



Deansfield  
Primary School

# *Parents Evening September 2020*

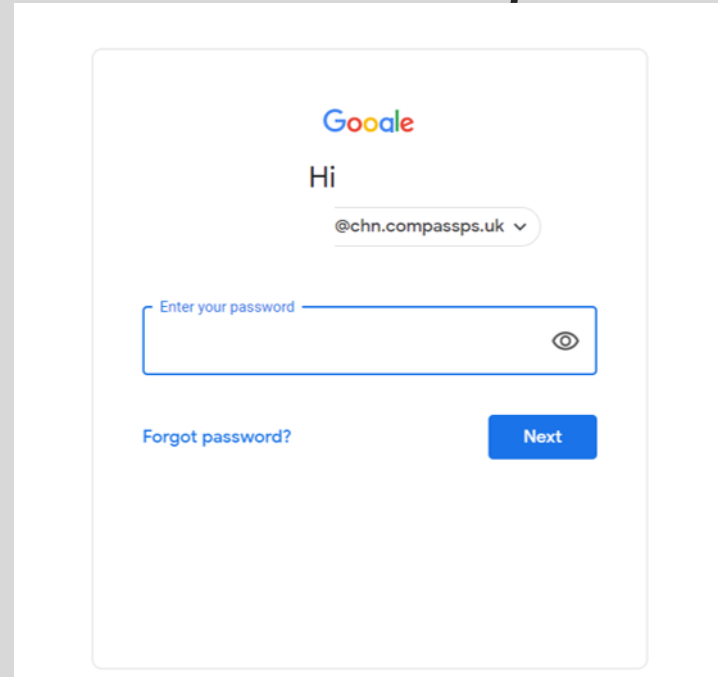
*Any questions please get in contact with the school office and Miss Powell will be happy help*



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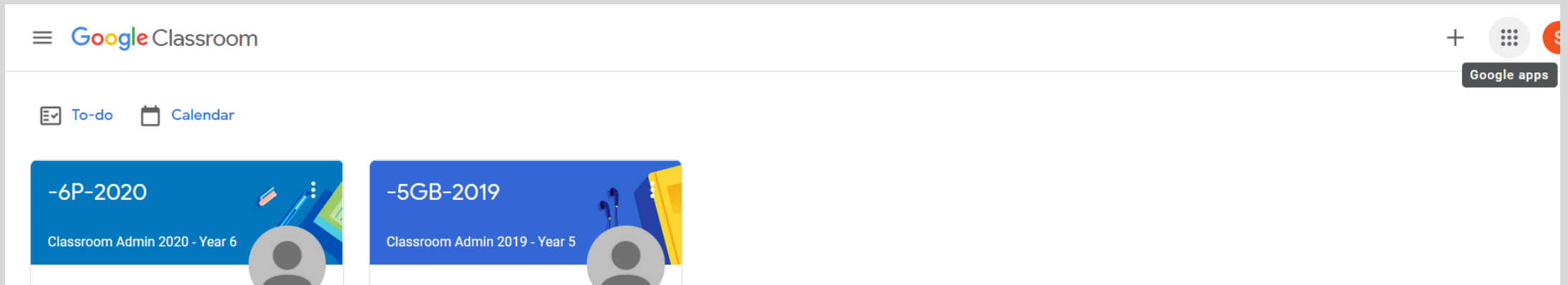
*HOW DO I KNOW WHEN  
MY CHILD'S  
APPOINTMENT IS?*

