



Parents / Guardians Online Parent Teacher Meetings 2021



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

1. Schedule Times for Each Subject/Teacher

- Teachers will send links to your student's Google Classroom for each subject/teacher
- On Google Classroom: With your student, click the link to schedule **ONE** "time slot" using your **STUDENT'S NAME** for each subject/teacher class, be sure to **TAKE NOTE OF THE TIME** slot for each subject/teacher
- These "time slots" are available on a first-come-first-served basis
- Start and finish times must be strictly followed by teachers to maintain flow of the meetings. If you need more time to discuss your student please ask your teacher for a **call back** at a later time.



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2. Zoom PTM Meeting

- A file with all the actual links for each subject for the Zoom PTM Meetings will be sent out to all on the school App and on your student's Google Classroom for those who want the link on a device other than a phone/tablet (PC/Laptop)

IMPORTANT:

- Please change your "Display Name" to that of your student's name on Zoom (see instructions below)
- Please arrive into the Zoom meeting "waiting room" a couple of minutes before the scheduled time, or you may lose your chosen time slot



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How-to Change “Screen Name” in Zoom

1. Sign in to the Zoom web portal.
2. Click Profile in the left sidebar.
3. Click Edit, located to the right of your name. Click the "Edit" option to the right of your name on the Profile page. ...
4. Enter your Display Name. ...(this is the name that others in the meeting will see)
5. Scroll down and click Save.

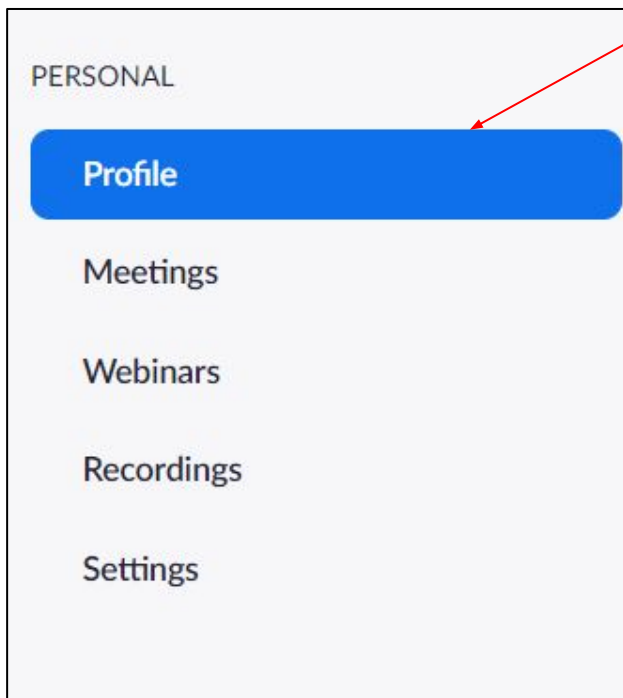


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How-to Change “Screen Name” in Zoom



Click “Profile”

Under “Display Name” add your **STUDENT’S NAME**

First Name: Last Name:

Display Name:

Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom