



# Parent teacher interviews on Zoom

## Before the interview day

- Make sure you have a Zoom account. To sign up for Zoom, see <https://zoom.us/freesignup/>.
- If you are attending the interviews with your child, you can ask your child use their DoE Zoom with you. For your child to log on, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).
- Make sure the device you are using has audio and microphone. If you wish, you can use a headset. 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.

## On the interview day

**If you have technical difficulties or need help on the interview day, please call the school on 49549166 between 3.30pm and 6pm.**

- Each teacher has their own Zoom meeting room.
- Go to [zoom.us](https://zoom.us) and sign in, or open the Zoom app on your or tablet. If your child is logging on for you, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).
- Go to **Join a meeting**.
- Enter the Meeting ID for the relevant teacher according to your interview schedule.

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 rooms is **Glendalehs**
- 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. Please try to keep within the scheduled time.