

Yn y bar cyfeiriad ewch i <https://ysgolbropedr.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## Cam 1: Mewngofnodi

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

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

## Cam 2: Dewis Noson Rhieni

Cliciwch ar y dyddiad yr hoffech ei archebu.

neu Cliciwch *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

## Cam 3: Dewis Modd Archebu

I ddewis amser yr apwyntiad gyda'r athro, dewiswch Manual. Yna pwyswch Next.

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

## Cam 4: Dewis Athro

Dewiswch yr athro yr hoffech archebu apwyntiadau gyda nhw. Mae tic gwyrdd yn dangos eu bod wedi'u dewis. I ddad-ddewis, cliciwch ar eu henw. Gallwch archebu athrawon eraill nad ydynt wedi'u rhestru ar y sgrin drwy glicio *Add a Teacher*.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

## Cam 5a (Llawlyfr): Archebu Apwyntiad

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

I newid apwyntiad, dileu'r gwreiddiol drwy hofran dros y blwch glas a chlicio *Delete*. Yna dewiswch amser arall.

Ar ôl i chi offen archebu pob apwyntiad, ar frig y dudalen yn y blwch rhybuddio, pwyswch *Click Here* i offen y broses archebu.

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	A1
Miss B Patel	Andrew	English	A1
Mrs A Wheeler	Ben	English	A1
Mr J Brown	Ben	Mathematics	A1
Miss B Patel	Andrew	English	A1
Mrs A Wheeler	Ben	English	A1

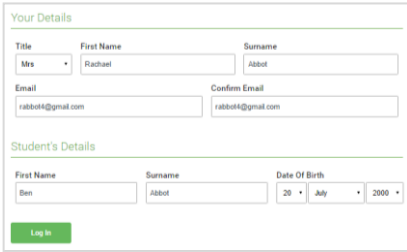
## Cam 6: Wedi gorffen

Mae eich apwyntiadau yn ymddangos ar y dudalen *My Bookings*. Mae cadarnhad e-bost wedi'i anfon a gallwch hefyd argraffu apwyntiadau drwy bwysio Print. Cliciwch *Subscribe to Calendar* i ychwanegu'r rhain ac unrhyw archebion yn y dyfodol at eich calendr.

I newid eich apwyntiadau, cliciwch ar *Amend Bookings*

# Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

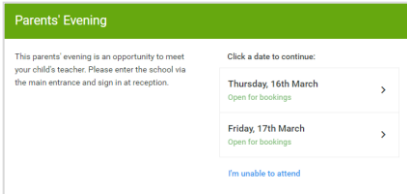
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## 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:

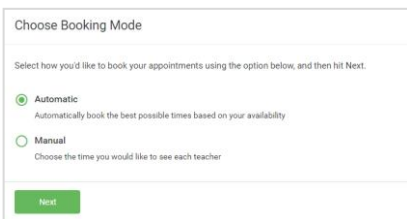
- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings

[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.

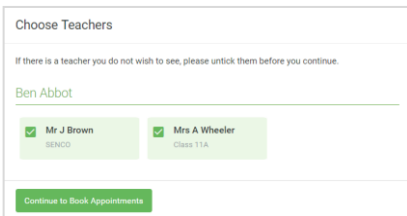
Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

To select the times to book with your teacher, choose *Manual*. Then press *Next*.



Choose Teachers

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

Ben Abbot

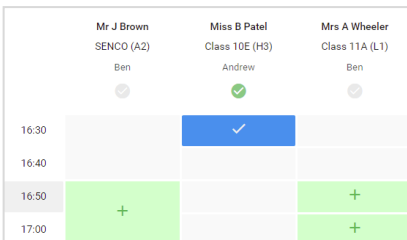
Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

Continue to Book Appointments

## Step 4: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



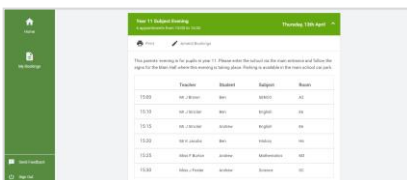
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 5 (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.

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

View 11 bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	Maths	101
Mr J Brown	Ben	English	101
Mr J Brown	Ben	English	101
Mr J Brown	Ben	English	101
Mr J Brown	Ben	English	101
Mr J Brown	Ben	Mathematics	101
Mr J Brown	Ben	English	101

## 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*.