Cloud School Parent App User Guide

September 2019

Accessing the App

o   Once the app is installed, you will need a username and password to log in

o   Your username and password can only be provided to you by your school

o   If you have an email containing your username, please follow the instructions to create your password

o   If you have forgotten your password, please follow the instructions to reset your password with your username

o   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

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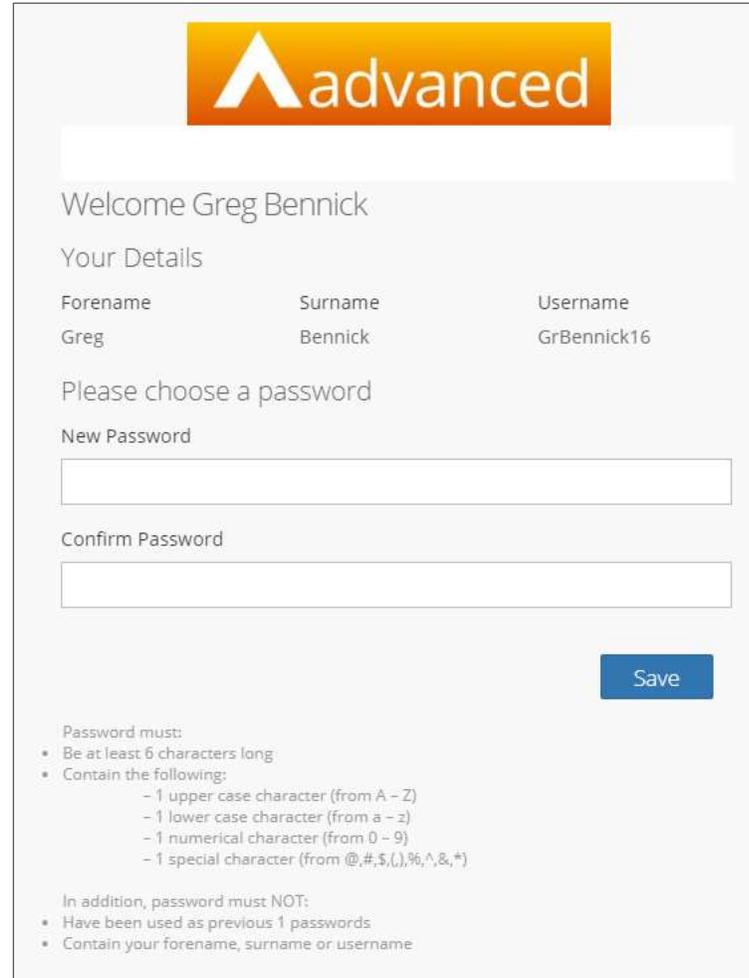
Enter a new password and enter it again to confirm it, then click **Save**

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

advanced

Welcome Greg Bennick

Your Details

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

Downloading the App
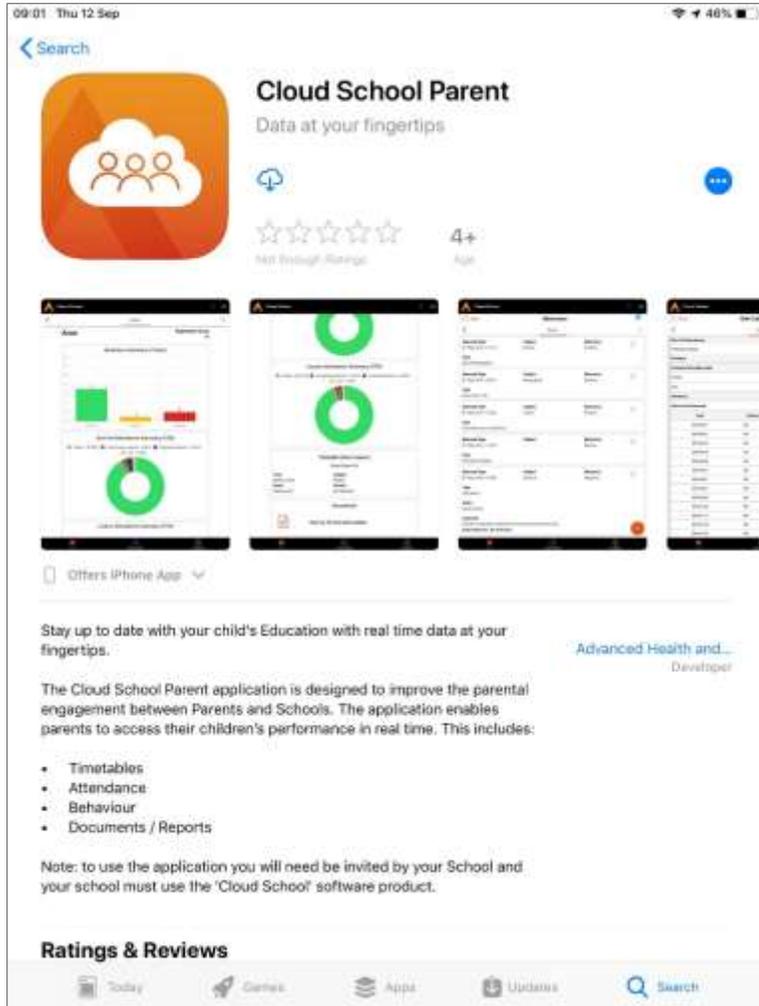
- o The app is available to download from the Play Store or the App Store

- o Search for 'Cloud School Parent'

- o Look for the orange logo or use the QR code (if one is provided)

