Parents Evenings System – Parents Guide
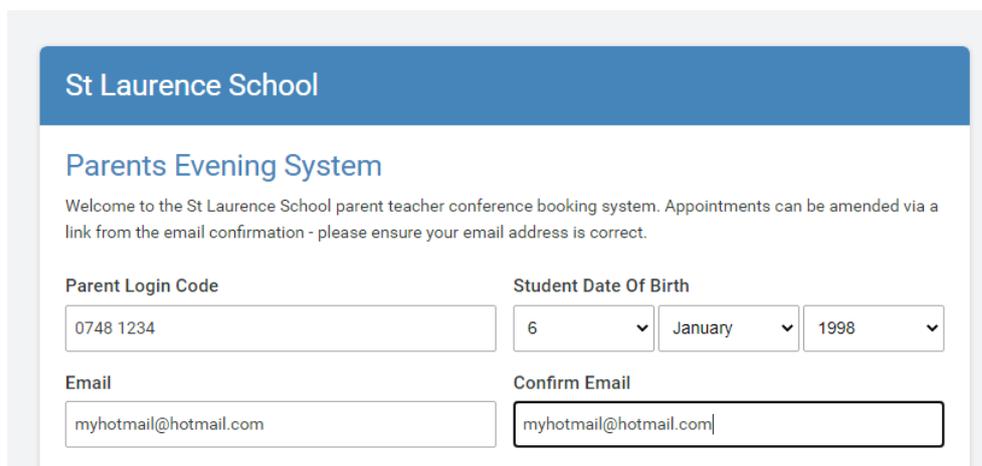
- You will have been sent login codes for the system and will be able to make bookings to meet your child's teachers prior to the parents evening.
- All meetings can be done via video if you have access to suitable hardware.

Hardware Requirements

- To use the video meeting features you will need a device with a camera and microphone, such as a computer with a webcam, laptop, phone or tablet.
- It is advised to use the Chrome web browser on a desktop computer or Mac and will only work using Safari on an iPad or iPhone.
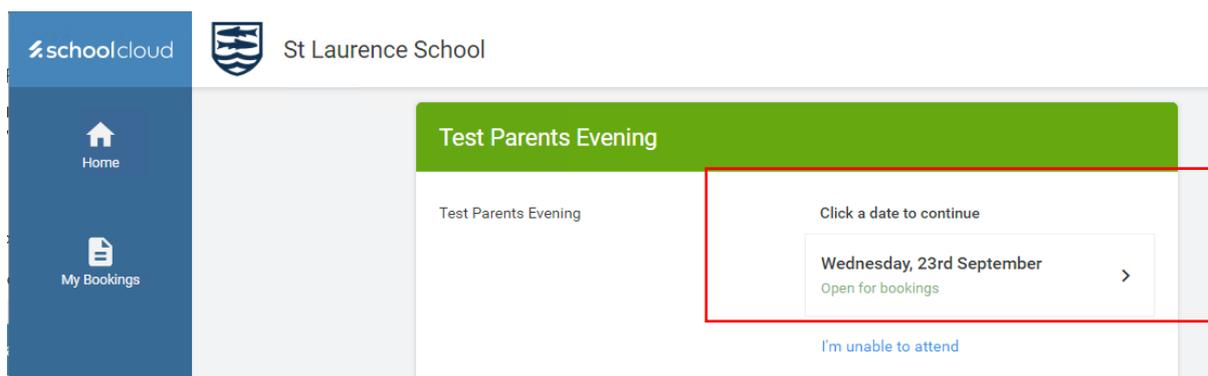
Logging in

- Log into the Parents Evening System from a link, or from a unique code sent to you by the school.

