Fill out the details on the page then click the 'LogIn' button.

NB - In order to log in you must enter details that match the information in the school system exactly (i.e. if a pupil or parent name is 'Samantha', you cannot enter 'Sam')

A confirmation of your appointments will be sent to the email address you provide.

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"/>	

Log In

Step 2: Select Parents' Meeting

Click on the date you wish to book - this will read **Friday 24th November**. If you are unable to make the date listed click *I'm unable to attend*.

Trial

Trial

Click a date to continue

Tuesday, 3rd November

Open for bookings

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.

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 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.

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

16:00

17:05

18:15

19:20

20:30

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

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 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.

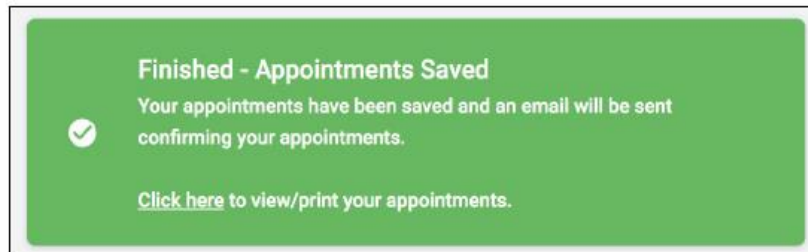
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

You can opt to leave a message for a teacher to say what you'd like to discuss, or raise anything beforehand. Then click 'save'. 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 6: 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.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sturges	Ben	English 1A
15:15	Mr J Sturges	Andrew	English 1A
15:20	Mr K. Jevons	Ben	History 1A
15:25	Miss F Barker	Andrew	Mathematics 101
15:30	Miss J Evans	Andrew	Science 101

If you have difficulties accessing the system or making bookings please contact the school on 02840630374 or via info@rathfrilandhigh.rathfriland.ni.sch.uk