



SOUTH WILTS GRAMMAR SCHOOL

How to book Appointments for Parents' Evenings

Parents' Evening appointments are booked by logging onto <https://southwiltsggrammar.schoolcloud.co.uk>. You will need your child's name and date of birth to log on.

How to make an appointment:

- Click onto the parents evening that you wish to book
- Select the teachers you would like to book appointments with. You can only book a maximum of 6 teachers. A green tick will indicate that they are selected. If you want to de-select then just click on the teachers name.
- Then click on any of the green cells to make an appointments. Blue cells show where you have already made an appointment and grey cells are unavailable. We recommend that you do not make consecutive appointments.
 - To change an appointment, delete the original by hovering over the blue box and clicking delete. Then choose an alternative time.
 - You can add a message for the teacher saying what you would like to discuss or raise anything beforehand
- Once you have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.
- All your bookings now appear on the My Bookings page and an email confirmation will be sent to you. You can also click *subscribe to calendar* to add your bookings to your calendar.
- To change your appointments, click on *amend bookings*.

How to attend appointments over video call:

In order to make video calls you need to have as a minimum:

- A device with a microphone and speaker/headphones
- A compatible up-to-date web browser:
 - iPhone/iPad – Safari. Please also make sure you are using iOS 14.3
 - Android – Chrome or Firefox
 - Windows – Chrome, Firefox or Microsoft Edge
 - Mac: Safari, Chrome or Firefox
 - Linus: Chrome or Firefox
- On the day of the parents evening, login to the parents evening at <https://southwiltsggrammar.schoolcloud.co.uk>. Once logged in you will see a notice that you have upcoming video appointments and a *join video appointments* button. You can test your camera/microphone before your first appointment.

- When you click *join video appointments* the *check audio and video* screen will be displayed. If asked to access camera/microphone then click yes. Once you are happy with the settings then click *proceed to video call*.
- You will see a screen with the details for your next appointment and a countdown to the start of the appointment. When the appointment is due click *start appointment* button and wait for the teacher to join.
- The countdown will run for the appointment time (5 minutes) and will turn red when the last 10seconds begin. When the appointment time is over the call will log off automatically.
 - Please note that if either you or the teacher is late then the timer is NOT reset and the appointment will still end at the scheduled time.
- If you have a consecutive appointment you will see a countdown telling you how long you have until the start of the next appointment.
- After your final appointment for the evening you will see a message telling you this.

Inviting another parent or carer to join your appointments

You can give ONE other parent/carer access to join your video appointments. You can grant them access at the time of booking, or later if required.

- Once you have made your bookings click on the *invite parent/guardian* link at the top of your list of bookings. You will then be presented with a box asking for the details of the parent/guardian to be given access.
 - You must enter a name and an email address as well as completing the consents.
- Once complete the press the *send invite* button and the other parent/guardian will receive an email with details.