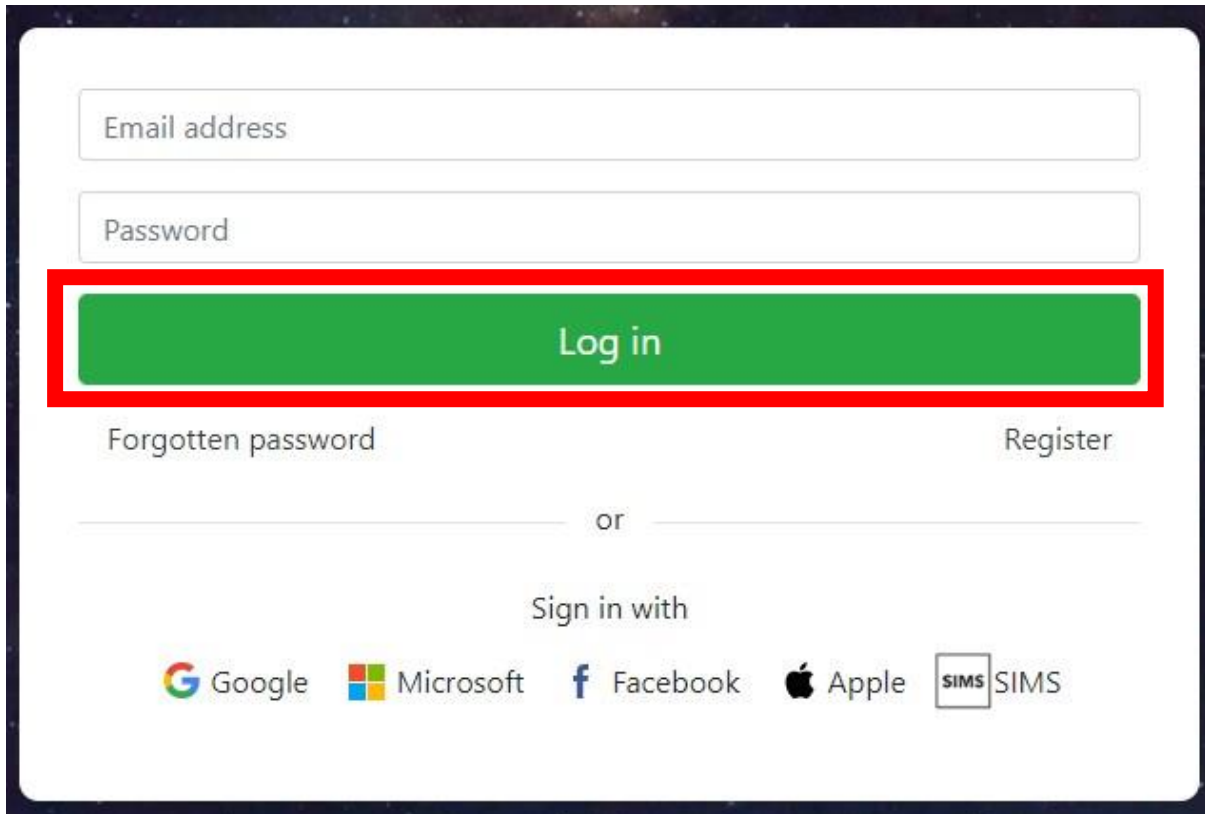




Anthony Gell
— School —

Booking a parents' evening
time slot, and using
Talaxy to talk to
teachers at virtual
parents' evenings





The image shows a login form with the following elements:

- An input field labeled "Email address".
- An input field labeled "Password".
- A green button labeled "Log in" which is highlighted with a red rectangular border.
- Links for "Forgotten password" and "Register".
- A horizontal line with the word "or" in the center.
- The text "Sign in with" above a row of social media icons: Google, Microsoft, Facebook, Apple, and SIMS.

Go onto the Anthony Gell School Talaxy website:

<https://anthonygell.talaxy.app>

Enter your e-mail in the “Email address” field and your password in the “Password” field.

Once done, press the “Log in” button.

