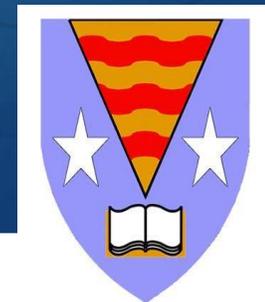




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# Virtual Parents' Evening User Guide 2021



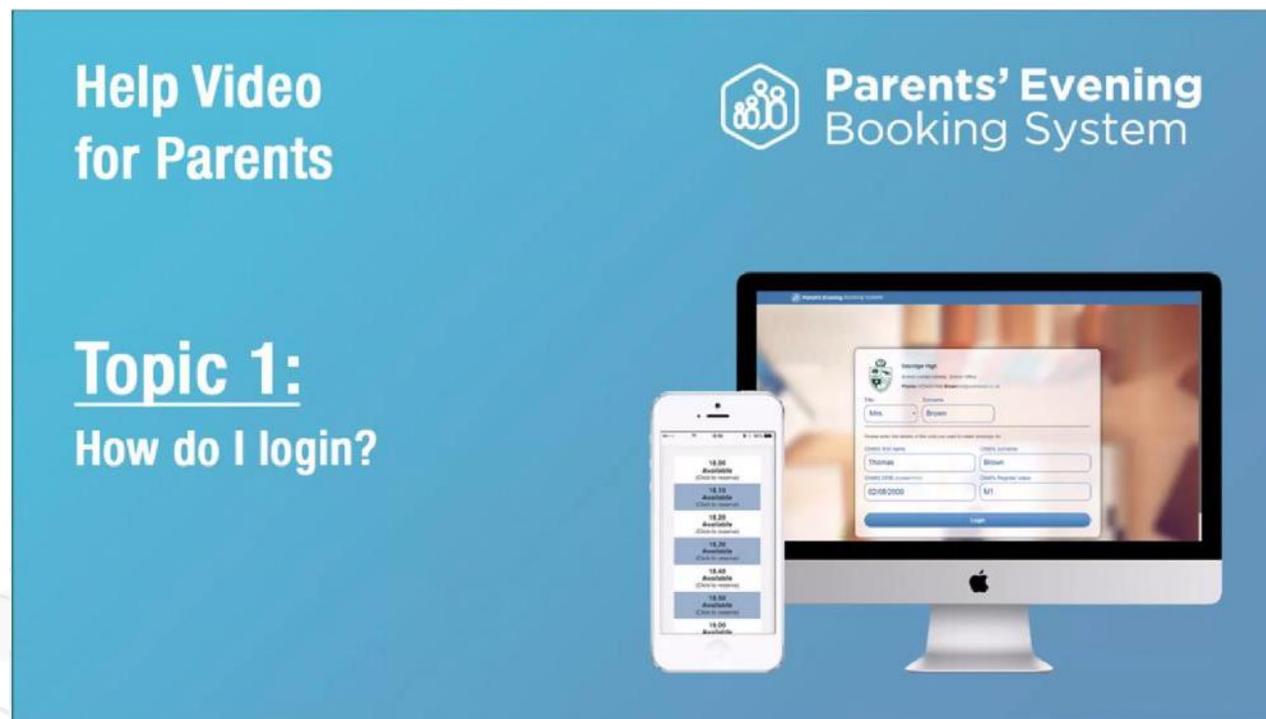
# Guide for Parents

This guide includes a step by step instruction to make bookings and attend bookings on the Parents Evening booking system.

The system is the same system we have used previously but it will now have a video chat.

You will be able to meet with the teachers for 5 minutes. This time will count down for you. In the right hand corner.

How to login:



**Help Video  
for Parents**

**Parents' Evening  
Booking System**

**Topic 1:  
How do I login?**

The video thumbnail shows a login interface on a computer monitor and a smartphone. The computer screen displays a login form with fields for 'Name' (with a dropdown menu), 'Surname', 'Email', and 'Password'. A 'Login' button is visible at the bottom of the form. The smartphone screen shows a list of events with times and dates.

