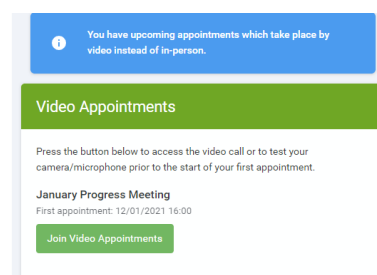


## How to attend your appointments via video call

1. Click <https://ormistonsixvillagesacademy.schoolcloud.co.uk/> to log into the Parents' Evening System. The link can also be found in 'quick links' at the top of the website home page or you can click on the date icon on the front page of the website.

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".

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".

3. **The Video Call**

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

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



- 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.



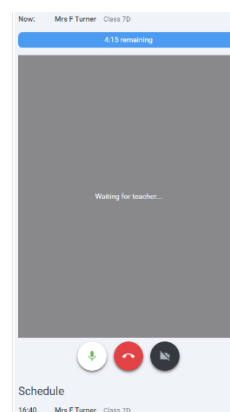
- In the middle, when your appointment is due to start, the "Start Appointment" button.

4. **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). 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. 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.



**Please 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.**