

Step 1: Log in to your child's Google Classroom.

classroom.google.com or via the Google Classroom App

If you are attending your appointment through the Google Classroom App, you will need to download Google Meet in order to access the meeting.

To check which account you are logged into, look in the top right hand corner. Your child's initial for their first name should be displayed in the circle. If it is not, click on the circle icon and switch account.



Step 2: Enter your child's Year Group Google classroom.

On the stream page (below), you will find 3 separate posts; these are for the 3 different classes. Find the post with your child's class teacher's name on. The link to your virtual parents' evening will be provided.

Stream Classwork People

Year 2 (Balksbury Training)

Meet link <https://meet.google.com/lookup/hyyzssxej2>

This will say your child's Year Group (e.g. Year 1, Year 3)

Upcoming
Woohoo, no work due in soon!
[View all](#)

Share something with your class...

Miss Aldoori
6 Nov

Miss Aldoori's Parents' Evening Meeting Link
Click the link below to enter your child's class teacher's virtual waiting room.
Thank you
Please check your camera and microphone are working.

Class video meeting
<https://meet.google.com/fwkc...>

Add class comment...

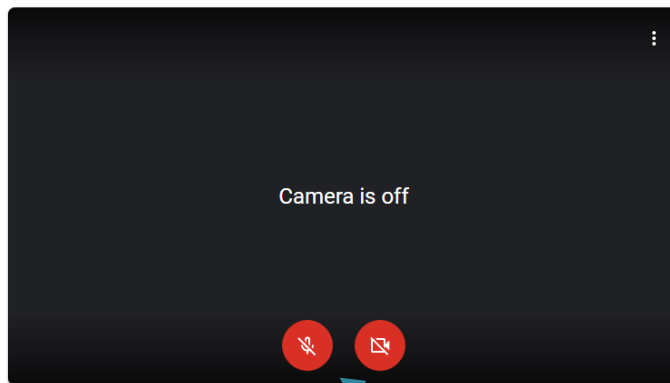
Your child's class teacher's name will appear here.

Your virtual parents' evening meeting link will appear here.

Step 3: Click on the link provided.

This will take you to the screen below.

Please make sure that your camera and microphone is switched **on**; we advise you to check this before your meeting takes place.

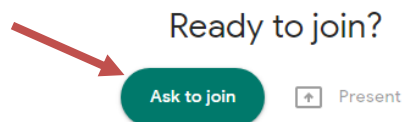


Please ensure you camera and microphone is switched on. *Please Note: both icons will not be red and have a line through.*

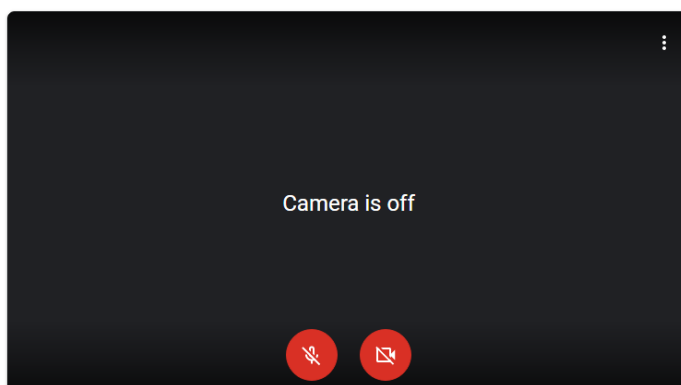
Step 4: Once you have checked your camera and microphone are working, at the time of your appointment (not before) click on 'Ask to Join'.

This will send a notification to your child's teacher to let them know you are waiting to join the virtual meeting. It is important that you only click 'Ask to Join' at the appointment time given, as this will allow the class teacher to clear the meeting room ready for your slot.