How to book:

## Help Video for Parents



Parents' Evening  
Booking System

### Topic 2: How do I make an appointment?



How to cancel/rearrange appointments:

## Help Video for Parents



Parents' Evening  
Booking System

### Topic 3:

How do I cancel or  
re-arrange an  
appointment?



How to make additional appointments for another pupil:

## Help Video for Parents



Parents' Evening  
Booking System

### Topic 4:

How do I make  
appointments for  
another of my  
children?



How to print appointments:

## Help Video for Parents



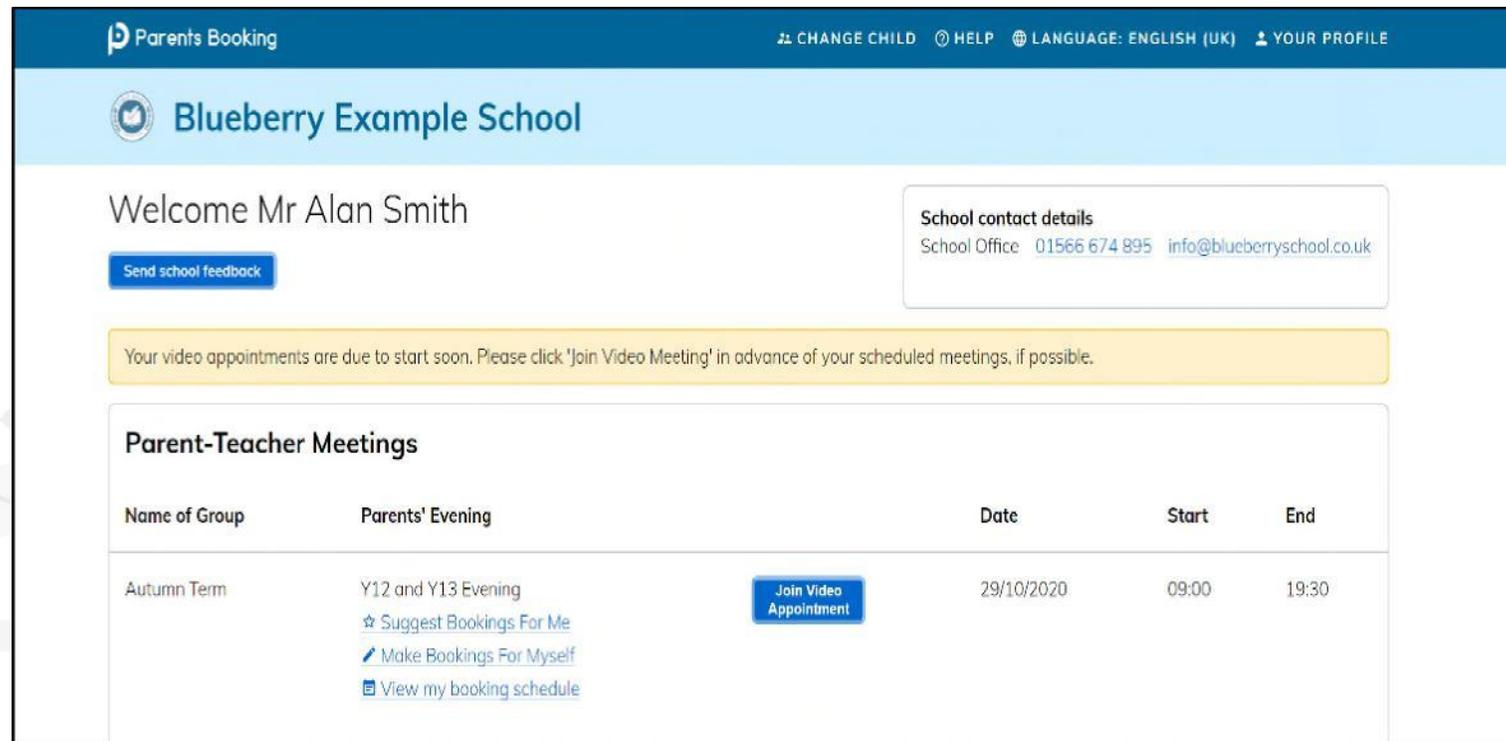
Parents' Evening  
Booking System

### Topic 5:

How do I e-mail  
or print my  
appointments?



