



Virtual Parents Evenings

Guide for Parents and Carers

Our Virtual Parents Evening system allows you to meet with your child's teachers remotely, by virtual video meeting. Meetings run from the school's Learning Platform, Edge, and can be accessed from any desktop computer, laptop, tablet, or smartphone.

You can use the system to make your own bookings, choosing the times that suit you. When it comes time to join these meetings, you simply log back onto MORE and join each meeting. You'll be able to see your child's teacher on screen, and they'll be able to see you. You can converse as if you were with them in person. It's a similar experience to Facetime, Zoom, Skype, or WhatsApp Video.

In order to use the Virtual Parents Evening system, you will need your own login details for Edge. If you do not yet have these, please contact school reception. It is essential that you have your own login details – you will not be able to use your child's account.

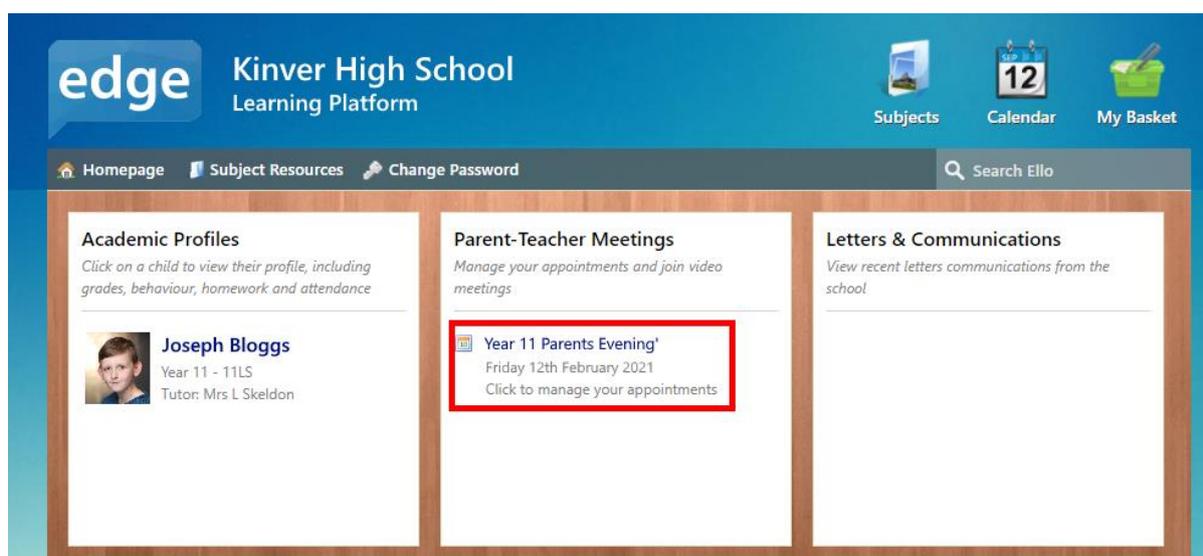


Booking your Appointments

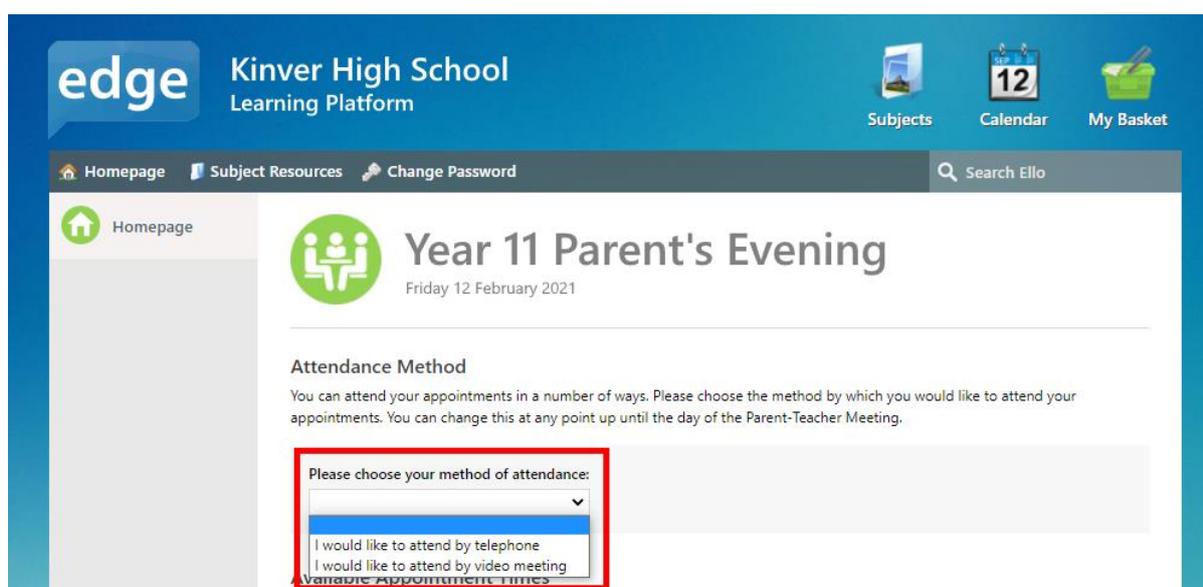
Once the school has opened appointments for booking, you can log onto the school's Learning Platform, Edge, using your login details. To do this, open your web browser on your desktop computer, laptop, tablet or smartphone, and go to <https://edge.invictus.education>