- o Install the app – you can install on tablet devices and/or smart phones

- o The app is free of charge and has no in-app purchase options

Login

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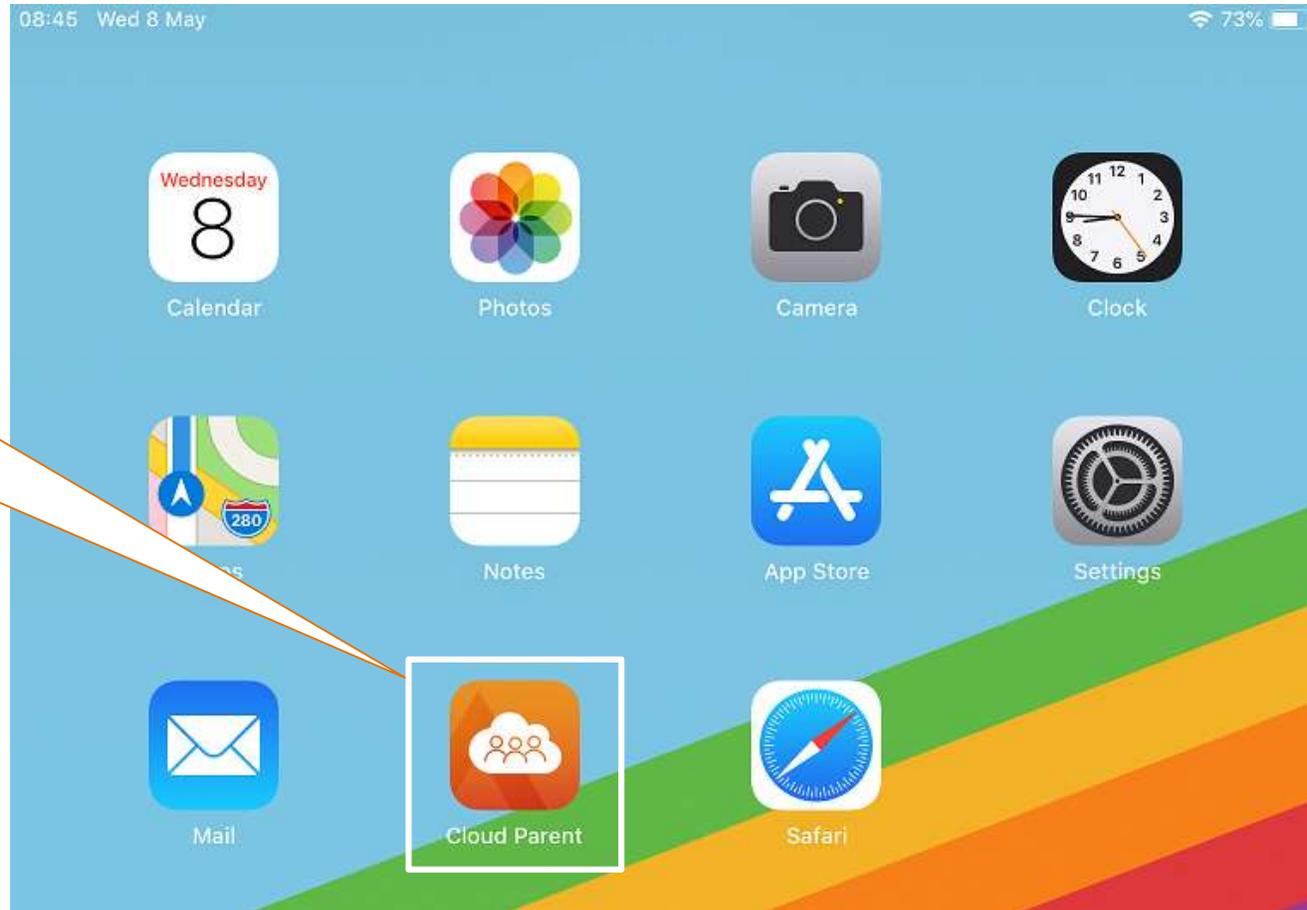
Login

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

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

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Login

Once you have initially logged in, the login screen can show your school logo and name on subsequent logins
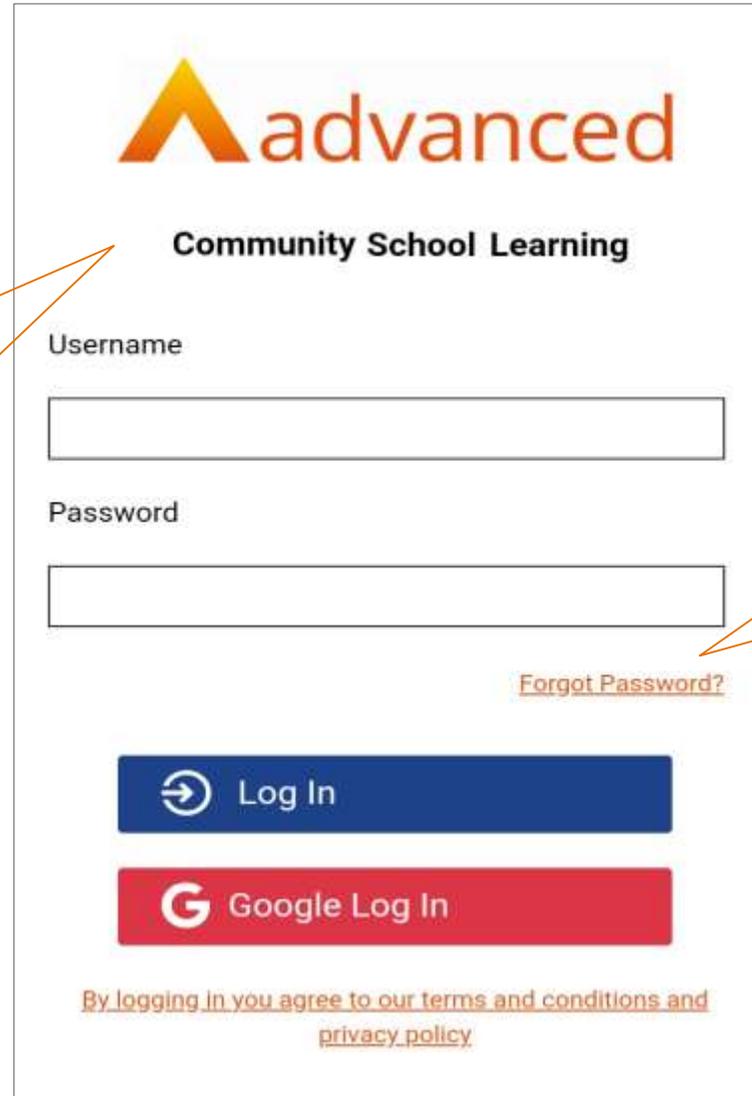
At any time you forget your password, click the **Forgot Password?** and follow the process to reset you password via the app

