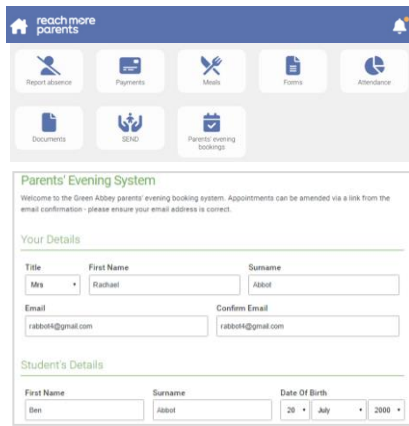


Parents' Guide for Attending Video Appointments



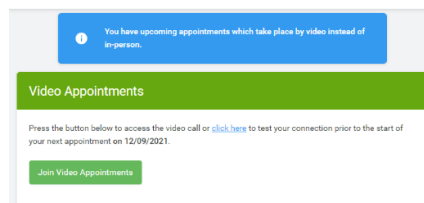
Step 1: Login

Login via the WeDuc Reach More Parents app and tapping on the *Parents Evening Bookings* icon.

Or

Go to <https://wednesfieldacademy.schoolcloud.co.uk/> and fill out the details on the page then click the *Log In* button.

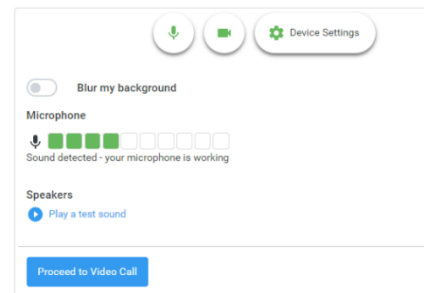
The names provided must exactly match what we have on the school system.



Step 2: Join Video Appointments

Click on *click here* to see if you have internet connection that will enable the Appointments.

Click on *Join Video Appointments* at the time of the appointments or prior test camera/microphone.

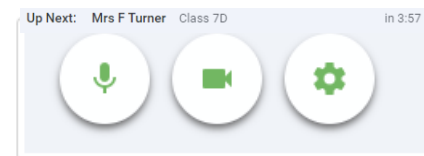


Step 3: Check Audio and Video

You may be asked to 'allow access' for your camera and microphone, in which case please click yes.

You can blur your background, turn on and off your microphone and camera, change the devices and settings for sound and video. Click on *Play a Test Sound* to see if your speakers are connected correctly.

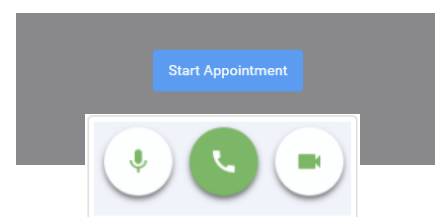
Once you are happy, Click *Proceed to Video Call*.



Step 4: Waiting for Appointments

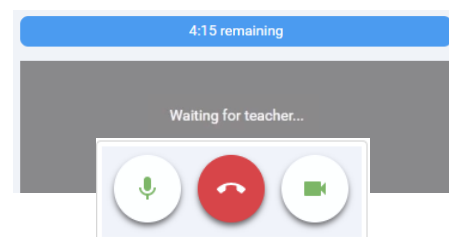
At the top of the screen you will be able to see your next appointment.

While you wait you can turn on/off your camera and microphone by clicking the green buttons.



Step 5: Joining an Appointment

At the time of the appointment you can join by either clicking *Start Appointment* or the green 'pick up call' button.



Step 6: During an Appointment

If you join at the very start of an appointment you might see the *Waiting for teacher...* message. If so, please wait patiently you do not need to change any settings.

At any time during an appointment you can turn on/off your camera and microphone by clicking the green buttons.

Keep an eye on the clock at the top of the screen. The call automatically ends at 0:00.

At the end of the appointment you can click the red 'hang up' button or wait for your next appointment to start.