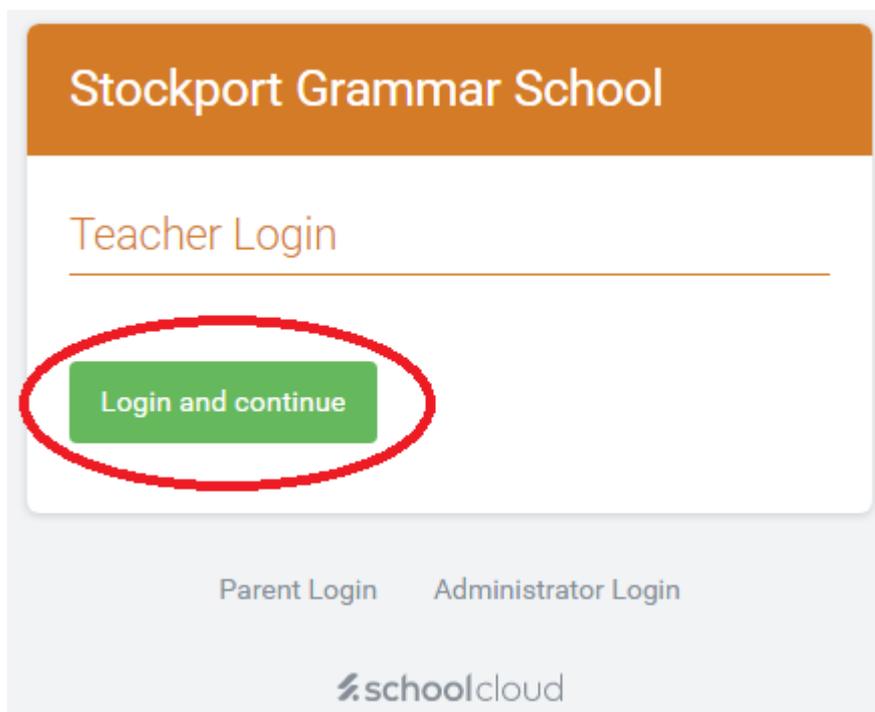
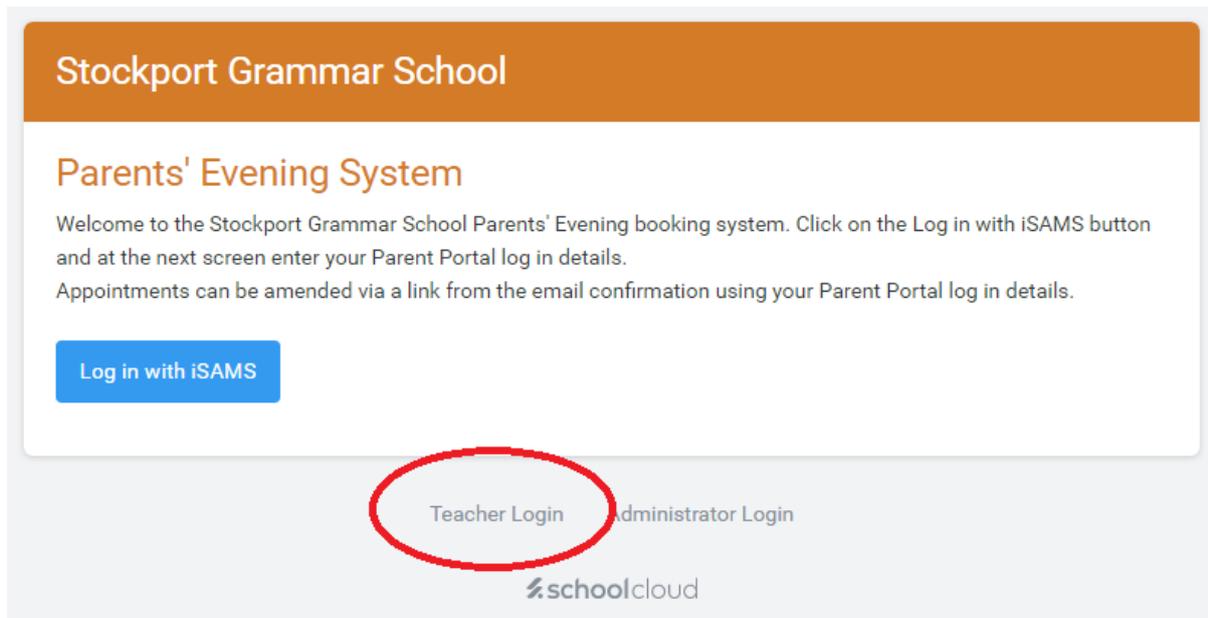


How do I log in?

To log in to the new Stockport Grammar Parents Evening Portal, go to:

- <https://stockportgrammar.schoolcloud.co.uk>;
- Click on the '[Teacher Login](#)' link at the bottom;
- Click the 'Login and continue' button;
- Login with your school email address and password (Google login):



From within school, the link is also available via:

Start → All Programs → Staff → Parents Evening Portal

## How do I use the system?

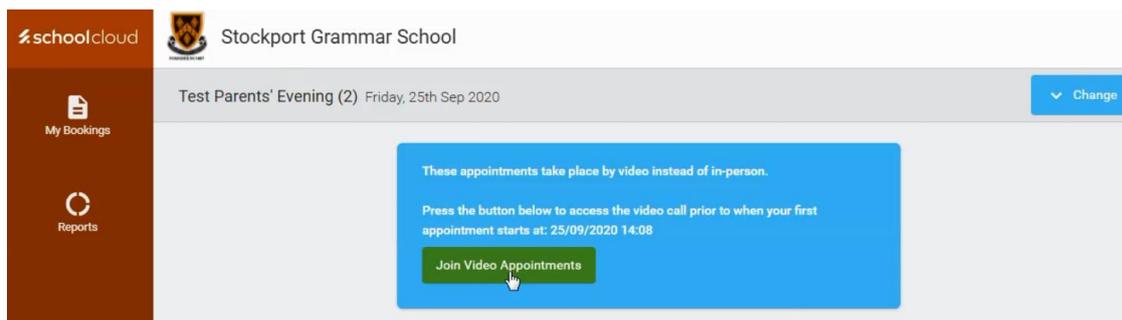
For both teachers and parents the video meetings within the Parents Evening Portal are very straightforward to use.

**Please confirm that you have read and understood the full teacher's guide, which can be found here:** <https://support.parentseveningsystem.co.uk/article/800-teacher-how-to-run-your-appointments-over-video-call>

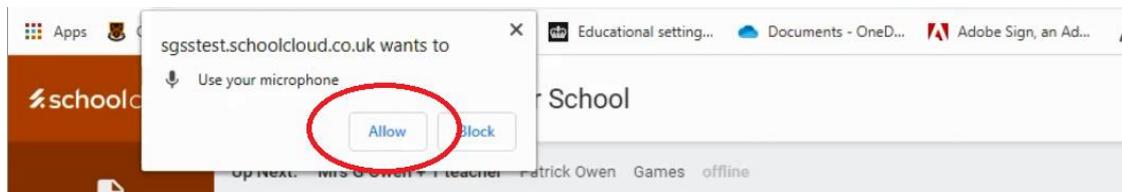
Additionally, for a brief 'overview' of the system being used in school, please watch [this](#) video.

However, the process is simple and the basics are as follows...

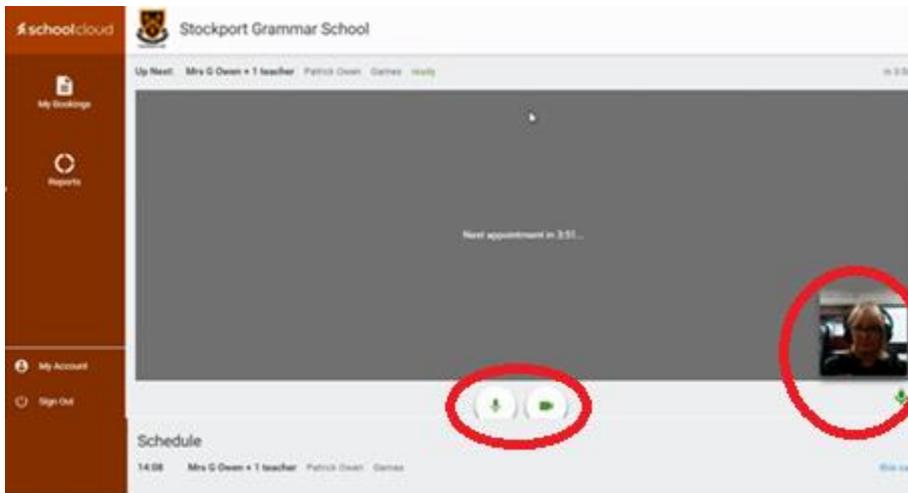
- Login to the Parents Evening Portal;
- Select the correct Parents Evening event from the 'Change' button in the top-right hand corner - this is only necessary if there are multiple concurrent events scheduled;
- Click 'Join Video Appointments';



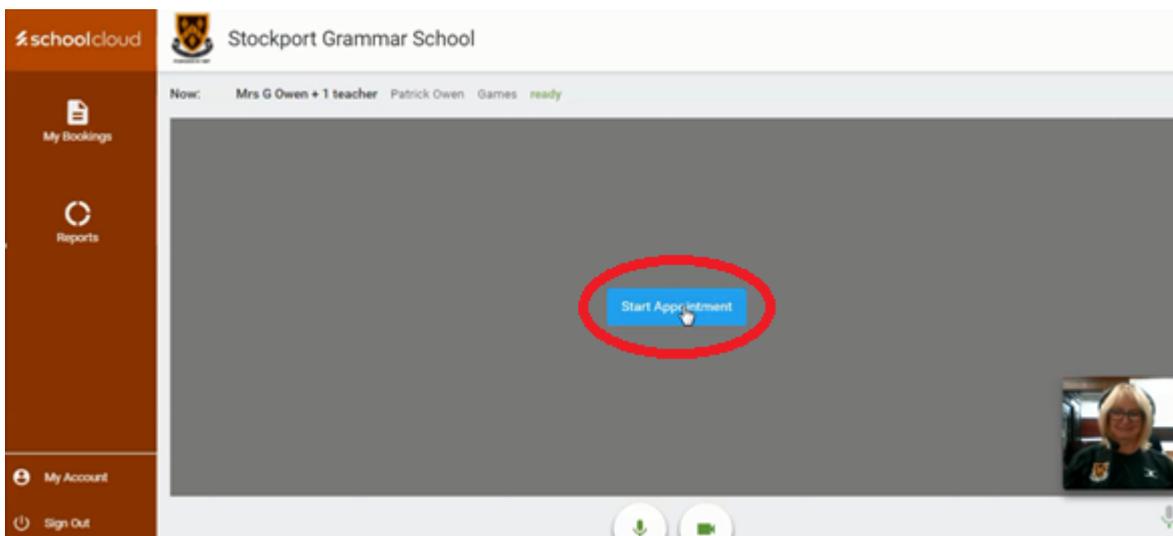
- If prompted, click 'Allow' when asked if your camera and microphone can be used (this will happen automatically when within school and you should not see these prompts);



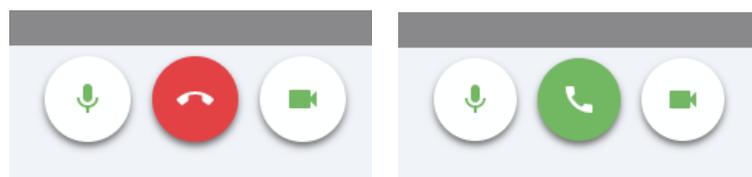
- You will be presented with a screen that shows when your next appointment is due, along with a countdown timer and an image of your own camera. Also, you should see the familiar microphone and camera 'mute' buttons showing as green - this means that both devices are detected and working;



- Once you arrive at the scheduled time for your next appointment, a button will automatically appear which you can click to 'Start Appointment';



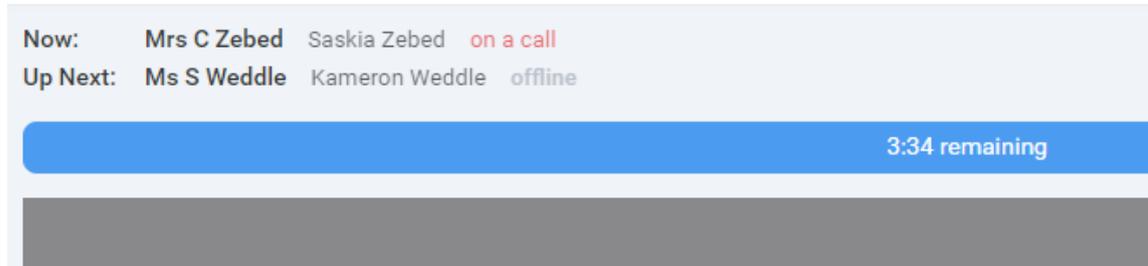
- Within the video appointment with the parent(s), you will have the usual Google Meet buttons available:



If either you or the parent(s) 'hangs up' and disconnects from the appointment early, you can simply reconnect again by clicking the green call button;

- During the video appointment there will also be a clear countdown timer at the top of the video window. When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

**Note** that if a parent is late, or leaves and rejoins the call, it **does not** reset the timer. The appointment will always end at the scheduled time;



- If you have a consecutive appointment scheduled the screen will display a 'Start Next Appointment' button. When you are ready to proceed, simply click on it. 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. At this point you are free to close the Parents Evening Portal window!