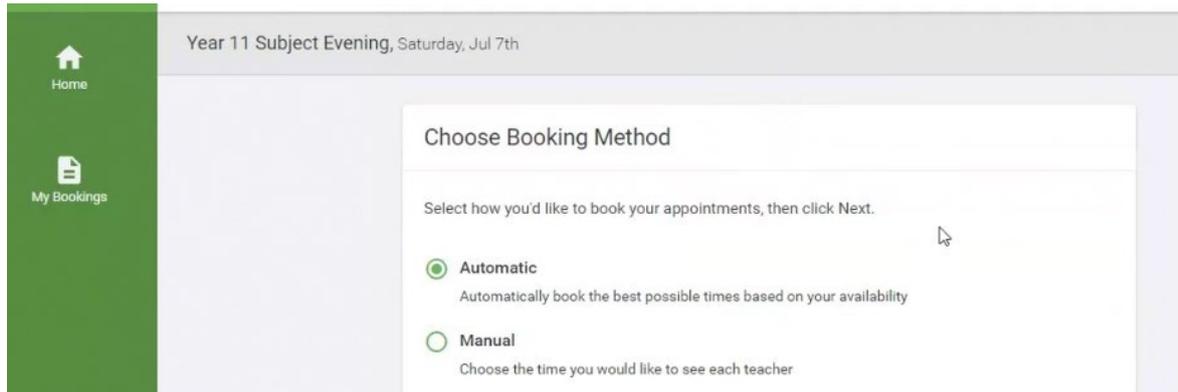- Fil in the relevant details for your child to access your account. The email address is just for bookings confirmation.

Before the parents evening

1. Log in to make some teacher appointments by selecting the available event

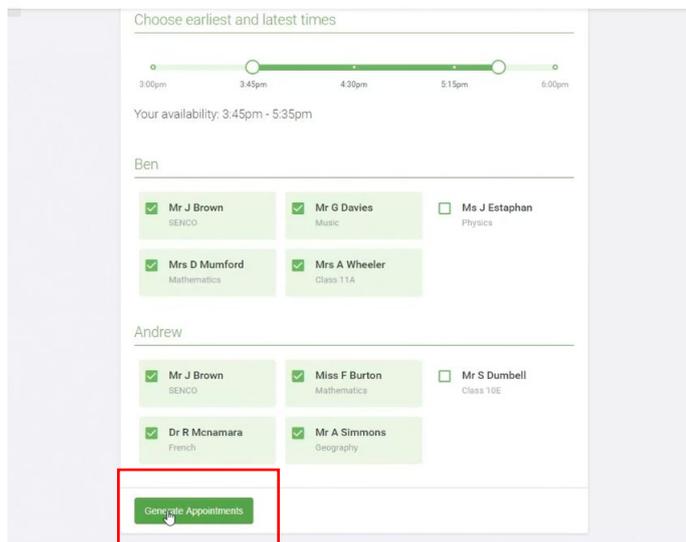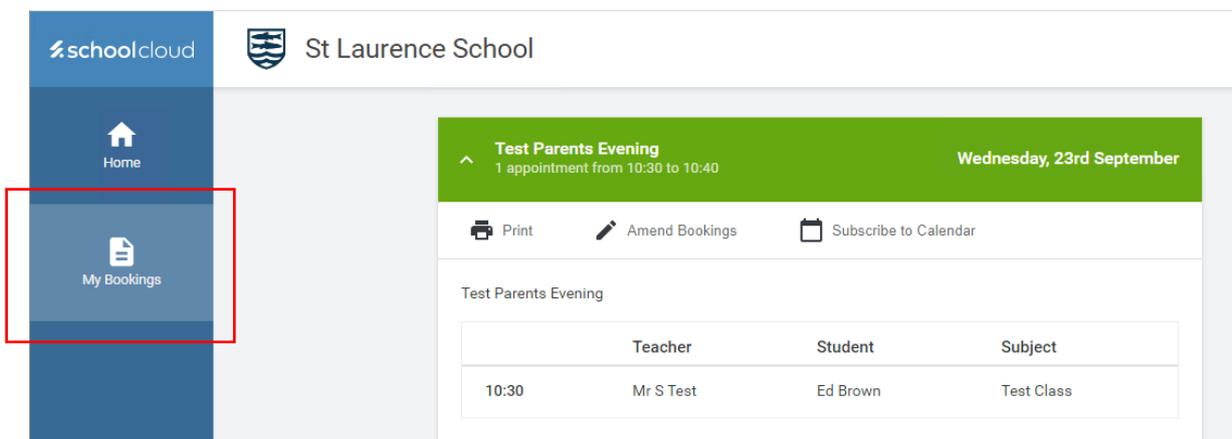2. You can either allow the system to auto fill appointments or do them manually

3. Choose the teachers you would like to see and select 'Generate Appointments'.

4. View your appointments via the 'My Bookings' link, these can be amended as required.

Waiting List

If appointments are full parents can go on a waiting list, staff are informed of this list and they (or the parent) can book an appointment if one becomes available due to a cancellation. The waiting list then disappears.

