1) You will receive an email, such as this example, with your appointments listed, along with the individual Zoom links. Click on the link provided for EACH of your appointment blocks. A suggestion would be to have your reminder email list open in a separate window for easy accessibility.

Dear Parent:

This is a reminder email about the upcoming appointment you have scheduled at Strathmore High School. Your appointment schedule is listed below and our teachers are looking forward to connecting with you!

If there are any technical difficulties with the connection process via Zoom, the teacher will call you. You ma[...] the teacher is running behind with another student. Due to time constraints, any technical issues with zoom will default to a phone [...]

Please do not go into the school appointment on-line booking system to change your appointment. If you need to [...]h School directly at 403.934.3135.

Thank you,
Kim Bailie
Strathmore High School

- Parent Teacher Conference TEST

Oct 1, 2020 1:12 pm: [redacted] - TEST - Virtual Meeting   (Alyssa [redacted]
        - Meeting Link: https://zoom.us/j/91597792254?pwd=K2JUVlJxL0hMaWxtSzh2aWxiU0xZQT09

*this is an example message, your message will be worded slightly differently.

zoom.us/s/97397621501?pwd=NGxVSHU1NVNTRXNqZmYzbExuUEx4Zz09#success

⚏ Apps   ghsd75.ca bookmarks   M Inbox - kim.bailie@...   S Staples   Hom[...]   Request for Leave -...   SchoolEngage   School Appointmen...   »

zoom   Support   English ▾

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

                                    Open Zoom Meetings   Cancel
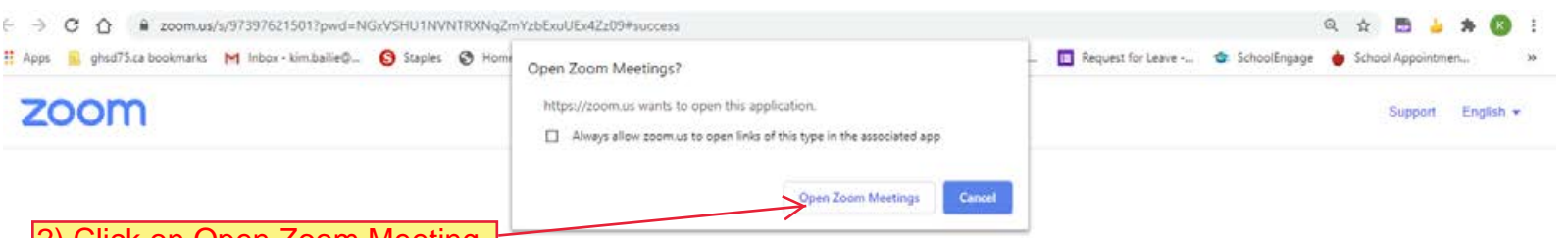
2) Click on Open Zoom Meeting.

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

3) You will be prompted to name yourself. ** Please put your name along with your child's name separated by a dash or (parentheses)

Zoom

Support   English ▾

Zoom ✕

Enter your name

Your Name
Parent Name - Student Name

☑ Remember my name for future meetings

Join Meeting   Cancel

...ompletes,

973 9762

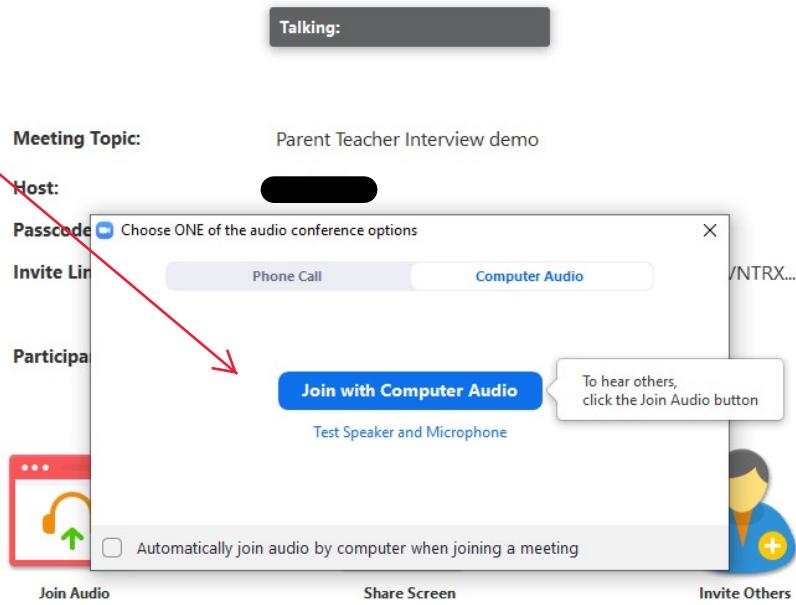If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

