

# Parents Evenings System – Parents Guide

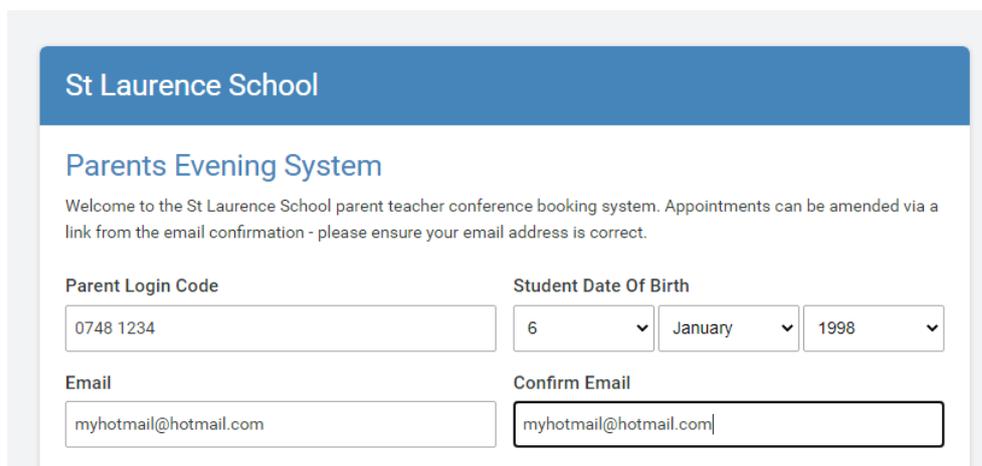
- You will have been sent login codes for the system and will be able to make bookings to meet your child’s teachers prior to the parents evening.
- All meetings can be done via video if you have access to suitable hardware.

## Hardware Requirements

- To use the video meeting features you will need a device with a camera and microphone, such as a computer with a webcam, laptop, phone or tablet.
- It is advised to use the [Chrome](#) web browser on a desktop computer or Mac and will only work using [Safari](#) on an iPad or iPhone.

## Logging in

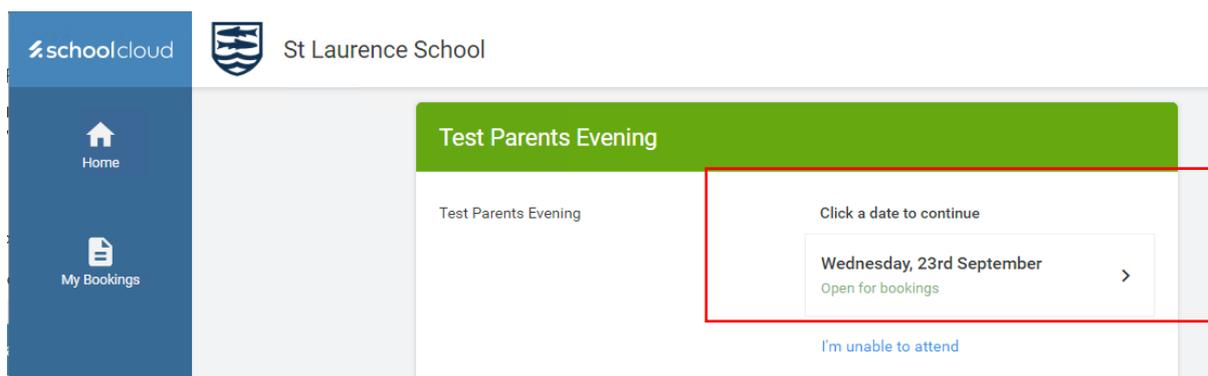
- Log into the Parents Evening System from a [link](#), or from a unique code sent to you by the school.
- Fill in the relevant details for your child to access your account. The email address is just for bookings confirmation.



The screenshot shows the login interface for the St Laurence School Parents Evening System. At the top, there is a blue header with the school name. Below it, the title 'Parents Evening System' is displayed. A welcome message states: 'Welcome to the St Laurence School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The login form consists of four fields: 'Parent Login Code' (text input with '0748 1234'), 'Student Date Of Birth' (three dropdown menus for day, month, and year, showing '6', 'January', and '1998'), 'Email' (text input with 'myhotmail@hotmail.com'), and 'Confirm Email' (text input with 'myhotmail@hotmail.com').

