



# A How-To Guide to Virtual Parent/Teacher Evenings

## HOW TO BOOK YOUR APPOINTMENTS



VISIT THE FOLLOWING WEBSITE: <https://woodkirkacademy.schoolcloud.co.uk>



### Parents' Evening System

Welcome to the Green Cobble parent evening booking system. Appointments can be arranged via a link from the email confirmation- please ensure your email address is correct.

#### Your Details

Title	First Name	Surname
Mr	David	Abbot
Email	Confirm Email	
edabbot@gmail.com	edabbot@gmail.com	

#### Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 / 09 / 2010

Log In

### Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March	>
Open for bookings	
Friday, 17th March	>
Open for bookings	
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  
Automatically book the best possible times based on your availability

☐ Manual  
Choose the time you would like to see each teacher

Next

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown

☒ Mrs A Wheeler

Continue to Book Appointments

01:20 Please confirm your appointments within 2 minutes

### 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
Mr J Brown	Ben	English	1A
Mrs A Wheeler	Ben	Mathematics	1A
Mr J Brown	Ben	French	1A

Accept Appointments

Cancel Appointments

### STEP 1: LOG IN

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.

### 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).

### 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.

	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	+		+



## HOW TO ATTEND YOUR APPOINTMENTS



### STEP 1: BEFORE YOU START

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
  - iPhone/iPad: Safari
  - Android: Chrome or Firefox
  - Windows: Chrome, Firefox or Microsoft Edge
  - Mac: Safari, Chrome or Firefox
  - Linux: Chrome or Firefox

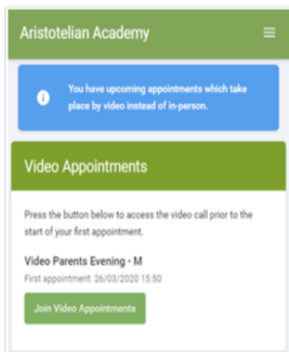
We also recommend:

Using your **smartphone** for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.

### STEP 2: LOG IN AND GO TO THE EVENING

On the day of the video appointments, login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.

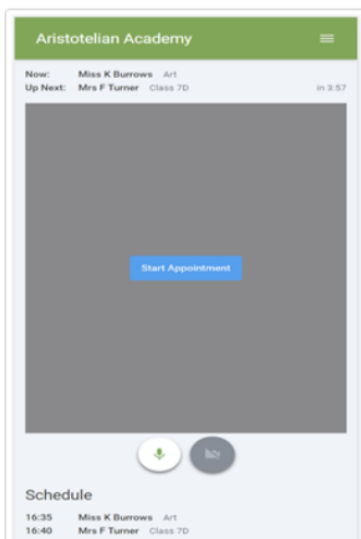


### STEP 3: THE VIDEO CALL SCREEN

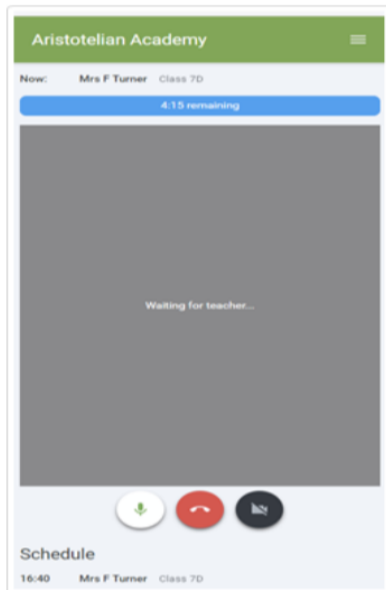
When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button)
- In the middle, when your appointment is due to start, the Start Appointment button



<https://woodkirkacademy.schoolcloud.co.uk>



#### STEP 4: MAKING A CALL

Click the Start Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

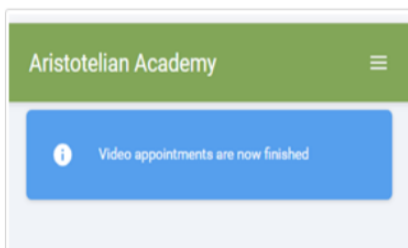
When a teacher joins a call you will see them in the main part of the screen and can start your discussion with them.

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

If you lose access to the system for some reason during the call, log in again and click 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 (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

***Note that if you or the teacher are late, or leave and re-join the call, it does not reset the timer. The appointment will always end at the scheduled time.***



#### STEP 5: FOLLOW ON CALLS

If you have a consecutive appointment scheduled the screen will display a Start Next Appointment button. When you are ready to proceed, click on it

***Note that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled time.***

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.