GUIDE TO BOOKING APPOINTMENTS

Booking your appointments

- Please only book one appointment for each subject. The teachers giving feedback will show automatically on the SchoolCloud system.
- Each appointment will be 5 minutes long.

How to log in to the SchoolCloud system

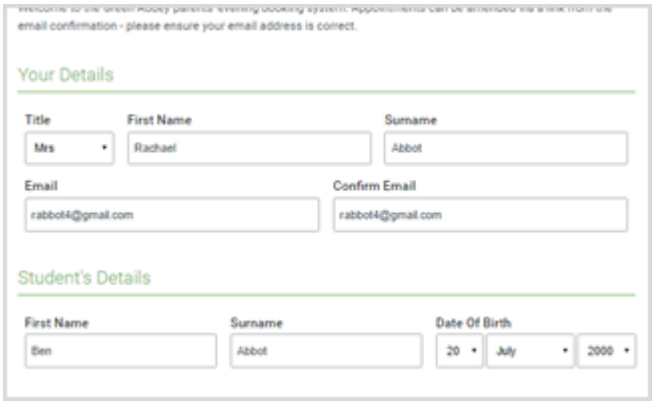
Click on this link: https://felsted.schoolcloud.co.uk/

You will need to use your iSAMS log-in details, which should then automatically take you to the SchoolCloud page without the need to register separately with them.

Step 1: Login

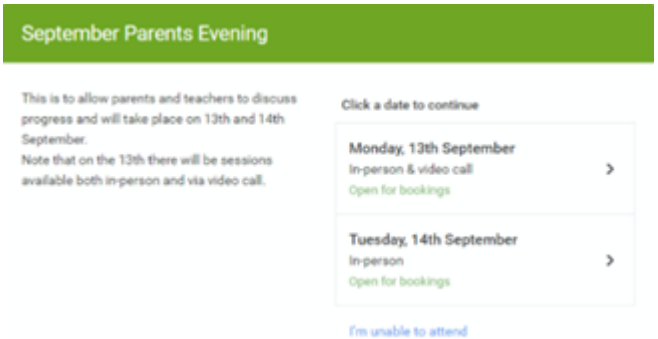
Fill out the details on the page then click the *Log In* button.

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



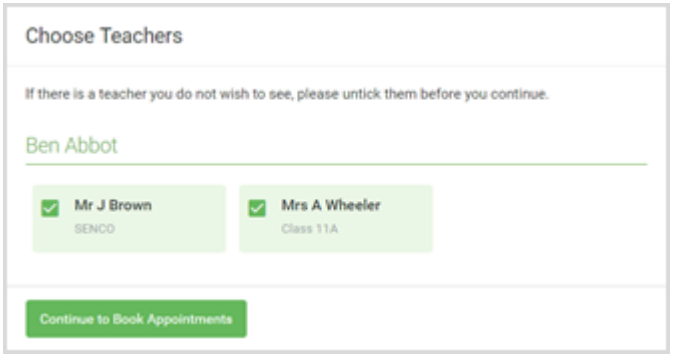
Step 2: Select Parents' evening

Click on the date you wish to book.



Step 3 : Choose Teachers

Click on to the teachers you would like to book appointments with. You will need to book three appointments in total - English, Maths and Tutor. This might mean you book two, or even three appointments with the same teacher.



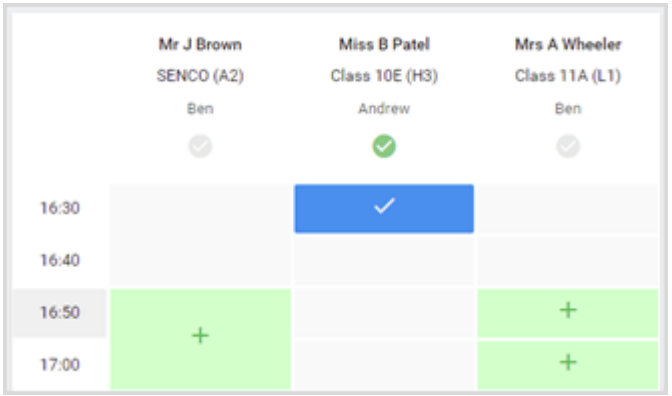
Step 4: Book Appointments

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.



If you have any difficulties logging in or booking your appointments, please contact Vicki Legrand (prepltsec@felsted.org.)

What will happen next

Once you have chosen your appointment slots, you will be sent an email confirmation (usually around an hour later).