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 conference. 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.

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.
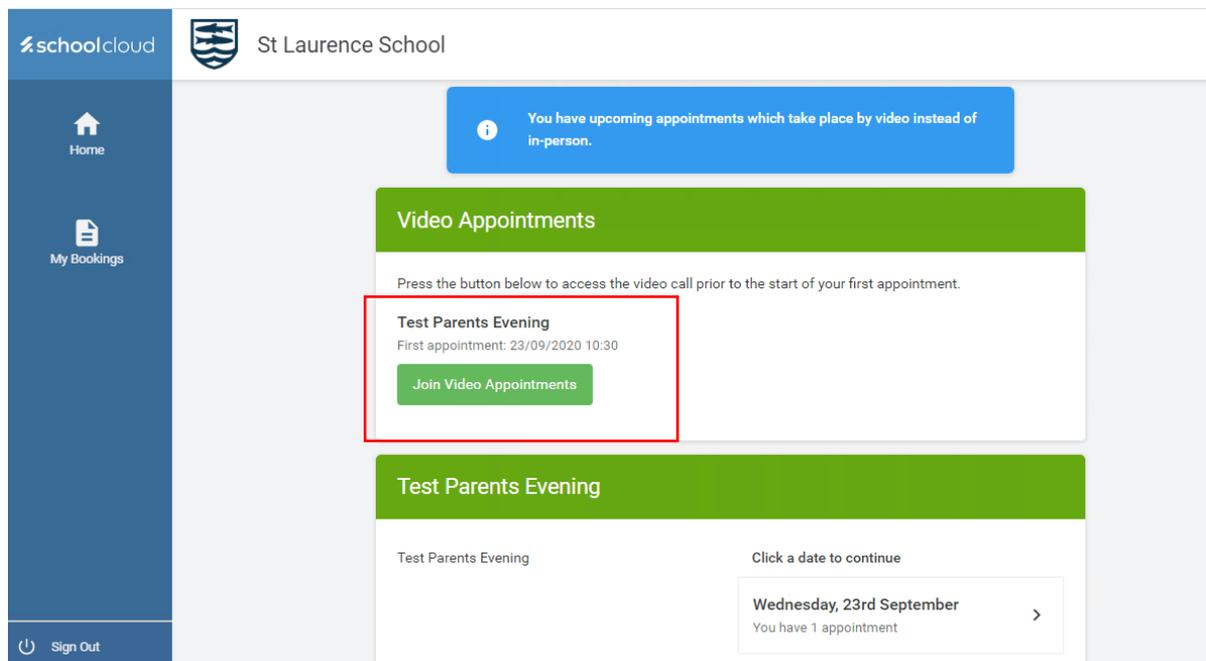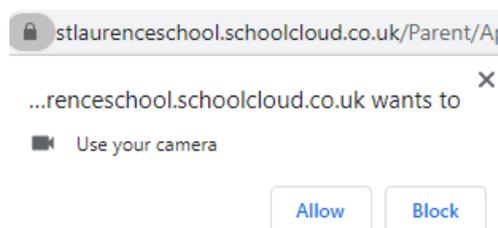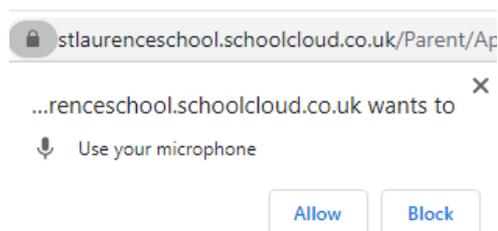
During the parents evening

