Parents' Guide for Joining the Remote Meeting **school**cloud

Browse to https://yardleys.schoolcloud.co.uk/

Once you have booked your remote meeting (following the Parents' Guide for Booking Appointments), you will need to be ready to join the session at the booked time. Please note that the session length is a maximum of 4 minutes from the booked time. If you join the session late, this will cut in to that 4 minutes and you may not have enough time to fully discuss your child's report with their form tutor (or other designated member of the Yardleys' staff).

Hardware & software requirements -

Camera, mic & headphones -	Internet connection –						
You will need a device with a camera, speaker and microphone	You will require a connection to the internet. Preferably via a broadband router, although a 4G connection would suffice						
• A mobile phone <i>or</i>	 Which Browser is best? If using an Android phone or Chromebook – Please use Google Chrome or Firefox If using a Windows laptop or PC – Please use Google Chrome, Firefox or Microsoft Edge If using an Apple iPad or iPhone – Please use Safari, Chrome or Firefox 						
 A laptop or A tablet device (such as an iPad) or a headset and a web cam If using a desktop PC 							
	Google Chrome Safari Firefox Microsoft Edge						
If you are using an Apple device -							
Check iOS is on version 14.3							
Check Version - Go to Settings – General – About – Version							
Update Version - Go to Settings – General – then tap Software Update							

Joining the remote meeting -

Step 1: Login to the Parent Evening System			tem	Step 2: Join Video Appointments
Yardleys School				Video Appointments
SchoolCloud Welcome to the Yardleys School booking system. Bookings can be amended via a link from the email confirmation- please ensure your email address is correct. Parent Login Code Student Date Of Birth		confirmation -	Press the button below to access the video call before your next appointment starts on 20/10/2022. We recommend testing your device's internet connectivity prior to joining the video call by pressing the test connection button below.	
	1 ~	January 🗸	2010 🖌	
Email	Email Confirm Email			Join Video Appointments Test Connection
Use the same 'Parent Login Code' that you used to book the appointment		ed to book the	Please select 'Test Connection' to test your connection prior to the start of your appointment. It will take about 20 seconds to conduct this test. When you receive the 'test completed successfully' message, you should then click 'Join Video Appointments'. Try and do this a couple of minutes or so before your appointment start time	
Step 3: Allow Microphone & Camera			Step 4: Device Settings	
Click 'Allow' for both prompts				To change microphone/speaker settings click on 'Device Settings'
yardleys.schoolcloud.co.uk wants to Use your microphone Allow Block X yardleys.schoolcloud.co.uk wants to W Use your camera Allow Block		o.uk wants to	Device Settings	

Step 5: Select Speakers, or Microphone and Blur background	Step 8: Wait for teacher
Enable Blur Background (if supported by your device) to hide your background	Mandlesse Calcal
Select Microphone or Speakers if you are using a headset and wish to switch sound between the device and the headset	Yardleys School = Now: Mrs F Turner Class 7D
Blur my background	9:00 remaining
Microphone	
Default - Microphone (3- Sennheiser USB headset) (1395:0025)	
Sound detected - your microphone is working	
Speakers	
Default - Speakers (3- Sennheiser USB headset) (1395:0025) 🗸	
Play a test sound	
Step 6: Select 'Proceed to Video Call Proceed to Video Call	Waiting for teacher
Step 7: Start Appointment	
A countdown to your appointment will be displayed on the screen and you will need to click on 'Start Appointment' when the appointment time is reached. Please note that the member of Yardleys' staff is likely to have an appointment before and/or after your appointment slot, so all of the timing is controlled by the School Cloud system. This means that no extensions to the 4 minute appointment slots can be made. It is imperative, therefore, that start times are adhered to, if the full appointment time of 4 minutes is required.	Schedule 16:40 Mrs F Turner Class 70 When the teacher joins you will see them in the main part of the screen.