



St Bede's
College

Parent Teacher Interview Guide

Accessing Interviews Through Google Classroom and PAM

Using Google Classroom

We recommend using Google Chrome as your browser when using Google Meet.

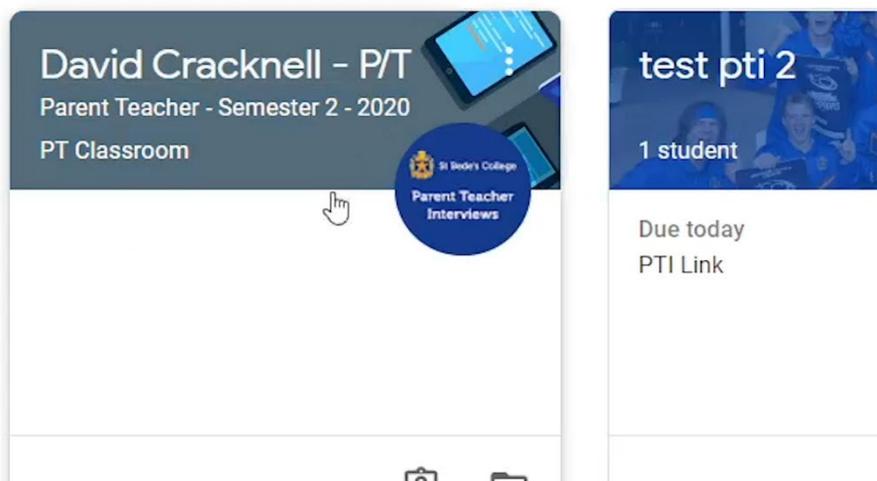
If possible, please also use your son's laptop to conduct the meeting as we know it will already be set-up to use Google Meet.

1. Open Google Chrome and **make sure your son is signed into their St Bede's student account.**



2. **Open up Google Classroom.**

Your son will find a new parent teacher interview classroom for each of his subject's teachers. These classrooms are labelled with the parent teacher interview logo, as seen below:



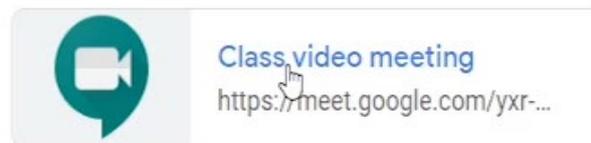


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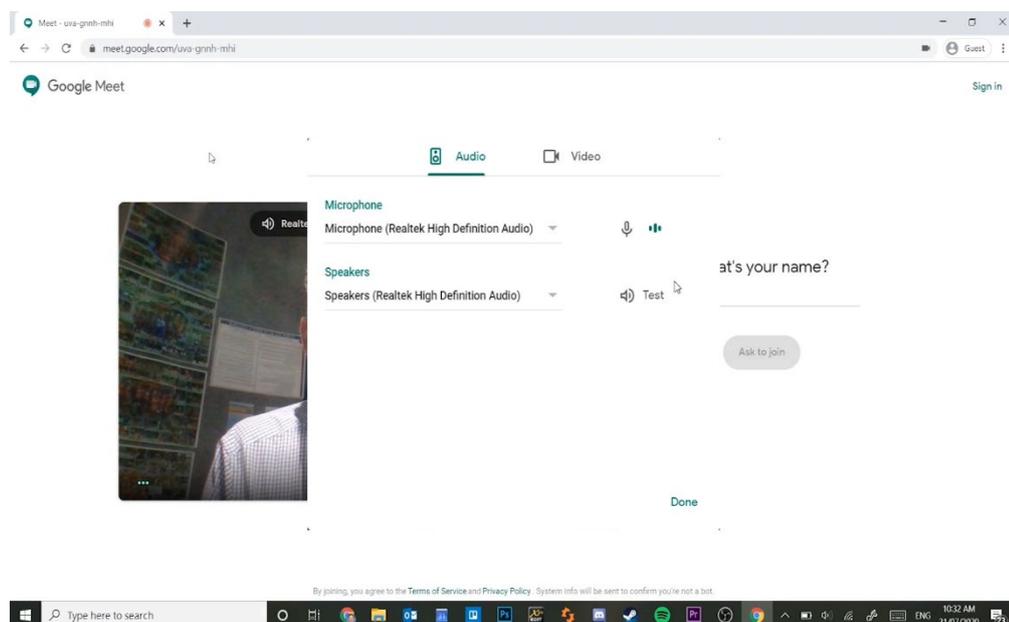
3. Click on the teacher's classroom that you currently have an appointment with.
4. Once the classroom has loaded, you will see a Google Meet link towards the middle of the page. Click on the link to be taken to the waiting room for that teacher.



Before your interview, it is a good idea to check your camera and microphone are working.

Please ensure your microphone and camera are not muted as shown when the buttons are highlighted red.

If you have issues with your microphone, speakers or camera, please check you are using the correct input device by clicking on the three vertical dots in the bottom right corner, then Settings. From this menu you can also test your speakers and microphone to make sure they are working correctly.





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5. Once it is your scheduled meeting time and you see there are no other parents in the meeting, **click Join Now to enter the meeting with your son's teacher.**

Please DO NOT click 'Join Now' to enter a Google Meet before your booked time.

All interviews start at ten minute intervals and each interview will go for six minutes.