

## **Video Meeting Information for Parents**

(There's also a video training video here: <a href="https://youtu.be/TlfC\_BAF1yg">https://youtu.be/TlfC\_BAF1yg</a>)

- 1. Login and make your appointments as normal
- 2. 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.

| Parents Booking                    | ,  | 22 CHANGE CHI                       | LD () HELP () LANGUAGE:                           | ENGLISH (UK)  | L YOUR PROFILE    |
|------------------------------------|--|-------------------------------------|---|---------------|-------------------|
| O Blueberr                         | y Example School                                 |                                     |   |               |                   |
| Welcome Mr<br>Send school feedback | Alan Smith                                       |                                     | School contact details<br>School Office 01566 674 | 895 info@blue | berryschool.co.uk |
| Your video appointment             | s are due to start soon. Please click 'Join Vic  | eo Meeting in advance of your schee | duled meetings, if possible.                      |               |                   |
| Parent-Teacher                     | Meetings   |                                     |   |               |                   |
| Name of Group                      | Parents' Evening                                 | 4                                   | Date  | Start         | End               |
| Autumn Term                        | Y12 and Y13 Evening<br>✿ Suggest Bookings For Me | Join Video<br>Appointment           | 29/10/2020  | 09:00         | 19:30             |

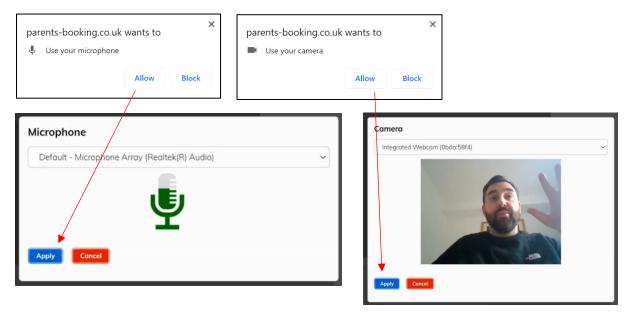
Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility:

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, Chrome or Firefox
- Windows computer: Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)
- 3. 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.

| Parents Booking                       |                          | A CHANGE CHILD @HELP             | B LANGUAGE: ENGLISH (UK) | SHOUR PROFILE () BACK TO ADMIN AREA |
|---------------------------------------|--------------------------|----------------------------------|--------------------------|-------------------------------------|
| 😻 Blueberry E                         | ample S                  | chool                            |                          |                                     |
| 🕶 Return to Dashiboard                |                          | _                                |                          |                                     |
| Video Call                            |                          |                                  |                          |                                     |
| Current call: Meeting                 | Not Starte               | d                                |                          | © Time Remaining: 00:00             |
|                                       |                          |                                  |                          |                                     |
|                                       |                          |                                  |                          |                                     |
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|                                       |                          |                                  |                          |                                     |
|                                       |                          |                                  |                          |                                     |
| Your call schedule                    |                          |                                  |                          |                                     |
| Time                                  | Duration                 | Evening                          | Child                    | Teacher                             |
| 30th Sep 2020 19:20                   | 2 mins                   | Example Parents' Evening         | Calum Smith, S6          | Mrs Ross, Accountancy               |
| C                                     |                          |                                  |                          |                                     |
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|                                       |                          |                                  |                          |                                     |
|                                       |                          |                                  |                          |                                     |

4. 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, 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' shows asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these.



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

| Parents Booking      |           |                     | 2                    | CHANGE CHILD () HELP @ LANGUAGE | ee: en uk ψlog-out               |
|----------------------|-----------|---------------------|----------------------|---------------------------------|----------------------------------|
| 😻 Blueberr           | ry Exai   | mple School         | l.                   |                                 |                                  |
| Video Call           |           |                     |                      |                                 |                                  |
| Current call: Miss E | Beth Davi | dson, English       |                      | @ Time                          | e Remaining: 04:18               |
| Toocher              | - A       | 20 A                |                      |                                 |                                  |
| Your call schedule   |           |                     |                      |                                 | You can turn off your microphor  |
| Time                 | Duration  | Evening             | Child                | Teacher                         | and/or camera at any time here   |
| 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     | You can also cancel the call and |
| 09/10/2020 07.35 PM  | 5 mins    | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English     | back to your Dashboard here.     |
| 09/10/2020 07.40 PM  | 5 mins    | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English     |                                  |
|                      |           |                     |                      |                                 |                                  |

6. 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.