



# Quick Reference Guide SCO Parents Evening Booking System - Teacher

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## How do I Login?

1. Go to the SCOPAY admin site  
[www.scopay.com/UserWebapp](http://www.scopay.com/UserWebapp)

2. Sign in with your  
**email address** and  
**password**

teacher@school.com

.....

Login

[I've forgotten my password](#)

If you don't know your password, select  
**I've forgotten my password**  
and follow the instructions.  
Return to [www.scopay.com/UserWebapp](http://www.scopay.com/UserWebapp)  
to sign in

3. Select the  
**Parents' evening**  
tab

TUCASI Schools Cash Office  
Tucasi School 1

Communications **Parents' evening** Configuration Reports Audit Admin

**Teacher configuration** Choose which parents can see which teachers and book timeslots for parents

**Location configuration** Add and remove locations, available for selection in Parents Evening

**Parents' evening reports** View schedule reports for teachers

**Go to video call** You have a meeting within the next two hours. Click here to set it up.

## How do I edit my meetings?

This section describes how you can:

- Add a location and/or subject to your meeting
- Extend the time slot a parent will be able to book (e.g. if a longer time slot is required for an individual pupil)
- Add a note for a parent
- Add a break (this slot will then not be available for parents to book)

1. Select  
**Teacher  
configuration**

**TUCASI** Schools Cash Office  
Tucasi School 1

Communications **Parents' evening** Configuration Reports Audit Admin

- Teacher configuration** Choose which parents can see which teachers and book timeslots for parents
- Location configuration Add and remove locations, available for selection in Parents Evening
- Parents' evening reports View schedule reports for teachers
- Go to video call You have a meeting within the next two hours. Click here to set it up.

2. Select your  
**Meeting** and your name  
from the **Teacher** list

**Parents' evening configuration**

Select meeting: Test Meeting Spring 2022  
Teacher: Kemp, Mrs  
Class/cohort: 11B  
Location: Classroom T4  
Subject: SEN Reading

**Edit location and subject for this teacher's meeting**

Pupils invited: Ackroyd, Mary; Basry, Amal; Black, Suzanne; Crisp, Adrian; Daley, David; Docking, Hannah; Dolce, Adrian; Fields, Rita; Gee, Becky; Hartwell, Lorraine; Hartwell, Lucy; Kakkad, Sukvinder; Kamal, Timota; Laurie, Shona; Lombardi, Natalia; Magill, Sabita; Pickering, Catherine; Rakhimov

Time slots

Date	Pupil
03/02/2022 09:45-0...	--Free--
03/02/2022 09:50-0...	--Free--
03/02/2022 09:55-1...	Ackroyd, Mary (11B)
03/02/2022 10:00-1...	--Free--
03/02/2022 10:05-1...	--Free--
03/02/2022 10:10-1...	--Free--
03/02/2022 10:15-1...	--Free--
03/02/2022 10:20-1...	Ackroyd, Mary (11B)
03/02/2022 10:25-1...	--Continued--
03/02/2022 10:30-1...	--Break--
03/02/2022 10:35-1...	--Free--
03/02/2022 10:40-1...	--Free--
03/02/2022 10:45-1...	--Free--
03/02/2022 10:50-1...	--Free--
03/02/2022 10:55-1...	--Free--
03/02/2022 11:00-11...	--Free--
03/02/2022 11:05-11	--Free--

Invite pupils to this teacher's meeting  
Configure invited pupils

3. Select **Edit  
location  
and  
subject for this  
teacher's meeting,**  
if required

Pupils already invited to the meeting will be displayed in the **Pupils invited section**

School admin are able to invite additional pupils outside of your class to your meeting, if required (e.g. SEN pupils)

Parents' evening configuration

Select meeting: Test Meeting Spring 2022

Teacher: Kemp, Mrs

Class/cohort: 11B

Location:

Subject:

**Edit location and subject for this teacher's meeting**

Pupils invited: Ackroyd, Mary, Basry, Amal; Black, Suzanne; Crisp, Adrian; Daley, David; Docking, Hannah; Dolce, Adrian; Fields, Rita; Gee, Becky; Hartwell, Lorraine; Hartwell, Lucy; Kakkad, Sukvinder; Kamal, Timota; Laurie, Shona; Lombardi, Natalia; Magill, Sabita; Pirkkari, Catherine; Rakhimov

