



Coláiste Dún an Rí
Kingscourt, Co.Cavan

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Second Year Parent Student Teacher Meeting

Coláiste Dún an Rí Second Year Parent-Student-Teacher Meeting in Microsoft Bookings

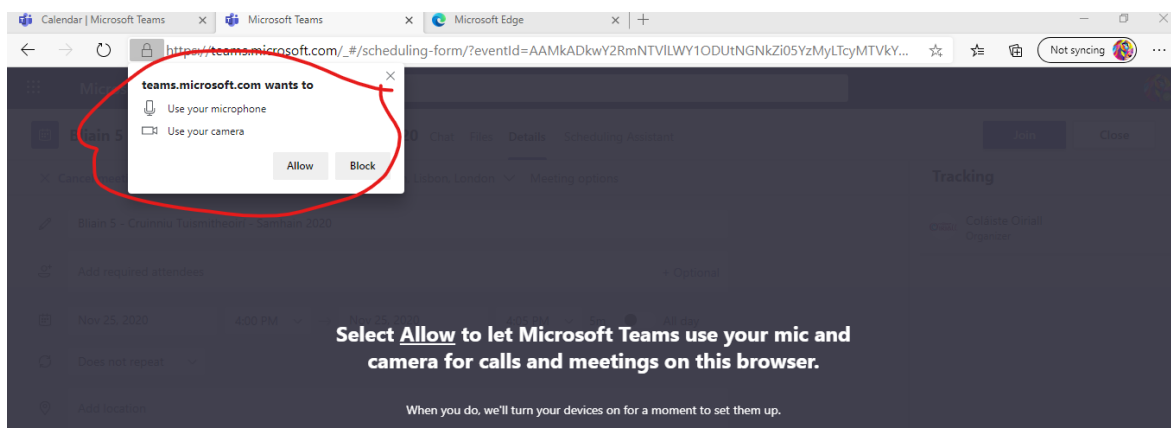
Click on the booking link

<https://bit.ly/2NGxia5>

We will hold a virtual Parent-Teacher Meeting, on Thursday 25 February for parents of Second Year students between 4:15 and 6:45pm. This meeting will require you to use a smart phone, laptop, PC or other device that has a built-in microphone and camera. (Please ensure that your microphone is working)

Download the Microsoft TEAMS App from the App Store to your phone or device. Alternatively google Microsoft TEAMS and you will be asked if you wish to download Microsoft TEAMS to your PC. (You may wish to use your son/daughter's Teams)

Make sure camera is turned on and mic is unmuted. However, if you have broadband issues you can turn off camera, thus improving the quality of the sound. You of course, will still be in a position to see the teacher.



Each meeting will be five minutes in duration. **Meetings should not be recorded.** Your son/daughter is requested to join you at the meeting and perhaps help you out with any technical issues that might arise.

The link to the Coláiste Dún an Rí Second Year Parent-Teacher meeting landing page is:

<https://bit.ly/2NGxia5>

This landing page contains a list of all the Second-Year teachers in the dropdown menu on the right-hand side of the screen.

