

Staff: Preparing for E-5 Winter Virtual Conferences

Reminders & Recommendations

We will be holding winter conferences virtually. As you prepare, please use the information and recommendations here to plan for successful conferences.

If you have questions, please contact [Kenneth Griswold](#).

Table of Contents

[Before Conferences](#)

[➤ Find your Google Meet Details](#)

[➤ Communicating with Families](#)

[During Conferences](#)

[➤ Turn off 'Quick Access' setting](#)

[➤ Admitting Parents/Students](#)

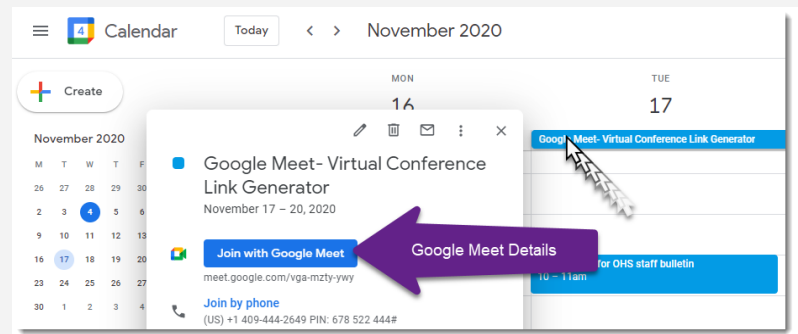
Before Conferences

All parents/guardians who have scheduled a conference with a teacher will be sent the same Google Meet information. **Each teacher will use the same 'Meet' for all of his or her scheduled conferences.**

➤ Find your Google Meet Details

We will be **using the Google Meet details you generated in January**. You will find a calendar event in your calendar on **February 15-18 (by default)**. You will see the **'Join with Google Meet'** button and information.

This is the information that has been shared with parents in PTCfast when registering for your conferences. **You may wish to send these details to co-teachers, SSW, or others who will join your Meet.**



➤ Communicating with Families

Parents who have registered in PTCfast will receive an emailed copy of their schedule that includes the Google Meet link and phone information. **However, you may also choose to share the information in your newsletter or other communication tools.** [☒ Google Meet for Parents/Guardians Help Sheet](#)

Please remind parents that:

- **We will try to keep conferences to 15 minutes.** This will allow a short buffer between scheduled conferences.
- **Parents/Guardians should join the meet at their scheduled time.** If they attempt to join early, it may interrupt another scheduled conference. Those joining late may not be able to have 15 minutes.
- **Parents/Guardians will 'Ask to Join'.** **Parents/Guardians DO NOT need a Google account when joining on a computer using the link.** However, if they join by link on a smartphone or tablet, they will be prompted to install the Google Meet app which **does require a Google Account**. If joining using the Meet link, they will click **'Ask to join'** and wait to be admitted by you. When dialing in by phone, they will be placed on hold until you admit them to the conference. No Google account is required when dialing in.

Have questions? Reach out to Kenneth Griswold #8689 - kgriswold@isd761.org

During Conferences

During the Google Meet sessions, we recommend remaining logged in to the Meet for the whole scheduled time of conferences. You may mute your mic or turn off your camera as needed between conferences.

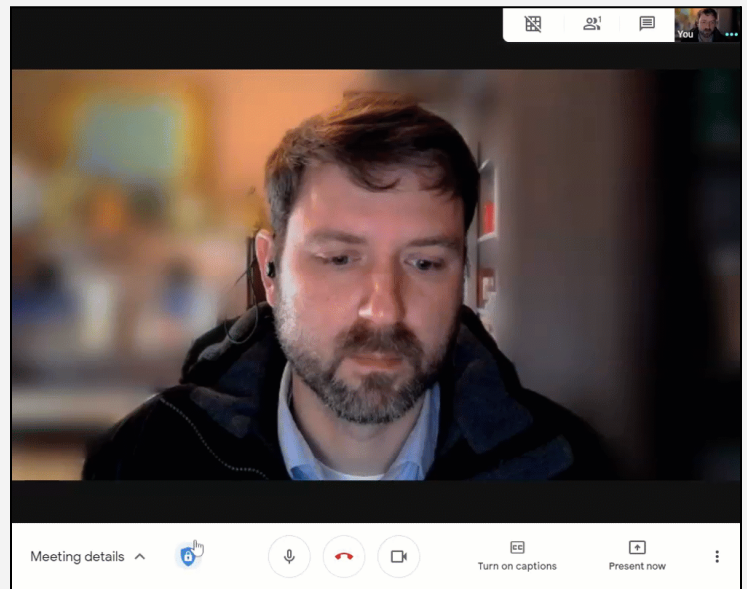
➤ Turn off 'Quick Access' setting

By turning off '**Quick Access**' for conferences (see right), you will be able to control when guardians or students join the Meet. **Note: it may already be off if you followed directions to do so when generating your Meet link in Google Calendar.**

When someone tries to join the Meet, you will be notified and be prompted to admit them. (See below).

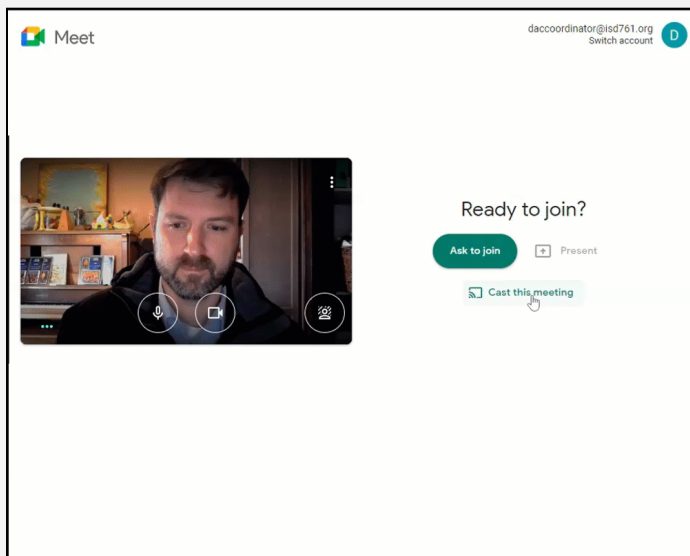
➤ Admitting Parents/Students

When someone clicks '**Ask to Join**' after following the link to your Google Meet, or when they call in join the Meet, you will be notified and click '**Admit**' to allow them to join. See it from the parent and teacher perspective below.



NOTE: If you click '**Deny entry**' twice, the parent will be **unable to rejoin** the Meet. So if a parent joins while another conference is in progress, we recommend trying to end the current conference (if time is up or nearly so) before clicking '**Admit**' or '**Deny entry**'.

Parent/Guardian Perspective- Asking to Join



Teacher Perspective- Admitting the parent