**Invite pupils to this teacher's meeting**

**Configure invited pupils**

Date	Pupil	Parent name
03/02/2022 09:45-0...	--Free--	
03/02/2022 09:50-0...	--Free--	
03/02/2022 09:55-1...	Ackroyd, Mary (11B)	Susan Ackroyd
03/02/2022 10:00-1...	--Free--	
03/02/2022 10:05-1...	--Free--	
03/02/2022 10:10-1...	--Free--	
03/02/2022 10:15-1...	--Free--	
03/02/2022 10:20-1...	--Free--	
03/02/2022 10:25-1...	--Free--	
03/02/2022 10:30-1...	--Free--	
03/02/2022 10:35-1...	--Free--	
03/02/2022 10:40-1...	--Free--	
03/02/2022 10:45-1...	--Free--	
03/02/2022 10:50-1...	--Free--	
03/02/2022 10:55-1...	--Free--	
03/02/2022 11:00-11...	--Free--	
03/02/2022 11:05-11...	--Free--	

5. Select **Configure invited pupils** to increase the number of consecutive time slots a parent will be able to book. For example, when a longer time slot is required for a discussion. Here you can also add notes for the parents which will display on SCOPAY\*

Configure invited pupils

Pupil: Ackroyd, Mary

No of time slots: 2

Note for parents: Please can we discuss Mary's attendance

**OK**

\*If your school admin user has configured notes to be added to the meeting, you can add a note for individual parents to see. These notes will display on the **Teacher schedule report**, together with any notes from parents

6. Select **-- Free --** and select **-- Break --** to book time slots out for your breaks

Date	Pupil	Parent name		A
03/02/2022 09:45-0...	--Free--			
03/02/2022 09:50-0...	--Free--			
03/02/2022 09:55-1...	Ackroyd, Mary (11B)	Susan Ackroyd		
03/02/2022 10:00-1...	--Free--			
03/02/2022 10:05-1...	--Free--			
03/02/2022 10:10-1...	--Free--			
03/02/2022 10:15-1...	--Free--			
03/02/2022 10:20-1...	Ackroyd, Mary (11B)	David Ackroyd		
03/02/2022 10:25-1...	--Continued--			
03/02/2022 10:30-1...	<b>--Break--</b>			
03/02/2022 10:35-1...	--Free--			

## How do I add a booking for a parent?

If any parents are unable to access SCOPAY, you are able to enter a booking on their behalf

1. Access your meeting as previously described

Parents' evening configuration

Select meeting: Test Meeting Spring 2022

Teacher: Kemp, Mrs

Class/cohort: 11B

Location:

Subject:

Edit location and subject for this teacher's meeting


Pupils invited: Ackroyd, Mary; Basyr, Amal; Black, Suzanne; Crisp, Adrian; Daley, David; Docking, Hannah; Dolce, Adrian; Fields, Rita; Gee, Becky; Hartwell, Lorraine; Hartwell, Lucy; Kakkad, Sukvinder; Kamal, Timota; Laurie, Shona; Lombardi, Natalia; Magill, Sabita; Pickering, Catherine; Rakhimov

Invite pupils to this teacher's meeting

Configure invited pupils

2. Select -- Free -- and select the pupil's name from the drop-down list

Date	Pupil	Parent name	Attended?
03/02/2022 09:45-0...	--Free--		
03/02/2022 09:50-0...	--Free--		
03/02/2022 09:55-1...	Ackroyd, Mary (11B)	Susan Ackroyd	
03/02/2022 10:00-1...	--Free--		
03/02/2022 10:05-1...	--Free--		
03/02/2022 10:10-1...	--Free--		
03/02/2022 10:15-1...	--Free--		
03/02/2022 10:20-1...	--Free--		
03/02/2022 10:25-1...	--Free--		
03/02/2022 10:30-1...	--Free--		
03/02/2022 10:35-1...	--Free--		
03/02/2022 10:40-1...	--Free--		
03/02/2022 10:45-1...	--Free--		
03/02/2022 10:50-1...	--Free--		
03/02/2022 10:55-1...	--Free--		
03/02/2022 11:00-11...	--Free--		
03/02/2022 11:05-11	--Free--		

