



Parent Guide - Part 2 (Updated Jan 2021) How to Attend your video call appointment

If you book an appointment for the forthcoming progress evening, this appointment will be held via video call.

There is a video you can watch at <https://vimeo.com/473882995>

Here's a guide about how this works: You make your appointment(s) using the online booking system then in order to connect with the Teacher/Tutor by video calls **you need to have as a minimum:**

- a device with a microphone and speaker/headphones
- a compatible web browser. Depending on your device this may be:
iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

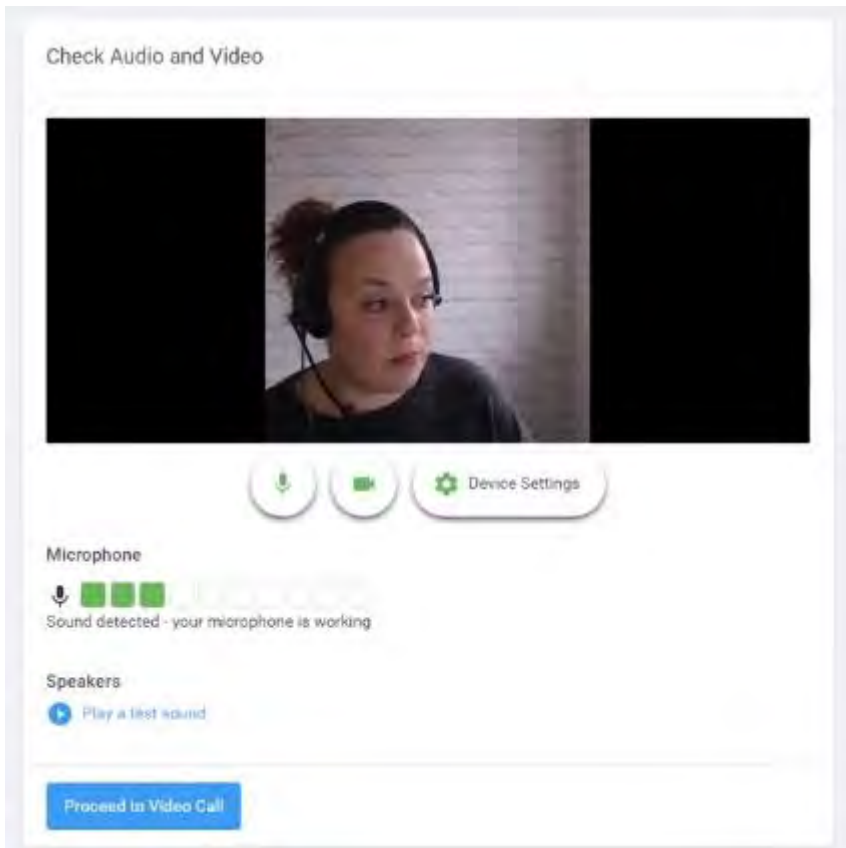
1. Log in to the Parents Evening site and select the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone), login the same way as did to book a Progress Evening. You could also click the login link from the bottom of the email confirmation you will have received. Once logged in you will see a notice (example below) that you have upcoming video appointments (this will just be one appointment for a Tutor Evening) 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. Press the button to join your appointment on the day - or to test your camera/microphone at any time.

The screenshot shows the website interface for Aristotelian Academy. At the top, there is a green header with the text 'Aristotelian Academy' and a hamburger menu icon. Below the header is a blue notification box with a white information icon and the text: 'You have upcoming appointments which take place by video instead of in-person.' Underneath the notification is a green section titled 'Video Appointments'. Below this section, there is a white box containing the text: 'Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.' Below this text is the heading 'January Progress Meeting' and the text 'First appointment: 12/01/2021 16:00'. At the bottom of this white box is a green button with the text 'Join Video Appointments'.

2. What you will see on your Video Call screen view

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



From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

The Video Call

On this screen you can see the following, when in a call:

- 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



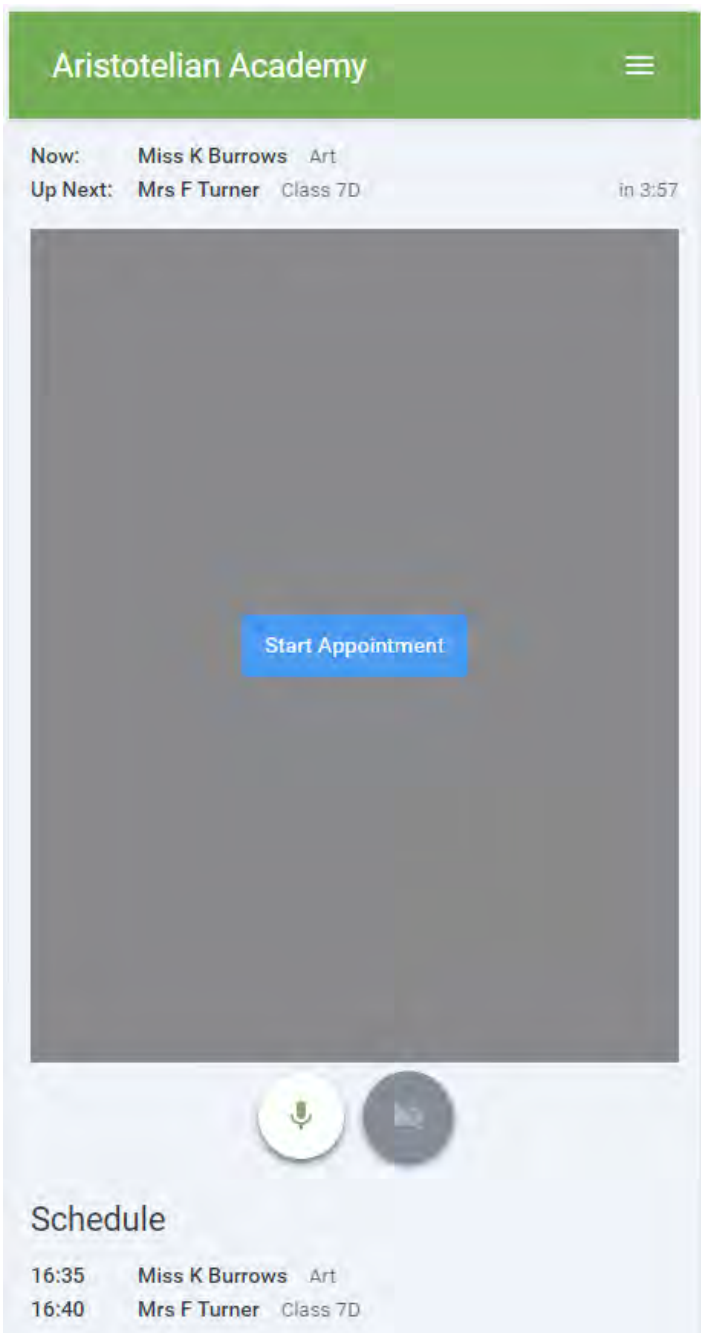
When another person is available these also show a pick up button to start the call



