

Sut i archebu eich apwyntiadau noson rieni rhithiol

Ewch i <https://Moelwyn.schoolcloud.co.uk>

Username: [input]
Password: [input]
[Log In]

Cam 1: Logio mewn

Rhowch eich manylion ar y dudalen a cliciwch ar y botwm (Log in). Bydd cadarnhad o'ch apwyntiadau yn cael ei gyrru ar y cyfeiriad ebost rydych wedi ei roi i'r ysgol.

Parents' Evening
Thursday, 16th March
Friday, 17th March
[I'm unable to attend](#)

Cam 2: Cliciwch ar dyddiad y noson rieni. Os nad ydych yn gallu mynychu cliciwch ar yr *"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
 Manual

Cam 3: Gallwch ddewis y botwm awtomatig, fydd y system yn dewis yr amseroedd byraf i'ch apwyntiadau yn seiliedig ar yr amser rydych ar gael. Neu gallwch ddewis y botwm *Manual* i ddewis pa amser i weld yr athrawon.

Rydym yn argymhell eich bod yn dewis y botwm **Awtomatig** os ydych yn defnyddio eich ffôn symudol.

Choose Teachers
Select the teachers you wish to see.
Mr J Brown
Mrs A Wheeler
[Continue to Book Appointments]

Cam 4: Dewis athrawon: Os ydych wedi dewis y botwm awtomatig gallwch ddragio y llinell ar draws top y sgrin i ddewis yr amseroedd rydych ar gael i fynychu y noson.

Dewisiwch yr athrawon rydych eisiau ei gweld mae tic gwyrdd yn ymddangos pan rydych wedi ei dewis ac i dynnu fo ffwrdd cliciwch ar enw yr athro.

Confirm Appointment Times
The following appointments have been reserved for two weeks. If you're happy with them, please click the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	E6
17:25	Mrs A Wheeler	Ben	Mathematics	102
17:40	Mr J Brown	Aislinn	French	L4

[Accept Appointments] [Cancel Appointments]

Cam 5a: Archebu apwyntiadau yn awtomatig Os ydych wedi dewis yr opsiwn yma, fe welwch chi neges ar y gwaelod yn gofyn i chi gadarnhau yr apwyntiadau o fewn 2 funud.

Os nad oeddech wedi llwyddo i archebu gyda'r athrawon yn yr amser oeddech eisiau gallwch newid i'r opsiwn *manual*, (*gweler y cam isod*)



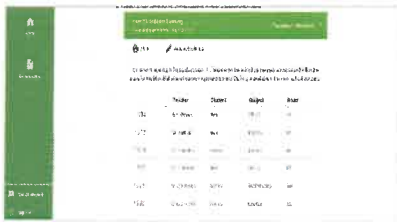
Cam 5b: Opsiwn dewis athrawon (Manual)

Cliciwch ar unrhyw focs gwyrdd I wneud apwyntiad. Bocs glas yn dangos bod ganddoch apwyntiad yn barod. Bocs llwyd yn dangos bod nhw ddim ar gael.

I newid apwyntiad, dileuwch yr un gwreiddiol wrth hofran dros y bocs glas a clic ar *delete* a dewis amser gwahanol.

Mae opsiwn i chi adael neges i'r athro e.e. I roi syniad o beth ydych eisiau ei drafod.

Unwaith rydych wedi gorffen archebu eich apwyntiadau gallwch glicio yn y bocs *alert*, cliciwch ar y "*click here to finish the booking process*".



Cam 6: Cwblhau

Bydd eich apwyntiadau nawr yn ymddangos ar y dudalen "My Bookings".

Bydd ebost yn eich cyrraedd ac y gallwch brintio eich apwyntiadau neu ei roi yn y calendr. I newid apwyntiad cliciwch ar "*Amend Bookings*".

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

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.

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*.

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.

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.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	5b
Mrs A Wheeler	Ben	Mathematics	5c
Dr R Macpherson	Andrew	French	5A

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).

Time	Mr J Brown SENCO (A2)	Mrs B Patel Class 1 DE (H3)	Mrs A Wheeler Class 1: A (L1)
16:30	Ben	Andrew	Ben
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'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*.