

November 2020

Dear Parent / Carer,

### **Year 11 Progress Evening Thursday 3<sup>rd</sup> December 2020- Online Appointment Booking**

As we finish the first term for year 11 at Our Lady's I would like to take the opportunity to thank parents and carers for their support so far this year.

On Thursday 3<sup>rd</sup> December we would like to invite you to attend our Progress Evening to discuss in more detail the progress they are making this year. To help your son / daughter reach their full potential we are asking that you attend the Progress Evening online to meet with their Form Tutor to discuss their progress and any queries you may have about revision or their work in general.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. All the appointments will be carried out online via a video link that you can run from your phone, tablet or home computer providing you have a webcam, microphone and an internet connection. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 20<sup>th</sup> November at 3pm and will close on Thursday 3<sup>rd</sup> December at 2.30pm. Should you wish to make any changes after this date please contact the school office.

Please visit our school website or <https://olcc.schoolcloud.co.uk> to book your appointments.

To Login please fill in all the fields with the information the school has on record.

If you have any problems, please email our IT support team at: [olcc.portalsupport@olcc.lancs.sch.uk](mailto:olcc.portalsupport@olcc.lancs.sch.uk)

Please include your Title, First and last name, email and your students name so they can check and update your details on our system.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss L.Saltariche  
Year 11 Progress Leader

Below is a short Video guide on how to make appointments and how to setup your online video meeting. (A link to this can also be found on our school website)

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

Our Lady's Catholic College

SchoolCloud

Welcome to the Our Lady's Catholic College 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 First Name Surname

Email Confirm Email

Student's Details

First Name Surname

Date of Birth

1 January 2010

Log In

# Parents' Guide for Booking Appointments



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

**Your Details**

Title: Ms, First Name: Rashmi, Surname: Abbot

Email: rashmi@olcc.co.uk, Confirm Email: rashmi@olcc.co.uk

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 28 / Apr / 2000

Link to: [button]

## 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.

**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 [button]

## 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  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments [button]

## 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        |    |
|---------|---------------|---------|-------------|----|
| 17:02   | Mr J Brown    | Ben     | English     | ES |
| 17:25   | Mrs D Mumford | Ben     | Mathematics | MC |
| 17:48   | Dr R Monnara  | Andrew  | French      | LA |

Accept Appointments [button] Cancel Appointments [button]

## 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).

**Step 5b (Manual): Book Appointments**

Mr J Brown (A2) | Miss B Patel (H3) | Mrs A Wheeler (L1)

Ben | Andrew | 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.

**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*.

## 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*.