

# Insight Parents Evening Video Guide

This brief document explains the process for setting up video meetings for parent's evening in Insight by following these steps.

- Make sure their IT looks at this and makes sure that it is setup correctly  
<https://docs.microsoft.com/en-us/iis/configuration/system.webserver/websocket>
- Manage > Preferences > Parents Evening > Allow video meetings

Parents evenings

Limit parents evening bookings to one booking per member of staff per evening per user  ON

include staff bookings in this limit  OFF

relax limit for staff with multiple subjects  ON

Allow video meetings  ON

- Accounts > Roles > Highlight permission group > Click Edit button > Manage > Parents Evening > Allow access to multiple staff (Off)

Manage ⇒

 Parents evenings ▲ Options  ON

Alternative menu title

Allow access to multiple staff  OFF

Allow access to event management  OFF

Allow over booking  OFF

Allow unavailable and break booking  ON

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 Assessment Manager subjects  ON

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 User-defined pages  ON

- Create a parents evening for the planned date as normal, save it with the status of "Closed to Parents."

Drag a column header here to group by that column

Description	Status	Date	Start	End	Slots
Year 11 Video Consultations	Closed to parents	16/07/2020	09:00	17:00	15
Year 7	Closed to parents	15/07/2020	17:00	19:00	15
Y7 Video Parents Evening	Closed to parents	04/06/2020	16:00	20:00	15
GCSE Evening	Closed to parents	21/05/2020	16:00	21:00	15
Year 11 Consultation Evening	Booking	06/11/2019	15:45	21:00	15

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- Parents will need to make booking with the staff member as usual.

Year 11 Video Consultations 16/07/2020 09:00 17:00

Time	Student	Notes	Share	Att	Vid
09:00			<input type="checkbox"/>		
09:15	Acton, Jordan (11F) <i>Religious Education</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09:30			<input type="checkbox"/>		
09:45			<input type="checkbox"/>		
10:00			<input type="checkbox"/>		
10:15			<input type="checkbox"/>		
10:30			<input type="checkbox"/>		

- On the day of the parents evening or up to 3 days after, the video button will appear next to their booking.

The screenshot shows a Zoom meeting interface. At the top, there is a navigation bar with a profile picture of Jordan Acton and menu items: General, Assessments, Attendance, Behaviour, and Subjects. A 'demo' label is visible in the top right. Below the navigation bar, there are buttons for 'Earlier' and 'Download'. The main title of the meeting is 'Year 11 Video Consultations', with the date and time '16 July 2020 09:00-17:00' displayed on the right. The meeting content area shows a list of participants with their names and roles: Jordan Acton, Mr A Blacker (Religious Education), and Miss Acton. The time 09:00 is also visible.

- Once the meeting takes place the video meeting will start as shown below.

The screenshot shows a Zoom video meeting in progress. The meeting title is 'Year 11 Video Consultations' and the date is '14 July 2020'. The meeting time is '09:15-09:30' and the host is 'Jordan Acton'. The participants are 'Mr A Smith / Miss Acton'. The video feed shows a woman in a blue polka-dot shirt smiling and a man in a light blue shirt speaking. A 'Hang Up' button is visible at the bottom center. The name 'Religious Education' is displayed at the bottom left.