



# Cloud School Parent App User Guide

September 2019

# Accessing the App

- Once the app is installed, you will need a username and password to log in
- Your username and password can only be provided to you by your school
- If you have an email containing your username, please follow the instructions to create your password
- If you have forgotten your password, please follow the instructions to reset your password with your username
- If you don't have a username, please contact your school

# Accessing the App – Creating Your Password

You should have an email, or otherwise, advising you of your username and providing a link to create your password

Welcome F Thompson

Your user account has been created.

Your user name is F#Thompson

Click here to access your account: <https://www.progresso.net/Account/UserChangePassword/CA1E67CC-3193-4A51-B833-3D70F227C08F/46035>

You will be asked to create a password for your account.

The link will expire in 168 hours.

If you have any queries contact **your school**

Please do not reply to this email.

# Accessing the App – Creating Your Password

If you click on the link in the email using a phone, you will be directed to the mobile site to reset your password

Welcome F Thompson  
Please choose a password.

New Password  
.....

Confirm Password  
.....

Save

Password must:

- Be at least 6 characters long

In addition, password must NOT:

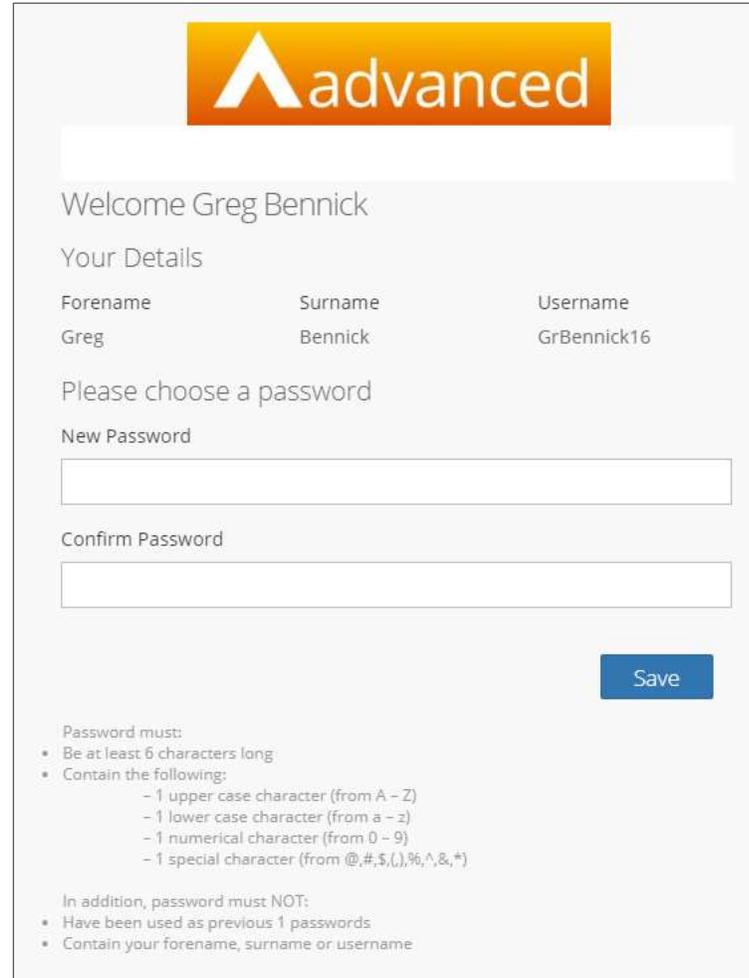
- Have been used as previous 1 passwords
- Contain your forename, surname or username

Enter a new password and enter it again to confirm it, then click **Save**

Once you have confirmation the password has been set, close the web page, open the app and login using the username and password

# Accessing the App – Creating Your Password

If you click on the link in the email using a tablet or laptop, you will be directed to the web site to reset your password



The screenshot shows a web form for password creation. At the top is the 'advanced' logo. Below it is a white input field. The text 'Welcome Greg Bennick' is displayed. Under 'Your Details', there is a table with three columns: Forename, Surname, and Username. The values are Greg, Bennick, and GrBennick16 respectively. Below this is the instruction 'Please choose a password'. There are two input fields: 'New Password' and 'Confirm Password'. A blue 'Save' button is located to the right of the 'Confirm Password' field. At the bottom, there are two sections of password requirements: 'Password must:' and 'In addition, password must NOT:'. The first section lists requirements for length and character types. The second section lists things to avoid, such as previous passwords and personal information.

Forename	Surname	Username
Greg	Bennick	GrBennick16

Please choose a password

New Password

Confirm Password

Save

Password must:

- Be at least 6 characters long
- Contain the following:
  - 1 upper case character (from A - Z)
  - 1 lower case character (from a - z)
  - 1 numerical character (from 0 - 9)
  - 1 special character (from @, #, \$, %, ^, &, \*)

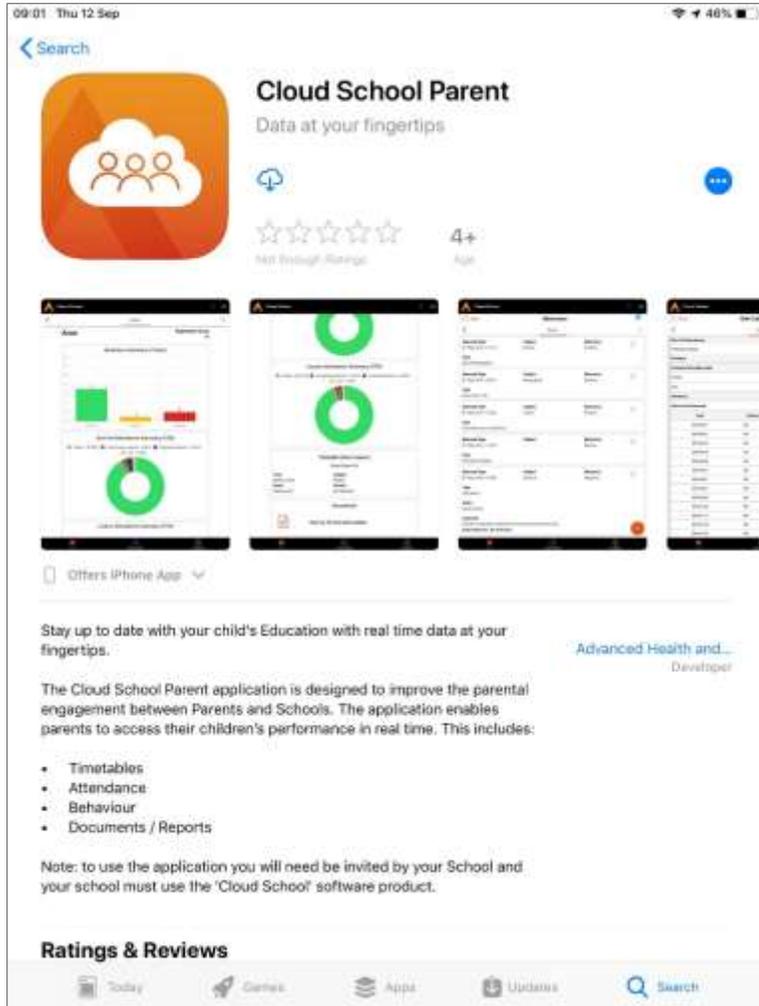
In addition, password must NOT:

