

Additional tips for Parent/Teacher consultation appointments

Please read all the instructions beforehand.

- Use a device with a microphone, speakers and camera – a mobile phone, tablet or laptop generally have these included as standard. If you wish to use a desktop, check that everything is connected and working prior to the appointment.
- The parent/carer who makes the appointment must be the person who logs into the system
- Try logging in up to an hour before to check that you have access to the Parents' Evening button and that you can connect. If there are error messages, consider your browser security settings
- Make sure that the camera and microphone are enabled in your settings and that you have allowed the system to access them
- We ask that conversations take place in appropriate spaces and that all participants are suitably dressed
- Meetings have a pre -set time. Please be punctual as the allocated appointments are not flexible and will start and finish exactly on time and the teacher has no control over this
- If one party loses connection, please wait whilst they log in again. You should be able to continue the meeting
- Please be forgiving of a technical hitch – this is new to all of us 😊

(see below for further information).

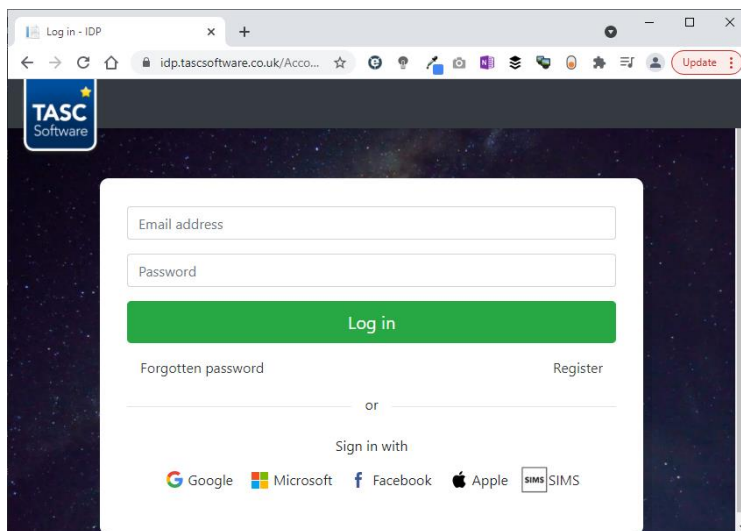
How to access the Parent Teacher Consultation Video Call

1. Login to Your Account

Visit whps.talaxy.app and click login;

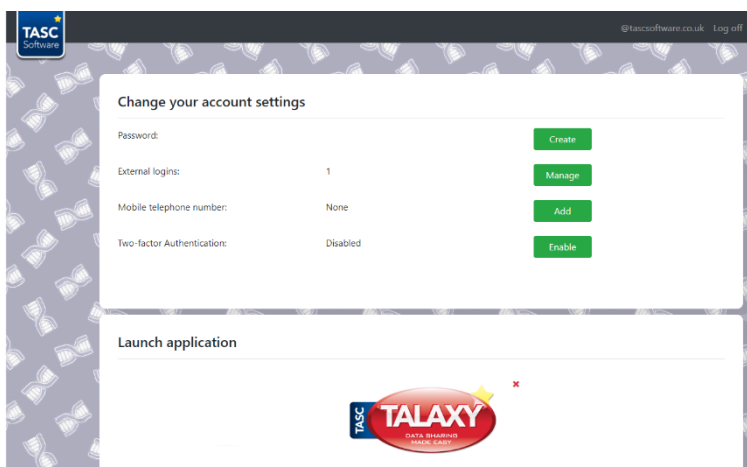


Click the “Log in” button on the top right corner of the screen.



Login using the same method you registered with. If you created a Talaxy account enter the email address and password. If you registered with a Google or Microsoft account click the corresponding logo.

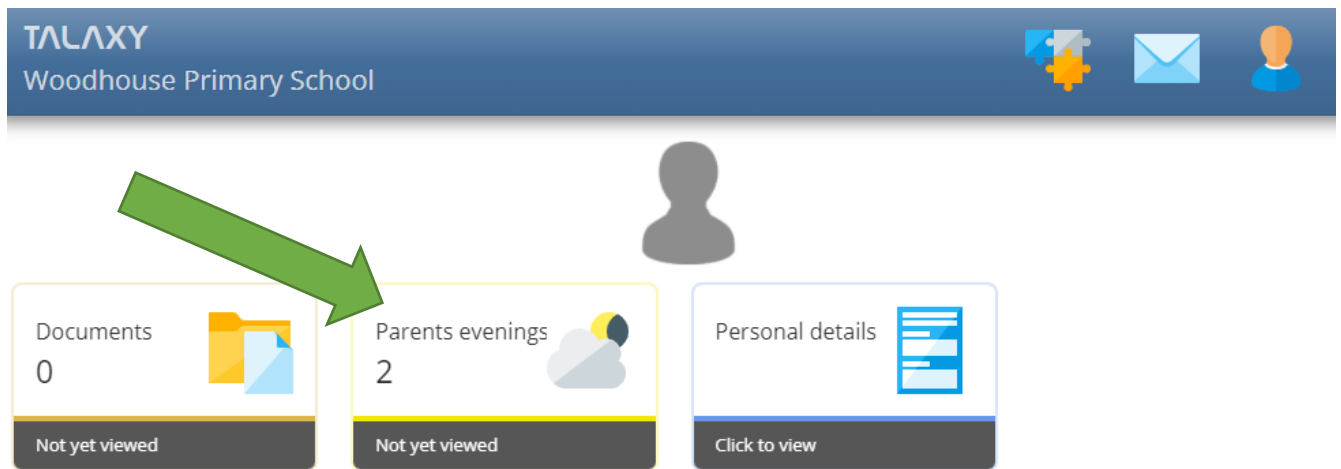
You may be taken to the Account Setting page, click the Talaxy logo at the bottom



If it isn't present visit <https://whps.talaxy.app/Home>

2. Finding your appointment

Once logged in you will see your dashboard.



Click on Parents' Evenings to find your booking.

You will see two Parents' Evenings, one for Tuesday and one for Wednesday, make sure you are looking at the correct date. You will have a column on each date for each teacher you are able to see, the example below is for two pupils in Class 1H and 3S:

TALAXY
Woodhouse Primary School

PARENTS EVENINGS

Tuesday October 19th 2021
19 October 2021

Wednesday 20th October 2021
20 October 2021

Miss L Hepworth

Miss M Stephenson

Time Slot	Miss L Hepworth	Miss M Stephenson
15:30-15:38	Booked	Available
15:40-15:48	Booked	Available
15:50-15:58	Available	Booked
16:00-16:08	Available	Booked
16:10-16:18	Booked (1.1H)	Available
16:20-16:28	Booked	Booked (3.3S)
16:30-16:38	Booked	Booked

Make Sure you are on the correct date

Click on your booking in green

TALAXY
Woodhouse Primary School

Miss L Hepworth

Registration

15:30-15:38 Booked

16:20-16:28 Booked

16:30-16:38 Booked

Registration

15:30-15:38 Available

16:20-16:28 Booked

16:30-16:38 Booked

Booking

16:20-16:28 Booked

Remove 3.3S

Start video call

At the booked time click "Start Video Call"

You may need to grant your browser permission to access your camera and / or microphone.