

# Booking online Parent-Teacher meetings Guide



In 2022, we are trialing **online** parent-teacher meetings in Deansrath Community College. This guide shows parents how to **book** and **access** these meetings.

## General Tips – Before you book

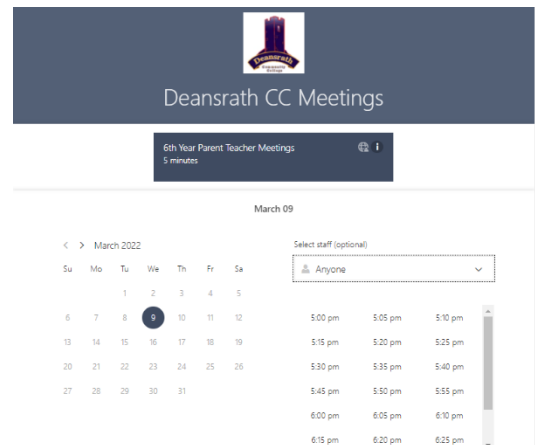
- ✓ You will need to have a functioning email address to make any booking.
- ✓ Before you start this process, make sure that you have a **list** of the teachers you **want** to see.
- ✓ You book a separate 5-minute meeting time for each of these teachers. (If you want to see five teachers you make five separate bookings, if you want to see two teachers, you make two separate bookings).
- ✓ Make a note of the time that you book each teacher.

## Step-by-step – Booking the Meetings

1. You will receive a link (by SMS to your phone) to the Deansrath CC bookings page.
2. Follow the link.
3. Select the correct date.
4. Select the teacher.
5. Select the time (The time slots are 5 minutes in length.)

**Make a note of the times and teachers that you book**

6. You will receive a confirmation email for each separate meeting that you book.
7. Select “**Make another booking**” to book a 5-minute slot with your child’s **next** teacher.
8. Choose the correct Teacher, Date, Time



## Meetings

1. You don't need a Teams account to join the video meetings.
2. The meetings are **quite short** (5minutes) so make sure to **prepare any questions** you may have.
3. Find a quiet place.
4. Headphones will make it easier to hear and reduce the possibility of feedback and distortion.
5. Open the email with the confirmation for your first booking.
6. Click on the link.
7. Switch on your microphone and camera.
8. End the meeting by selecting 'leave meeting'.
9. Find the **next meeting by opening the separate confirmation email** you receive for each booking and clicking on the link.