# 1. Log into your child's Google Classroom using their email and their password



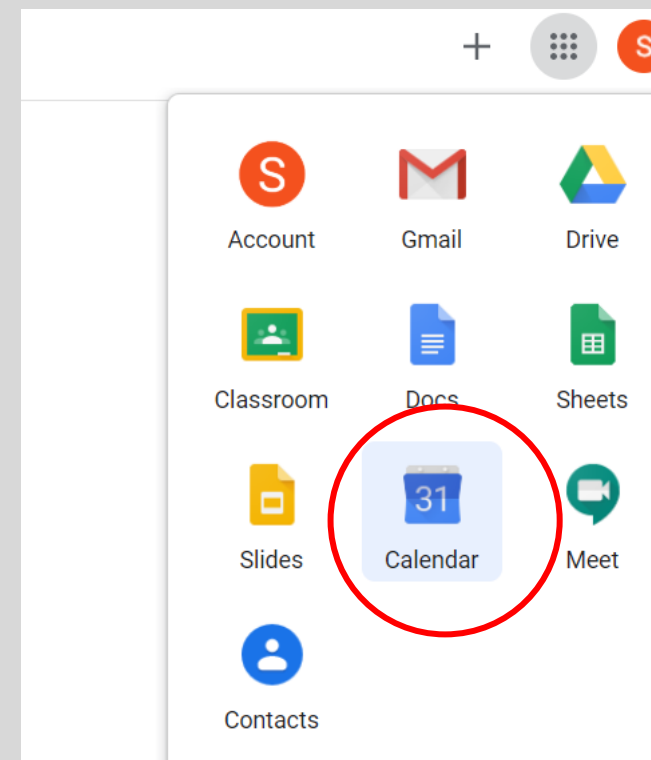
It's really important you do not use your own personal email and password, whether it is a Gmail account or not, as we will not be able to accept meetings with an external email address, for safeguarding reasons.

