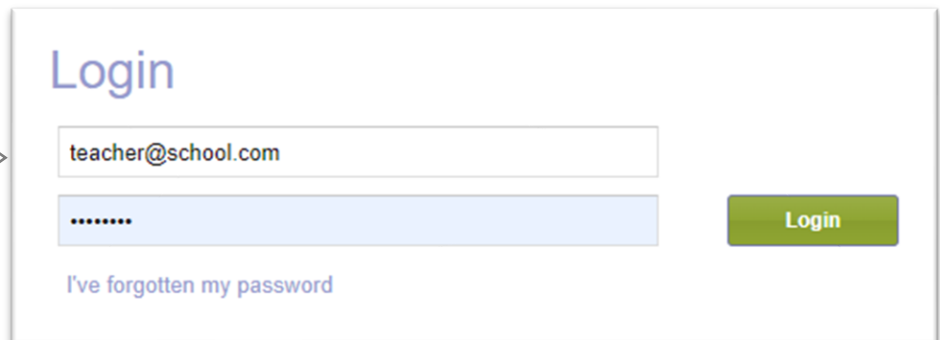


Quick Reference Guide SCO Parents Evening Booking System – Teacher Video Calling

How do I Login?

1. Go to the SCOPAY admin site
www.scopay.com/UserWebapp

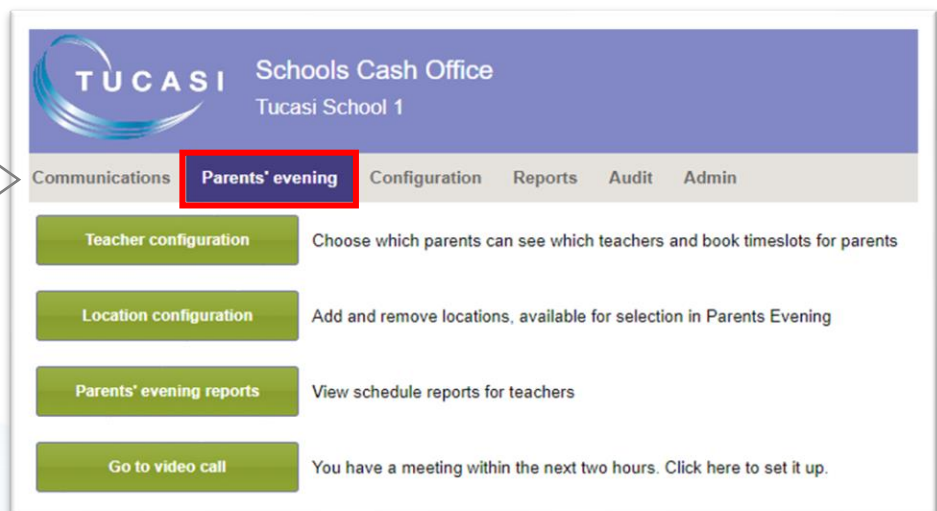
2. Sign in with your
email address and
password



The screenshot shows a 'Login' page with a text input field containing 'teacher@school.com', a password input field with masked characters, and a green 'Login' button. Below the password field is a link that says '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



The screenshot shows the 'Schools Cash Office' dashboard for 'Tucasi School 1'. The 'Parents' evening' tab is highlighted with a red box. Below the navigation bar are several menu items:

