

Video Meeting Information for Teachers

(There's also a video training tour for the Teacher area here: <https://vimeo.com/455423138>)

1. You will be sent an e-mail which asks you to create a password for Parents Booking. When this arrives, click the link and create your password. Keep this safe.

Passwords must have at least one uppercase, lowercase, numbers and special character (!£\$%), and be at least 8 characters.

2. Once you have created your password, we recommend ALL teachers check they can login to www.parents-booking.co.uk in advance of the parents' evening. If you cannot login, you will not be able to join your video meetings when they start.

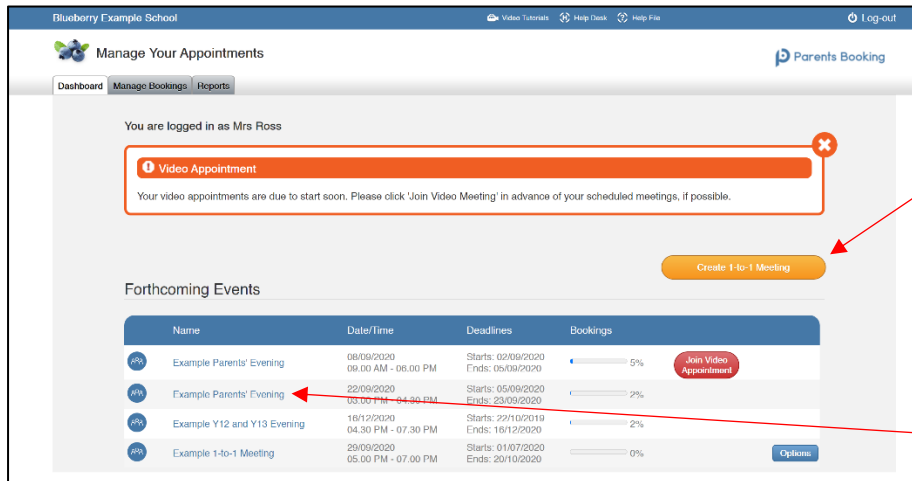
Be aware that the username and password are both case sensitive. If your e-mail address has uppercase characters, please input them this way. Also, note that on iPhones/iPads the username field sometimes automatically capitalises the first character. This may prevent you from logging in if you do not make it lowercase.

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)**

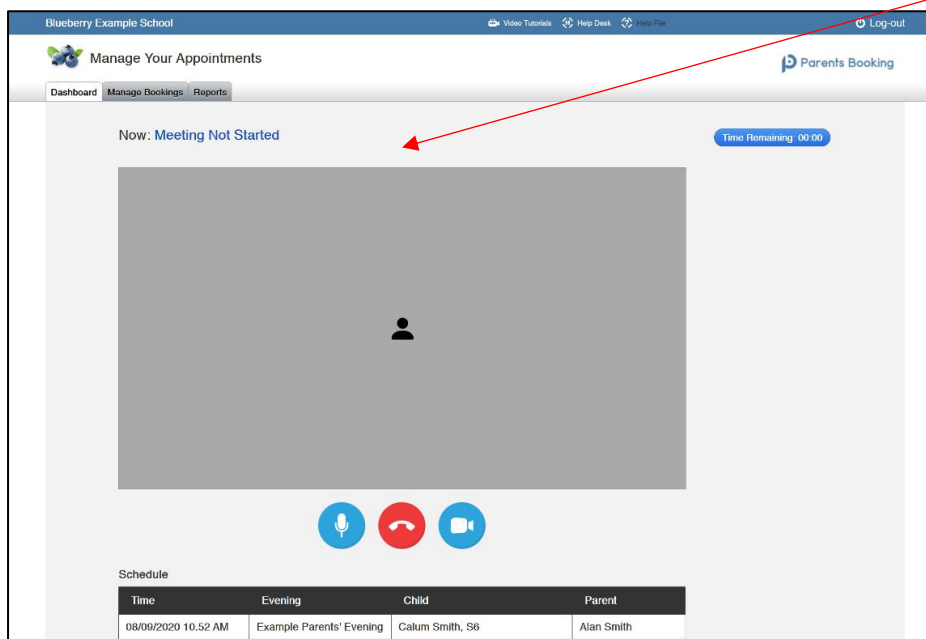
- On the day of the parents' evening, please login to www.parents-booking.co.uk in advance of your first appointment. You will be shown an orange notification reminding you that you have appointments coming up, and asking you to press the red Join Video Appointments button.



