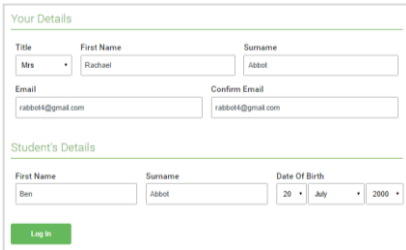


## Parents' Guide for Booking Appointments

Porwr / Browse to <https://GGBTS.schoolcloud.co.uk/>

### Fideo cymorth / Support video

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>



The screenshot shows a form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom left.

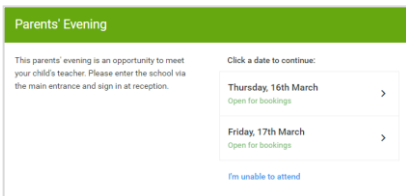
#### Cam 1: Mewngofnodi

Llenwch y manylion ar y dudalen yna cliciwch y botwm 'Mewngofnodi'. Bydd cadarnhad o'ch apwyntiadau yn cael ei anfon i'r cyfeiriad e-bost a roddwyd gennych chi.

##### 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.



The screenshot shows a green header 'Parents' Evening'. Below it, there is a message: '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.' To the right, there is a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and 'Open for bookings' text. At the bottom, there is a link 'I'm unable to attend'.

#### Cam 2: Dewis Noson Rhieni

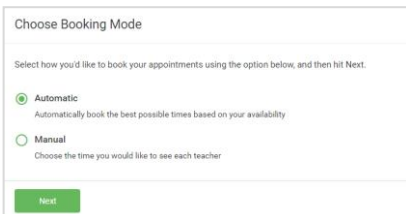
Cliciwch ar y dyddiad yr hoffech archebu.

Methu gwneud yr holl ddyddiadau a restrir? Cliciwch 'Alla i ddim bod yn bresennol'.

##### 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*.



The screenshot shows a form titled 'Choose Booking Mode'. It asks 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

#### Cam 3: Dewis y Modd Archebu

Dewiswch 'Awtomatig' os hoffech i'r system awgrymu'r amserlen apwyntiadau fyrraf bosibl yn seiliedig ar yr amseroedd rydych ar gael i'w mynychu. I ddewis yr amseroedd i archebu gyda phob athro, dewiswch 'Manual'. Yna pwyswch 'Nesaf'.

Rydym yn argymhell dewis y modd archebu awtomatig wrth bori ar ddyfais symudol.

##### 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*.

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown SENC0

Mrs A Wheeler Class 11A

Continue to Book Appointments

## Cam 4: Dewis Athrawon

Os dewisoch chi'r modd archebu awtomatig, llusgwch y llithryddion ar frig y sgrin i nodi'r cynharaf a'r hwyrhaf y gallwch fynychu.

Dewiswch yr athrawon yr hoffech drefnu apwyntiadau gyda nhw. Mae tic gwyrdd yn dangos eu bod wedi'u dewis. I ddad-ddewis, cliciwch ar eu henw.

### 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.

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 Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Cam 5a (Awtomatig): Archebu Apwyntiadau

Os dewisoch y modd archebu awtomatig, fe welwch apwyntiadau dros dro a gynhelir am 2 funud. I'w cadw, dewiswch 'Derbyn' ar y chwith isaf.

Os nad oedd modd archebu pob athro a ddewiswyd yn ystod yr amseroedd y gallwch eu mynychu, gallwch naill ai addasu'r athrawon yr hoffech gyfarfod â nhw a rhoi cynnig arall arni, neu newid i'r modd archebu i fewnbynnu personol (Cam 5b).

### 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 SENC0 (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Cam 5b (Mewnbynnu Personol): Archebu Apwyntiadau

Cliciwch unrhyw un o'r celloedd gwyrdd i wneud apwyntiad. Mae celloedd glas yn dynodi lle rydych eisoes ag apwyntiad. Nid yw celloedd llwyd ar gael.

I newid apwyntiad, bydd angen dileu'r gwreiddiol drwy hofran dros y blwch glas a chlicio 'Dileu'. Yna dewiswch eilwaith.

Gallwch ddewis gadael neges i'r athro ddweud beth yr hoffech ei drafod, neu godi unrhyw beth ymlaen llaw.

Unwaith y byddwch wedi gorffen archebu pob apwyntiad, ar frig y dudalen yn y blwch rhybuddio, cliciwch 'yma' i orffen y broses archebu.

### 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

10:00 - 10:15

Teacher	Student	Subject	Room
10:00 Mr J Brown	Ben	English	E6
10:15 Mrs D Mumford	Ben	Mathematics	M2
10:30 Dr R Monamara	Andrew	French	L4
10:45 Mrs A Wheeler	Ben	English	E6
11:00 Mr J Brown	Ben	English	E6
11:15 Mrs D Mumford	Ben	Mathematics	M2
11:30 Dr R Monamara	Andrew	French	L4
11:45 Mrs A Wheeler	Ben	English	E6

## Cam 6: Wedi gorffen

Mae eich holl archebion bellach yn ymddangos ar y dudalen Fy Archebion. Mae cadarnhad e-bost wedi'i anfon a gallwch hefyd argraffu apwyntiadau drwy bwysu 'print'. Cliciwch 'Tanysgrifio i'r Calendr' i ychwanegu'r rhain ac unrhyw archebion i'ch calendr yn y dyfodol.

I newid eich apwyntiadau, cliciwch ar *Amend Bookings*.

### 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*.