



## Online Parent Teacher Interviews

### *Parent Guide*

#### **Meeting Guidelines**

In order to ensure effective interviews the following are required:

- ✓ Parent and child should connect from the same room on a single device.
- ✓ Connect from a quiet location free from background noise.
- ✓ School values are followed at all times by all participants (Pride, Respect, Responsibility)
- ✓ To ensure fairness to all parents, staff are only available to you at the scheduled time. Sessions will start on time and end strictly after 8 mins. It will not be possible to be flexible with this in an online environment.

After you have made your interview booking you will receive an email to the address you entered which will contain a link to the meeting along with confirmation of your interview time/s.

Your bookings are listed below.

All of our interviews will be conducted through WebEx. Links to the meetings can be found below, but it suggested that you downlo interviews.

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- Thu 30 Jul 1:00pm Kamala BURNS & Yvonne BENSON for y • [Meeting Room Weblink](#)

DO NOT DELETE THIS EMAIL. You can view, change or cancel your bookings by [clicking here](#).



Email link

You can connect via

**Laptop**

**Desktop** (make sure you have a webcam and speakers)

**IPad or Android tablet**

**Android or Apple Phone**

Do not attempt to connect more than one device within the same room, this will cause significant audio problems. Multiple family members in the same location will be able to participate effectively from a single device.

Please attempt to join your first interview around 5-10 minutes before to ensure everything is working.

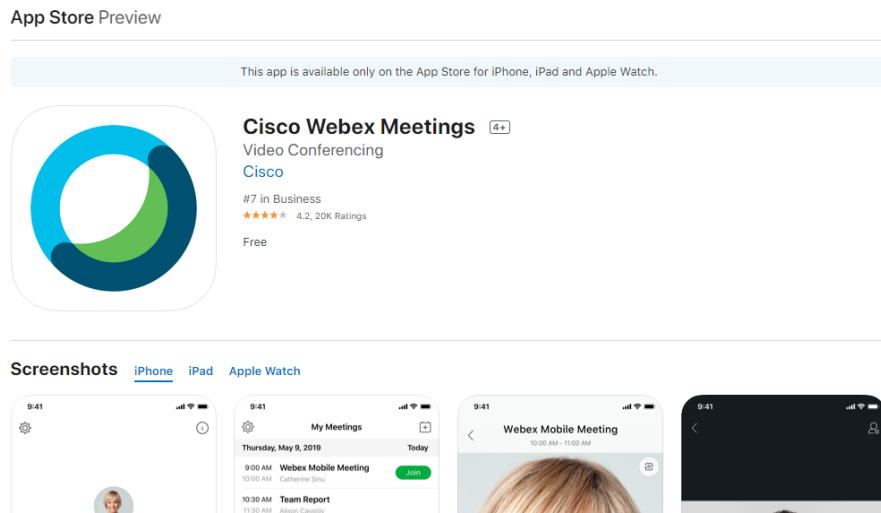
Once you have successfully joined you will be placed into a waiting room. The staff member will then admit you at your scheduled time.

# Joining Instructions

## 1. TABLET OR MOBILE PHONE

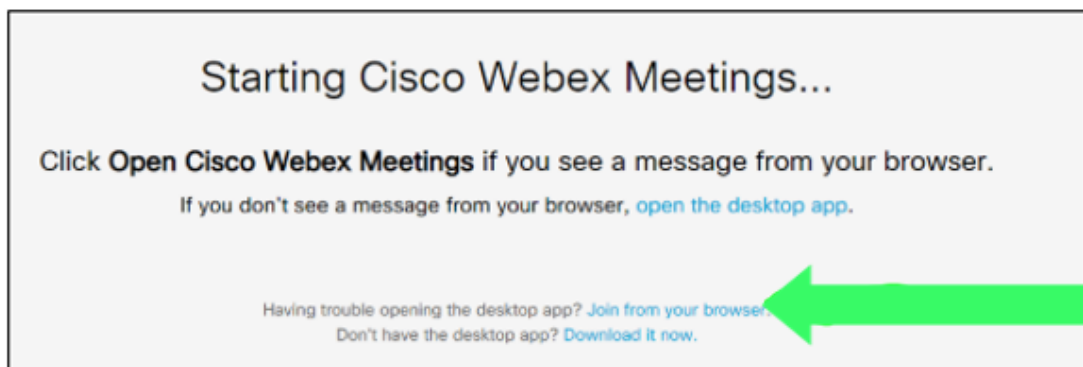
Webex offers a free app for both Apple and Android devices. Head to the Apple App Store or Android Play Store and search for Cisco Webex Meetings. Once the app is installed proceed to step 2.

