

Parents Evening Booking System Video Calls

In your Web Browser, navigate to: <https://acleacademy.schoolcloud.co.uk/>

You should see the below screen, fill in all of your details in order to access your Parent account.

The screenshot shows the login page for the Acle Academy Parents Evening System. It features a green header with the school name. Below the header, there is a section for 'Your Details' with input fields for Title, First Name, Surname, Email, and Confirm Email. A 'Student's Details' section follows, with input fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A 'Log In' button is located at the bottom left of the form area. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and the 'schoolcloud' logo.

Booking

Once logged in, you will be able to create bookings for any upcoming parents evening that your child is assigned to.

You will be able to make amendments to your bookings up until two days before the event.

The screenshot shows the 'Choose Teachers' selection screen. It includes a heading 'Choose Teachers' and a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, it says '17 Tester' and lists two teachers with checkboxes: 'Mr N Bliss' (Physical Education) and 'Mr S Newstead' (Chemistry). There is an 'Add a Teacher' link and a 'Continue to Book Appointments' button at the bottom.

You will receive an email with the below information when you create appointments.

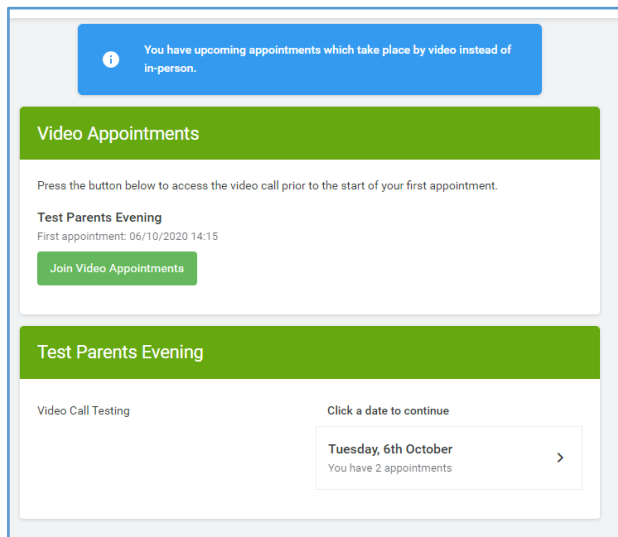
The screenshot shows the 'Appointments List' page. It has a green header with the title 'Appointments List'. Below the header, it says 'Test Parents Evening' and 'Video Call Testing'. A message states: 'Your appointments are as follows:'. Below this is a table with the following data:

Date	Time	Teacher	Department
Tuesday, 6th October	14:15 - 14:20	Mr N Bliss	Physical Education
Tuesday, 6th October	14:20 - 14:25	Mr S Newstead	Chemistry

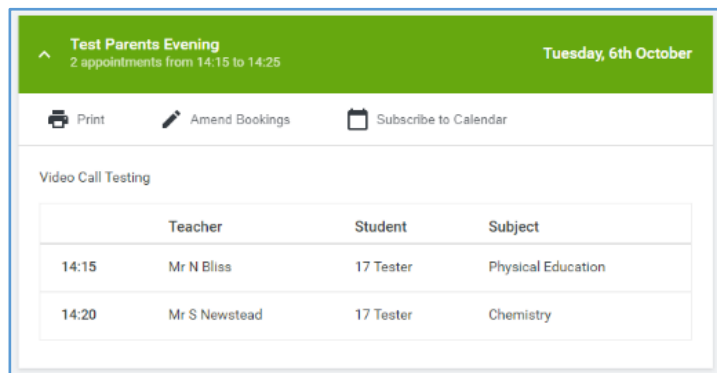
Below the table, there is a link: 'Click here to make changes to your appointment schedule.' and a note: 'To join the video call, click here to login to the system. When your call is due to start, click the green 'Join Video Appointments' button.'

On The Evening

Once logged in, you will see the below screen, with information on the date of appointments & how many appointments you have.



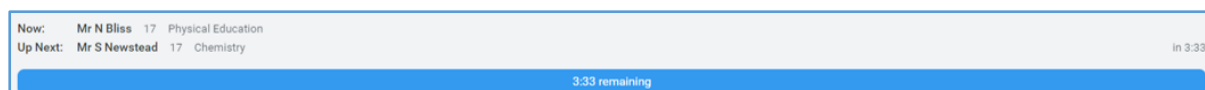
Click the button underneath "Click a date to continue" to see all of your appointments for that evening.



Click "Join Video Appointments" when you are ready to. You may have to allow your camera and microphone access, via a pop-up in your browser. It is advisable to test this beforehand on a service such as <https://www.onlinemictest.com/webcam-test/>

On-screen you will then see a countdown to your next appointment.

Once the countdown ends, above the video call it will display your current & next appointment, and the time remaining. Appointments are 5 minutes long & cut off automatically once the timer ends.



Underneath the video call you can enable/disable your audio & video, or end the call prematurely.

