

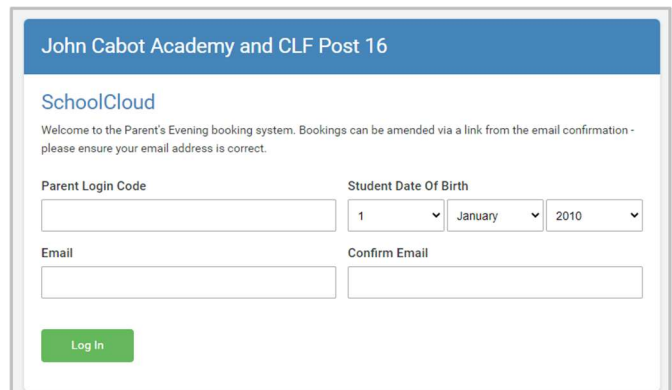
# School Cloud Parent Guide

**Website** - [johncabot.schoolcloud.co.uk/](http://johncabot.schoolcloud.co.uk/).

It is recommended to use a smart phone during the video calls, where possible, as these devices already have a camera and microphone. If you have concerns about accessing the internet, please get in touch with us.

## Logging in

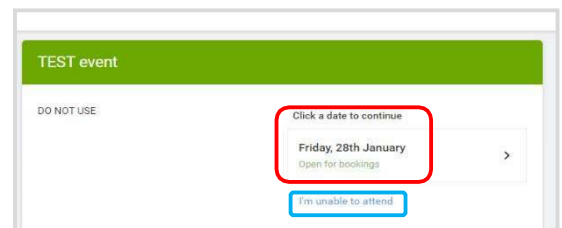
You will need to enter the PIN code sent to you from us, your email address and the student's DOB . Please contact us on [jcainfo@clf.uk](mailto:jcainfo@clf.uk) if you encounter an issue logging in



Click **Log In**.

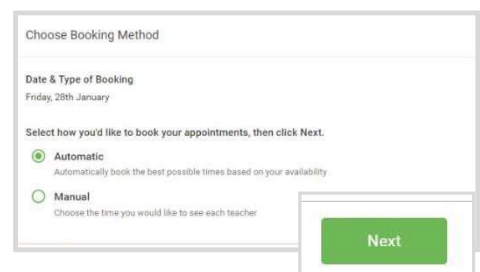
## Booking appointments

Any events open to book will be displayed, as shown below. If you are unable to attend, you can click on the link to inform us.



To make bookings, **click on the date**

You will then be asked which type of booking method – **Automatic** is selected by default. This will schedule bookings for selected teachers as close as possible to each other.



Click **Next**

Bookable teachers are then displayed and all pre-selected by default



Click **Generate appointments**

A list of the proposed bookings is displayed. These are reserved for two minutes

To confirm the bookings click **“Accept Appointments”** or click **“Reject appointments”** to try again



Once complete, an email confirmation will be sent.

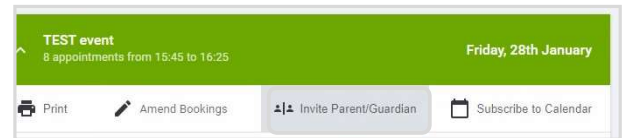
## (Optional) Invite another person.

From your bookings, there is an option to invite another person onto the call.

This could be used for an additional parent, or someone who could help as an interpreter.

To invite someone, enter their name and email address.

Tick the box and click **“Send Invite”**



**Invite Parent/Guardian** ✕

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

**Name \***

**Email \***

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

I accept this will share the parent's name, student's name, and list of appointments

Send Invite
Close

## (Optional) Manual Bookings – Specify a time for each teacher.

When booking, select **“Manual”** and click **“Next”**

A screen displaying available bookings for each teacher is displayed

Click the + icon against the desired timeslot.

Any booked slots/ teachers will show as a blue tick box

If you are finished you can click in the link to be sent the booking confirmation.

● **Manual**  
 Choose the time you would like to see each teacher

Next

	Mrs L Barraclough Design Technology	Miss S Knight History	Mr C Proffitt Maths	Mrs L Riddell Geography
15:45	+	+	+	+
15:50	+	+	+	+
15:55	+	+	+	+
16:00	+	+	+	+
16:05	+	+	+	+
16:10	+	+	+	+

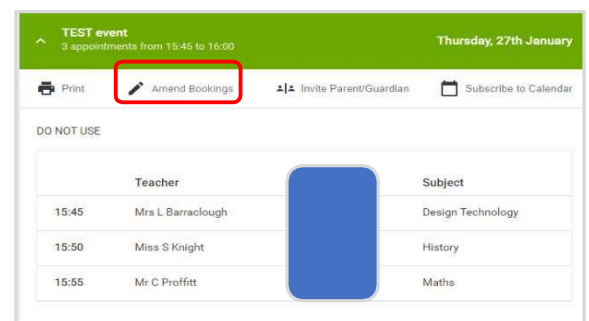
	✓	✓	✓	○	○
15:45	✓				
15:50		✓			
15:55			✓		
16:00				+	+
16:05				+	+
16:10				+	+
16:15				+	+
16:20				+	+

