

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

Welcome to the Green Maddy Parents' Evening Booking System. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
 - In-person & video call
 - Open for bookings
- Tuesday, 14th September
 - In-person
 - Open 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 Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 3: Choose Teachers

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

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

Step 4: 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.

September Parents Evening | Tuesday, 14th September

2 appointments from 16:15 to 16:45

Print | Amend Bookings | Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

- September Parents Evening | Monday, 13th September | Video call | 2 appointments from 16:00 to 16:45
- September Parents Evening | Monday, 13th September | In-person | 2 appointments from 15:00 to 16:45

Step 5: 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*.

Video: Parents - How to attend appointments over video call

This information shows you how to log in to book, and later attend, video appointments at your school's Parents Evening. There is also a help article with written information to the same effect including **how to invite another parent/guardian to join your appointments**.

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, Chrome
 - **Android:** Chrome, Firefox or the Samsung Browser
 - **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, etc) login to Tes Parents' Meetings at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

At the top of the page you will see a blue **notice** telling you that you have upcoming video appointments, as well as a "*click here*" link which allows you to check that your internet connection and device can successfully connect to a video call.

The green *Join Video Appointments* button allows you to join your appointment on the day - or to test your camera/microphone at any time.



You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or [click here](#) to test your connection prior to the start of your next appointment on 12/09/2021.

Join Video Appointments

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.

From here you can blur your background in video calls (if using Chrome), 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*.



Blur my background

Microphone



Sound detected - your microphone is working

Speakers

Play a test sound

Proceed to Video Call

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 control buttons allow you to mute the mic or turn off the camera. The cogwheel allows you to change the settings, such as blurring your background, or choosing to use a different mic or camera (if you have more than one available).
- Please note that the background blurring feature is only available for parents using a laptop/desktop device and Google Chrome, other devices or browsers will not work



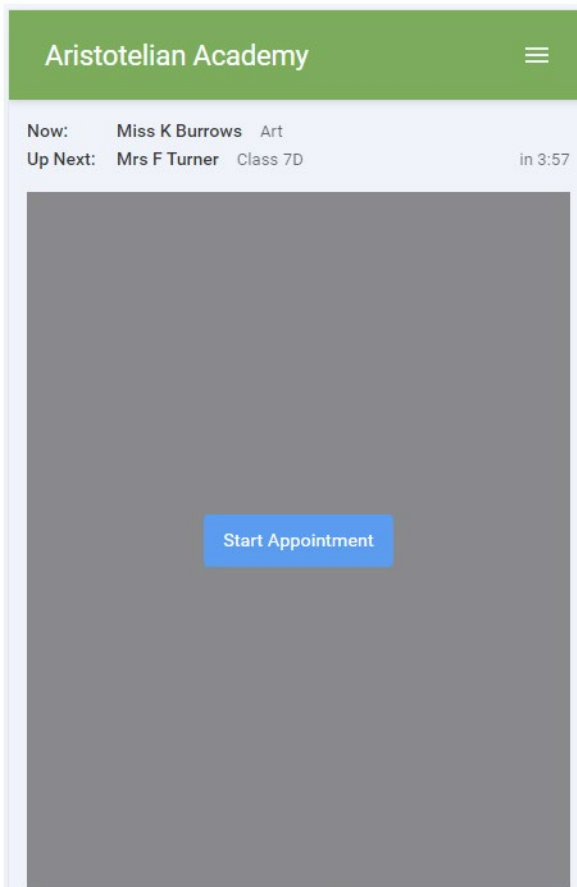
- When another person is available these also show a pick up button to start the call



- and a hang up button to leave the call.



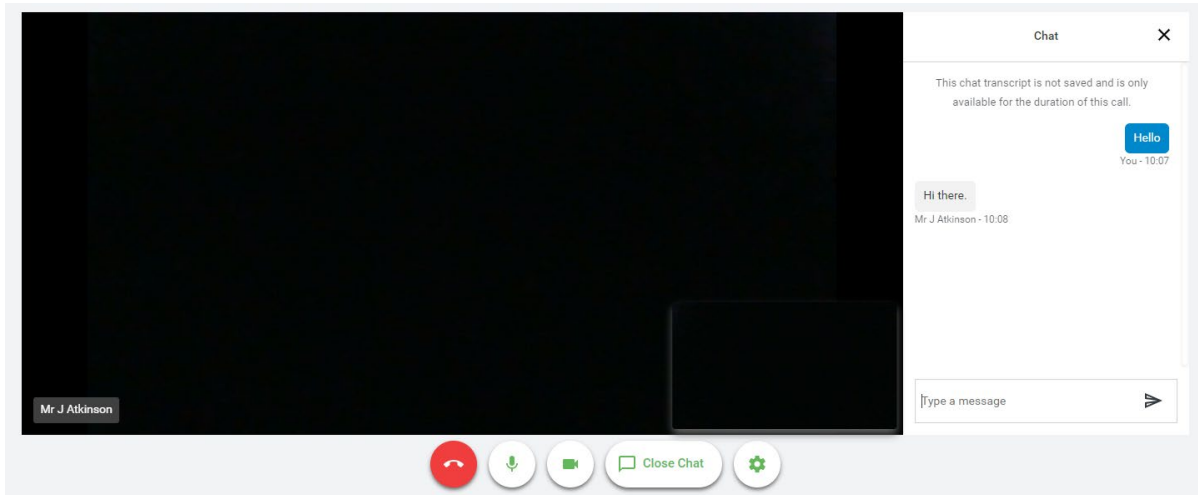
- In the middle, when your appointment is due to start, the *Start Appointment* button.