- Have been used as previous 1 passwords
- Contain your forename, surname or username

Enter a new password and enter it again to confirm it, then click **Save**

Once you have confirmation the password has been set, close the web page, open the app and login using the username and password

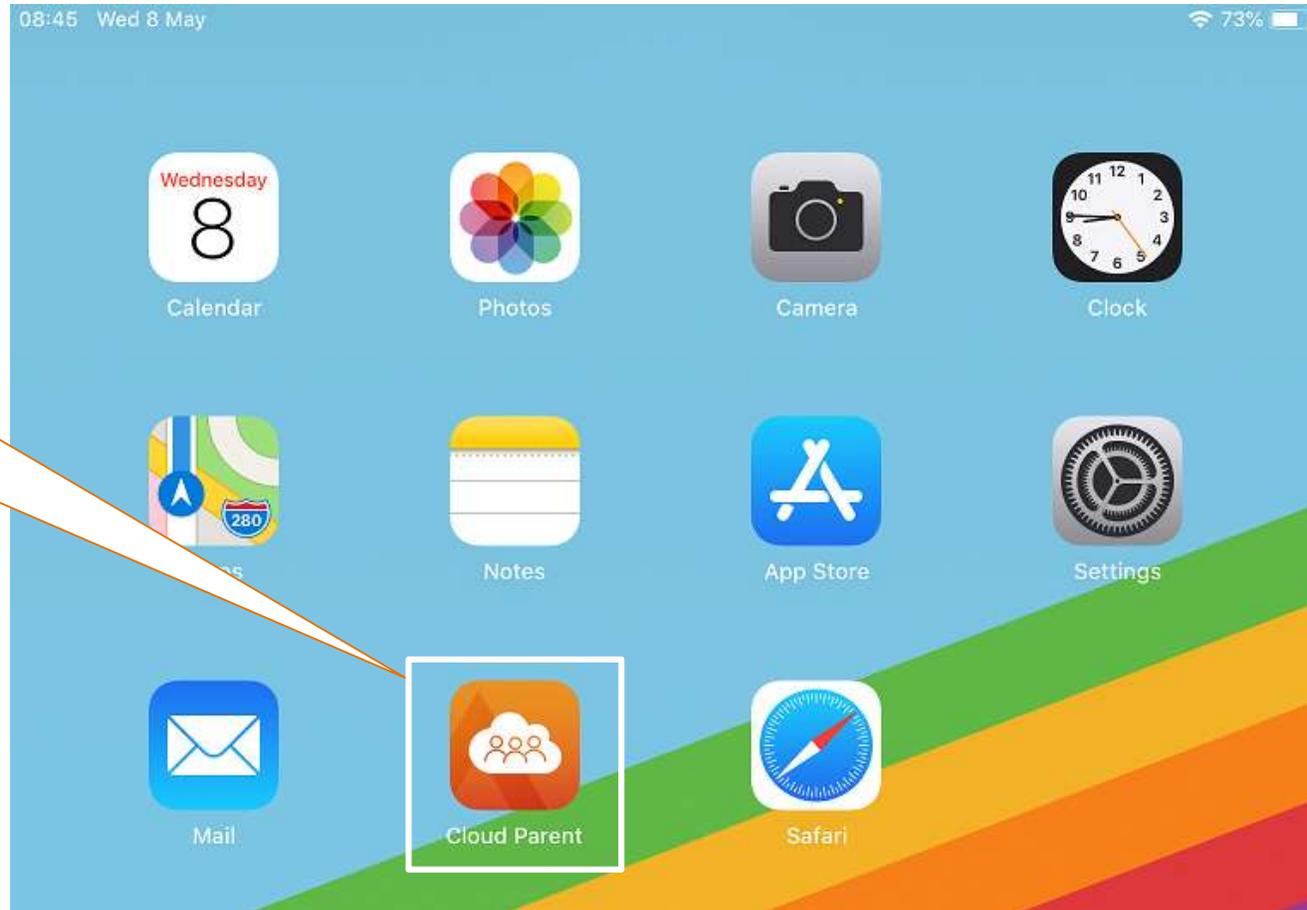
# Downloading the App



- The app is available to download from the Play Store or the App Store
- Search for 'Cloud School Parent'
- Look for the orange logo or use the QR code (if one is provided)
- Install the app – you can install on tablet devices and/or smart phones
- The app is free of charge and has no in-app purchase options

# Login

Use the **Cloud Parent** icon to open the app



# Login

Your device must be online to log in to the app

The first time you log in to the app, you'll see the 'Advanced' logo

advanced

Username

Password

[Forgot Password?](#)

Log In

Google Log In

By logging in you agree to our terms and conditions and privacy policy.

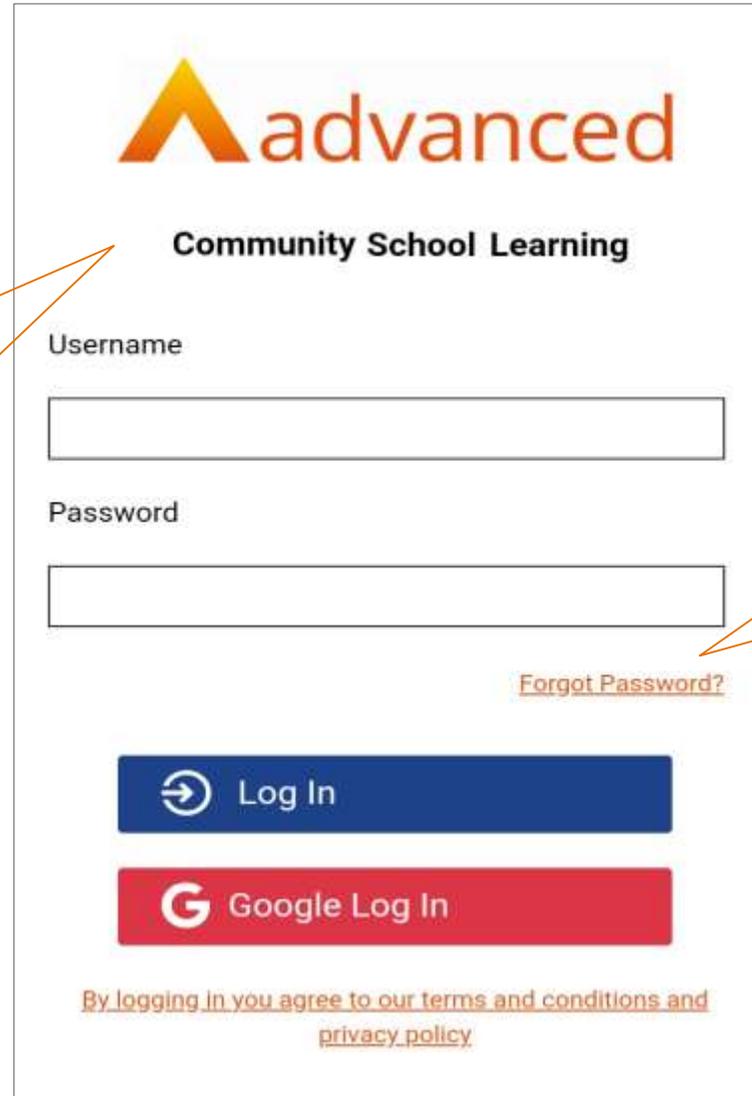
Only pre-assigned logins are accepted.

