

## 'Parents Guide to Online Parents' Evening

Due to the ongoing COVID 19 restrictions we have moved all parents' events online. For this we will be using the same system as your child will have used during lock down and for any lessons while self-isolating.

For the best experience please follow the notes below. If you have any issues, please email [helpdesk@cc-hs.com](mailto:helpdesk@cc-hs.com).

### Compatibility

#### Apple (iOS) phones

- iPhones 7 and newer are compatible using Safari (The default web browser)

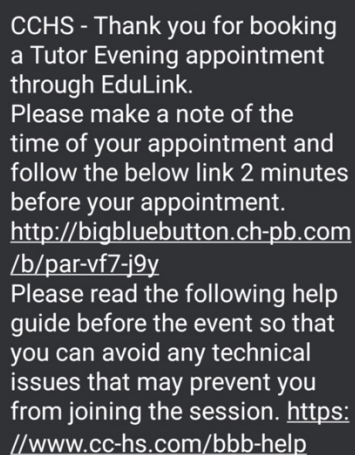
#### Android Phones

- Please ensure you are using the Chrome browser (in most cases this is the default)
- If you are using a Samsung device, please make sure you copy and paste the Parents' Evening appointment link into Chrome if it is not your default browser

#### PC/MAC

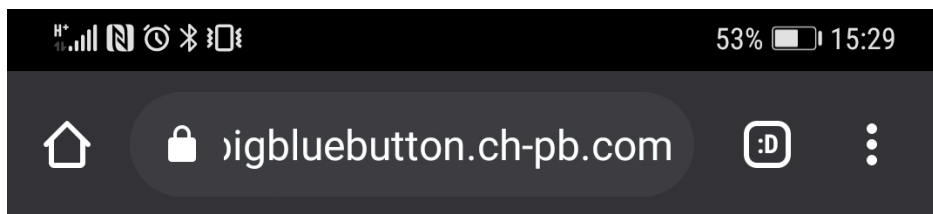
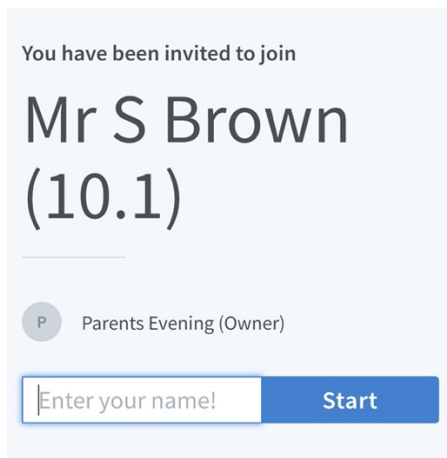
- Please ensure you have the latest version of Google Chrome or Fire Fox installed
- Our Parents' Evening system will not work with Safari on a Mac or Internet Explorer/Edge on a PC.

You will have received an appointment link from the school text message system. Click on the link or copy and paste it into a web browser.



CCHS - Thank you for booking a Tutor Evening appointment through EduLink. Please make a note of the time of your appointment and follow the below link 2 minutes before your appointment. <http://bigbluebutton.ch-pb.com/b/par-vf7-j9y> Please read the following help guide before the event so that you can avoid any technical issues that may prevent you from joining the session. <https://www.cc-hs.com/bbb-help>

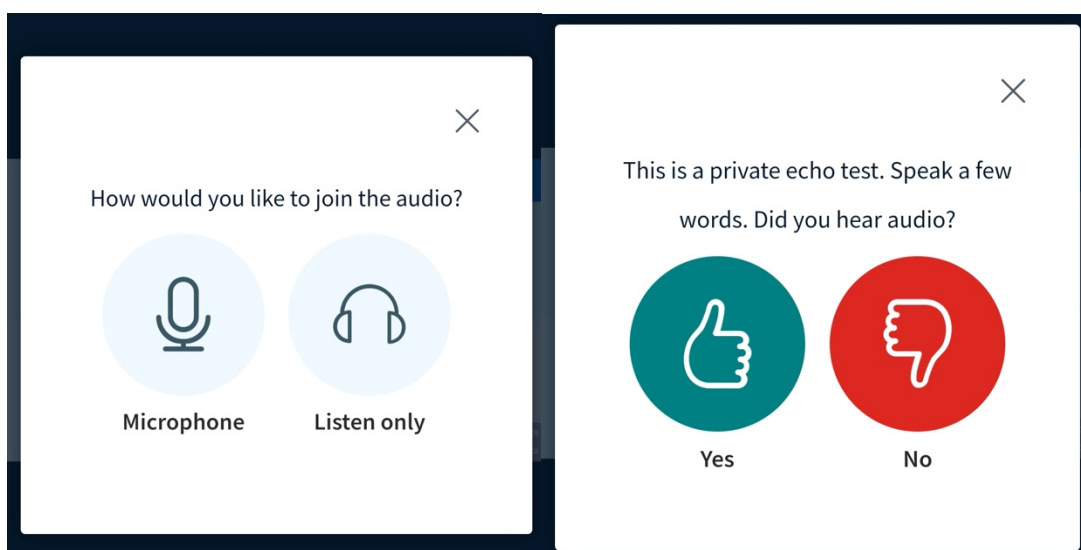
On opening the link, you will see the tutor's name and a box to type your name in. Please use your full name so that the member of staff knows who you are, then click Start



Please wait for a moderator to approve you joining the meeting.

You will be held in a waiting room as above until the Tutor allows you into the room. You will automatically enter the room when they do.

You may be asked to allow the system access to your microphone and speaker by your device, you have to press allow for the system to work.



Press the Microphone button so that you can speak to the teacher. An echo test will be carried out to check your microphone; once this has happened you may be able to hear yourself talk. Press the green thumbs up and you will be connected to the member of staff.

When you have finished please end the session by pressing the 3 dots top right and press log out

