

Parental guide on “How to book and attend appointments over video call using SchoolCloud – Parents Evening System”

Teacher Year Groups -

Wandsworth Nursery: Mrs Luci Ducker-French, Mrs Tulsi, Mrs Lydia

Reception: Miss Kate, Miss Isabel

Year 1: Miss Sian, Miss Lydia, Miss Olga and Mrs Louise

Year 2: Miss Alys, Miss Amy, Mrs Fiona and Mrs Julia

Year 3: Miss Christine, Ms Antoinette, Mrs Theresa and Mrs Sophie

Year 4: Miss Rachel, Mrs Kelda, Mrs Fiona and Mrs Julia

Year 5: Mr Matthew, Mr Lee, Mrs Gina, Mr Ricki and Mrs Allison

Year 6: Mrs Charlotte, Mr Ricki, Mrs Mel, Dr Alex and Mrs Allison

There are two sections of this guide -

- How to book appointments on School Cloud – Parents Evening System (Pages 2 – 5)
- How to attend video appointments on School Cloud – Parents Evening System (Pages 6 – 9)

Booking Appointments

Please see the link to The Roche School – School Cloud - Parents Evening System website:

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

- 1) Please fill out **Title**, **First Name** and **Surname** details on the page – initials are accepted. Your **child's name** and **D.O.B** must match to in order allow you to access the system.

The Roche School

Parents' Evening System

Welcome to the The Roche School parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

| | | |
|--------------|-------------------|----------------|
| Title | First Name | Surname |
| Mr | Test | Parent |

| | |
|-------------------------------|-------------------------------|
| Email | Confirm Email |
| testparent@therocheschool.com | testparent@therocheschool.com |

Student's Details

| | | | | |
|-------------------|----------------|----------------------|-------|------|
| First Name | Surname | Date of Birth | | |
| Test | Pupil | 13 | March | 2014 |

[Log In](#)

- 2) Select your evening. Click on the date you wish to book. Unable to make all the dates listed? Click *I'm unable to attend*.

schoolcloud The Roche School

Home

My Bookings

The Roche School - Autumn Term Clubs

Closed 25 days ago

Book onto our autumn term clubs.

Closed
Closed for bookings

Test Parents Evening (For testing purpose only)

Testing appointments via video call

Click a date to continue

Monday, 12th October
Open for bookings

[I'm unable to attend](#)

3) Select Manual option and click "Next"

The screenshot shows the SchoolCloud interface for 'The Roche School'. The page title is 'Test Parents Evening (For testing purpose only), Monday, 12th October'. A sidebar on the left contains 'Home' and 'My Bookings' options. The main content area displays a 'Choose Booking Method' dialog box. It asks the user to 'Select how you'd like to book your appointments, then click Next.' There are two radio button options: 'Automatic' (unselected) with the description 'Automatically book the best possible times based on your availability', and 'Manual' (selected) with the description 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom of the dialog box.

4) Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

The screenshot shows the 'Choose Teachers' step in the SchoolCloud interface. The page title is 'Test Parents Evening (For testing purpose only), Monday, 12th October'. The main content area displays a 'Choose Teachers' dialog box. It includes the instruction: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is a section for 'Test Pupil' with a horizontal line. A single teacher is listed: 'Miss Test Teacher' (Test Class Teacher), which has a green checkmark in a box to its left. Below the teacher list is a blue link 'Add a Teacher'. At the bottom of the dialog box is a green button labeled 'Continue to Book Appointments'.

5) Select your chosen times for each teacher – one for class, another for English and the other for Maths. Each slot is 6 minutes long for years 1 to 6, except for Reception which is 15 minutes for each slot. A list of timings appear. Choose your preferred time by clicking on the **+ green button**.

| | Mrs Emma Bloom YR5 Class (YR5 Class) Jo Bloggs | Mr Matthew Everitt US English (US English) Jo Bloggs | Mr Jonny Gilbert US Maths (US Maths) Jo Bloggs |
|-------|---|---|---|
| 16:30 | + | + | + |
| 16:35 | + | + | + |
| 16:40 | + | + | + |
| 16:45 | + | + | + |
| 16:50 | + | + | + |
| 16:55 | + | + | + |
| 17:00 | + | + | + |
| 17:05 | + | + | + |
| 17:10 | + | + | + |
| 17:15 | + | + | + |
| 17:20 | + | + | + |
| 17:25 | + | + | + |
| 17:30 | + | + | + |

6) A prompt will appear asking if you wish to add in a message for the teacher. Click on the **Save** button to confirm the appointment.

