

## KS5 Options Evening

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

Your Details

Title	First Name	Surname
Ms	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth	
Ben	Abbot	20	July 2009

[Log In](#)

### 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.

Contact [tc@brynelian.conwy.sch.uk](mailto:tc@brynelian.conwy.sch.uk) if you need to update your email address on the school system.

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 'Sixth Form Options Evening' to book appointments with teachers that you have questions for.

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 *manual* mode so that the system doesn't make an appointment with every single teacher. You only need to meet with those representing the subjects that you wish to study.

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

[Add a Teacher](#)

[Continue to Book Appointments](#)

## Step 4: 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.

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 Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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.

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.

My Bookings

View 11 Selected Bookings

Thursday, 14th April

The current booking for you is on page 1. Please enter the subject for the start address and follow the appropriate steps to book your appointment. Booking is available for the next 60 minutes.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	A2
16:30	Mr J Sinclair	Ben	English	E6
16:50	Mr J Brown	Andrew	English	A2
16:50	Mr J Sinclair	Ben	English	E6
16:50	Miss B Patel	Andrew	Mathematics	H3
16:50	Miss Wheeler	Ben	English	L1

## 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.

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