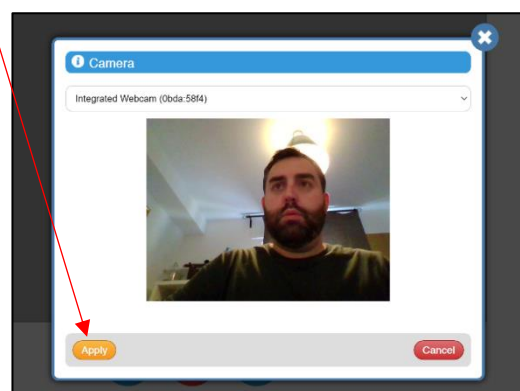
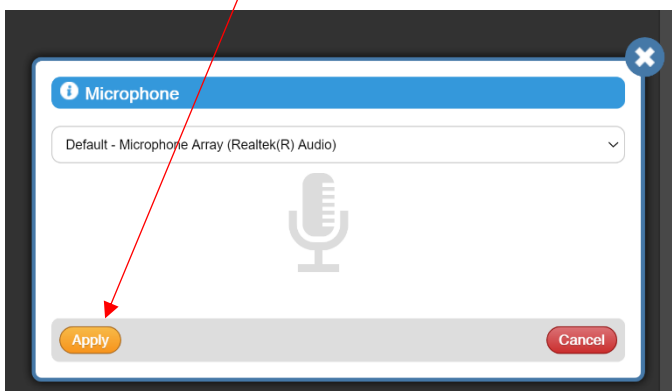
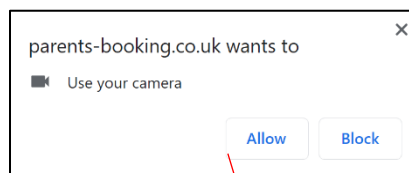
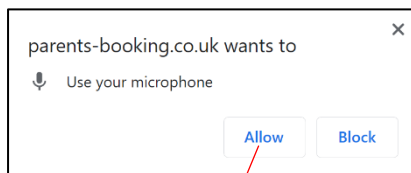
Some schools will allow teachers to create their own '1-to-1 video meetings' with selected parents.

The parents' evenings you are a part of are shown here. You can login and check your appointments any time, and, where allowed, block out or extend times.

Once you have joined the video call, you will be shown a page like this, which explains that your meetings have not started yet. Your first appointment will start the second the parent joins:



When the parent joins, you will be asked to provide consent to use your microphone and camera.



Once both parent and teacher have both consented to using their microphone and camera, they will be shown each other.

The countdown timer will show how long is left of the appointment.

Blueberry School

Parents Booking

Now: Miss B Davidson, Physics

Time Remaining: 00:49

Parent

Parent

Schedule

| Time | Evening | Child | Teacher |
|---------------------|--------------------------|----------------------|----------------------------------|
| 25/08/2020 11:40 AM | Example Parents' Evening | Colum Smith, Year 12 | Miss B Davidson, General Science |
| 25/08/2020 03:10 PM | Example Parents' Evening | Colum Smith, Year 12 | Miss B Davidson, Physics |

You can turn off your microphone and/or camera at any time here.

You can also cancel the call and go back to your Parents Booking Dashboard here.

Once your appointment has finished you will be automatically shown the 'Meeting Not Started' message, if you have a gap between appointments, or shown your next appointment in line with your schedule.