Use the **Username** and **Password** you set up or the one you already have for your parent portal

Or, use the **Google Sign in** if you already have it set up for your parent portal

# Login

Once you have initially logged in, the login screen can show your school logo and name on subsequent logins



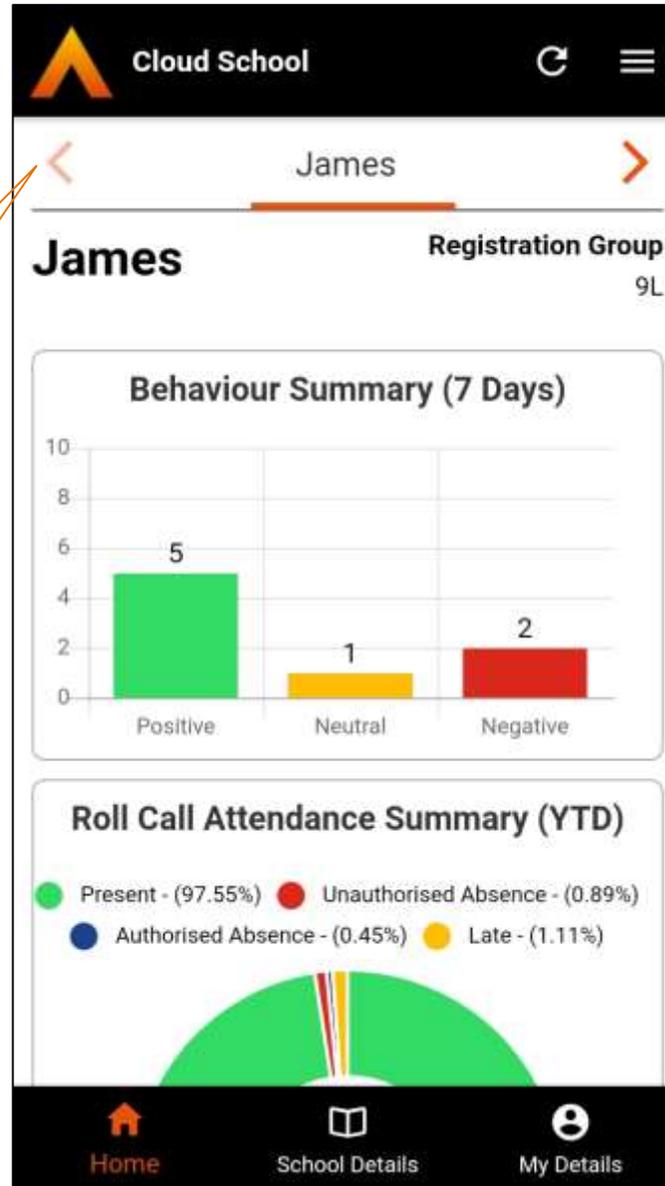
The screenshot shows a login interface for 'advanced' Community School Learning. At the top is the 'advanced' logo. Below it is the text 'Community School Learning'. There are two input fields: 'Username' and 'Password'. Below the password field is a link for 'Forgot Password?'. There are two buttons: a blue 'Log In' button with a right-pointing arrow icon, and a red 'Google Log In' button with the Google 'G' logo. At the bottom, there is a link: 'By logging in you agree to our terms and conditions and privacy policy'.

At any time you forget your password, click the **Forgot Password?** and follow the process to reset your password via the app

# Multiple Learners

If you have more than one child in the same school, you can view them all in the same app

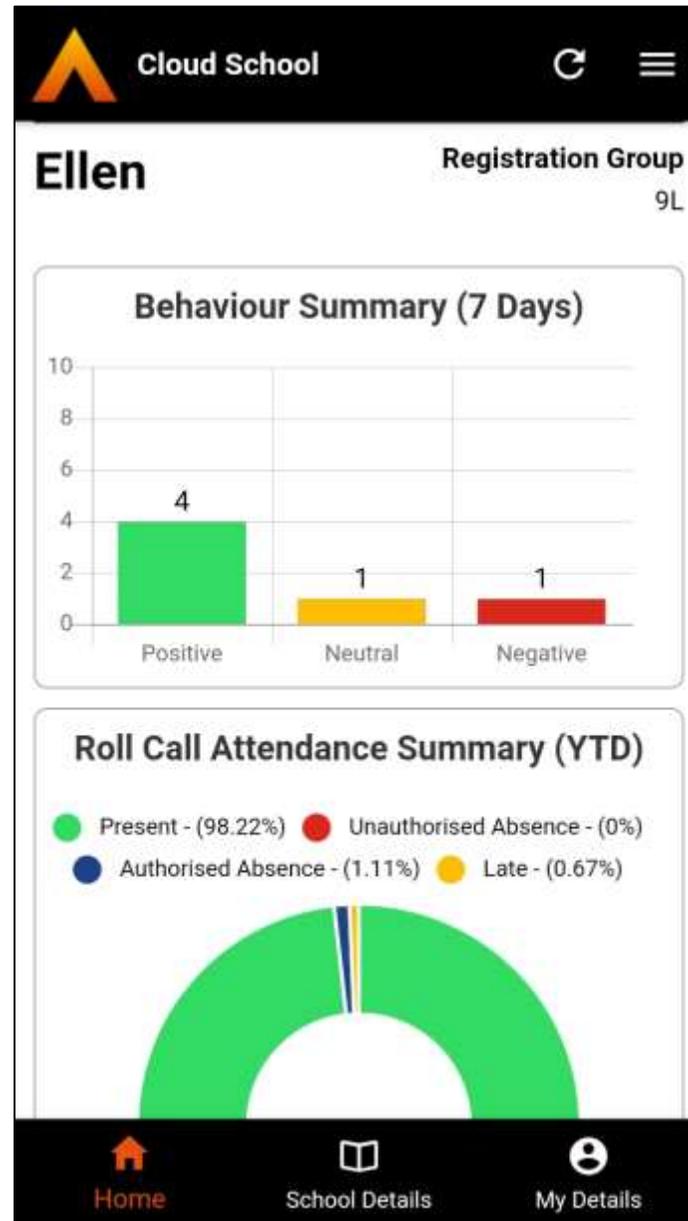
Use the left/right arrows to switch between learners or slide left/right within the navigation bar to switch



You can see the name of the child selected and that time and their registration group

# Single Learner

If you only have one learner in the school, you can see their name and their registration group

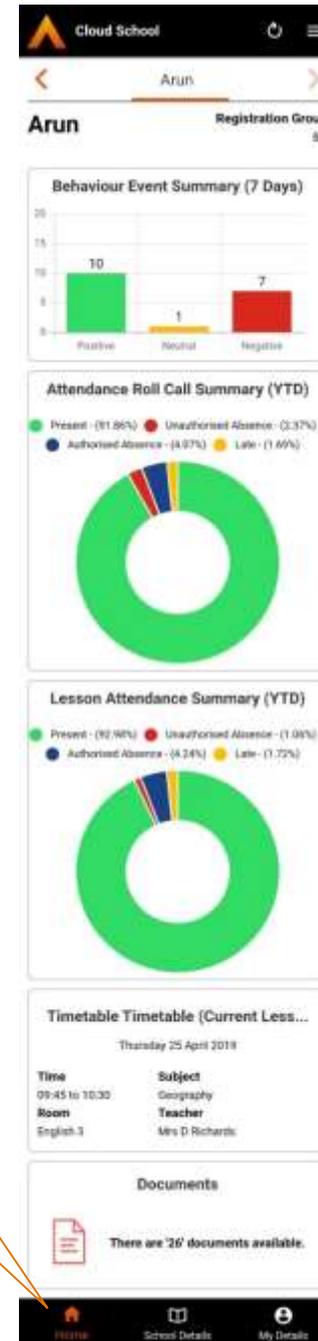


# Summary Dashboard Data

The dashboard provides quick view summary data for behaviour, attendance, timetable and an indication of how many documents are available