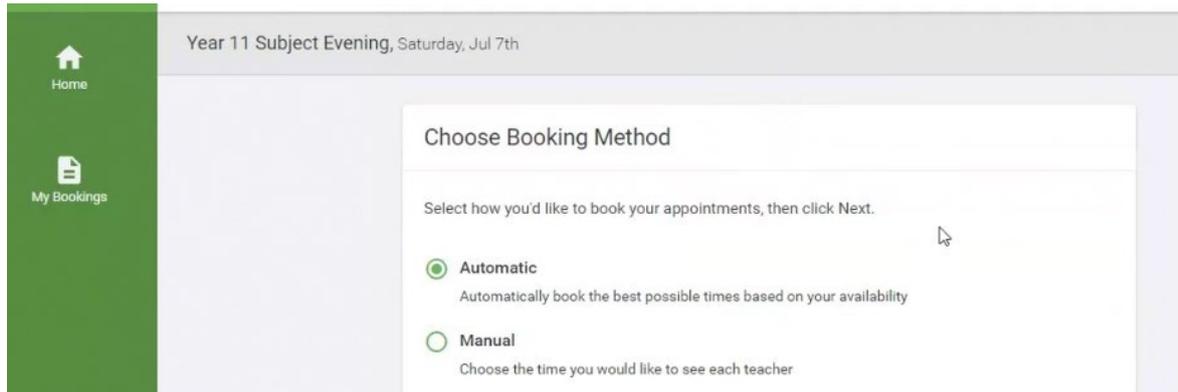
## Before the parents evening

1. Log in to make some teacher appointments by selecting the available event

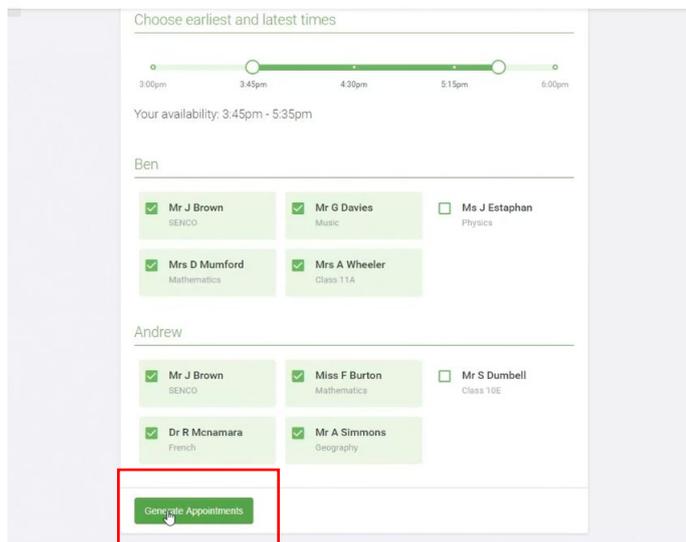


The screenshot shows the schoolcloud interface. On the left is a blue navigation sidebar with 'Home' and 'My Bookings' options. The main content area has a green header for 'Test Parents Evening'. Below the header, there is a card for 'Test Parents Evening' with a red border. Inside the card, it says 'Click a date to continue' and shows 'Wednesday, 23rd September' with 'Open for bookings' and a right arrow. Below the card, there is a link that says 'I'm unable to attend'.

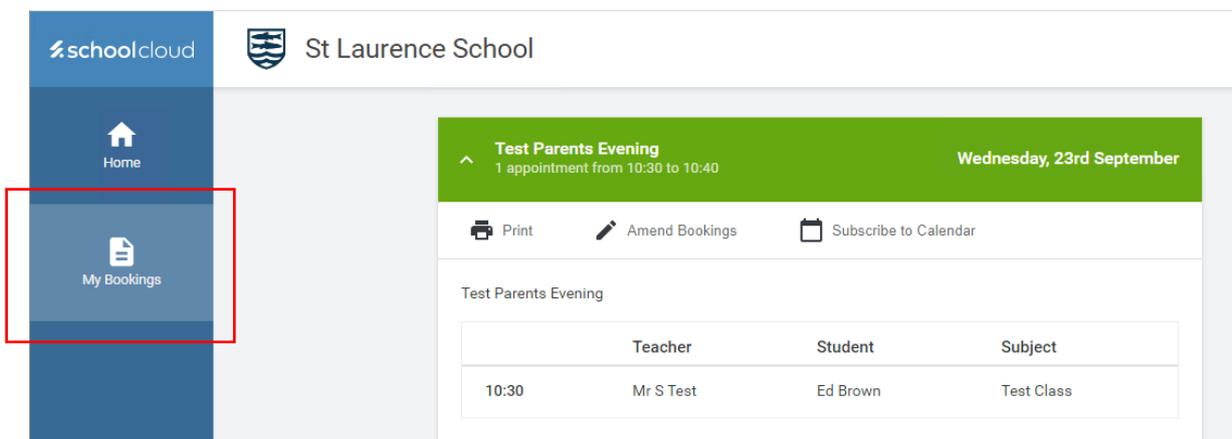
2. You can either allow the system to auto fill appointments or do them manually



3. Choose the teachers you would like to see and select 'Generate Appointments'.



4. View your appointments via the 'My Bookings' link, these can be amended as required.



**Waiting List**

If appointments are full parents can go on a waiting list, staff are informed of this list and they (or the parent) can book an appointment if one becomes available due to a cancellation. The waiting list then disappears.