Add Appointment ×

Confirm appointment with Miss Test Teacher at 13:30.

Add a message for Miss Test Teacher:

Save

7) Your confirmed bookings should look like this and a copy should be emailed to your inbox. If you are happy with your chosen time slots. Select [Click here to view/print your appointments.](#)

The Roche School

Test Parents Evening (For testing purpose only), Monday, 12th October

Finished - Appointments Saved
Your appointments have been saved and an email will be sent confirming your appointments.
[Click here to view/print your appointments.](#)

Miss Test Teacher
Test Class Teacher
(Year 1 Class Teacher)
Test Pupil

8) Once you've clicked on (Click here) link this is how it will show below -

Your appointments have been saved and an email will be sent confirming your appointments.

Test Parents Evening (For testing purpose only) Monday, 12th October
1 appointment from 13:30 to 13:35

Print Amend Bookings Subscribe to Calendar

Testing appointments via video call

| | Teacher | Student | Subject | Room |
|-------|-------------------|------------|--------------------|----------------------|
| 13:30 | Miss Test Teacher | Test Pupil | Test Class Teacher | Year 1 Class Teacher |

Attending Video Appointments

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 (**Please make sure that the IOS version is up-to-date, Safari 11 or greater will work, any version below that will NOT work**)
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 frontfacing camera, use a laptop or computer with a webcam. Using a headset (or earphones with a microphone) to reduce echo.

- 1) Log onto School Cloud – Parents Evening System this will be the same way as logging in to book the appointments by going to <https://therocheschool.schoolcloud.co.uk/>
- 2) Please fill out **Title**, **First Name** and **Surname** details on the page – initials are accepted. Your **child's name** and **D.O.B** must match to in order allow you to access the system.

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| Title | First Name | Surname |
| Mr | Test | Parent |
| Email | | Confirm Email |
| testparent@therocheschool.com | | testparent@therocheschool.com |

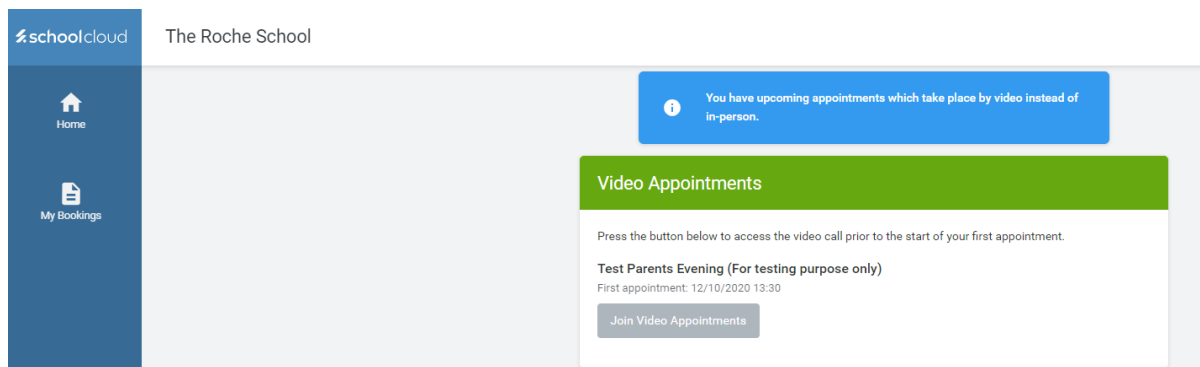
Student's Details

| | | | | |
|------------|---------|---------------|-------|------|
| First Name | Surname | Date of Birth | | |
| Test | Pupil | 13 | March | 2014 |

Log In

Please note: It is highly advisable to login 5 minutes prior to your scheduled appointment, this is to avoid losing any time for the meeting.

- 3) 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 button will become available **60 minutes before** your first appointment.

