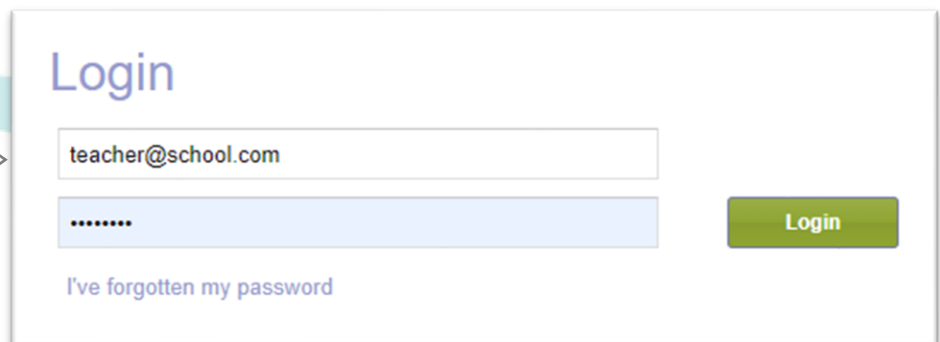


# Quick Reference Guide SCO Parents Evening Booking System – Teacher Video Calling

## 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**

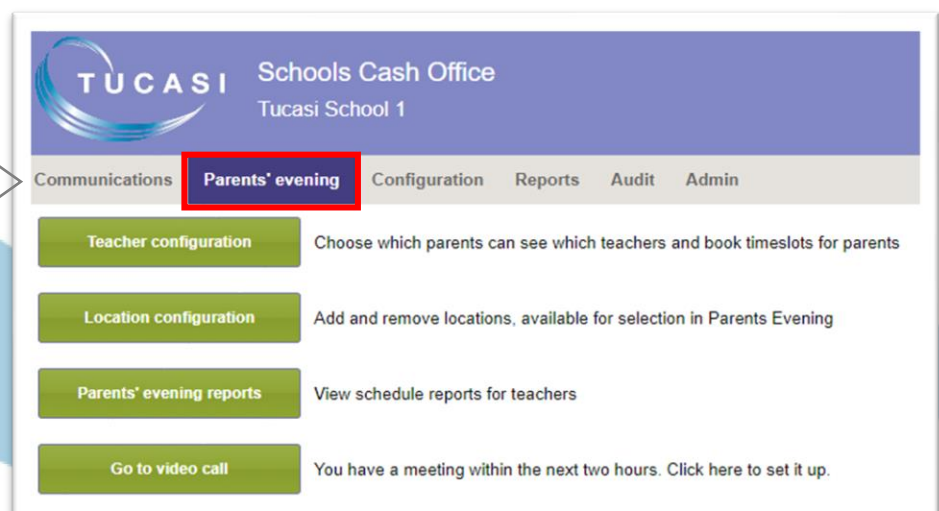


The screenshot shows a 'Login' form with the following elements:

- Header: Login
- Email input field: teacher@school.com
- Password input field: masked with dots
- Login button: green button with text 'Login'
- Link: '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



The screenshot shows the navigation menu of the SCOPAY admin site. The 'Parents' evening' tab is highlighted with a red box. The menu items are:

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

Below the navigation menu, there are four green buttons with descriptions:

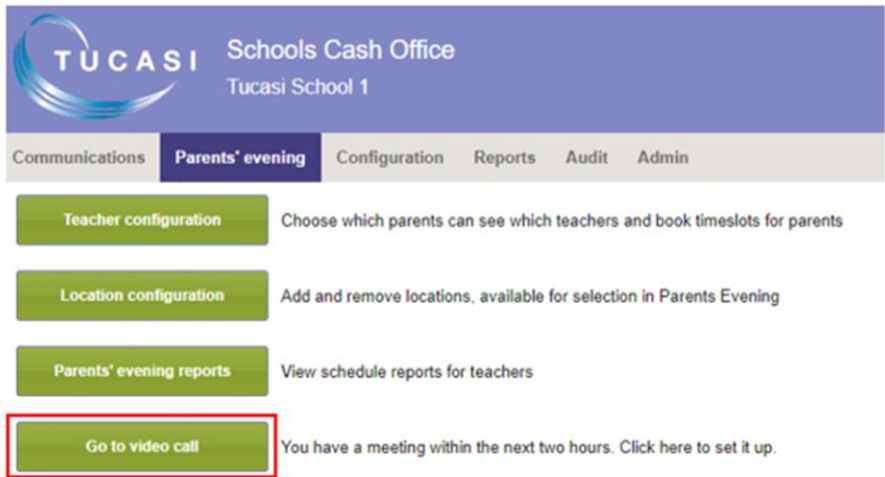
- Teacher configuration**: Choose which parents can see which teachers and book timeslots for parents
- Location configuration**: Add and remove locations, available for selection in Parents Evening
- Parents' evening reports**: View schedule reports for teachers
- Go to video call**: You have a meeting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

## How do I join a video call?

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

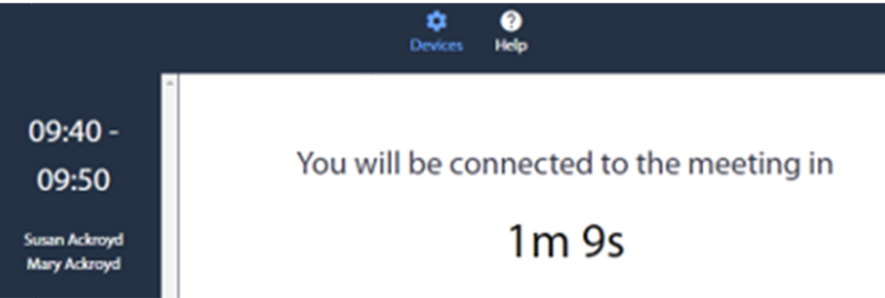
- There is a meeting due to start within the next hour
- At least 1 parent has booked on to the meeting

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



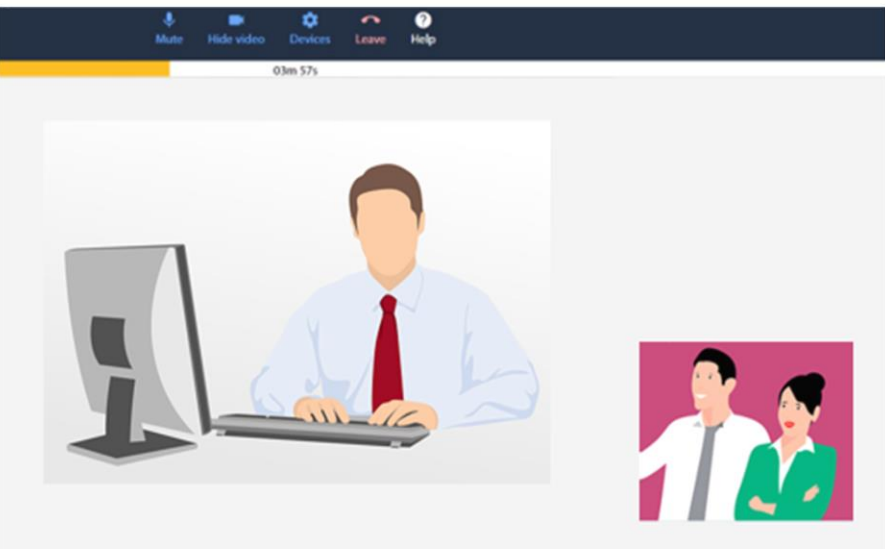
The screenshot shows the TUCASI Schools Cash Office interface for Tucasi School 1. The 'Parents' evening' tab is selected. The 'Go to video call' button is highlighted with a red box. The button text is 'Go to video call' and the description below it is 'You have a meeting within the next two hours. 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 a video call interface with a dark header containing 'Devices' and 'Help' icons. The main content area displays a countdown timer: '09:40 - 09:50' and 'You will be connected to the meeting in 1m 9s'. Below the timer, the names 'Susan Ackroyd' and 'Mary Ackroyd' are listed.

