

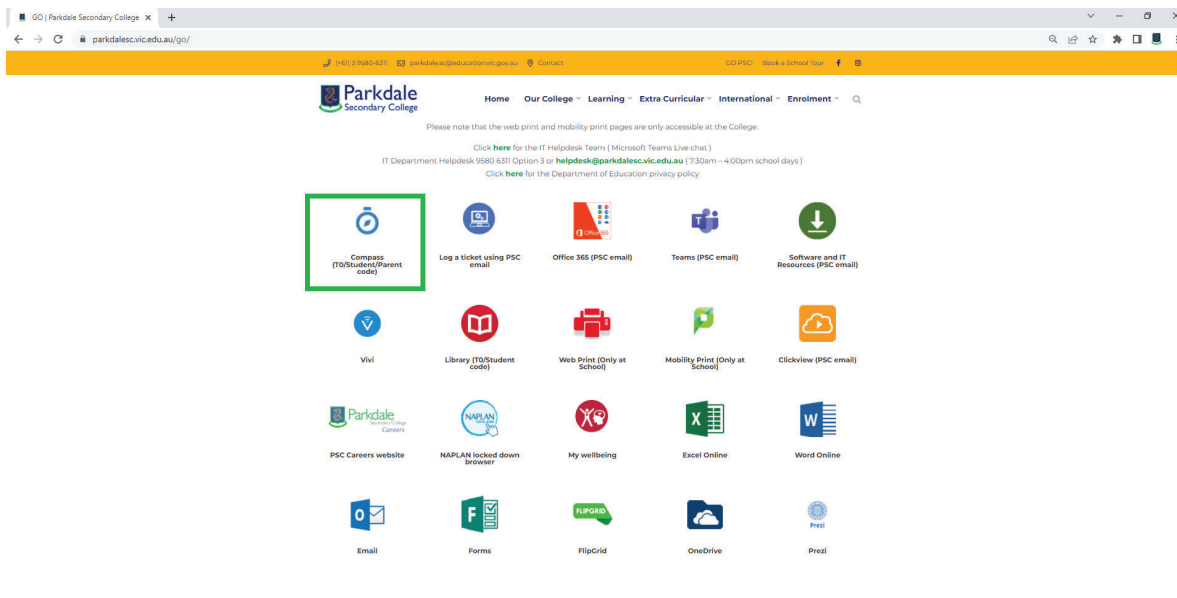


How to access Parent Teacher interviews

Parkdale Secondary College will be conducting Parent Teacher interviews using the Cisco WebEx meetings platform through Compass.

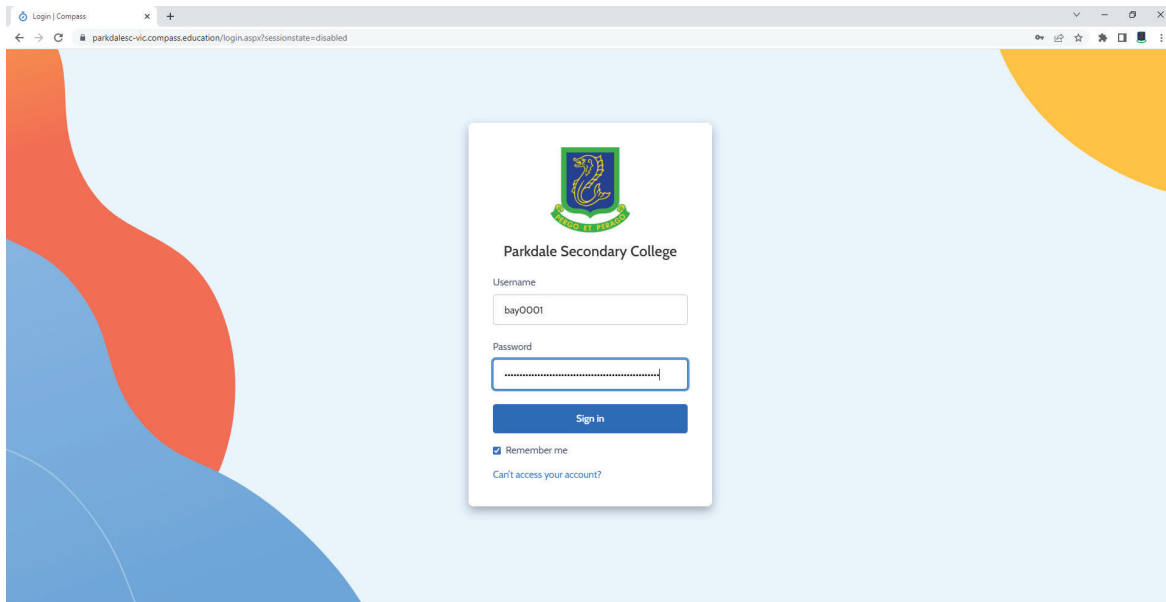
You do not have to sign up, or download any software Everything can be run through a web browser

1. Open Google and search for Go PSC! and click on the link (<https://www.parkdalesc.vic.edu.au/go>)
2. Select Compass on the top row.