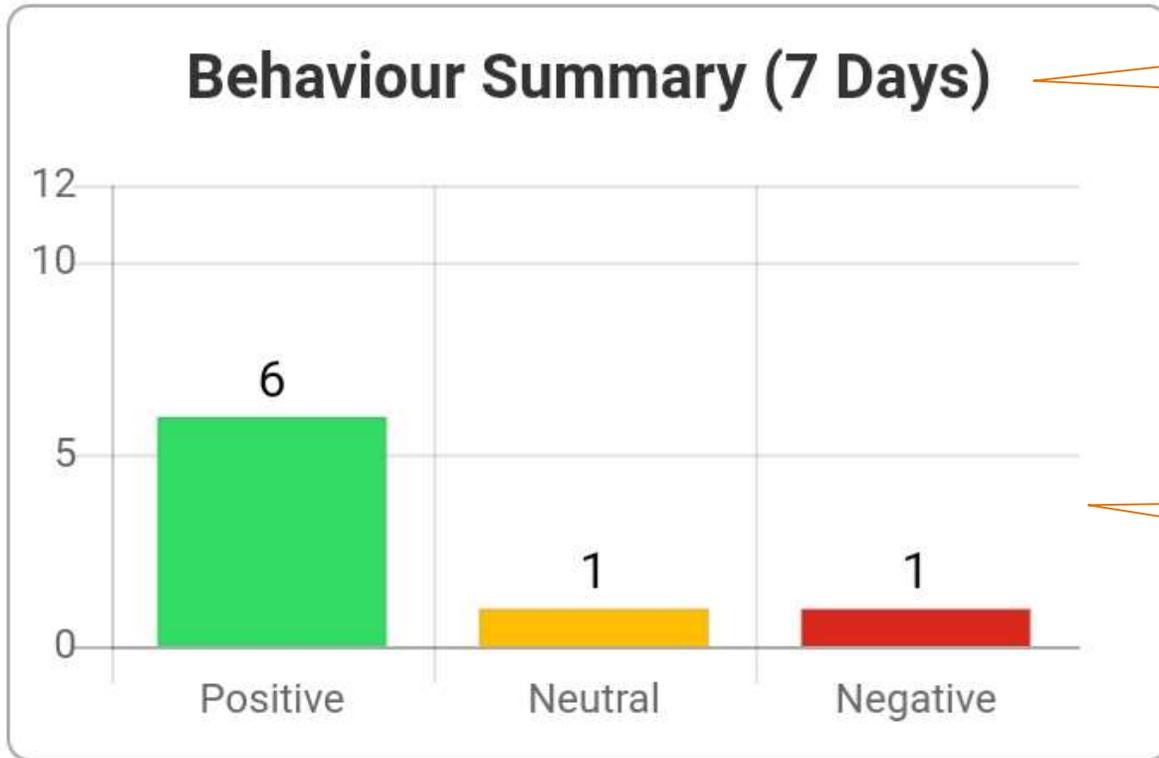
It may be that your school has chosen not to show some of these widgets

The dashboard can be accessed at any time using the 'Home' icon on the bottom navigation bar



It's possible to click on each widget to show further detail

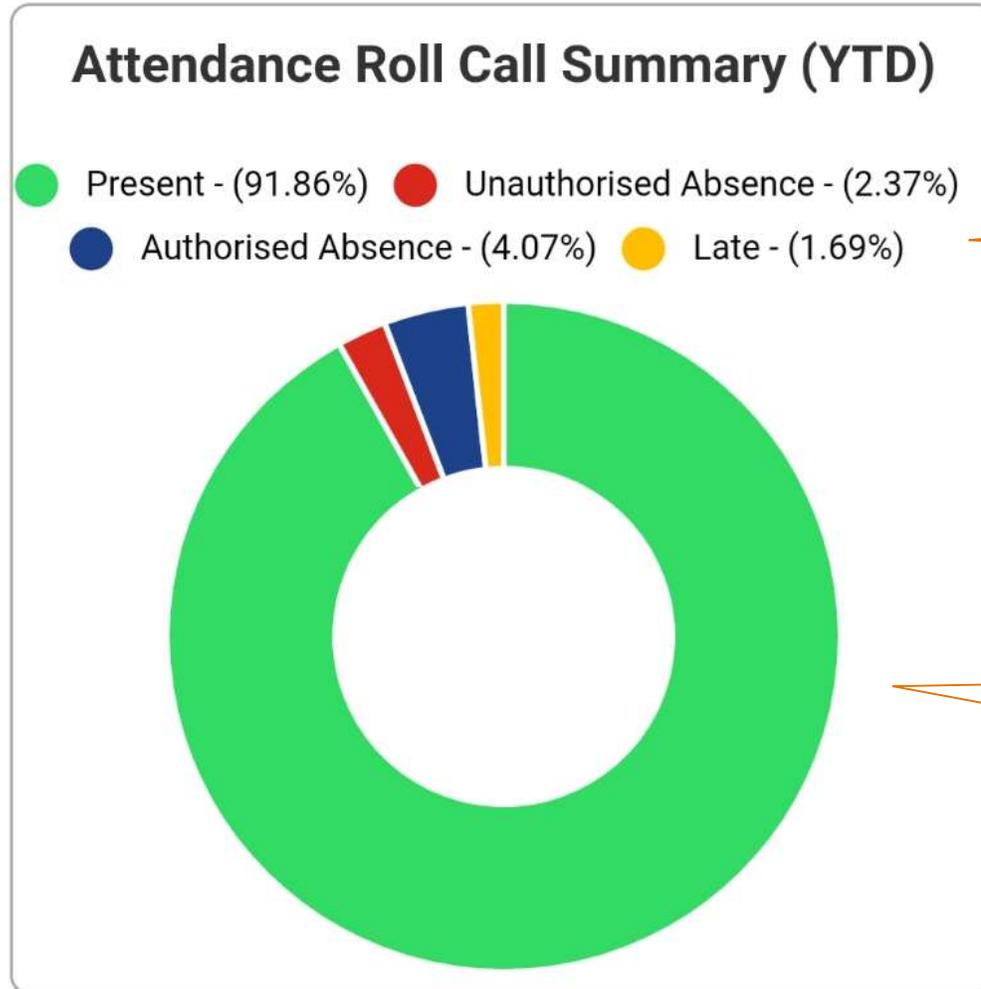
# Summary Dashboard: Behaviour



The Behaviour Summary widget totals behaviour types for 7 days

Click the widget to open a new screen which provides more detail

# Summary Dashboard: Roll Call Attendance



The Attendance Roll Call widget shows AM and PM attendance percentages for the year to date

