



Parent's Evening System - User Guide - Remote Video Appointments

An online portal designed to help parents book allocated time slots with their child's teachers, track bookings, make any enquiries before the event and accessing video appointment calls.



How do I access?

In order to access the system you will need a valid Internet Connection, and the system can then be accessed via any computer, smart phone or tablet device.

Please visit the school's website:

www.telfordlangleyschool.co.uk

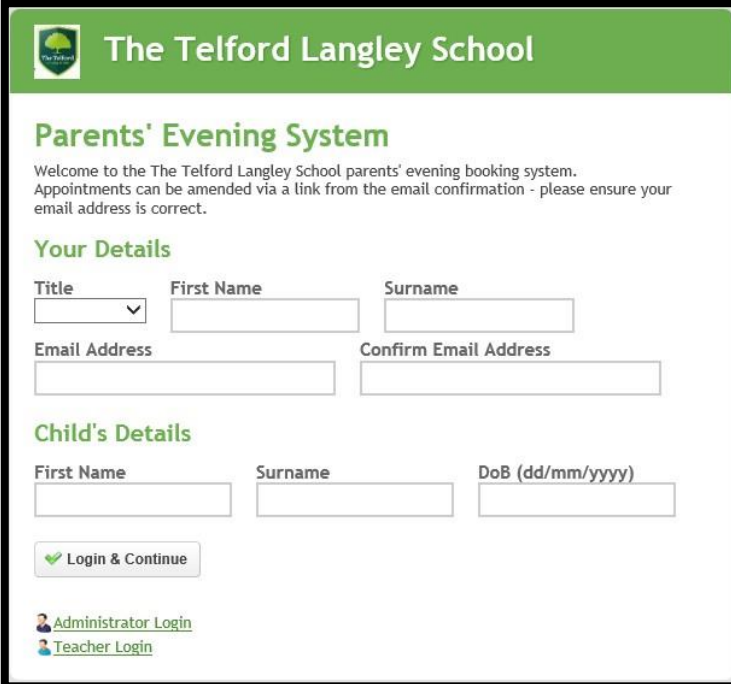
Select Parents at the top.

PARENTS

Select Parents Evening Booking.

Parents Evening
Booking

You will then be presented with the following screen:



The screenshot shows the login interface for the Parents' Evening System. At the top, there is a green header with the school's logo and name. Below this, the title 'Parents' Evening System' is displayed, followed by a welcome message and a note about amending appointments. The form is divided into two main sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section includes fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom of the form, there is a 'Login & Continue' button and two links: 'Administrator Login' and 'Teacher Login'.

The Telford Langley School

Parents' Evening System

Welcome to the The Telford Langley School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details


First Name Surname DoB (dd/mm/yyyy)

[Administrator Login](#)
[Teacher Login](#)

Logging in.

Enter your details, followed by your child's details as required.

When completing the form please ensure your email address is correct, as booking confirmation will be sent to this location.



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Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DOB (dd/mm/yyyy)

[Login & Continue](#)

[Administrator Login](#)
[Teacher Login](#)

Please enter your child's name as it appears on their birth certificate and what was registered with the school. (No shortened names or nicknames.)

Please ensure your child's DOB is formatted correctly (DD, MM, YYYY).


For example: 29/07/2001

It must be formatted as above in order to match our database.



Making an appointment.

Once logged in, you should be able to see the event on the screen.

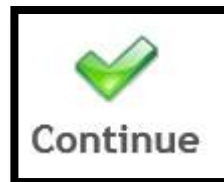


Year 7 & KS4

This parents' evening is for pupils in Year 8. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park

Date: 03/11/2016 Time: 16:30 - 19:00

Click Continue to make a booking.



You can then select the teachers you wish to see, for a 5 minute allocated time slot for each. All teachers will automatically be selected and you can only book in with subject teachers that teach your child.

- Mr E Antwi - History
- J Cochrane - Modern Languages
- Miss L Evans - Physical Education
- Mr N Gregory - Art
- Miss S Humphreys - Science
- D Jones - Computing
- D Jones - Religious Education
- Mr M Keegan-Phipps - Music
- Miss S Palmer - Geography
- Mrs R Ravenhall - English
- Mrs R Ravenhall - Drama
- Mr J Toulson - Mathematics

Then select Continue to Book Appointments.



Making an appointment.

Now you can select time slots for teaching staff by clicking Book by the appropriate time.

If a teacher is busy with another appointment, this will be shown as Busy.

16:50	<u>Book</u>	<u>Book</u>
16:55	Busy	<u>Book</u>
17:00	<u>Book</u>	<u>Book</u>
17:05	Busy	<u>Book</u>
17:10	<u>Book</u>	<u>Book</u>
17:15	<u>Book</u>	<u>Book</u>
17:20	<u>Book</u>	<u>Book</u>
17:25	<u>Book</u>	Busy
17:30	<u>Book</u>	Busy

Once you have made your appointments you can manage them by selecting Appointments at the top.



All your scheduled appointments will then appear.

- If you are unable to access the internet on a computer, smart phone or tablet device then please see the instructions on the following page -



Further information.

If you are unable to access the internet on a computer, smart phone or tablet device, then you can still make appointments via the contact information below:

Phone Number: 01952 386700 and ask for Miss Proctor

This is ONLY to be used when you do not have an internet connection available.