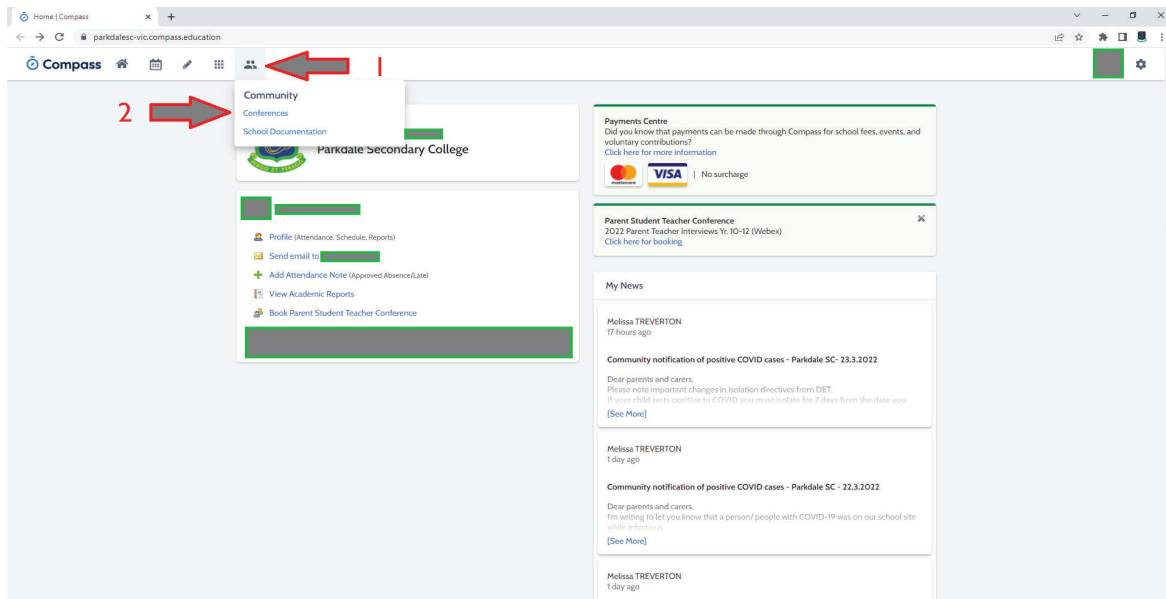




3. Type in your parent code and password.

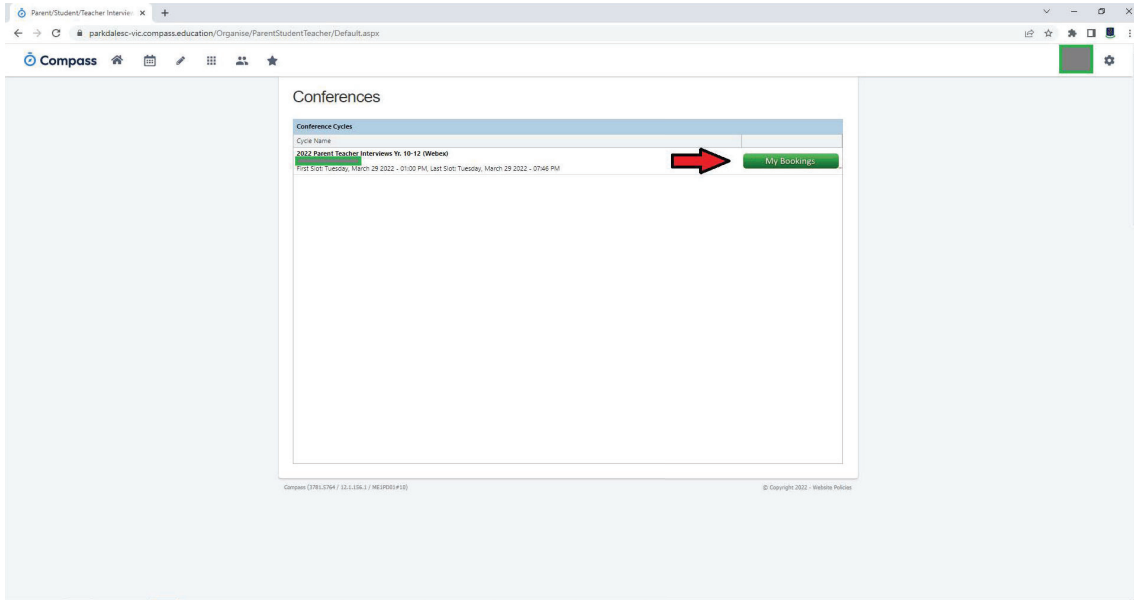


4. Click on the **people icon (1)** and **Conferences (2)**
Some information removed due to privacy

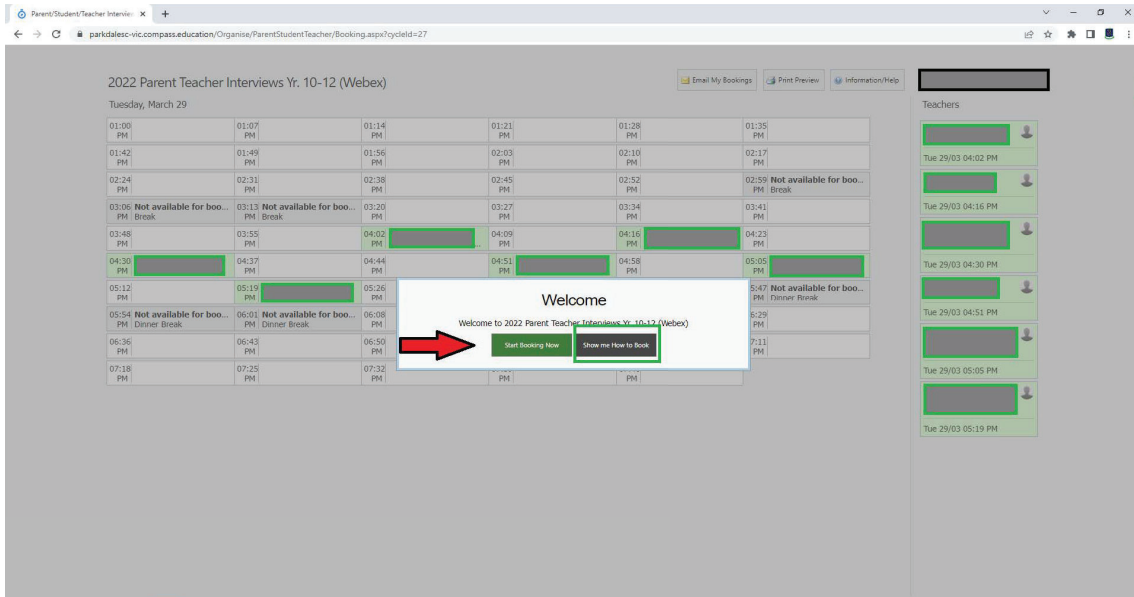




5. Click on **My Bookings**



6. Click on **"Start Booking Now"**. If you have not booked then click on **"Show me how to book"** and it will run you through how to do it.





7. Here are the slots you have picked for interviews, click on the appropriate slot to bring up the information box.

2022 Parent Teacher Interviews Yr. 10-12 (Webex)

Tuesday, March 29

| | | | | | |
|----------|----------|----------|----------|----------|----------|
| 01:00 PM | 01:07 PM | 01:14 PM | 01:21 PM | 01:28 PM | 01:35 PM |
| 01:42 PM | 01:49 PM | 01:56 PM | 02:03 PM | 02:10 PM | 02:17 PM |
| 02:24 PM | 02:31 PM | 02:38 PM | 02:45 PM | 02:52 PM | 02:59 PM |
| 03:06 PM | 03:13 PM | 03:20 PM | 03:27 PM | 03:34 PM | 03:41 PM |
| 03:48 PM | 03:55 PM | 04:02 PM | 04:09 PM | 04:16 PM | 04:23 PM |
| 04:30 PM | 04:37 PM | 04:44 PM | 04:51 PM | 04:58 PM | 05:05 PM |
| 05:12 PM | 05:19 PM | 05:26 PM | 05:33 PM | 05:40 PM | 05:47 PM |
| 05:54 PM | 06:01 PM | 06:08 PM | 06:15 PM | 06:22 PM | 06:29 PM |
| 06:36 PM | 06:43 PM | 06:50 PM | 06:57 PM | 07:04 PM | 07:11 PM |
| 07:18 PM | 07:25 PM | 07:32 PM | 07:39 PM | 07:46 PM | |

