

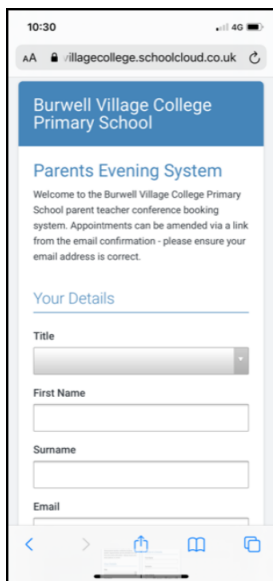
## Logging into the School Cloud website

1. In your browser address bar, type in the address:

<https://burwellvillagecollege.parentseveningsystem.co.uk>

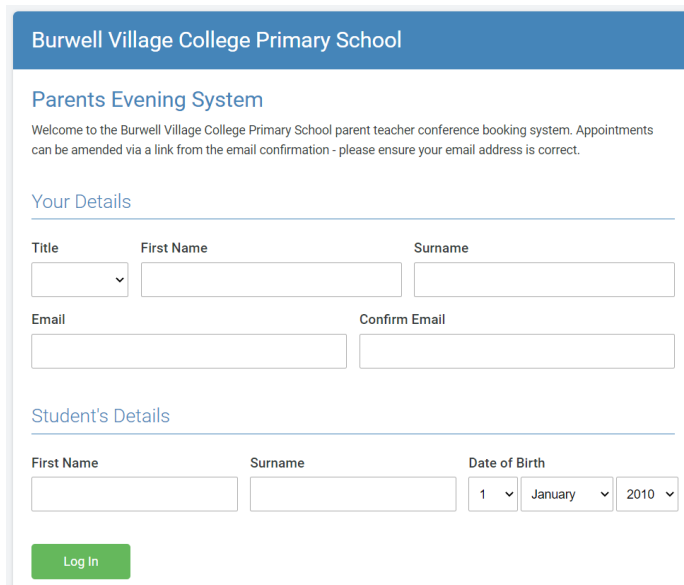
You will then see the following screen:

Mobile Device



The screenshot shows the mobile version of the login page. At the top, it says 'Burwell Village College Primary School' and 'Parents Evening System'. Below this is a welcome message and a 'Your Details' section with input fields for Title, First Name, Surname, Email, and Confirm Email. At the bottom, there is a 'Log In' button.

P.C./Laptop



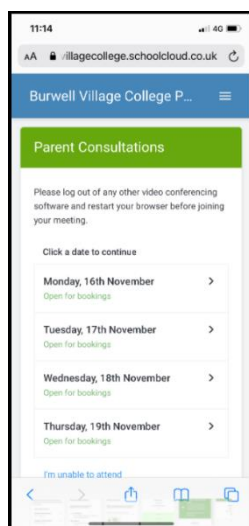
The screenshot shows the desktop version of the login page. It features a blue header with the school name and a main heading 'Parents Evening System'. Below this is a welcome message and a 'Your Details' section with input fields for Title, First Name, Surname, Email, and Confirm Email. Below that is a 'Student's Details' section with input fields for First Name, Surname, and Date of Birth (with dropdown menus for month and year). A green 'Log In' button is at the bottom.

2. Enter your title, first name, surname, email address (twice) and then your child's first name, surname and date of birth. (Scroll down on mobile devices to enter your child's details.)