When you're asked to login, enter your own username and password. You cannot use your child's account to do this – your child's account isn't able to access any appointments. If you do not have your own username and password, or they are not working, please contact school reception in order to get new login details sent to you.

Once logged in, you'll see the homepage - **click on the name of the parents evening.**

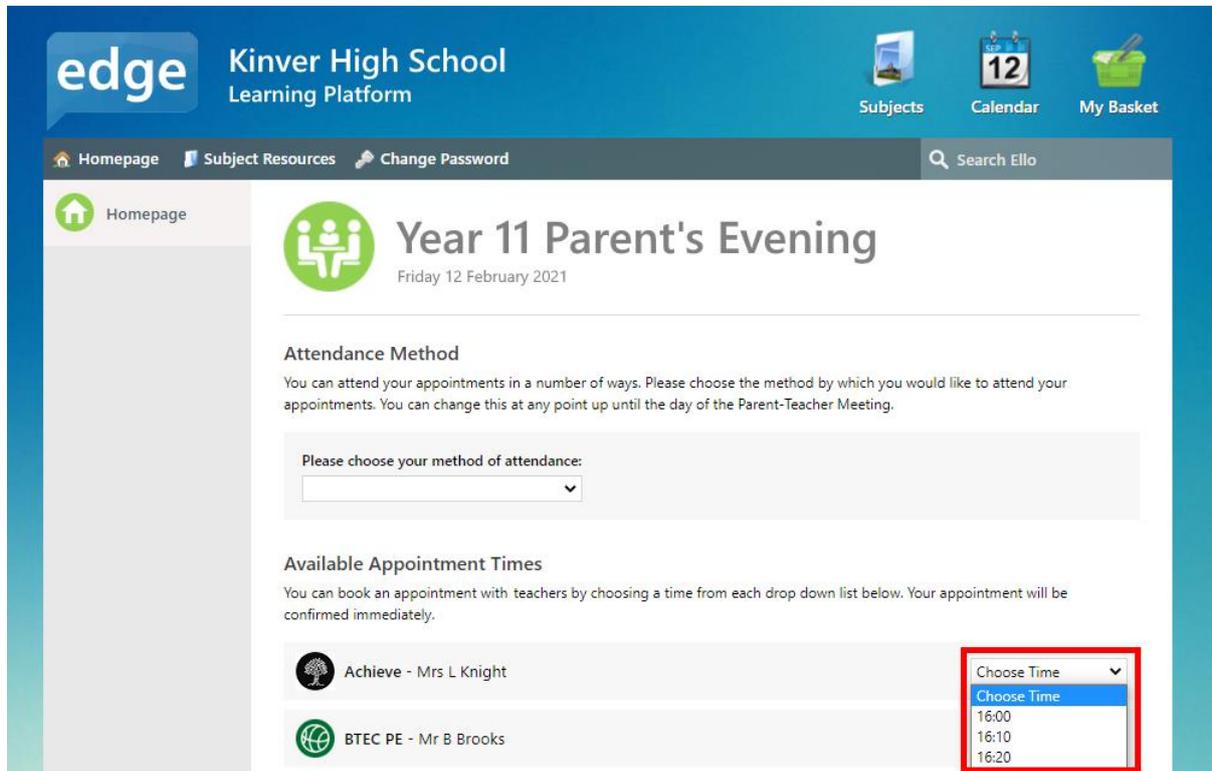


Your first step is to select how you would like to join the meetings. If the school has enabled it, you can choose from telephone or video appointments. Depending on the specific parents evening, this option may not be available – if this is the case you'll see that the box is already filled.



Once you've chosen – or confirmed – your attendance method, you'll now need to choose your appointments. You'll see a list of subjects, along with the names of teachers. Only the subjects that your child studies are shown, and only your child's teachers are available for booking appointments.

