

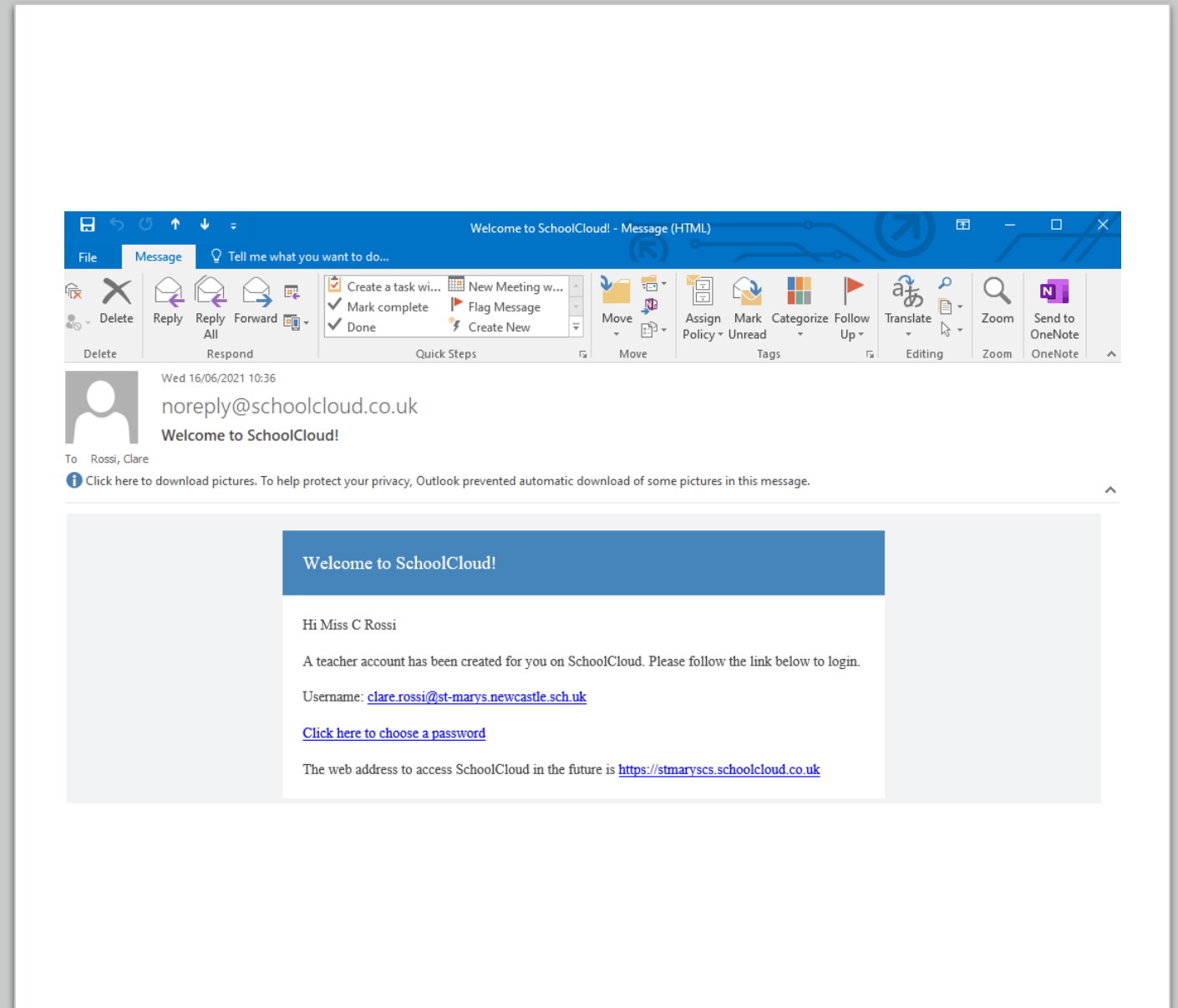
Teacher Instructions for using Schoolcloud for Parents' Evenings



