Education & Children's Services

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PERTH & KINROSS COUNCIL

Virtual Parents' Evening User Guide 2021

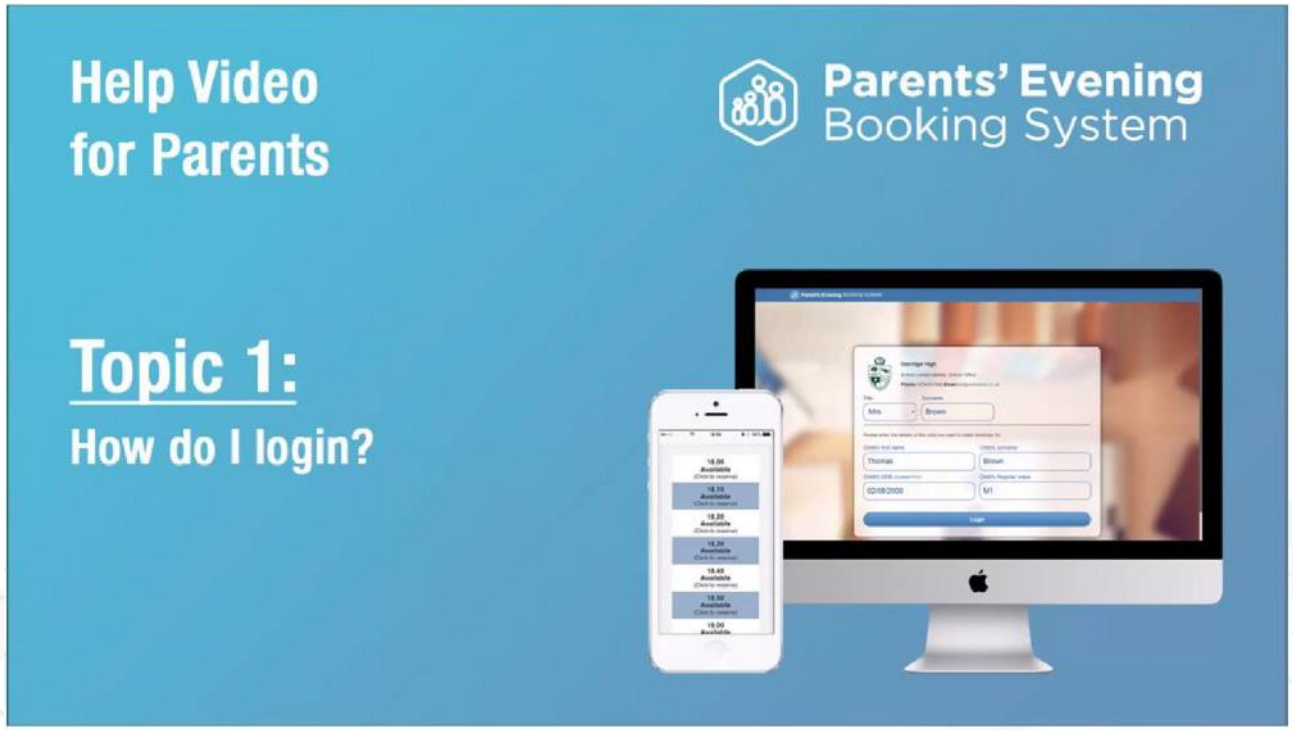
