

## Video Appointments – How to attend appointments over video call

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

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:  
**iPhone/iPad:** Safari **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**  
**Android:** Chrome or Firefox  
**Windows:** Chrome, Firefox or Microsoft Edge (Chromium - download here)  
**Mac:** Safari, Chrome or Firefox  
**Linux:** Chrome or Firefox

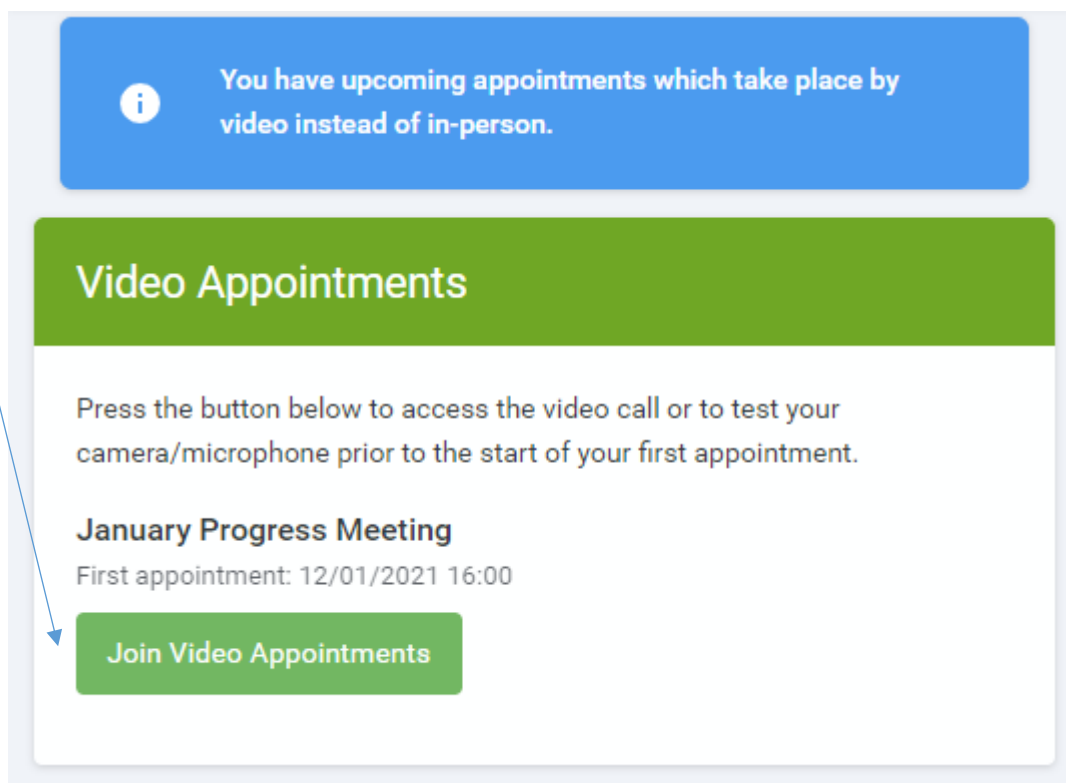
### We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

### How to attend your appointments via video call

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

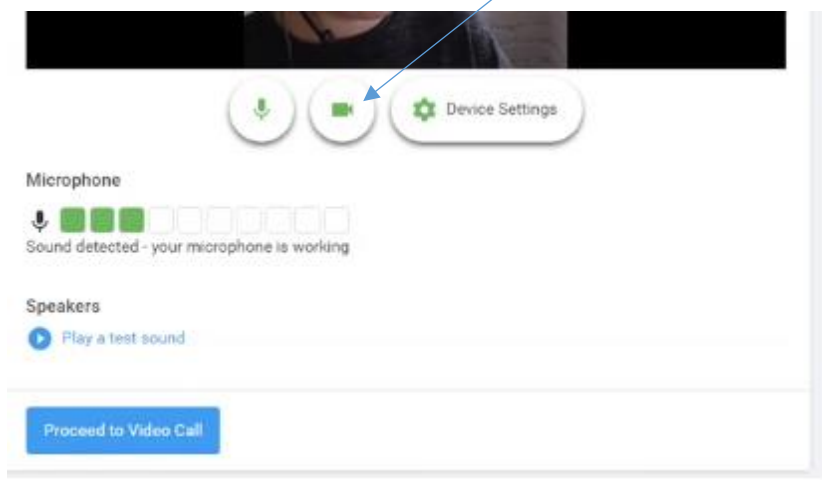
- On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at <https://delveslane.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received.
- Once logged in you will see a notice that 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.