St Mary's Catholic School

Creating an Account

- You will receive an email telling you that an account has been created for you and inviting you to set a password
- The website address is contained in the email but it also saved on the school website in the Staff Tab
- You will also find a set of these instructions in the Staff Tab



Logging in

- When you navigate to the website, you will be asked to login using your email address and password that you created.
- This is our school login webpage: <https://stmaryscs.schoolcloud.co.uk>
- It is really important that you are on the Teacher Login (at the bottom of this page you can see Parent Login and Administrator – if you are not on the Teacher Login, Teacher Login will be one of the options here)

St Mary's Catholic School

Teacher Login


Username

Password

[Log In](#) [Forgot Your Details?](#)

[Parent Login](#)

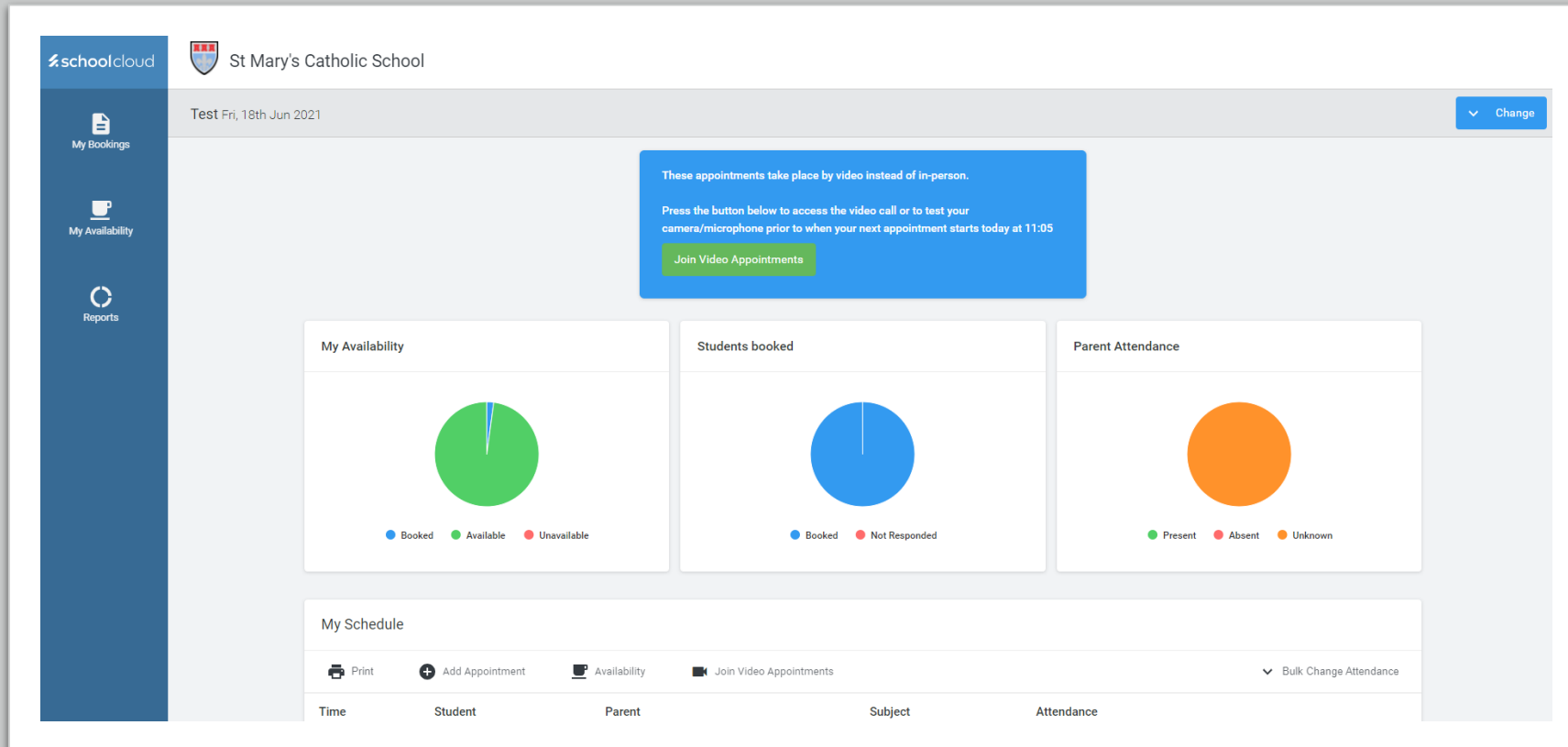
[Administrator Login](#)


