

Cloud School Parent App Guide

Downloading the app

In your phone's app store search for 'Cloud School Parent' and download the below app.



Login & Forgotten Password

Once the app is opened the user will be able to login with your usual Progresso username and password.



If you have forgotten your password click on the 'Forgotten Password' link and following the instructions to enter your username, and click 'Submit'. This will email you a link with a secure code.



You will be taken to a screen which asks for a secure code – the secure code is the token code in the email that has been sent to you. Enter your secure code and new password followed by 'Submit'.

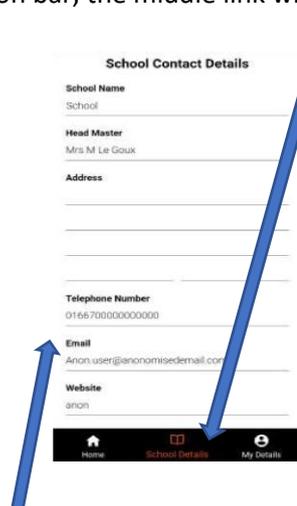


Home Screen



School Details

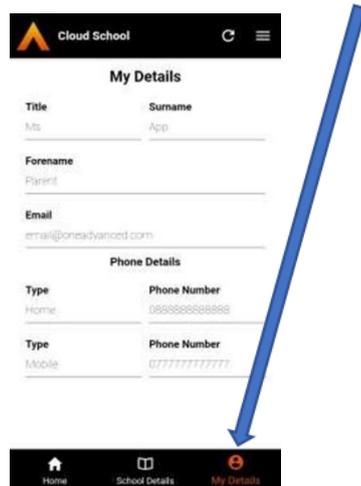
From the bottom selection bar, the middle link will allow you to bring up the school details.



You can tap on the phone number, or email to directly contact the school from the app.

My details

From the bottom selection bar, you can select the 'My Details' link.



On this screen you can view your details to check if accurate. This is a read only page and you will not be able to update your details via the app.

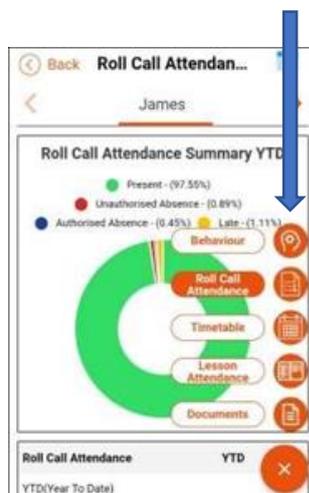
Multiple Learners

If you have more than 1 daughter at the school there will be 2 arrows at the top of the homepage allowing you to switch between them.



Learner Home page

From the learner homepage there will be a number of options down the right-hand side for 'Behaviour', 'Roll Call Attendance', 'Timetable', 'Lesson Attendance' & 'Documents'.



Behaviour

The behaviour button will take you to the below screen showing all comments that have been put onto Progresso for 'Positive', 'Neutral' or 'Negative' behaviour. This will be displayed in a bar chart, and will default to the last 7 days. If you select the calendar icon  you can change the dates ranges you wish to view between 7 and 31 days.



When you select one of the bars on the chart it will take you to a screen showing the comments made with the earliest comment being displayed first.

Date and Time
19 Jul 2019 - 11:12

Behaviour
Positive

Type
P2 Progress

Action
Informed home

Subject
Geography

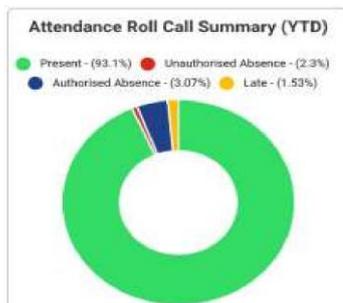
Comment
James has been a delight to teach all year and has really made an effort to enjoy and work hard in Geography.