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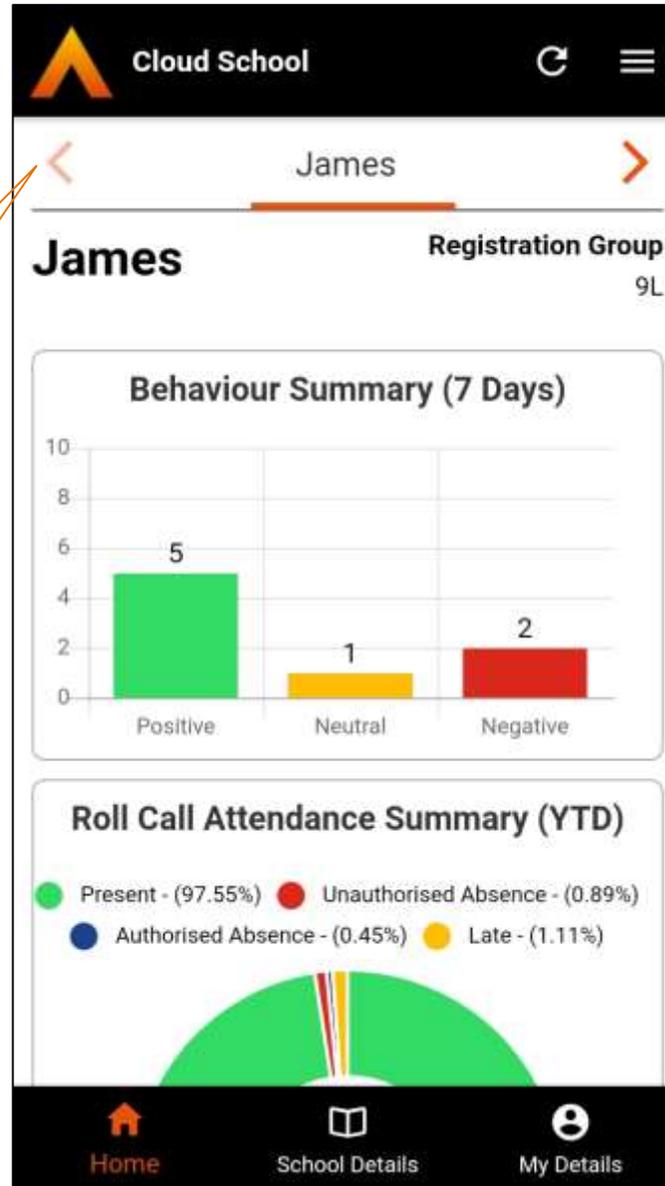
You can see the name of the child selected and that time and their registration group

Single Learner

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

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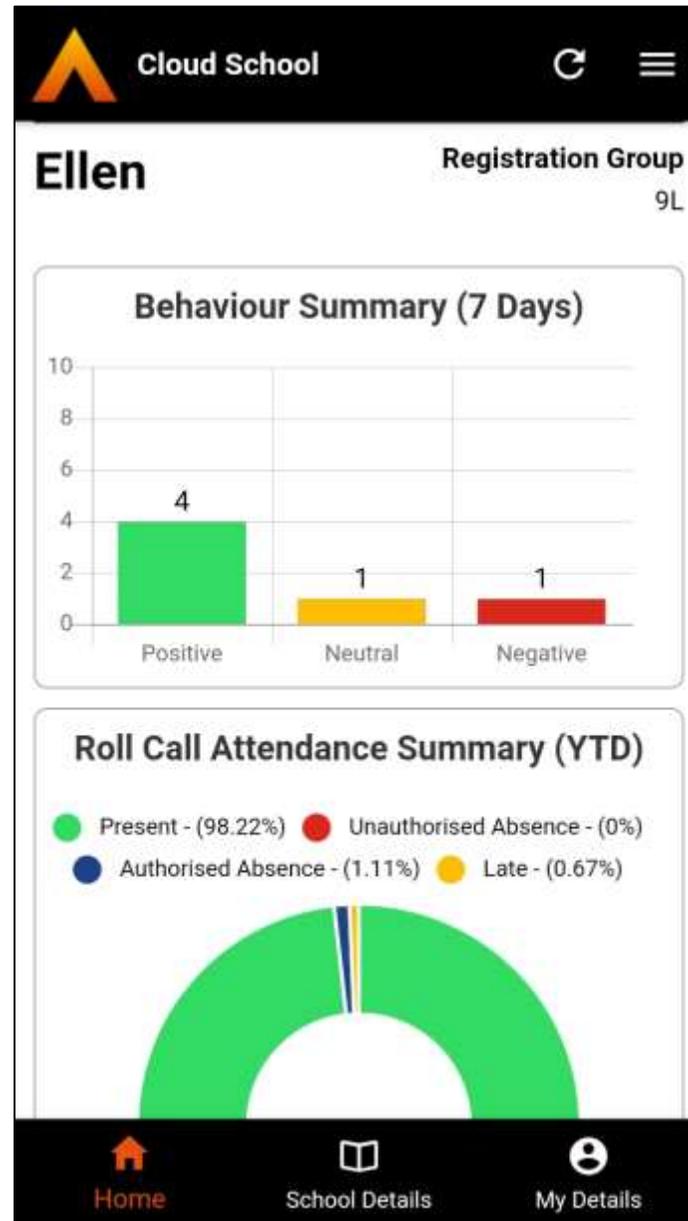
Summary Dashboard Data

