

## SchoolCloud for PARENTS: MAKING APPOINTMENTS



To access the system, go to the Academy website and select **RESOURCES** and then **PARENTS**. Select the parents' evening link.

**Log into the system using your child's details** (name and date of birth). If you have more than one child in school, you can log in using any of your children's details.

You will then be asked to **provide an emails address**. Details of appointments will be sent to this address.

**Select the evening you want** to book and appointment for by clicking the date.

**Select automoatiuc booking**, you will be presented with a sliding bar of the times you are available.

You will be presented with a list of teachers who teach your child. **Select those who you wish to make an appointment with**.

The system will automatically generate appointments. The appointments will be kept as close together as possible to avoid long gaps, where possible. It will also make sure appointments do not clash or overlap.

If you would prefer to manually select appointments, or you are not happy with automatic appointments, you can select this option. You can manually select the the teachers you want to see and you will be shown the teacher's availability to select the appoint you wish.

**The appointment length is set for 5 minutes.**

Appointment can be amended, as long as it is before the cut off time chosen by the school. Otherwise you will need to contact the school to make the change. It also given you the option of adding appointments to your personal calendar.

**The site can be accessed from a laptop, mobile or tablet. If parents log into the site from a mobile device, it automatically converts to the mobile friendly version of the site.**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

### Choose earliest and latest times

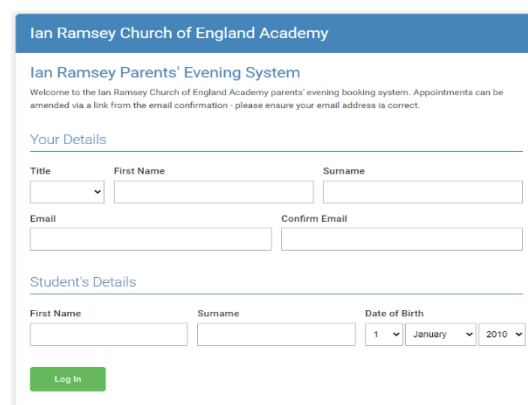


### Andrew Abbot

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Mrs A Abell<br>Headteacher       | <input type="checkbox"/> Miss F Burton<br>Mathematics | <input type="checkbox"/> Mr A Gray<br>English      |
| <input type="checkbox"/> Mrs W Harris<br>Business Studies | <input type="checkbox"/> Dr R Mcnamara<br>German      | <input type="checkbox"/> Mr A Simmons<br>Geography |

## SchoolCloud for PARENTS: ATTENDING APPOINTMENTS

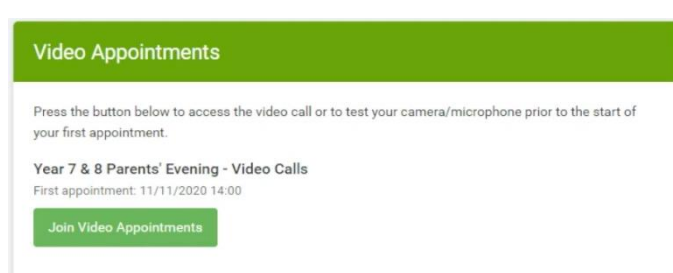
To attend appointments, **log into the site using the same link on the Academy website** used to make appointments.



The screenshot shows the login page for the 'Ian Ramsey Parents' Evening System'. At the top, it says 'Ian Ramsey Church of England Academy' and 'Ian Ramsey Parents' Evening System'. Below this is a welcome message. The page is divided into two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. In the 'Student's Details' section, there are fields for First Name, Surname, and Date of Birth (with dropdowns for day, month, and year). A 'Log In' button is located at the bottom of the form.

**Click on 'Join Video Appointments'** where you are given the option to check their camera and microphone (like Zoom) before the appointments begin.

**To start your appointments, click 'Start Appointments'** and the screen will display the note 'waiting for teacher'.

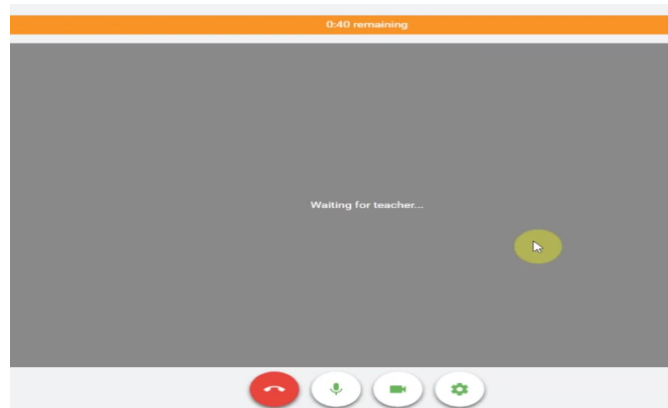


The screenshot shows the 'Video Appointments' page. It has a green header with the title 'Video Appointments'. Below the header, there is a message: 'Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.' This is followed by the text 'Year 7 & 8 Parents' Evening - Video Calls' and 'First appointment: 11/11/2020 14:00'. At the bottom, there is a green button labeled 'Join Video Appointments'.

Once the teacher starts their meetings the appointments will connect automatically.

AS SOON AS THE APPOINTMENTS START, THE TIMER WILL START. THIS IS DISPLAYED ACROSS THE TOP OF THE SCREEN AND COUNTS DOWN.

- If the call is accidentally ended, the screen will show the remaining time and you can reconnect.
- Your appointment will move on to the next scheduled appointment until the correct time. At that time, the next appointment will start.



When there is 1-minute left, the timer changes colour to orange. When 10 seconds is remaining, the timer changes colour to red to indicate that the appointment is coming to an end. Once the timer on the screen reaches zero, the screen returns to a blank screen until the next appointment.

Once all scheduled appointments are completed, the screen will return parents to the dashboard, and you can exit the site.

**If you need to speak to Mrs Shaw or Mrs Darnbrook regarding SEND, you will be able to make an appointment with them.**