My Bookings


My Availability


Reports

- When you login the screen will look like this
- You need to click on “My Bookings” to see your appointments



Your page will now look like this.



Test Fri, 18th Jun 2021

▼ Change

Current evenings

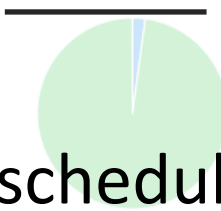
Test
Fri, 18th Jun 2021

These appointments take place by video instead of in-person.

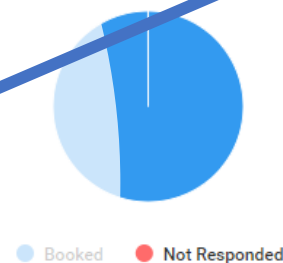
Press the button below to access the video call or to test your camera/microphone prior to when your next appointment starts today at 11:05

Join Video Appointments

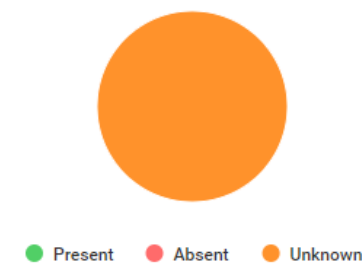
My Availability



Students booked



Parent Attendance



If we have scheduled multiple evenings, then clicking on "Change" will allow you to select the correct evening.



