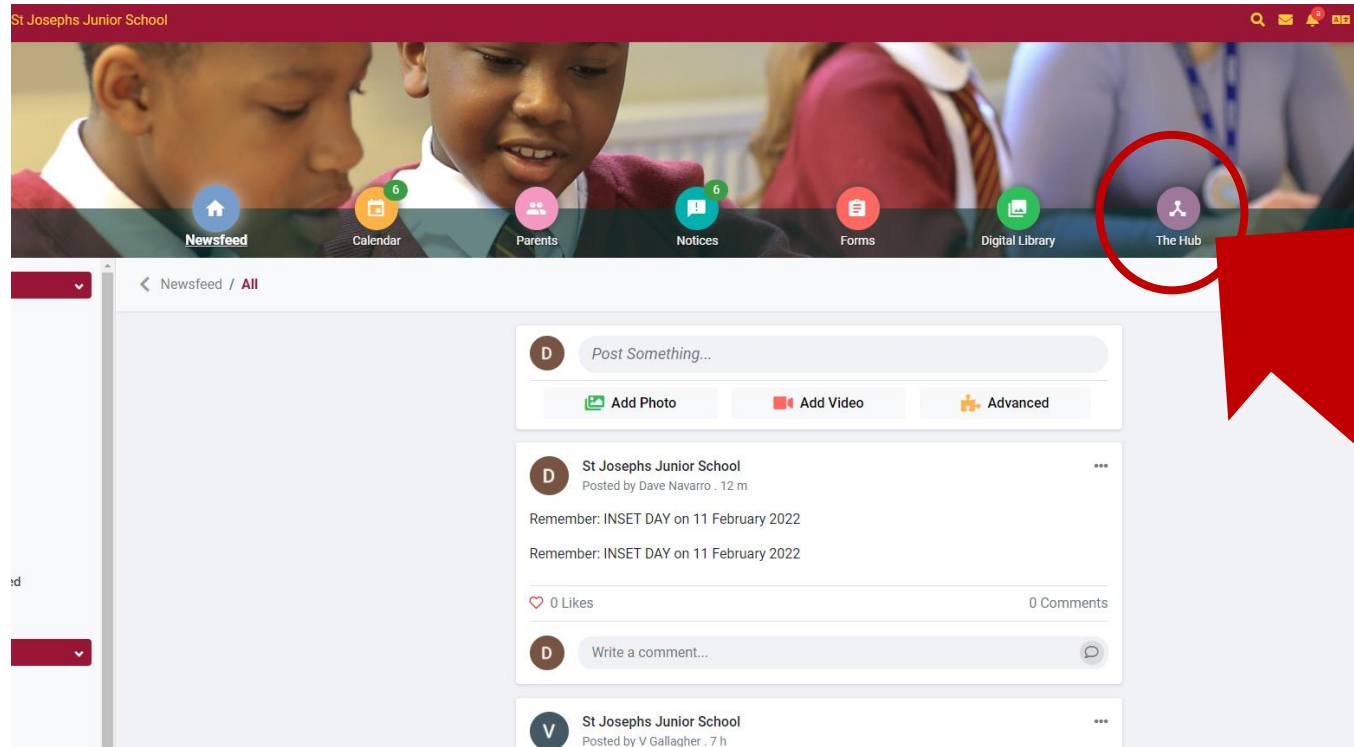


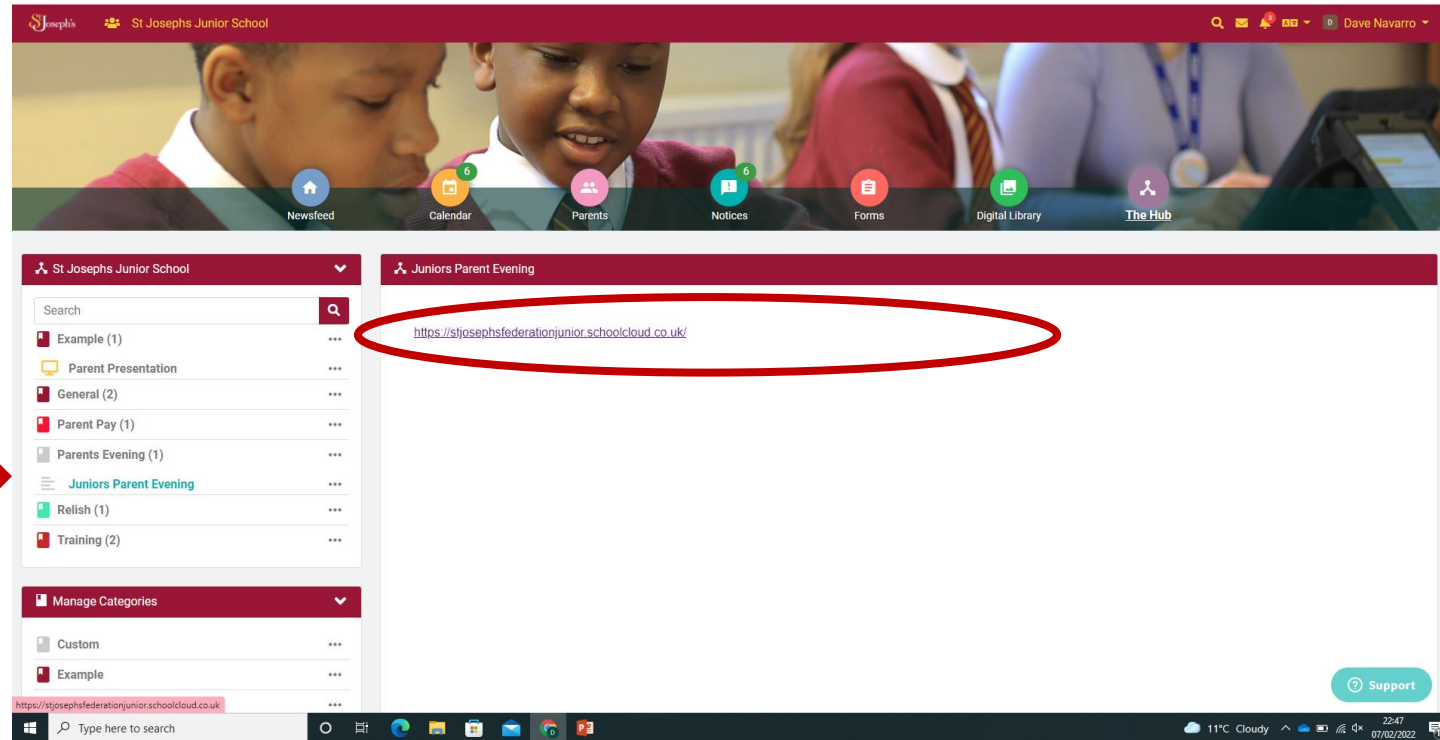
# How to book Parent's Evening

1. On the App, go to The Hub
2. Go to Parent's Evening
3. Enter your details and your child's details
4. Log in
5. Choose a day
6. Choose booking method
7. Choose a time
8. Confirm the time and any questions for the teacher
9. Confirmation

# 1. On the App, go to The Hub



# 2. Go to Parent's Evening



The screenshot shows the website for St Josephs Junior School. The top navigation bar includes icons for Newsfeed, Calendar, Parents, Notices, Forms, Digital Library, and The Hub. A search bar is located in the left sidebar, and the search results for 'Juniors Parent Evening' are displayed in the main content area. The URL <https://stjosephsfederationjunior.schoolcloud.co.uk/> is circled in red. A large red arrow points from the left towards the search results.

# 3. Enter your details and your child's details

St Josephs Junior School

SchoolCloud

Welcome to the St Josephs Junior School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title  First Name  Surname

Email  Confirm Email

Student's Details

First Name  Surname  Date of Birth  1  January  2010

Log In

Teacher Login Administrator Login

schoolcloud

OR

St Josephs Infant and Nursery School

SchoolCloud

Welcome to the St Josephs Infant and Nursery School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title  First Name  Surname

Email  Confirm Email

Student's Details

