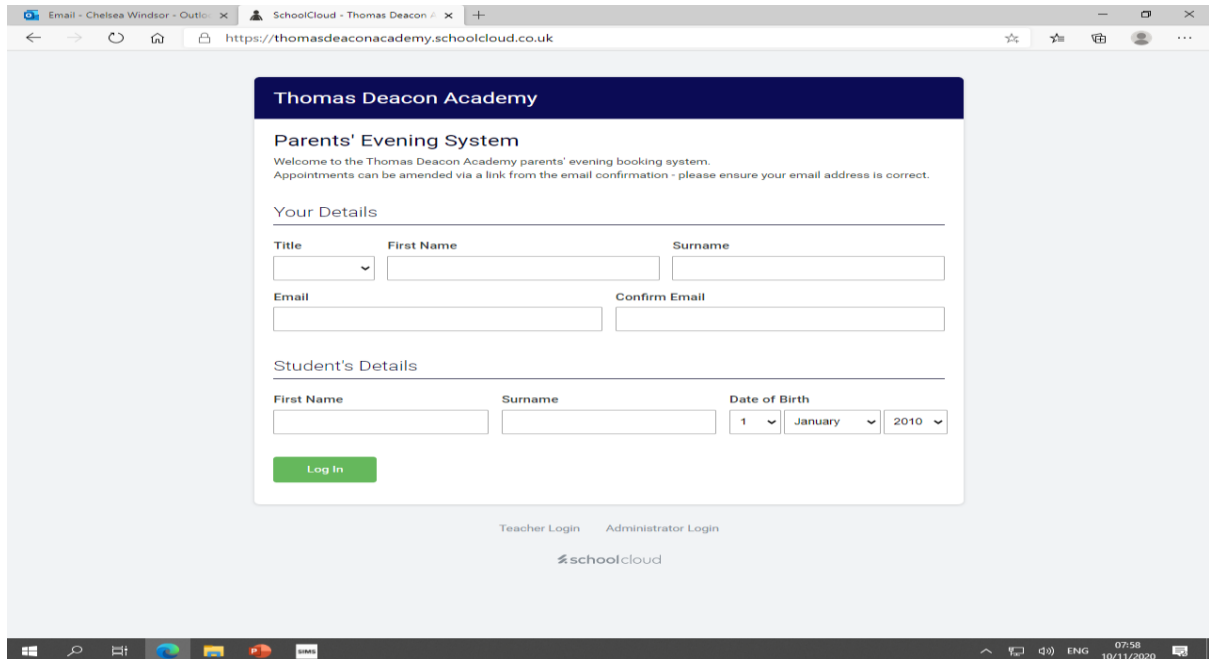


Step by Step Guide to help Parents connect to Parents Evening Video Call

On the day of your appointment log onto the website **at the time of your appointment** only:

<https://thomasdeaconacademy.schoolcloud.co.uk/> this will take you to the screen which will look like the picture in Fig.1. In completing the details, please ensure you enter the email address you would like your invitation to be sent to.

Fig.1



The screenshot shows a web browser window with the URL <https://thomasdeaconacademy.schoolcloud.co.uk>. The page title is "Thomas Deacon Academy" and the main heading is "Parents' Evening System". Below the heading, there is a welcome message: "Welcome to the Thomas Deacon Academy parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The form is divided into two sections: "Your Details" and "Student's Details".