### Inviting another parent/guardian to join your appointments

You can give **ONE** other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name \*

Jane Aaron

Email \*

jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

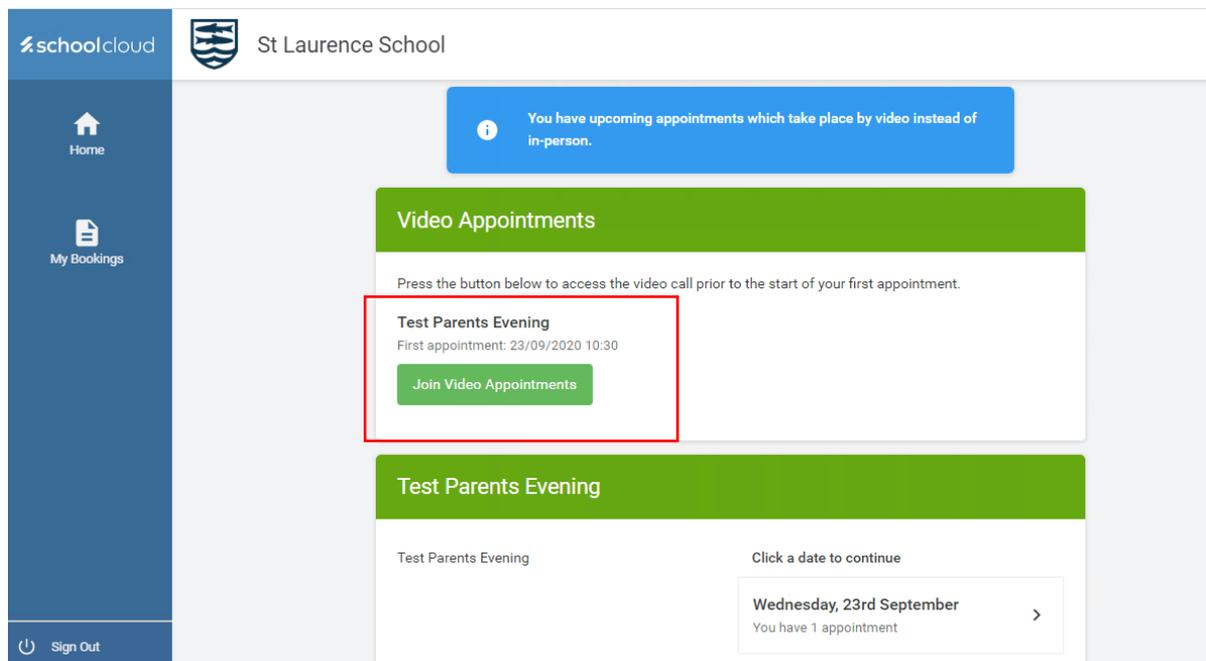
Liz Aaron

Chris Aaron

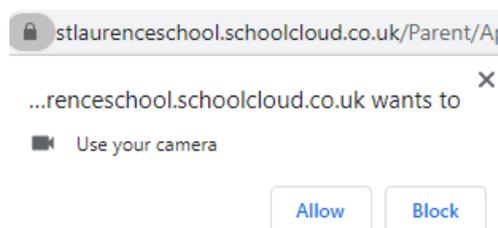
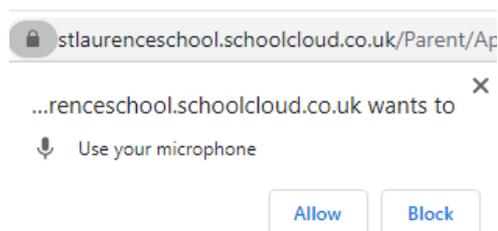
## During the parents evening

### Video Appointments

- From the 'Home' page, 60 mins before the evening is scheduled to start, the option to 'Join Video Appointments' turns **green** to indicate it has become available.