**Please note: All student iPads have the App already installed right to go**



## 1. LAPTOP OR PC

After clicking on Meeting Room Weblink in your email - Click Join from your browser and proceed to step 2.



**2. Please enter your name and child's name as well as your email address**

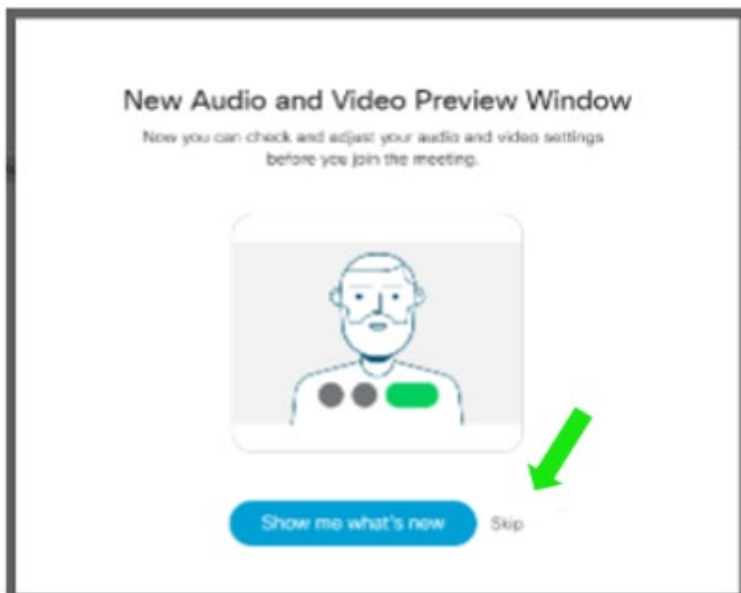
Enter your information

James and Jill Smith

james@email.com

Next

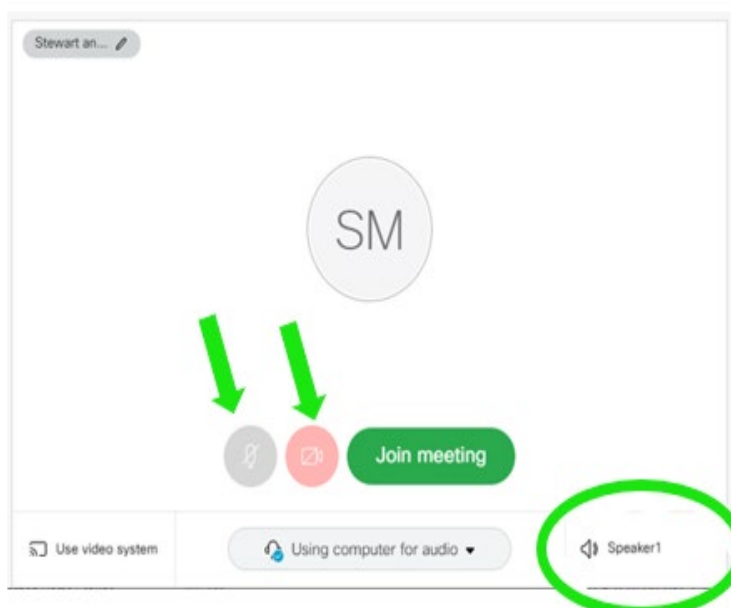
**3. Click on Skip in the Preview window and you will be taken to a screen where you can check that audio and video are working before you join.**



Please ensure your camera is working.

If you have more than one sound device or microphone you can choose between them at the bottom right.

Once you hit 'Join Meeting' you will be placed in a waiting room and the staff member will admit you to the meeting as close to the allocated time as possible.



When you are within the Webex meeting you will see the teacher's face and have the following controls at the bottom of the screen.



Mutes/unmutes your microphone



Turns your video on/off



Share content – this won't be needed for parents during interviews



Shows a list of the meeting participants on the right hand side of the screen



Provides other options such as audio/video settings



Leave the meeting button - click this at the end of the interview to "leave the room"

**Thank you for working with us to make these interviews possible**