



Canllaw i rieni ar gyfer trefnu apwyntiad



Ewch i'r wefan yma: <https://ysgolparcybont.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 ac yna cliciwch i fewngofnodi.

Bydd cadarnhâd o'ch apwyntiadau yn cael eu hanfon i'r ebost y byddwch yn ei roi.

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

Dewiswch y dyddiad/noson o'ch dewis chi..

Os nad yw'r dyddiadau yn gyfleus, cliciwch ar *'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 yr opsiwn *'awtomatig'* os hoffech i'r system greu amserlen apwyntiadau yn seiliedig ar yr amseroedd yr ydych ar gael i fynychu. I ddewis amseroedd eich hun i gyfarfod pob athro/awes, dewiswch *'Manual'*. Yna pwyswch *Nesaf ('Next')*. Rydym yn argymhell defnyddio'r opsiwn / dull dewis *'awtomatig'* os ydych yn pori ar ffôn 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 defnyddio'r dull trefnu apwyntiadau awtomatig, nodwch yr amser cynharaf a'r hwyrad y gallwch ei fynychu gan ddefnyddio'r arf ar dop y sgrin.

Dewiswch yr athrawon yr hoffech gael apwyntiad gyda nhw. Bydd tic gwyrdd yn dangos eu bod wedi cael eu dewis. I ddad-dicio, cliciwch eu henwau.

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 McNamara	Andrew	French	L4

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

Cam 5a (Awtomatig): Trefnu Apwyntiadau

Os ydych yn dewis i'r system archebu apwyntiadau yn awtomatig, fe welwch fod apwyntiad(au) yn cael eu cynnig i chi – fe fyddant yn cael eu dal am 2 funud. I'w cadw, cliciwch i'w derbyn.

Os nad oedd yn bosibl i'r system drefnu apwyntiad gyda phob athro/athrawes yn ystod yr amser yr ydych chi ar gael i fynychu, newidiwch i'r dull o ddewis apwyntiadau eich hun (Cam 5b isod).

	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 (Dewis eich hun): Trefnu Apwyntiadau

Cliciwch ar unrhyw un o'r celloedd gwyrdd i wneud apwyntiad. Mae'r celloedd glas yn dangos eich dewis chi. Celloedd llwyd ddim ar gael.

I newid apwyntiad, dilêwch eich dewis drwy hofran dros y gell las a chlicio *'Delete'*. Yna dewiswch amser arall.

Unwaith yr ydych wedi trefnu pob apwyntiad, ar dop y dudalen cliciwch *'click here'* i gwblhau'r broses.

View 11 Subject Evening

11:00 AM - 12:00 PM

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Miss B Patel	Ben	Maths	H3
Miss B Patel	Andrew	Mathematics	H3
Mrs A Wheeler	Ben	Science	L1

Cam 6: Wedi Cwblhau

Bydd eich holl apwyntiadau yn dangos ar y dudalen *'My Bookings'*. Bydd cadarnhad wedi'i anfon drwy e-bost ac fe allwch hefyd argraffu'r apwyntiadau os dymunwch. Cliciwch ar *'Subscribe to Calendar'* i ychwanegu'r apwyntiadau yma, ac apwyntiadau i'r dyfodol, i'ch calendr.

I newid eich apwyntiadau, cliciwch ar *'Amend Bookings'*.



Parents' Guide for Booking Appointments

Browse to <https://ysgolparcybont.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 2009

[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 untick 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
17:30 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	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 switch to manual booking mode (Step 5b).

Teacher	Student	Subject	Room
Mr J Brown (SENCO) (A2)	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30: [Grey] [Blue checkmark] [Grey]

16:40: [Grey] [Grey] [Grey]

16:50: [Green +] [Grey] [Green +]

17:00: [Green +] [Grey] [Green +]

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.

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.

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*.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Andrew	English	E6
16:50 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs B Patel	Andrew	Mathematics	M2
16:50 Mrs D Mumford	Ben	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.

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