Click the widget to open a new screen which provides more detail

# Summary Dashboard: Timetable

## Timetable (Current Lesson)

Tuesday 30 July 2019

**Time**

13:00 to 15:00

**Room**

GYM

**Subject**

Physical Education

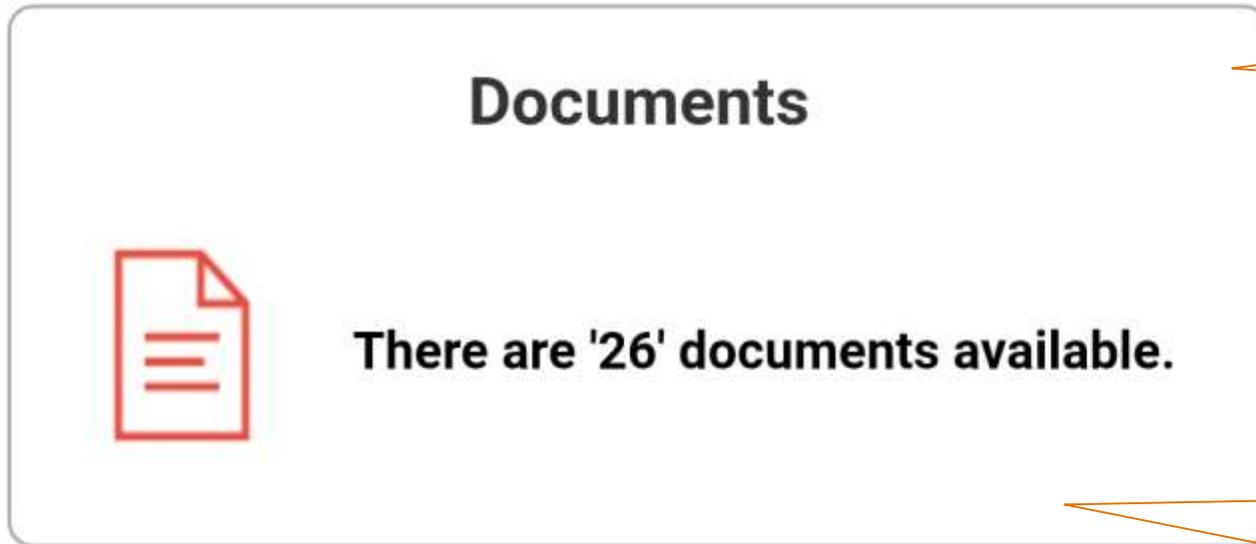
**Teacher**

Ms E Schaeffer

The Timetable widget shows the current or next lesson timetabled lesson for the current date

Click the widget to open a new screen which shows the full days timetable and options to show the week or select a specific date

# Summary Dashboard: Documents



The Documents widget will alert you to any new documents which have been uploaded since the last update

Click the widget to open a new screen which shows a list of available documents to open / download

# More Detail: Behaviour

Click **Back** to return to the dashboard

Click the arrows or swipe to switch between learners

The summary chart is repeated and will update according to the date range selected

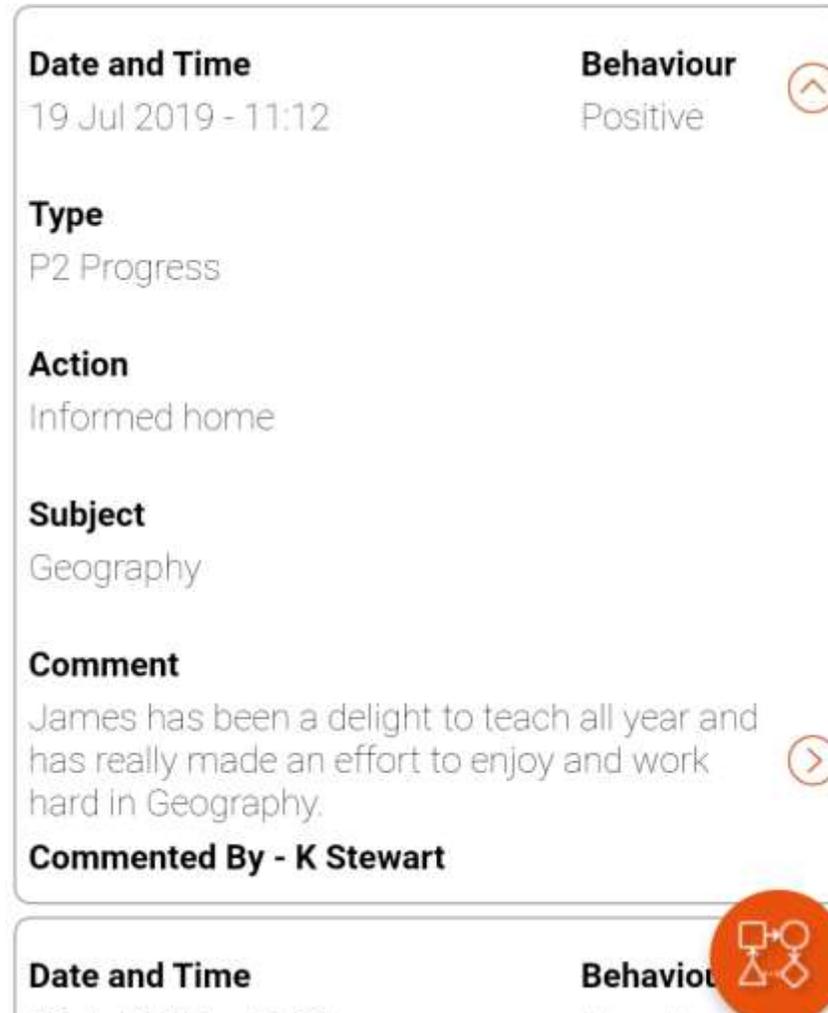


Click the calendar icon to change from 7 days to 31 days of data

Click to expand detail of each event and/or detail of any detentions

# More Detail: Behaviour

The full details provided will show the type of behaviour and the subject along with any associated actions and comments



The screenshot shows a card with the following fields: **Date and Time** (19 Jul 2019 - 11:12), **Behaviour** (Positive), **Type** (P2 Progress), **Action** (Informed home), **Subject** (Geography), and **Comment** (James has been a delight to teach all year and has really made an effort to enjoy and work hard in Geography). The card is commented by K Stewart. A callout bubble points to a toggle icon in the top right corner, and another callout bubble points to a right-pointing arrow icon in the bottom right corner of the comment section.

**Date and Time**  
19 Jul 2019 - 11:12

**Behaviour**  
Positive

**Type**  
P2 Progress

**Action**  
Informed home

**Subject**  
Geography

**Comment**  
James has been a delight to teach all year and has really made an effort to enjoy and work hard in Geography.

