



# Allerton Grange Parents' Guide for Booking Appointments

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

**Parents' Evening System**  
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**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

**Log In**

## Step 1: Login

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

You do not need to a title but your first name and surname must be the same as we hold for you.

Please use your child's preferred forename and surname.

Use your current email, if you do not have an email leave this section blank.

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

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings

[I'm 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 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 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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

- Mr J Brown (SW2)
- Mrs D Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 11A)

Andrew

- Miss F Burton (Mathematics)
- Dr R Monamara (French)
- Mr J Sinclair (English)

**Continue to Book Appointments**

## 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.

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

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

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

## 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.

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.

Year 11 Subject Evening  
Thursday, 10th April

This page is booking in for pupils in year 11. Please enter the school via the main entrance and take the vans for the bus - full when the evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room	
16:50	Mr J Brown	Ben	English	A2
17:15	Mr J Sinclair	Ben	English	E6
17:30	Mr J Sinclair	Andrew	English	E6
17:45	Mr J Sinclair	Ben	English	E6
18:00	Miss B Patel	Andrew	Mathematics	H3
18:15	Miss B Patel	Andrew	Mathematics	H3

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.



# Allerton Grange Parents' Guide Video Appointments: How to attend appointments over video call

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

In order to make video calls, you need to have as a minimum:

A device with a microphone and speaker

A compatible web browser:

iPhone/iPad: Safari

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here)

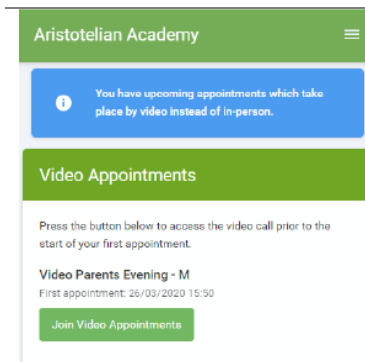
Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox

We also recommend:

Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.

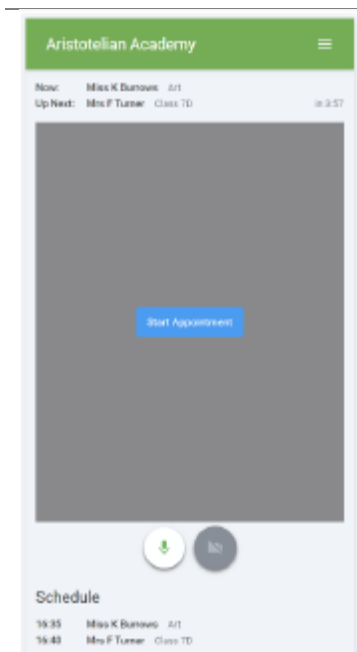
Using a headset (or earphones with a microphone) to reduce echo.



## 1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for the school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.



## 2. The Video Call screen

When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the Start Appointment button.



Note that if you or the teacher are late, or leave and rejoin the call, it does not reset the timer. The appointment will always end at the scheduled time.

### 3. Making a call

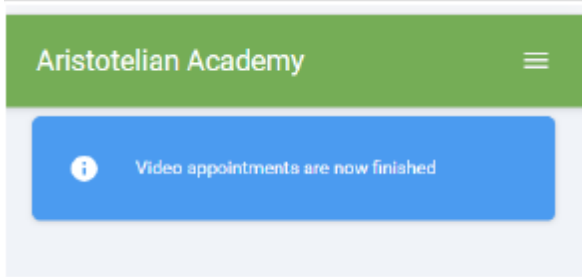
Click the Start Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.



### 4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a Start Next Appointment button. When you are ready to proceed, click on it

Note that if you delay starting a call it does not extend the duration for that appointment.

The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.