Guide for Parents

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

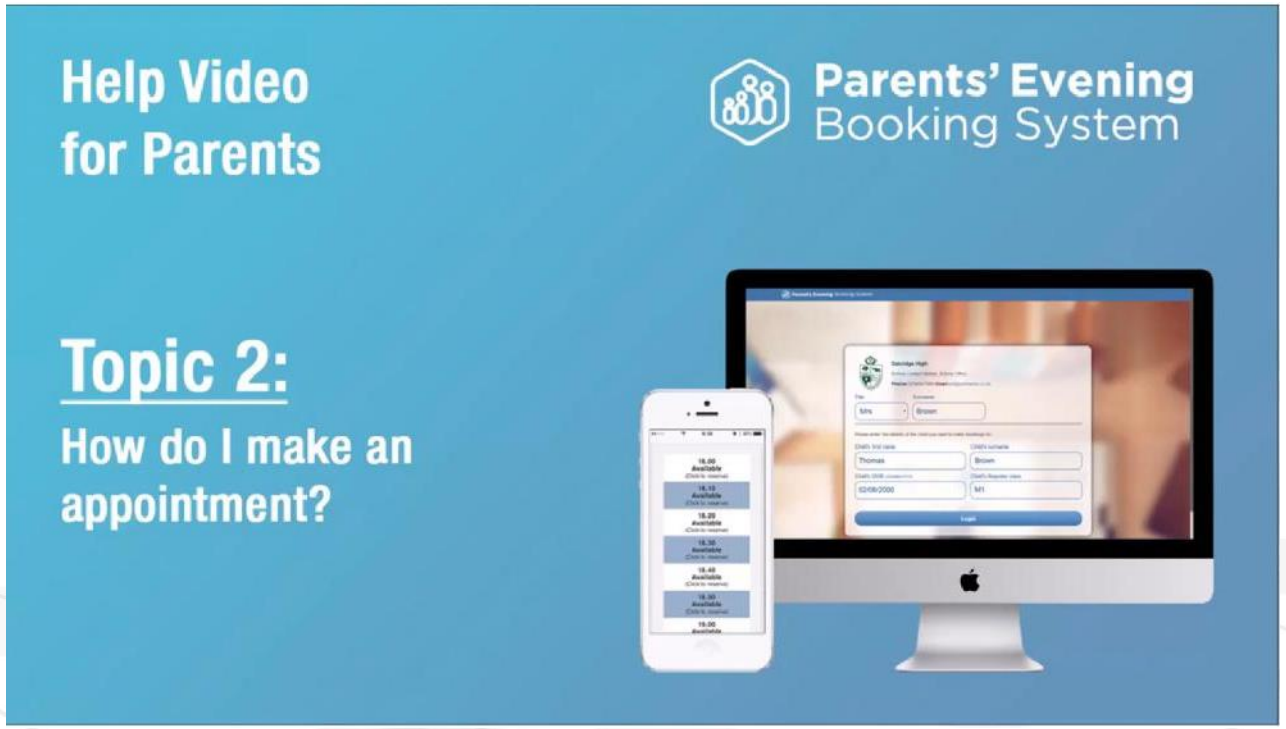
The system is the same system we have used previously but it will now have a video chat.