## 2. Click on Google Apps

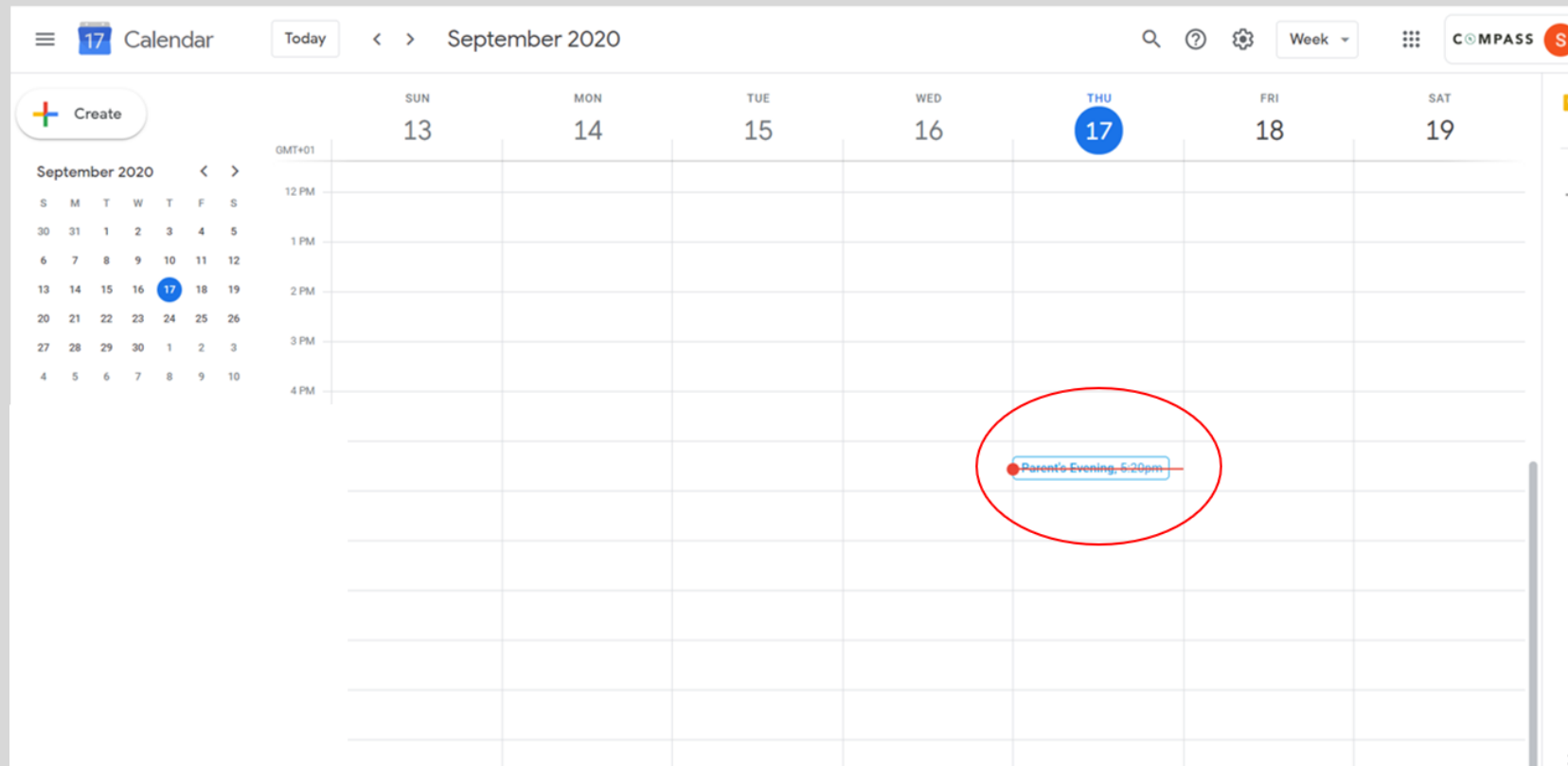


# 3. Click on Google Calendar

***This is where you will find your appointment time***



4. It will appear in your calendar, with the date and time. The Google Meet will not be active until the correct date and time.

