Instructions on how to Attend your Parents Evening Video Call Appointment

In order to make video calls you need to have as a minimum:

- ➢ a device with a microphone and speaker

- ➢ a compatible web browser:
  iPhone/iPad: Safari
  Android: Chrome or Firefox
  Windows: Chrome, Firefox or Microsoft Edge (Chromium - <u>download here</u>)
  Mac: Safari, Chrome or Firefox
  Linux: Chrome or Firefox

We also recommend:

Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1.   Log in and go to the Evening

- ➢ On the day of the video appointments, login to the School Cloud System :

  https://viccollege.schoolcloud.co.uk

- ➢ or click the login link from the bottom of the email confirmation you will have received.

  Please log in with the following information:
  - ➢ **Student's First Name**
  - ➢ **Student's Surname**
  - ➢ **Date of Birth**

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your appointment.

If you have any problems logging in, please call Mrs Liz Smith on 638230 who will be able to assist you.

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2.　　　The Video Call Screen

When you click *Join Video Appointments* the video call 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.

On this screen you can see the following:

➢ 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 controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick-up and hang up button).
➢ In the middle, when your appointment is due to start, the *Start Appointment* button.

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera or have chosen to turn it off). If the teacher has not yet joined, you will see a notice to that effect in the centre of the screen.

When a teacher joins a call, you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops, the appointment time is over and the call will automatically end.

Note : if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled slot.

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Victoria College, Mont Millais, St Helier, Jersey JE1 4HT │ 01534 638 200 │ admin@vcj.sch.je │ www.victoriacollege.je
LinkedIn: Victoria College Jersey │ Twitter: @VictoriaCollege │ Facebook: VictoriaCollegeJersey