

MUSCATINE SCHOOL DISTRICT PARENT GUIDE TO VIRTUAL PARENT TEACHER CONFERENCES



CHECK YOUR EMAIL FOR THE INVITATION

If you signed up for a virtual Parent Teacher conference with your child's teacher, check your email for the Invite. This will have the information regarding the date, time, and Google Meet Link.

CHECK YOUR CALENDAR

If you signed up for a virtual Parent Teacher Conference many online calendars will input the appointment time into your Google, ICAL, or other online calendar. Click on the calendar appointment to find the date, time, and Google Meet Link to join the conference.



Google Meet



IT'S CONFERENCE TIME

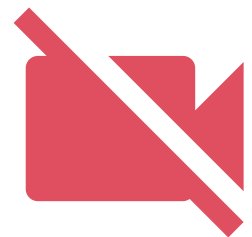
When it is time for the conference, click on the Google Meet Link, and click on the **Join Now!**

If you can't find the link anywhere, contact the teacher as soon as possible and they should be able to provide it to you.

GLITCHING

Depending on the strength of the internet signal, one thing that will help a Google Meet work better is for the video to be turned off. You can start the meeting with the video turned off and that may help the meeting run smoother. A teacher will still be able to show you the materials for your student and you will be able to see it with your video turned off.

Mute Video



WHAT IF I GET DISCONNECTED OR MY SCREEN FREEZES

If you get cutoff, Google provides a **REJOIN** option. By clicking on this, it will take you back into the meeting you were just in or you can always click on the link in your email or calendar to go back to the meeting as well.

WHAT IF THE TEACHER GETS DISCONNECTED OR LEAVES

Stay in the meeting.
The teacher will reconnect as fast as possible.



WHEN THE CONFERENCE IS FINISHED, CLICK THE LEAVE CALL ICON



IF YOU HAVE ANY QUESTIONS, MAKE SURE TO REACH OUT TO THE TEACHER OR SCHOOL BUILDING THAT YOUR CHILD GOES TO GET ADDITIONAL INFORMATION.