



## Parent Teacher Interviews – Using Zoom (Parent Guide)

### Before the interview day.

- Make sure the device you are using has audio and microphone. An appropriate device for Zoom can be a laptop/computer, smartphone or tablet such as an iPad. If you are using a smartphone or tablet, download the Zoom app.
- You can use your sons school Macbook Laptop, we have already pre-installed the Zoom App on this device.

**If you have technical difficulties or need help on the interview day, please call 93690784.**

- Each teacher has a Zoom meeting room.
- Go to [zoom.us](https://zoom.us) or open the Zoom app on your or tablet.
- Go to **Join a meeting**.
- Enter the Meeting ID for the relevant teacher according to your interview schedule. See the next page for the meeting ID for each teacher.

Join a Meeting

Meeting ID or Personal Link Name

Join

- Enter your own name and your child's name so the teacher can check their interview schedule.

Join a Meeting

Your Name

Your name (child's name)

Join

- You will be asked to enter the room's password. The password for all Teachers is **wav321**
- You will enter the teacher's waiting room. The teacher will let you in when they are ready.

**Please wait, the meeting host will let you in soon.**

- Leave the teacher's Zoom meeting room when the interview is over by clicking "**LEAVE**" in the bottom right. Please try to keep within the scheduled time.