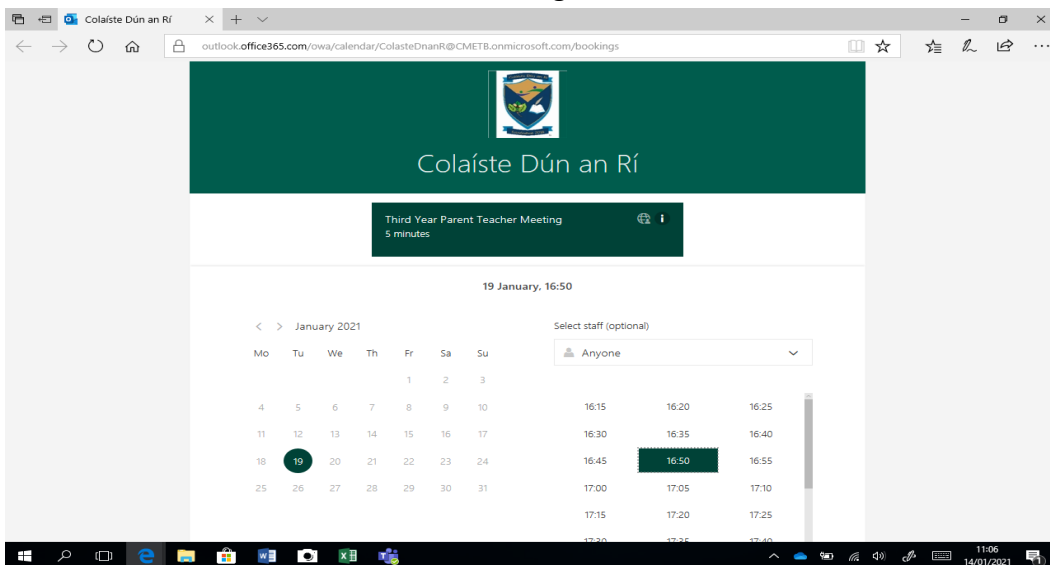
Select the various teachers individually that teach a Junior Cycle examination subject to your son or daughter. It is not necessary to include the PE, IT, Religion, SPHE or CSPE teachers or Class Tutors/Year Heads. Your son/daughter can confirm the names of the teachers that are applicable to you.

On the occasion where one teacher happens to teach the student two subjects one meeting slot will suffice. If a teacher is booked up for meetings on that evening you will see 'unavailable' on the scroll down list.

As some teachers teach more than one class group, they may not be a position to meet all parents on the evening. If you wish to speak with the teacher at a later date, please let them know via your child.

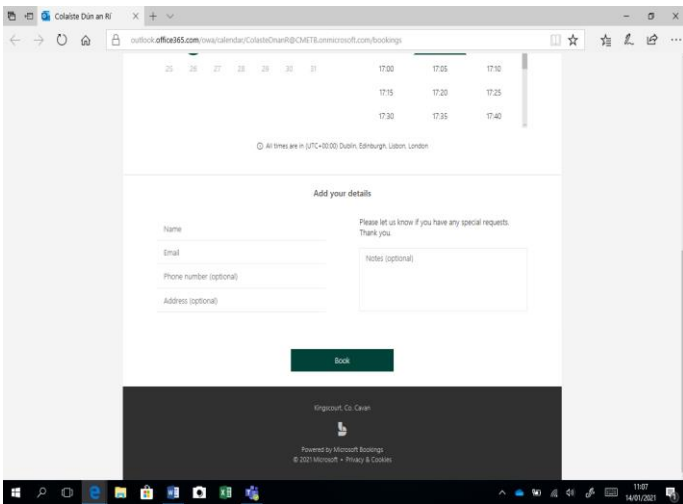
Once you select a teacher's name the remaining available appointment slots for that teacher become visible.

Select a five-minute time slot for a meeting with that teacher and click on it.

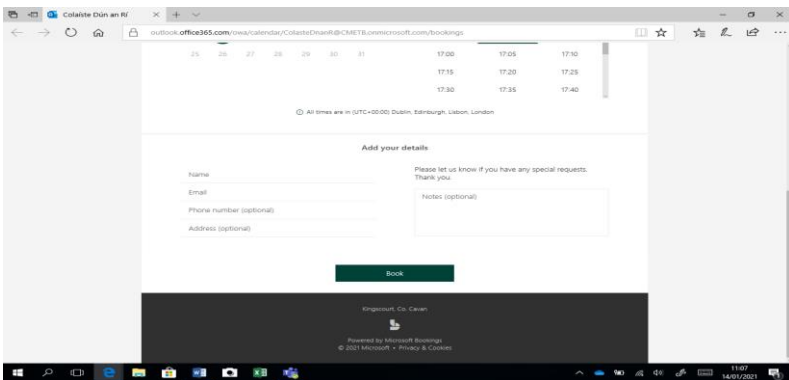


Scroll down to the section entitled **Add your details**. Enter the student's name and the email address that you will be using to facilitate the video meeting. It is important to enter your child's name rather than your own so teachers know who they are meeting.