If you experience any issues accessing the portal and/or any of it's features or would like to provide any form of feedback regarding your experience with the system, then please email the following:

Langleypa.consultat@taw.org.uk

All information is correct at time of printing. Website may be down at certain times due to planned maintenance; please do not contact us unless you are unable to access after 24 hours. Any feedback is greatly appreciated and all comments will be taken into consideration



Video Appointments

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 (Chromium)
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.



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.

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

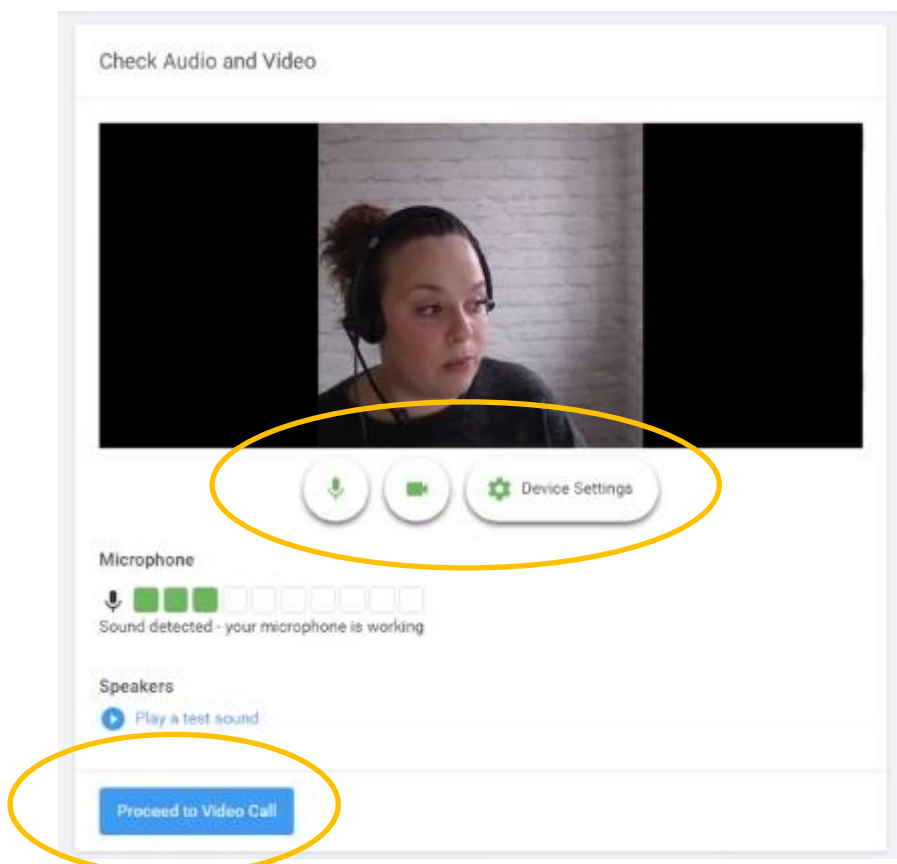
A screenshot of the Telford Langley School website interface. At the top, a dark green banner displays 'Telford Langley School' in white. Below this is a blue notification box with a white information icon and the text: 'You have upcoming appointments which take place by video instead of in-person.' Underneath is a green header for 'Video Appointments'. The main content area 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.' Below this is the heading 'test evening' and the text 'First appointment: 16/11/2020 16.00'. At the bottom, a green button labeled 'Join Video Appointments' is circled in yellow.



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* (You may have to scroll down the screen to see this icon).





The Video Call

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

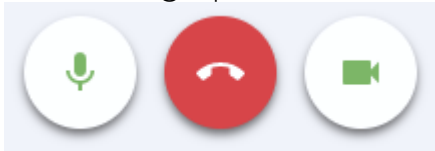
- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera.



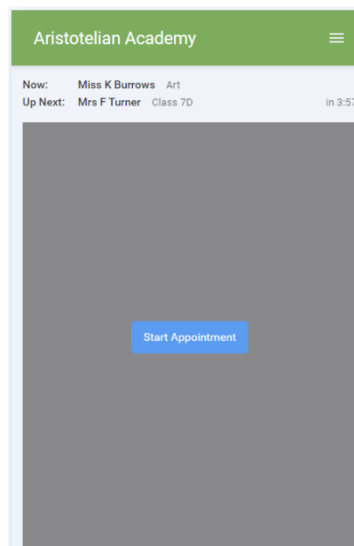
- When another person is available these also show a pick up button to start the call



- and a hang up button to leave the call.



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

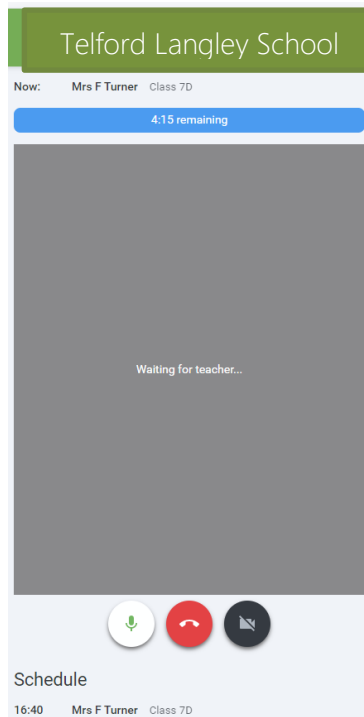




3. Making a call

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**

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.