**Commented By - K Stewart**

**Date and Time**

**Behaviour**

Click the toggle to open or close the detail of each behaviour

# More Detail: Behaviour Detentions

The full details provided will show the type of detention along with the time, room and if it's been taken, their attendance mark

## Behaviour Detention (31 Days)

<b>Date</b>	<b>Detention Type</b>
15 Jul 2019	LDT
<b>Time</b>	
16:00 - 16:30	
<b>Room</b>	<b>Attendance</b>
A01	Present

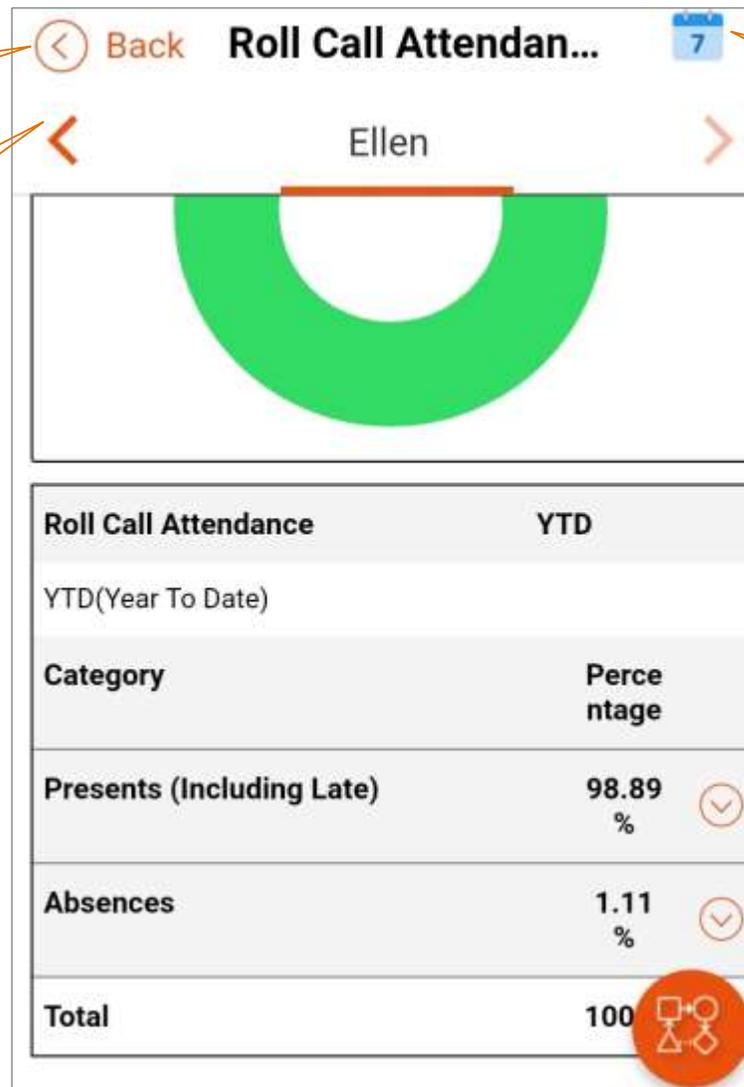
Click the toggle to open or close the detail of each detention

# More Detail: Roll Call Attendance

Click **Back** to return to the dashboard

Click the arrows or swipe to switch between learners

The summary chart is repeated and will update according to the date range selected



Click the calendar icon to change from YTD to 7 days of data

Click to expand detail of each category to view individual marks

# More Detail: Roll Call Attendance

Roll Call Attendance		YTD
YTD(Year To Date)		
Category	Percentage	
Presents (Including Late)	98.66 %	
Absences	1.34 %	
Authorised Absences	0.45 %	
Date	Session	Reason
2019-06-19	PM	Illness
2018-09-13	PM	Medical appointment
Unauthorised Absences	0.89 %	

Details of dates, sessions and reasons for any absences are shown

Click the toggle to open or close the detail of each category of attendance

# More Detail: Timetable

Click **Back** to return to the dashboard

Choose a specific day to view, quick link back to today's timetable or (if on a tablet device, view a full weeks timetable)

The start and finish time, subject, teacher, room and group of each lesson will be shown

		Subject	Room
08:45	to	Science	S03
09:45		Teacher Mr M Riley	Group 9/Sc5
09:45	to	Technology	P01
10:45		Teacher Mrs S Husby	Group 9W/DT-Tx
11:00	to	Geography	C04
12:00		Teacher Miss K Wilson	Group 9C/Gg

Click the arrows or swipe to switch between learners

The default will be today's date – use the back or forward arrows to switch through days

# More Detail: Timetable Week View (Tablet Device Only)

The screenshot shows a tablet interface for a 'Timetable' app. At the top, there is a 'Back' button on the left and a 'Close' button (a red circle with a white 'X') on the right. Below these are 'Previous' and 'Next' navigation arrows. The main content is a grid with four columns labeled 'Period 1', 'Period 2', 'Period 3', and 'Period 4'. Each cell in the grid contains a time slot and a subject name. A callout bubble on the left points to the 'Previous' and 'Next' arrows, and another callout bubble on the right points to the 'Close' button.

	Period 1	Period 2	Period 3	Period 4
08:45 to 09:45	Mathematics	09:45 to 10:45 Science	11:00 to 12:00 English	13:00 to 15:00 Physical Education
08:45 to 09:45	Science S03	09:45 to 10:45 French W07	11:00 to 12:00 English W08	13:00 to 14:00 Mathematics M02
08:45 to 09:45	Mathematics M02	09:45 to 10:45 Science S03	11:00 to 12:00 English W08	13:00 to 14:00 Art and Design A06
08:45 to 09:45	Mathematics M02	09:45 to 10:45 French W07	11:00 to 12:00 English W08	13:00 to 14:00 Science S03
08:45 to 09:45	Science S03	09:45 to 10:45 Technology P01	11:00 to 12:00 Geography C04	13:00 to 14:00 Mathematics M02
08:45 to 10:45	Technology P01	08:45 to 10:45 Technology P01	11:00 to 12:00 Mathematics M02	13:00 to 14:00 English W08
08:45 to 09:45	Science	09:45 to 10:45 English	11:00 to 12:00 Mathematics	13:00 to 15:00 Physical Education

Click Previous or Next to scroll through weeks

Details of lessons across the full week or two weeks of the schools timetable cycle will be shown

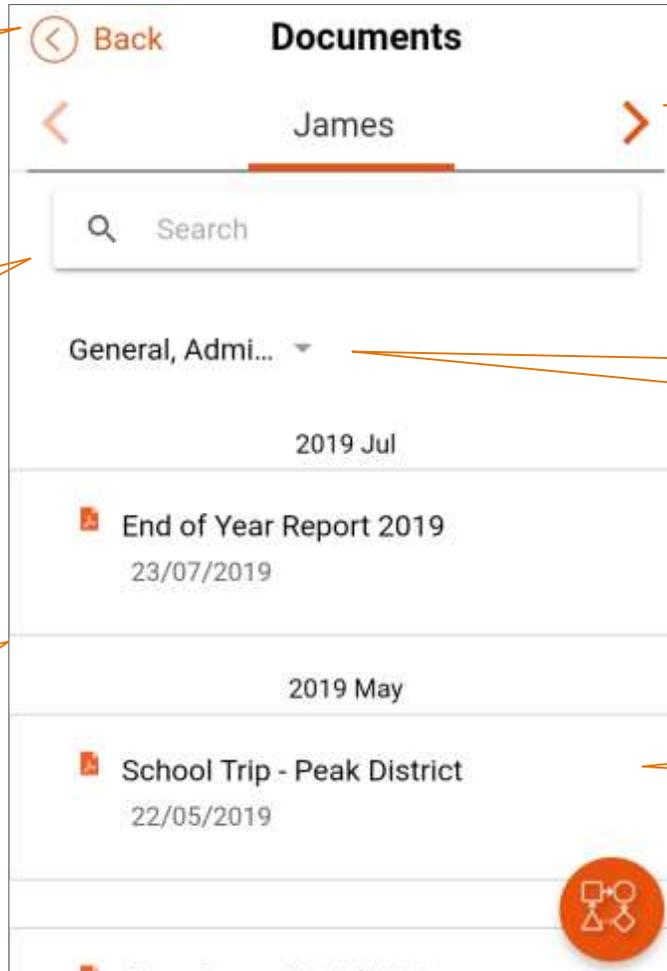
Click Close to return to the day view

# More Detail: Documents

Click **Back** to return to the dashboard

Use the search to find a specific document

Any documents uploaded for you will be available – the most recent documents will be shown first

