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

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

Login

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
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, Suzzanne; 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

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--

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)

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*

*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

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

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, Suzzanne; 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

1. Access your meeting as previously described

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

Time slots

All attended?

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 [icon] 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)

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, Suzzane; 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

1. Access your meeting as previously described

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

Time slots

Date	Pupil	Parent name		Attended?
				All 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...	Ackroyd, Mary (11B)	David Ackroyd		☐
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--			

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**

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

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
Ackroyd, Mary			
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 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

How do I get Help?

Email your query to the

Tucasi Customer Support Team

support@tucasi.com

Tucasi Customer Support Team

02380 016 564

8.30 am to 4.00 pm Monday to

SCO Help Centre

See the

Parents' Evening section

help.tucasi.com