3. Select  to add the parent's name (you can either type the parent's name or select from the drop-down if they have previously registered as an online user). Select **Save**

If a child's parents prefer to see you separately, you can set up double bookings for the same pupil - simply select the same pupil's name against a separate time slot and enter the relevant parent's name

Bookings made by parents on SCOPAY will automatically populate here

## How do I mark attendance?

This optional functionality allows your office admin to run the **Parents evening attendance report** which displays data on who attended and who did not attend your meeting (see next section for more details)

1. Access your meeting as previously described

Parents' evening configuration

Select meeting: Test Meeting Spring 2022

Teacher: Kemp, Mrs

Class/cohort: 11B

Location:

Subject:

Edit location and subject for this teacher's meeting


Pupils invited: Ackroyd, Mary; Basry, Amal; Black, Suzanne; Crisp, Adrian; Daley, David; Docking, Hannah; Dolce, Adrian; Fields, Rita; Gee, Becky; Hartwell, Lorraine; Hartwell, Lucy; Kakkad, Sukvinder; Kamal, Timota; Laurie, Shona; Lombardi, Natalia; Magill, Sabita; Pickering, Catherine; Rakhimov

Invite pupils to this teacher's meeting

Configure invited pupils

2. Select **Attended** against each child where the parent attended the meeting, or select **All attended** and deselect any pupils where the parent did not attend

Date	Pupil	Parent name	Attended?
03/02/2022 09:45-0...	--Free--		<input type="checkbox"/>
03/02/2022 09:50-0...	--Free--		<input type="checkbox"/>
03/02/2022 09:55-1...	Ackroyd, Mary (11B)	Susan Ackroyd	<input checked="" type="checkbox"/>
03/02/2022 10:00-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:05-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:10-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:15-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:20-1...	Ackroyd, Mary (11B)	David Ackroyd	<input type="checkbox"/>
03/02/2022 10:25-1...	--Continued--		<input type="checkbox"/>
03/02/2022 10:30-1...	--Break--		<input type="checkbox"/>
03/02/2022 10:35-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:40-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:45-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:50-1...	--Free--		<input type="checkbox"/>
03/02/2022 10:55-1...	--Free--		<input type="checkbox"/>

3. Once attendance has been marked, you are able to select the Edit icon  to add any notes made during the meeting with this parent. This information will be displayed on the Parents' evening meeting notes report (see below)

Set post-meeting note

Keep a record of any notes made during the meeting with this pupil.

We discussed Mary's attendance and Maths and put some plans in place to be reviewed in 1 month.

Save



# Which reports can I generate?

1. Select **Parents' evening**.  
Select **Parents' evening reports**

TUCASI Schools Cash Office  
Tucasi School 1

Communications **Parents' evening** Configuration Reports Audit Admin

**Teacher configuration** Choose which parents can see which teachers and book timeslots for parents

**Location configuration** Add and remove locations, available for selection in Parents Evening

**Parents' evening reports** View schedule reports for teachers

Parents' evening reports

Select report

- Teacher schedule report
- Parents' evening booking report
- Parents' evening meeting notes report

Close

2. Select the required report (see examples below)

## Teacher schedule report

The **Teacher schedule report** lists all of the available time slots and indicates whether the slot is FREE or booked by a parent

Any **Subject** configured during set up will be displayed, together with **Teacher notes** and **Parents notes**, if configured

Teacher schedule report

Select meeting: Test Meeting Spring 2022

Teacher: Kemp, Mrs

Include breaks and free time slots.

Include notes.

Include parent contact number

Select

**Test Meeting Spring 2022 schedule**  
Mrs Kemp

Thursday 3 February 2022

Time	Meeting	Subject	Teacher notes	Parent notes
09:45 - 09:50	FREE			
09:50 - 09:55	FREE			
09:55 - 10:00	Mary Ackroyd - Susan Ackroyd	SEN Reading	Please can we discuss Mary's attendance.	Please can we discuss Mary's maths work?
10:00 - 10:05	FREE			
10:05 - 10:10	FREE			
10:10 - 10:15	FREE			
10:15 - 10:20	FREE			
10:20 - 10:25	Mary Ackroyd - David Ackroyd	SEN Reading	Please can we discuss Mary's attendance.	Please can we discuss Mary's maths work?
10:25 - 10:30	Mary Ackroyd - David Ackroyd	SEN Reading		
10:30 - 10:35	UNAVAILABLE			
10:35 - 10:40	FREE			