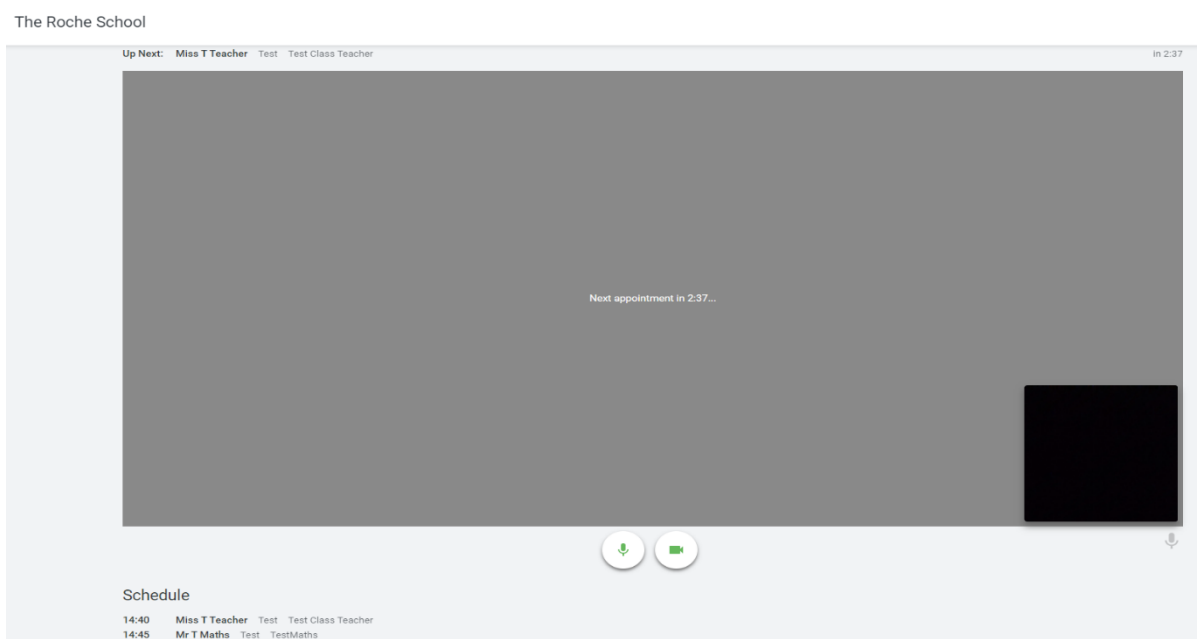


- 4) When you click **Join Video Appointments** the video call screen will be displayed.

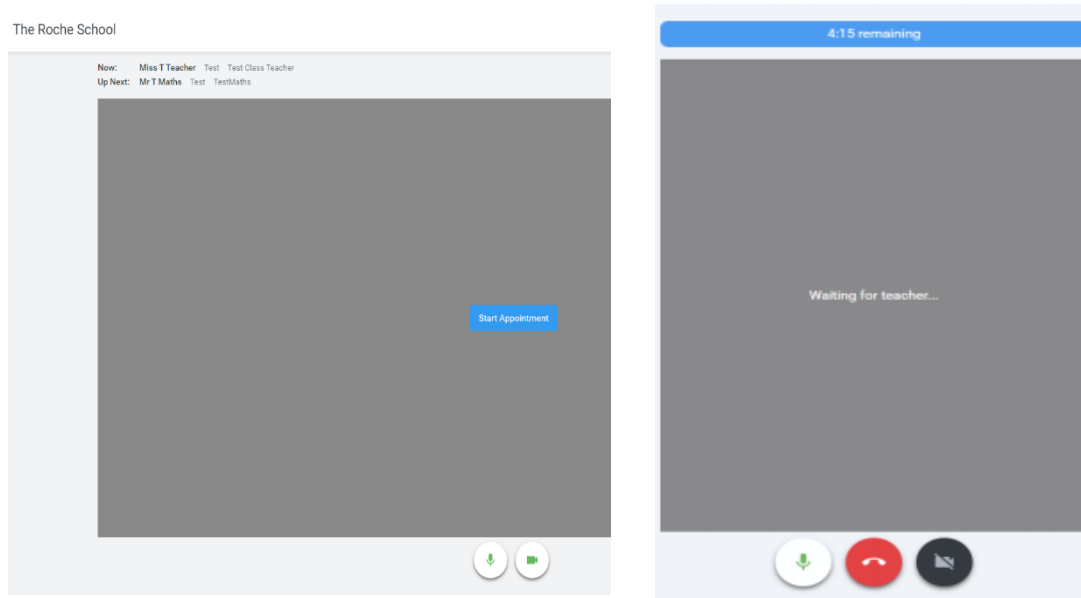
****You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click **YES**.****

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, click on the Start Appointment button.

