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.
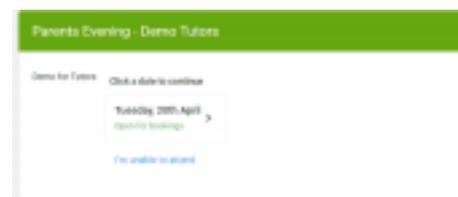
Step 2

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.

Select the date of the scheduled **Parent Review Day which**

is Thursday 20ᵗʰ Jan 2022

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**.

Step 4

You will see a list of your child's teachers and you can select which you would like appointments with by ticking as per below. Choose continue to book an appointment.

Tutor

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 teacher, 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.

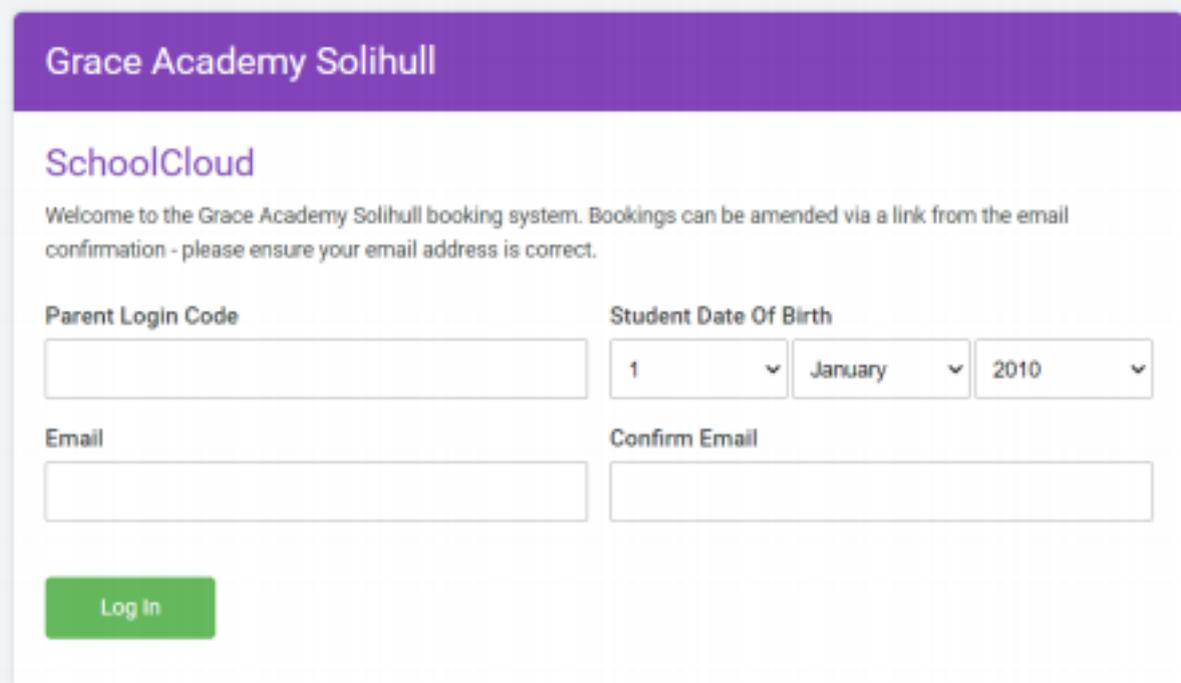To change your appointments, click on *Amend Bookings*.
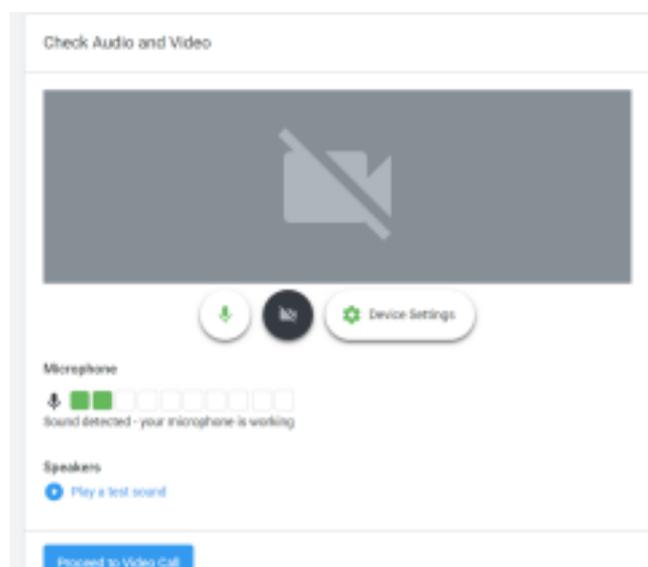
Attending the meeting

Step 1

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

Step 2

Enter the same details as before

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.

Step 4

Starting the meeting. To start click on **Start appointment**. When the teacher 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 Sessions to run on time. The call will **AUTOMATICALLY** end for both Parent/Carer and Teacher at the end of the 10 seconds.

At the end of your appointments 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.