



GRACE ACADEMY

Quick and easy guide to Online Parent Meetings

Grace Academy Solihull

Write your Parent Login Code here **(you will have received this on the letter that your child was given in school)**

The Email Address you have used: _____

Our parent engagement meetings will be conducted using online video appointment software called school cloud. This guide will enable you to book and conduct a meeting with your child's tutor.

Booking a Meeting

Step 1

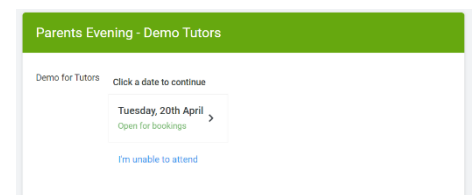
To begin... type <https://gracesolihull.schoolcloud.co.uk/> and press enter. This will take you to the login page for the Online booking software.

Step 2

You will have received a unique login code in the format 1234 5678 by letter, enter this in the Parent Login Code box and choose the correct date of birth for the child you are booking for. Please enter a valid email address and confirm. Your booking schedule will be sent to this email address for your convenience on the parents evening, so it is important that it is both **valid** and **accessible**. We may also use this to contact you about the parents evening.

Parent Login Code	Student Date Of Birth
<input type="text" value="0111 1345"/>	<input type="text" value="20"/> <input type="text" value="July"/> <input type="text" value="2000"/>
Email	Confirm Email
<input type="text" value="rabbot4@gmail.com"/>	<input type="text" value="rabbot4@gmail.com"/>
<input type="button" value="Log In"/>	

Select the date of the scheduled **Tutor Session which is the Wednesday 28th April 2021**



Parents Evening - Demo Tutors

Demo for Tutors Click a date to continue

Tuesday, 20th April >
Open for bookings

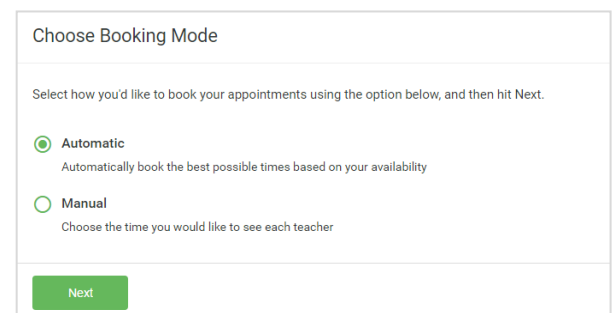
[I'm unable to attend](#)

Step 3

There are two modes available...

- Automatic allows you to choose a specific time period and the system will allocate a time. (Note if bookings have been made the system may not be able to allocate a time slot using this option)
- Manual allows you to choose from the appointments available

We recommend using **MANUAL**.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Step 4

In this Tutor session you will only see your Tutor as an option to select. Choose continue to book an appointment.

Choose Teachers

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

Ben Abbot

Mr J Brown
Tutor

[Add a Teacher](#)

[Continue to Book Appointments](#)

Step 5

You will be able to select the time you require.

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 tutor, if there is anything you would like raise 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.

Step 6

Your booking now appears on the My Bookings page. An email confirmation has been sent and you can also print the appointment 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*.