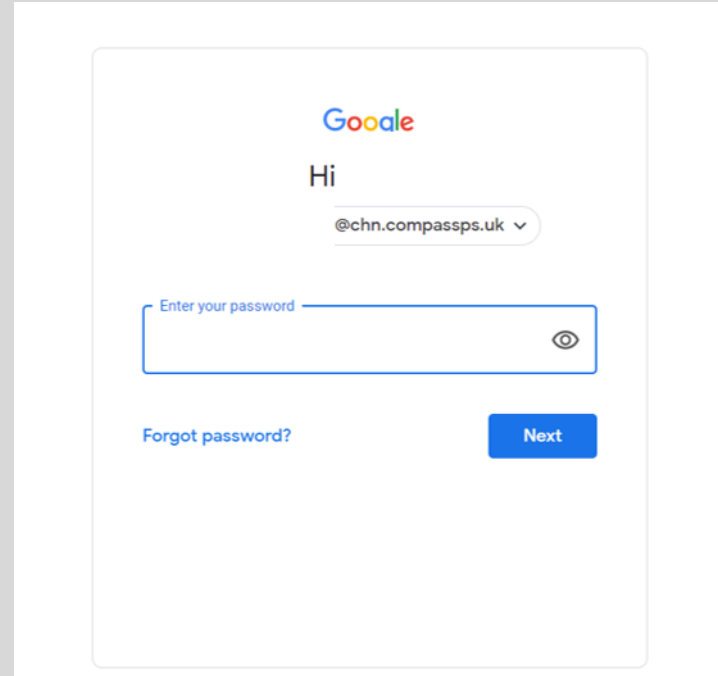




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# *HOW TO ACCESS THE PARENT'S EVENING MEETING*

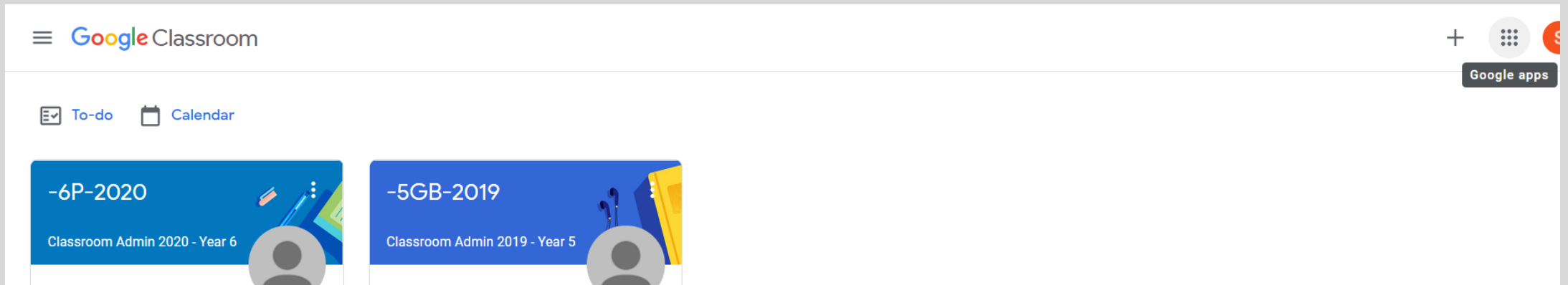
# 1. Log into your child's Google Classroom using their email and their password