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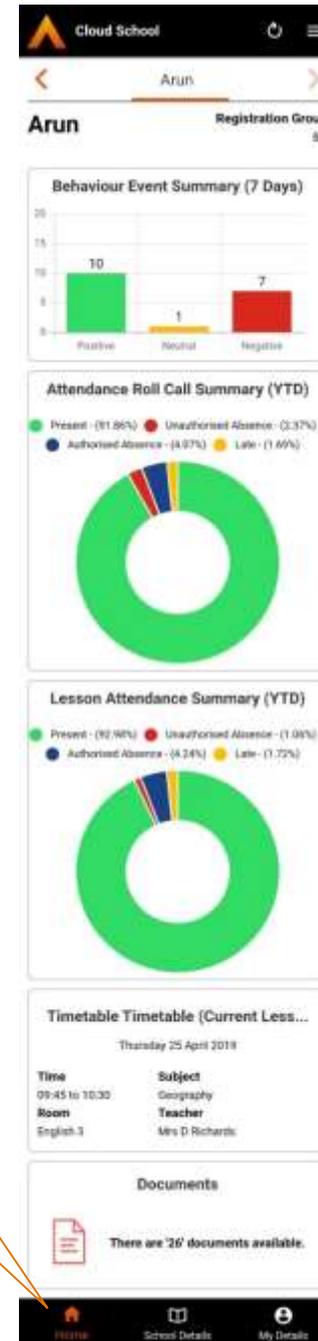
It's possible to click on each widget to show further detail

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Summary Dashboard: Behaviour

Behaviour Summary (7 Days)

	Positive	Neutral	Negative
Count	6	1	1
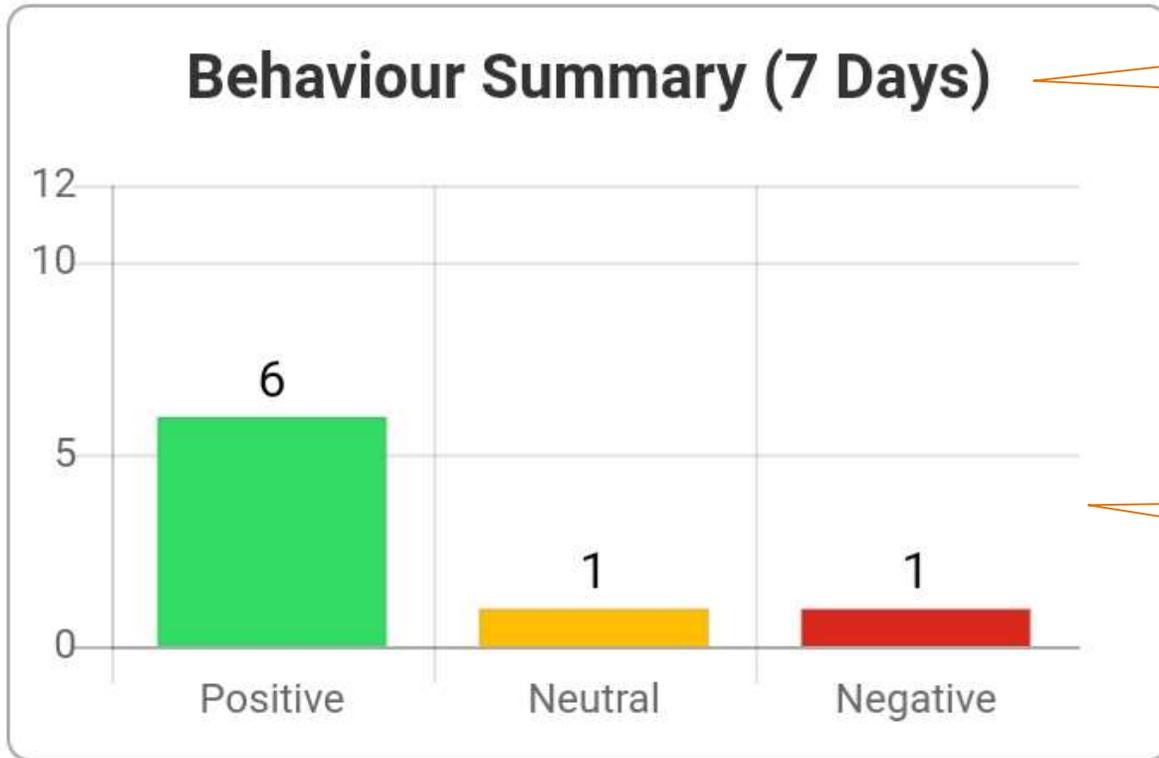
The Behaviour Summary widget totals behaviour types for 7 days

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

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Summary Dashboard: Roll Call Attendance

Attendance Roll Call Summary (YTD)