Teachers

- Tue 29/03 04:02 PM
- Tue 29/03 04:16 PM
- Tue 29/03 04:30 PM
- Tue 29/03 04:51 PM
- Tue 29/03 05:05 PM
- Tue 29/03 05:19 PM

8. After clicking on the green box, the meeting details will appear. The teacher you have selected on will also appear in blue on the right hand side of the screen. Click on **"Click here for interview"**

Select click here for interview

2022 Parent Teacher Interviews Yr. 10-12 (Webex)

Tuesday, March 29

04:30 PM

Location: Home Office

Comment: Click here for interview

Delete this booking?

Manage interpreter options?

Click on a person at the right of screen to book with them.

(back)

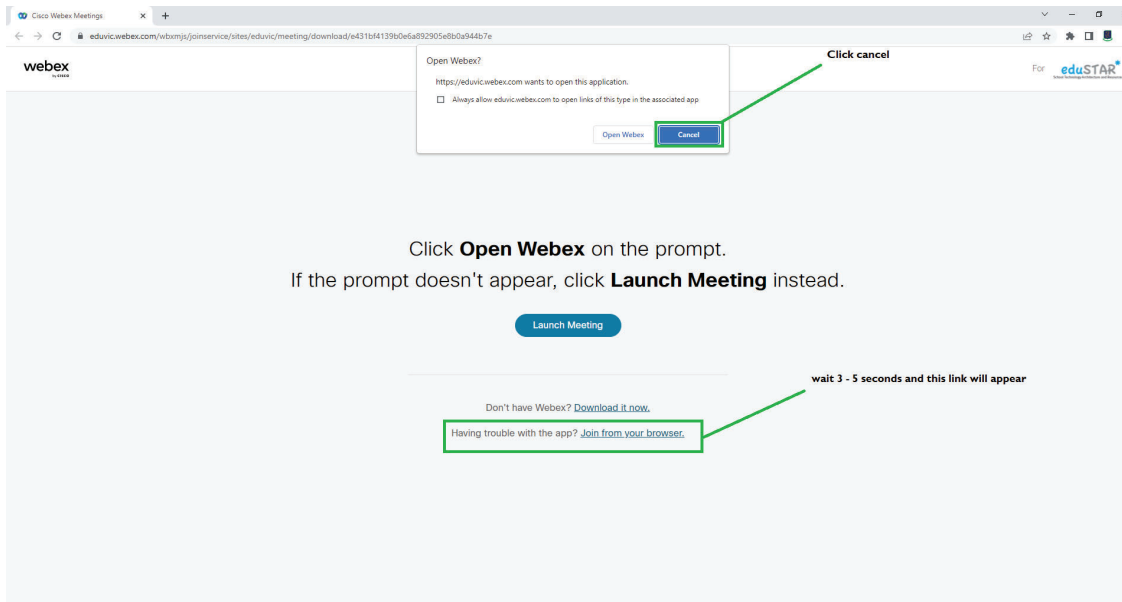
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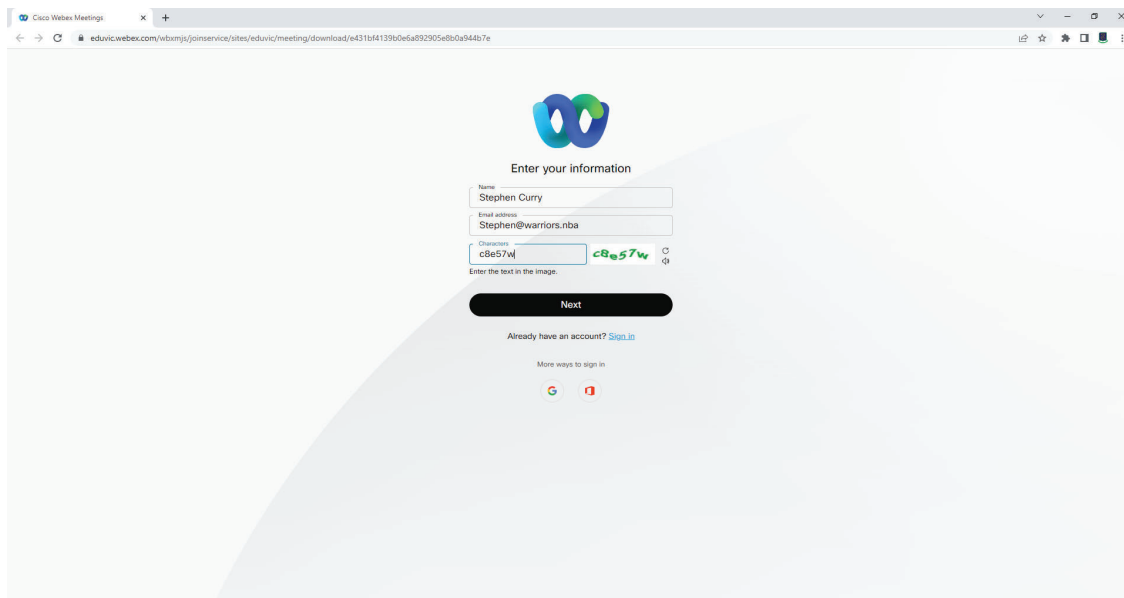
9. This will now take you to the personal meeting room of the teacher running the interview. You do not have to sign up or download anything. It may try to get you to install the software, Click Cancel.

