

About SchoolCloud

SchoolCloud is an online video appointment system that we have chosen to facilitate our review evenings. The system allows parents to talk live and directly to our academic staff via the web to give you an update regarding the progress of your child in their chosen subjects. SchoolCloud is a web-based system that will work in any modern browser from most devices at no cost to parents.

The link to access your SchoolCloud account is located at the link below. We will also add this link to Parent Connect.

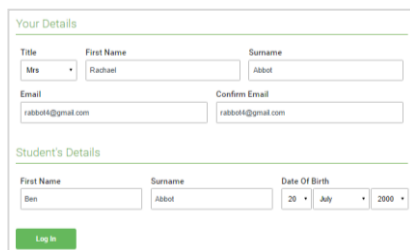
<https://carmelcollege.schoolcloud.co.uk>

What do I need?

You will need:

- A device with a microphone and speaker/headphones;
- A compatible, modern and up-to-date device with one of the following web browsers:
 - iPhone / iPad – please note that you will be unable to join if using iOS 14.2 – you will need to update this beforehand to the latest version of iOS or use an alternative device. This can be found in ‘Settings > General > About > Software Version’;
 - Android – Chrome or Firefox;
 - Windows – Chrome, Firefox or Microsoft Edge (Chromium version only);
 - Mac – Safari, Chrome or Firefox;

How do I start?



The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A 'Log in' button is located at the bottom left of the form.

Before our review evening, you will need to log in to SchoolCloud at the link above. When prompted, you will need to complete the initial landing page with the information that we have listed for **the primary emergency contact** listed for your child. This can be seen inside Parent Connect if you are unsure. Don't worry if you do not have an email address listed, this is not a mandatory field.

You will also need to fill in the personal details for your child.

Booking

After logging in, you will need to pick the review evening that you wish to attend. If you are unable to attend, please click the 'I'm unable to attend' link highlighted in blue.

You will then be prompted to select a booking mode. Choose **'automatic'** if you'd like the system to suggest the shortest appointment schedule which is based around your availability. If you would prefer to select your own times with specific tutors, please choose **'manual'**. Press **'Next'** when you've made your choice.

Next, you will be prompted to select your tutors that you would like to book appointments with. Please note, where students have shared classes with more than 1 tutor, please pick only **one** tutor per subject, details of this will have been given to your child. A green tick next to a tutor indicates that they are selected.

Automatic Booking Mode

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

If you have selected 'manual' as a booking mode, please skip this section and go to the next section titled 'Manual booking Mode'.

If you've chosen 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.

Manual Booking Mode

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

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.

Complete

Your selected bookings will now appear on the '**My Bookings**' page. If we have an email address listed for you, you will then receive an email shortly with your appointments.

Bookings can also be printed by pressing the '**Print**' button.

If you would like to change your appointments at any time, click '**Amend Bookings**'. All appointments are subject to tutor availability.

We hope that you enjoy using SchoolCloud and we look forward to seeing you soon!



Mike Hill
Principal