

Parents' Evening Video | Parent Guide

Guidance for Parents

Once you have received your invitation to virtual parents' evening, you will be able to book your session times as normal. You will receive a link to the video event before it starts, and when you click this link, you'll be taken to a webpage. On this page, to join the current session, both you and the teacher must click the **Join Call** button. Only once both parties have clicked this button the video conference will begin.

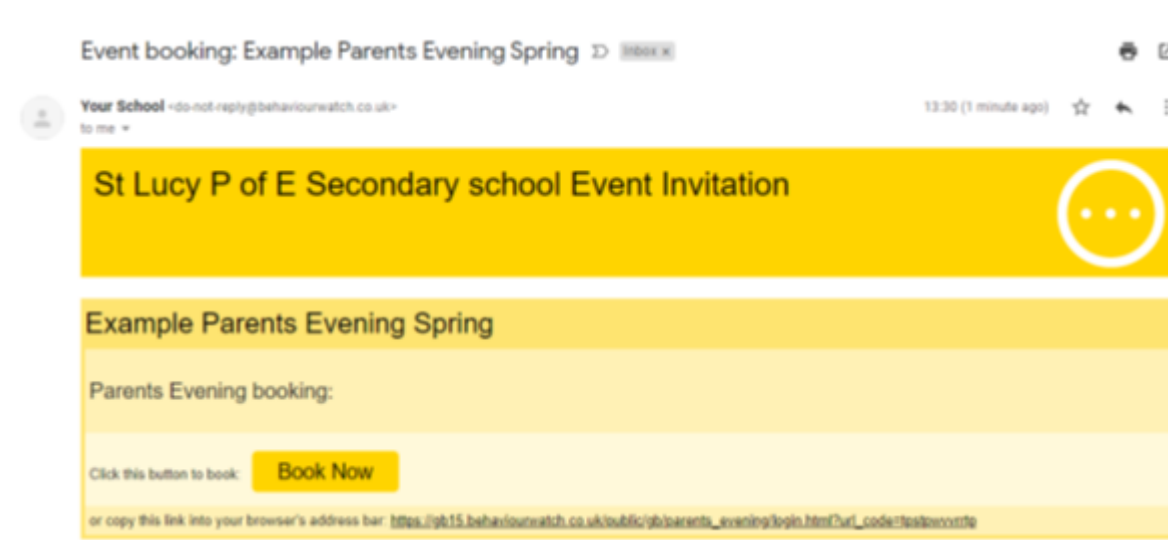
Top Tip: before you start a video call, we recommend that you check your network along with your microphone and camera settings.

- You can enable/disable your audio and video before joining the call, or during the call, using the buttons at the bottom of the screen.
- The call can be ended at any time during the session by either party. If this happens accidentally, the call can be re-joined, provided it is still within the current session.
- Parents or teachers can share their screen by clicking the **Share Screen** button. This feature is a great way to showcase pupils' work, grades, or anything else the other party may want to see. This feature is not currently available on iPhone or iPad.
- To enlarge the other person's window, simply click on it.

How to book your virtual meeting slot

Booking via a Laptop or PC

Firstly, the school will send an email invitation for you to book your parents' evening session. This will contain a unique web link that enables you to book online.



Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).

Parental Login

Your child's first name:

Confirm

Close

Next, you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Click on **Please Choose** to select a date and time.

parentsevening

You have 1 booking left to make.

Laura	Mr Wightman	Blackbirds	Please Choose
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Select an available time slot by clicking the yellow **Book** button beside it. Any **Unavailable** slots will have already been taken.

Make Booking

You are now making a booking for Laura to see Mr Wightman (Blackbirds)

Date	Time	Action
Mon 25 Jan 2021	3:00 PM	Book
	3:10 PM	Book
	3:20 PM	Book
	3:30 PM	Book
	3:40 PM	Book
	3:50 PM	Book
	4:00 PM	Unavailable
	4:10 PM	Unavailable
	4:20 PM	Book
	4:30 PM	Book
	4:40 PM	Book
	4:50 PM	Book
	5:00 PM	Book
	5:10 PM	Book
	5:20 PM	Book
	5:30 PM	Unavailable
	5:40 PM	Unavailable

Close

When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.


