

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

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

Ensure that your first and last name match those you have used in *ManageBac*. A confirmation of your appointments will be sent to the email address you provide.

Enter your child's details exactly as how they appear in *ManageBac*.

**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

- Monday, 13th September: In-person & video call (Open for bookings)
- Tuesday, 14th September: In-person (Open for bookings)

[For unable to attend](#)

## 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*.

**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 3: 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.

Time	Mr J Brown (SENCO) (A2) Ben	Miss B Patel (Class 10E (H5) Andrew	Mrs A Wheeler (Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

## Step 4: 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** 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 16:30 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 5: 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*.