#### **Parent/Carer Guide for Booking Appointments school**cloud

Accessed via the 'Hub' then 'Parents Evening' on Weduc or https://tuxford.schoolcloud.co.uk/

| School<br>Welcome to<br>link from the | Cloud<br>the Tuxford Academy (<br>email confirmation - p | parent teacher confer<br>lease ensure your en | ence booking<br>ail address is | system. Appo<br>correct. | ntme   | nts can be a | menc | led via a |  |
|---------------------------------------|----------------------------------------------------------|-----------------------------------------------|--------------------------------|--------------------------|--------|--------------|------|-----------|--|
| Your Del                              | ails                                                     |                                               |                                |                          |        |              |      |           |  |
| Title                                 | First Name                                               |                                               |                                | Surname                  |        |              |      |           |  |
| Email                                 |                                                          |                                               | Confirm I                      | Email                    |        |              |      |           |  |
| Studenť                               | s Details                                                |                                               |                                |                          |        |              |      |           |  |
|                                       |                                                          | Sumame                                        |                                | Dat                      | e of E | Birth        |      |           |  |
| First Name                            |                                                          |                                               |                                |                          |        |              |      |           |  |

# 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. You will need to log in for each child you have at the academy to access the relevant year group test appointment booking.

| Y13 & 14 COVID Testing          |                                                | Opens in 3 days |
|---------------------------------|------------------------------------------------|-----------------|
| LFT appointment for one student | Click a date to continue                       |                 |
|                                 | Friday, 5th March<br>Not yet open for bookings | 0               |
|                                 | I'm unable to attend                           |                 |

# Step 2: Select the year group to book

| h   | oose Booking Mode                                                                      |
|-----|----------------------------------------------------------------------------------------|
| Sel | ct 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                  |
| 0   | Manual                                                                                 |
|     | Choose the time you would like to see each teacher                                     |

# Step 3: Select Booking Mode

Choose Manual to select an appointment time of your choosing and click 'Next'



If there is a teacher you do not wish to see, please untick them bef



On this page click 'Continue to Book Appointments'.

It is important to note, the staff name listed is not the actual 'tester' - do not untick any staff names or you will have a reduced amount of available slots to book.



### **Step 5: Book Appointments**

Click any of the green cells to make an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and select delete.

As mentioned above, It is important to note, the staff name listed is not the actual 'tester' - it does not matter which staff member you select as it is the appointment time only that you are booking.

As soon as you have clicked on your appointment it is booked, you will receive an email of the confirmed time.

# Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent.

To change your appointments, click on Amend Bookings.

This is the booking completed - students should arrive at main reception no more than 2 minutes prior to the booked time (no joining appointments for those who have used this system before).