



# Online Parent Teacher Meetings Instructions to Parents:



Please visit [www.boynecs.ie/support-documents](http://www.boynecs.ie/support-documents) for a detailed video on how to conduct online parent teacher meetings.

During the meeting please use [www.time.is](http://www.time.is) for the time so we can all follow our schedules closely.

## **STEPS: If using a phone or Tablet**

1. Download the Google classroom app to your tablet or phone.
2. Sign in as your son/daughter using their school username and password.
  - a. Alternatively, you could use your son/daughters phone which should have this app already installed and be signed in.
3. When you sign in you will see all their google classrooms.
4. **Close to the scheduled time** (using [www.time.is](http://www.time.is)), click on the classroom and this will open up the stream.
5. The teacher will have posted a link on the stream of how to access the meeting.
6. **At your scheduled time** click on the link, and then click join now.
7. Please remember that meetings are limited to 3 minutes.
8. Once you are finished with the meeting click the red hang up button at the bottom of your screen.
9. Repeat the process above for the remainder of your schedule.



## **STEPS: If using a laptop / desktop computer.**

1. It is best to use Google Chrome to conduct meetings. (Heres the link if you need to install it : [www.google.com/intl/en\\_ie/chrome](http://www.google.com/intl/en_ie/chrome) )
2. Go to [www.classroom.google.com](http://www.classroom.google.com)
3. Sign in as your son/daughter using their school username and password.
4. When you sign in you will see all their google classrooms.
5. **Close to the scheduled time** (using [www.time.is](http://www.time.is)) click on the classroom and this will open up the stream.
6. The teacher will have posted a link on the stream of how to access the meeting.
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