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.
It is recommended you use a computer or laptop as accessing from a phone or tablet may be difficult.
**Please ensure you log out if you are using your child's school laptop**

1. Open Google and search for Go PSC! and click on the link
   (https://www.parkdalesc.vic.edu.au/go)

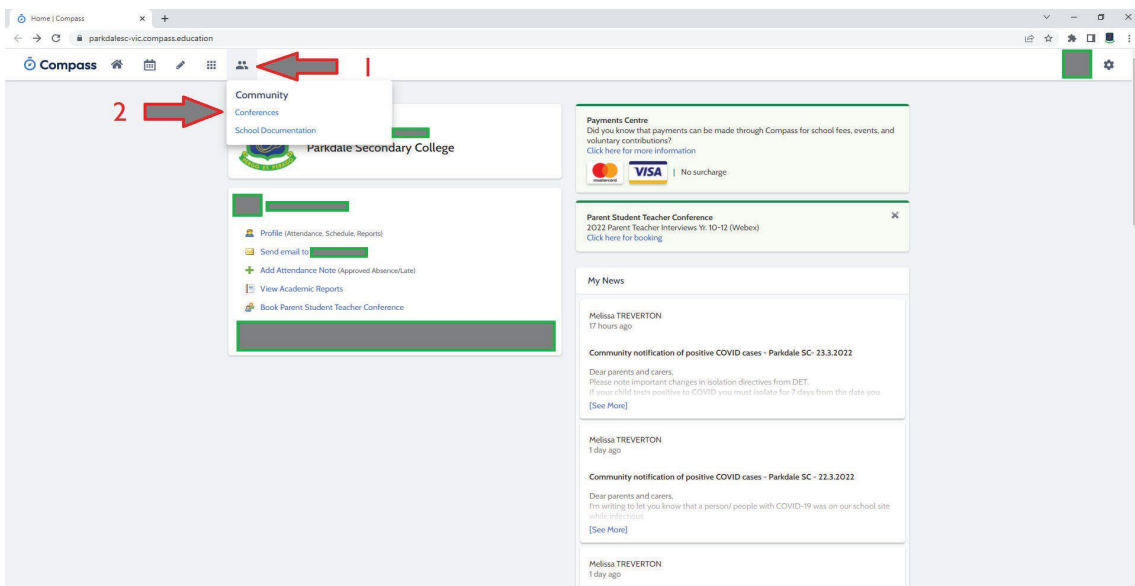2. Select Compass on the top row.

Parkdale
Secondary College
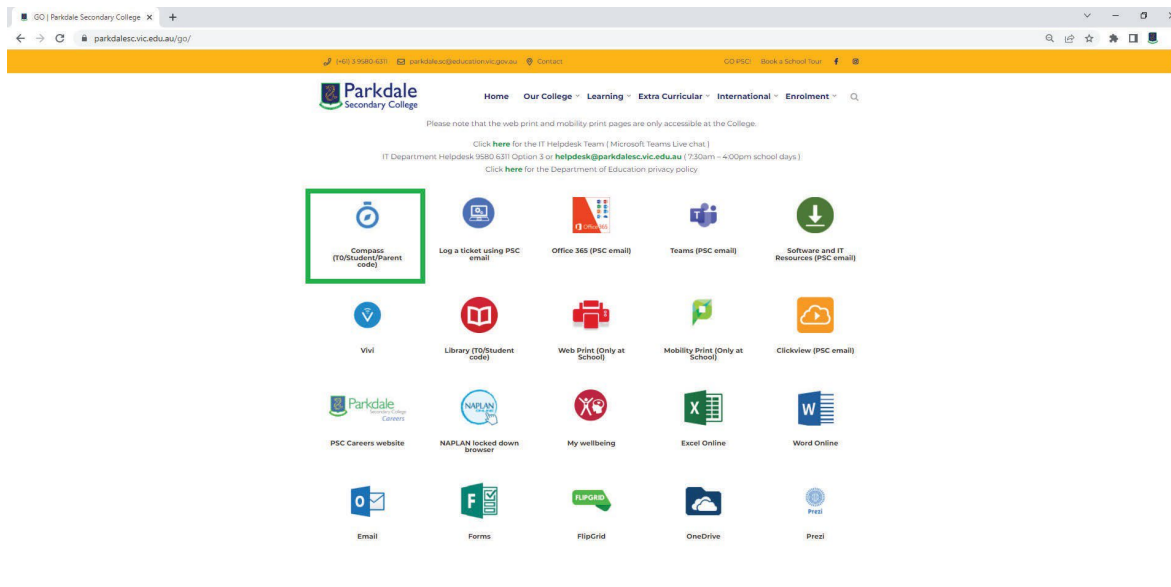
3. Type in your parent code and password. If you do not know your password, you can login using the