Book Slot

You are going to book a slot for Laura with Mr Wightman (Blackbirds) on Mon 25 Jan 2021 at 3:10 PM

Please add any notes you would like Mr Wightman to see:

Book Cancel

When you confirm your booking, you will see the selected time in green.

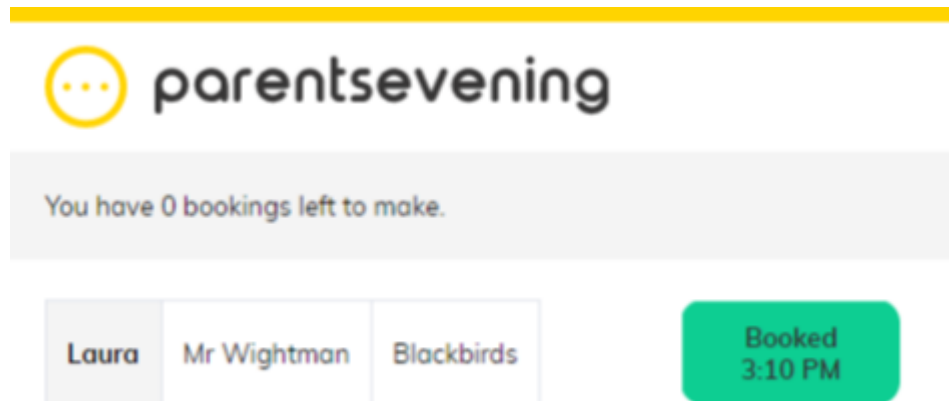


You have 0 bookings left to make.

Laura	Mr Wightman	Blackbirds	Booked 3:10 PM
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Remove a booking via a Laptop or PC

To unbook a slot, return to the page with the dates and times you have booked. Click the green **Booked** button on the time you wish to unbook.



On the list of dates and times click the green **Booked** button and confirm on the pop-up that you wish to unbook the slot. Once you have un-booked the slot you can follow the steps in this guide to book another.

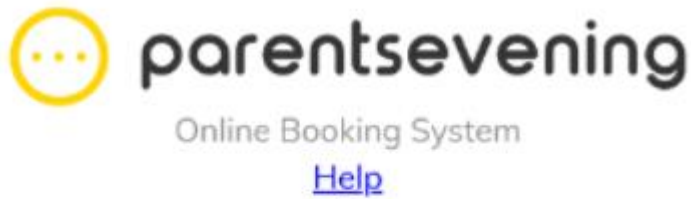


Booking via a Mobile Device

Firstly, the school will send an email and/or SMS invitation for you to book your parents' evening session. These will contain a unique web link that enables you to book online.



Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).