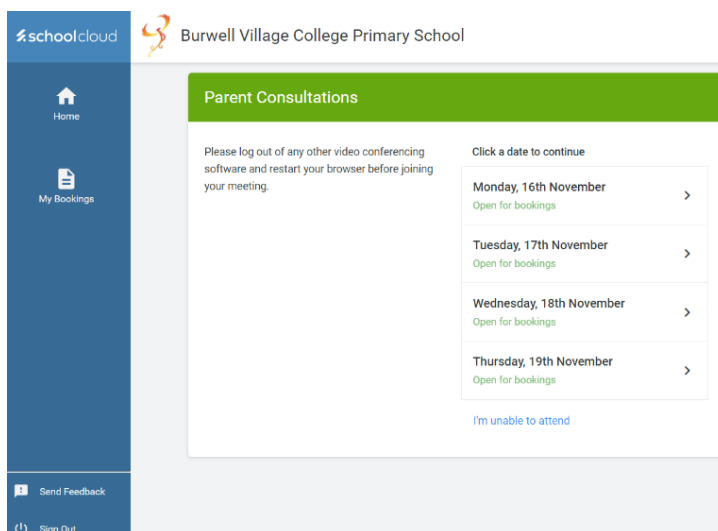
N.B: If you have more than one child at the school, entering one child's details will give you access to all siblings' bookings.

## Booking an appointment slot

3. Once you've logged in, you'll see a screen with dates for the parent consultations (16<sup>th</sup> – 19<sup>th</sup> November 2020). Click on the date you want to make your appointment for.

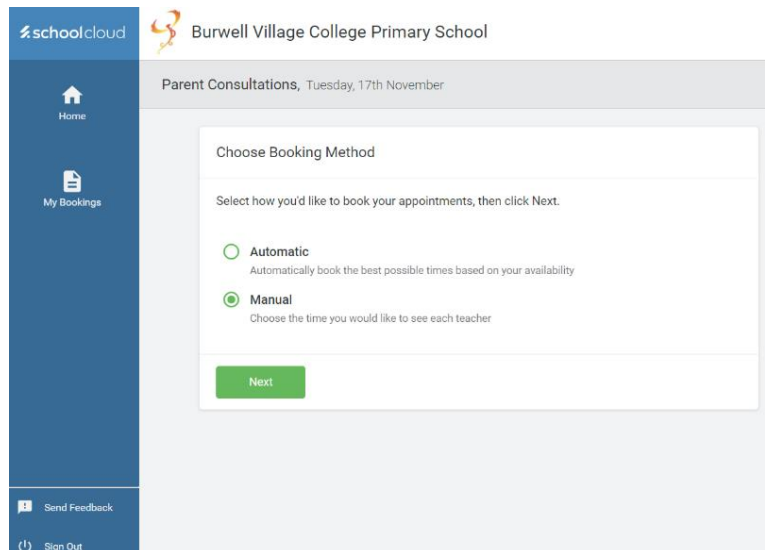
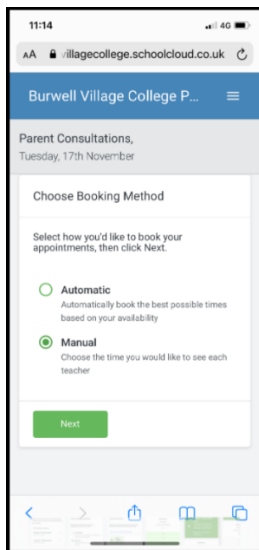


The screenshot shows the mobile version of the 'Parent Consultations' page. It features a green header with the title 'Parent Consultations'. Below this is a message about logging out of other video conferencing software. A 'Click a date to continue' section lists four dates: Monday, 16th November; Tuesday, 17th November; Wednesday, 18th November; and Thursday, 19th November. Each date has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link for 'I'm unable to attend'.