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

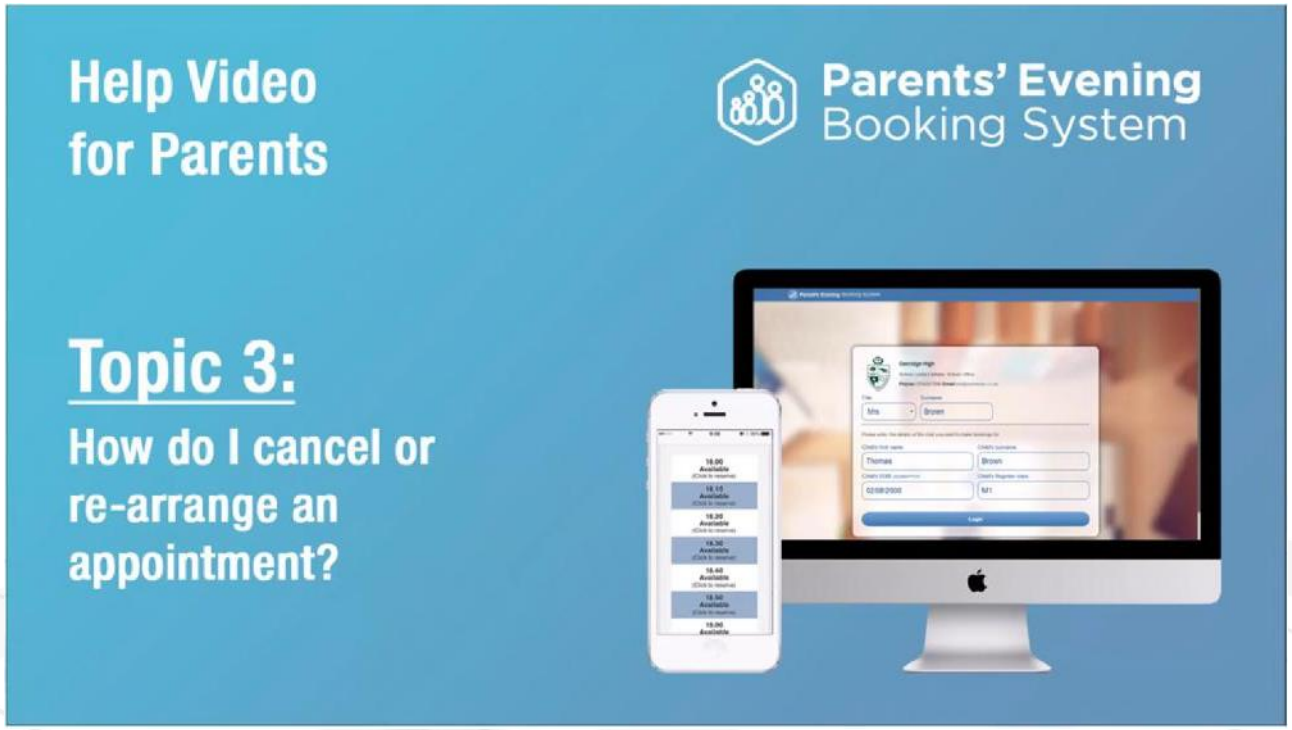
How to login:


Help Video
for Parents
Parents' Evening
Booking System
Topic 1:
How do I login?

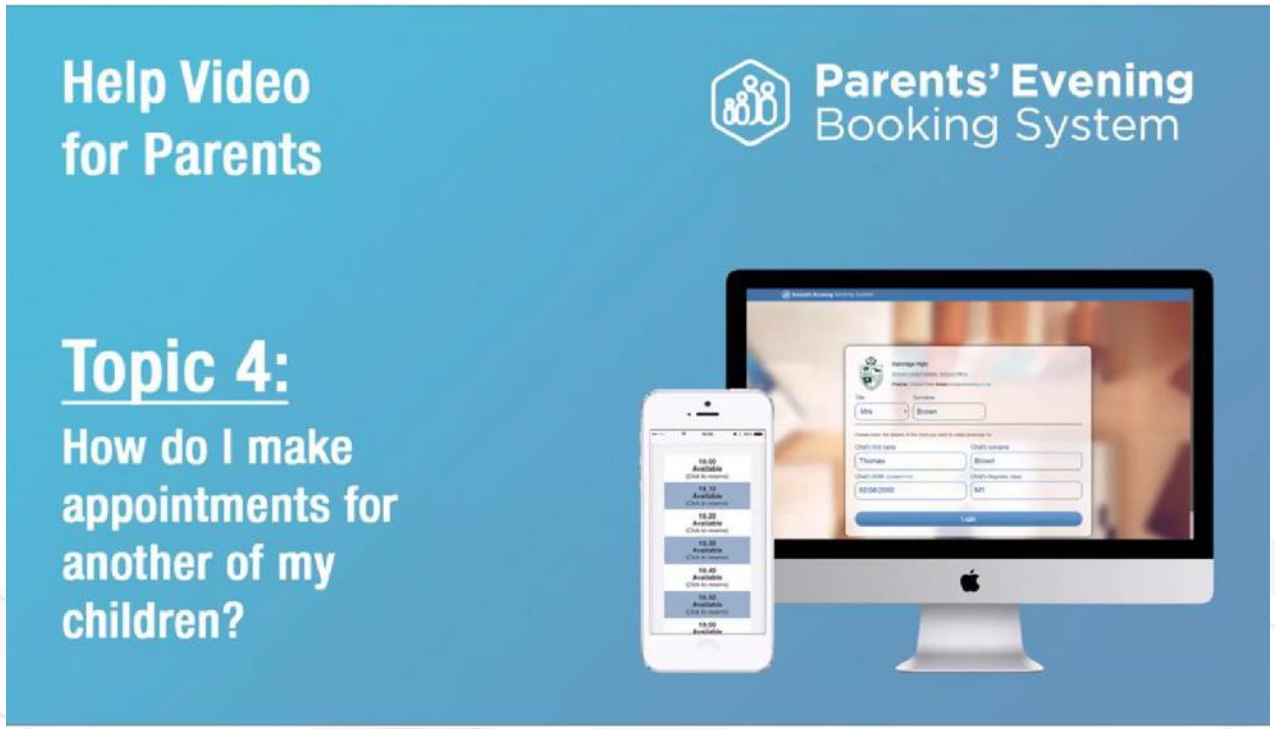
How to book:


Help Video
for Parents
Parents' Evening
Booking System
Topic 2:
How do I make an
appointment?

How to cancel/rearrange appointments:

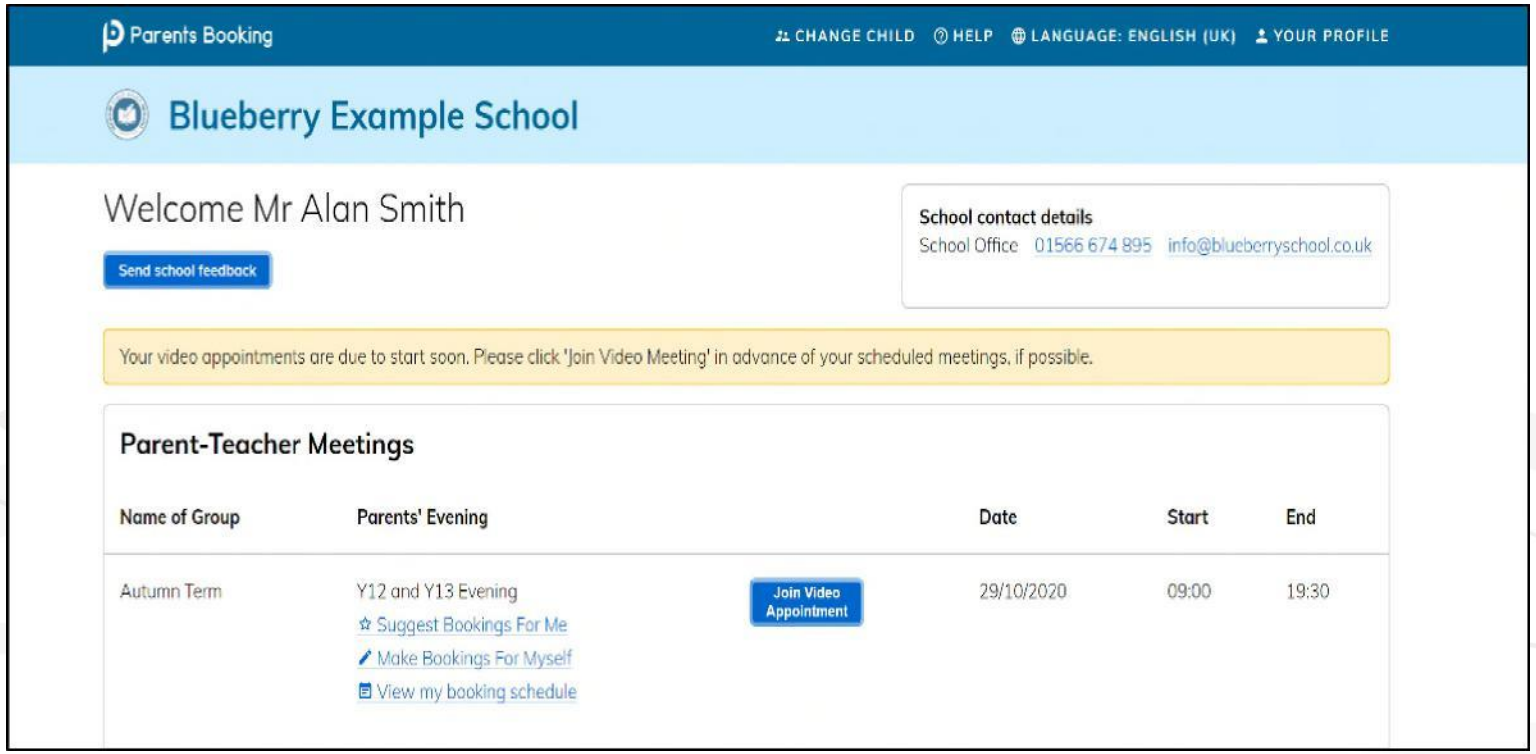


How to make additional appointments for another pupil:



How to print 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.

