

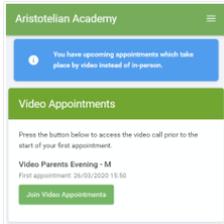
## 'How to attend appointments'

In order to make a video call you need to have as a minimum:

- A device with a microphone and speaker, including smart phones.
- A compatible web browser:
  - iPhone/iPad: Safari
  - Android: Chrome and Firefox
  - Windows: Chrome, Firefox or Microsoft Edge
  - Mac: Safari, Chrome or Firefox
  - Linux: Chrome or Firefox

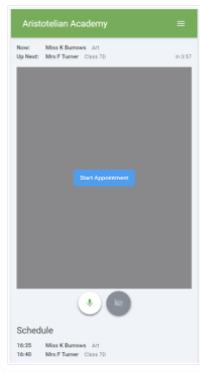
It is also recommended that:

- Using a headset (or earphones with a microphone) to reduce echo.



### Step 1: Log in and go to the evening

On the day of the video appointment, login to Parents Evening at the usual web address, or click the link at the bottom of the email confirmation that you received. Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment



### Step 2: The video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment.
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.

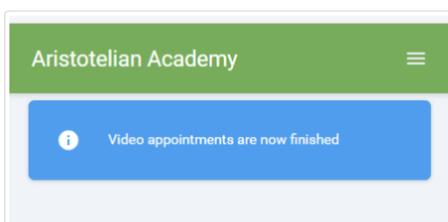


### Step 3: Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.



### Step 4: Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it. If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment. Once your final appointment for the evening is complete you will see a message advising you of this.

**Step 1: Login**

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. Enter your unique login code and form group found in the letter.

**Step 2: Select Parents' Evening**

Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.

**Step 3: Select Booking Mode**

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile phone.

**Step 4: Choose Teacher**

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teacher you'd like to book appointments with. **Please note you are meeting only with your child's form tutor.**

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monaghan	Andrew	French L4

**Step 5a (Automatic): Book Appointments**

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

**Step 5b (Manual): Book Appointments**

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English E6
16:30	Mr J Brown	Andrew	English E6
16:50	Mr J Brown	Ben	English E6
16:50	Mr J Brown	Andrew	English E6
17:00	Mrs D Mumford	Ben	Mathematics M2
17:00	Mrs D Mumford	Andrew	Mathematics M2

**Step 6: Finished**

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

	Mr J Brown SENCO (AZ) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (LT) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

### Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Page 11: My Bookings				
Thursday, 15th April				
The current booking is for 16:40 on 15th April. Please click the check icon to the right of the row to edit the booking and follow the steps for the details of how to change a booking. Booking is available for 10 minutes before and after.				
Time	Teacher	Subject	Room	
16:30	Mr J Brown	Sen	SENCO	✓
16:40	Mr J Wheeler	Sen	English	✗
16:50	Mr J Wheeler	English	Sen	
16:55	Mrs A Wheeler	Sen	English	✗
16:55	Miss B Patel	English	SENCO	✗
16:55	Miss B Patel	English	SENCO	✗

### Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.