



# GLENWOOD HIGH SCHOOL

Innovation

Opportunity

Diversity

Success

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Dear Parents / Carers,

The next Parent/Teacher Night for Glenwood High School 2020 will be held online on **Tuesday 25 August 2020 for Years 7 and 9 only**. Due to physical distancing measures still in place, we will be completing this phase of the **interviews online** through the video conferencing system 'Zoom.'

Interviews will take place from **3:30pm to 7:30pm**. Interviews will be 5 minutes in length and you will be able to connect to your booked teacher by clicking the "Video Interview" link that will arrive in your confirmation email. It is recommended that you allow a further 5-minute window between bookings to allow for any technical difficulties. If you would like more time to discuss your child's progress, then please make other arrangements with the relevant teachers.

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and enter the code **m8eza**



Enter your details



Select your child/ren's teachers (**Technology Mandatory select only Semester 1 teachers**)



Select the appointment times that suit your family best



When you click FINISH your selected bookings will be emailed to you immediately. If you do not receive your email, please check your junk-mail, or enter the event code again and check your email address spelling. Update your details if the email address is incorrect. **DO NOT DELETE** the email you receive. Keep it somewhere safe. You may need to refer back to it at a later date.

**REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR** - reminders will not be sent home.

Bookings must be finalised by **Monday, 24th August at 3pm**

If you need to view, cancel, change or print your bookings:

- Click on the Zoom link in the confirmation email you received after you made your bookings
- OR return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and enter the code and the email address you used when making your bookings.

## Zoom

You will be required to have set up a Zoom account in order to participate in parent/teacher interviews.

The following is a guide to help prepare for the parent/teacher interview.

### **1. Register for Zoom**

- a. Go to [www.zoom.us](https://www.zoom.us) and create a free account
- b. Please use the following tutorial to help you create your account:  
<https://youtu.be/ZWkdsgTlbeM>

### **2. Installing Zoom Client**

- a. You will be required to download and install the Zoom client prior to the parent / teacher evening.
- b. You can download this client from <https://zoom.us/download>

### **3. Joining your Parent / Teacher Interview**

- a. On the evening of your parent / teacher interviews you will access each of your interviews by selecting the **Zoom Link** for the respective teacher in the confirmation email you received when making your bookings.
- b. If you are prompted to install a zoom client please select Allow
- c. You will then need to log into Zoom using the account you generated above.
- d. If the interview doesn't automatically connect then simply click the link in your email.
- e. Parents will then find themselves in a waiting room. Teachers will then invite parents into the interview.
- f. Interviews will follow the scheduled allocated timeframe in order to give all parents, with an appointment, an opportunity for feedback.



Mrs Sonja Anderson  
Principal  
11 August, 2020