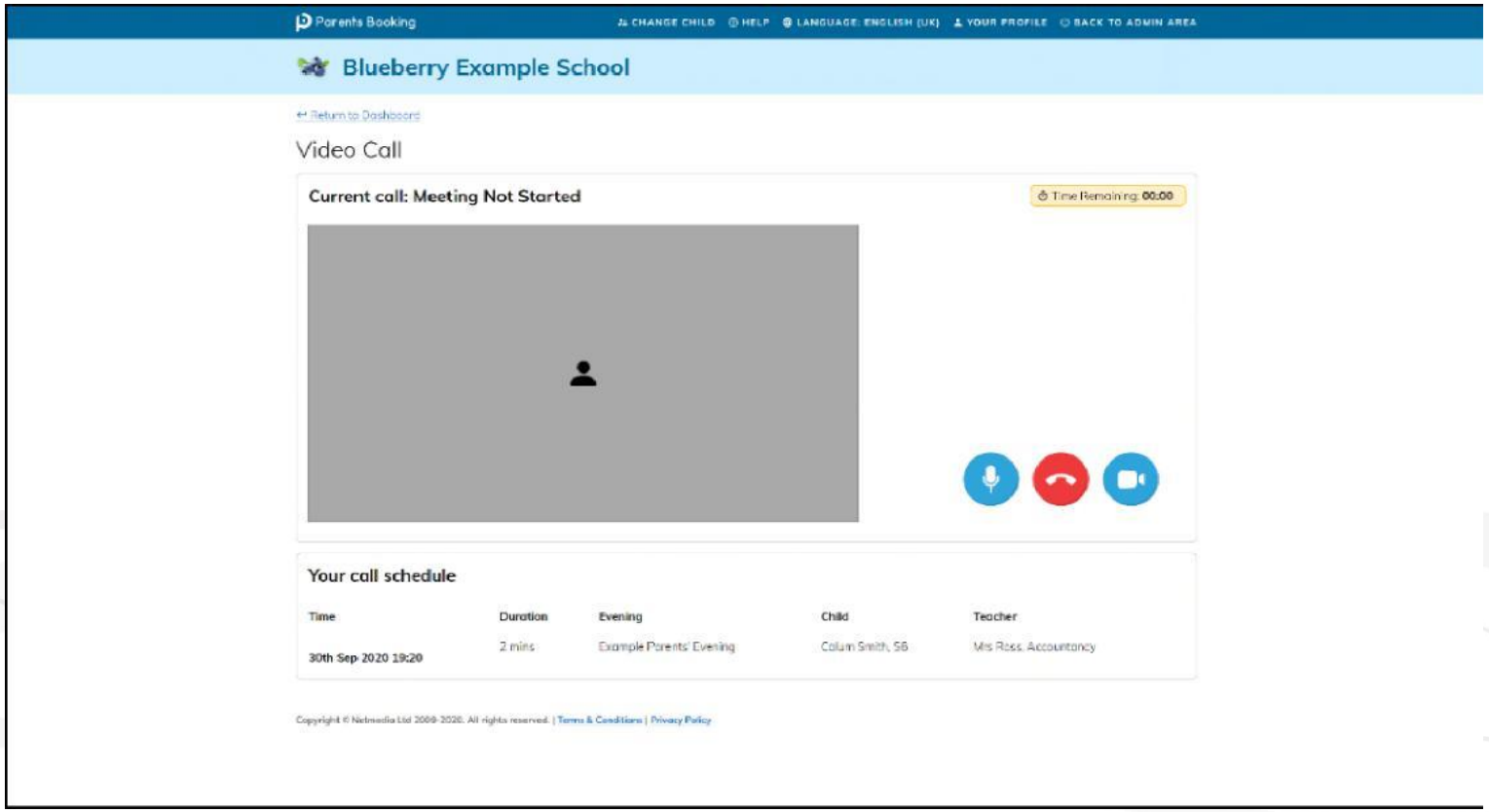


Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility:

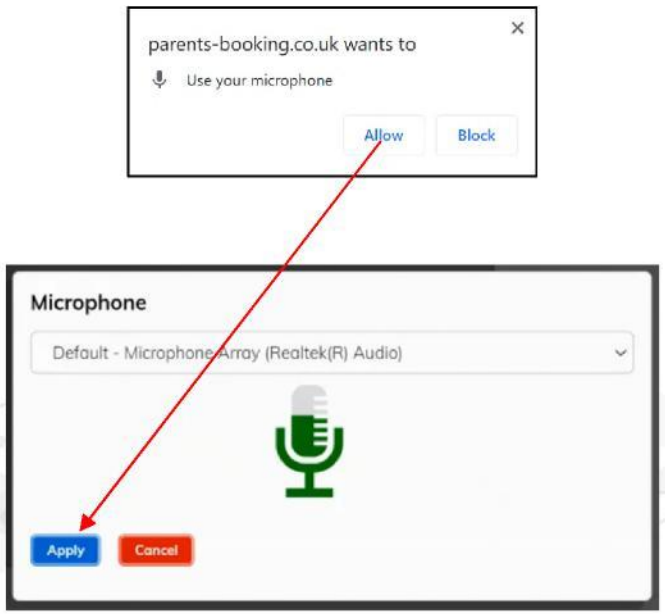
You must use one of the below device and internet browser combinations for the video meeting technology to work:

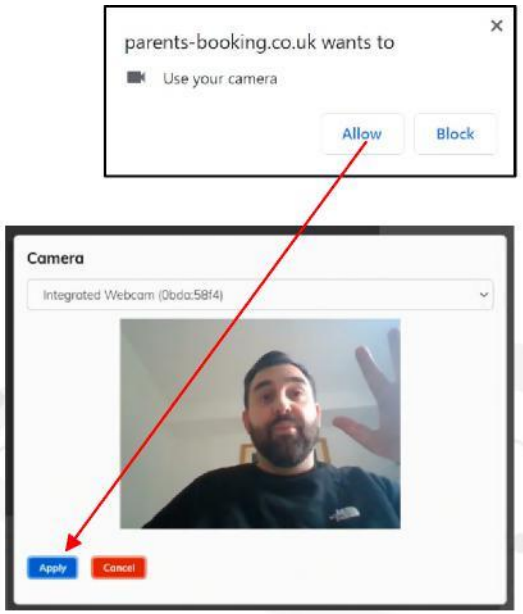
- **Apple iPhone/iPad (must be iOS 11+): Safari**
- **Android phone/tablet: Chrome or Firefox**
- **Linux computer: Chrome or Firefox**
- **Microsoft Surface: Chrome or Firefox**
- **Mac computer: Safari (version 11+), Chrome or Firefox**
- **Windows computer: Chrome, Firefox or Edge (but only the new 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.

