



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

1 **Log In** Fill out the details on the page then click **Log In**.
Please use your child's preferred Forename and Surname that matches our records

Click on the Parents' Evening date to make your bookings.

2 Click a date to continue

Thursday, 20th January >
Open for bookings

I'm unable to attend

3 If using a mobile, it is easier to choose Automatic booking, but if you want to pick times yourself, choose Manual.

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

4 All your child's teachers are displayed ready for you to book. Click on:

<input checked="" type="checkbox"/> Miss Aldgate History	<input checked="" type="checkbox"/> Miss Baxter Maths	<input checked="" type="checkbox"/> Mrs Beresford English
<input checked="" type="checkbox"/> Miss Bowden Core PE	<input checked="" type="checkbox"/> Mr Choudhury Science	<input checked="" type="checkbox"/> Miss Davies Health & Social Care
<input checked="" type="checkbox"/> Mrs Frost Hair & Beauty	<input checked="" type="checkbox"/> Miss Wealleans Ethics	

Continue to Book Appointments

5 Miss Aldgate History

16:00	Book
16:05	+
16:10	+

Save

16:00	✓
16:05	
16:10	

Appointments are five minutes long. Hover over the + symbol, then click to **Book** appointment. Once you click Book, you will be prompted to click Save to confirm the appointment.

6 **Finished - Appointments Saved**
Your appointments have been saved and an email will be sent confirming your appointments.
[Click here to view/print your appointments or invite another parent/guardian to the video call.](#)

Once all appointments are booked, a green box will appear. Click on the link in the green box to view your appointments or invite another parent/carer to the video call.

7 To find out how to attend appointments over video call, follow the steps on next page or visit:
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>





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Before the Parents' Evening begins, log in to test your device's internet connection for the video calls.

1

Log In

Fill out the details on the page then click **Log In**.

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2

When you log in, the **Video Appointments** window appears. First, click on **Test Connection** to make sure you can access the video calls using your internet connection. Once a successful video test has been run, click on **Join Video Appointments** to check your video settings.

Test Connection

Join Video Appointments

3



You can amend your video settings by clicking on the Microphone and Video buttons, to either turn on/off your sound or video. You can also blur the background of your video if you wish.

4

Once you are happy with the settings, you are ready to join your first Video Call.

Proceed to Video Call



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 times.

5

Making a Call

Start appointment

Click on 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.

6

Losing Connection

Start Appointment

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.

7

Follow-on Calls

Start Next Appointment

Next appointment in ...

If you have an appointment straight after the preceding one, the screen will display a **Start Next Appointment** button. When you are ready, click on it. Any delays in clicking the button will mean time is lost from the "countdown bar".

If you have a gap before your next appointment, the screen will display a countdown telling you how long until the start of your next appointment.

Once your final appointment is complete, the message below will be displayed. You can now **Sign Out**.

8



Video appointments are now finished



Sign Out