Next to each subject you'll see a box that says 'Choose Time' – **click this box to view available times for that teacher**. If a time is not shown, that teacher is not available. When you're ready, **click a time to book that appointment**.



The screenshot shows the 'edge' Learning Platform for Kinver High School. The main heading is 'Year 11 Parent's Evening' for Friday 12 February 2021. Under 'Attendance Method', there is a dropdown menu to select a method. Under 'Available Appointment Times', there is a list of subjects and teachers. A dropdown menu for 'Choose Time' is open, showing options for 16:00, 16:10, and 16:20.

Subject	Teacher	Choose Time
Achieve	Mrs L Knight	Choose Time
BTEC PE	Mr B Brooks	Choose Time

Your appointment is booked and confirmed immediately. You'll see confirmed appointments appear on the screen as you make them.

The screenshot shows the 'Year 11 Parent's Evening' page on the Kinver High School Learning Platform. The page includes a navigation bar with 'edge', 'Kinver High School Learning Platform', and icons for 'Subjects', 'Calendar', and 'My Basket'. Below the navigation bar, there are links for 'Homepage', 'Subject Resources', and 'Change Password', along with a search bar labeled 'Search Ello'. The main content area features a 'Year 11 Parent's Evening' header with a date of 'Friday 12 February 2021'. Underneath, there is an 'Attendance Method' section with a dropdown menu. The 'Your Confirmed Bookings' section displays two appointments: 'BTEC PE - Mr B Brooks' at 16:00 and 'Achieve - Mrs L Knight' at 16:10. The 'BTEC PE' booking is highlighted with a red box.

Once you've booked your appointments, you can simply log off – there are no more steps. The appointments are saved automatically, and the school is automatically informed. Your child's teachers will see that you have booked appointments.

If you need to change or cancel your appointments, you can return to Edge at any time. Just log in using your details and click the name of the parents evening – you'll see your confirmed bookings again. To cancel an appointment, just click the 'x' icon next to the appointment in question.

This is a close-up of the 'Your Confirmed Bookings' section. It shows the text 'Your Confirmed Bookings' and 'The bookings shown below have been confirmed.' Below this, there is a table with one row: 'BTEC PE - Mr B Brooks' at '16:00'. To the right of the time is a red 'x' icon, which is highlighted with a red box.

To rearrange an appointment, cancel the existing appointment by clicking the 'x' icon, then choose a new time from the 'Choose Times' box. Your new appointment is confirmed immediately.

Occasionally it may be necessary for the school to cancel or change an appointment for you. If this is the case then the school will contact you directly, and you will see the updated appointment time when viewing the parents evening on Edge.

Joining your Virtual Parents Evening Meetings

On the day of your Parents Evening, log back into Edge using your own username and password. It is important that you use your own details and not your child's, as your child will not have access to your appointments. **When logged on, click the name of the parents evening.**



The screenshot shows the Kinver High School Learning Platform interface. The top navigation bar includes 'Subjects', 'Calendar', and 'My Basket'. The main content area is divided into three sections: 'Academic Profiles', 'Parent-Teacher Meetings', and 'Letters & Communications'. The 'Parent-Teacher Meetings' section is highlighted with a red box, showing a meeting for 'Year 11 Parents Evening' on Friday 12th February 2021, with a link to 'Click to manage your appointments'.

You'll see a list of your confirmed appointments, showing the time, the subject, and the name of the teacher that you'll be meeting with.

At the time of the appointment a link will automatically appear next to each meeting, entitled 'Click to join meeting'. **Click this link to access your meeting** - you'll be taken straight into the meeting. There are no apps to install to make the meeting work – it runs straight from within your web browser.

