



# KIAMA HIGH SCHOOL

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## Parent Teacher Interviews: **Tuesday 1 September, 4.00pm – 8.00pm** **Years 8, 9 and 10**

Dear Parent/Carer

We are continuing to use Edval Interviews, an online booking system for scheduling parent/teacher interviews. The event has been set up so you will see your child/children's teachers and should simply select those you wish to see at the available times.

### What to do:

Step 1: Open your email sent directly via the Edval system. **Note:** This email has only been sent to our default parent email address.

Step 2: Visit <https://spring.edval.education/public/interviews/true/1> and enter your unique webcode (which will be sent in a separate email). Select your child's year group event by clicking on the event box with the event details.

Step 3: Check your child/children/s name(s). Click on the 'Add student' link to enter your other child/children's webcodes (for siblings only), if they have not yet been linked by the school. Click on the 'Add' button to confirm.

Step 4: Confirm your availability to attend the event. Click 'Next' to proceed.

Step 5: Select the teachers that you wish to see. Remember that you can arrange the names of the teachers in preference order. Click 'Next' to proceed.

Step 6: Edval will give you the option to auto-schedule your interviews OR you can select interview times manually. Click 'Submit' once you have finished.

Step 7: Print or email your interview schedule.

Step 8: Log out.

### Setting up your ZOOM meeting

Before the interview day

- If your child is going to be with you for the interview, you can ask them to use their DoE Zoom account with you. For your child to log on, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).

- If you are not attending with your child, make sure you have an active Zoom account. To sign up for Zoom, see <https://zoom.us/join>.
- Make sure the device you are using has audio and microphone. If you wish, you can use a headset. An appropriate device for Zoom can be a laptop/computer, smartphone or tablet such as an iPad. If you are using a smartphone or tablet, download the Zoom app.

#### On the interview day

- If you have technical difficulties or need help on the interview day, please call Cameron Dark our technical support officer on 0419 365 379.
- Each teacher has their own Zoom meeting room.
- Go to [zoom.us](https://zoom.us) and sign in, or open the Zoom app on your tablet. If your child is logging on for you, they need to go to [nsweducation.zoom.us](https://nsweducation.zoom.us).
- Go to Join a Meeting.
- Enter the Meeting ID for the relevant teacher according to your interview schedule.
- You will receive the meeting ID for each teacher next Monday after we have populated our schedule.
- Enter <your own name> and <your child's name> so the teacher can check their interview schedule.
- You will be asked to enter the room's password. The password for all is **KHS**
- You will enter the teacher's waiting room. The teacher will let you in when they are ready.

**Please wait, the meeting host will let you in soon.**

- Leave the teacher's Zoom meeting room when the interview is over. Please try to keep within the scheduled time.

We hope that you will find this system easy to use. We would like to thank you for your cooperation in running our parent/teacher event differently in 2020 due to COVID-19 restrictions.

Regards

Julie Liddle  
Event Co-ordinator

Catherine Glover  
Principal