## Parents' evening booking report

The **Parents' evening report** displays the number of pupils invited, booked and not booked on the meeting

The names of **Pupils not booked** are also listed

### Test Meeting Spring 2022 booking report for Kemp, Mrs

Reported at Thursday 3 February 2022 12:23

Number of pupils invited: 26  
 Number of pupils booked: 1  
 Number of pupils not booked: 25

**Pupils not booked**

---

- Basry, Amal
- Black, Suzzanne
- Crisp, Adrian
- Daley, David
- Docking, Hannah
- Dolce, Adrian
- Fields, Rita
- Gee, Becky

## Parents' evening meeting notes report

The **Parents' evening meeting notes report** displays the pupil's name, Subject, Teacher notes, Parent notes and any Meeting notes entered

### Test Meeting Spring 2022 notes report for Mrs Kemp

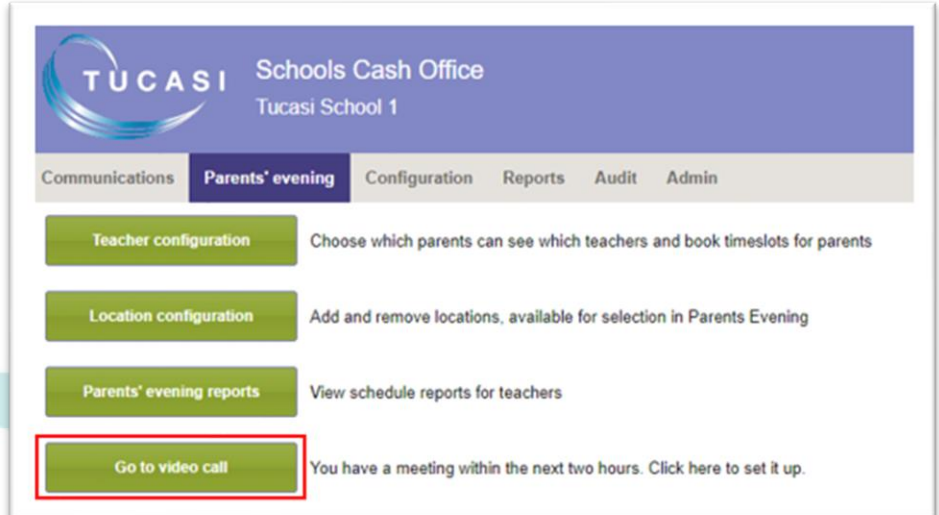
Subject	Teacher notes	Parent notes	Meeting notes
<b>Ackroyd, Mary</b>			
SEN Reading	Please can we discuss Mary's attendance.	Please can we discuss Mary's maths work?	We discussed Mary's attendance and Maths and put some plans in place to be reviewed in 1 month.

## How do I join a video call?

On the Parents' evening tab, the **Go to Video call** button will display if:

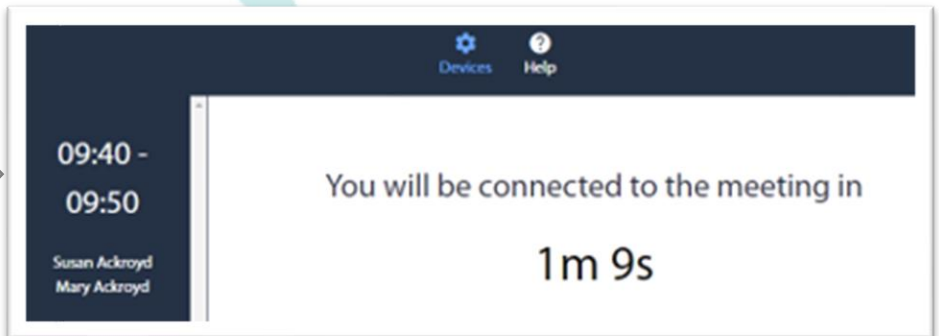
- There is a meeting due to start within the next hour
- At least 1 parent has booked on to the meeting

