





# Parents' Guide for Joining the Remote Meeting

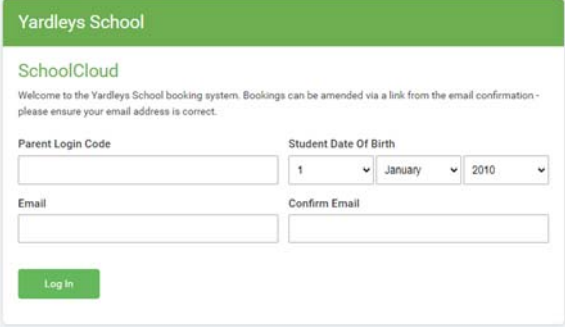
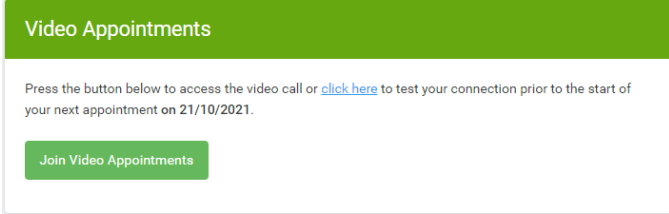
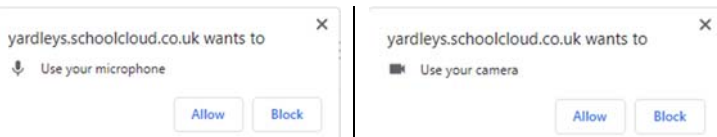
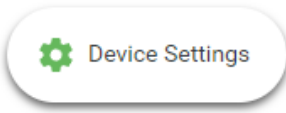
Browse to <https://yardleys.schoolcloud.co.uk/>

Once you have booked your remote meeting (following the Parents' Guide for Booking Appointments), you will need to be ready to join the session at the booked time. Please note that the session length is a maximum of 9 minutes from the booked time. If you join the session late, this will cut in to that 9 minutes and you may not have enough time to fully discuss your child's report with their form tutor (or other designated member of the Yardleys' staff).

## Hardware & software requirements -

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|---|---|
| <p><b>Camera, mic &amp; headphones -</b><br/>You will need a device with a camera, speaker and microphone</p> <ul style="list-style-type: none"><li>• A mobile phone <i>or</i></li><li>• A laptop <i>or</i></li><li>• A tablet device (such as an iPad)</li></ul> <p>or a headset and a web cam</p> <ul style="list-style-type: none"><li>• If using a desktop PC</li></ul> | <p><b>Internet connection -</b><br/>You will require a connection to the internet. Preferably via a broadband router, although a 4G connection would suffice</p> <p>Which Browser is best?</p> <ul style="list-style-type: none"><li>• If using an Android phone or Chromebook – Please use Google Chrome or Firefox</li><li>• If using a Windows laptop or PC – Please use Google Chrome, Firefox or Microsoft Edge</li><li>• If using an Apple iPad or iPhone – Please use Safari, Chrome or Firefox</li></ul> <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><br/>Google Chrome</div><div style="text-align: center;"><br/>Safari</div><div style="text-align: center;"><br/>Firefox</div><div style="text-align: center;"><br/>Microsoft Edge</div></div> |
| <p><b>If you are using an Apple device -</b></p> <p><b>Check iOS is on version 14.3</b></p> <p><b>Check Version -</b> Go to Settings – General – About – Version</p> <p><b>Update Version -</b> Go to Settings – General – then tap Software Update</p>   |   |

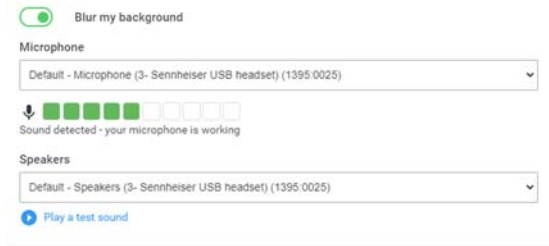
## Joining the remote meeting -

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|--|--|
| <p><b>Step 1: Login to the Parent Evening System</b></p>  <p>Use the same 'Parent Login Code' that you used to book the appointment</p> | <p><b>Step 2: Join Video Appointments</b></p>  <p>Please select 'click here' to test your connection prior to the start of your appointment. It will take about 20 seconds to conduct this test. When you receive the 'test completed successfully' message, you should then click 'Join Video Appointments'. Try and do this a couple of minutes or so before your appointment start time</p> |
| <p><b>Step 3: Allow Microphone &amp; Camera</b></p> <p>Click 'Allow' for both prompts</p>    | <p><b>Step 4: Device Settings</b></p> <p>To change microphone/speaker settings click on 'Device Settings'</p>   |

### Step 5: Select Speakers, or Microphone and Blur background

Enable Blur Background (if supported by your device) to hide your background

Select Microphone or Speakers if you are using a headset and wish to switch sound between the device and the headset



### Step 6: Select 'Proceed to Video Call



### Step 7: Start Appointment

A countdown to your appointment will be displayed on the screen and you will need to click on 'Start Appointment' when the appointment time is reached. Please note that the member of Yardleys' staff is likely to have an appointment before and/or after your appointment slot, so all of the timing is controlled by the School Cloud system. This means that no extensions to the 9 minute appointment slots can be made. It is imperative, therefore, that start times are adhered to, if the full appointment time of 9 minutes is required.

### Step 8: Wait for teacher



When the teacher joins you will see them in the main part of the screen.