First Name  Surname  Date of Birth  1  January  2010

Log In

Teacher Login Administrator Login

schoolcloud

The spelling for your name, child's name and email address **MUST** match what the office has  
We will assume you know your own child's correct date of birth

# 5. Choose a day

The screenshot shows the SchoolCloud interface for St Josephs Junior School. On the left is a navigation menu with 'Home' and 'My Bookings'. The main content area is titled 'TEST EVENING'. Below the title, there is a dropdown menu for selecting a date. The selected date is 'Tuesday, 8th February', which is highlighted in a grey box. Below the date, there is a link that says 'Open for bookings' and another link that says 'I'm unable to attend'. A large red arrow points to the date selection box.

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

# 6A. Choose Booking Method: Automatic

schoolcloud St Josephs Junior School

Home  
My Bookings

Choose Teachers

Select the teachers you wish to see, then click below to continue.

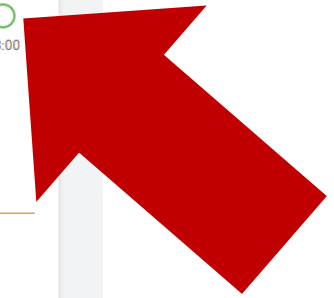
Choose earliest and latest times

16:00 16:30 17:00 17:30 18:00

Your availability: 16:00 - 18:00

Class 6P

Generate Appointments Back



**Set your own availability using the sliders and ask the system to match with the teacher's**

# 6B. Choose Booking Method: Manual

schoolcloud St Josephs Junior School

Home

My Bookings

Choose Teachers

Select the teachers you wish to see, then click below to continue.