A screenshot of a Google login interface. At the top is the Google logo. Below it, the text "Hi" is displayed. Underneath "Hi" is a dropdown menu showing the email address "@chn.compassps.uk" with a downward arrow. Below the email field is a password input field with the placeholder text "Enter your password" and a small eye icon on the right side. At the bottom left of the form is a link that says "Forgot password?". At the bottom right is a blue button with the text "Next".

It's really important you do not use your own personal email and password, whether it is a Gmail account or not, as we will not be able to accept meetings with an external email address- for safeguarding reasons.

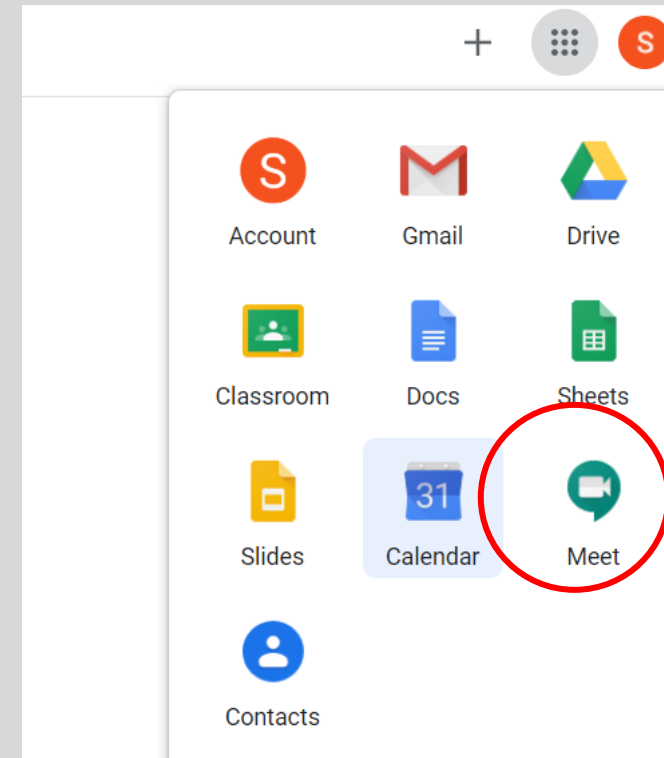


## 2. Click on Google Apps

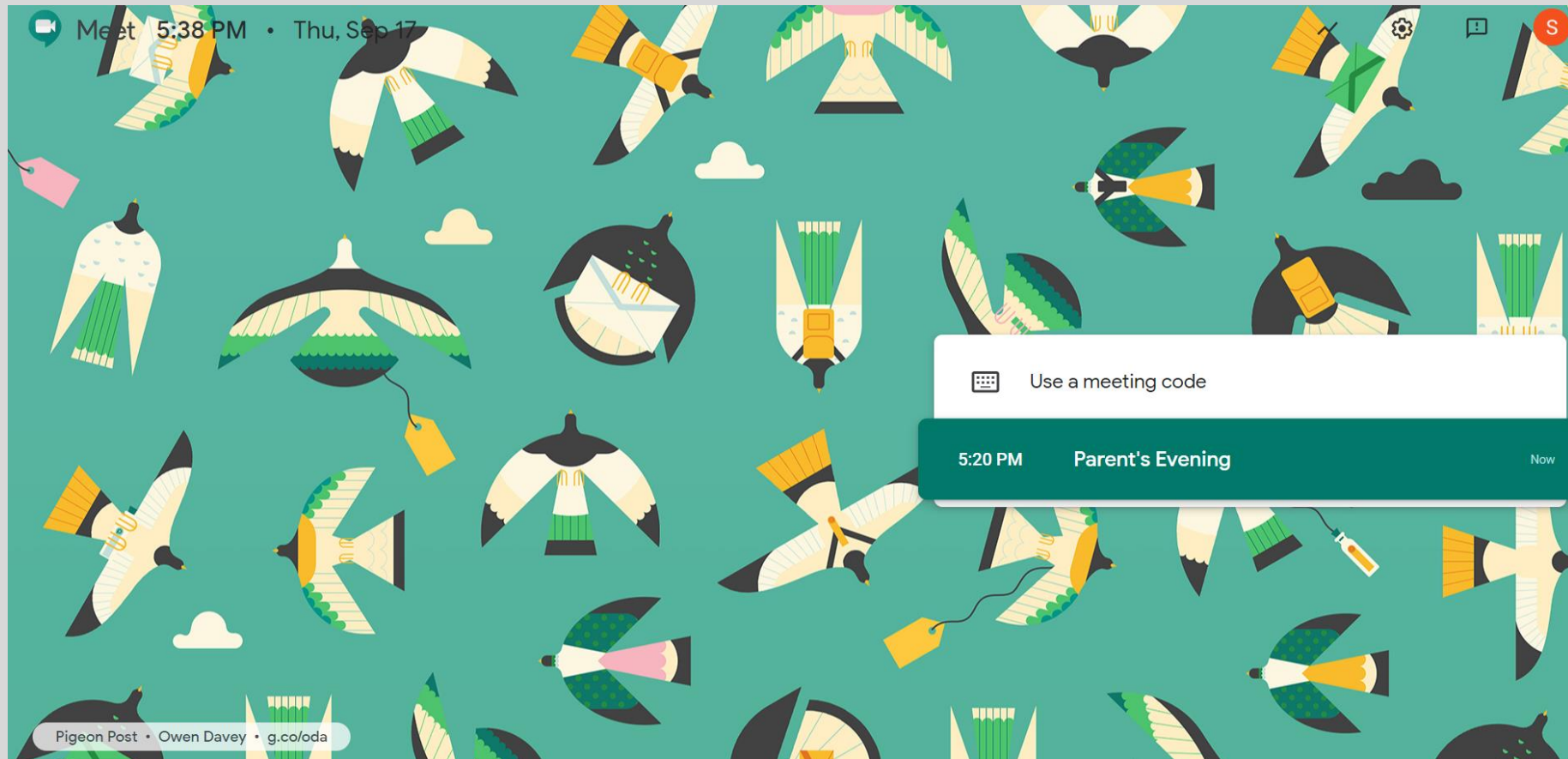


# 3. Click on Google Meet

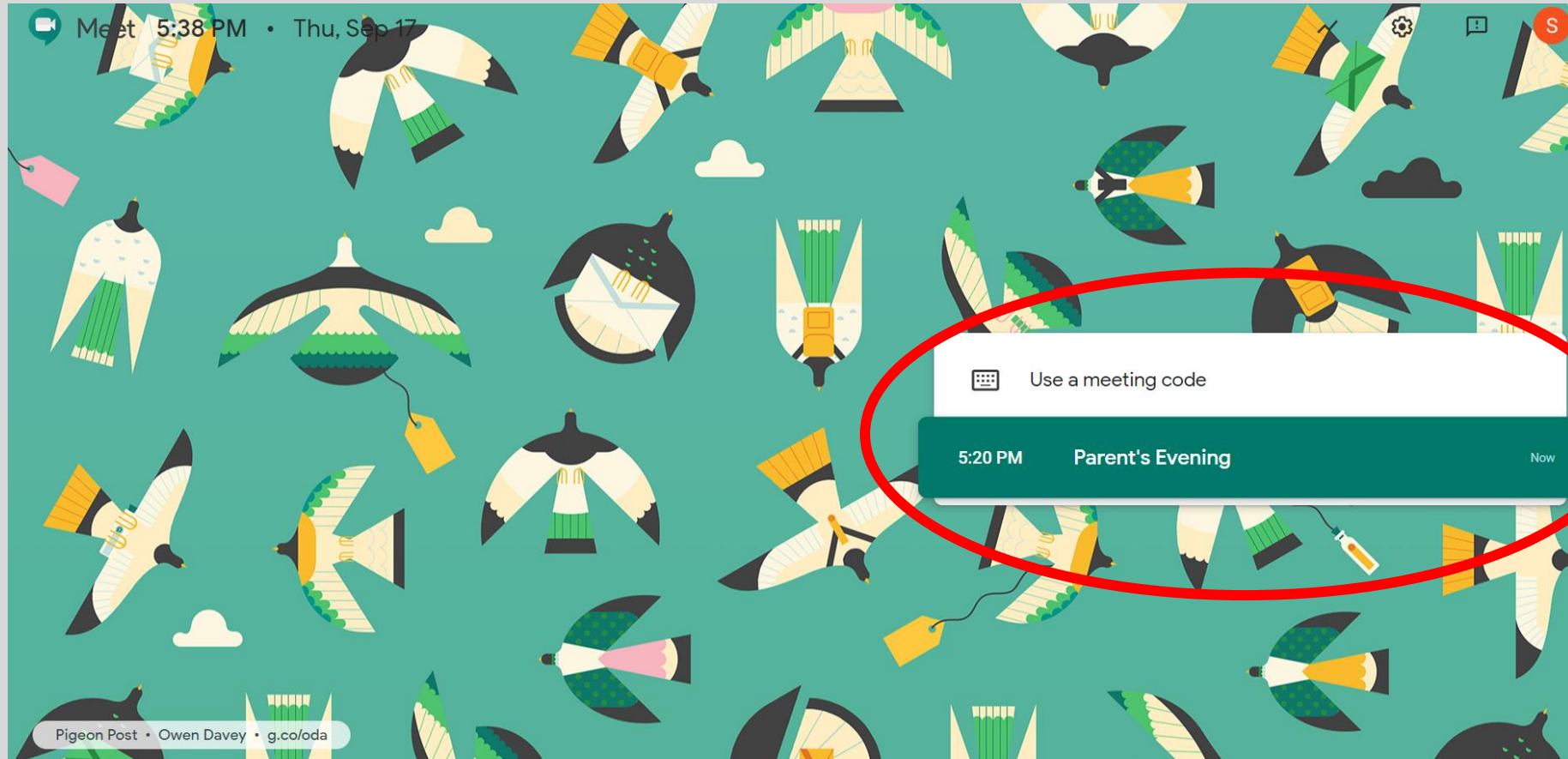
- ***This is the app that the meeting will run on***
- ***It is the same as the one children were using during lockdown to keep in touch with the teacher***



