

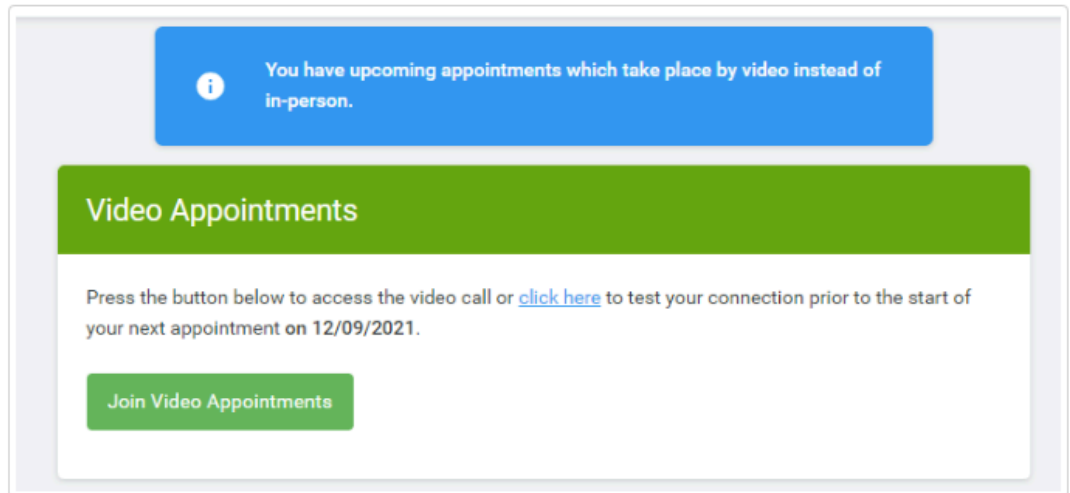
How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone, etc) login to <https://axholme.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received.

At the top of the page you will see a blue notice telling you that you have upcoming video appointments, as well as a "click here" link which allows you to check that your internet connection and device can successfully connect to a video call.

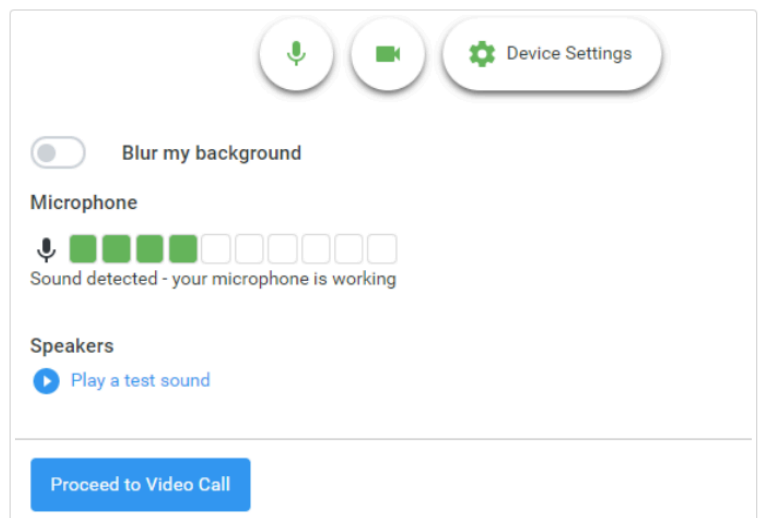
The green *Join Video Appointments* button allows you to join your appointment on the day - or to test your camera/microphone at any time.



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 blur your background in video calls (if using Chrome), 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:

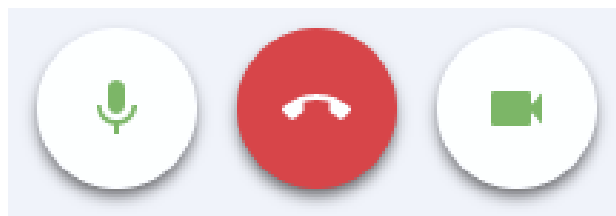
- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the control buttons allow you to mute the mic or turn off the camera. The cogwheel allows you to change the settings, such as blurring your background, or choosing to use a different mic or camera (if you have more than one available).
- Please note that the background blurring feature is only available for parents using a laptop/desktop device and Google Chrome, other devices or browsers will not work



- 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.



If you prefer to watch a

[Video: Parents - How to attend appointments over video call](#) please click the link.

This video shows you how to log in to book, and later attend, video appointments at your school's Parents Evening. Underneath the video is a help article with written information to the same effect including **how to invite another parent/guardian to join your appointments** [Video: Parents - invite another parent/guardian to join your appointments](#)