On the day of the parents' evening, login to Parents Booking just like before. This time there will be a "join Video Meetings" button **if you are within 15mins of your first appointment**, which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.



The screenshot shows the 'Parents Booking' interface for 'Blueberry Example School'. The user is logged in as 'Mr Alan Smith'. A yellow notification bar states: 'Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.' Below this is a table of 'Parent-Teacher Meetings'.

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	Y12 and Y13 Evening <a href="#">★ Suggest Bookings For Me</a> <a href="#">✎ Make Bookings For Myself</a> <a href="#">📅 View my booking schedule</a>	29/10/2020	09:00	19:30

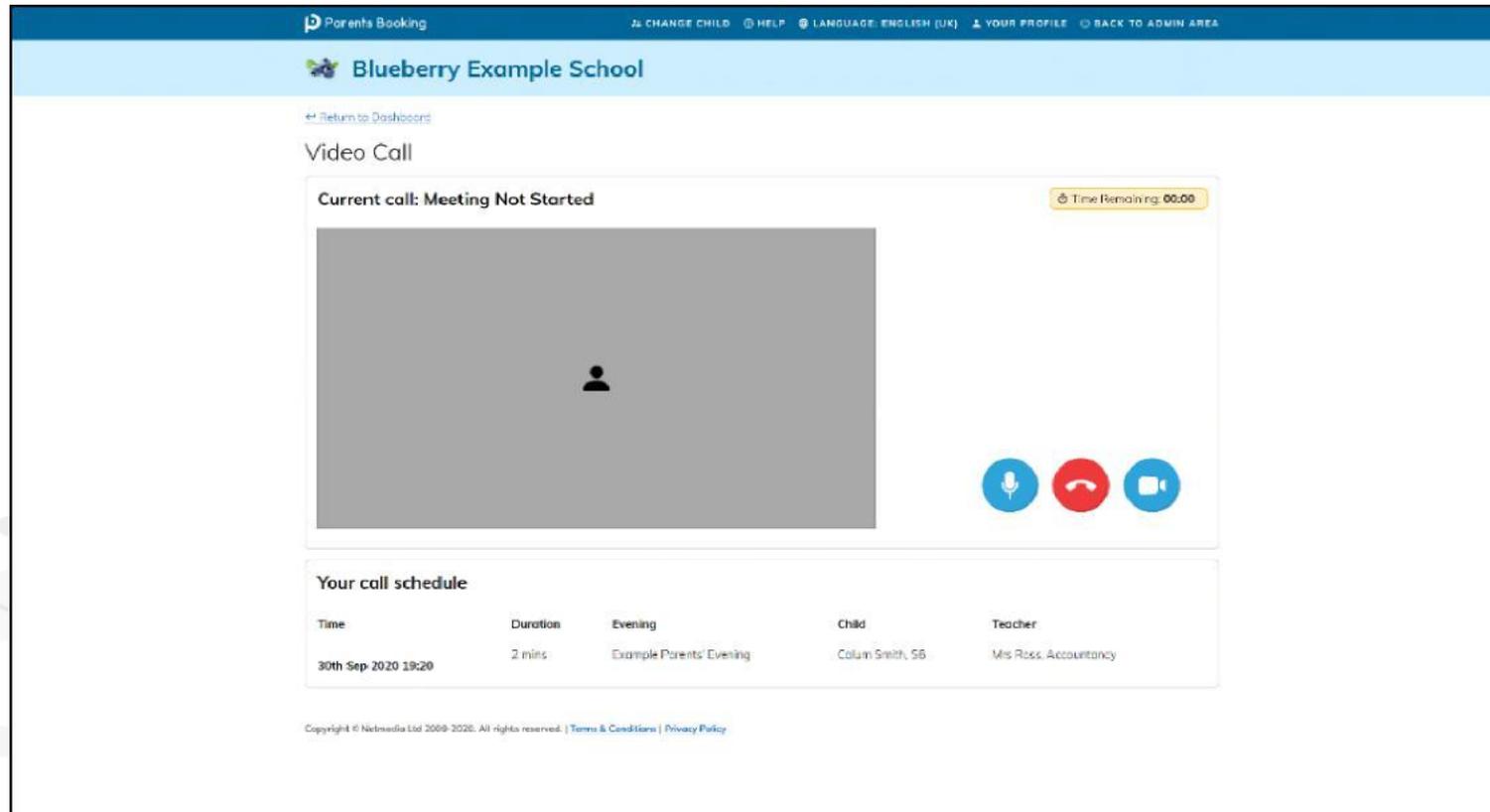
A blue 'Join Video Appointment' button is positioned between the 'Parents' Evening' and 'Date' columns for the first meeting.

**Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility:**

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be iOS 11+): Safari**
- **Android phone/tablet: Chrome or Firefox**
- **Linux computer: Chrome or Firefox**
- **Microsoft Surface: Chrome or Firefox**
- **Mac computer: Safari (version 11+), Chrome or Firefox**
- **Windows computer: Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)**

When you click “Join Video Meetings”, you will be shown a “Meeting Not Started Yet” message, until the instant your appointment is due to begin.

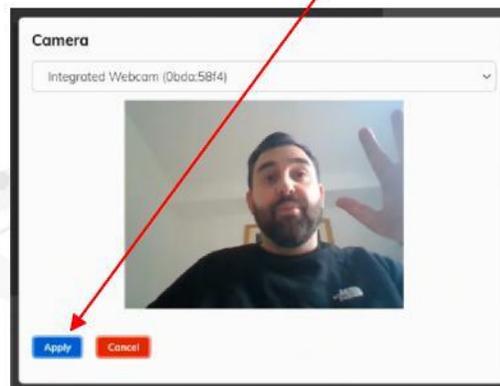
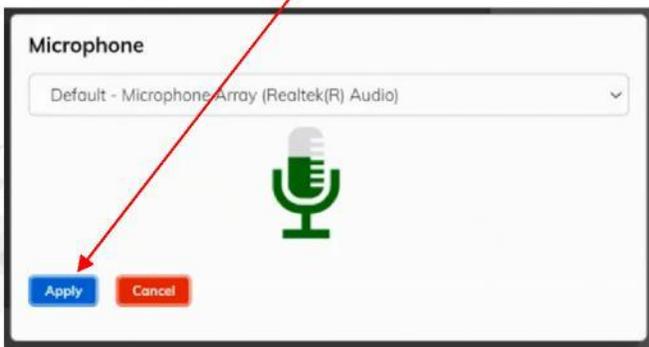
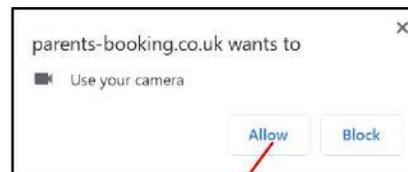


The screenshot displays the 'Parents Booking' interface for 'Blueberry Example School'. The main content area shows a 'Video Call' section with the status 'Current call: Meeting Not Started' and a 'Time Remaining: 00:00' indicator. Below this is a video player area with a person icon, and three control buttons: a microphone, a red hang-up button, and a video camera. Underneath is a 'Your call schedule' table.