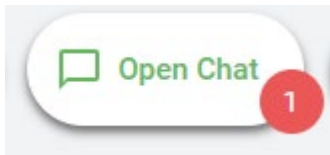
Once the call has been joined, an option to *Open Chat* will also appear. This allows you to chat via text if that is required.



Clicking will open a chat window to the right hand side of the video window allowing you to send messages to the other attendees of the call. Clicking *Close Chat* will hide it again.

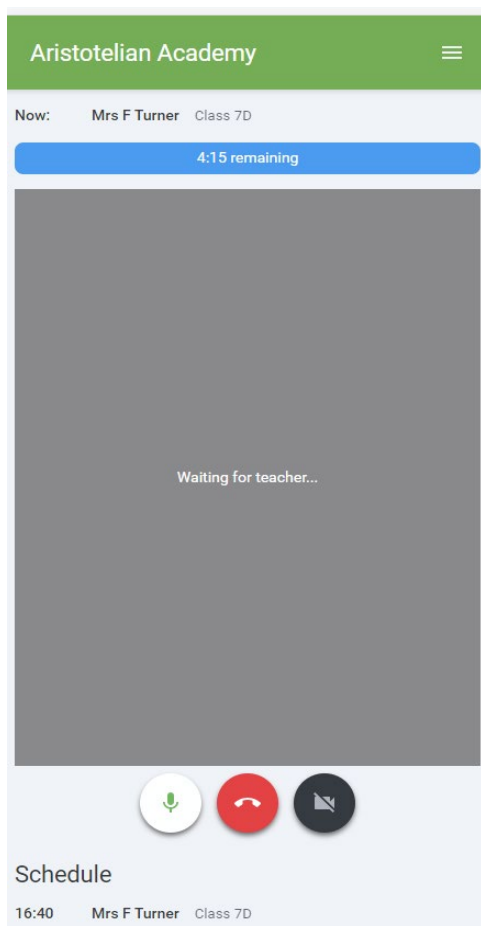


If a text message has been sent, but you have not opened the chat window, you will see a notification.



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.

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.

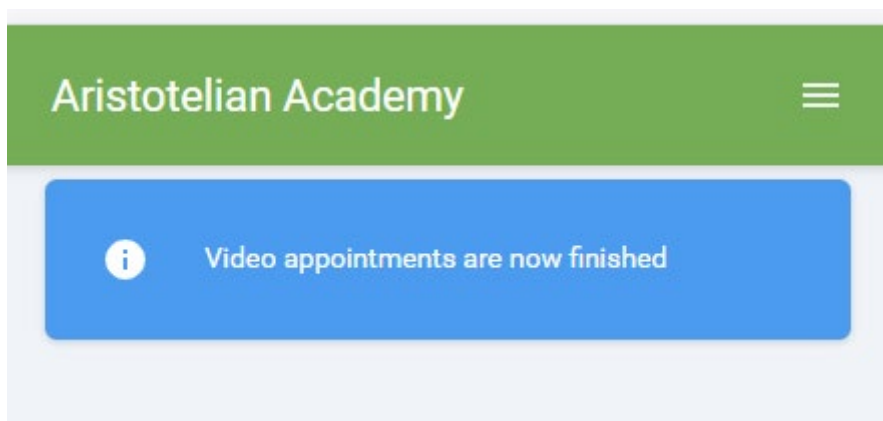
5. Follow on calls

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.



6. Inviting another parent/guardian to join your appointments

You can give another 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.

A screenshot of the 'January Progress Meeting' booking page. The header is green with the text 'January Progress Meeting' and '3 appointments from 16:00 to 16:25'. The date 'Tuesday, 12th January' is also displayed. Below the header are four icons: Print, Amend Bookings, Invite Parent/Guardian, and Subscribe to Calendar. The main content area contains a paragraph: 'This is to allow parents and teachers to discuss progress last year and will take place on 12th January.' Below this is a table with columns for Time, Teacher, Student, and Subject.

	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

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian



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

Name *

Jane Aaron

Email *

jaaron@test.com

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

Send Invite

Close

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and allows you to *Resend* invites or *Remove* them. If you have no more invitations available the green button will be replaced with a message that says *Unable to invite another parent/guardian. Only one invite can be sent per student.*

Manage Invites



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

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron

eaaron@test.com

For: Chris Aaron

Resend Invite



Remove

Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite



Remove

New Invite

Invite Parent/Guardian

Close

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 5 people in it at any one time. A school can assign 3 teachers to take joint appointments for a class, if they do this the parent can still invite their ONE guest, however once the number of active participants in the call reaches 5 no further people can join it (unless one of the existing participants leaves the call).

Last updated on May 28, 2024