

Accessing Video Appointments through the Parents Evening System

To access video appointments you will need the following

- 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)
- Android: Chrome or Firefox
- Windows: Chrome, Firefox or Microsoft Edge (latest version)
- Mac: Safari, Chrome or Firefox
- Linux: Chrome or Firefox

Hedingham School

Parents Evening System

Welcome to the Hedingham 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

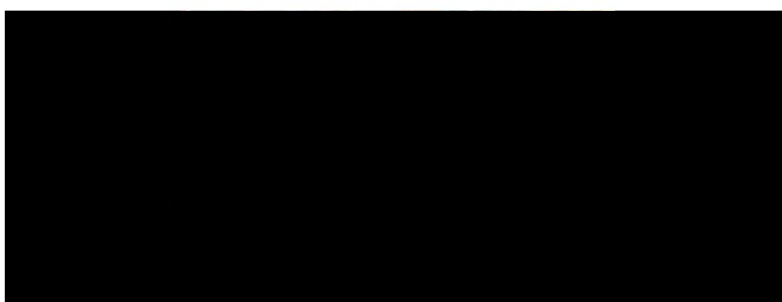
First Name	Surname	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Log In

- Log into the Parents Evening System using your child's preferred name by visiting hedingham.parentseveningsystem.co.uk

- The following is displayed

Check Audio and Video



Microphone



Speakers

Play a test sound

Proceed to Video Call

Select Proceed to Video Call when its time for your first appointment

- Allow any device popups that request access to the Camera and Microphone

hedingham.schoolcloud.co.uk wants to

Use your camera

Allow

Block

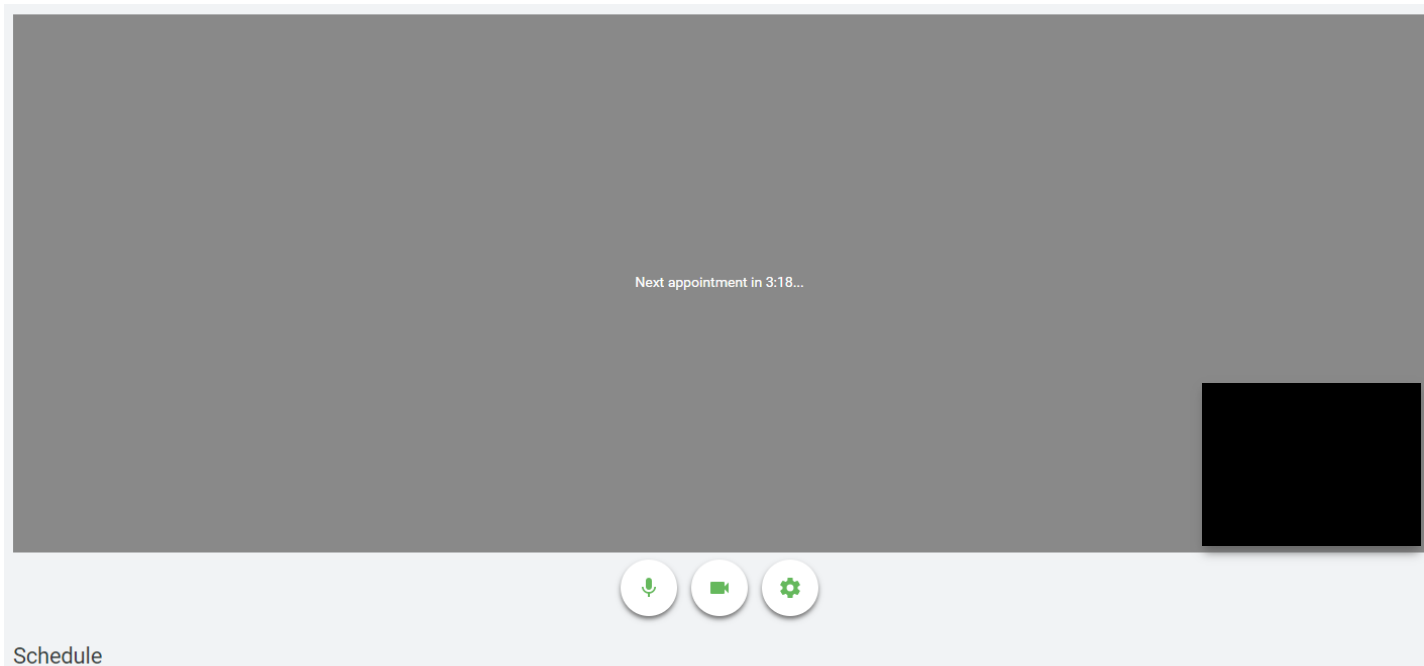
hedingham.schoolcloud.co.uk wants to

Use your microphone

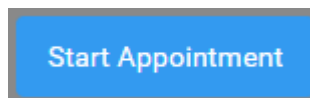
Allow

Block

- The countdown timer will count down to your appointment

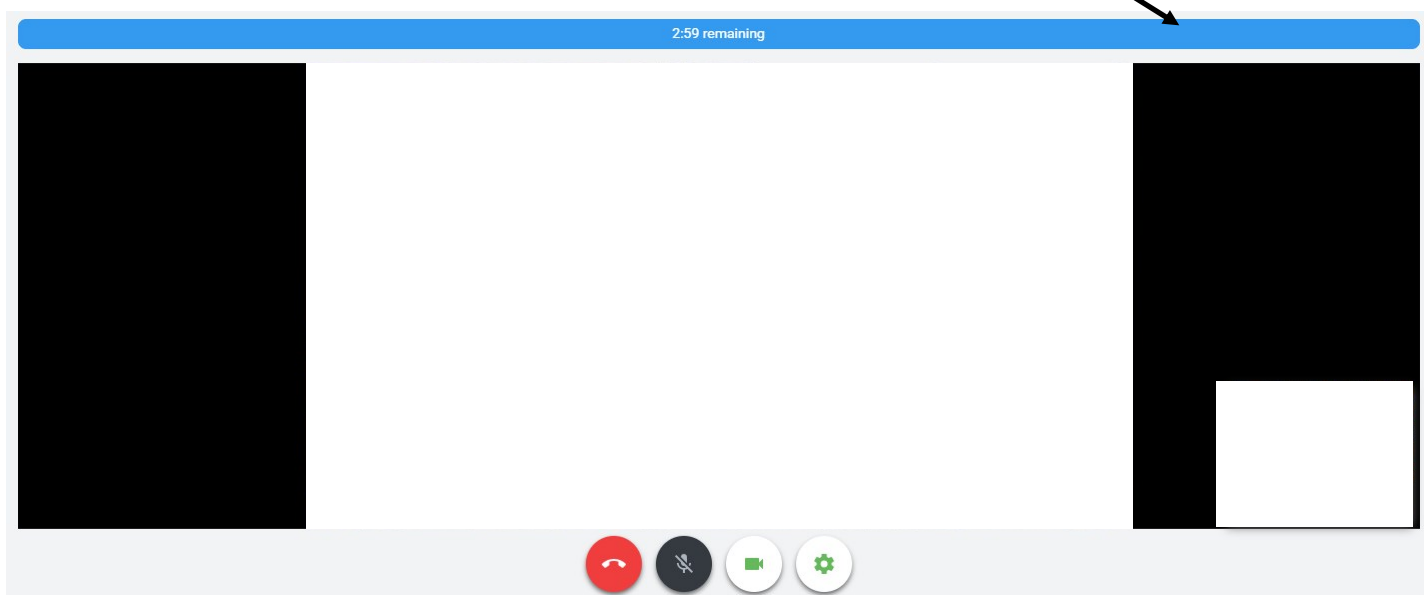


- When its time for the appointment select Start Appointment




- The following screen is displayed

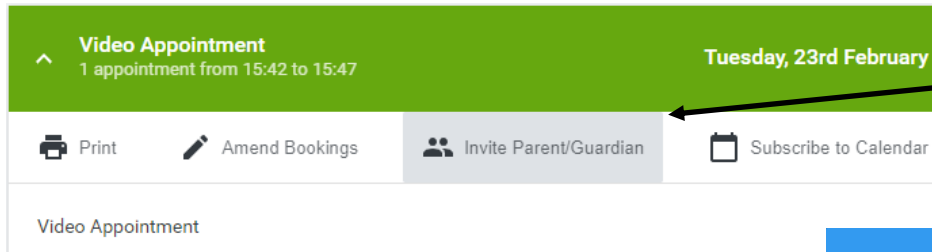
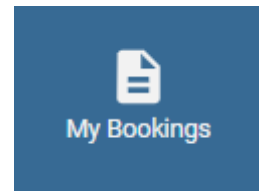
- A countdown timer will show how long is left, this turns orange when there is a minute left, red when there is 10 seconds then it will automatically cut off at the when the time is reached



- The timer will then countdown to your next appointment

Inviting an additional Parent/Guardian

- You have the option if you wish to invite one additional Parent/Guardian into the video call, if you wish to do this click on My Bookings on the Right hand Side
- If you are using a mobile/tablet tap on the three lines  and select My Bookings



- Expand the Parents evening and select Invite Parent/Guardian

- Enter the additional persons name, email address



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

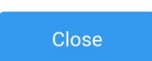
New Invite

Unable to invite another parent/guardian. Only one invite can be sent per student.

Current Invites

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

For:



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

Name *

e.g. John Smith

Email *

e.g. johnsmith@example.com

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

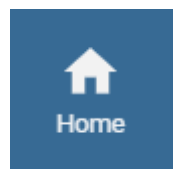
Send Invite

Close

- Read and tick the consent notice, then select Send Invite

- Click close when you are finished

- Select home from the menu



- Select Join Video Appointments when its time for your first appointment