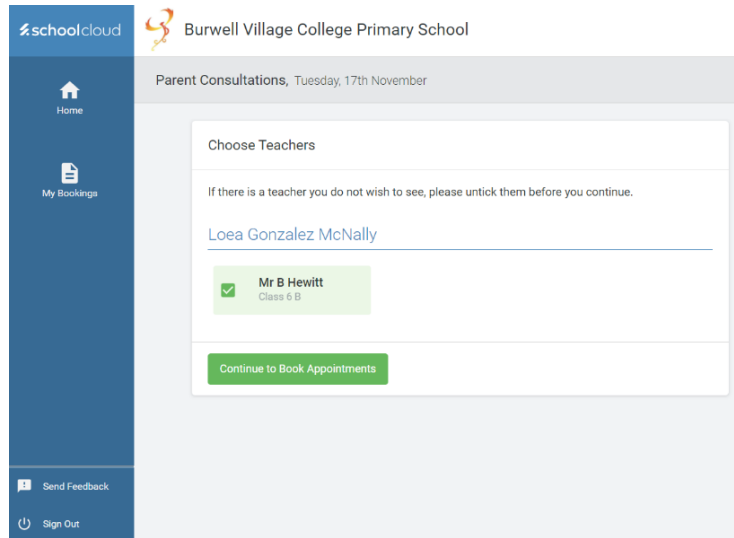
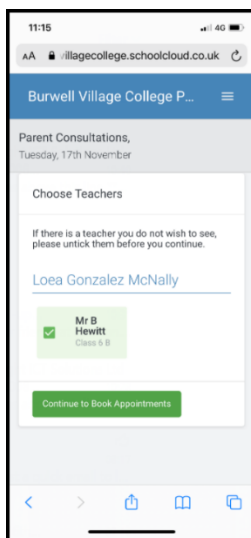


The screenshot shows the desktop version of the 'Parent Consultations' page. It features a blue sidebar with 'Home' and 'My Bookings' links. The main content area has a green header with the title 'Parent Consultations'. Below this is a message about logging out of other video conferencing software. A 'Click a date to continue' section lists four dates: Monday, 16th November; Tuesday, 17th November; Wednesday, 18th November; and Thursday, 19th November. Each date has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link for 'I'm unable to attend'. The page also includes a 'Send Feedback' button and a 'Sign Out' button.

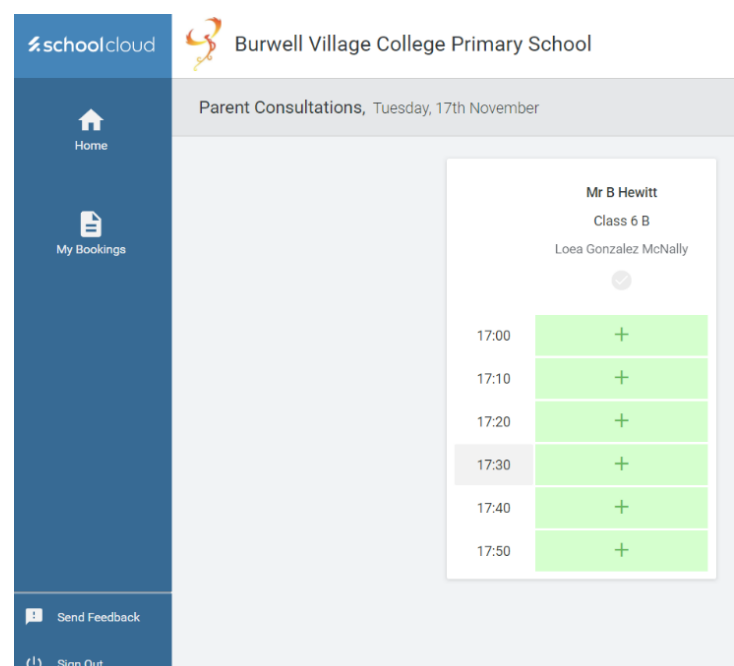
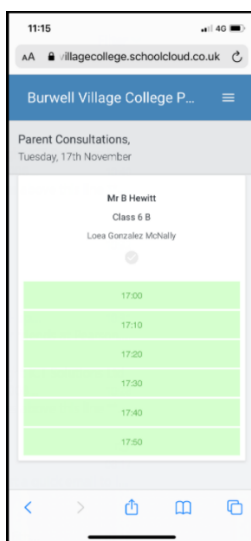
4. On the next screen, click the 'manual' option.