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

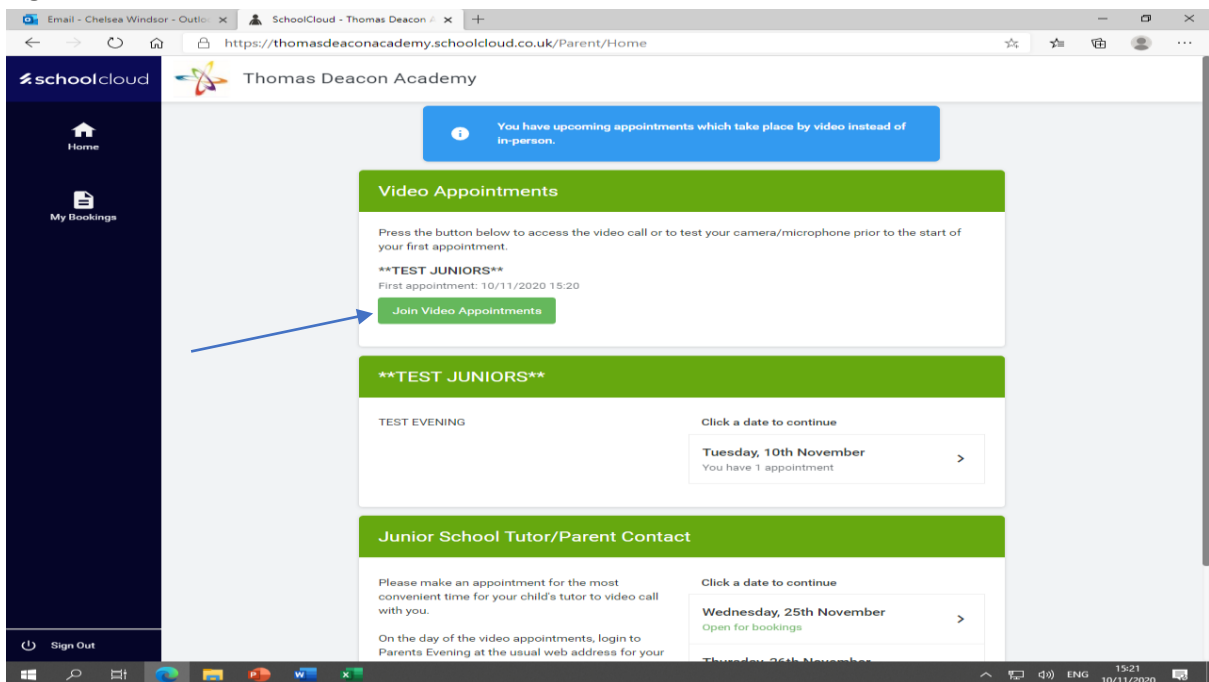
Student's Details

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	1 January 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.

Enter your details in each of the boxes. Take care to enter your details correctly otherwise the system will not recognise you and will not take you to the next screen as shown in Fig.2. Click on the green box that says 'Join Video Appointments'. This will take you to the next screen as shown in Fig.3