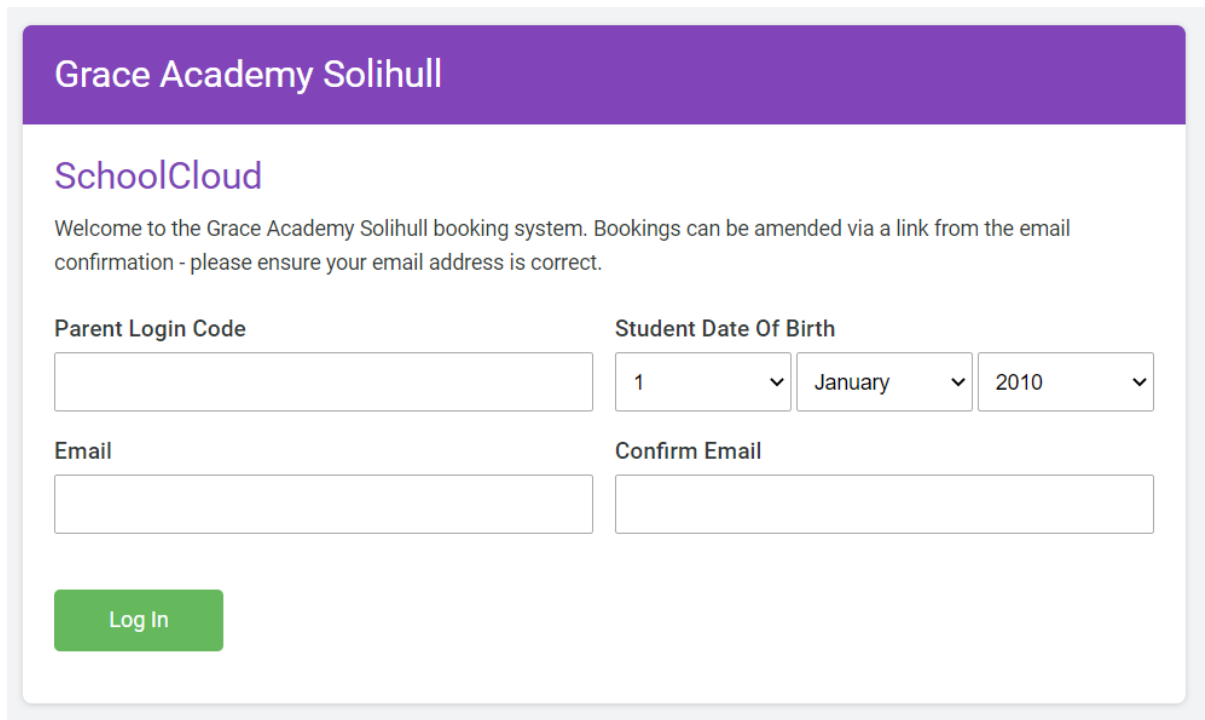
Attending the meeting

Step 1

Login to <https://gracesolihull.schoolcloud.co.uk/>

Step 2

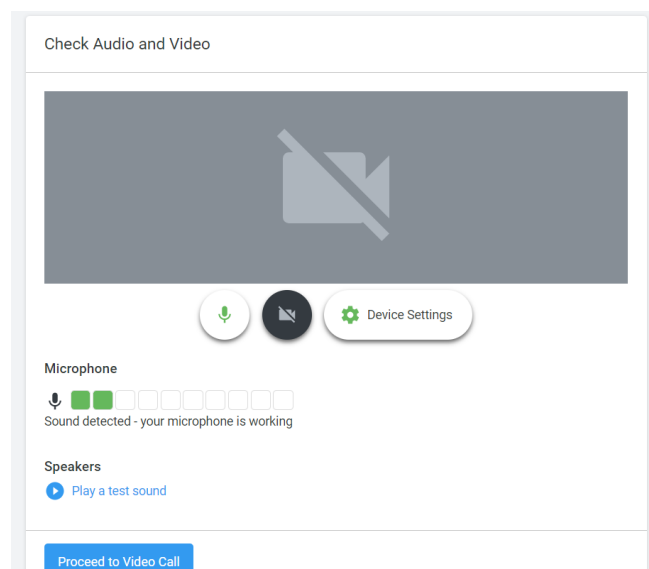
Enter the same details as before



The screenshot shows the 'SchoolCloud' login interface. At the top, there is a purple header with the text 'Grace Academy Solihull'. Below this, the 'SchoolCloud' logo is displayed. A welcome message reads: 'Welcome to the Grace Academy Solihull booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' The login form consists of several fields: 'Parent Login Code' (a text input), 'Student Date Of Birth' (three dropdown menus for day, month, and year, with '1', 'January', and '2010' selected), 'Email' (a text input), and 'Confirm Email' (a text input). A green 'Log In' button is positioned at the bottom left of the form area.

Step 3

When you log in this time you will see the online conferencing option, when you have tested the audio and video, click **Proceed to Video Call**. It would be a good idea to check before your meeting time that your audio/video is working.



The screenshot shows the 'Check Audio and Video' interface. At the top, the title 'Check Audio and Video' is displayed. Below the title is a large grey area with a video camera icon and a diagonal slash through it, indicating that video is disabled. Below this area are three circular icons: a microphone icon, a video camera icon, and a gear icon labeled 'Device Settings'. Under the 'Microphone' section, there is a row of seven status indicators (two green, five white) and the text 'Sound detected - your microphone is working'. Under the 'Speakers' section, there is a blue play button icon and the text 'Play a test sound'. At the bottom of the interface is a blue button labeled 'Proceed to Video Call'.

Step 4

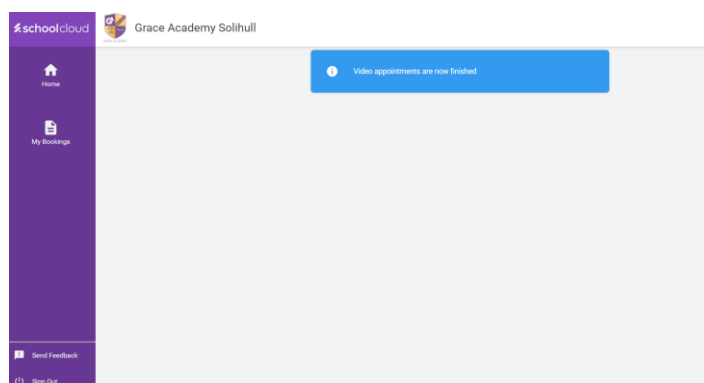
Starting the meeting. To start click on **Start appointment**. When your Tutor is ready they will start the meeting and this will be just like any other online meeting you may have used e.g. Zoom

Step 5

During the call you will see a timer at the top of the call screen. Your appointment is **4 minutes** in length. The colour will be blue for most of the call. **1:14 remaining** When there is a minute left the colour will turn amber. **0:53 remaining** ...and when there is only 10 seconds left it will turn red... **0:10 remaining**

Please note that the timings are automated to enable the Tutor Sessions to run on time. The call will **AUTOMATICALLY** end for both Parent/Carer and Tutor at the end of the 10 seconds.

As you have only one appointment you will see the appointment end screen. You can sign out and end your session.



Do you have further comments or questions about your child...then please do not hesitate to contact your Tutor or your AHOY/HOY.

If you have any technical queries, contact our IT support desk via email

help@gas-ict.on.spiceworks.com

Trouble shooting

School cloud is designed to work on any device, however if you are having issue in either booking or conducting meetings you will want to make sure that your device has been updated with the latest operating system.

To ensure you have the best experience, we suggest you use download and use **Google Chrome** as a browser on your device either on your phone or computer, especially when using an **Android device**. It is recommended that you do not use the built in Android standard browser. If you are using an iPhone, ensure you have updated to the latest OS for your phone. To ensure the audio works correctly, it needs to be iOS14.3 or later. You can check this by going to Settings>About and look for the version number.