

Important information for parents/guardians.

How to connect remotely for your child's parent/teacher conference

To join a video meeting with a teacher, from your computer.

(Easiest way)

- Your invitation:
 - You will receive an invitation via email from your child's teacher for a time that you have selected in advance. When you accept the invitation, your email will disappear to your deleted folder, however, this event will be saved in your calendar. You will get a reminder to join in advance before the meeting starts.
- Its easy to join the meeting:
 - Simply click on the link in your email/calendar to join your parent teacher conference.
- Get connected:
 - Join with the audio and video to start the conversation with your child's teacher.
 - ❖ If you are having trouble connecting with the audio or video, use the chat window to communicate with the teacher. He/she may be able to help solve that issue.

To speak with your child's teacher on your phone

(again, very easy)

- In your email/calendar you will have an eleven-digit phone number. Simply dial this phone number and follow the prompts to be connected to your child's teacher at the appropriate time.

To join a video meeting from your mobile phone

(a few more steps but still easy)

1. Download the Webex meeting app to your device. this is free through Apple or Google play.
2. Open your email and click **JOIN MEETING** on your mobile device. The Webex app will automatically open.
3. Enter your name and email address
4. Tap on the green phone icon to connect your audio. Select **from one of the Three options** to connect.
 - a. Call my video system:
 - i. Enter your phone number in the text box and tap call in the top left corner of the screen. You will receive a call and simply follow the prompts on the screen.
 - b. Call in:
 - i. Dial one of the phone numbers shown on your screen. When prompted, use your phone keypad to enter the access code, and the attendee ID shown on your screen.
 - c. Call over the internet:
 - i. Choose this option to connect to audio using your mobile device.
 1. Tap the video icon
 2. Tap the START MY VIDEO