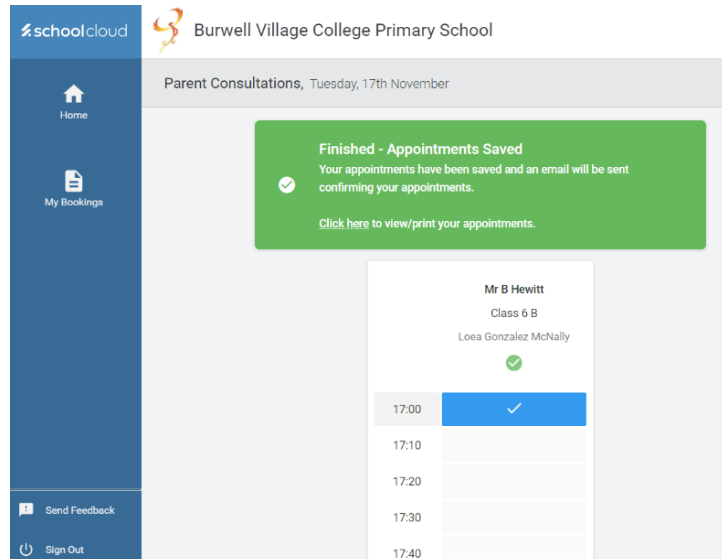
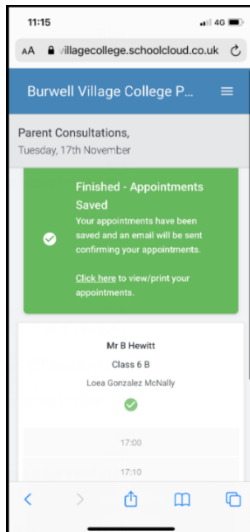
5. Next, click on your child's teacher's name and the 'Continue to Book Appointments' button.



6. You will then see the appointment slots available for your chosen day. Click on the time you want.



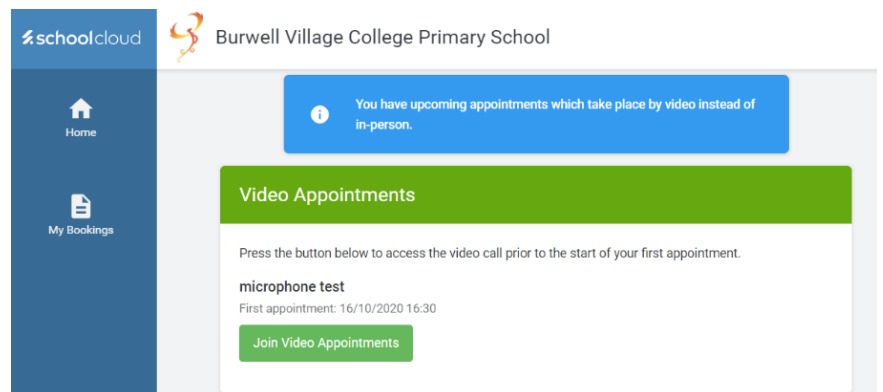
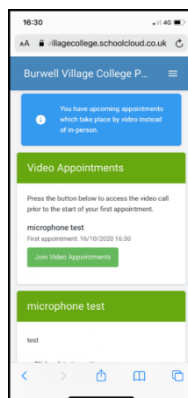
You should then see confirmation of your booked appointment.



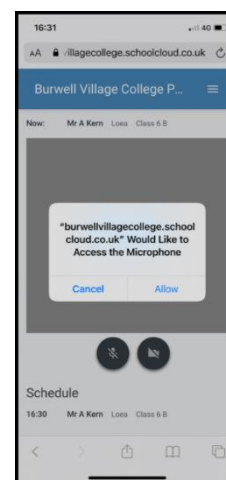
## Attending your parent consultation

7. Close all other video conferencing software that may be open on your device or P.C./laptop then restart your browser.
8. Following step 1. above, log in to School Cloud.

