

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 Parents Evening System. At the top, there is a green header with the text "Acle Academy". Below this, the page title is "Parents Evening System". A welcome message states: "Welcome to the Acle Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The page is divided into two main sections: "Your Details" and "Student's Details".

Your Details

Title: [Dropdown menu]
First Name: [Text input]
Surname: [Text input]

Email: [Text input]
Confirm Email: [Text input]

Student's Details

First Name: [Text input]
Surname: [Text input]
Date of Birth: [Dropdown menu: 1] [Dropdown menu: January] [Dropdown menu: 2010]

At the bottom of the form is a green "Log In" button. Below the form, 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" screen. At the top, it says "Choose Teachers". Below that, a note reads: "If there is a teacher you do not wish to see, please untick them before you continue." The screen lists "17 Tester" teachers. Two teachers are shown with their names and departments, each with a checked checkbox:

- Mr N Bliss - Physical Education
- Mr S Newstead - Chemistry

Below the list is a link "Add a Teacher" and a green button "Continue to Book Appointments".

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

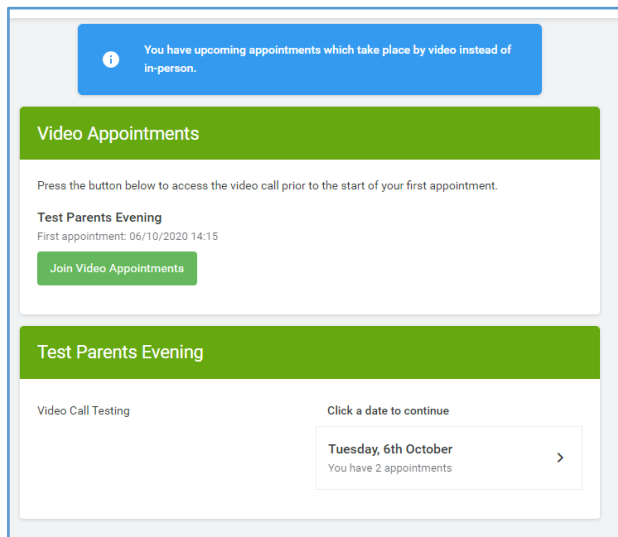
The screenshot shows the "Appointments List" page. At the top, there is a green header with the text "Appointments List". Below this, the page title is "Test Parents Evening". The page indicates "Video Call Testing" and states "Your appointments are as follows:".

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

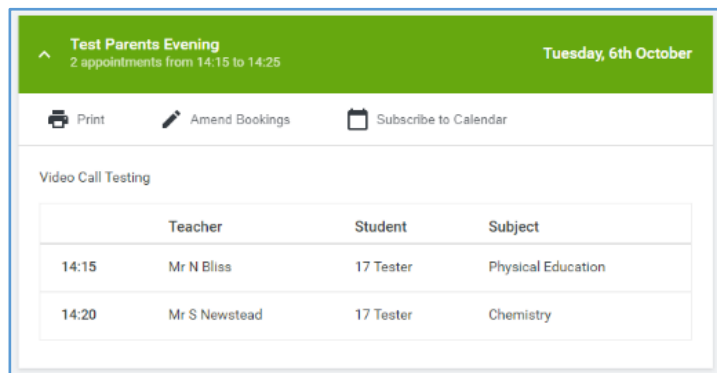
Below the table, there is a link: "Click here to make changes to your appointment schedule." At the bottom, a note reads: "To join the video call, click here to login to the system. When your call is due to start, click the green 'Join Video Appointments' button."

On The Evening

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



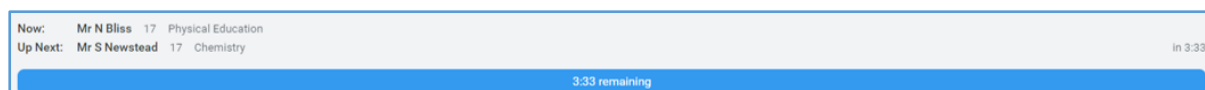
Click the button underneath "Click a date to continue" to see all of your appointments for that evening.



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.