1. Click Ask to Join.



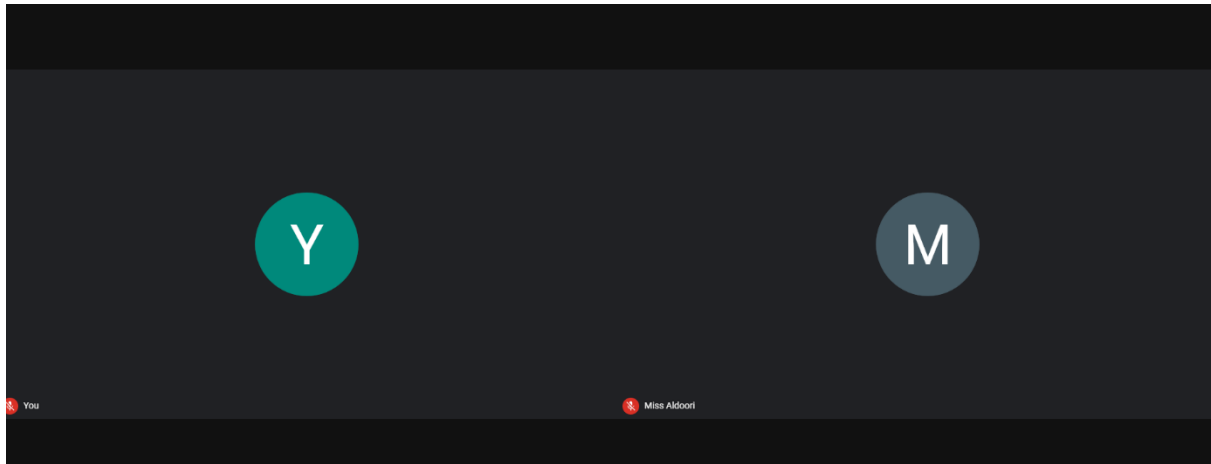
2. This message will appear whilst you are waiting for your child's teacher to allow you into the virtual meeting.



Asking to join...
You'll join the call when someone lets you in

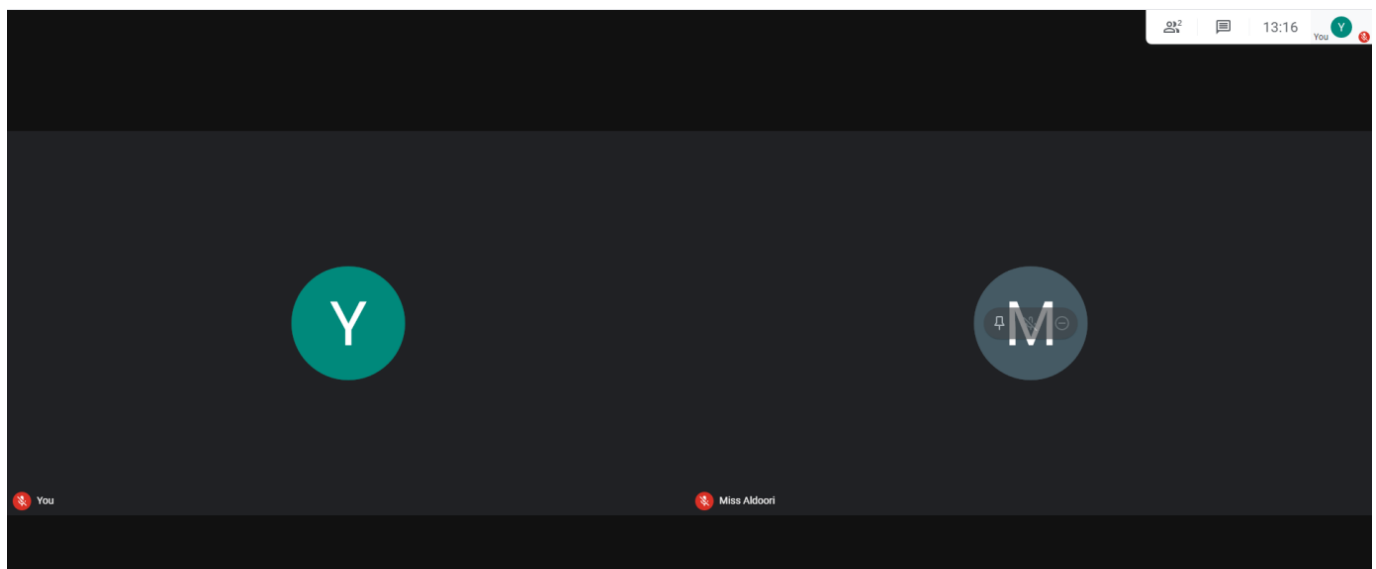
Step 5: Once the teacher has accepted you into the virtual meeting. You will be able to see something similar to the screen below.

Please note that instead of the two letter icons below, you will be able to visibly see yourself and the class teacher.



Step 6: Finally, at the end of your appointment, the teacher will ask you to end the call. This is to allow the next parent securely into their meeting.

To end call, simply click the red phone button at the bottom of your screen. This will end your virtual meeting.



Click here to end
your virtual meeting.

You will then see this message on
your screen; this means you have
successfully left the meeting.

You've left the meeting

Rejoin

Return to home screen

Submit feedback