



## Parent Instructions

# How to log in to School Cloud for Parent Evening

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

Rawlins Academy

**SchoolCloud**

Welcome to the Rawlins Academy 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  
Miss Emma Thompson

Email Confirm Email  
emma.thompson15@outlook.com emma.thompson15@outlook.com

**Student's Details**

First Name Surname Class  
Elisha Thompson 9C

Log In

### IMPORTANT

Unable to find a parent and/or student with those details. Please check and try again.

**Check you have entered the correct details if you see a red banner appear. The most common error is an incorrect 'Class' or spelling mistake.**

### Step 1: Login

Fill out the details on the page then click the *Log In*.

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

### 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.



## Parent Instructions

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

### 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 McNamara	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

Add Feedback

Print List

View 11 Selected Bookings

This parents evening is for pupils to year 11. Please enter the subject for the main entrance and follow the signs for the blue staff where this morning's taking place. Booking is available in the main school car park.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6

### 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*.**

<https://www.rawlins.embracemat.org/parents/parents-evening/>