If you wait 3-5 seconds the option will appear to **"Join from your browser"**.



10. This is the very important part. You need to make sure that you put your name so the teacher will be able to identify you and admit you into the meeting. Please type your full name and email address as it appears in Compass and enter the text in the image.

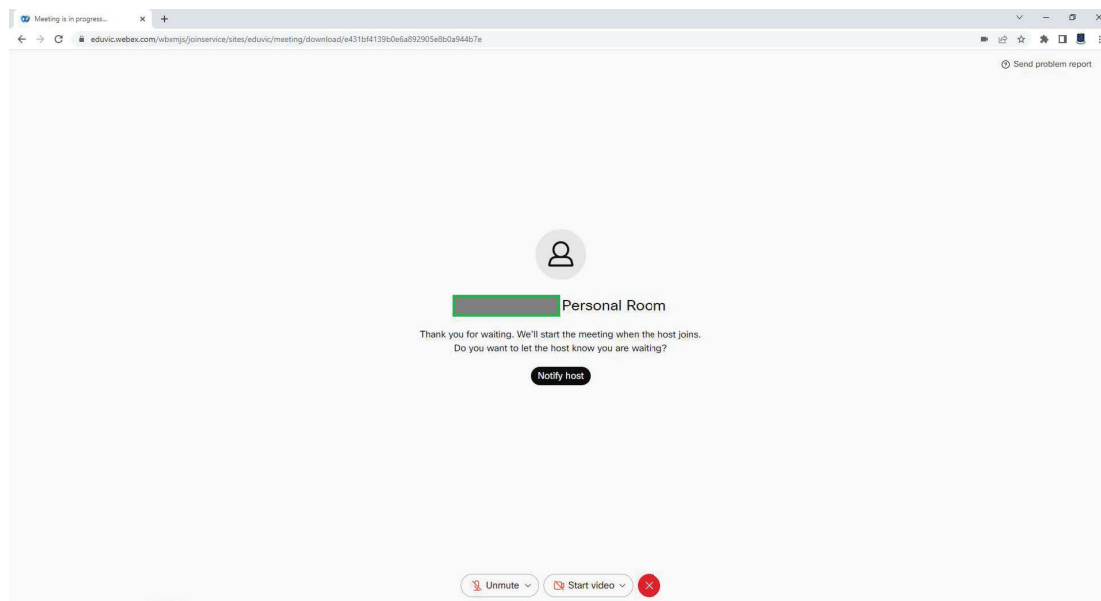
If the teacher cant identify you they will not admit you.



13. Select your preferred audio and video settings. Then click on **"Join meeting"**. It is recommended you switch both of these on so the teacher can see and hear you.



12. A "how to" may come up regarding your Audio and Video settings, skip it (unless you want to go through it). You may also need to give your browser access to your camera and microphone by clicking allow in your browser. You are now waiting in the lobby and the teacher will admit you when they are ready.



13. Once you have completed the interview please make sure you leave the room so the teacher can prepare for the next interview.