

Video and Hybrid Meetings – Quick Setup Guide version 3.0

(Video of this guide also available [here](#))

IMPORTANT: Testing Network/Firewall Configuration

Before you have a real parents' evening, we highly recommend your IT team tests that teachers' computers/devices which will be using the school's network/firewall will not block the video meeting technology (called 'Twilio') which is employed by Parents Booking.

Information on how to run a network test, and information on how your IT/network team can make sure the network/firewall does not block the video meetings here:

<https://knowledge.parents-booking.com/how-to-run-a-video-call-test/>

Instructions

1. Upload your school's "data" as per usual (see the [Admin Guide](#) if you need a reminder).
2. Set up your parents' evening like normal, but make sure you set the parents' evening is set to either 'Video Calls' or 'Hybrid', rather than 'In-Person'.

N.B If you select Hybrid meetings, each "day" or "block" of time you create will ask if these meetings will be video or in-person, so be sure to configure this correctly. See 'Fig 1' below.

Blueberry Example School

< Back | Dashboard

Parents Booking

Dashboard | Set-up School | Upload Data | Parents | Teachers | Evenings | Events & Clubs | Manage Bookings | Reports | View Contract

Edit Parents' Evening

Modify the details of the evening. Mandatory Fields are shown with a red asterisk.

Parents' Evening Name: *
Example Parents' Evening

Date *
31-August-2022

First Appointment Start Time: *
16:00

Last Appointment Ends At: *
19:00

Length of Appointments:
5 minutes

Gap of time between meetings
1 minutes

What type of evening?
 Parents' Evening Tutor Evening

How will the meetings be held?
 In-Person Video Calls Hybrid (in-person and video)

Are parents allowed to request a telephone call instead of a video call?
 No Yes

Booking Opens on: *
28-February-2022

Booking Opens At: *
00:00

Booking Deadline*
08-November-2022

Deadline Time*
00:00

What type of meeting will this block of time be for?
 In-Person Video Calls

Create a comfort break for this session?

Add another block of time/day

Fig 1

- Once your parents' evening has been set up, it is **VITAL** that you set up logins for the teachers who will be involved with the parents' evening if you have not already. If the teachers cannot login, they cannot join their video calls.

Go to the **Teachers** page.

- If the teachers' emails are missing, you will need to type/paste them in and press **'Save Rooms/Emails'** to save them and send teachers their username/passwords by email.
- OR if the teachers emails are already saved, you can send teachers who are marked as "Not Confirmed" in red a username/password in an email by ticking their name (or using **"Select All"** to select all teachers on the page you are viewing) and pressing **"Email Password Reset"**.

The screenshot shows the 'Teachers' page in the Parents Booking system. At the top, there are navigation tabs: Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Manage Bookings, Reports, and View Contract. Below the tabs, there are buttons for 'Edit Departments', 'Add Teacher', 'Save Rooms/Emails', 'Email Password Reset', and 'Delete all'. A search bar is present with a dropdown for 'Surname' and a 'Search' button. Below the search bar, it says 'Total Number of Teachers: 16'. There are checkboxes for 'Select All' and 'Deselect All'. The main table has the following data:

Name	Students	Room	Email	Login Setup ?
<input type="checkbox"/> Miss B Davidson	57	Room 7	E-mail address is hidden	Setup Complete
<input checked="" type="checkbox"/> Miss B Jones	24	Room 8	E-mail address is hidden	Password Sent
<input type="checkbox"/> Miss Care	0			Not Configured
<input checked="" type="checkbox"/> Miss E Neill	24	Room 11	E-mail address is hidden	Password Sent
<input type="checkbox"/> Miss Hall	0			Not Configured

The progress of teacher account setup is shown in red, blue and green.

Red means the teacher has not been sent their password reset e-mail.

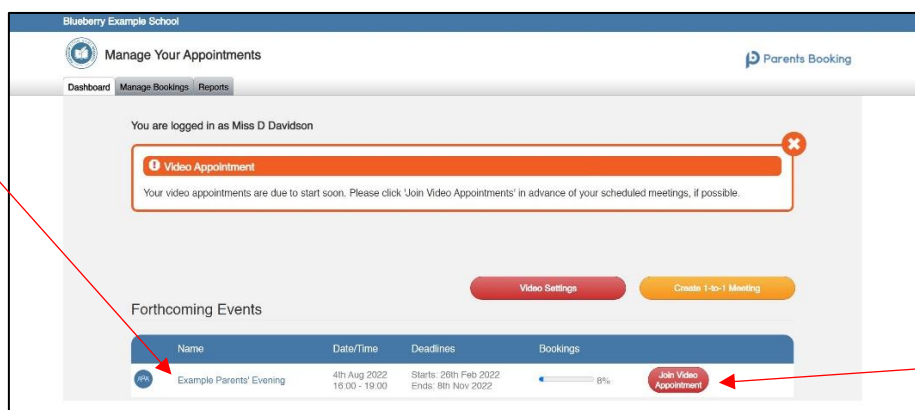
Blue means the teacher has still to choose a password.

Green indicates the teacher has chosen their password, set up their account and can login.

- Once you have saved the teacher e-mails OR used the "Email Password Reset" button, the "Login Setup" column will change from red "Not Configured" to blue "Password Sent". This will confirm that teachers have been sent an e-mail that asks them to choose a password, and instructions to login with. This password, combined with their work e-mail, will allow them to login to www.parents-booking.co.uk. From here teachers can check their appointment schedules and join their video meetings.

N.B. 20 teachers are shown per 'page', so repeat for all pages of teachers.

- We suggest you ask ALL teachers to make sure they can login to www.parents-booking.co.uk in advance of the parents' evening, to make sure they are able to login and can see their appointment schedule (by clicking the parents' evening name on their landing page). It is here, on the day of the parents' evening, that they will see a button to join their video meetings (which will look like the below).



6. You are now ready to send parents their invite to make appointments. Furthermore, if teachers have been given permission to block out time or extend their schedules, they can do this. Everything is ready for parents to make video appointments, and for teachers to join those sessions from their login/Dashboard.
7. Participants (parents and teachers) must use a computer/smart device which has a webcam and microphone.

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be iOS 11+):** Safari (*Chrome is also compatible in iOS 14.3+*)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac PC:** Safari (version 11+), Chrome or Firefox
- **Windows PC:** Chrome, Firefox or Edge (only the newer Edge Chromium is compatible)

Other helpful resources/downloads:

- Setting up hybrid parents' evenings: [Here](#)
- Parent instructions PDF: [Here](#)
- Teacher Instructions PDF file: [Here](#)
- Download a Parent Instructions PDF file: [Here](#)
- Instructions: How one parent can share their appointments with other parents: [Here](#)
- Instructions: Sharing parent appointments with 2+ teachers: [Here](#)
- Instructions: How to add a translator to your parents' evening: [Here](#)