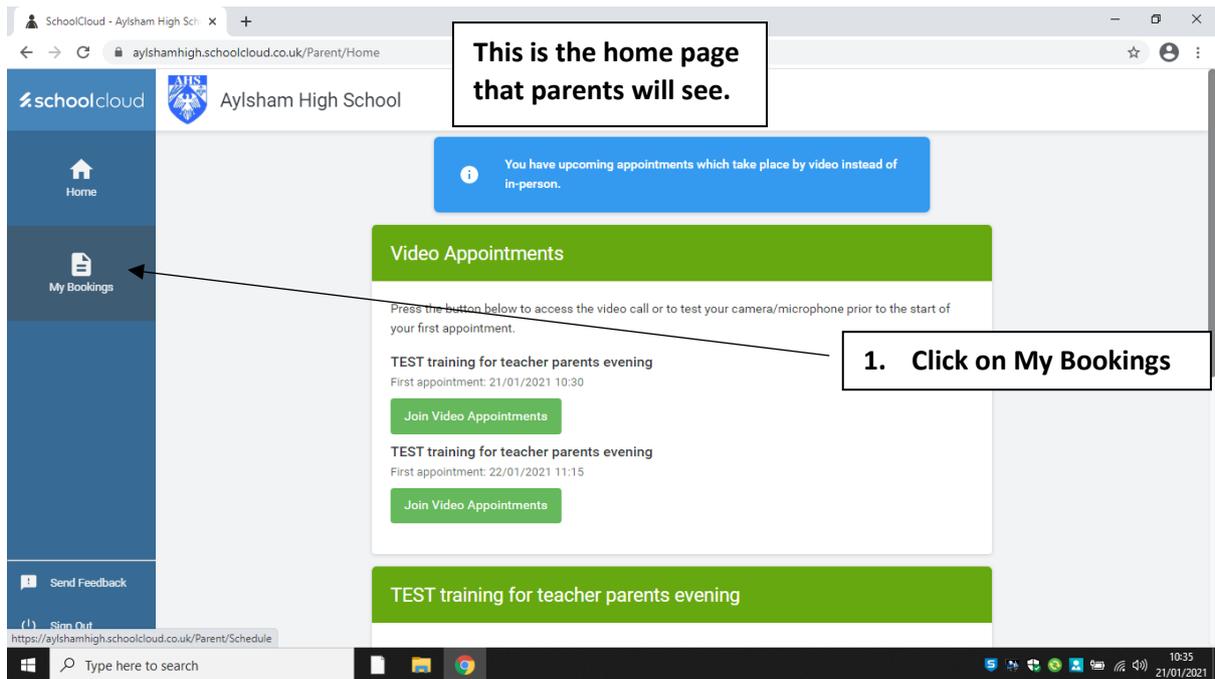
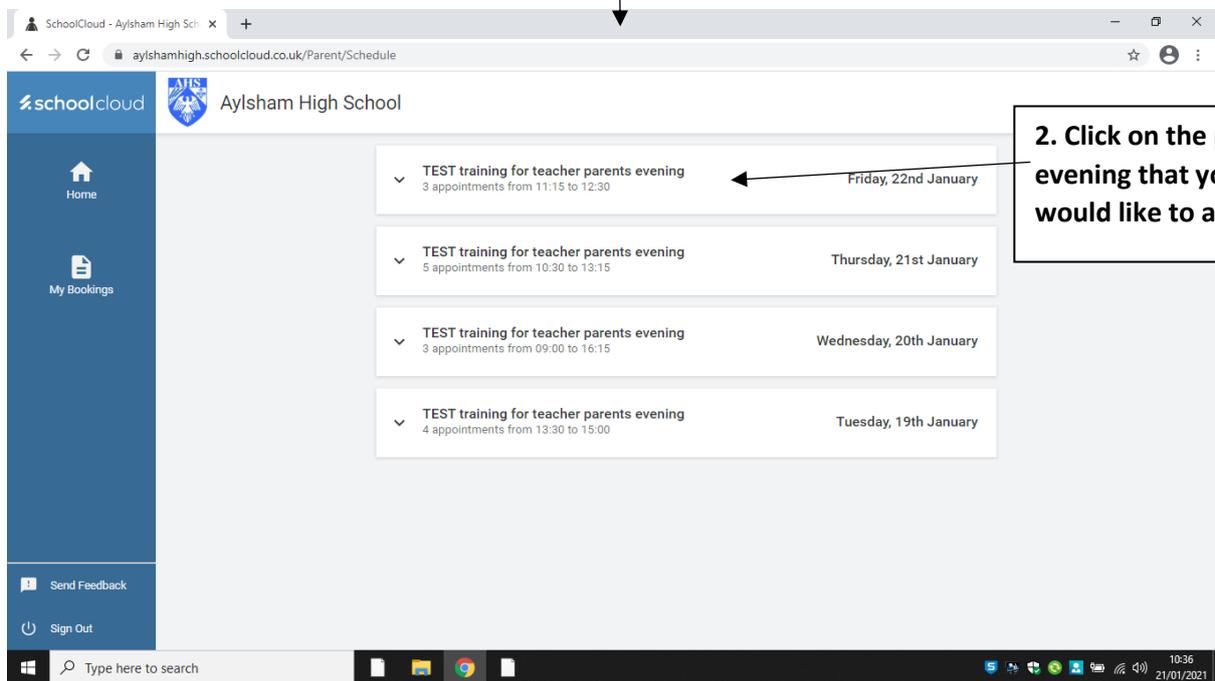


