



# Parents' Guide for Booking and Accessing Appointments

<https://smrt.schoolcloud.co.uk/>

St Mary Redcliffe and Temple School

SMRT Parents'/Carers' Evening System

Welcome to the St Mary Redcliffe and Temple School parents'/carers' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachel | Surname: Abbott

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbott | Date of Birth: 20 April 2008

Log In

## Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

The system is set to recognise your child's preferred forename, but if you have difficulties with this then try the legal forename or contact the school for guidance on what name to use.

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.

Next

## Step 2: Select Booking Mode

You can use the 'Automatic' mode if you would like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher yourself, choose 'Manual' mode. Then press *Next*.

The automatic booking mode invites you to drag the sliders at the top of the screen to indicate the earliest and latest you can attend on a particular date, but this mode is possibly less helpful given that the appointments need to be spread across two evenings since you need to apply it to one date and then to the other for the remaining teachers.

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown (SENCO) |  Mrs D Mumford (Mathematics) |  Mr J Sinclair (English) |  Mrs A Wheeler (Class 11A)

Andrew

Miss F Burton (Mathematics) |  Dr R McNamara (French) |  Mr J Sinclair (English)

Continue to Book Appointments

## Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. You are encouraged not to book Art, Music or Computing unless your child has a particular enthusiasm for those subjects. A green tick indicates they are selected. To de-select, click on their name. It is not normally possible to book appointments with tutors because tutors are also subject teachers with classes to see, and this is the priority on the evening, but contact the administrator if you feel there is an important reason why you should also have a tutor appointment and she will see if that is possible.



### Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

### Step 4a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

### Step 4b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. Remember that the system will force a 5 minute gap between appointments.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	✓	✓	✓
16:40			
16:50	+		+
17:00			+

### Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

### Step 5: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

**Year 11 Subject Evening**  
6 appointments from 15:00 to 15:35  
Thursday, 13th April

Print Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jacobs	Ben	History H6
15:25	Miss F Burton	Andrew	Mathematics M3
15:30	Miss J Foster	Andrew	Science SC



## Accessing your Video Appointments

<https://smrt.schoolcloud.co.uk/>

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

- A computer or smartphone with a microphone and speaker, and ideally with a front-facing camera (you may find that communication is better and echo reduced if you have a headset with earphones and microphone)

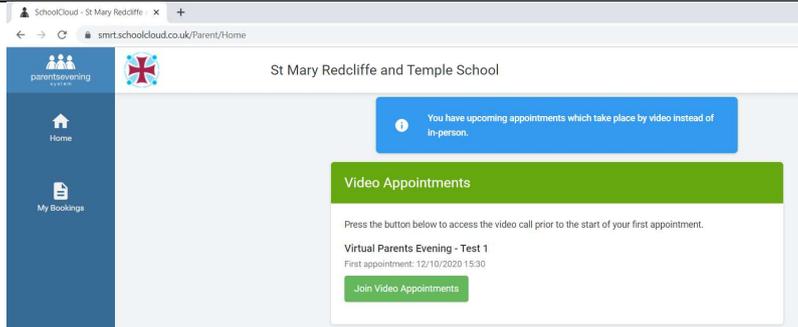
- A compatible web browser:

**Windows:** Chrome, Firefox or Microsoft Edge

**Android mobile phone:** Chrome or Firefox

**Mac:** Safari, Chrome or Firefox

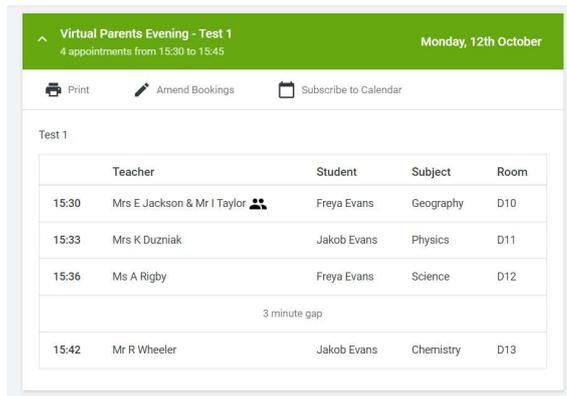
**iPhone/iPad:** Safari



On the day of the video appointments, login to Parents Evening at the same web address and using the same login details as when you created your appointments, or click the link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a **Join Video Appointments** button. This will become available 60 minutes before your first appointment.

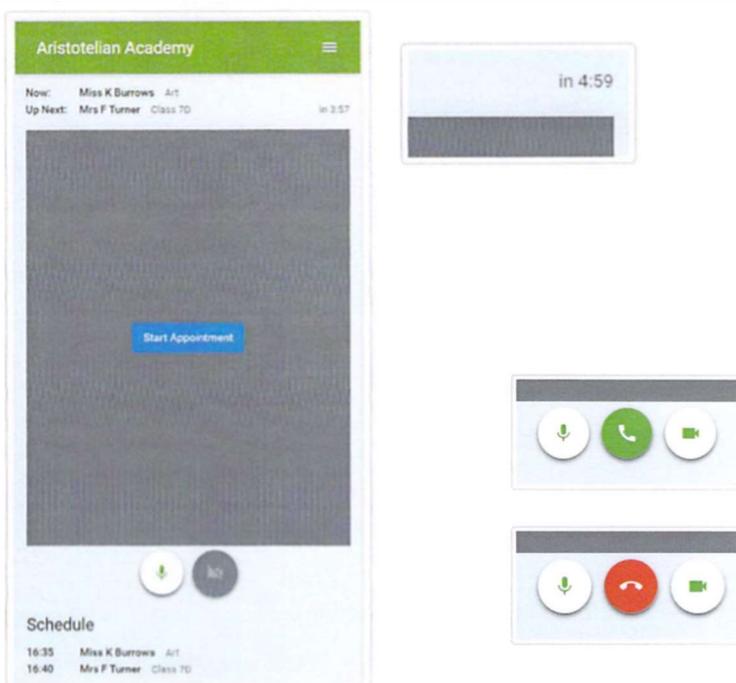
You can also see a listing of your appointments via the link to the left.

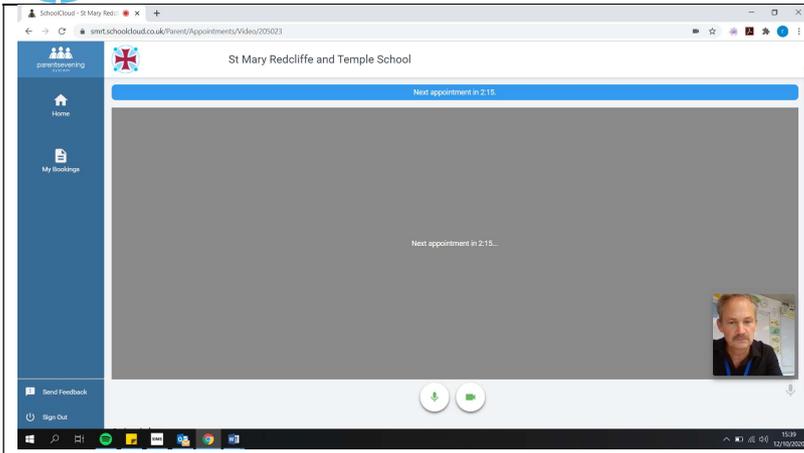


When you click **Join Video Appointments** the call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teachers name (and subject details) for the current and next appointment.
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button as in the separate images to the right).
- In the middle, when your appointment is due to start, the **Start Appointment** button.





When you click 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.



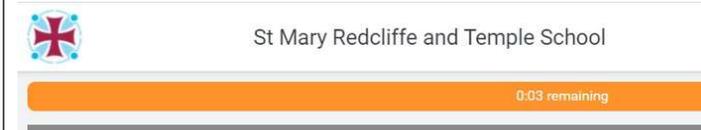
When a teacher joins a call you will see them in the main part of the screen – or hear them, if they have no camera (or have turned it off) – and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click **Start Appointment** on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

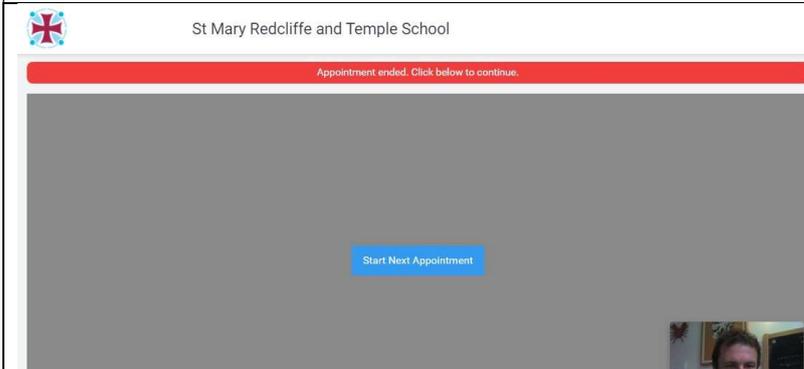
When the countdown reaches the last minute the blue bar will turn orange and you should begin to wrap up your conversation. When the countdown reaches zero the appointment time is over and the call will automatically end.

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 time and cannot be extended.



If you have a consecutive appointment scheduled the screen will display the **Start Next Appointment** button. When you are ready to proceed, click on it.

NOTE that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times and cannot be extended. If you have important things still to share this will need to be done by email.



If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