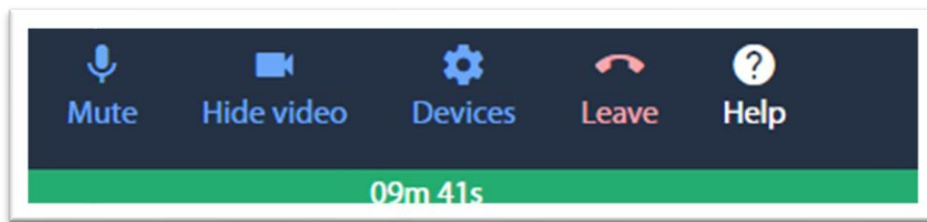
3. Once connected, the teacher will see a message **Waiting for others to join**, or they will see the parent(s) if the meeting has started and they have already joined. A countdown of the remaining meeting time will be displayed



The screenshot shows a video call interface with a dark header containing 'Mute', 'Hide video', 'Devices', 'Leave', and 'Help' icons. The main content area displays a large video window showing a teacher at a computer. A smaller video window in the bottom right corner shows a parent and a child.

## 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

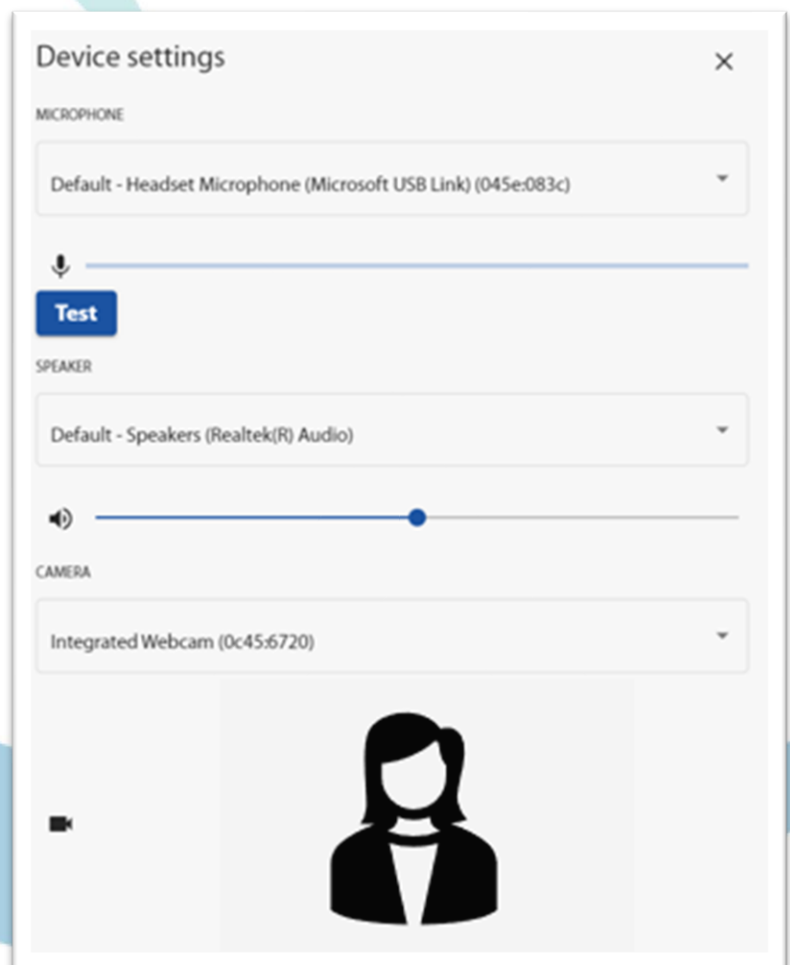
Select this button if you wish to leave the meeting before the meeting end time

### 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 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](https://help.tucasi.com)**