"Parent sign in with one-time code button or use the "**Can't access your account"** option
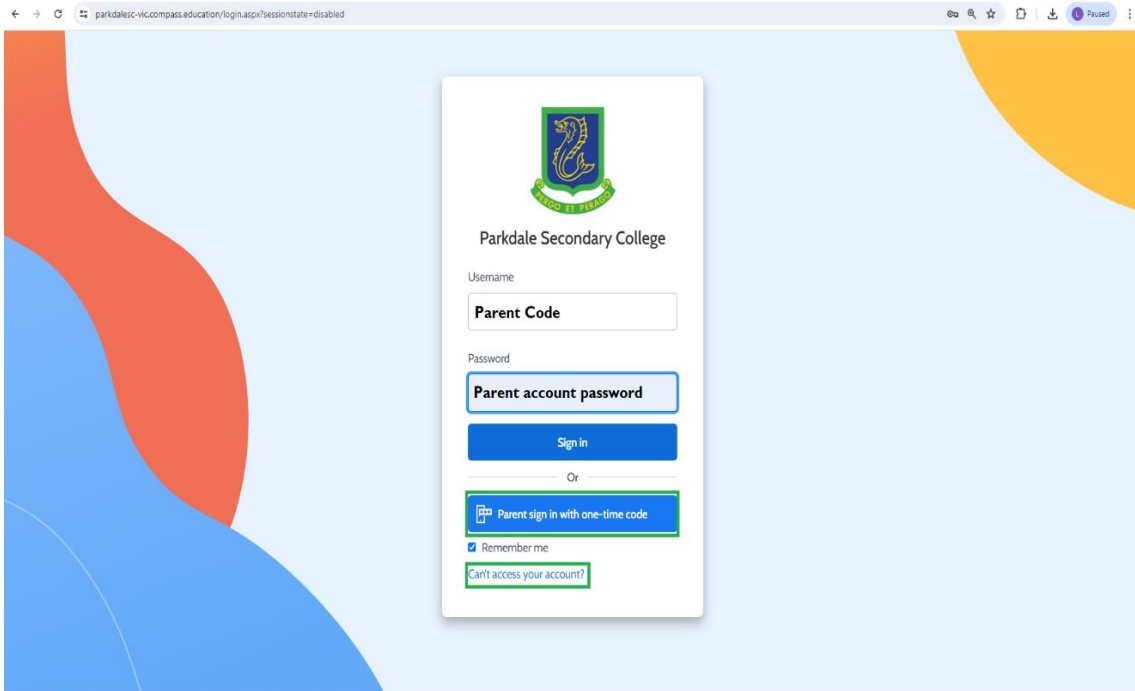
4. Once you have logged in, click on the **people icon (1)** and **Conferences (2)**
Some information removed due to privacy

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.

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".**

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 can't identify you, they will not admit you.

