

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

Step 1: Login

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

Please use all details that you have registered with the school.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Step 3: Choose Teacher

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

Step 4: 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.

Teacher	Student	Subject
16:30 Mr Mark Lyburn	Jasen Harris	English
16:30 Miss Nina Patel	Jasen Harris	Religious Education

Step 5: Finished

All your bookings now appear on the My Bookings page.

An email confirmation will be sent.

To change your appointments, click on *Amend Bookings*.