

## Zoom Meeting Guide – Parent Teacher Interviews

### **STEP 1: BEFORE THE INTERVIEW**

- Make sure you have a registered Zoom account. You can sign up for one at: <https://zoom.us/>
- If your child is also attending the meetings you can use their DoE Zoom account to log on at: <https://nsweducation.zoom.us/>. Click on the '**ACCOUNT**' option and have them enter their school login (firstname.lastname and password).
- Ensure you have a suitable device with working audio and microphone. An appropriate device for Zoom can be a laptop/computer, smartphone, or tablet. If on a phone or tablet you will need to download the Zoom App.



Education

### Video Conferencing

Join	Connect to a meeting in progress
Meetings	Schedule and manage meetings
Host	Start an instant meeting
Account	Configure your account

### **STEP 2: BEFORE THE INTERVIEW DAY**

- You will receive an email with the teacher Zoom meeting links when booking the interviews through the parent portal. Teacher Zoom meeting links will also be listed on the school website the day before the interview session.

### **STEP 3: ON THE INTERVIEW DAY**

- Log in to your account or your students Zoom account.
- Each staff member will have their own Zoom meeting link emailed to parents and listed on the parent portal and school website.
- Find the appropriate link for the teacher you're having a meeting with and click it to open the meeting in Zoom prior to your scheduled interview time.
- Please ensure that the name that is displayed for you in Zoom relates to your name in the Parent Portal as this is what the teacher will be looking for when admitting you into the meeting.
- When you join the meeting you will be placed into a 'Waiting Room' and the teacher will admit you at the start of the meeting time.
- When the meeting is over click leave meeting to leave the teachers Zoom session.