



## How to attend your appointments via video call

### 1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

These appointments take place by video instead of in-person.

Press the button below to access the video call or to test your camera/microphone prior to when your first appointment starts at: 16/11/2020 16:00

Join Video Appointments

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

### 2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. 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*.

#### Check Audio and Video

Microphone

Sound detected - your microphone is working

Speakers

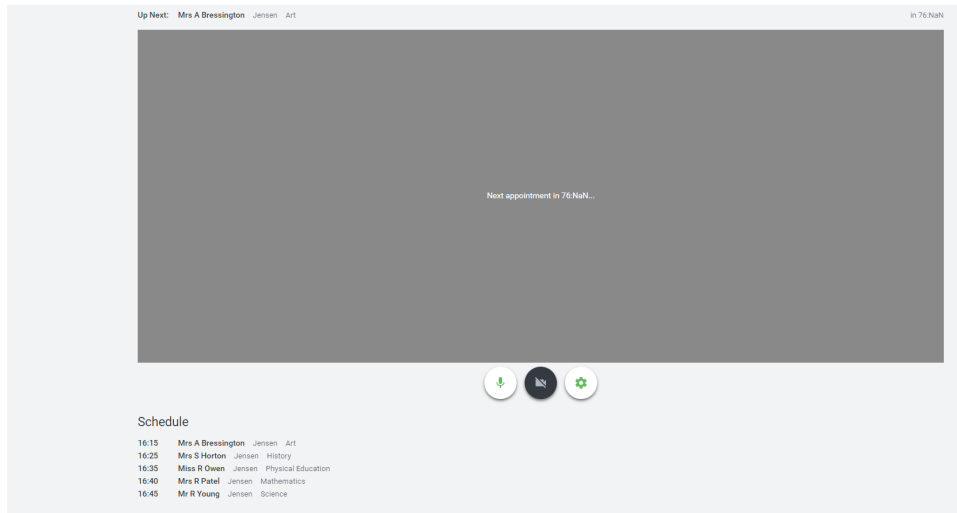