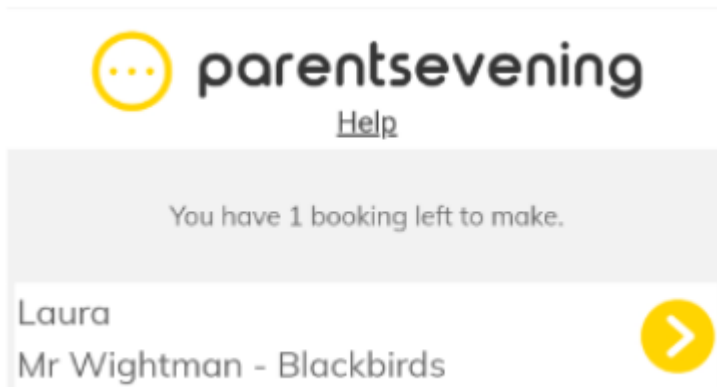


Please enter your child's first name

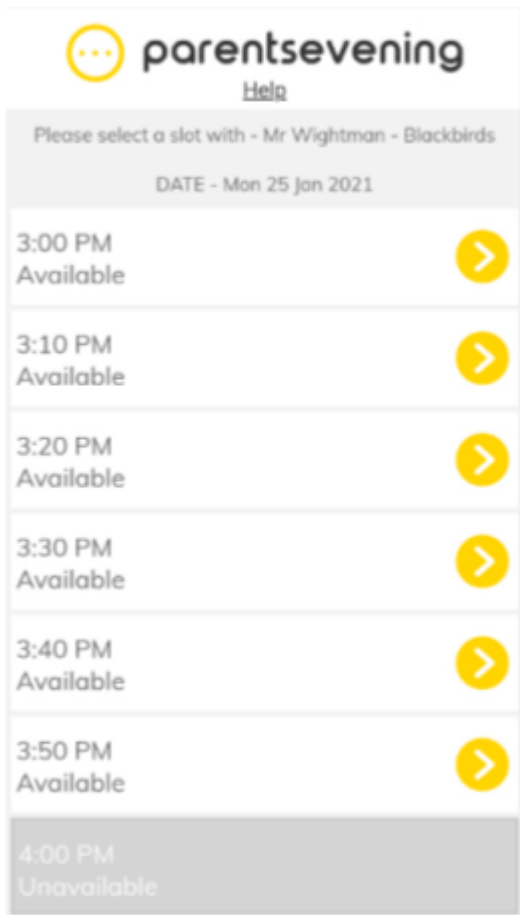
First Name

Continue

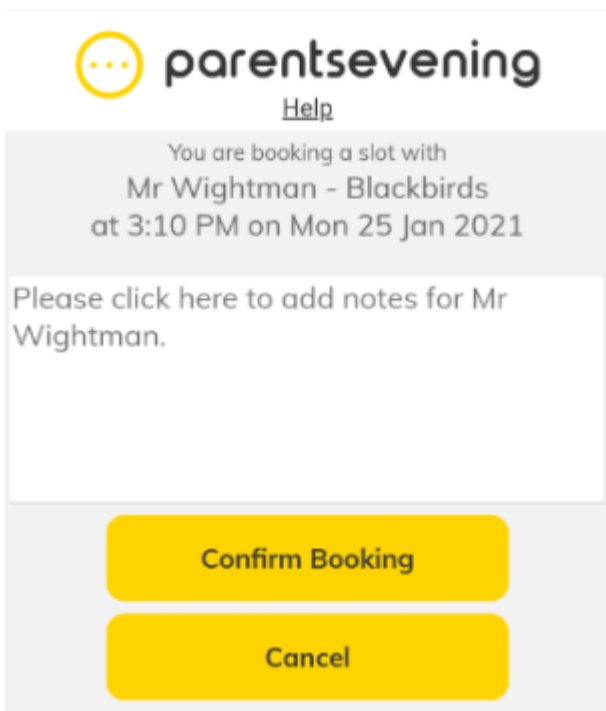
Next you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Press the **Yellow Arrow** to select a date and time.



Select an available time slot by clicking the **Yellow Arrow** beside it. Any 'Unavailable' slots will have already been taken.





When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.



When you confirm your booking, you will see the selected time in green.



You have 0 bookings left to make.

Laura
Mr Wightman - Blackbirds  
Mon 25 Jan 2021 3:10 PM

Remove a booking via a Mobile Device

To unbook a slot, return to the page with the dates and times you have booked. Click the **Yellow Arrow** on the time you wish to unbook.


You have 0 bookings left to make.

Laura
Mr Wightman - Blackbirds  
Mon 25 Jan 2021 3:10 PM

On the list of dates and times press the red X to remove the slot.

Please select a slot with - Mr Wightman - Blackbirds

DATE - Mon 25 Jan 2021

3:10 PM
You are seeing Mr Wightman Remove 

4:00 PM
Unavailable

4:10 PM

Then press **Remove Booking** to confirm. Once you have un-booked the slot you can follow the steps in this guide to book another.

Are you sure you want to remove this booking?

Mr Wightman

3:10 PM - Mon 25 Jan 2021

Remove Booking

Cancel