



MGC Parent Student Teacher Conferences: Technical Guide

We will be using Microsoft TEAMS to conduct the Parent/Student/Teacher Conferences. This semester, the conferences will be held over two sessions:

First conferences: Monday 23rd August from 2:30pm – 6pm

- School will finish at lunchtime and period 4 will be cancelled

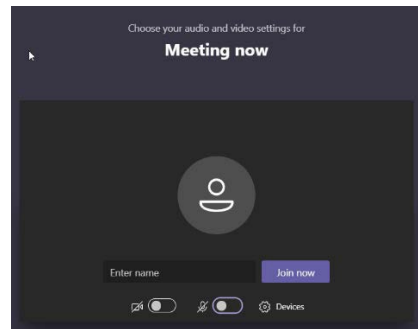
Second conferences: Tuesday 14th September 12 – 7pm

- No classes will run on this day
- 1) On the day of the conferences, open the PDF attachment called: Teacher links for 23rd August. Each teacher has their own link that will take you to their Virtual Meeting Room. Please note: the teacher links will change for the second conferences.
 - 2) If you experience any difficulties accessing these links, please let IT support know at anthony.keen@mgc.vic.edu.au
 - 3) A few minutes before your conference is due to begin, find the teacher's link from the PDF document and click on it.
 - 4) After clicking on the link, you will be taken to a page that asks if you want to download TEAMS. You can choose one of two options this time. Either: Continue on this browser OR Open your Teams app.



Instructions continue on the next page...

- 5) Please enter your first name followed by your child's full name in brackets. For example, Anthony (Marie Curie). This is to enable the teacher to identify you. Ensure your camera and microphone are turned on. The diagonal lines across them illustrate that they are off. Clicking on them will turn them on. Now click on 'Join now'.



- 6) When you join the meeting, you are placed in a virtual 'lobby.' The teacher can see that you are waiting there and will admit you when they are ready. You will see this message below:

We've let people in the meeting know you're waiting.

Testing the link

If you would like to do a trial run before the conferences, we've setup a test meeting for you so you can practise joining and setting up your name. <https://meetings.mgc.vic.edu.au/0h4JLO>

Please Note

- Questions? Problems? Please email Anthony, the IT Manager at anthony.keen@mgc.vic.edu.au