



Browse to <https://clactoncountyhigh.schoolcloud.co.uk/>

User Details

First Name: [text input] Surname: [text input]

Email: [text input] Confirm Email: [text input]

PERSON'S DETAILS

First Name: [text input] Surname: [text input] Date of Birth: [date picker]

[Next]

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

They parents evening is an essential part of meeting your child's teacher. Please enter the school on the main website and log in or register.

Click a date to continue:

Thursday 16th March
[View for bookings]

Friday 17th March
[View for bookings]

[I'm unable to attend]

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointment using the option below and then click Next.

Automatic
Automatically book the best possible time based on your availability.

Manual
Choose the time you would like to see each teacher.

[Next]

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please click 'X' before you continue.

Ben Abbott

Mr J Brown

Mrs A Wheeler

[Continue with appointments]

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been generated for you. If you're happy with them, please choose the time slot below and then confirm.

Teacher	Student	Subject	Room
Mr J Brown	Ben Abbott	Maths	101
Mrs A Wheeler	Ben Abbott	Mathematics	101
Mrs A Wheeler	Ben Abbott	Maths	101

[Accept appointments] [Cancel appointments]

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Manual Booking Grid

Teachers: Mr J Brown, Mrs A Wheeler, Mrs B Patel

Students: Ben Abbott, Class 10B (PE), Class 11A (S.T)

Grid showing time slots (14:00-15:00, 15:00-16:00, 16:00-17:00) and appointment status (Green for available, Blue for booked, Grey for unavailable).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

Table listing all booked appointments with columns for Teacher, Student, Subject, Room, and Date/Time.

[Print] [Subscribe to Calendar]

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Please follow the link below to access more information about how to attend the video appointments. We have also included some other useful information below

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2. Please check your device does not run iOS 14.2, or use an alternate device.**
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
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 front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.
- **Multiple parents/guardians on a call. Each video call can involve up to 2 parents/guardians.** After the parent makes their bookings, they just need to click the 'Invite Parent/Guardian' button, then enter the email address of the parent/guardian to send an invite that grants access to the call. The additional parent then clicks the link in the email to join the appointments. Full details of how it works are explained in our [parent guide](#).

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

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.

2. Check Audio and Video

3. The Video Call

On this screen you can see the following, when in a call:

- 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.
- When another person is available these also show a pick up button to start the call and a hang up button to leave the call.
- In the middle, when your appointment is due to start, the *Start Appointment* button.

4. Making a call

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.

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) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

5. Follow on calls

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

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

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.