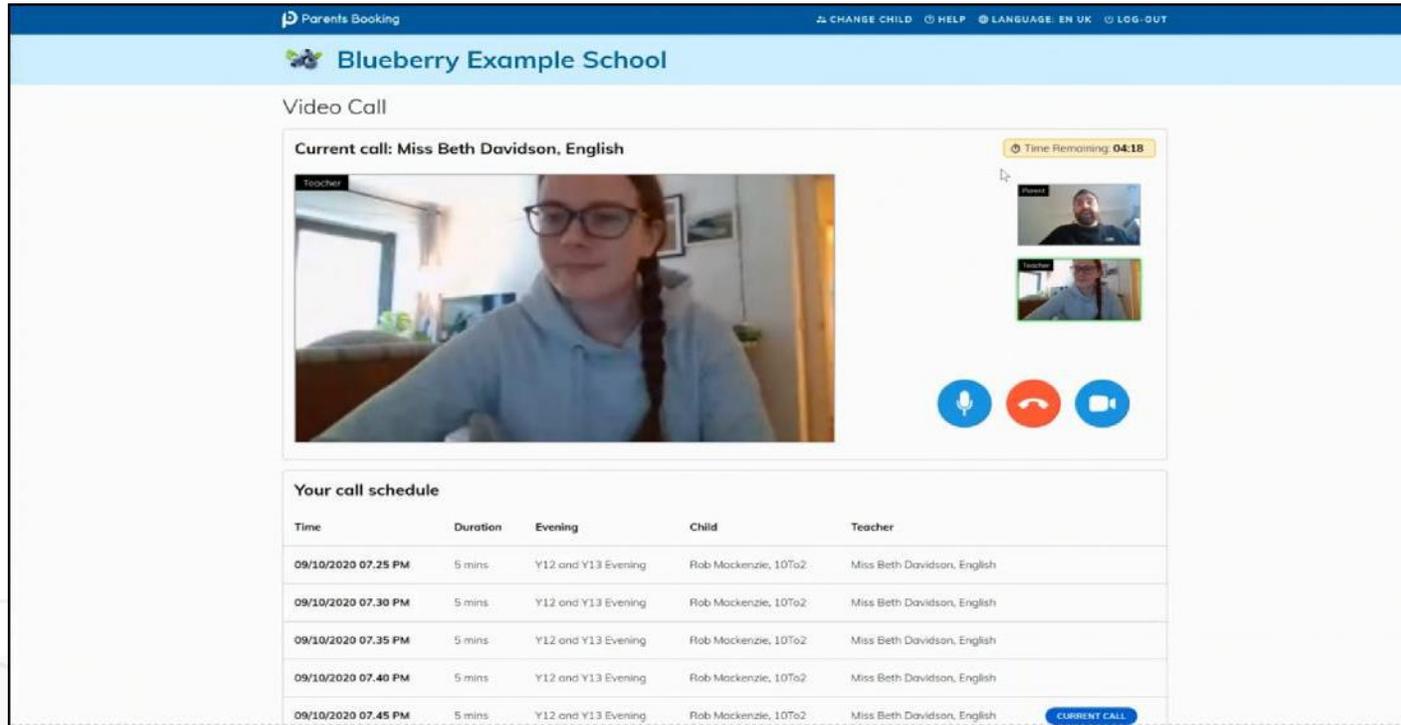
Time	Duration	Evening	Child	Teacher
30th Sep 2020 19:20	2 mins	Example Parents' Evening	Colin Smith, 56	Mrs Ross, Accountancy

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When the time of your first appointment starts, and provided the teacher is also ready for the meeting, your meeting will start. Before you can talk, you will need to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, and then shown a 'pop-up' that asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these. *Your browser should remember these settings, however Safari on iPad/iPhone does not seem to, and if you need to clear these choices and start again, clear your browser's cookies*



Once you have provided permission to the microphone and webcam, your video meeting will start.



The screenshot shows the 'Parents Booking' interface for 'Blueberry Example School'. At the top, there are navigation links: 'CHANGE CHILD', 'HELP', 'LANGUAGE: EN UK', and 'LOG-OUT'. The main heading is 'Video Call'. Below this, it says 'Current call: Miss Beth Davidson, English' and shows a 'Time Remaining: 04:18'. The video call area displays a large window for the 'Teacher' (Miss Beth Davidson) and two smaller windows for 'Parent' participants. Below the video windows are icons for microphone, mute, and video. At the bottom, there is a 'Your call schedule' table with columns for Time, Duration, Evening, Child, and Teacher. The current call is highlighted with a blue 'CURRENT CALL' button.

Time	Duration	Evening	Child	Teacher
09/10/2020 07.25 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.30 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.35 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.40 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.45 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English

Appointments follow on automatically. Your schedule is shown at the bottom of the page. Once one appointment has finished the next will start instantly, and you do not need to change web page.

## Troubleshooting:

### **“The user did not give permission to access your media**

This often means the internet browser is blocking access to the webcam. Look at your internet browser’s web address bar and check if the video symbol is ‘blocked’. If it is, unblock and refresh the web page.

Any queries please contact the school office on (01764) 657600