Video Appointments

3. From the 'Home' page, 60 mins before the evening is scheduled to start, the option to 'Join Video Appointments' turns green to indicate it has become available.
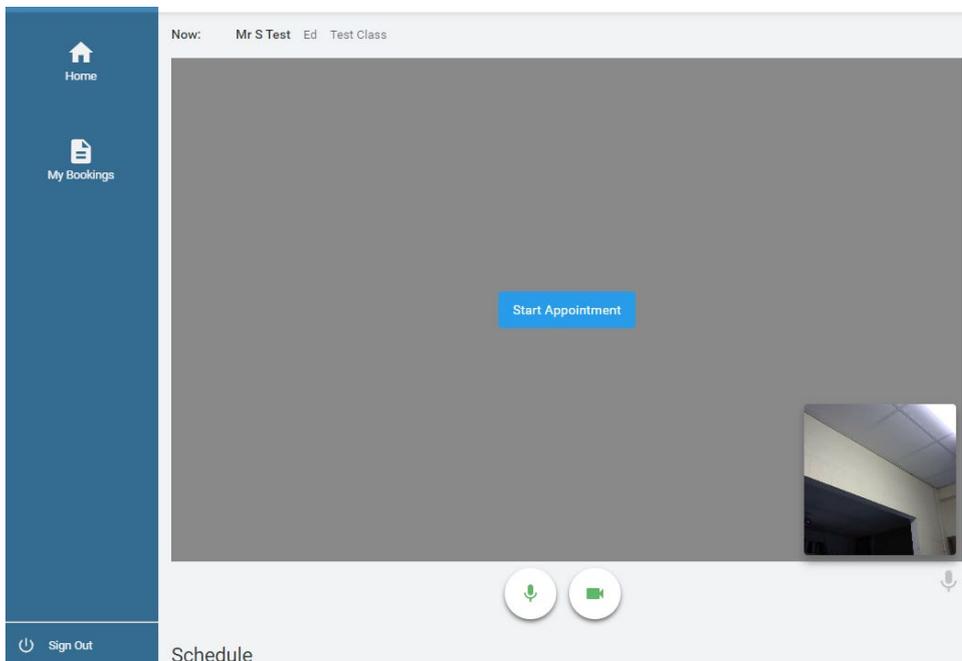

4. When you select 'Join Video Appointments', you may be asked if you wish to allow access to your camera and microphone. You <u>must</u> allow this
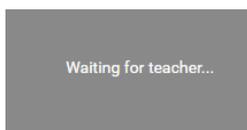

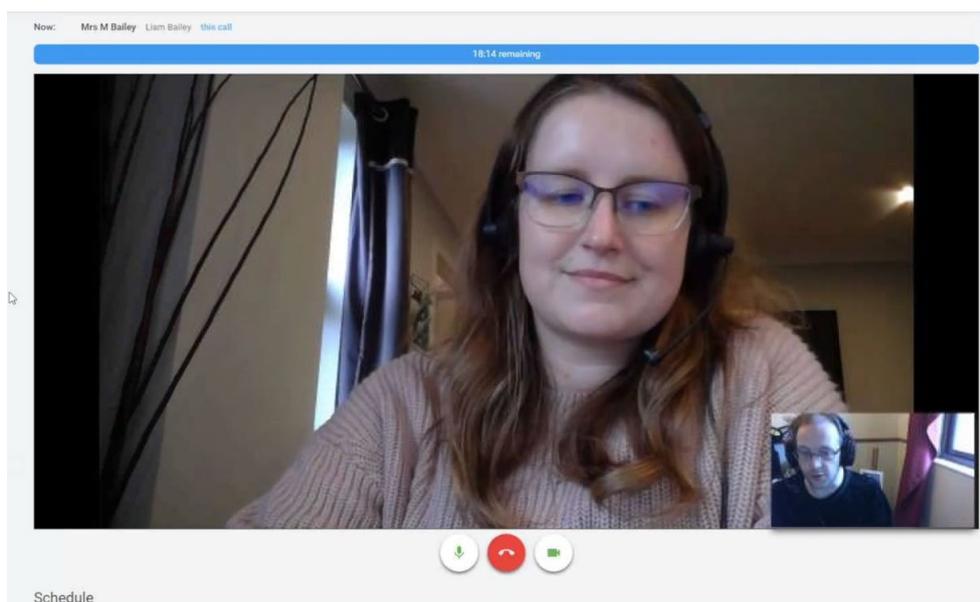5. You will then see the video call screen

Start an Appointment

6. When your appointment is due to start, the 'Start Appointment' button appears.

- Select this button

- You may need to wait for the teacher to start the appointment at their end too.

7. Once both the parent and teacher are in the appointment you will be able to start your discussion.

- You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen.

Please note

- If you lose access to the system for some reason during the call, log in again and select 'Start Appointment' on the video call screen. As long as the teacher 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 a parent is late, or leaves and re-joins the call, it does not reset the timer. The appointment will <u>always</u> end at the scheduled time