## (Optional) Amend bookings

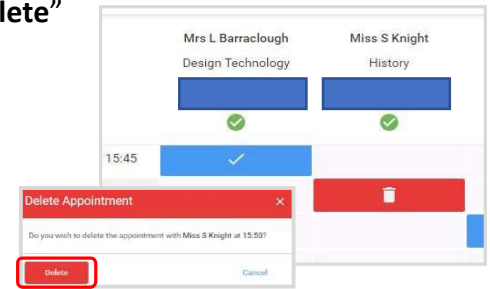
You can also access your bookings at any time from the home page, by clicking on the **“Amend Bookings”** option



A list of the teachers are displayed. Click **“Continue to book appointments”**

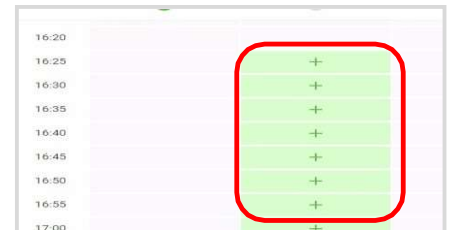


To delete a booking, click on the blue tick box, then click **“Delete”**



From this screen you can also add bookings if required.

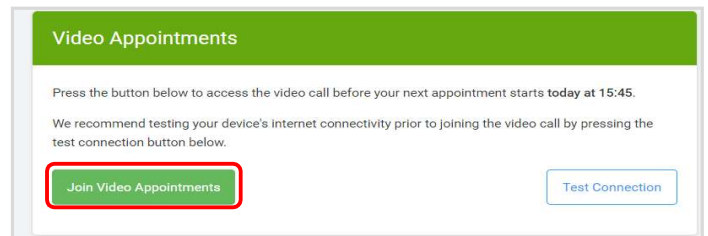
Click on + for the desired time/ teacher.



## Joining appointments

From the home page, Click **“Join Video Appointments”**

**You will receive an mail reminder 1 hour before the event with a link to the site.**



**Recommended – Click on *Join video appointments* prior to the event to test your device.**

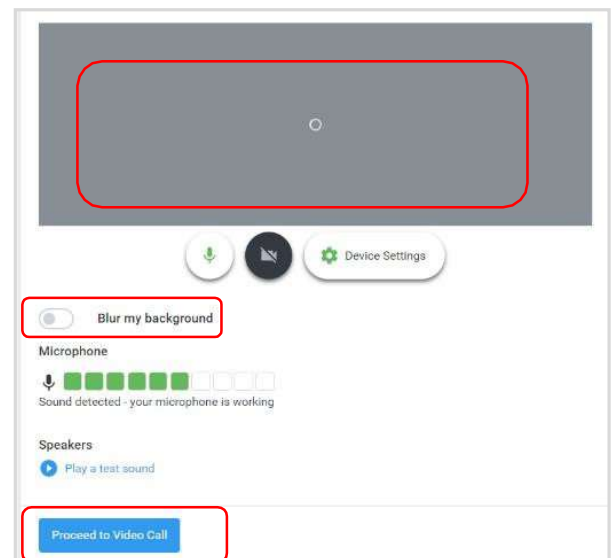
The next screen will show if you Microphone and Camera are available and enabled.

If you make any sound, the **Microphone** green bar should move if you microphone is working, and switched on.

If you have a **camera**, your image will show in grey box.

You can **blur** your background by clicking on the button.

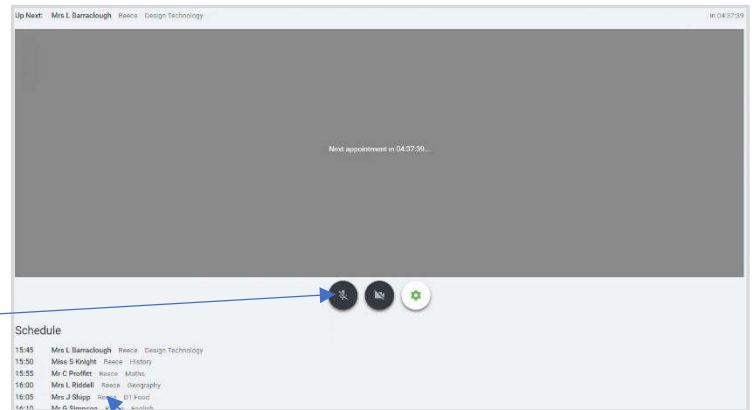
When ready, click **“Proceed to video call”**



## On a Call

Once your first appointment starts, you will be automatically connected to the Teacher.

You can toggle your microphone, and your camera using the buttons



**Your appointments are listed at the bottom of the screen, and will start on time automatically. There is a countdown timer when on a call, indicating how long is left. When waiting for your next call, there is a countdown until the next appointment.**