- Present - (91.86%)
- Unauthorised Absence - (2.37%)
- Authorised Absence - (4.07%)
- Late - (1.69%)
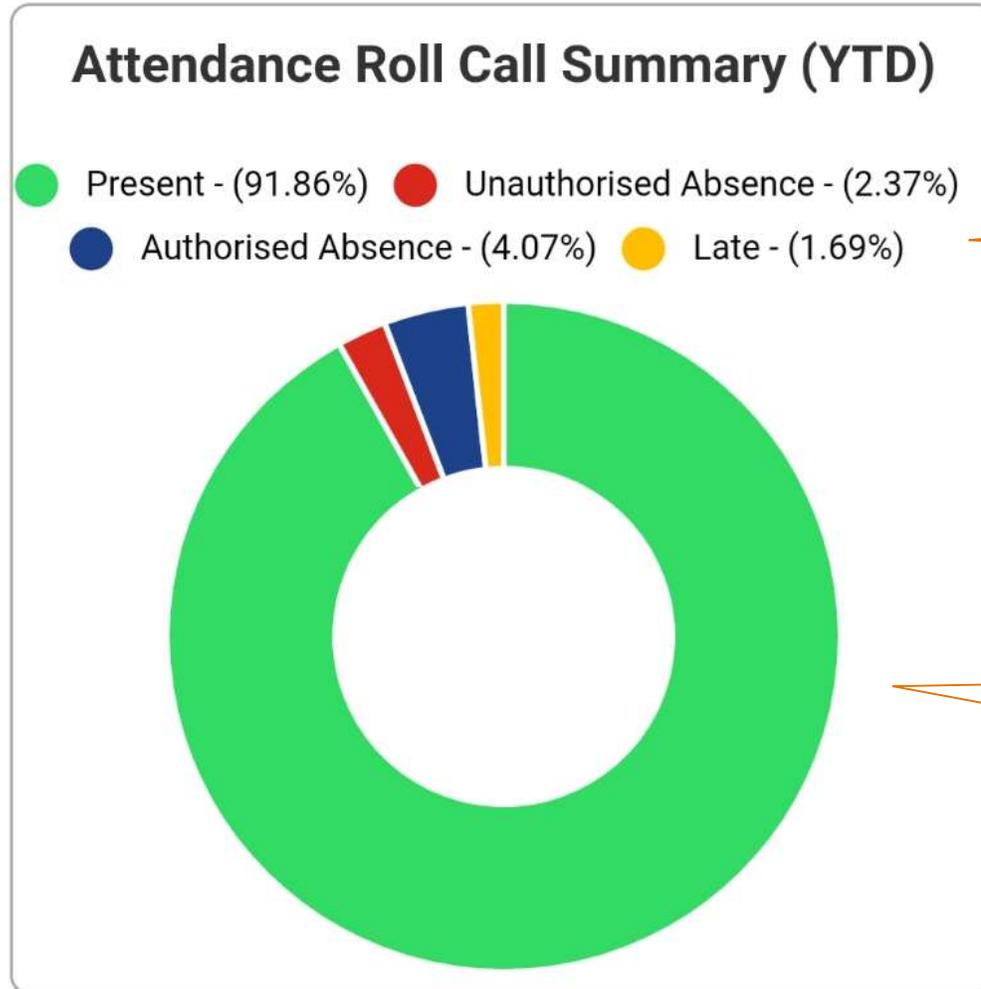
The Attendance Roll Call widget shows AM and PM attendance percentages for the year to date

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

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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

Documents

There are '26' documents available.
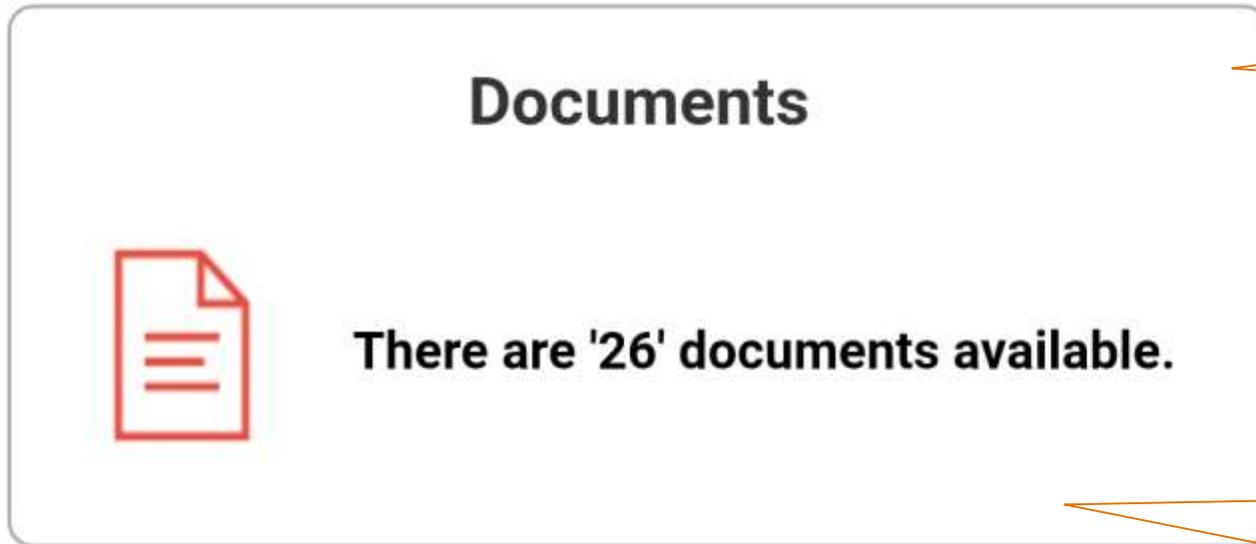
The Documents widget will alert you to any new documents which have been uploaded since the last update

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

Back   **Behaviour**   31

< Ellen >

Behaviour Summary (7 Days)

