

**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 2009

[Log In](#)

## Cam 1: Mewngofnodi

Rhowch y manylion ar y dudalen wedyn cliciwch ar y botwm *Log In*.

Bydd cadarnhâd o'ch apwyntiad yn cael ei ddanfôn i'r cyfeiriad ebost yr ydych yn ei ddarparu.

**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 Rieni

Cliciwch ar y dyddiad o'ch dewis.

Os na allwch fynychu ar y dyddiadau sydd wedi'u rhestru, 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 y Modd Trefnu

Dewiswch *Automatic* os hoffech i'r system awgrymu'r amserlen apwyntiadau fyrraf bosib, yn seiliedig ar yr amseroedd sydd yn gyfleus ichi. Er mwyn dewis yr amseroedd trefnu gyda phob athro/awes, dewiswch *Manual*. Wedyn gwasgwch *Next*. Rydyn yn argymhell dewis y modd trefnu awtomatig wrth bori ar ddyfeis symudol.

**Choose Teachers**

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

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

[Continue to Book Appointments](#)

## Cam 4: Dewis Athrawon

Os dewiswch y modd trefnu awtomatig, llusgwch y botymau ar ben y sgrin i ddangos y dyddiad cynharaf a'r hwyraf y gallwch ei fynychu.

Dewiswch yr athrawon gyda phwy yr hoffech gael apwyntiad. Mae tic gwyrdd yn dangos eu bod nhw wedi cael eu dewis. I ddad-ddewis, cliciwch ar eu henw.

**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 Minamara	Andrew	French	L4

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

## Cam 5a (Awtomatig): Trefnu Apwyntiadau

Os dewiswch y modd trefnu awtomatig, gwelwch apwyntiadau dros dro sydd ar gael am 2 funud. Er mwyn eu cadw, dewiswch *Accept* ar y gwaelod ar y chwith. Os nad yw'n bosib i drefnu apwyntiad gyda'r athrawon sydd wedi'u dewis yn ystod yr amseroedd sydd yn gyfleus ichi, gallwch newid yr athrawon yr hoffech gwrrd â nhw a thrio eto, neu newid i fodd trefnu â llaw (Cam 5b).

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

## Cam 5b (Â llaw): Trefnu Apwyntiadau

Cliciwch ar unrhyw un o'r celloedd gwyrdd i wneud apwyntiad. Mae'r rhai glas yn dangos ble mae apwyntiad gyda chi yn barod. Nid yw'r rhai llwyd ar gael. I newid apwyntiad, dilêwch yr un gwreiddiol wrth symud dros y blwch glas a chliciwch *Delete*. Wedyn dewiswch amser arall. Gallwch adael neges i'r athro/awes yn ddewisol i ddweud beth yr hoffech ei drafod, neu gallwch godi sylwadau ymlaen llaw. Ar ôl ichi orffen trefnu pob apwyntiad, gwasgwch *click here* ar ben y dudalen yn y blwch rhybuddio, i orffen y broses drefnu.

**Cam 6: Gorffen**

Nawr dylai'ch apwyntiadau i gyd yn ymddangos ar y dudalen *My Bookings*. Cewch ebost cadarnhâd a gallwch argraffu'ch apwyntiadau hefyd wrth wasgu *Print*. Cliciwch *Subscribe to Calendar* i ychwanegu rhain a mwy o apwyntiadau i'ch calendr. I newid eich apwyntiadau, cliciwch *Amend Bookings*.

Teacher	Student	Subject	Room
17:00 Mr J Brown	Ben	SENCO	A2
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4
18:00 Miss B Patel	Andrew	Mathematics	H3
18:00 Mrs A Wheeler	Ben	Science	L1

Browse to <https://yggllangynwyd.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

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.

**Choose Teachers**

If there is a teacher you do not wish to see, please unlick 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 Minamara	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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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've 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
17:00 Mr J Brown	Ben	English	E6
17:10 Mr J Brown	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	Mathematics	M2
17:45 Dr R Minamara	Andrew	Mathematics	M2
17:45 Dr R Minamara	Andrew	Mathematics	M2

## 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*.