The screenshot shows a notification interface with a blue header bar containing an information icon and the text: "You have upcoming appointments which take place by video instead of in-person." Below this is a green bar with the title "Video Appointments". The main content area is white and contains the text: "Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment." This is followed by the event title "January Progress Meeting" and the date/time "First appointment: 12/01/2021 16:00". At the bottom is a green button labeled "Join Video Appointments". A blue arrow points from the text in the first step to this button.

## Step 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*.

## Step 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.



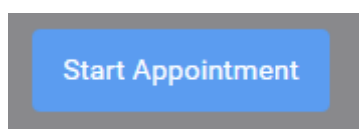
- When another person is available these also show a pick up button to start the call



- and a hang up button to leave the call.

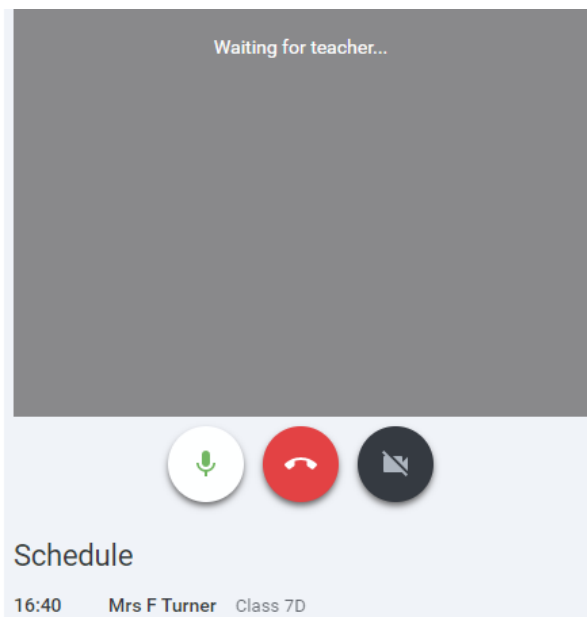


- In the middle, when your appointment is due to start, the *Start Appointment* button.



### Step 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 rejoin the call, it does not reset the timer. The appointment will always end at the scheduled time.**

### Step 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.

## 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.

**January Progress Meeting**  
3 appointments from 16:00 to 16:25 Tuesday, 12th January

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

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.

Invite Parent/Guardian
✕

You may invite an additional parent/guardian to also attend the video call.

**Name \***

**Email \***

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

Chris Aaron

Send Invite

Close

You must enter a Name, and an Email address, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue Send Invite button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

Video Call Invitation

**Primary School Parents' Evening**

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:  
<https://greenabbey.schoolcloud.co.uk/guests/video/393722?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to Resend invites or Remove them.

### Manage Invites ✕

You may invite an additional parent/guardian to also attend the video call.

#### New Invite

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[Invite Parent/Guardian](#)

#### Current Invites

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To change invited guests, please remove and then invite again.

**Elizabeth Aaron**  
eaaron@test.com  
For: Liz Aaron

[Resend Invite](#) [Remove](#)

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**Jane Aaron**  
jaaron@test.com  
For: Sophie Aaron

[Resend Invite](#) [Remove](#)

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[Close](#)

If you click Remove the link in the previously sent invitation will no longer work and that person can no longer join the video call.