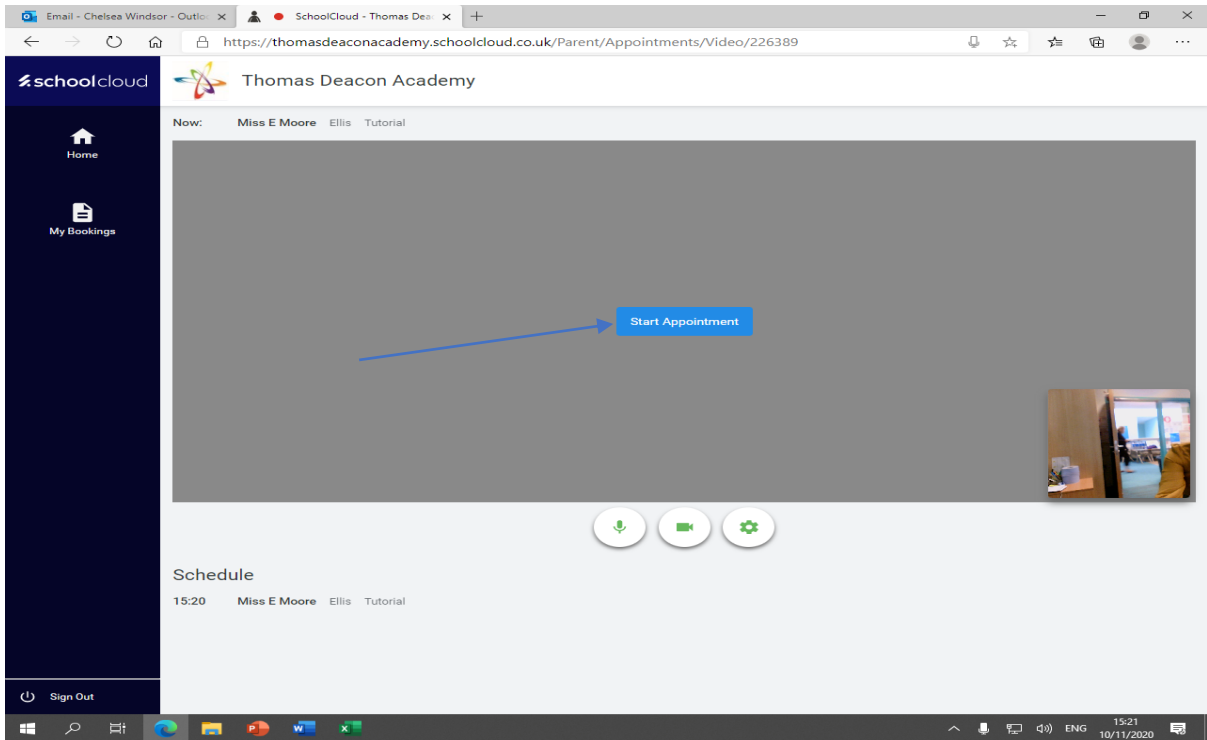
Fig.2



The screenshot shows the dashboard of the Thomas Deacon Academy Parents' Evening System. The page title is "Thomas Deacon Academy" and the URL is <https://thomasdeaconacademy.schoolcloud.co.uk/Parent/Home>. The dashboard has a dark blue sidebar on the left with "Home" and "My Bookings" buttons. The main content area has a blue notification banner: "You have upcoming appointments which take place by video instead of in-person." Below this is a green "Video Appointments" section with a green "Join Video Appointments" button. A blue arrow points to this button. Below the "Video Appointments" section is a "TEST EVENING" section with a "Click a date to continue" button and a date selection: "Tuesday, 10th November" with "You have 1 appointment". Below that is a "Junior School Tutor/Parent Contact" section with a "Click a date to continue" button and a date selection: "Wednesday, 25th November" with "Open for bookings". The dashboard also has a "Sign Out" button in the bottom left corner.

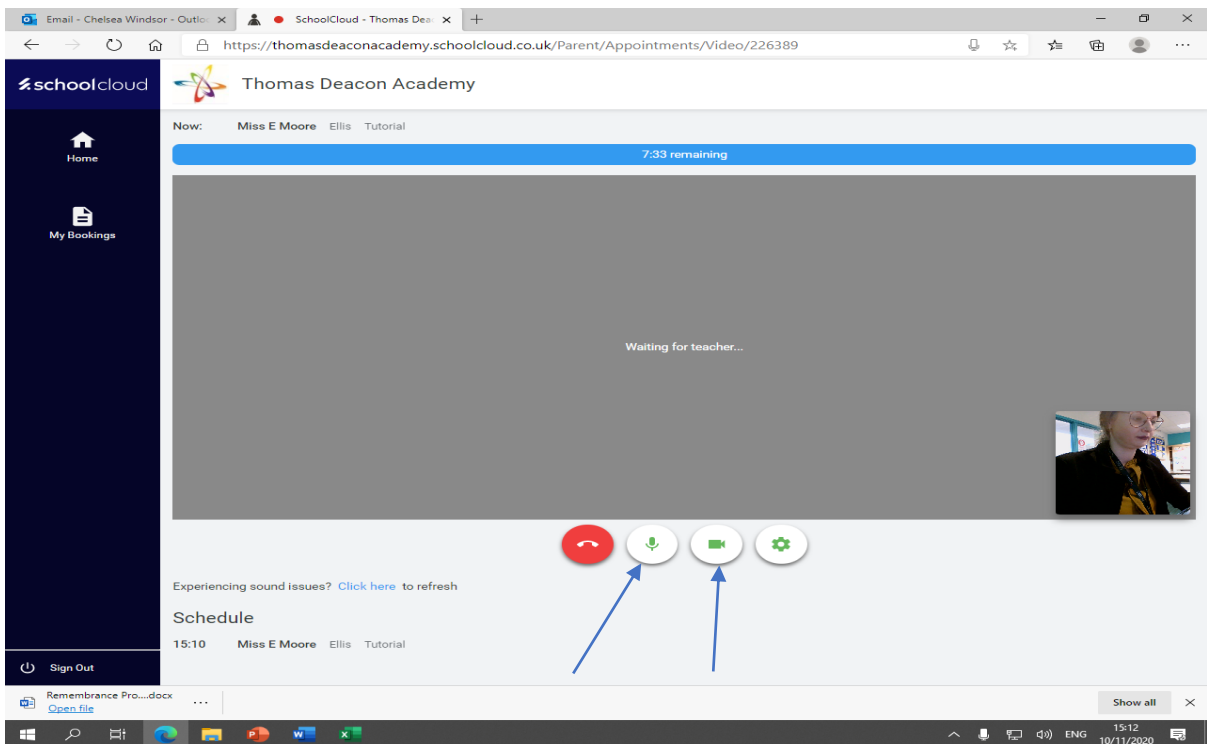
Fig.3

Step by Step Guide to help Parents connect to Parents Evening Video Call



When it is your appointment time, click on the box in the centre of the screen 'Start Appointment'. You will then be taken to the screen which is shown in Fig.4 You don't have to do anything else just wait.