Class 6P

Continue to Book Appointments Back



Or do it manually – since each child in a primary school only has one teacher, it doesn't matter which option you choose

# 7. Choose a time

schoolcloud St Josephs Junior School

Home

My Bookings

**Green = Available**

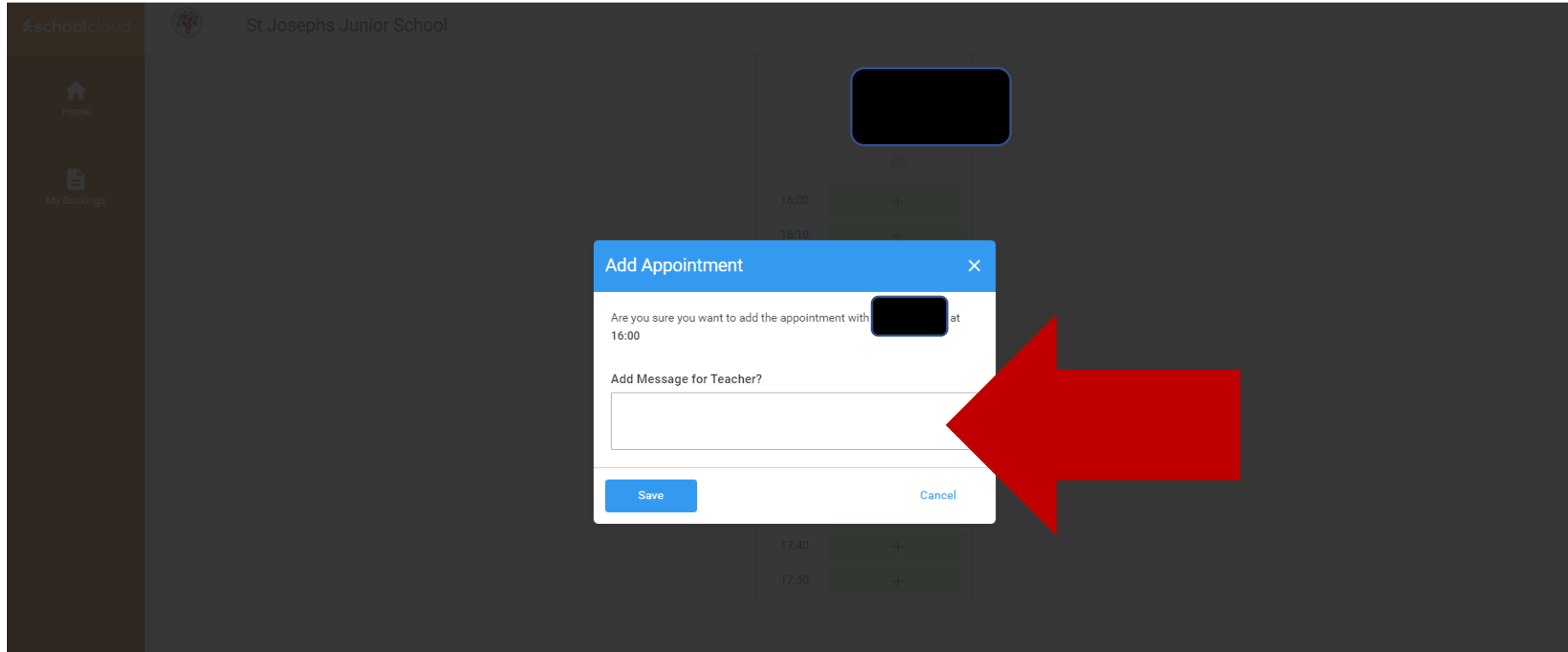
**Grey = Not available**

Class 6P

16:00	+
16:10	+
16:20	+
16:30	+
16:40	+
16:50	+
17:00	+
17:10	+
17:20	+
17:30	+
17:40	+
17:50	+



# 8. Confirm your time and any questions



# 9. Completed

The screenshot shows the schoolcloud interface for St Josephs Junior School. A green notification banner at the top reads: "Finished - Appointments Saved. Your appointments have been saved and an email will be sent confirming your appointments. Click here to view/print your appointments." Below this is a class schedule for "Class 6P". The schedule is a table with time slots on the left and a column for appointments. The 16:00 slot is highlighted in blue with a white checkmark, and a large red arrow points to it from the right. Other time slots are empty.

Time	Appointment
16:00	✓
16:10	
16:20	
16:30	
16:40	
16:50	
17:00	
17:10	
17:20	
17:30	
17:40	
17:50	

**You can go back anytime to change the appointment for a certain period – we will aim to close bookings 2 days before the actual day so teachers get a clear schedule**