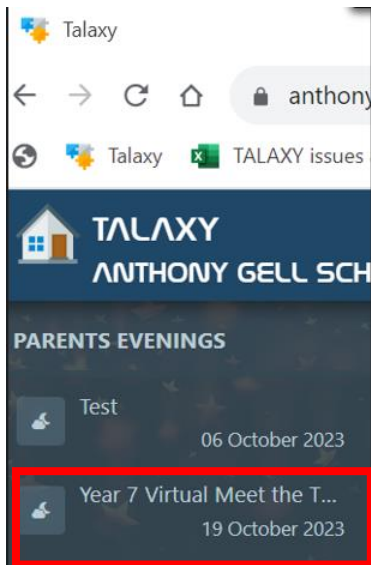
Your child's photo will be shown here -where you have more than one child, select the child's image to switch to this child's Talaxy

The screenshot shows a dashboard with several widgets. A red box highlights a header area with two blue squares, and a red arrow points from the text box to this area. Another red box highlights the 'Parents evenings' widget, which shows '1 event open for booking'. The dashboard includes the following widgets:

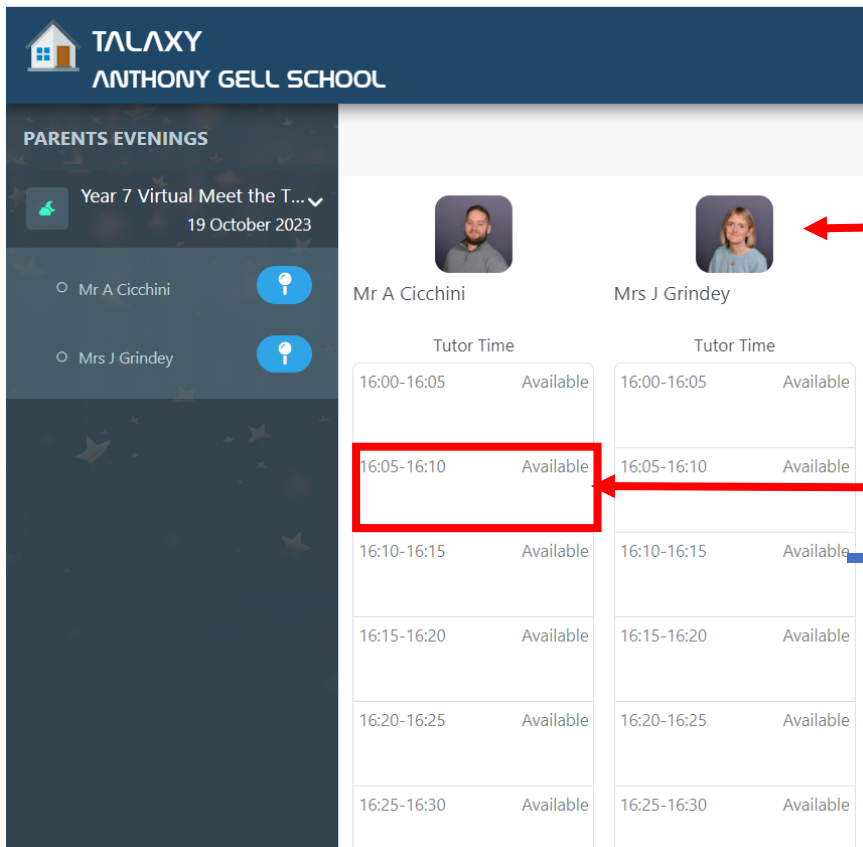
- Attendance Present**: Shows a thumbs up icon and a 'Click to view' button.
- Achievements 48**: Shows a star icon and 'Last looked on Mar 14'.
- Behaviours 1**: Shows a shield icon and 'Last looked on Mar 14'.
- Documents 2**: Shows a folder icon and 'Last looked on Mar 14'.
- Examinations 0**: Shows a list icon and 'Not yet viewed'.
- Parents evenings 1**: Shows a calendar icon with a red notification bubble and '1 event open for booking'.
- Calendar**: Shows a clock icon with the number '12' and a 'Click to view' button.
- Timetables**: Shows a grid icon and a 'Click to view' button.
- Personal details**: Shows a document icon and a 'Click to view' button.

At the Talaxy home page, click onto the “Parents evenings” section.