11. Select your preferred audio and video settings. Then click on **"Join meeting"**. It is recommended you switch both on so the teacher can see and hear you.
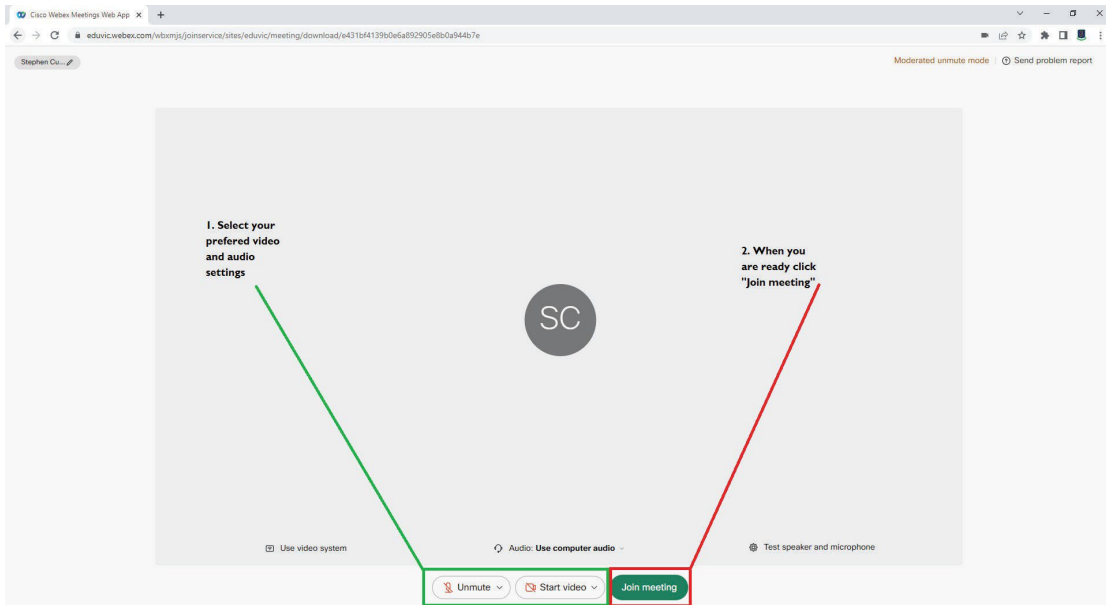
12. A **"how to"** may come up regarding your Audio and Video settings, skip it (unless you want to go through it). You may also need to give your browser access to your camera and microphone by clicking allow in your browser. You are now waiting in the lobby and the teacher will admit you when they are ready.
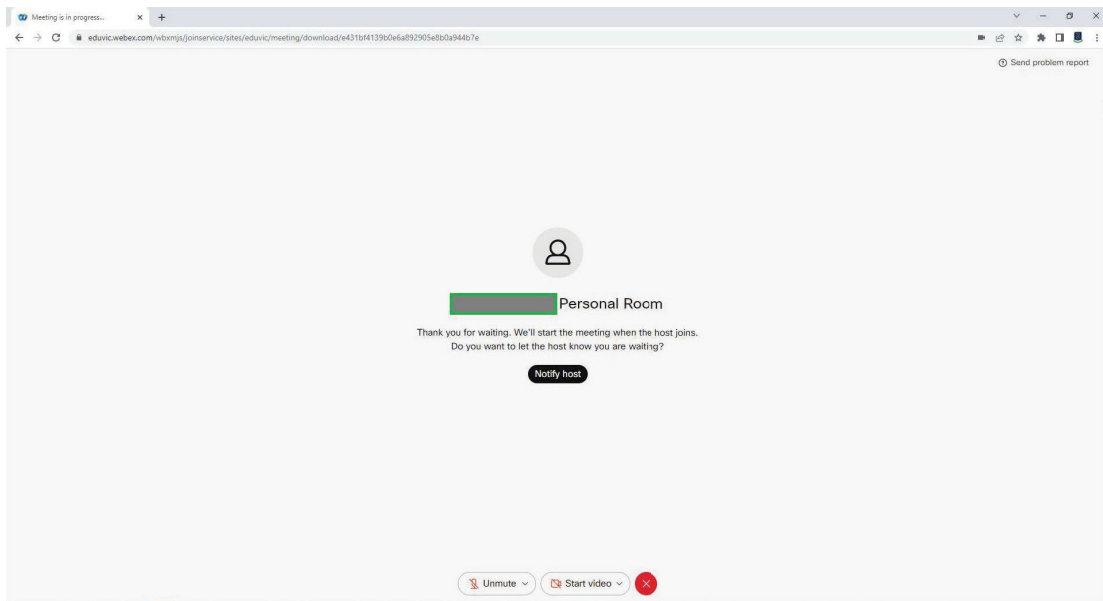
13. Once you have completed the interview, please make sure you leave the room so the teacher can prepare for the next interview.