Print



Add Appointment



Availability



Join Video Appointments



Bulk Change Attendance

Time

Student

Parent

Subject

Attendance

10:15

Available

10:25

Available

Test Fri, 18th Jun 2021

Change

My Bookings

My Availability

Reports

My Schedule



Print



Add Appointment



Availability



Join Video Appointments



Bulk Change Attendance

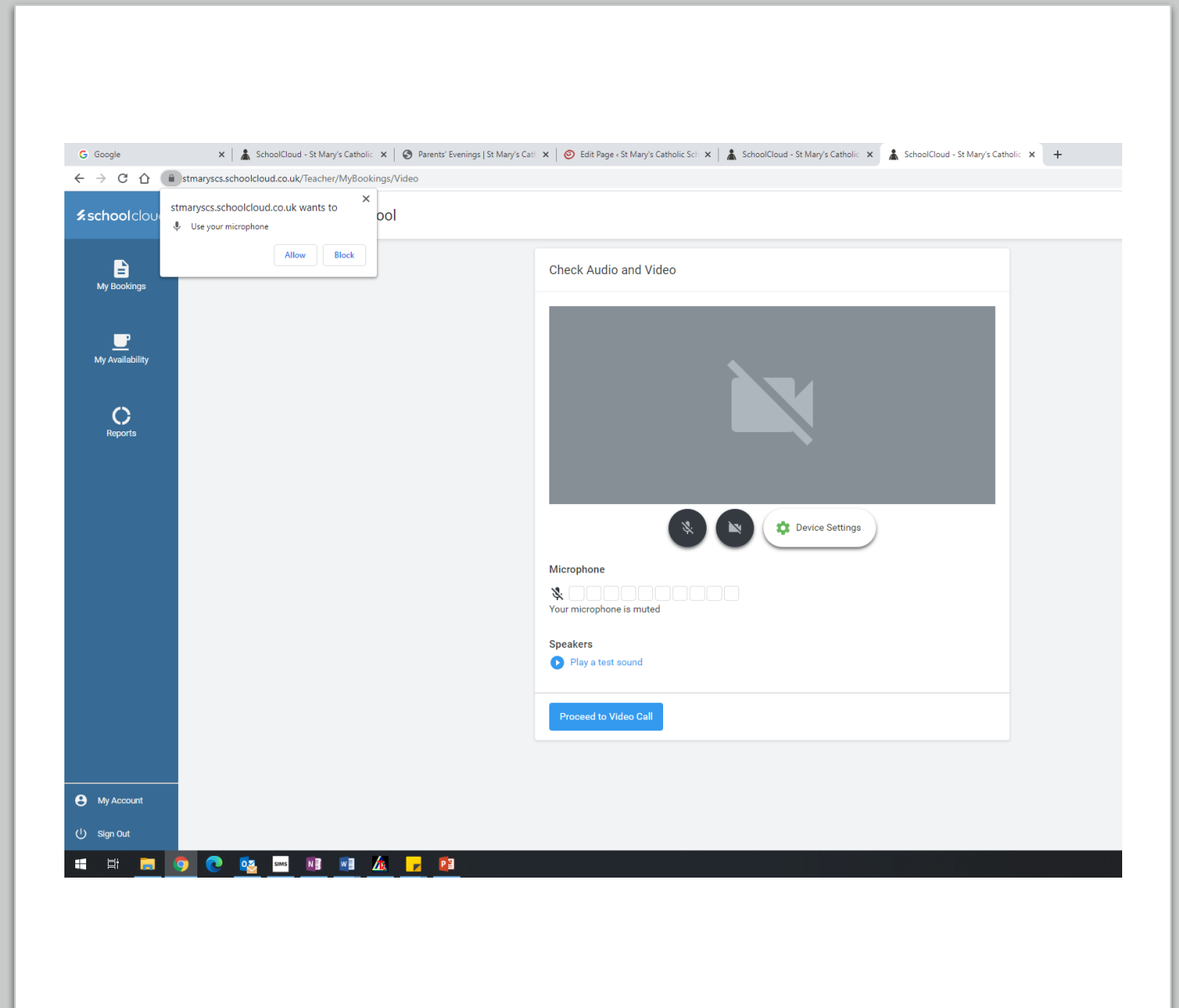
Time	Student	Parent	Subject	Attendance
10:15			Available	
10:25			Available	
10:35			Available	
10:45			Available	
10:55			Available	
11:05	Test Grade	Mrs Louise Douds	Class 10M	Unknown

If you scroll down the page, you will be able to see your appointments.

