

# Parents Evening Guide

<https://wealdgs.schoolcloud.co.uk/>

**Weald of Kent Grammar School**

**Parents' Evening System**

Welcome to the Weald of Kent Grammar School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct. When booking appointments please only book one appointment per subject even if your child has multiple teachers.

**Your Details**

Title: Mr, First Name: TPOne, Surname: Smith

Email: TPOne@wealdgs.org, Confirm Email: TPOne@wealdgs.org

**Student's Details**

First Name: TPOne, Surname: Smith, Date of Birth: 30 December 2012

Log In

Teacher Login Administrator Login

schoolcloud

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

An appointment made by one parent/carer will be automatically booked for the other if applicable

**Test Event**

This is a test event for the set-up guide.

Click a date to continue

Thursday, 17th June (Open for bookings)

I'm unable to attend

Click on the date you wish to book. Unable to make all of the dates listed? Click I'm unable to attend.

**Choose Booking Method**

Select how you'd like to book your appointments, then click Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

Next

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*.

## Automatic

**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

14:30 15:22 16:14 17:06 17:38

Your availability: 14:30 - 18:00

TSOne Smith

**Dr T McTest**  
Test Class

Generate Appointments

For automatic appointments drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Also select the teacher you wish to book appointments with

# Manual

The screenshot shows the 'Choose Teachers' section of the SchoolCloud interface. It includes a header for 'Weald of Kent Grammar School' and a date 'Test Event, Thursday, 17th June'. Below the header, there is a 'Choose Teachers' box with a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' A list of teachers is shown, with 'TSOne Smith' at the top and 'Dr T McTest' selected with a green checkmark. A green button labeled 'Continue to Book Appointments' is at the bottom.

When booking manually, select the teachers you'd like to book appointments with

The screenshot shows the appointment time selection screen. A blue notification box at the top states: 'There is a gap of 3 minutes between video appointments. The below times are the starting time for each appointment.' Below this is a table for 'Dr T McTest Test Class' with 'TSOne Smith' as the teacher. The table lists times from 16:00 to 17:44 in 3-minute increments. The 16:39 slot is highlighted with a yellow box and contains a green 'Book' button. Other slots contain a green '+' icon. A 'Send Feedback' button and 'Sign Out' link are visible in the bottom left.

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable

The screenshot shows a green 'Add Appointment' dialog box. It contains the text: 'Confirm appointment with Dr T McTest at 16:39.' Below this is a text input field labeled 'Add a message for Dr T McTest:' and a green 'Save' button at the bottom.

When you book an appointment you can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand

The screenshot shows the 'Finished - Appointments Saved' confirmation screen. A green box at the top says: 'Finished - Appointments Saved. Your appointments have been saved and an email will be sent confirming your appointments. Click here to view/print your appointments or invite another parent/guardian to the video call.' Below this is a blue notification box: 'There is a gap of 3 minutes between video appointments. The below times are the starting time for each appointment.' The appointment table is shown with the 16:39 slot highlighted in blue with a white checkmark. A 'Send Feedback' button and 'Sign Out' link are visible in the bottom left.

Once submitted you can then see your bookings

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Home

My Bookings

You have upcoming appointments which take place by video instead of in-person.

**Video Appointments**

Press the button below to access the video call or to test your camera/microphone prior to the start of your next appointment today at 16:39.

Join Video Appointments

**Test Event**

This is a test event for the set-up guide.

Click a date to continue

Thursday, 17th June  
You have 1 appointment

On the home page it now shows when your next appointment is and lets you join when you are ready

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Home

My Bookings

Check Audio and Video

Microphone

Sound detected - your microphone is working

Speakers

Play a test sound

Proceed to Video Call

You will then be taken to a set up screen to check your audio and video devices.

Once checked select "Proceed to video call"

You will then be waiting in a lobby with a countdown timer to your next appointment.