



Shoreham Academy

The best in everyone™

Part of United Learning

Parents' Evenings 2021

Using SchoolCloud Video Call System

For Video Guide Click
Here

System Requirements

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 upgrade any iOS 14.2 devices to iOS 14.3, 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.

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.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

The screenshot shows the website for Aristotelian Academy. At the top, there is a green header with the school name and a menu icon. Below this is a blue notification box with an information icon and the text: "You have upcoming appointments which take place by video instead of in-person." Underneath is a green section titled "Video Appointments". It contains the text: "Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment." Below this is a section for a "January Progress Meeting" with the text "First appointment: 12/01/2021 16:00". At the bottom of this section is a green button labeled "Join Video Appointments".

The screenshot shows the top part of the school website. At the top right, there is a phone number "01273 274100" and an email address "enquiries@shoreham-academy.org". Below these are social media icons for Facebook, YouTube, and Twitter. A blue navigation bar contains "Parents", "News & Events", and "Contact Us". A dropdown menu is open under "Parents", listing various school-related topics. The item "SchoolCloud: Parents Evening" is highlighted in black. A green arrow points from this menu item down to the "Join Video Appointments" button in the previous screenshot.

Use the login from Parents menu on our website or from confirmation emails sent to you via SchoolCloud system

Logging On

Shoreham Academy

SchoolCloud

Welcome to the Shoreham Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title

First Name

Surname

Email

Confirm Email

Student's Details

First Name

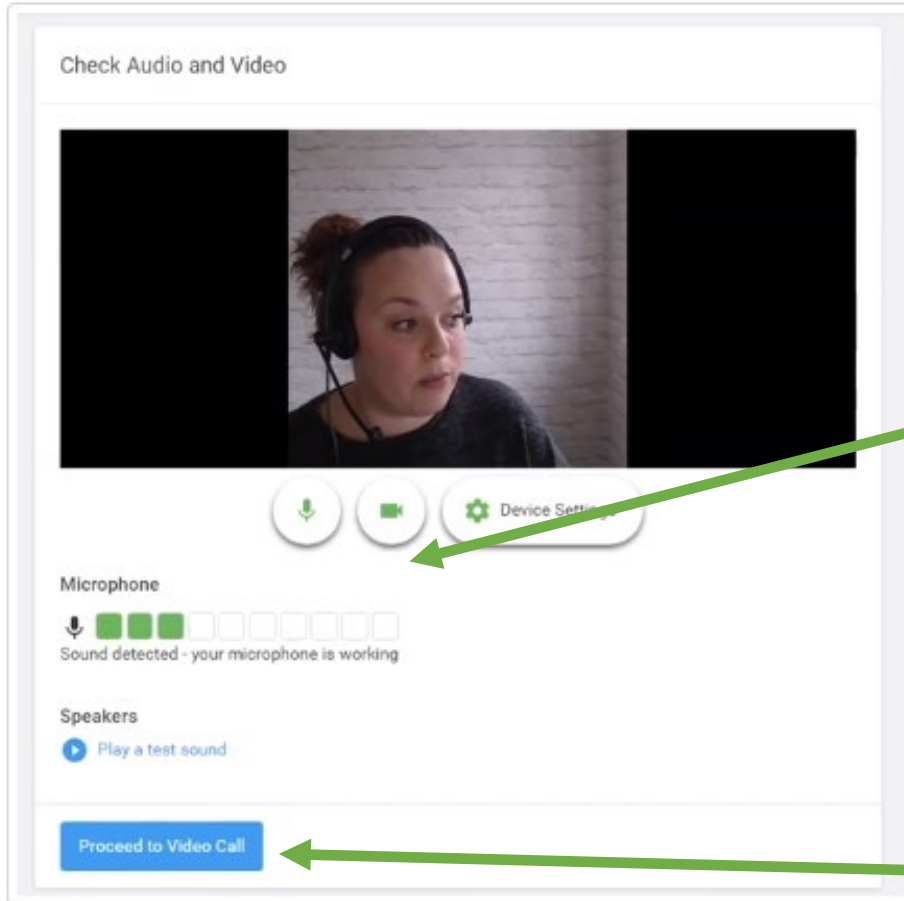
Surname

Date of Birth

Log In

2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.