Commented By - K Stewart

Attendance

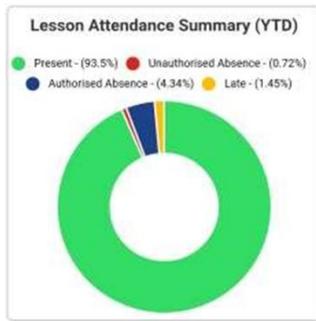
Both the attendance links (Roll call and Lesson) will show you the percentages of 'Present', 'Absent' or 'Late'. This will be displayed in a pie chart, and will default to the last 7 days. If you select the calendar icon  you can change the dates ranges you wish to view between 7 and 31 days.

From the 'Roll Call Attendance' link you will find the 2 screens below showing registration punctuality and absences, along with any comments that have been added to explain the late or absence.



Roll Call Attendance		7 Days
17 Jul to 23 Jul		
Category	Percentage	
Present (Including Late)	60%	
Present	60%	
Late	0%	
Absences	40%	
Authorised Absences	40%	
Date	Session	Reason
2019-07-23	AM	Family holiday - agreed
2019-07-23	PM	Family holiday - agreed

From the 'Lesson Attendance' link you will find the 2 screens below showing lesson punctuality and absences, along with any comments that have been added to explain the late or absence.



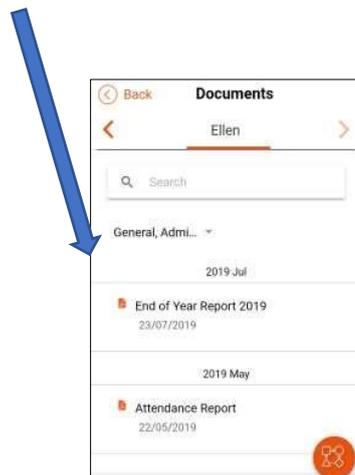
Lesson Attendance	YTD
03 September 2018 - 17 July 2019	
Category	Percentage
Presents (Including Late)	98.48 %
Present	97.88 %
Late	0.61 %
Absences	1.52 %
Authorised Absences	1.11 %

Documents

After selecting the documents button, a screen will appear showing how many documents are available to view.



Selecting the documents link from the documents available page you will be able to view the documents listed in date order.



Timetable

The timetable link defaults to show the current lesson the learner should be attending. If there's no current lesson – e.g. if it's break or lunch time, the next lesson will be displayed.

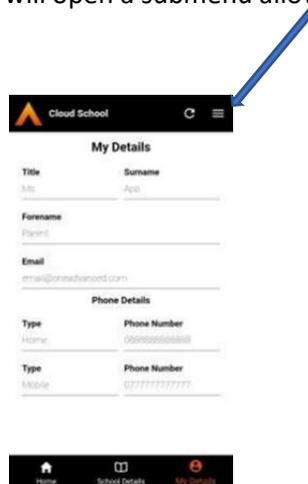
Timetable (Current Lesson)	
Tuesday 23 July 2019	
Time	Subject
11:00 to 12:00	English
Room	Teacher
W08	Mrs J Finch

Tapping the timetable link will take you to the further details screens for a full day or week timetable.

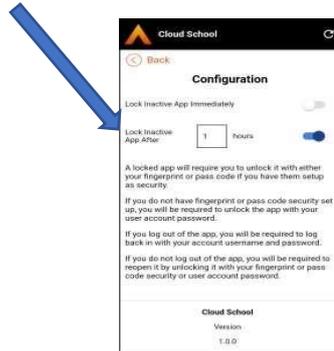
< 23 >		
Tuesday July 2019		
Choose Date		Go To Today
08:45 to 09:45	Subject Science Teacher Mr J Lowe	Room S06 Group 9/Sc2
09:45 to 10:45	Subject Spanish Teacher Miss K Sweeney	Room W09 Group 9W/Sp1
11:00 to 12:00	Subject English Teacher Mrs J Finch	Room W08 Group 9W/En2

Menu, Settings & Logout

From the home screen you will be able to access the Menu & settings by selecting the 3 lines in the top right side of the screen. This will open a submenu allowing access to the 'Settings' or 'Logout'.



In the 'Settings' screen you can adjust the length of time for the app lock after inactivity.



Unlock Screen

The app can be unlocked from an active session or from an expired session.

If the user has a PIN or Fingerprint security setup on their phone, they can unlock using those. If these have not been setup then re-entering the username and password will be required.

The user also has the option to fully log out of the app.