

MS TEAMS | Parent Teacher Interviews

Due to COVID restrictions, Parent Teacher Interviews will be hosted online this year on **Tuesday 27th of April** from 3-7pm. The platform used to host the meetings is called **Microsoft Teams**. This is accessible on any device (e.g. laptop, phone or tablet). Please follow these instructions to participate in the Parent Teacher Interview

1. Make a booking - **Parent Teacher Online** access will be available to parents from Tuesday 21st April. [Click this link](#) to book the interview with your child's teacher. Logon details are provided to you via email.
2. Prior to the night, your child will receive a meeting invitation via **their email** from their teacher. It will look like this:

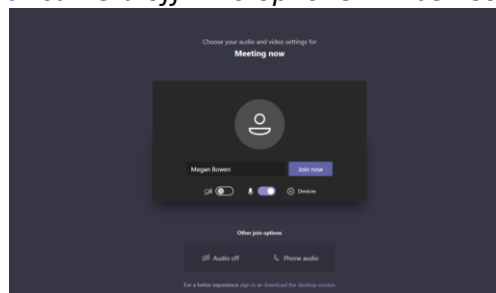
Dear parent and student, please find attached your invitation to the online parent and teacher interviews with Mr _____ for the subject year 8 History. Please click on the link at the start of your booking time. Prior to your first meeting you will need to ensure you have a suitable private location, free from distractions with a plain background. You will also need to test your audio and video. Download the Microsoft Teams app if you wish to have camera access with the teacher. For more details on using Teams, please refer to this [video](#).

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

NOTE: Please ensure you use the student logon to access the meeting. EQ staff can only conduct Teams meetings with EQ emails. We recommend that the student is alongside you at the meeting so they can log in for you. Please refer to the "How to Logon to Email" document if you are having trouble getting to the student emails.

3. On the night - At the time of your meeting, click on "Join Microsoft Teams Meeting" and it will take you straight in to the meeting. You will be prompted to turn your Microphone and Camera on. *Please note: If you are not comfortable with a video meeting, you can turn your camera off. Microphone will be necessary.* Click "Join Now"



NOTES

- Please ensure you have a suitable quiet location
- Meetings go for 10 minutes – please note, a teacher may be running late from another meeting, so stay in the meeting until they join
- Consider using a headset for better audio
- If you are experiencing any technical issues, contact the school on (07) 3881 4700
- **A video guide for joining a meeting is available at the link below**

<https://www.youtube.com/watch?v=6pauAUOI8v4&list=PLXPr7gfUMmKzwFu2OKzI>