

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

Cwblhewch y manylion ar y dudalen, ac yna cliciwch ar y botwm *Log In*.

Mae angen i enw / cyfenw a dyddiad geni'r disgybl gyd-fynd a'r wybodaeth sydd ar system yr ysgol.

Bydd cadarnhad o'r apwyntiad yn cael ei anfon i'r cyfeiriad e-bost rydych wedi ei nodi.

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 y noson rieni

Dewiswch y dyddiad yr hoffech ei archebu.

Os nad ydych yn gallu mynychu'r dyddiadau sy'n cael eu cynnig, gwasgwch *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 dull archebu

Dewiswch *'Automatic'* os ydych am i'r system gynnig apwyntiadau ar eich cyfer. Bydd y system yn creu amserlen mor fyr â phosib i chi. Er mwyn dewis amser penodol i archebu amser gyda'r athro, dewiswch *'Manual'* yna gwasgwch *'Next'*. Rydym yn argymhell i chi ddefnyddio'r dull awtomatig os ydych yn pori gan ddefnyddio eich ffon symudol.

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 athrawon

Os ydych yn dewis y dull awtomatig, symudwch y llithrydd ar dop y sgrin er mwyn nodi'r amser cynharaf â'r hwyraf rydych yn gallu mynychu.

Dewiswch yr athrawon yr hoffech ei weld. Mae'r tic gwyrdd yn nodi eich bod wedi eu dewis. Er mwyn newid hyn, cliciwch ar enw'r athro

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 E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monamara	Andrew	French L4

[Accept Appointments](#) [Cancel Appointments](#)

Cam 5a (Awtomatig): Archebu Apwyntiadau

Os ydych yn dewis y dull archebu awtomatig, gallwch weld apwyntiadau dros dro sy'n cael eu dal i chi am 2 funud. Er mwyn eu cadw, gwasgwch *'Accept'* ar ochr chwith waelod y sgrin. Os nad oedd hi'n bosib i chi ddewis yr athro yr hoffech ei weld yn yr amser penodol a nodwyd, newidiwch yr athrawon yr hoffech ei weld a cheiswch eto, neu newidiwch i'r dull awtomatig. (Cam5b)

Teacher	Student	Subject	Room
Mr J Brown (SENCO)	Ben	English	E5
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30

16:40

16:50

17:00

Cam 5b (Manual): Archebu Apwyntiadau

Gwasgwch ar unrhyw gell wyrdd er mwyn gwneud apwyntiad. Mae celloedd glas yn gyfnodau rydych wedi gwneud apwyntiad yn barod. Mae celloedd llwyd yn nodi sesiynau sydd ddim ar gael. Er mwyn newid apwyntiad, bydd angen dileu'r gwreiddiol drwy hofran uwchben y blwch glas a gwasgu *Delete*. Ewch ati i ddewis cyfnod gwahanol. Mae posib i chi adael neges i'r athro er mwyn nodi'r hyn yr hoffech ei drafod, neu godi unrhyw bwynt o flaen llaw. Unwaith rydych wedi gorffen archebu eich apwyntiadau, ar dop y dudalen yn y blwch *'alert'*, gwasgwch [click here](#) er mwyn gorffen y broses.

My Bookings

This displays bookings for the pupils in your class. Please click the back button on the main dashboard and follow the steps for the alert (if you are the morning/afternoon booking is available at the time school is open).

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English E5
16:50	Mrs A Wheeler	Ben	French L4
17:10	Mr J Sinclair	Ben	English E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monamara	Andrew	French L4
18:00	Miss B Patel	Andrew	Mathematics M2
18:15	Mrs A Wheeler	Ben	French L4

Cam 6: Gorffen

Mae eich apwyntiadau erbyn hyn i'w weld ar y dudalen *'My Bookings'*. Bydd e-bost cadarnhau yn cael ei anfon, a gallwch hefyd brintio'r apwyntiadau drwy wasgu *Print*. Gwasgwch ar *Subscribe to Calendar* er mwyn ychwanegu'r apwyntiadau yma, ac unrhyw apwyntiadau'r dyfodol i'ch calendr.

Er mwyn newid eich apwyntiadau, gwasgwch *Amend Bookings*.

Parents' Guide for Booking Appointments

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

The form is divided into two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A 'Log In' button is at the bottom.

Step 1: Login

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

You need to use the name / surname and date of birth of your child which matches the information on the school's system.

A confirmation of your appointments will be sent to the email address you provide.

The screen has a green header 'Parents' Evening'. Below it, text explains the purpose of the evening. On the right, there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link and a right arrow. At the bottom, there is a link '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*.

The screen has a header 'Choose Booking Mode'. Below it, text asks how the user would like to book. There are two radio buttons: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

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.

The screen has a header 'Choose Teachers'. Below it, text says 'If there is a teacher you do not wish to see, please unclick them before you continue.' There are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark. A 'Continue to Book Appointments' button is at the bottom.

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.

The screen has a header 'Confirm Appointment Times'. Below it, text says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' There is a table with columns: Teacher, Student, Subject, Room. The table contains three rows of appointments. At the bottom, there are 'Accept Appointments' and 'Cancel Appointments' buttons.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

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).

The grid shows teachers at the top: Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), and Mrs A Wheeler (Class 11A (L1)). Below are time slots: 16:30, 16:40, 16:50, 17:00. Cells are colored: green with a checkmark (booked), blue with a checkmark (already booked), grey (unavailable), and green with a plus sign (available for booking).

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.

The page has a green sidebar with 'Home', 'My Bookings', and 'My Appointments'. The main content area has a header 'My Bookings' and a table of bookings. The table has columns: Teacher, Student, Subject, Room. The table contains three rows of bookings.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

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*.