12
10

6
5
1   1
0
Positive   Neutral   Negative

Behaviour Details (7 Days)   ⌄

Behaviour Detention (7 Days)   ⌄

More Detail: Behaviour

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

Click the toggle to open or close the detail of each behaviour
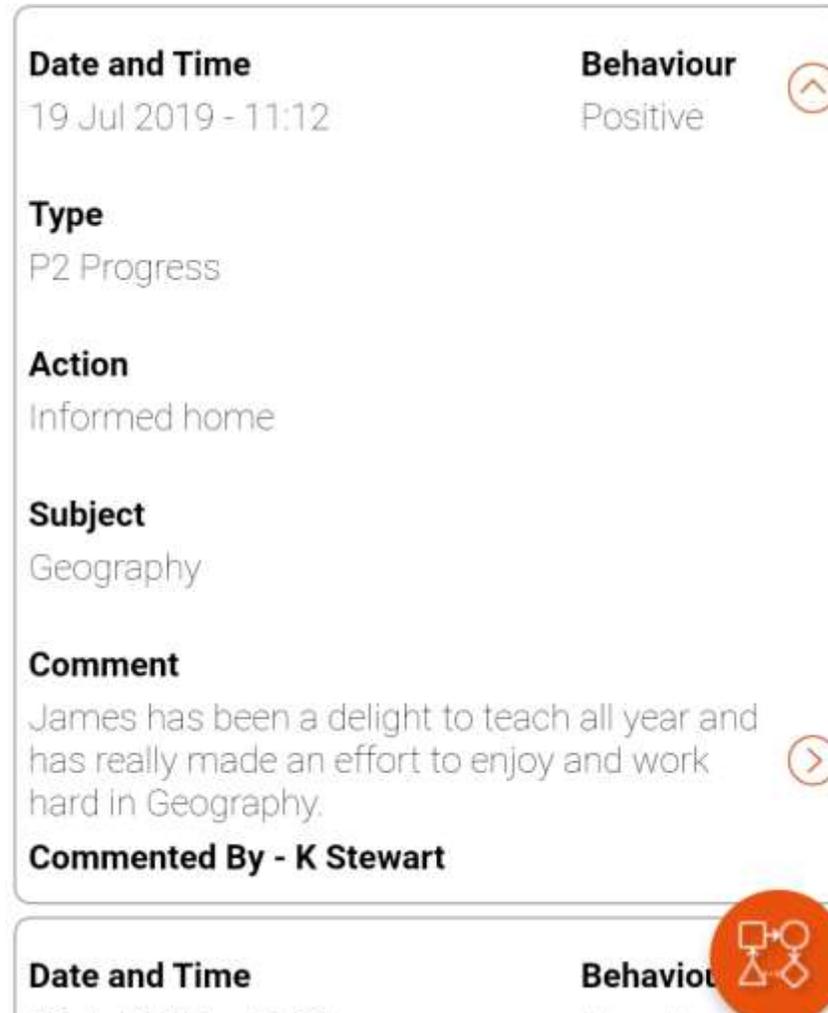
Date and Time
19 Jul 2019 - 11:12

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

Behaviou

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)

Date	Detention Type
15 Jul 2019	LDT

Time

16:00 - 16:30

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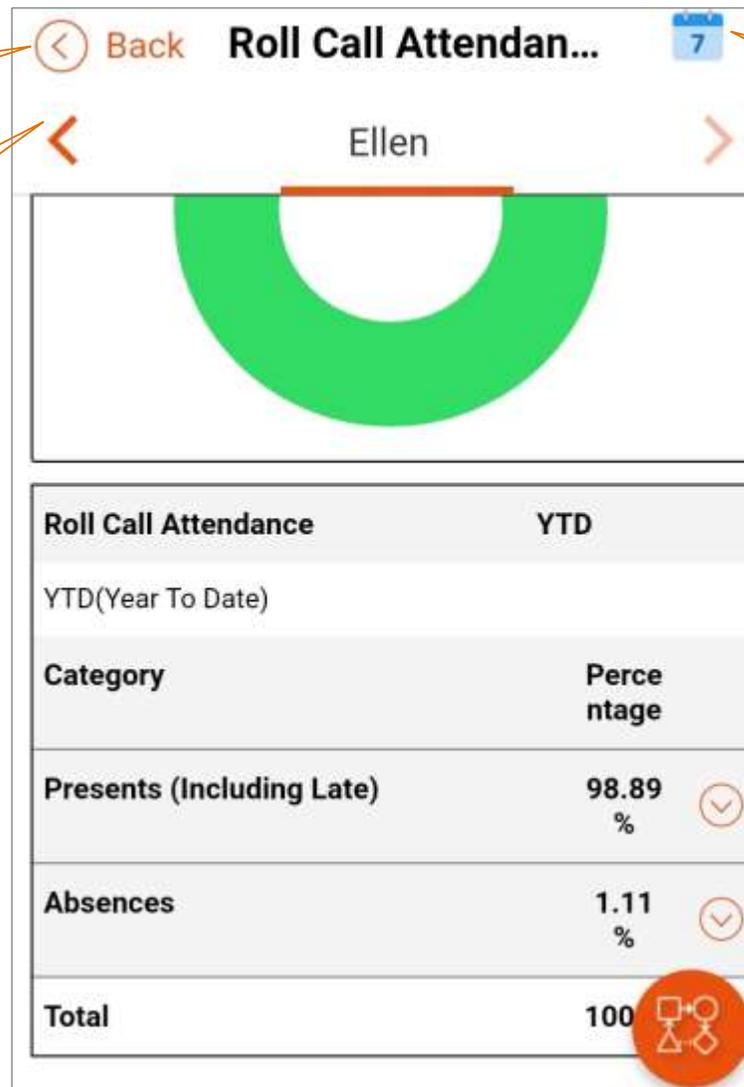
Click the calendar icon to change from YTD to 7 days of data

Click to expand detail of each category to view individual marks

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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 appointm

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

Click the arrows or swipe to switch between learners

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

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

More Detail: Timetable Week View (Tablet Device Only)