Zoom Meeting

4) You will be placed in a 'waiting room' until the teacher invites you into the meeting. Please be patient as the teacher may be running behind.
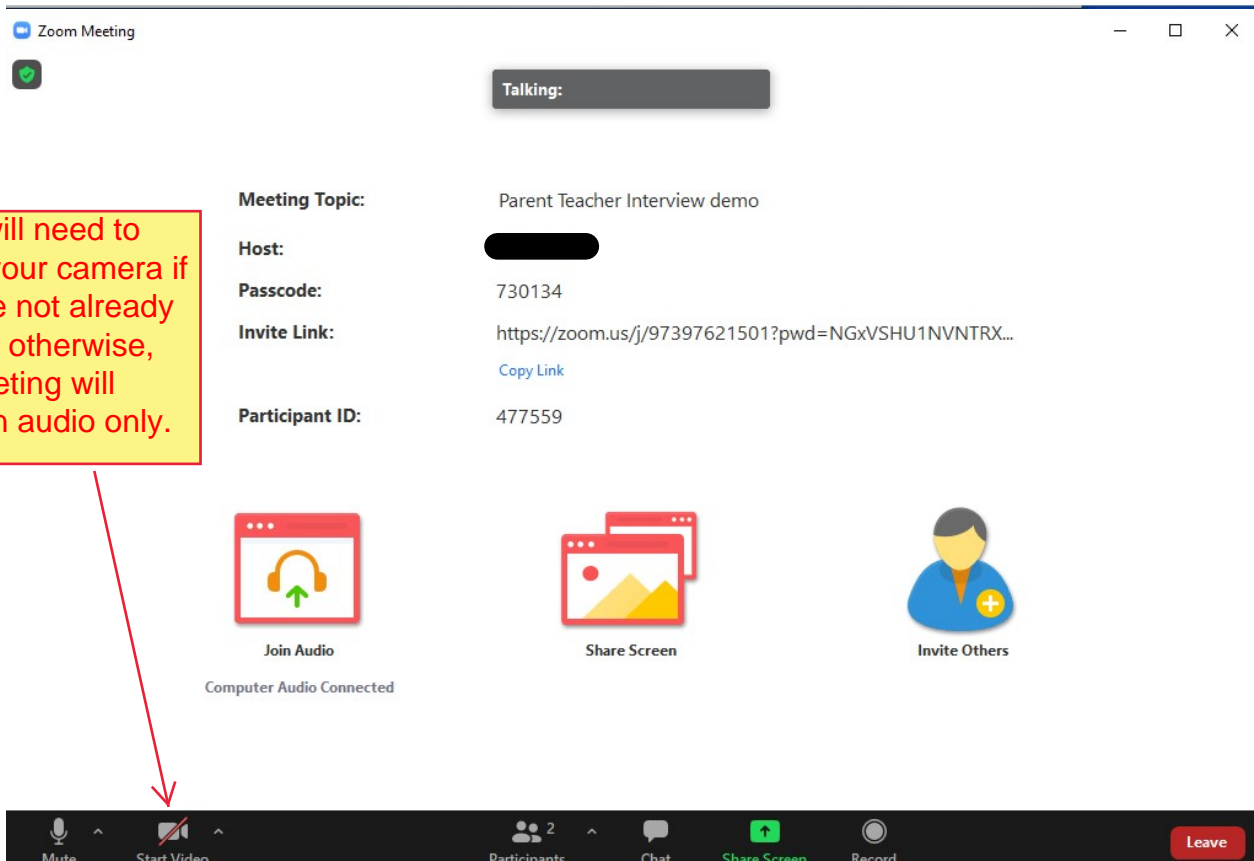
Please wait, the meeting host will let you in soon.

Parent Teacher Interview demo

2020-10-06

Test Computer Audio

Zoom Meeting

5) You will then be asked to join with audio

Meeting Topic: Parent Teacher Interview demo

Host:

Passcode

Invite Lir   /NTRX...

Participa

Choose ONE of the audio conference options

| Phone Call | Computer Audio |

Join with Computer Audio

To hear others, click the Join Audio button

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

Join Audio   Share Screen   Invite Others

Zoom Meeting

Talking:

6) You will need to turn on your camera if you have not already done so, otherwise, your meeting will remain in audio only.

Meeting Topic: Parent Teacher Interview demo

Host:

Passcode: 730134

Invite Link: https://zoom.us/j/97397621501?pwd=NGxVSHU1NVNTRX...