Use the buttons to test your mic, speakers and camera

Then Proceed to Video Call

From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

2. 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

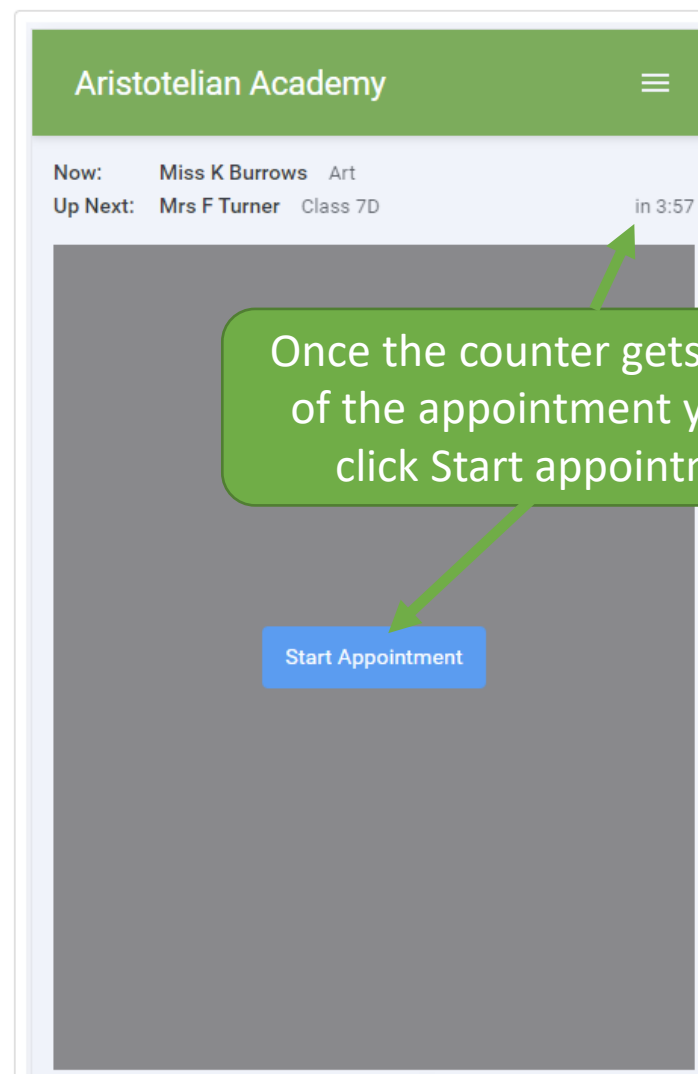


and a hang up button to leave the call.



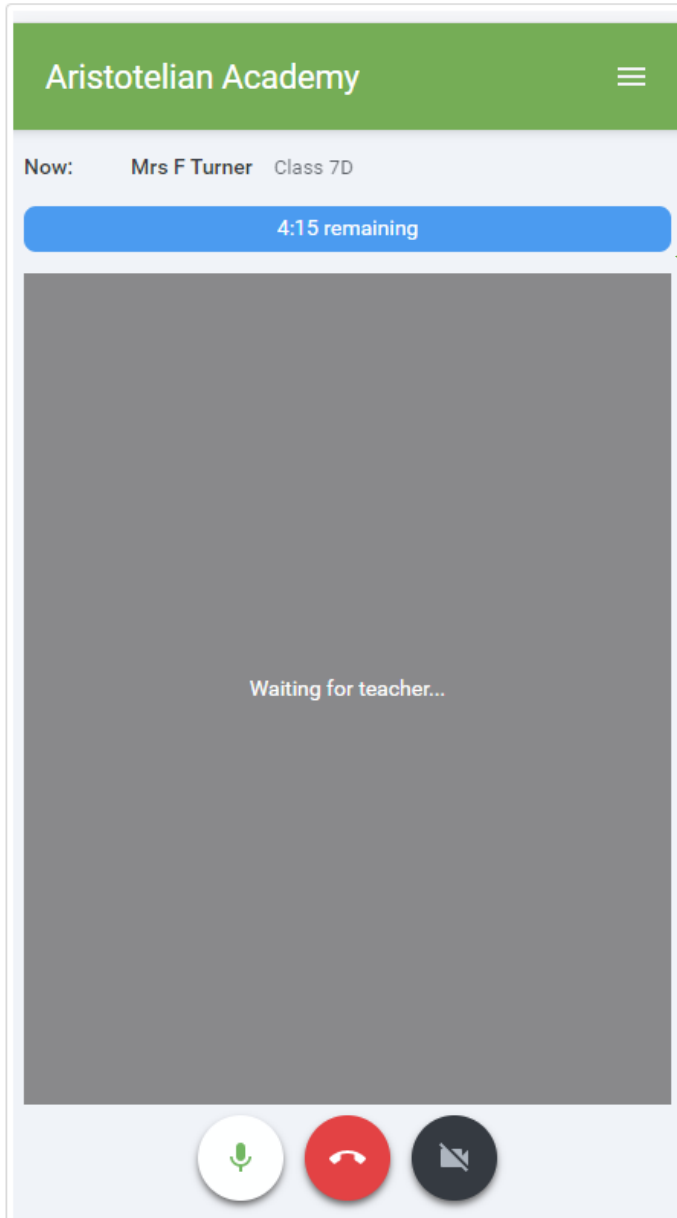
- In the middle, when your appointment is due to start, the *Start Appointment* button.

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3. 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.



The timer will tell teacher and parent when 1 minute of the call remains, the call cannot be extended by the teacher or parent

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.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

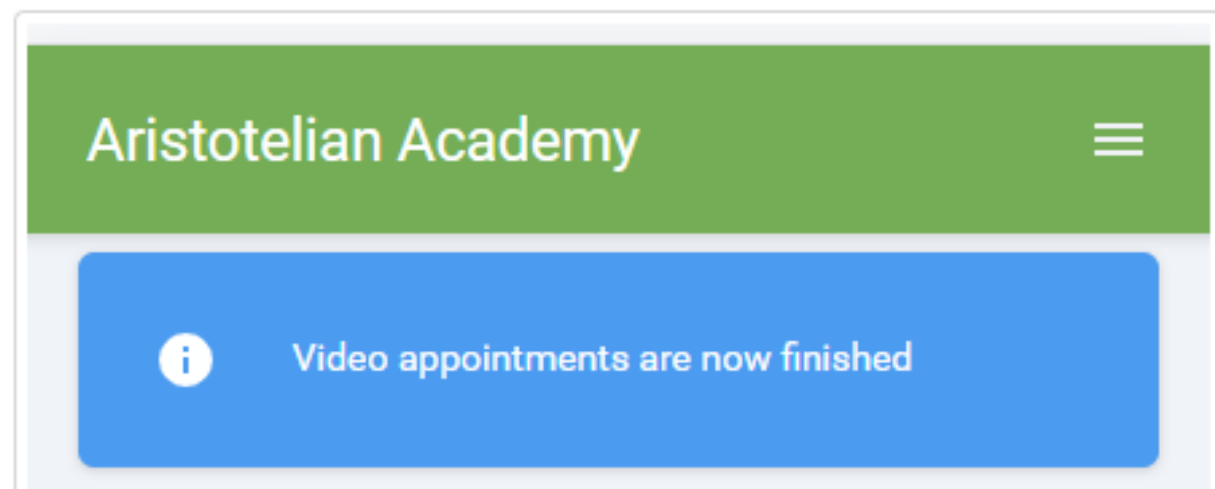
4. Follow on calls

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.



Inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

January Progress Meeting Tuesday, 12th January
3 appointments from 16:00 to 16:25

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

Invite Parent/Guardian ✕

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

[Close](#)