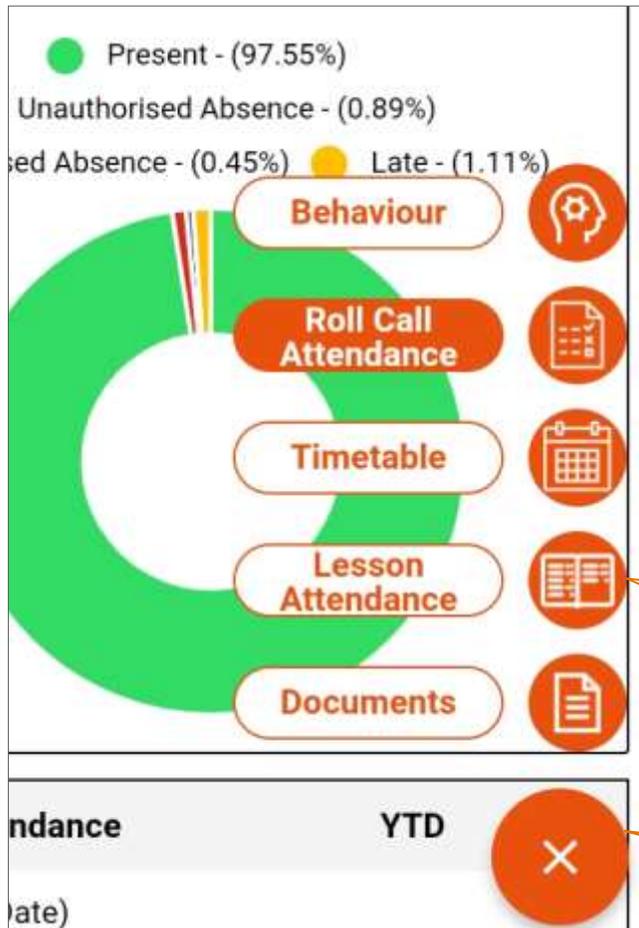


Click the arrows or swipe to switch between learners

Use tags to filter documents by category

Click on a document to download and open it

# More Detail: Navigation



In any screen you can open the navigation button to switch between modules

It is possible to switch between the further detail for behaviour, roll call attendance, timetable, lesson attendance and documents

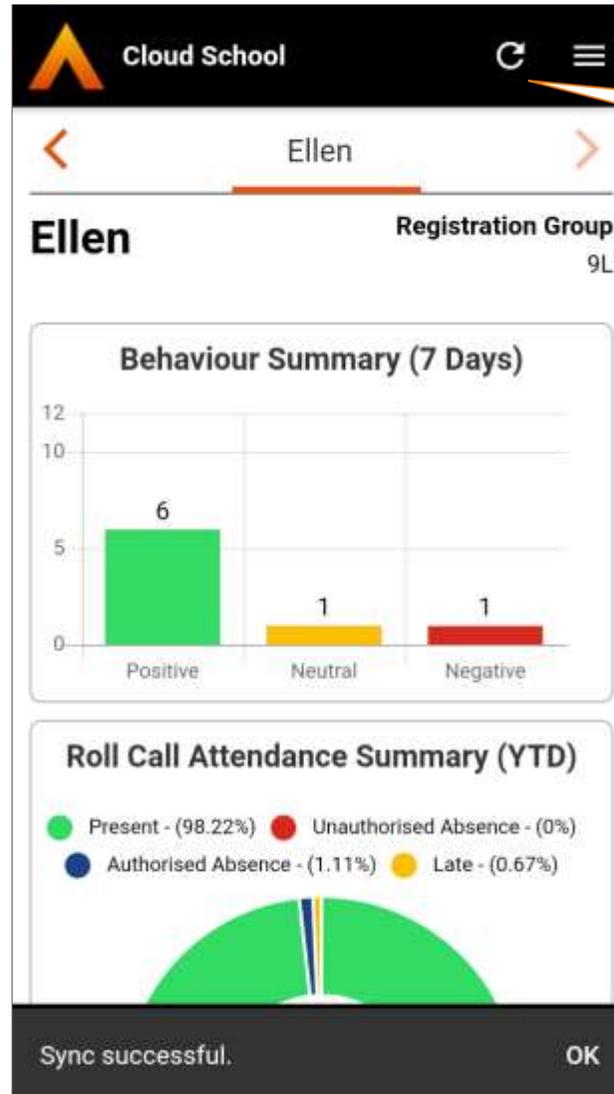
Not Available

Click X to close an open menu

# Refresh / Sync Data

Data will sync automatically every hour or at any point you choose to manually refresh

Data will only sync whilst your device is online



To refresh data, click the sync icon in the navigation bar or and release vertically pull down from the main screen

Messages at the bottom will advise of syncs in progress, successful and unsuccessful attempts to refresh

# School Details

**School Contact Details**

**School Name**  
School

**Head Master**  
Mrs M Le Goux

**Address**

**Telephone Number**  
0166700000000000

**Email**  
Anon.user@anonomisedemail.com

**Website**  
anon

Home School Details My Details

Click on the email to email the school contact if your device has email functionality

Click on the website to open the school website

Click the telephone number to call the school if on a phone

Contact details for the school are available under the 'School Details' button

# Your Details

At this time the data is only read only but you can contact the school to update your details if they are incorrect

**Cloud School**

### My Details

**Title** Ms **Surname** App

**Forename** Parent

**Email** email@oneadvanced.com

**Address Details**

**Flat** - **Number** 7

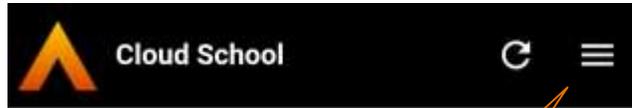
**Street** Commercial Street

**Locality** -

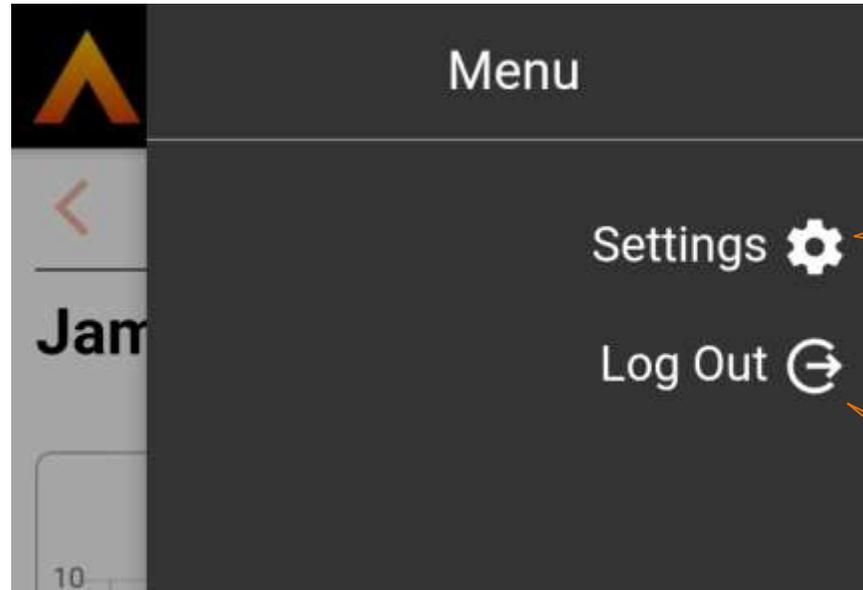
Home School Details **My Details**

Contact details the school has for you are available to view under the 'My Details' button