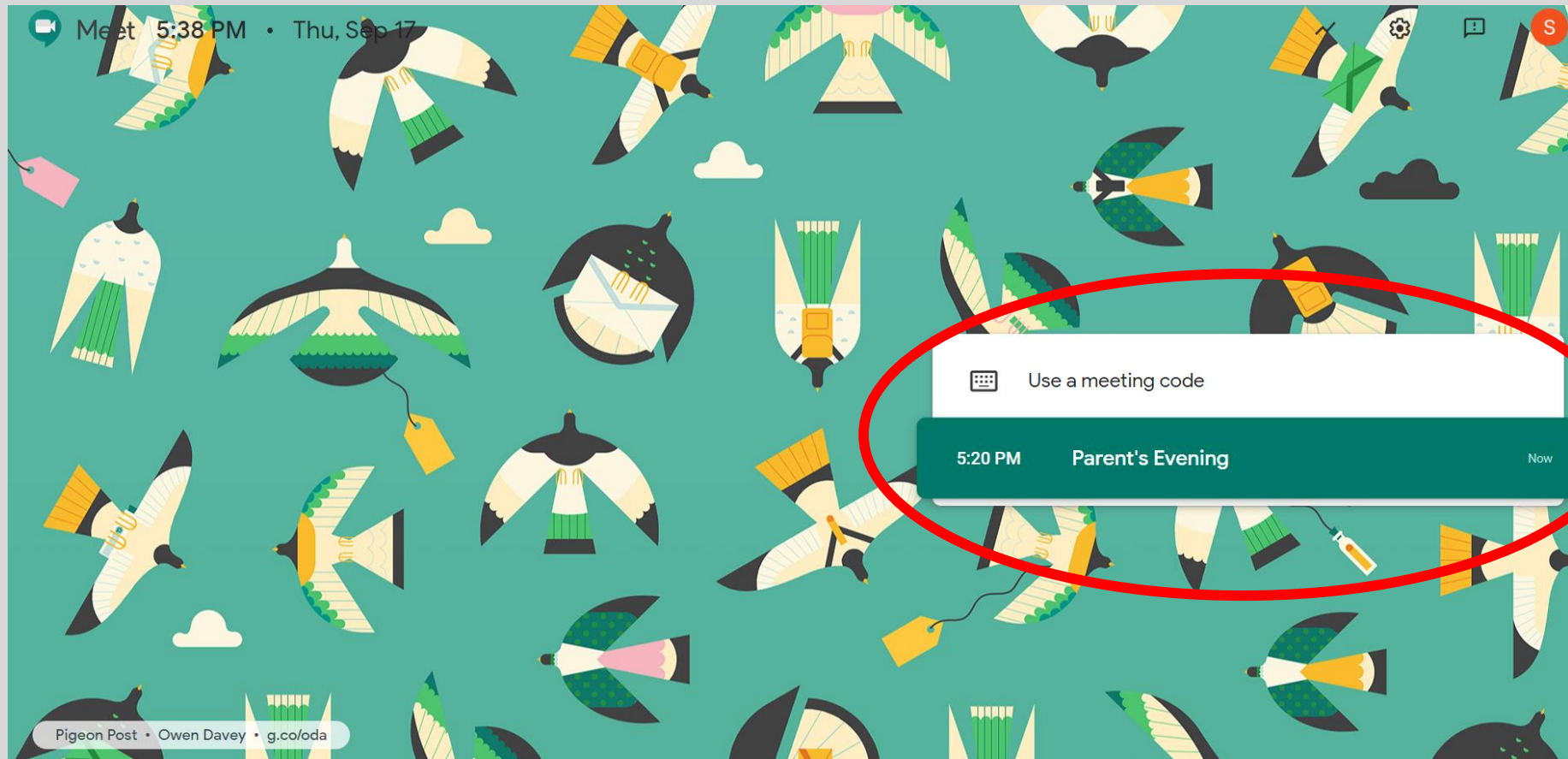
# 4. This will take you to the Google Meet homepage