1. Select  
**Parents' evening**  
Select **Go to  
video call**



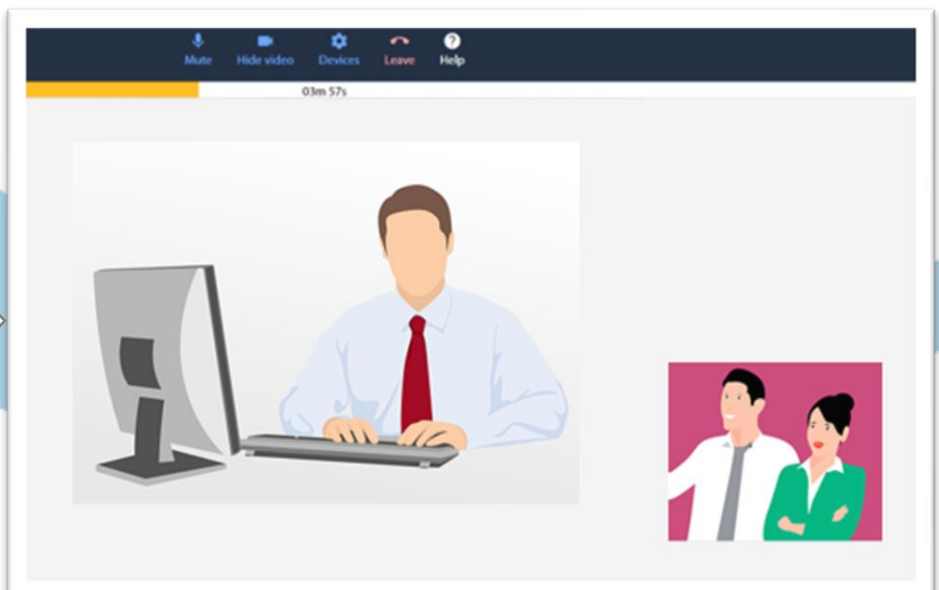
The screenshot shows the TUCASI Schools Cash Office interface for Tucasi School 1. The 'Parents' evening' tab is selected in the navigation menu. Below the menu, there are several configuration options: 'Teacher configuration', 'Location configuration', 'Parents' evening reports', and 'Go to video call'. The 'Go to video call' button is highlighted with a red border. The text next to it reads: 'You have a meeting within the next two hours. Click here to set it up.'

2. A list of meeting times will be displayed with the parent and pupil names. There will be a countdown indicating the start of the next meeting. Once the countdown is complete, the teacher will automatically be connected to the meeting



The screenshot shows the video call interface. On the left, there is a dark sidebar with the meeting time '09:40 - 09:50' and the names 'Susan Ackroyd' and 'Mary Ackroyd'. On the right, a white box displays the message 'You will be connected to the meeting in 1m 9s'. At the top right, there are icons for 'Devices' and 'Help'.

3. Once connected, the teacher will see a message **Waiting for others to join**, or they will see the parent(s) if the meeting has started and they have already joined. A countdown of the remaining meeting time will be displayed

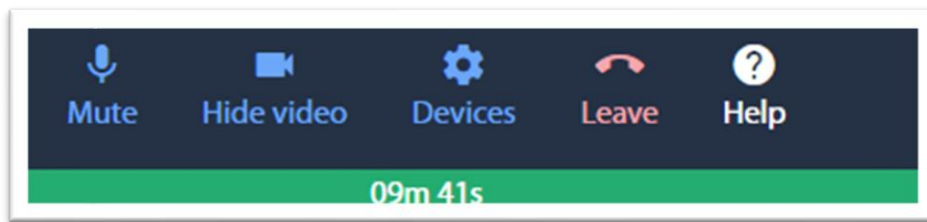


The screenshot shows the video call interface after the teacher has joined. The top bar includes icons for 'Mute', 'Hide video', 'Devices', 'Leave', and 'Help'. Below the bar, there is a large video feed showing a teacher sitting at a desk with a computer. To the right, there is a smaller video feed showing two people, a man and a woman, who have already joined the meeting. A countdown timer at the top indicates '03m 57s'.



## How do I change video calling settings

Teachers can check or change their device settings using the toolbar



### Mute

The **Mute** button cuts off the microphone on your device. This means that you can still hear the caller but they cannot hear you

### Hide video

The **Hide video** button will cut off the camera on your device and the parent(s) will not be able to see you.

