

## Learning and Wellbeing Conferences

### Parent, Carer & Student Access

#### Overview

**Date:** Thursday 28<sup>th</sup> August, 12:30PM – 7:30PM

**Mode:** WebEx

**Access:** Families to access the staff URL links via Compass

**Classes:** No classes to run on the day; no students onsite

**Interview length:** 6 minutes

**Apologies/Variations/Considerations:** To Campus Principal

**Arrangement of those who do not work on the day:** Campus Principals

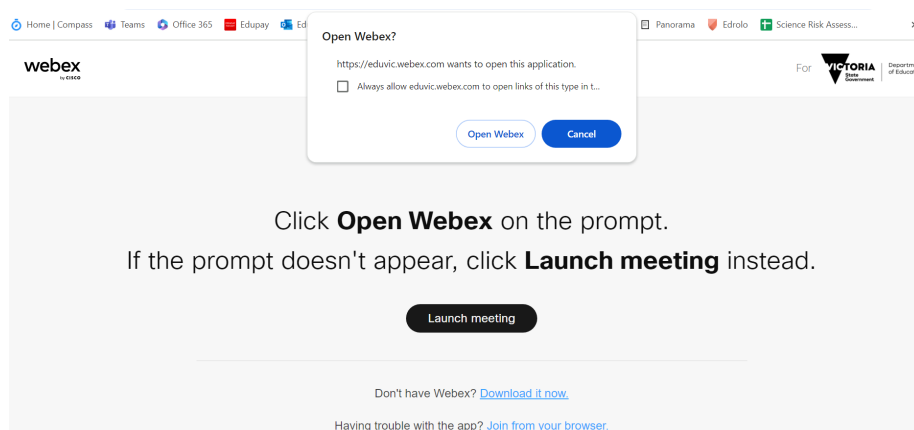
#### Instructions

##### Prior to the Conferences' day

- 1) Families book Conferences via the Compass Conferences module
  - a. Bookings closed on Compass Tuesday 26<sup>th</sup> August at 11:59pm
  - b. After this date/time families can email the classroom teachers directly to book in a time

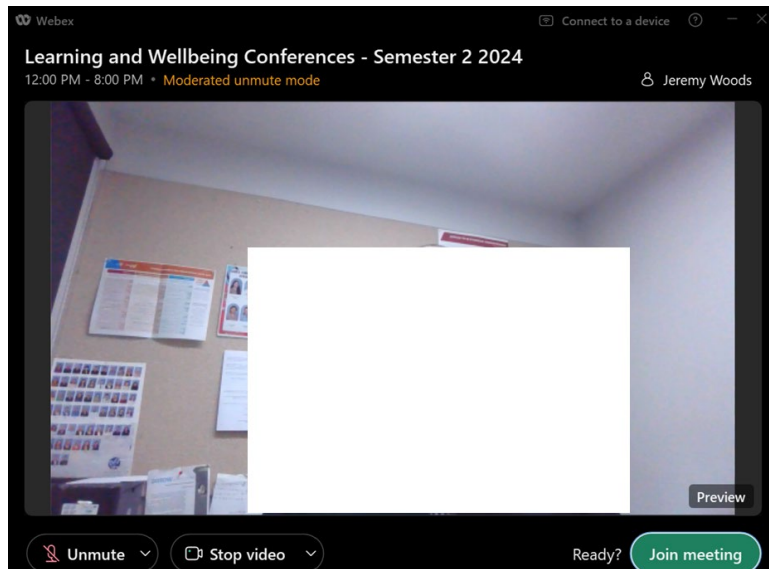
##### Day of the L&W Conferences

- 2) Families to access the staff Webex URL links at the time of their booking
- 3) To access the Webex URL links, either:
  - a. Click on the staff link provided in this document (below)
  - b. Click on the staff link provided in the booking sheet on Compass
- 4) **NOTE: Webex will allow multiple family members to join the Conferences from different locations; both need access to the staff URL links**
- 5) Once the link is clicked, families will be redirected to a Webex launch page

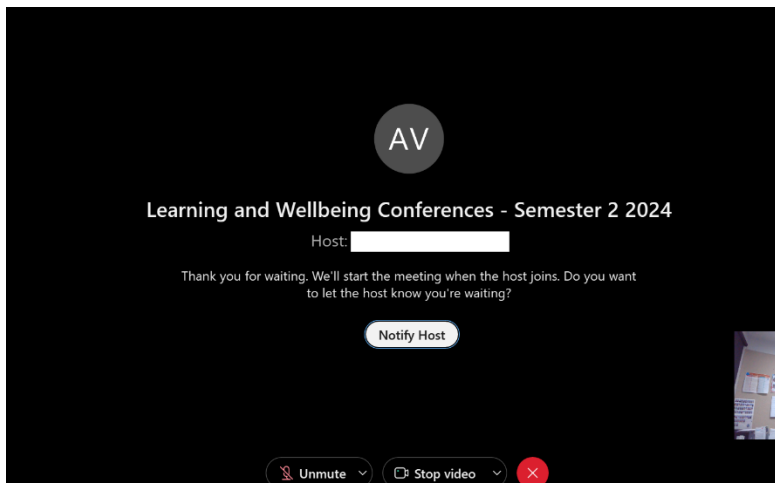


- 6) Click **Open Webex** and a Webex preview window will open then click **Join meeting**

a. Opportunity to check video and audio are working



7) Redirected to the staff member's Webex Lobby



- 8) Ensure your profile name is either the name of your student or your name as recorded on Compass at school
- 9) The staff member will admit you to the meeting at the booked time
- 10) At the conclusion of the 6-minute interview, family to leave the Webex meeting by clicking the red cross button
- 11) Repeat for following interview times