Ysgol Uwchradd Teilo Sant yr Eglwys yng Nghymru St Teilo's Church in Wales High School

Prifathro/Headteacher: Mr I Loynd



Circle Way East, Cardiff, CF23 9PD Ffôn/Tel: 029 20547180

INTRODUCING SCHOOLCLOUD

Visit https://stteilos.schoolcloud.co.uk/

Title	First Name	Surname
Mrs •	Rachael	Abbot
Email		Confirm Email
rabbot4@gmai	Loom	rabbol4@gmail.com
itudent's D First Name	etails Surname	Date Of Birth

Click a date to continu

te that on the 13th there will be sessions

Monday, 13th Septe

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: 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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

Set the earlie press the but	st and latest times yo ton to continue.	u can attend, select whi	ch teachers you'd like to	see, and then
	and and an all shares	st times		
Choose e	aniest and lates	St times		
Choose e	aniest and lates	·		

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Step 5: 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.

www.stteilos.com

Confirm A	ppointment Time	S		
he following a te Accept butte	ppointments have been rea on at the bottom.	erved for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17.45	Dr R Monamara	Andrew	French	14

Step 6: Book Appointments (Automatic)

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 7: 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 2 appointments from 16:15 to 16:45		Tuesday, 14th September		
🖶 Print	🖍 Amend Bookings	Subscribe to C	alendar	
This is to allow Note that on t	v parents and teachers to disc he 13th there will be sessions i	uss progress and will tak wailable both in-person a	e place on 13th and 14th September. and via video call.	
	Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English	
16:30	Miss Bina Patel	Jason Aaron	Religious Education	
Septem 2 appoint	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cal	
Septem	ber Parents Evening		Monday, 13th September	

Step 8: 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.