You will still be able to see the parent if their camera is on

### Devices

Select **Devices** to review settings for :

- Microphone
- Speaker
- Camera

### Leave

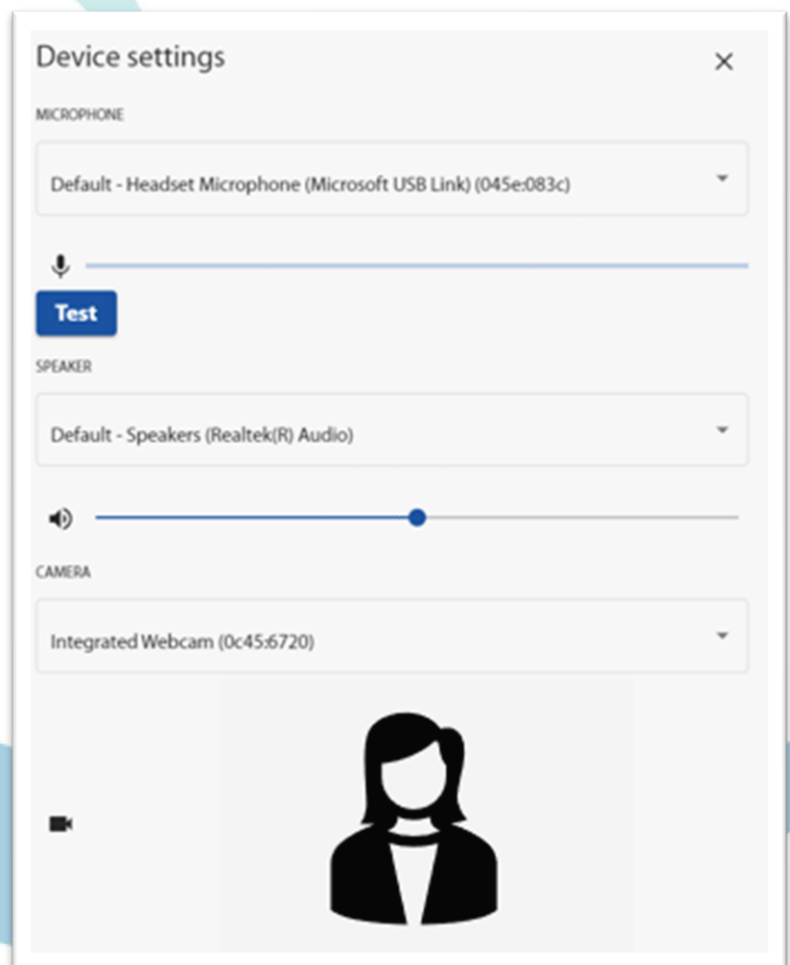
Select this button if you wish to leave the meeting before the meeting end time

### Help

Select **Help** to be directed to the SCO Help Centre

### Countdown

The green bar displays the remaining meeting time. The meeting will automatically finish at the end of the time displayed and the next meeting will start (unless a Break has been set)



## How do I email parents?

If your school is licensed for the **Communications** module, select the tab

1. Select **Parents' evening messages**
2. Select to email:
  - Only accounts not booked
  - Only accounts with bookings
  - All accounts
3. Select **Export to send a message** and type your message to send to those selected parents

The screenshot shows the Tucasi Schools Cash Office interface for Tucasi School 1. The 'Communications' tab is highlighted in red. Below the navigation bar, there are several buttons: 'Create a message', 'Parents' evening messages' (highlighted in red), 'Send critical incident message', 'Message history log', and 'Message credit balance'. A dialog box titled 'Parents' evening messages' is open, showing a dropdown for 'Select meeting:' set to 'Test Meeting Spring 2022', a dropdown for 'Teacher:' set to 'Kemp, Mrs', and radio buttons for 'Account:' selection: 'Only accounts not booked' (selected), 'Only accounts with bookings', and 'All accounts'. At the bottom of the dialog are 'Export to send a message' and 'Close' buttons.

## How do I get Help?



Email your query to the  
Tucasi Customer Support Team  
[support@tucasi.com](mailto:support@tucasi.com)



Tucasi Customer Support Team  
**02380 016 564**  
8.30 am to 4.00 pm Monday to Friday

**SCO Help Centre**  
See the  
**Parents' Evening** section  
[help.tucasi.com](http://help.tucasi.com)