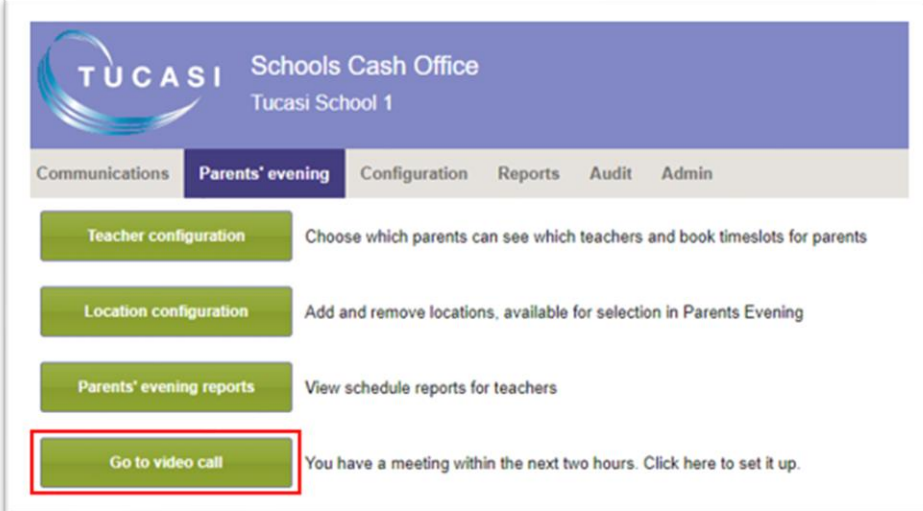
- Teacher configuration**: Choose which parents can see which teachers and book timeslots for parents
- Location configuration**: Add and remove locations, available for selection in Parents Evening
- Parents' evening reports**: View schedule reports for teachers
- Go to video call**: You have a meeting 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:

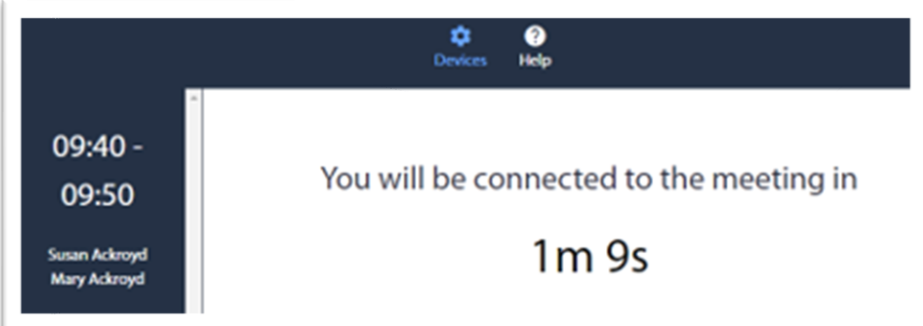
- There is a meeting due to start within the next 2 hours
- At least 1 parent has booked on to the meeting

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



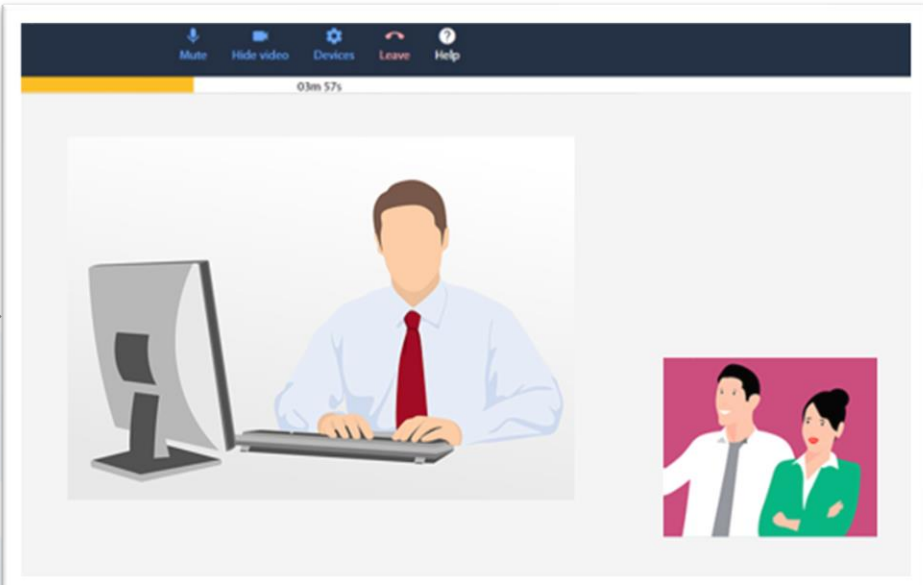
The screenshot shows the TUCASI Schools Cash Office interface for Tucasi School 1. The 'Parents' evening' tab is selected. Below the navigation bar, there are four buttons: 'Teacher configuration', 'Location configuration', 'Parents' evening reports', and 'Go to video call'. The 'Go to video call' button is highlighted with a red box. To the right of the buttons, there are descriptions for each: '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), and 'Go to video call' (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 blue box with the meeting time '09:40 - 09:50' and the names 'Susan Ackroyd' and 'Mary Ackroyd'. On the right, there is a white box with the text 'You will be connected to the meeting in 1m 9s'. At the top, there are icons for 'Devices' and 'Help'.