Play a test sound

Proceed to Video Call

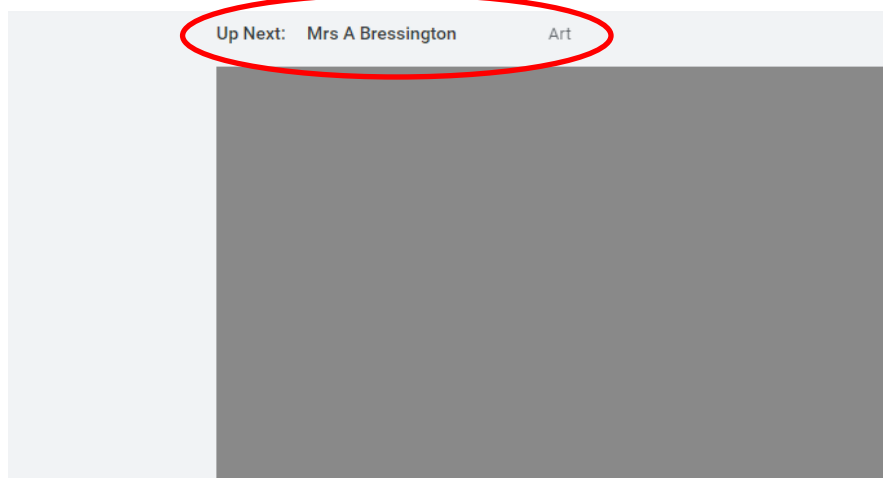


### 3. The Video Call

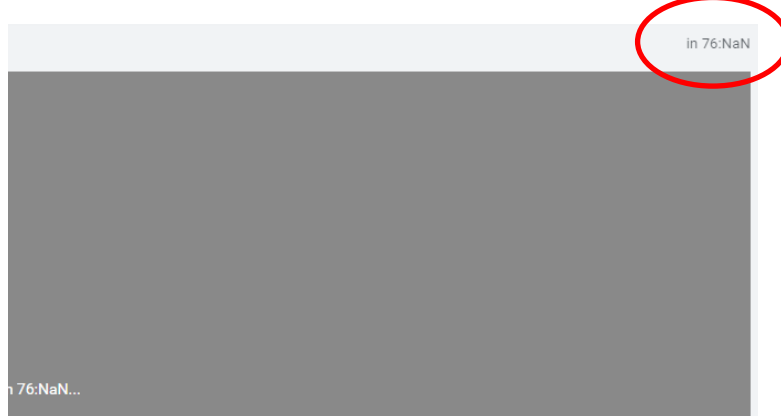
On this screen you can see the following, when in a call:



At the top left the teacher name (and subject details) for the current and next appointment

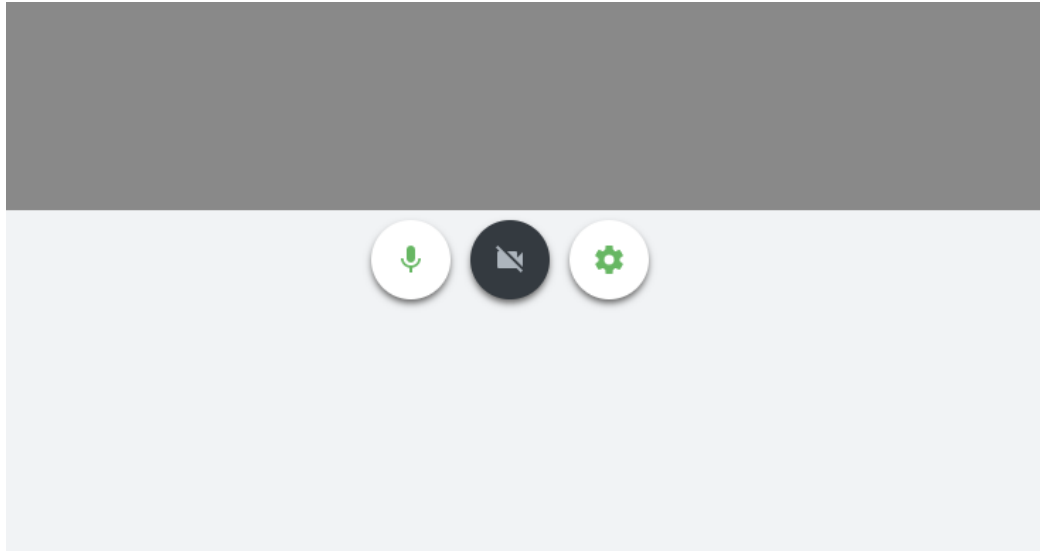


At the top right, a countdown to the start of the appointment.





At the bottom, the controls for the microphone and camera.



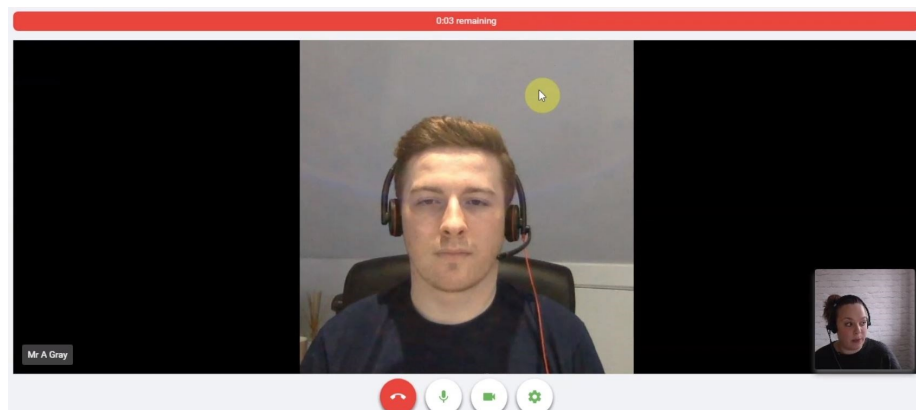
When another person is available these also show a pickup button to start the call and a hang up button to leave the call.