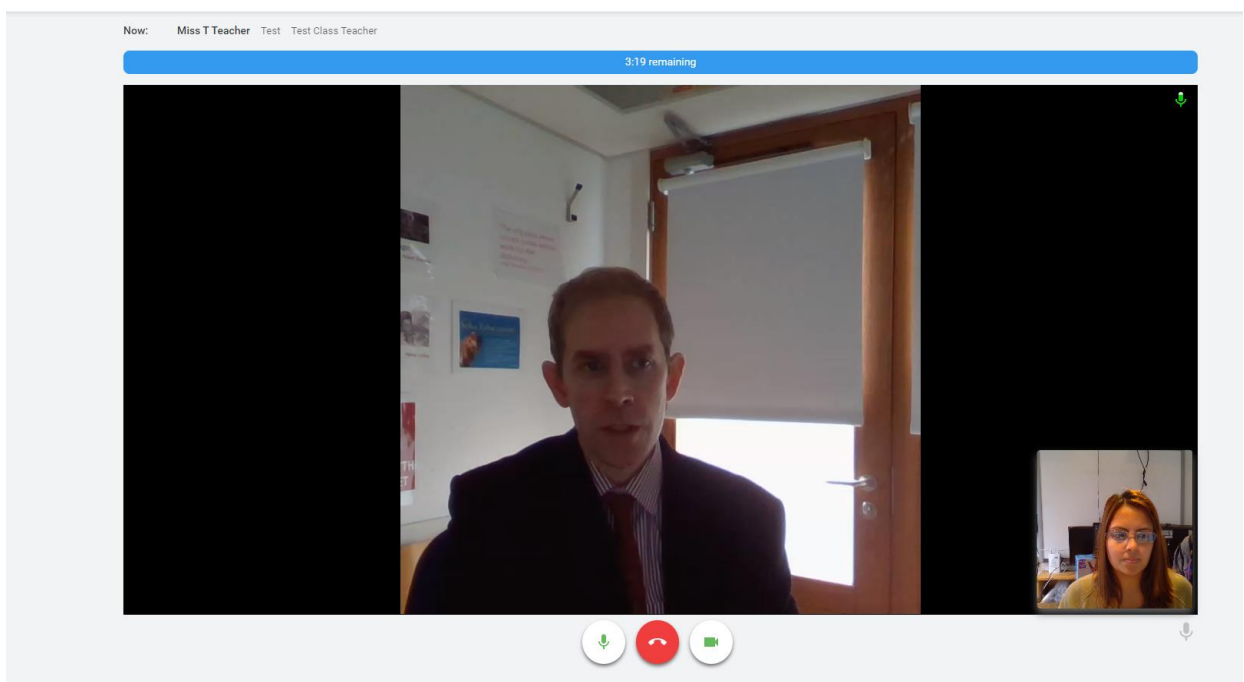


- 5) Please make sure to click the **Start Appointment** button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



- 6) When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) – you can still 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. When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

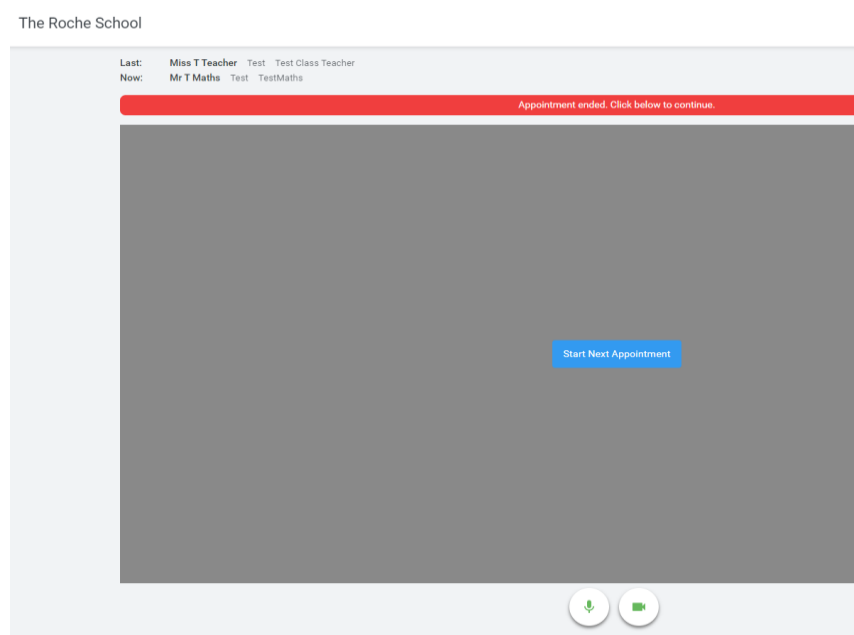
The Roche School



Please Note: 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).

*****If you or the teacher are late, or leave and rejoin the call, it does NOT reset the timer.***
*****The appointment will always end at the scheduled time.*******

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



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.

