



How to use the Parent's Evening Software



Logging In:

This parents evening does not involve installing an app or program. It runs entirely over the internet in a browser window. If you wish to watch a video demonstration please go to

<https://vimeo.com/473882995>

On the day of the parents evening log in by going to <https://howden.parentseveningsystem.co.uk> and entering your details. **You will also have received this link through the SIMS App.** It is important that you use the e mail address that you have supplied to the school as your contact e mail address.

Once logged in, you will be presented with a screen offering you to "Join Video Appointments". Click this button.

The Snaiith School
SchoolCloud
Welcome to the The Snaiith School parent teacher conference 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 Confirm Email
Student's Details
First Name Surname
Date of Birth
1 January 2010
Log In

You have upcoming appointments which take place by video instead of in-person.
Video Appointments
Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.
test evening
First appointment: 16/11/2020 16:00
Join Video Appointments

Check Audio / Video and get started:

You will now be offered the "Check Audio and Video" screen. **You may be asked by your browser to allow access to camera and / or microphone – if this is the case then click "allow".**

Also on this screen you have the ability to turn your microphone and camera on and off and make other changes to your devices on your computer including changing cameras. When you are happy with your choices, click "proceed to call".

Check Audio and Video
Microphone
Sound detected - your microphone is working
Speakers
Play a test sound
Proceed to Video Call

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

1. At the top left corner you will see the teacher name (and subject details) for the current and next appointment.
2. At the top right you will see a countdown to the start of the appointment.
3. At the bottom you have the controls for your camera and microphone
4. When your next appointment is due to start you will see a “start appointment” button.

These are the controls for your camera



When another person is available these also show a green button to start your call



Once in a call, you can click the red button to end the call early.



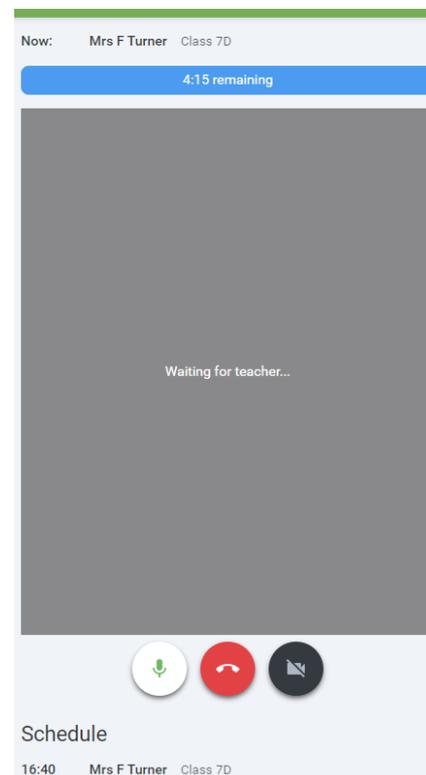
Taking part in an appointment:

Click the “Start Appointment” button. You will see yourself in the bottom left corner of the screen (unless you have turned your camera off). If the teacher has not yet joined you will see a notice telling you this in the middle of the screen.

When a teacher joins a call you will see them in the main part of the screen (unless they have turned off their camera) and you can start your discussion with them.

You will see the time remaining in this call in a blue bar at the top of the screen. This will go RED in the last 10 seconds of the call and the call will automatically disconnect when the appointment time is over.

If anyone is disconnected during the call you can log back into the system as you did before and continue. **If the teacher loses the connection, do not disconnect. Please wait for them to re-join the call.**



Accessing the next appointment:

If you have a consecutive appointment straight away, your screen will display “Start Next Appointment”. When you are ready, click this button.

If you delay starting a call, this does **NOT** extend the duration of this appointment. The appointment will still end at the scheduled time.

If you do not have a consecutive appointment straight away, you will see a countdown telling you how long it is until your next appointment.

Once you have finished your last appointment, you will receive a message advising you of this. You can now safely turn off your browser or device.