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

#### 4. Making a call

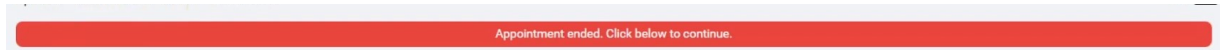
Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera or have chosen to turn it off). If the teacher has not yet joined, you will see a notice to that effect in the center of the screen.

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.





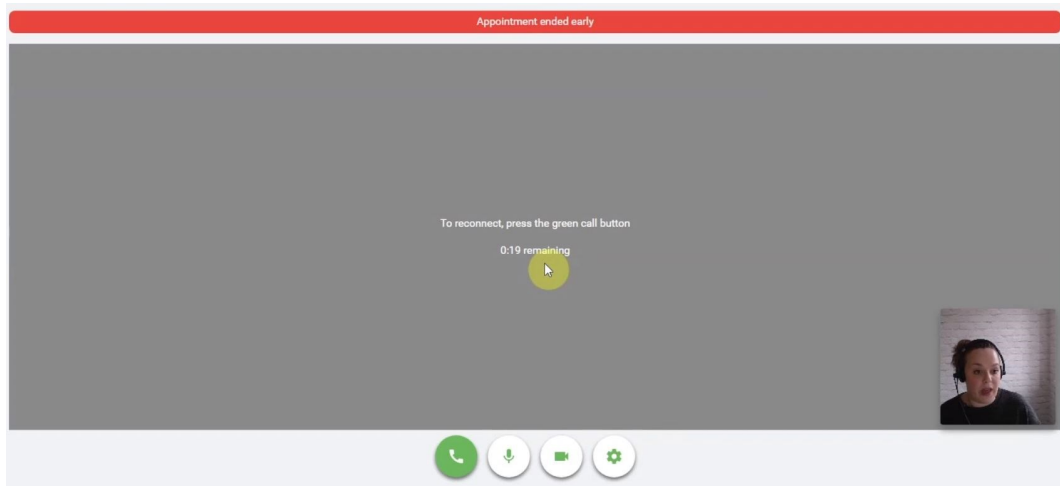
You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.



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.

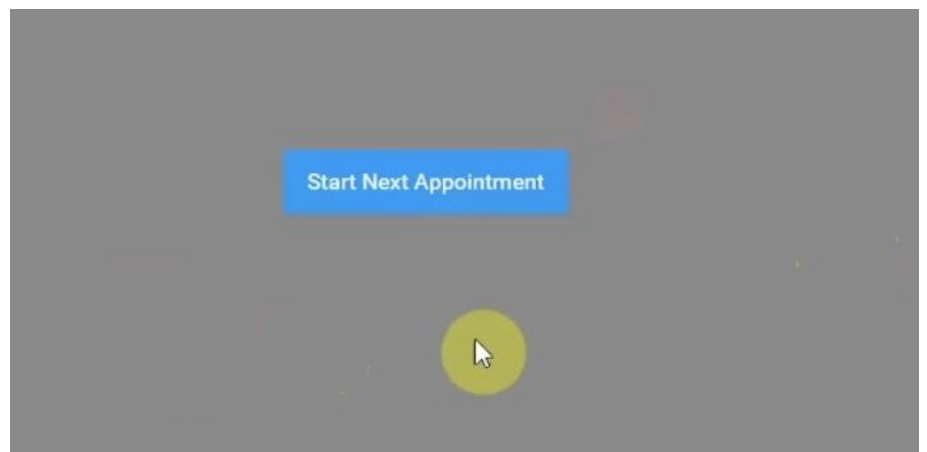
When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

**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.



## 5. 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





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**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.