3

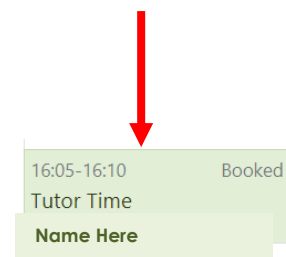


Select the correct parents' evening for your child.



Available teachers will appear here.

Click the available time slot that you would like to book for your child.



Once done, you have successfully booked a time slot for a teacher.

To book another time slot for a different teacher, please repeat step 3.

4

To cancel a time slot, click onto the booked time slot that you want to cancel.

The screenshot shows the TALAXY ANTHONY GELL SCHOOL app interface. On the left, there is a sidebar for 'PARENTS EVENINGS' with a dropdown menu for 'Year 7 Virtual Meet the T...' dated '19 October 2023'. Below this are two options: 'Mr A Cicchini' (with a green checkmark icon) and 'Mrs J Grindey' (with a blue key icon). The main area displays a grid of 'Tutor Time' slots for both Mr A Cicchini and Mrs J Grindey. The slots are arranged in a 3x2 grid. The middle-left slot (16:05-16:10) is highlighted in green and labeled 'Booked', with a red box around it and a red arrow pointing to it. The other slots are labeled 'Available'.

Tutor	Time Slot	Status
Mr A Cicchini	16:00-16:05	Available
Mr A Cicchini	16:05-16:10	Booked
Mr A Cicchini	16:10-16:15	Available
Mrs J Grindey	16:00-16:05	Available
Mrs J Grindey	16:05-16:10	Available
Mrs J Grindey	16:10-16:15	Available

The screenshot shows a 'Booking' dialog box with a close button (X) in the top right corner. It displays the time slot '16:05-16:10' and the status 'Booked'. There are two buttons: a red 'Remove W1/1' button and a blue 'Start video call' button.

Press on the red "Remove" button.

Once done, you have successfully canceled a booked time slot.

5

Connecting with a Teacher in a Parents' Evening

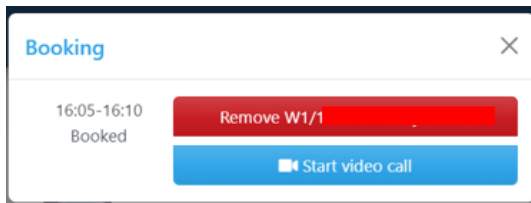
Select your child.

The screenshot shows the Talaxy Anthony Gell School dashboard. The top navigation bar includes the school logo and name. Below it, there are several widgets displaying student performance metrics: Attendance (97.73%), Achievements (63pts), Behaviour (1pts), Grades (0), Homework (3), Documents (0), Galleries (0), and Parents evenings (2). A red arrow points to the top navigation bar, and a red box highlights the 'Parents evenings' widget, which shows '2 events open for booking'.

Open the parents' evening function.

The screenshot shows the Talaxy Parents Evenings interface. The top navigation bar includes the school logo and name. Below it, there is a sidebar with a list of teachers: Mr A Cicchini and Mrs J Grindey. The main area displays a grid of tutor times for each teacher. A red box highlights a specific booking slot for Mr A Cicchini, showing '16:05-16:10' and 'Booked'.

Select the teacher and booking – click here.



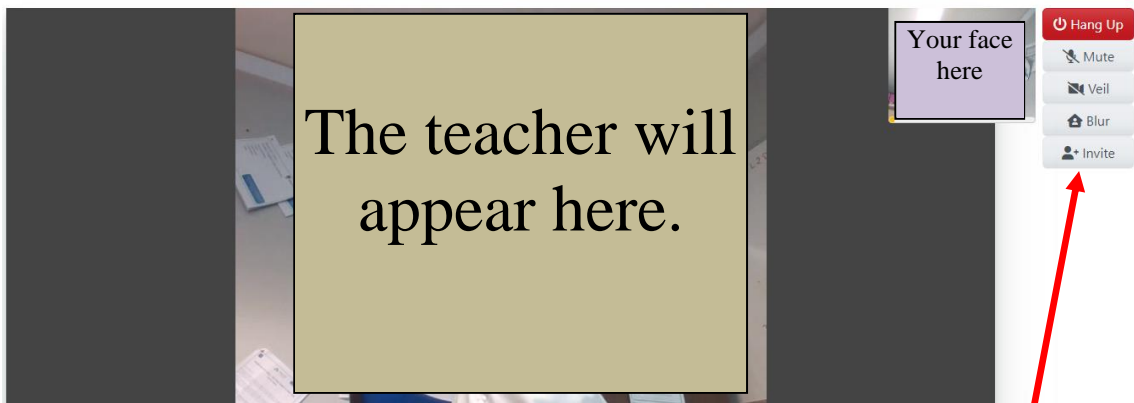
Click - Start video call.

