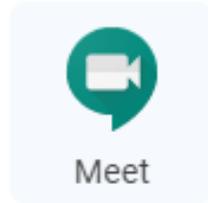


How to Access your Google Meet Parent Teacher Interview



The process to access the Google Meet for Parent Teacher Interviews is the same process as the students used for their Google Meets during Remote Learning. Please read the instructions below as a refresher. You can also access the video instructions that was shown on Seesaw via [this link](https://highvaleps.vic.edu.au/parent-information/#info) and then scroll down the page:

<https://highvaleps.vic.edu.au/parent-information/#info>

1. Read all the steps to begin with first.

2. Open Google Chrome (you may need to install this, if you do not have this on your computer - <https://www.google.com/chrome/>). You can use Internet Explorer if you do not have Google Chrome. Google Meet will work best on Google Chrome.
3. Go to www.google.com
4. Click on **sign in** – which is in the top right hand corner

A blue rectangular button with the text "Sign in" in white.

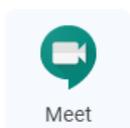
5. If there is no sign in, you may need to type in 'google sign in' into the search bar for it to appear
6. Enter your child's email address – example: ABC123@schools.vic.edu.au. **This will be provided to the parents Seesaw Inbox**
7. You will then be taken to a page that says 'EduPass'
8. Enter your username – the first part of your email (ABC123)
9. Enter your email password (also provided on Seesaw Inbox)
10. Confirm and accept account if prompted
11. You should now see a letter initial in the top right hand corner if you signed in properly



12. Click on the **nine grey dots** in the top right hand corner



13. Click on Google Meet. If this doesn't appear. Click on 'more from google' then scroll down till you see 'Google Meet'

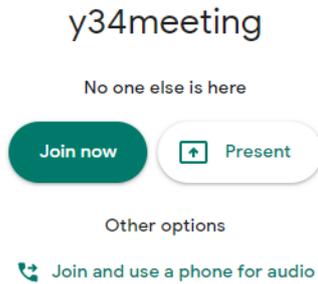


14. Click on **Google Meet**
15. Click on 'Join or start a new meeting'

A teal rectangular button with a white plus sign and the text "Join or start a meeting" in white.

16. Enter in the nickname provided to you. This will be provided to you via your **Seesaw Inbox**. Please **note the time** so you are on time to the Google Meet.

17. Click **Join Now**



18. Allow Mic and Video

19. **You made it!**

20. You can turn off the mic, video or leave by click on the buttons that appear at the bottom of your screen when you move your move there

21. To end the meeting and leave, click on the **red phone** symbol



If Connecting with an iPad or Smartphone

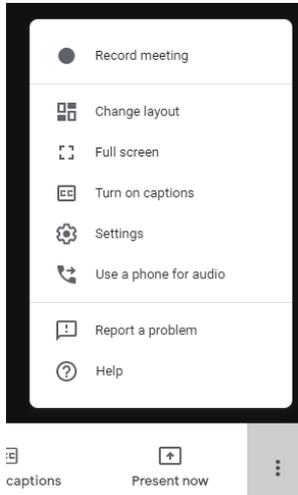
1. Download the app 'Hangouts Meet by Google' (free download)
2. Open 'Hangouts Meet by Google'
3. Sign in using the student email and password
4. Allow mic and camera access
5. Click on join meeting and enter code
6. Code will be the nickname for the meeting

Troubleshoot

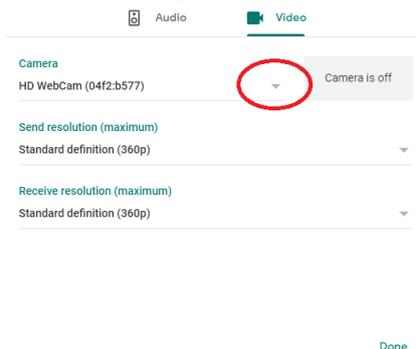
Testing your Camera and Audio

To select the right camera. Enter the Google Meet. Then:

1. Hover your mouse across the bottom of the screen and then click on the **three dots**



2. Select **Settings**



3. Here you can test your **audio** and choose the camera by selecting '**Video**'
4. Use the drop **down arrow** to select the correct camera.

Sign out of existing accounts

Sometimes the computer will automatically sign you into another account that was last being used. To sign out, please click on the letter in the top right hand corner and select sign out.

