



Book School Interviews Online

Dear Parent/Guardian,

Due to COVID-19 Parent/Teacher interviews will be conducted remotely via Zoom video conferencing on **Wednesday 02 September** between **1.30pm–5.30pm** and **Thursday 03 September** between **1.30pm–3.30pm**.

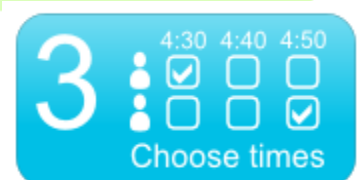
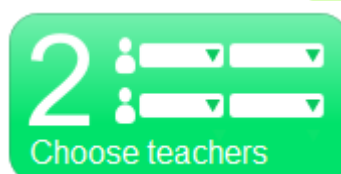
To book interviews please go to www.schoolinterviews.com.au and follow the instructions set out below.

BOOKINGS CLOSE Monday 31 August 2020 at 9.00am. An email advising the Teachers Zoom meeting ID and password will be sent on this day. Please refer to the attached for instructions to join Zoom parent/teacher interviews.

Go to www.schoolinterviews.com.au

Enter THIS school event code.
Then follow the 3 simple steps.

School event code
nunz7 Go



When you click **Finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.
You can return to www.schoolinterviews.com.au at any time, and change your interviews - until bookings close.

Interviews are strictly 5 minutes and 15 minutes for Primary School parents. If you require assistance please contact the School on 5782 2211.

Parents can change their interview bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code. Remember to use the same name and email address, you used when you made your original booking.

Joining Parent / Teacher Interviews using Zoom



2 September 2020 - 1:30pm to 5:30pm and **3 September** - 1:30pm to 3:30pm

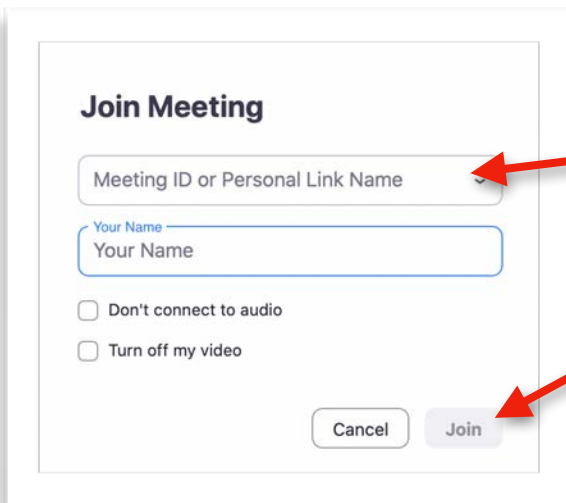
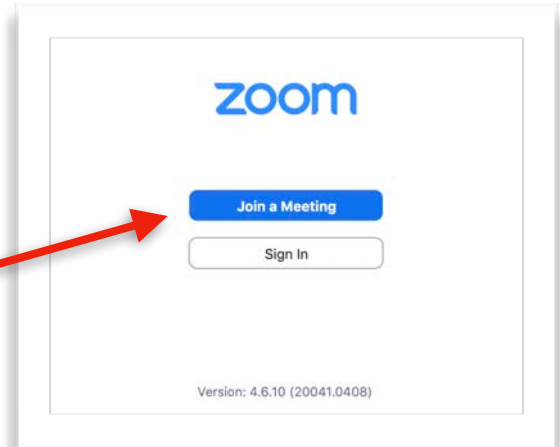
In Term 3, we will be conducting our Parent / Teacher Interviews using Zoom. If you do not have Zoom installed on your web-enabled device, please visit zoom.us to download and install the applicable version.

This guide uses illustrations from the macOS version of Zoom, however, other operating platforms are nearly identical.

When you booked your Parent/Teacher interview through www.schoolinterviews.com.au you would have received your interview timetable via email.

In addition to this timetable, you will receive from the school, Zoom **Meeting IDs** and **Passwords** for **each** of your interview sessions.

To join your scheduled meeting, open the Zoom app and click on **Join a Meeting**

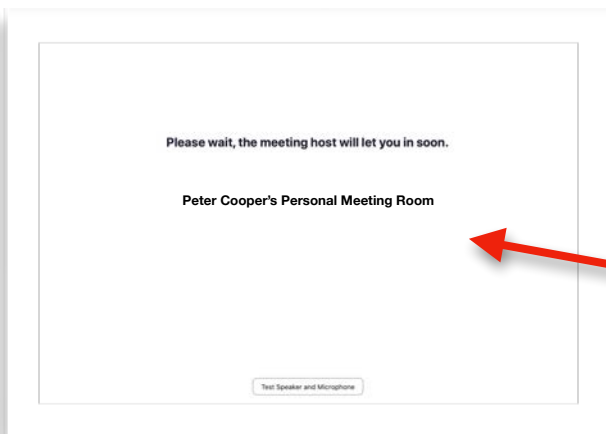
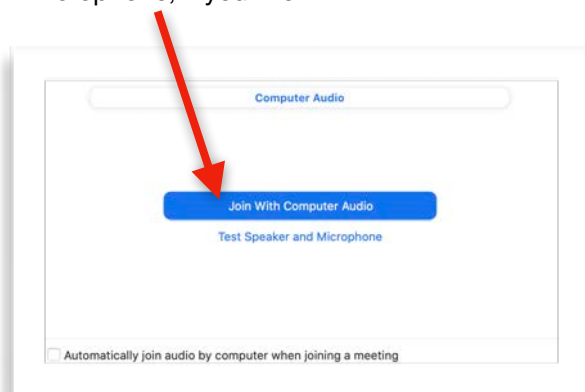


For **each** scheduled interview, enter the **Meeting ID** provided and your **child's name** in the *Your Name* box. Using your child's name makes it easier for the teacher to see who is waiting to meet with them.

Click **Join**

You will be asked to enter the **password** for the meeting.

You will then be asked to connect with **Computer Audio**. You can choose to test your speaker and microphone, if you like.



Initially, you will be sent to a **Waiting Room**. The teacher will see you are waiting and once they have finished their current interview, they will invite you to meet.

At the end of the interview, click on the **Leave Meeting** button, which is found on the bottom right corner of the video window.

If you have another interview, simply repeat the process.