

Booking Appointments

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

Login

Please complete the required details on the login page.

Making Appointment(s)

Follow the onscreen instructions to make the booking(s).

Automatic - your appointments will be automatically assigned to best fit the times you are able to attend. You will be given the opportunity to reject the appointments before saving if required.

Manual – you will be able to select your appointments manually before saving.

For in-depth instruction, please go to the document 'Parent Guide - Year 11 Parents Evening - Wednesday, 11th November' on the website.

Viewing, Editing & Printing Appointments

To view, edit or print your appointments, please select 'My Bookings' from the left-hand side of the homepage.

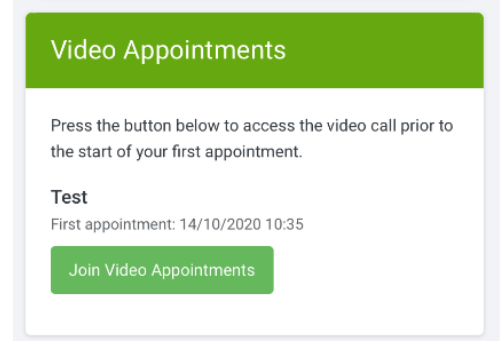
Whilst the appointment booking window is open, appointments can be changed if available. Once the booking window has closed, please contact the school office to make any amendments.

Attending Appointments

Joining the Virtual Appointment(s)

Log in to Parents Evening System by clicking the login link from the bottom of the email confirmation you will have received, or by using the address above along with your login details.

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. This will become available 60 minutes before your first appointment.



(screenshots taken from mobile device)

Video Call Screen

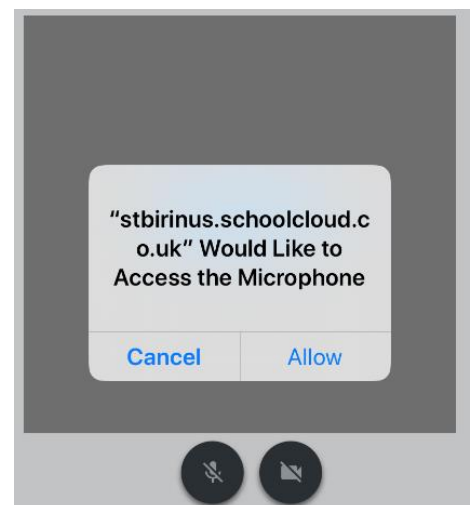
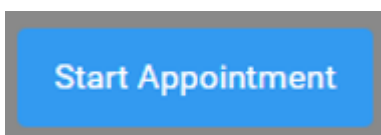
When you click **Join Video Appointments** the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- 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 (once a teacher is available or you are in a call these also show a pick up and hang up button).



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

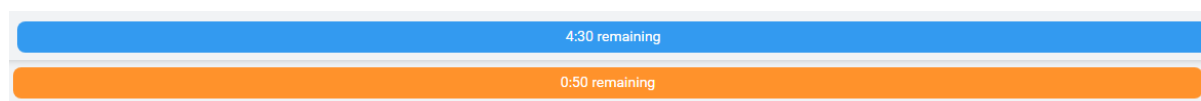
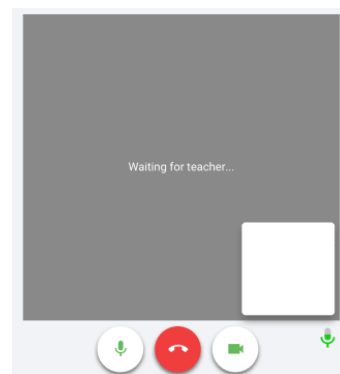


Making a Call

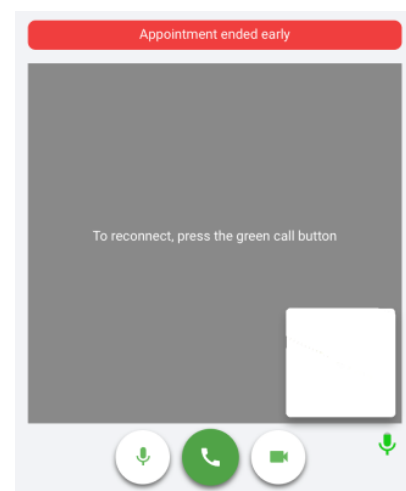
Click the **Start Appointment button**. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins the call you will see them in the main part of the screen and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen. During the last minute of your appointment, the countdown will turn amber to highlight you are nearing the end of your appointment. The call will automatically end when the countdown timer reaches zero



If you lose access to the system for some reason during the call, log in again and click **Start Appointment**. As long as the teacher is still in the call this will let you continue with the appointment



If you have any problems with the virtual system, please see the troubleshooting guide.