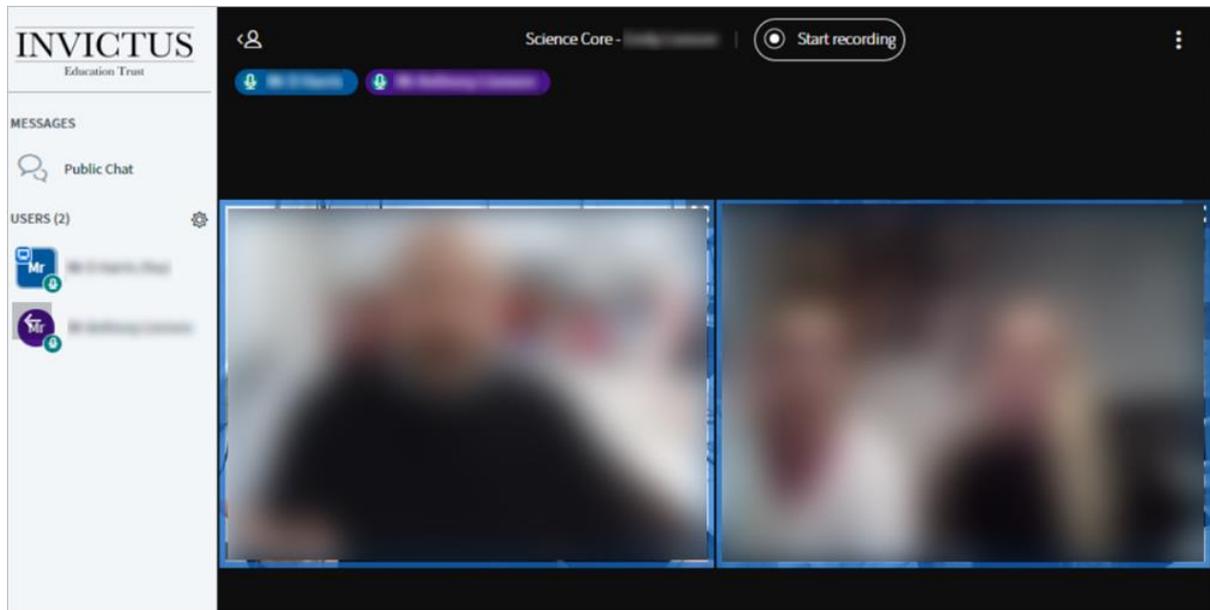
The 'Click to join meeting' link won't appear until the appointment time, so don't worry if you don't see it beforehand. Please note that when you click the link the teacher may not yet have joined the meeting (their previous meeting may be overrunning slightly), in which case you'll be asked to wait and then redirected automatically once the teacher has joined.



The screenshot shows the Kinver High School Learning Platform interface for the 'Year 11 Parent's Evening' on Friday 12 February 2021. The page displays a list of confirmed appointments. The first appointment is at 12:10 for Mathematics with Mr. I Hanif, and the 'Click to join meeting' link is highlighted with a red box. Other appointments include Child Development with Mrs C Smith at 12:20 and English with Miss G Rhodes at 12:40.

When you join your meeting, your web browser will ask if you want to share your microphone and webcam. **It is essential that you click the 'Yes' or 'Allow' button, otherwise the teacher will not be able to see or hear you.** Your web browser may ask this for every appointment.

Once your meeting starts you'll be able to see yourself and your child's teacher on screen. You can speak normally as you would in person. The teacher can hear you and you can hear them.



At the end of the meeting, close your browser tab to return to the list of your appointments. The 'Click to join meeting' button will move to your next appointment at the appropriate time.

At the end of the entire parents evening, you can simply log off from Edge.

Frequently Asked Questions

From where can I join my parents evening meetings and what equipment do I need?

The learning platform allows you to join your meetings from any device that has a webcam and microphone, so any modern desktop computer, laptop, tablet, or smartphone should work. You can join parents evening meetings from anywhere that has a reasonably good quality broadband connection. You can use a wired connection, Wifi, or mobile data (where the signal is good enough).

We recommend the use of Google Chrome, Apple Safari, or Mozilla Firefox on your device. Other web browsers may not allow you to join our meetings.

What if I cannot logon to the learning platform?

You will need your own unique username and password for our learning platform. If you are unable to log on or do not have any login details, please contact school reception who will be able to assist. Due to data protection and safeguarding, new login details must be sent by post or given in person – they cannot be sent by e-mail or given over the telephone.

Do meetings automatically cut off at the end of the appointment time?

No. Each meeting ends when the teacher clicks their 'End Meeting' button. Please note though that teachers have very tight schedules in order to meet as many parents as possible, and teachers will keep to appointment times as much as possible.

When I log on I cannot see the parents evening

Please contact school reception, who will ensure that your learning platform account is set up properly to work with our virtual parents evenings.

I can access my appointments but it will not allow me to book any

The school only allows bookings during a certain timeframe – this is to allow teachers to confirm their bookings and make any adjustments afterwards. You may therefore find that a day or so before the parents evening itself your appointments become locked, and cannot be changed. If you need to change your appointments, or book new appointments, during this period, please contact school reception who may be able to book the appointments for you manually.

Which teachers am I able to meet with?

You can only meet with your child's teachers. The system will not allow you to book appointments with other teachers. If there is a particular teacher that you wish to meet with that does not teach your child, please contact them directly and they will arrange a time to meet with you.