5

The main connection screen should now open.

N.B. The main screen will only connect when both teacher and parent have clicked 'start video call' above. If a message appears 'waiting for representative' – the teacher has not yet pressed the 'start video call' button. Connectivity is subject to signal strength.

The top bar displays how long is left in the meeting and will turn red when the time limit has passed.



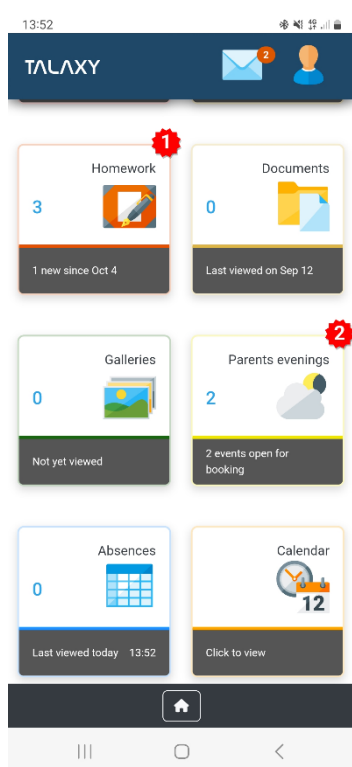
1. Hang-up: press this when the meeting is complete.
2. Mute: suspends your audio
3. Veil: this blanks your video but keeps audio open
4. Blur: this can be selected to blur your background
5. Invite: it is possible to share the link with another parent who also has access to the child's record meaning the link can be shared (see below).

The side bar:

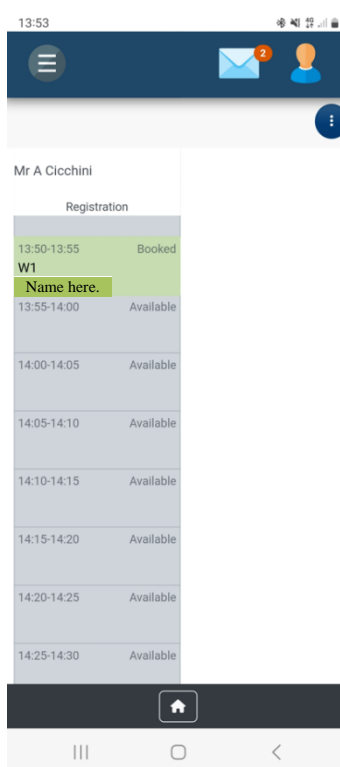
When the Invite button is pressed the name of the linked parent is shown. Once selected, the invitation is sent to the linked parent. The linked parent must be logged in to Talaxy. They must then click on the Parents' Evening Module and click on the appointment, they will join the conversation between the teacher and the parent who made the original booking.

Using a Mobile Device to connect with teachers in a parents' evening.

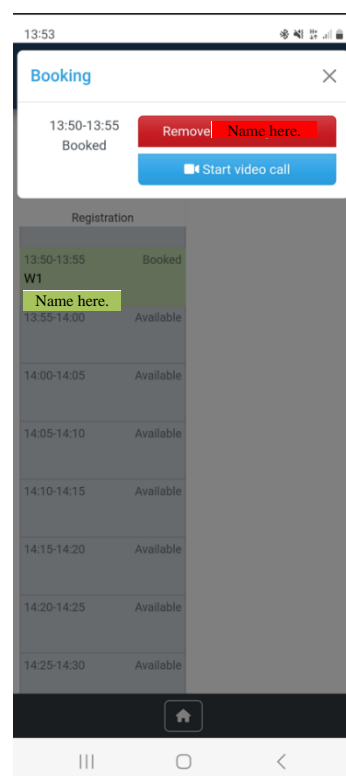
Talaxy works with both Android and iOS operating systems. The steps shown above are exactly the same and resolve into a typical app screen. The screenshots below show a typical mobile device view of the screens and steps above.