and a hang up button to leave the call.



In the middle, when your appointment is due to start, the *Start Appointment* button.



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 a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

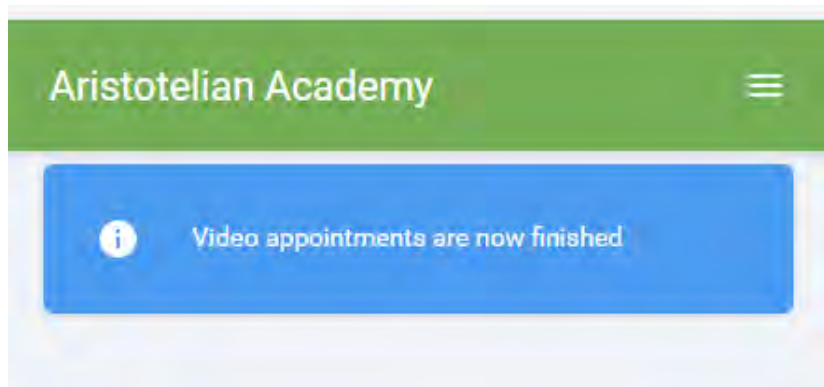
4. Follow on calls

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

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

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.

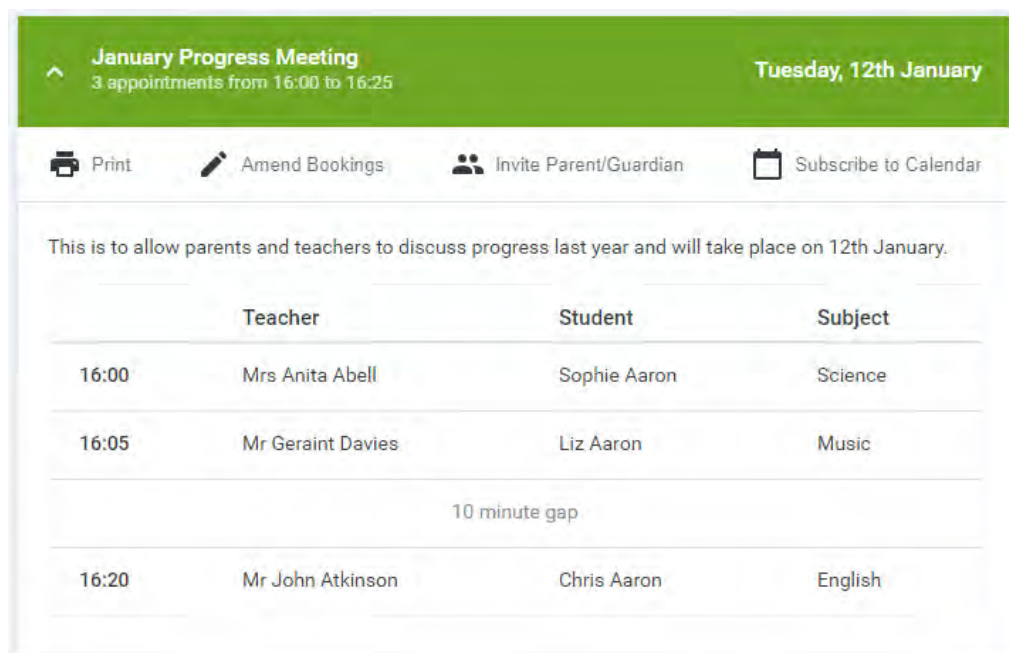
Once your final appointment for the evening is complete you will see a message advising you of this.



5. Inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

A screenshot of a mobile application interface for 'January Progress Meeting' on Tuesday, 12th January. The page shows a list of appointments with columns for time, teacher, student, and subject. There are also navigation options like 'Print', 'Amend Bookings', 'Invite Parent/Guardian', and 'Subscribe to Calendar'.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian [X]

You may invite an additional parent/guardian to also attend the video call.

Name *
Jane Aaron

Email *
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

Send Invite [Close]

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time.

[Join Video Call](#)

Or paste this link into your browser:

<https://greenabbay.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045a4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

[New Invite](#)

[Invite Parent/Guardian](#)

[Current Invites](#)

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

[Resend Invite](#) [Remove](#)

Jane Aaron
jaaron@test.com
For: Sophie Aaron

[Resend Invite](#) [Remove](#)

[Close](#)

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.