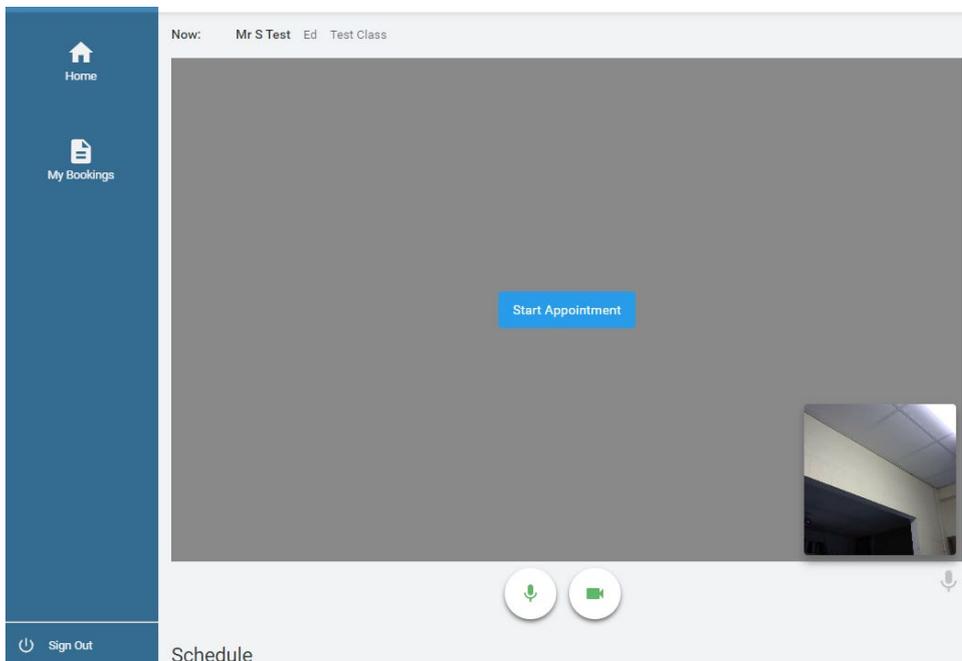
- When you select 'Join Video Appointments', you may be asked if you wish to allow access to your camera and microphone. You must allow this



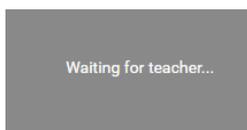
- You will then see the video call screen

### Start an Appointment

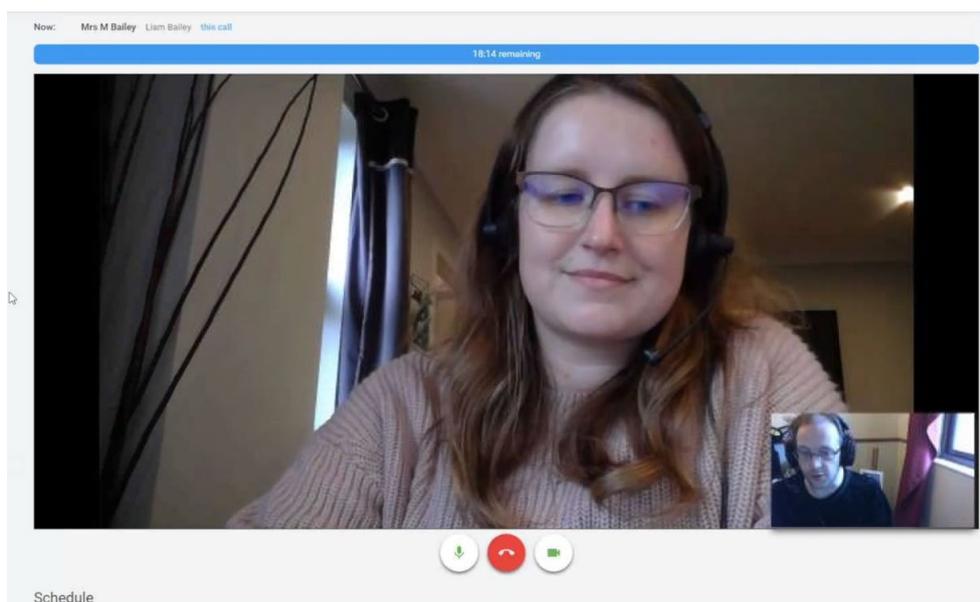
- When your appointment is due to start, the 'Start Appointment' button appears.



- Select this button
- You may need to wait for the teacher to start the appointment at their end too.



7. Once both the parent and teacher are in the appointment you will be able to start your discussion.



- You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen.

## Please note

- If you lose access to the system for some reason during the call, log in again and select 'Start Appointment' on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment.
- When the countdown in the blue bar stops the appointment time is over and the call will automatically end.
- Note that if a parent is late, or leaves and re-joins the call, it does not reset the timer. The appointment will always end at the scheduled time