



Video and Hybrid Meeting Setup Guide



Preparation:

IMPORTANT: Testing Network/Firewall Configuration

Before you have a real video parents' evening, we highly recommend your IT team tests that teachers' computers/devices which will be using the school's network/firewall will not block the video meeting technology (called 'Twilio') which is employed by Parents Booking.

Information on how to run a network test, and information on how your IT/network team can make sure the network/firewall does not block the video meetings here:

<https://knowledge.parents-booking.com/how-to-run-a-video-call-test/>

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Create Video/Hybrid Parents' Evenings

1. Upload your school's "data" as per usual (see the [Admin Guide](#) if you need a reminder).

2. Set up your parents' evening like normal, but make sure you set the parents' evening is set to either 'Video Calls' or 'Hybrid', rather than 'In-Person'.

N.B If you select Hybrid meetings, each "day" or "block" of time you create will ask if these meetings will be video or in-person, so be sure to configure this correctly, as shown in the screenshot below.

Blueberry Example School
William Mackenzie

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports
View Contract

Blueberry Example School / Evening Groups / Edit Parents' Evening

Log-out

Help

Edit Parents' Evening

Modify the details of the evening. Mandatory Fields are shown with a red asterisk.

We recommend uploading fresh 'data' before setting up your parent's evening, if you have not done so already.

Parents' Evening Name: *
Example Parents' Evening

Date *
19-June-2024

First Appointment Start Time: *
09:00

Last Appointment Ends At: *
18:30

Length of Appointments: *
10 minutes

Gap of time between meetings
0 minutes

How will the meetings be held?
 In-person
 Video calls
 Hybrid (in-person and video)

Can parents request a telephone meeting instead of a video call?
 No Yes

What type of meeting will this block of time be for?
 In-Person
 Video Calls

What type of meeting will this block of time be for?
 In-Person
 Video Calls

What type of evening?
 Parents' Evening
 Tutor Evening

3. Once your parents' evening has been set up, it is **crucial** that you set up logins for the teachers who will be involved with the parents' evening if you have not already. **If the teachers cannot login, they cannot join their video calls.**

Go to the [Teachers](#) page.

- If the teachers' emails are missing, you will need to type/paste them in and press '[Save Rooms/Emails](#)' to save them and send teachers their username/passwords by email.

OR

- If the teachers' emails are already saved, you can send teachers who are marked as "Not Confirmed" their username/password email by ticking their name (or using "[Select All](#)" to select all teachers on the page you are viewing) and pressing "[Email Password Reset](#)".

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Blueberry Example School / Master list of teachers

Master list of teachers

Select All | Deselect All

	Name	Students	Room	Email	Login Setup?	
<input type="radio"/>	Mrs A Alfonso	29		mrsalonso@schoolname.cc	Password Sent	Login as...
<input type="radio"/>	Mr P Rover	2			Not Configured	
<input type="radio"/>	Miss J Care	24		misscare@schoolname.cor	Password Sent	Login as...
<input type="radio"/>	Miss B Davidson	24			Not Configured	
<input type="radio"/>	Mrs B Davidson	23	F34		Not Configured	
<input type="radio"/>	Miss Beth Davidson	0		missdavidson@schoolnam	Not Configured	Login as...
<input type="radio"/>	Prof A Dimble	14			Not Configured	
<input type="radio"/>	Mr C Forwood	24			Not Configured	
<input type="radio"/>	Mrs J Hart	23			Not Configured	
<input type="radio"/>	Ms H Helguera	22			Not Configured	

Control panel

Search by:
Surname

Search

Save Room/E-Mails

Email Password Reset

Add Teacher

Copy / Move Class Codes

Edit Class Codes

Departments/Tutors

Export to Excel

Delete Selected

Delete all

Total number of teachers: 27

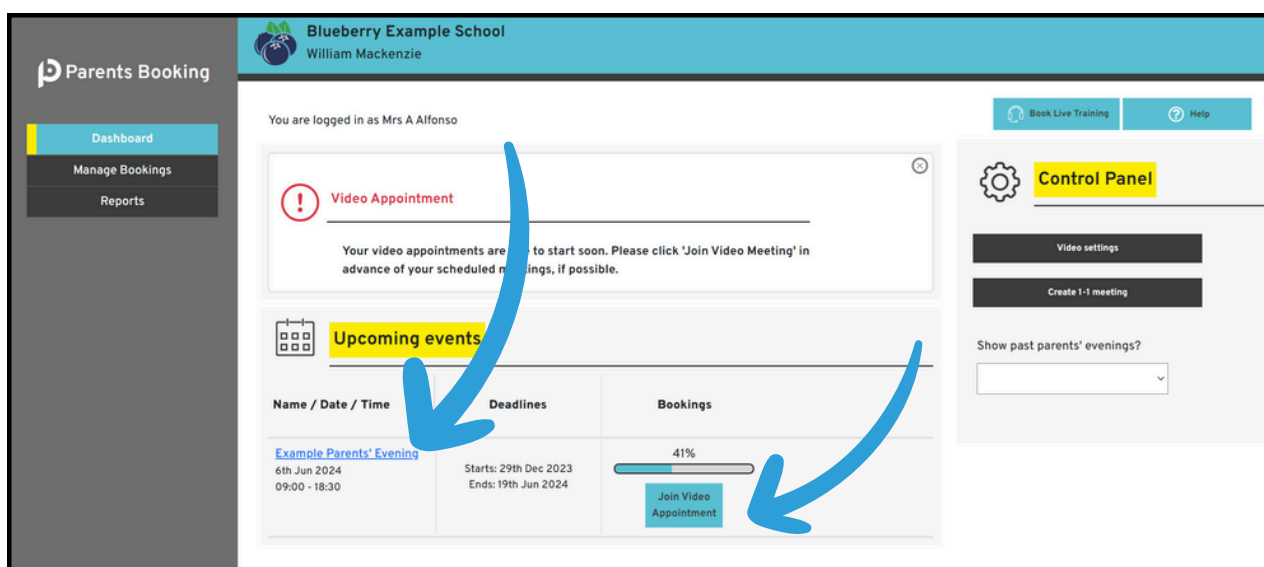
4. Once you have saved the teacher e-mails OR used the “Email Password Reset” button, the “Login Setup” column will change from “Not Configured” to “Password Sent”.

“Password Sent” confirms that teachers have been sent an e-mail that asks them to choose a password, and instructions to login with. This password, combined with their work e-mail (which is their username), will allow them to login to www.parents-booking.co.uk.

Once logged in, teachers can check their appointment schedules and join their video meetings.

N.B. 20 teachers are shown per ‘page’, so repeat the above steps for all pages of teachers, until everyone has been sent their password.

5. We advise that you ask ALL teachers to make sure they can login to www.parents-booking.co.uk in advance of the parents’ evening, to test they are able to login and can see their appointment schedule (by clicking the parents’ evening name on their landing page). It is here, on the day of the parents’ evening, that they will see a button to join their video meetings (which will look like the below).



6. You are now ready to send parents their invite to make video/hybrid parents' evening appointments. Furthermore, if teachers have been given permission to block out time or extend their schedules, they can do this. Everything is ready for parents to make video appointments, and for teachers to join those sessions from their login/Dashboard.

7. Participants (parents and teachers) must use a computer/smart device which has a webcam and microphone.

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 or Chrome
 - (Chrome is only compatible in iOS 14.3+)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac PC:** Safari (version 11+), Chrome or Firefox
- **Windows PC:** Chrome, Firefox or Edge
 - (To be specific, only the newer Edge 'Chromium' is compatible)