

Video Appointments: Parents - How to attend video call appointments using SchoolCloud

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We also recommend:

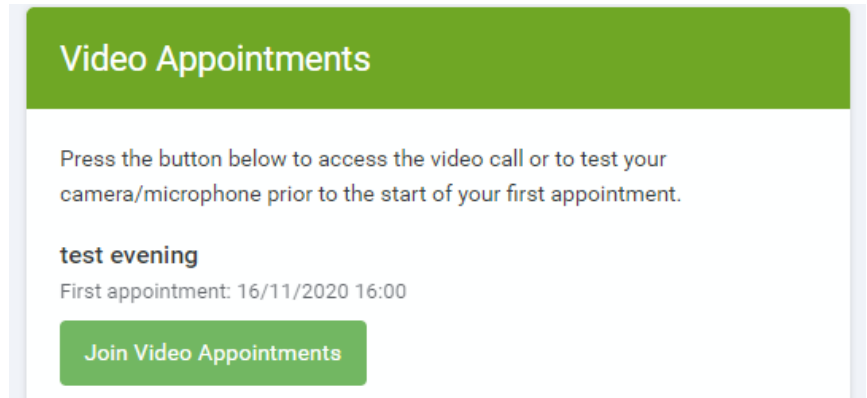
- The system is intended to be as convenient as possible and is thus optimised for using your smartphone or tablets for video appointments. If you do not have a mobile device with a front-facing camera, use a laptop or computer with a webcam.
- Use a headset (or earphones with a microphone) to reduce echo.

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: You can use this link svcs.schoolcloud.co.uk , 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.



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

2. Check Audio and Video

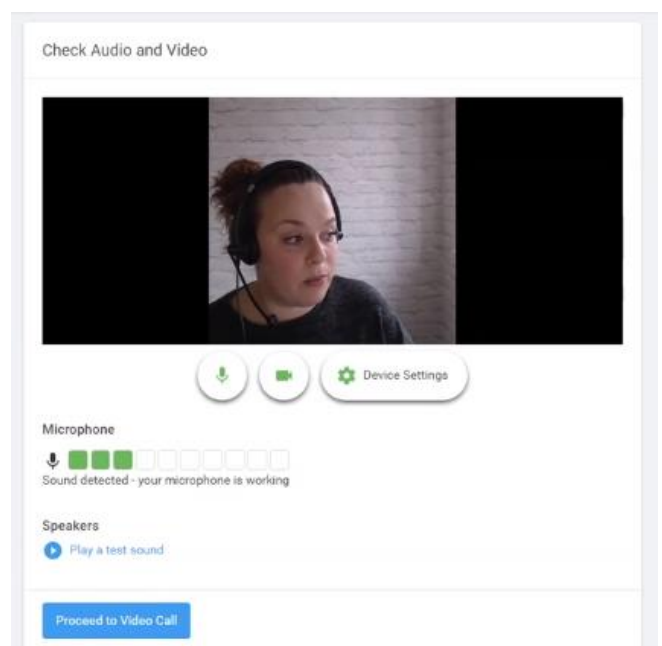
When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

If you are not prompted, we recommend checking your browser settings to confirm that microphone and camera access is allowed for the SchoolCloud site.

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*.

Do not start the call until you have tested that both the speakers and microphone are working.

To check click 'Play Test Sound' – The tune that plays should be clearly audible. If your microphone is functioning properly green bars will illuminate as it picks up the test sound or your voice.



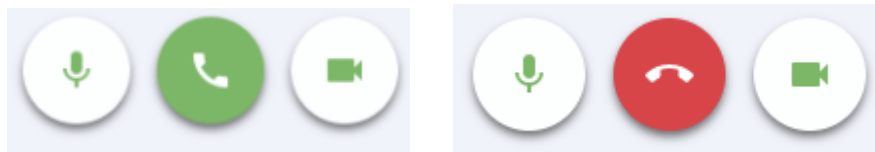
2. The Video Call

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 pick up button to start the call and a hang up button to leave the call.

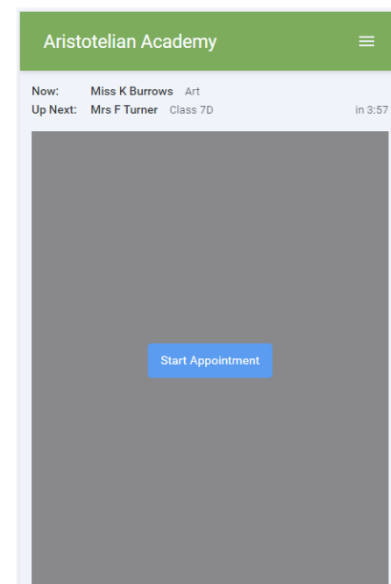


- In the middle, when your appointment is due to start, the *Start Appointment* button.

3. 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 centre 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 re-join the call, it does *not* reset the timer.

The appointment will always end at the scheduled time.

4. 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

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.