# Menu



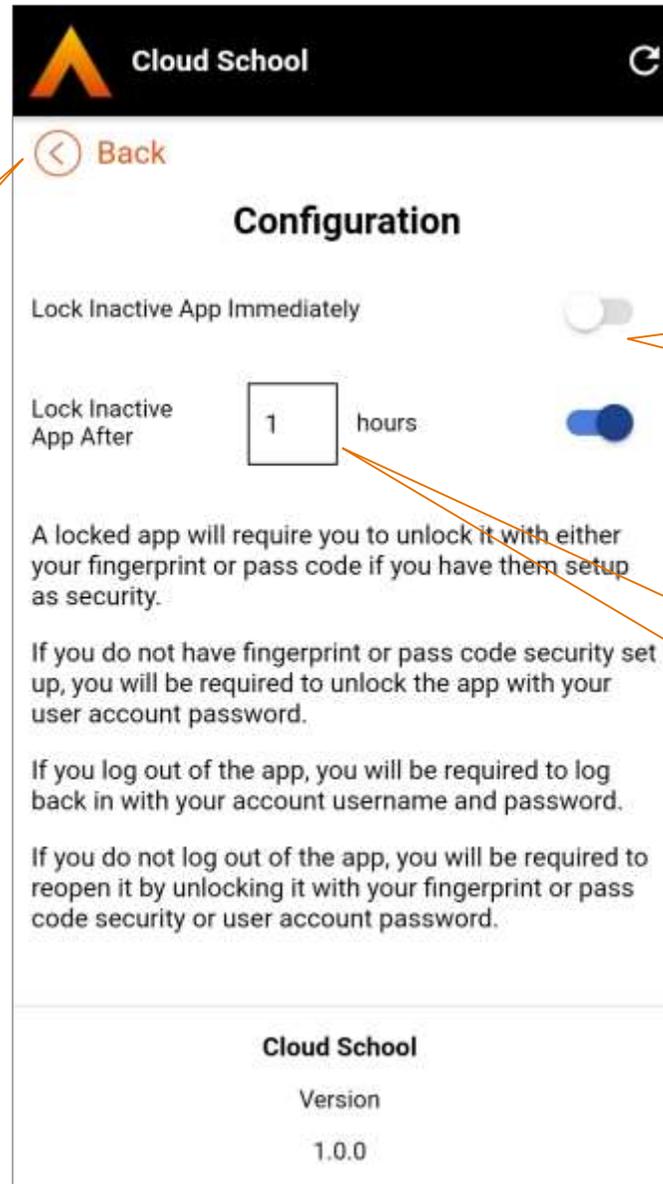
Select the menu from the three bar icon on the right



Click Settings to open and choose your time out settings

Choose Log Out to log out

# Menu: Settings



Select back to return to the previous screen

Choose to lock the app immediately upon it becoming inactive or set it to remain open and only become inactive after a set number of hours

Choose the number of hours after which the app should lock if not immediately

# Lock

**advanced**  
Community School

Username  
P#app

Password

Unlock / Google Sign-in

Finger Print / Pattern / PIN

Log Out

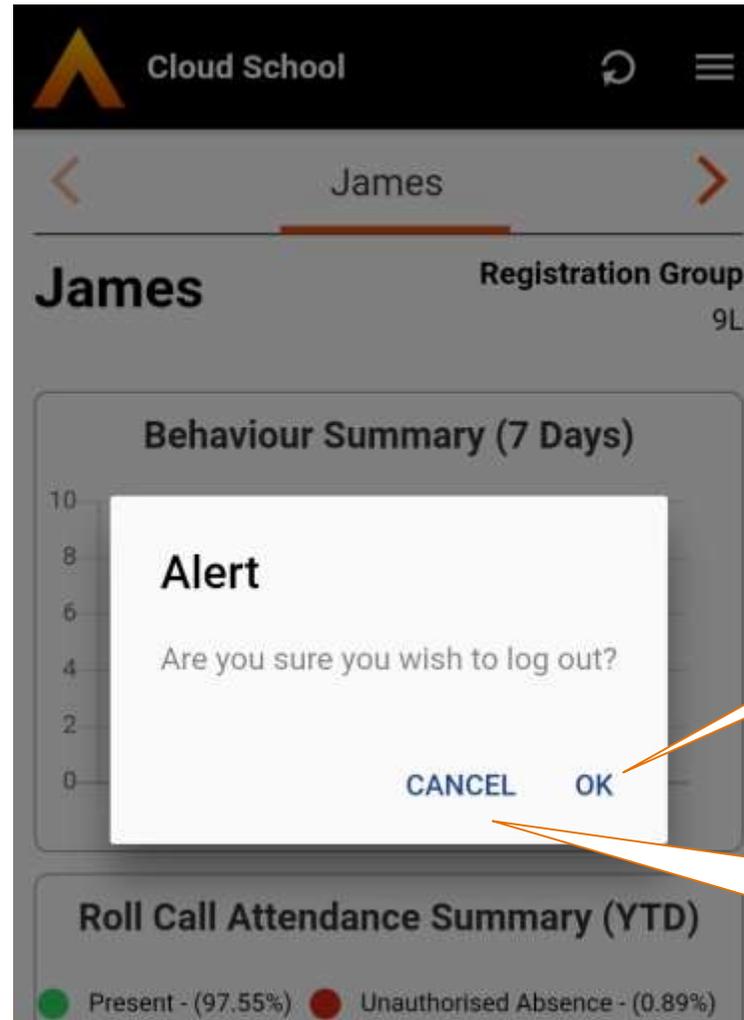
When the app is locked you can open it again using either your password, your phone PIN or fingerprint security or Google sign in (if online)

Choose Log Out if you wish to log out

# Log Out

If you wish to log out of the app entirely, choose Log Out from the menu

Next time you wish to use the app you must log in using your username and password or Google sign in



Choose **OK** to log out of the app

Choose **Cancel** to remain logged in to the app

**If you have any problems with or questions about the app,  
please contact your school.**

*All copyright and other intellectual property rights in all text, images and course materials are owned by Advanced Learning or are included with permission of the relevant owner. You are permitted to reproduce extracts by way of printing, and by distribution to other people but, in all cases, for non-commercial, informational and personal purposes only. No reproduction of any materials may be sold or distributed for commercial gain, nor shall they be modified or incorporated in any other work or publication. No other licence or right is granted.*

*COPYRIGHT © Advanced Learning*

*Advanced Learning owned by Advanced Business Software and Solutions Limited trading as Advanced Business Solutions part of Advanced Computer Software Group. Registered in England and Wales. No: 03214465 Registered Office: Munro House, Portsmouth Road, Cobham, Surrey K11 1TF, United Kingdom.*