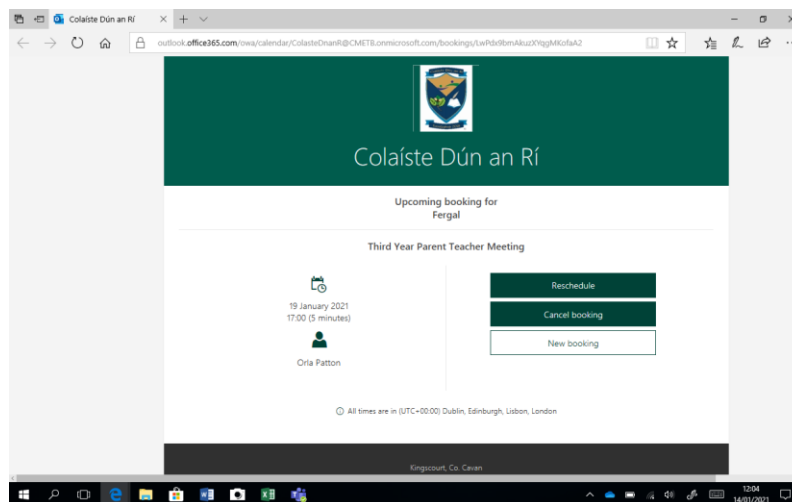
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Confirm the appointment with that individual teacher by clicking **BOOK**. The following screen will appear:



Click **Ok** and you are taken to the screen below (for new bookings).

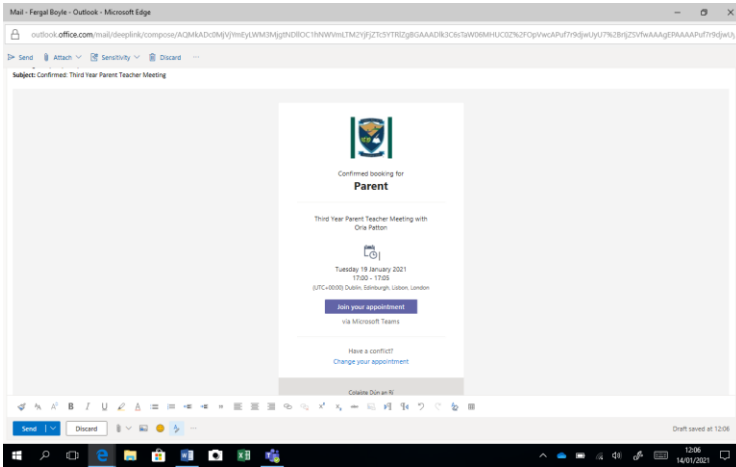


Repeat the steps to make appointments with the remaining teachers by pressing **New booking** each time. We suggest that you do not select consecutive slots to give yourself the opportunity to return to your emails and open the next meeting link.

You will receive separate emails, each one confirming the time of each meeting (sample email below) and more importantly each email will contain a link which will bring you to the meeting room. You click **Join your appointment** (or **JOIN MEETING**) and the teacher will join you. (Note: If you do not receive a

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confirmation email this is most likely because the email address you used is incorrect due to an error e.g. using .co instead of .com or using .com instead of .ie).



Please be punctual with appointment time slots but if you are early you will remain in the waiting room until the teacher admits you to the meeting. Remember that the teacher is moving from one parent to another every five minutes. **The meeting will end automatically after the five minutes**, this is not the teacher being rude but to accommodate everyone the booking system only allows five-minute slots.

Please note: This is a new appointment model for the all of us. It is not perfect. It has advantages and disadvantages but hopefully it will work as well as it can under the circumstances.