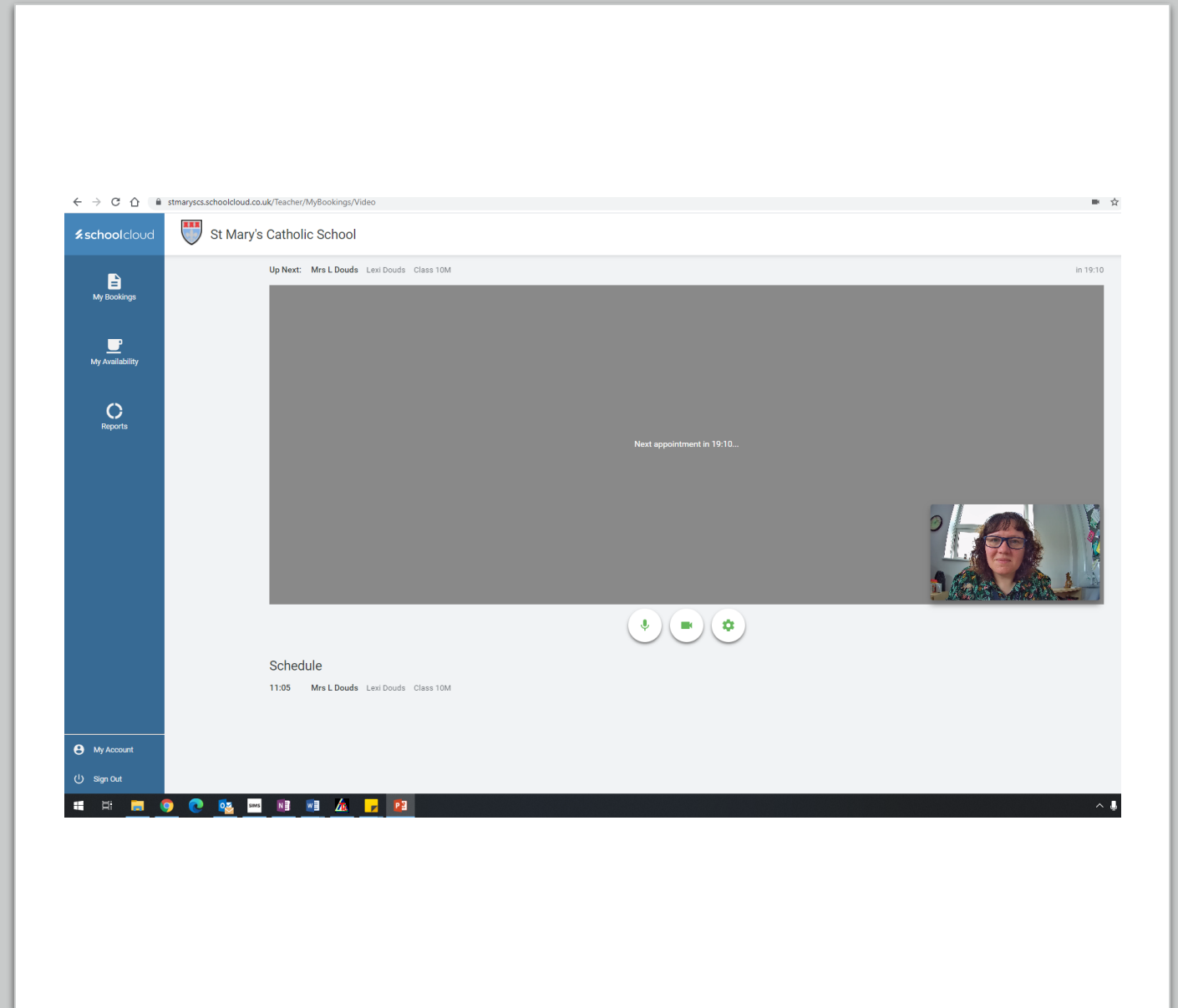
10:55			Available		
11:05	Lexi Douds	Mrs Louise Douds	Class 10M	Unknown	<div><div>My Notes</div><div>Edit Appointment</div><div>Delete Appointment</div></div>
11:15			Available		
11:25			Available		
11:35			Available		

If it helps, you can right click on an appointment and add notes which would be visible to you during the meeting.

- When you click on the meeting to start, you will be asked to give permission to use your microphone, you will need to click allow
- You can test that speakers and microphone are working using this page which will appear when you try to start your first meeting



- When you join the meeting, the following page appears
- You can see yourself in the bottom corner
- It counts down until the parent appears in the large grey box
- A timer will also appear during the meeting telling you and the parents how long is left
- You can also see your schedule at the bottom indicating which parent is next





We will also be available for face to face staff training in school at the following times:

- Wednesday 30th June at 3:30pm**
- Thursday 8th July at 3:30pm**

For further information you can refer to:

<https://support.parentseveningsystem.co.uk/article/800-teacher-how-to-run-your-appointments-over-video-call>