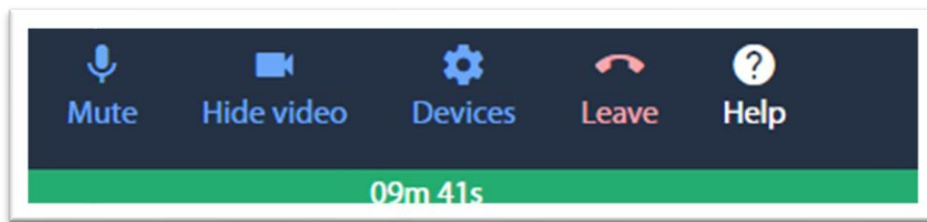
3. Once connected, the teacher will see a message **Waiting for others to join**, or they will see the parent(s) if the meeting has started and they have already joined. A countdown of the remaining meeting time will be displayed



The screenshot shows the video call interface. At the top, there are icons for 'Mute', 'Hide video', 'Devices', 'Leave', and 'Help'. Below the icons, there is a yellow bar with the text '03m 57s'. The main area shows a teacher sitting at a desk with a computer monitor and keyboard. To the right, there is a small inset window showing two people, a man and a woman, standing together.

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

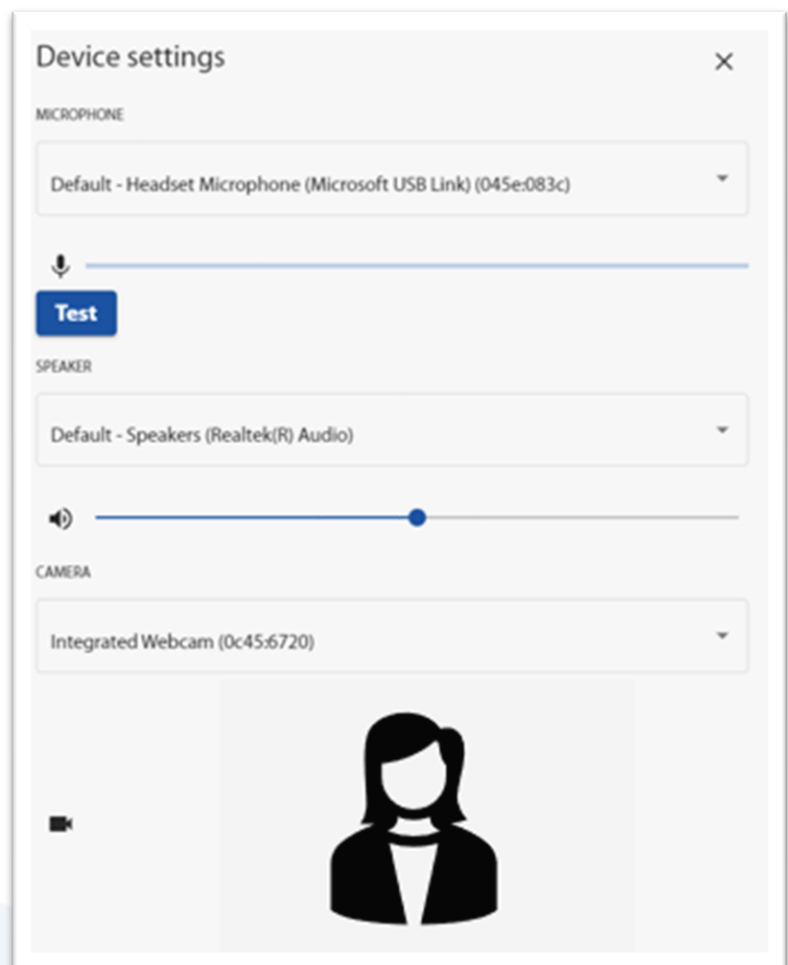
Select this button if you wish to leave the meeting before the meeting end time

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



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