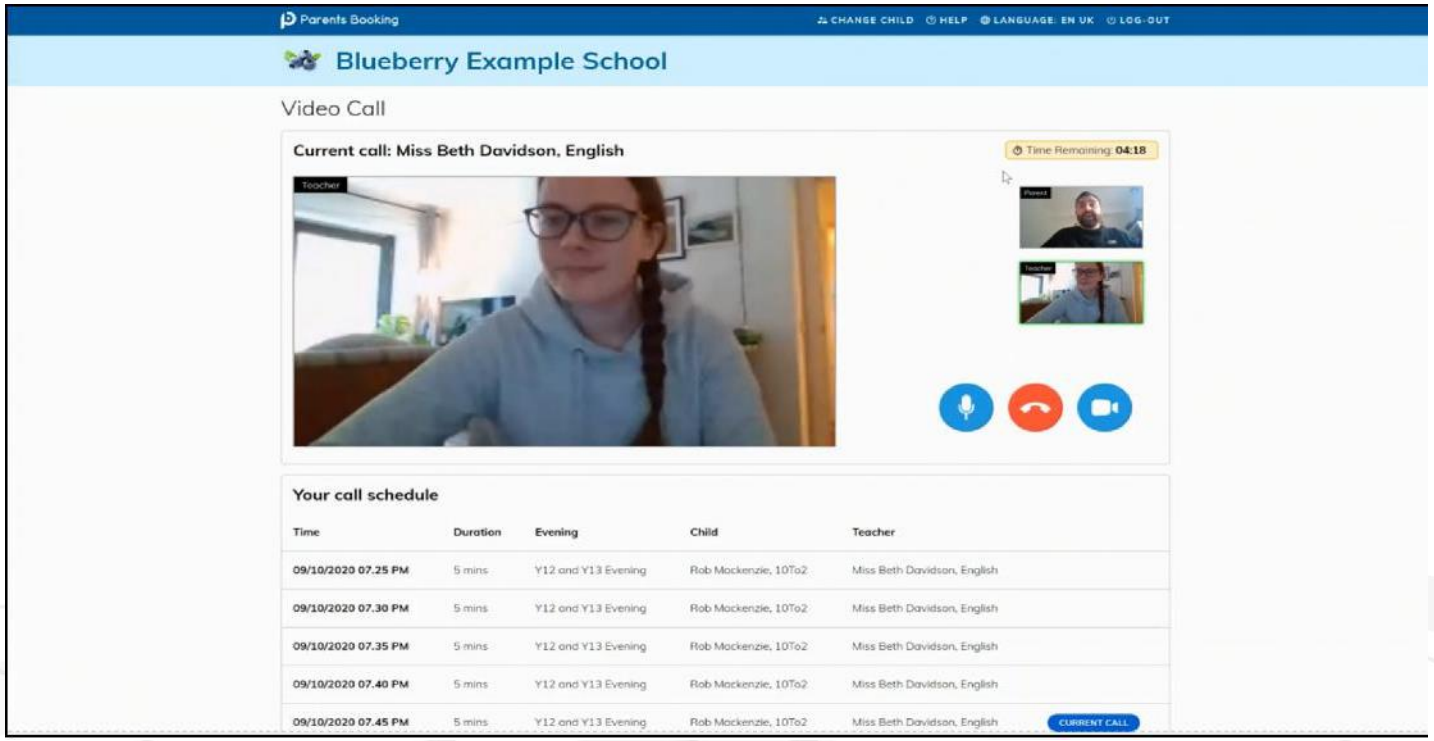


When the time of your first appointment starts, and provided the teacher is also ready for the meeting, your meeting will start. Before you can talk, you ill need to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, 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.



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