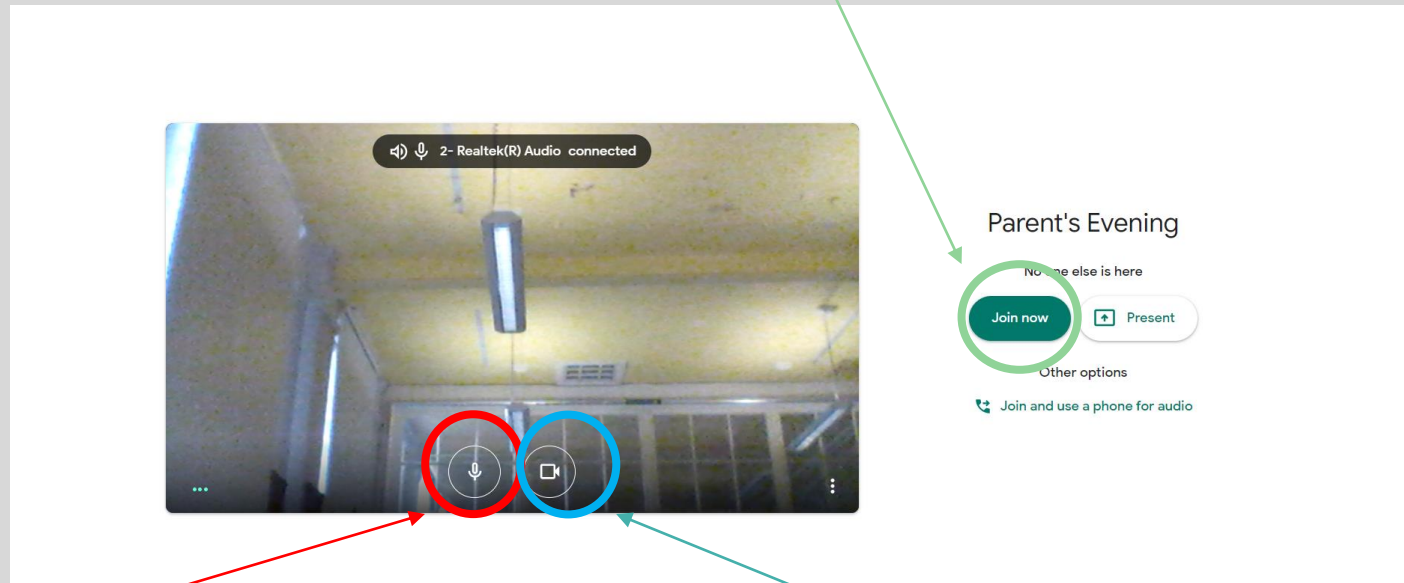
5. Here is where your appointment will appear and a reminder of the time of your appointment



6. When it is your time, click on the appointment that is highlighted in blue.



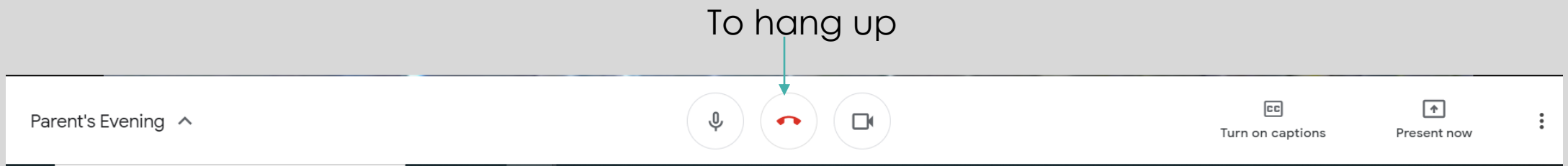
7. This will take you to the meeting.  
Click **Join Now** when you are ready.



Check your microphone is turned on. Click on this icon to turn on/ off

Check your camera is turned on. Click on this icon to turn on/ off

## At the bottom of the screen...

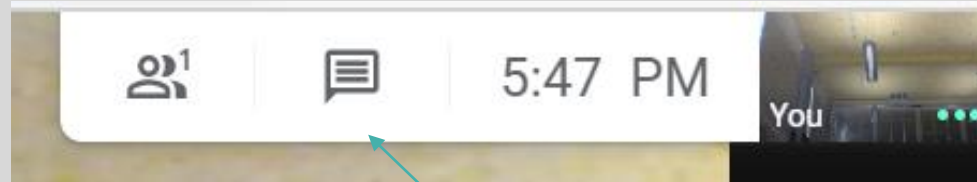


To hang up

To turn microphone on/ off

To turn camera on/ off

## At the top right hand corner of the screen...



The participants (you and the class teacher will only be allowed in the meeting room. Every child has a separate meeting)

Live chat. If the signal is poor or if you would like to type a message to the teacher, that chat box is available too.





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If you are using an iPhone, iPad or Tablet you will need to download the app Google Meet in order to access the parent's evening. The instructions will be the same once you have opened the app, logging into your child's account and the appointment will appear similarly to the desktop version.



**Google Meet** 4+

Secure video meetings

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#2 in Business

★★★★★ 4.0 • 9K Ratings

Free

If you are using a MacBook or iMac please use Google Chrome as your browser, not Safari.