Click Previous or Next to scroll through weeks

Click **Close** to return to the day view

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

More Detail: Documents

Click **Back** to return to the dashboard

Click the arrows or swipe to switch between learners

Use the search to find a specific document

Use tags to filter documents by category

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

Click on a document to download and open it

More Detail: Navigation
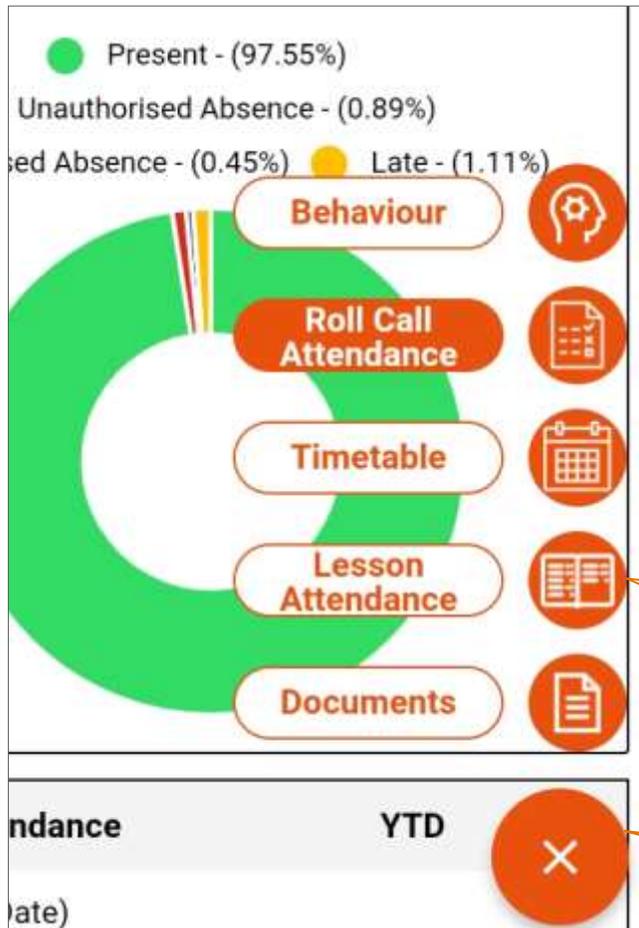
In any screen you can open the navigation button to switch between modules

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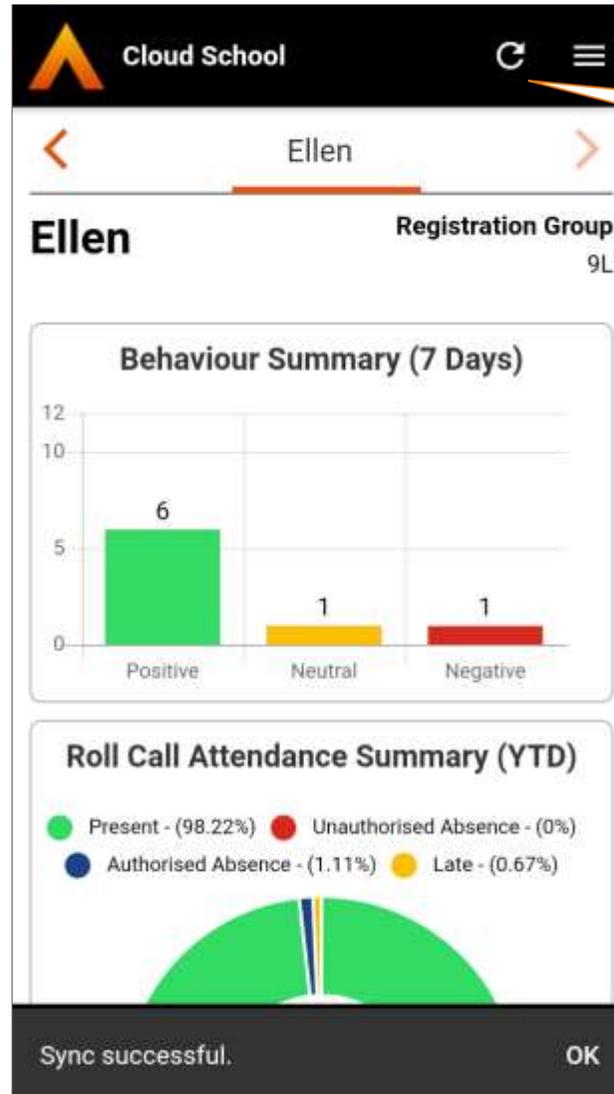
To refresh data, click the sync icon in the navigation bar or and release again vertically pull down from the main screen

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

School Details

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

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

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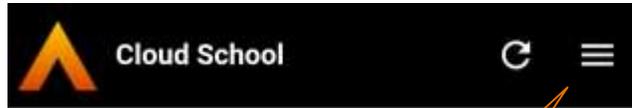
Menu

Select the menu from the three bar icon on the right
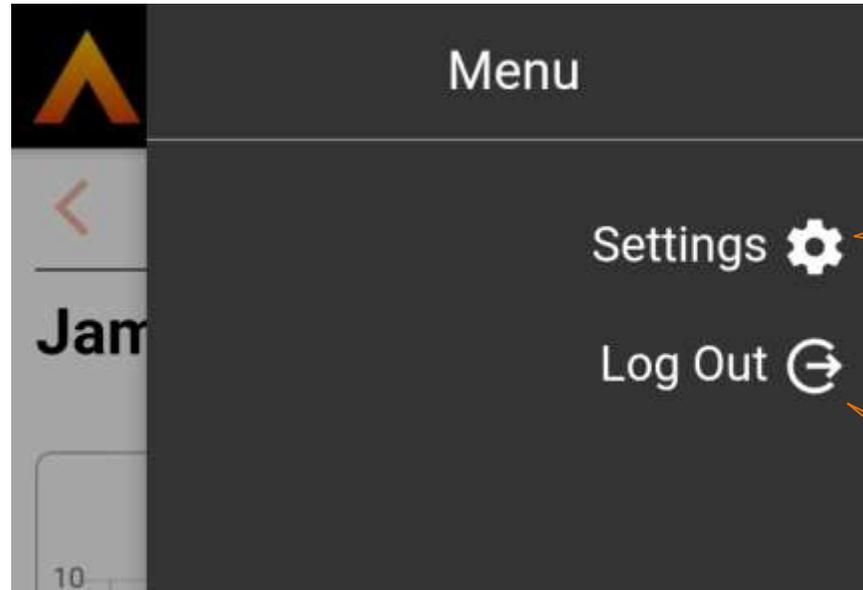
Click Settings to open and choose your time out settings