Fig.4

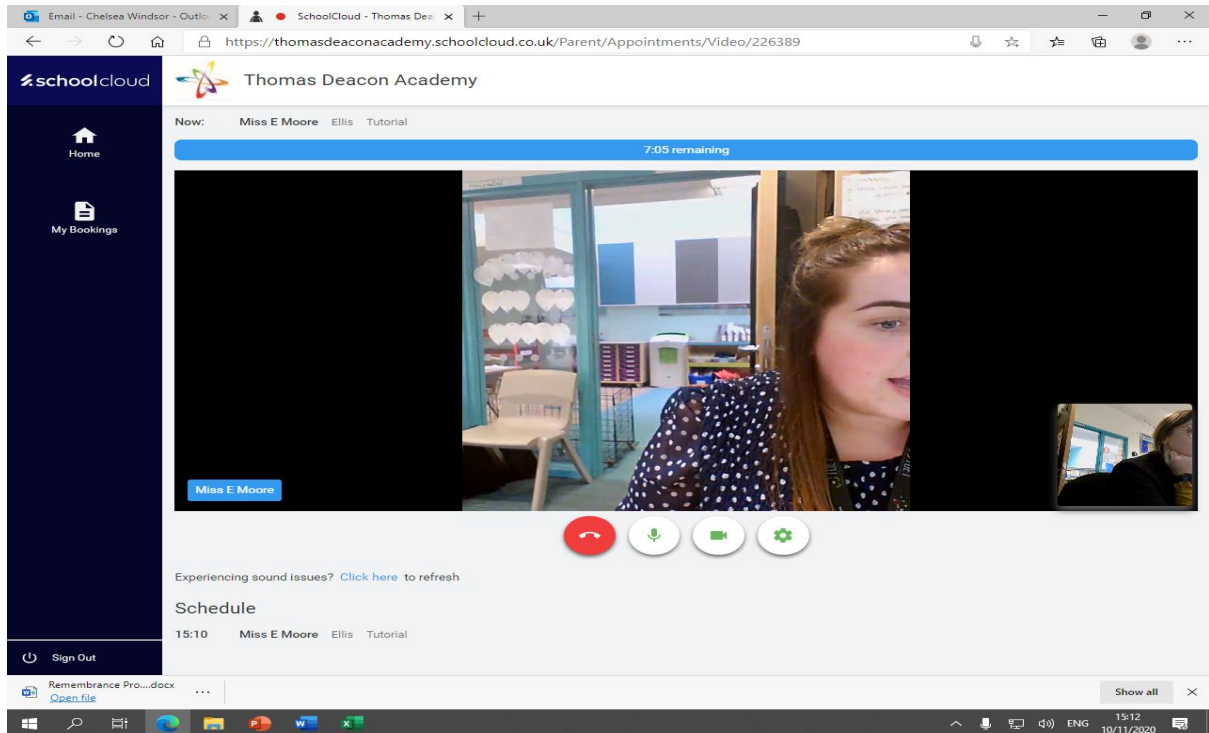


Please note: the first arrow points to the microphone symbol the second arrow points to the video symbol. These need to be showing like in this picture Fig.4.

Step by Step Guide to help Parents connect to Parents Evening Video Call

When it is your time the teacher will appear on your screen as in fig.5. If you log in late you will miss part of your allocated time.

Fig.5



Your allocated slot will last for **5 minutes** only. After 4 minutes a timer will appear to tell you that you have 1 minute left.

At the end of the 5 minutes the appointment will end automatically, if you have another appointment straight after this will log you into the next call.

Top Tips:

- Please ensure you arrive on time to your appointment, your appointment will start at the allocated time, and the clock will therefore start counting down from your appointment time.
- They have been some technical issues with the IOS devices when logging on to complete video conferences, if at all possible, please use a laptop or PC to attend your appointment
- Multiple parents on a video call can now take place and can involve up to 2 parents/guardians. After you make your booking, you need to click the 'Invite Parent/Guardian' button, and 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. Please see our additional Multiple Parents Guide for further step by step advice