How parents can amend their scheduled appointments



It will then take you to this page



It will then take you to this page



3. Parent to select this option to amend booking

	Teacher	Student	Subject
11:15	Mrs S Spalding	Ronnie Blois	Y8 Food and Nutrition
		30 minute gap	
12:00	Mrs C Townsend	Ronnie Blois	Test parents evening for SLT
12:15	Miss H Jacquet	Ronnie Blois	Test parents evening for SLT

It will then take you to this page

4. Parents can make their changes to teachers they want to see AND/ OR if they just want to change times for the current teachers they have selected they need to press continue to book appointments

It will then take you to this page

SchoolCloud - Aylsham High School

TEST training for teacher parents evening, Friday, 22nd January

Time	Miss H Jacquet Test parents evening for SLT Ronnie Blois	Mrs S Spalding Y8 Food and Nutrition Ronnie Blois	Mrs C Townsend Test parents evening for SLT Ronnie Blois
10:45			
11:00			
11:15		✓	
11:30			
11:45			
12:00			✓
12:15	✓		
12:30			

5. Select the teacher and time you wish to amend or if you want to cancel the appointment and click on it.

It will then take you to this page



SchoolCloud - Aylsham High School

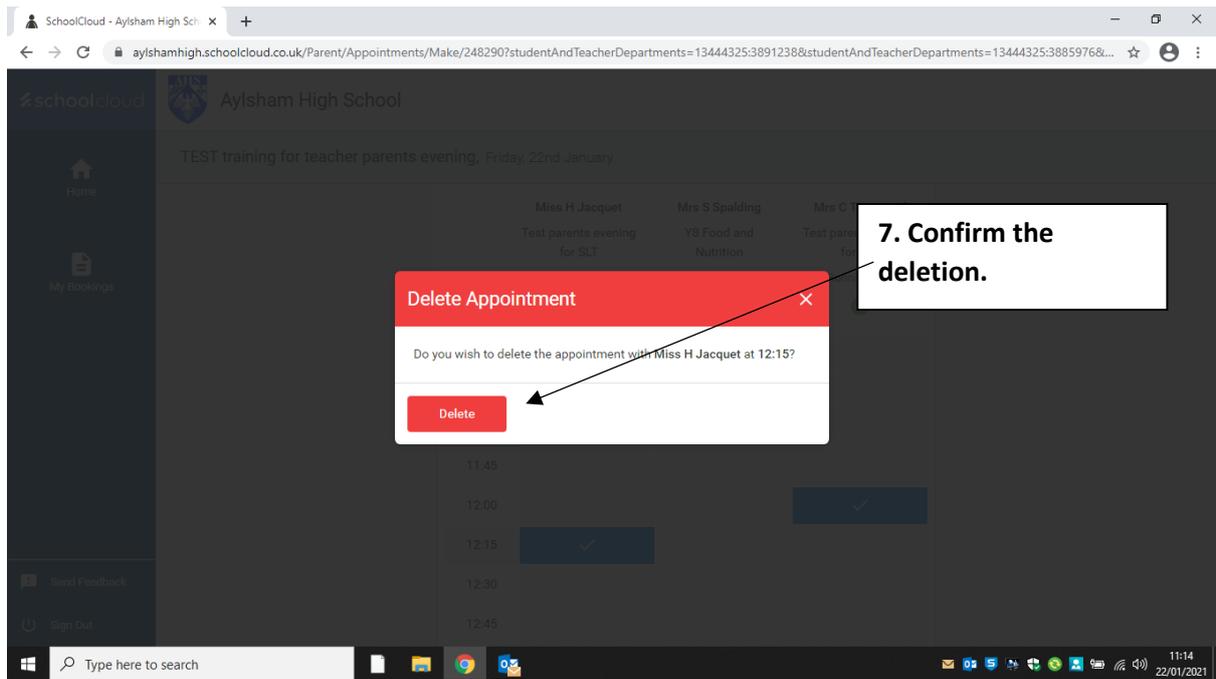
TEST training for teacher parents evening, Friday, 22nd January

Time	Miss H Jacquet Test parents evening for SLT Ronnie Blois	Mrs S Spalding Y8 Food and Nutrition Ronnie Blois	Mrs C Townsend Test parents evening for SLT Ronnie Blois
11:00			
11:15		✓	
11:30			
11:45			
12:00			✓
12:15	Delete		
12:30			
12:45			

6. By clicking on the appointment to change it will come up to delete, click on this button.

It will then take you to this page





It will then take you to this page