Choose Log Out to log out

Menu: Settings

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
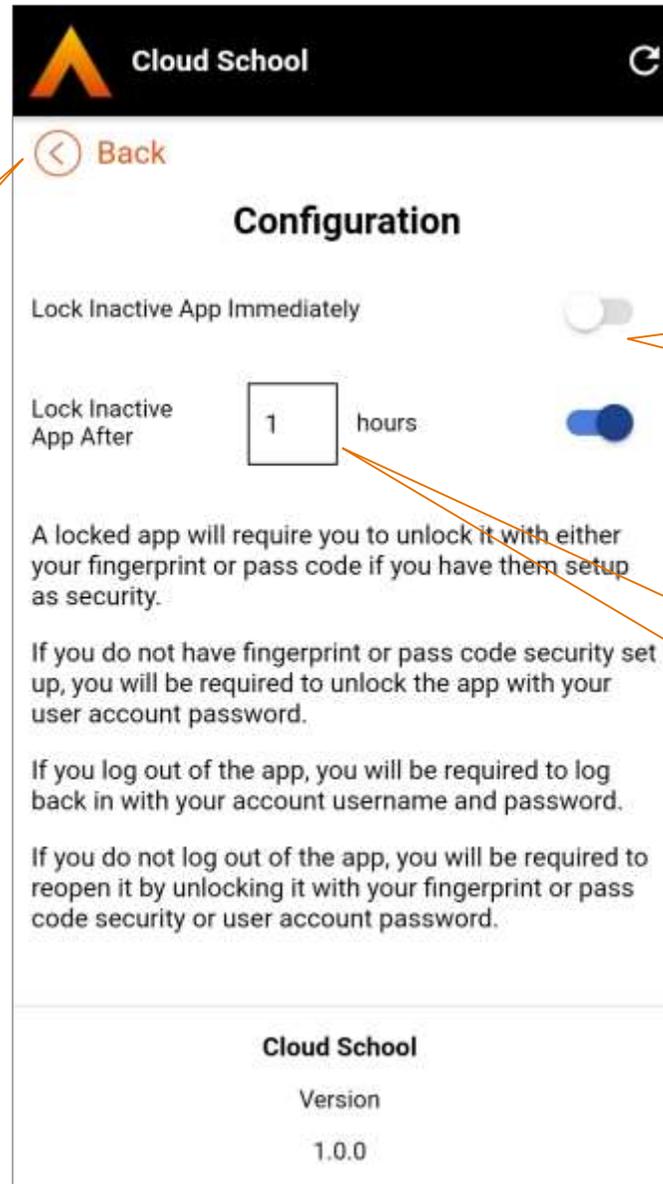
Select back to return to the previous screen

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

Lock

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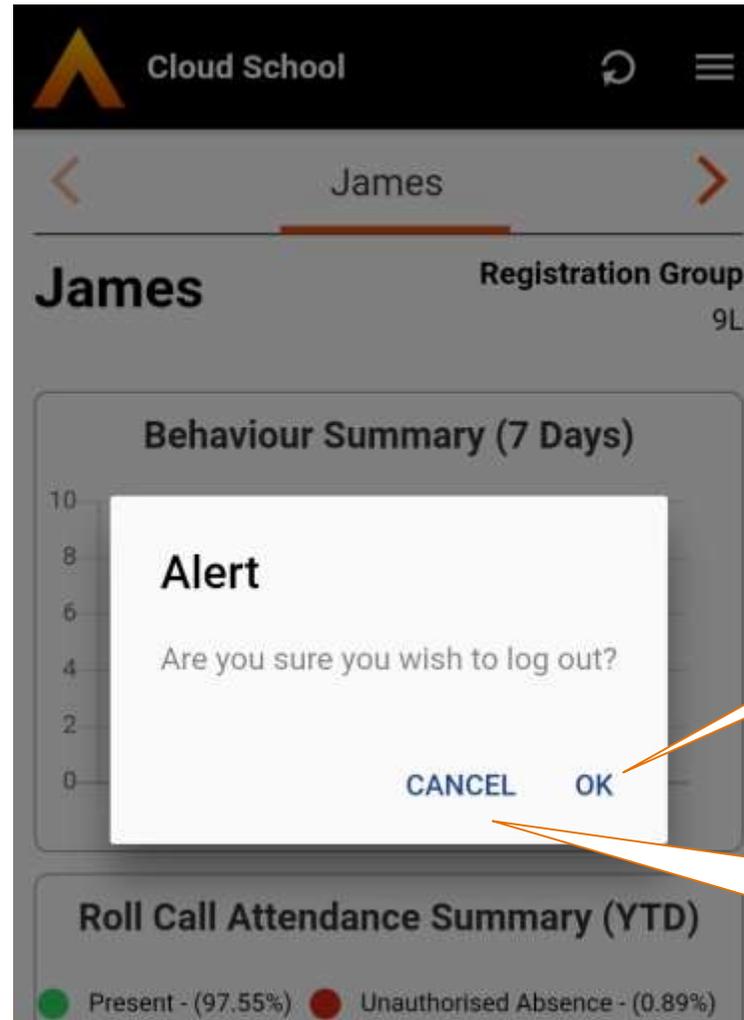
Choose **OK** to log out of the app

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

Cloud School

James

James

Registration Group
9L

Behaviour Summary (7 Days)

10
8
6
4
2
0

Alert

Are you sure you wish to log out?

CANCEL   OK

Roll Call Attendance Summary (YTD)

Present - (97.55%)   Unauthorised Absence - (0.89%)

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

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