Copy Link

Participant ID: 477559

Join Audio   Share Screen   Invite Others

Computer Audio Connected

Mute   Start Video   Participants Chat Share Screen Record   Leave

7) Once your camera is on, your screen will look something like this: Your face will appear at the top and your teachers face will appear below (or it could be side by side, depending on how you have your account set up).

Par

View

− □ ✕

im Bailie

🎤 Mute   📹 ^ Stop Vi Stop Video (Alt+V)   👥 2 ^ Participants   💬 Chat   ⬆ Share Screen   ◉ Record   😃 Reactions   Leave

8) After your meeting, you simply click on the leave button
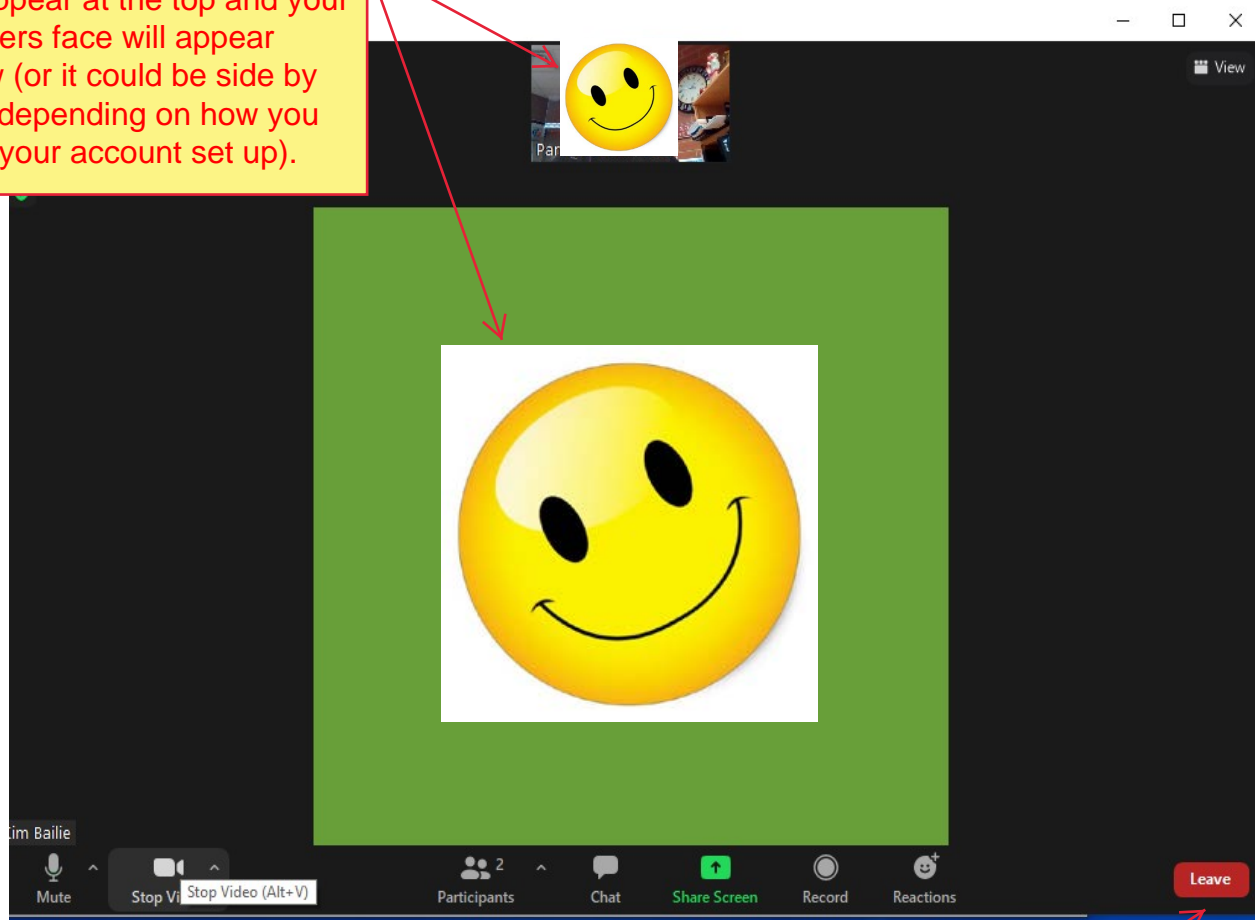
IMPORTANT NOTE: ANY TECHNICAL DIFFICULTIES WILL RESULT IN A PHONE INTERVIEW. THERE WILL NOT BE ENOUGH TIME TO ADDRESS CONNECTION ISSUES IN THE ALLOTTED TIME