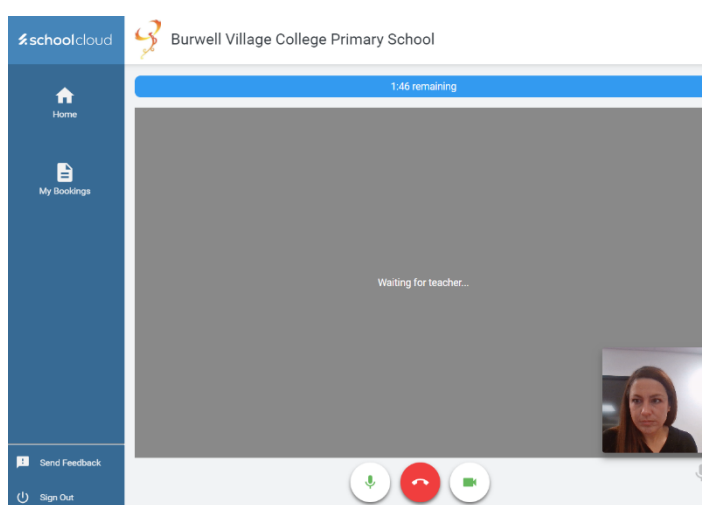
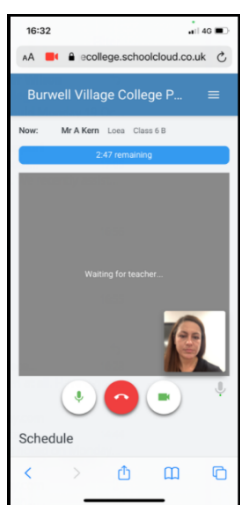
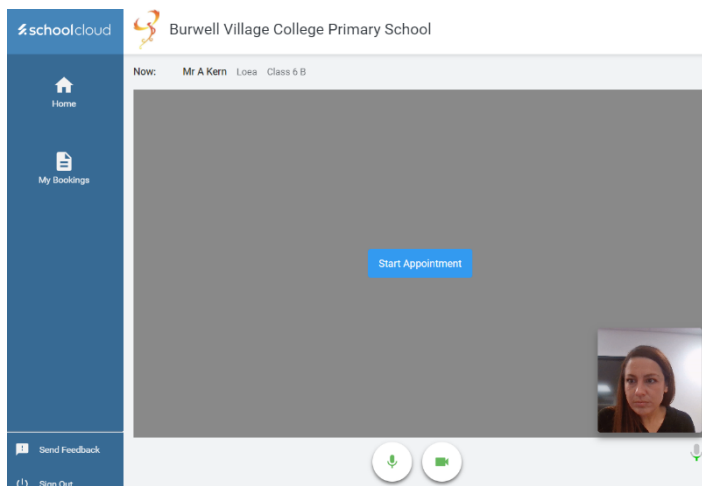
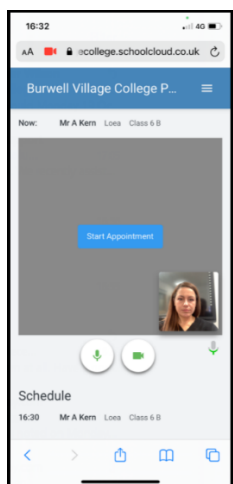
**N.B: Please make sure that you log in ten minutes before your appointment start time to ensure that your microphone and video work.**



If prompted, allow School Cloud access to your microphone and camera.



9. When you see the screen below, click on 'Start Appointment' so that you are ready for your parent consultation as soon as the teacher finishes their previous appointment.



**N.B: Appointments are back-to-back. School Cloud switches the teacher from one meeting to the next exactly on time with no room to extend meetings or run over slightly.** Therefore, it is really important that you ensure all devices and hardware are connected and working properly before the meeting start time so that you get your full ten minutes consultation.