Landing page

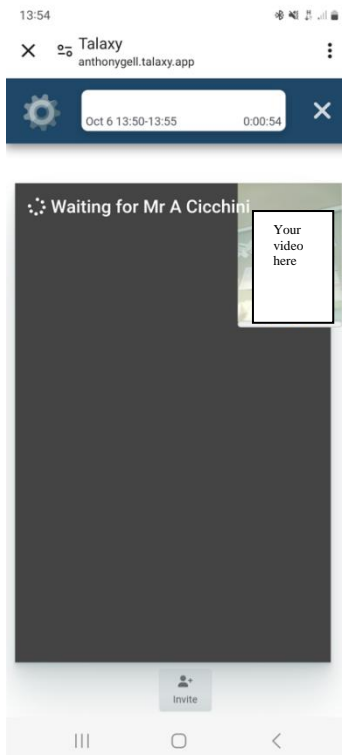


Make/remove bookings for individual staff.

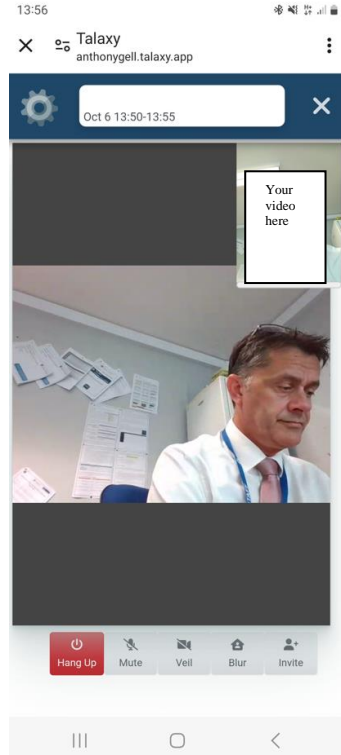


Remove booking/connect to teacher.

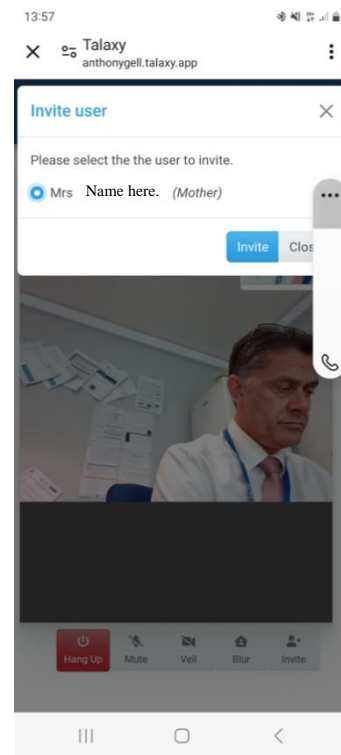
7



Waiting for representative – teacher not yet started video.



Connected view – consultation in progress.



Invite linked parent from bottom bar.

Troubleshooting advice:

1. **NEVER SEARCH FOR TALAXY ON YOUR BROWSER – THIS WILL NOT LEAD YOU TO ANTHONY GELL'S TALAXY BROWSER.** You must use the correct web address shown on page 2 of this document and given again below:

<https://anthonygell.talaxy.app>

2. **YOU MUST OPEN TALAXY USING THE SAME DEFAULT BROWSER YOU USE ON YOUR PHONE.** If you have more than one internet browser, you may experience problems – the video connection will ALWAYS try to open the connection in the default internet browser e.g., if you have downloaded Talaxy on Chrome but your default browser is Samsung Internet then you must view Talaxy in Samsung Internet. Check your settings.
3. **ENSURE YOUR SETTINGS ACCEPT INCOMING VIDEO AND AUDIO.** Enable your microphone and video camera.