



Parents' Guide for Booking Appointments

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

Maquoketa Community Schools

Maquoketa Community School District Parent Teacher Conference System

Welcome to the Maquoketa Community Schools parent-teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct. Please visit the parent portal for student specific grading/attendance information.

Your Details

Prefix First Name Last Name

Email Confirm Email

Student's Details

First Name Last Name Date of Birth

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.

Cardinal Fall 2025 Conferences

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Cardinal and Briggs Elementary will have 20 minute conference time slots. Both buildings encourage in-person conferences to build early school connections with families, and at times it is easier for parents to see the learning artifacts of younger students in person. Briggs Spring Conferences will be student-led and the goal is to have 100% in-

Click a date to continue

Wednesday, October 15th
[Open for bookings](#)

Thursday, October 16th
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parent Teacher Conference

Click on the building (Cardinal, Briggs OR HS/MS) your student attends. If you have students at both, you will book at one and then click on the other. It will block off your previous scheduled conferences at any buildings.

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

What type of appointment would you like?

☐ In-Person

☒ Video Call

Step 3: Select Type of Appointment (In-Person or Video Call) and Automatic vs. Manual

First choose if you would like in-person or video conference.

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

Step 4: Choose Teachers

If you choose 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 Monamara	Andrew	French	L4

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're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Home My Bookings	Year 11 Subject Evening Wednesday 18th April 2018			
	Thursday 18th April			
Print Amend Bookings	This parents' evening is for pupils in year 11. Please enter the school on the main entrance and follow the signs for the Year Hall where the evening is taking place. Parking is available in the main school car park.			
Print Amend Bookings	Teacher	Student	Subject	Room
	15:00	Mr J. Brown	Art	Art 1
Print Amend Bookings	15:10	Mr J. Brown	Art	Art 1
	15:15	Mr J. Brown	English	EN 1
Print Amend Bookings	15:20	Mr J. Brown	English	EN 1
	15:25	Mr J. Brown	Maths	MA 1
Print Amend Bookings	15:30	Mr J. Brown	Mathematics	MA 1
	15:35	Mr J. Brown	Science	SC 1

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*.