

## Video Meeting Information for Parents

(There's also a video training video here: <https://youtube.com/watch?v=L54s1utDNqE>)

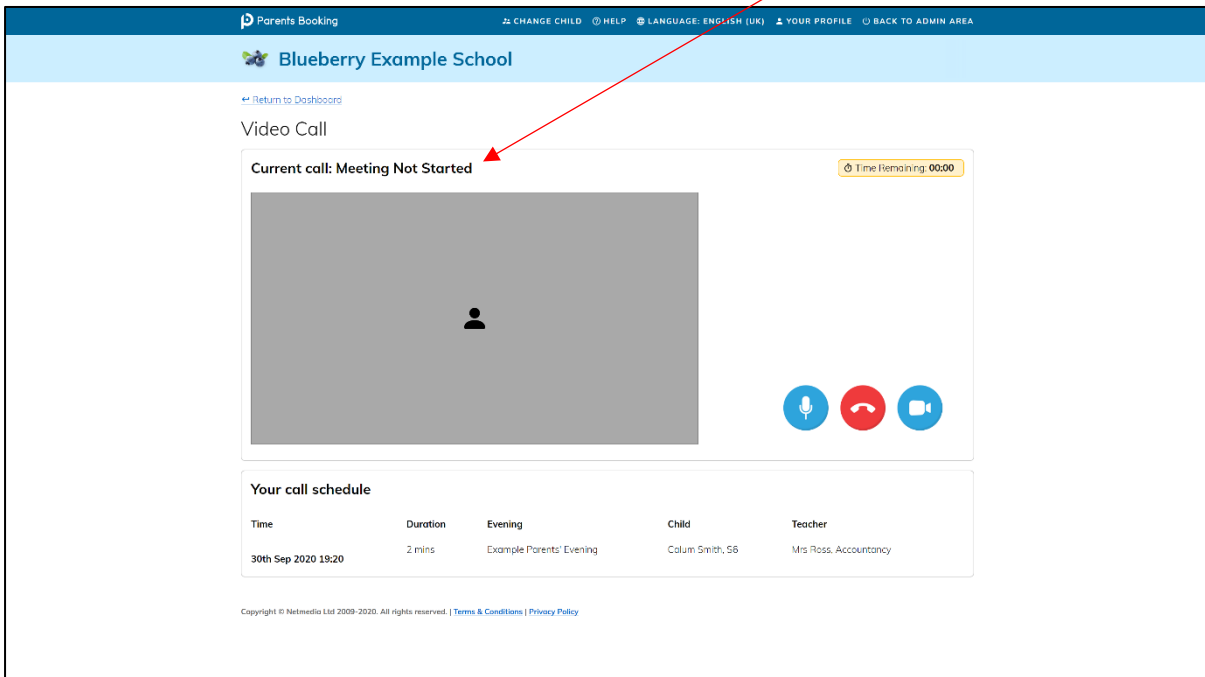
1. Login and make your appointments as normal
2. On the day of the parents' evening, login to Parents Booking just like before. This time there will be a "Join Video Meetings" button which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.

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, 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.

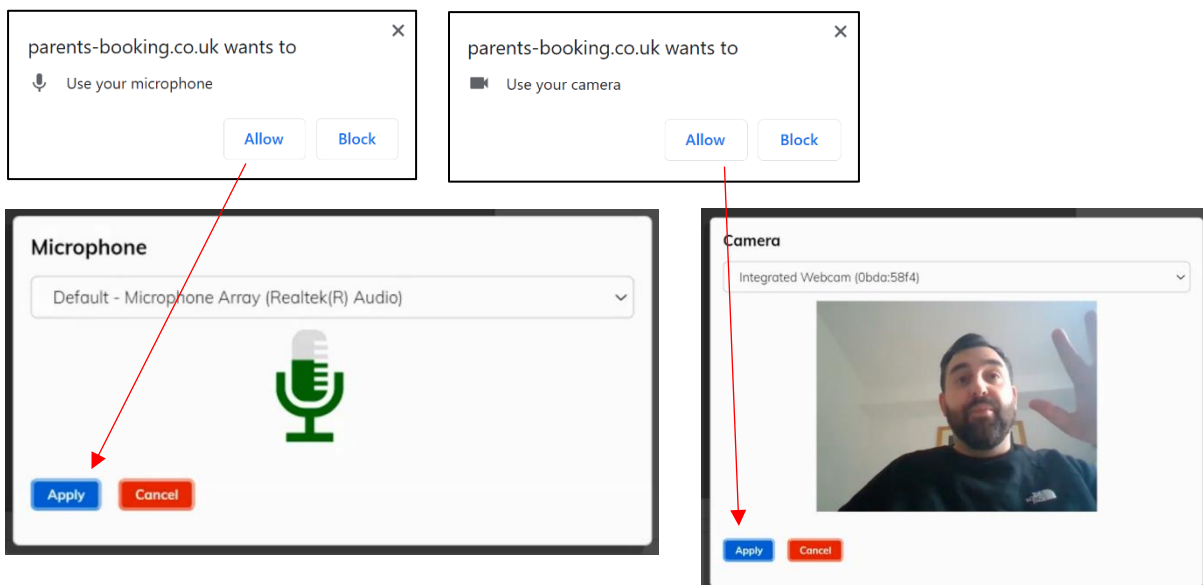


The screenshot shows the Parents Booking interface for Blueberry Example School. The page title is "Video Call". The main content area displays "Current call: Meeting Not Started" with a red arrow pointing to the text. A "Time Remaining: 00:00" indicator is visible in the top right corner of the call area. Below the call area, there is a "Your call schedule" table.

Time	Duration	Evening	Child	Teacher
30th Sep 2020 19:20	2 mins	Example Parents' Evening	Colum Smith, S6	Mrs Ross, Accountancy

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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, 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' which 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.

The screenshot shows a video call interface for 'Blueberry Example School'. At the top, it says 'Parents Booking' and 'CHANGE CHILD HELP LANGUAGE: EN UK LOG-OUT'. The main header is 'Blueberry Example School'. Below that, it says 'Video Call' and 'Current call: Miss Beth Davidson, English'. There is a 'Time Remaining: 04:18' indicator. The main video feed shows a teacher. To the right, there are smaller video feeds for 'Parent' and 'Teacher'. At the bottom, there are three icons: a microphone (muted), a red phone icon (hang up), and a camera icon. A red box highlights these icons with the text: 'You can turn off your microphone and/or camera at any time here. You can also cancel the call and go back to your Dashboard here.' Below the video call is a 'Your call schedule' table.

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

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.