

## James Ruse Parent/Student/Teacher Conferences

In 2024, parent, teacher and student conferences may be held in person at school, or online. Parents will be notified of the method before the session. The platform for online interviews this year will be Microsoft Teams. The booking process will be the same for both methods.

There are several steps to the interview process:

1. Parents invited to attend an online parent briefing session held a few days before the interview event. They may be invited to enter questions into an online form a few days before the briefing session.
2. A week before the interviews, parents receive email invitation to enter their interview preferences in Edval. This email contains the family's personal Edval Webcode.
3. Parents **enter a phone number and teacher preferences in Edval Interviews** by the announced date/time.
4. Schedules generated according to preferences and availability
5. The day before the interviews, parents receive interview schedule by email
6. Conferences held at school or online.

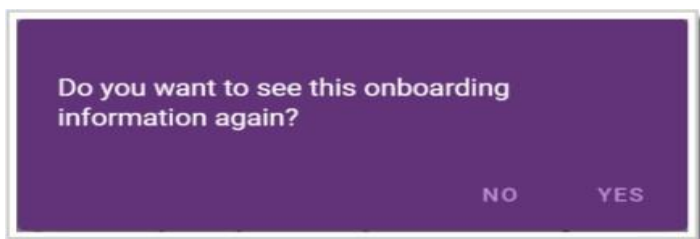
Please use the following detailed guide to booking interviews using Edval. The system is quite straightforward to use.

## Parent Guide to Edval Interviews

### Information Screens

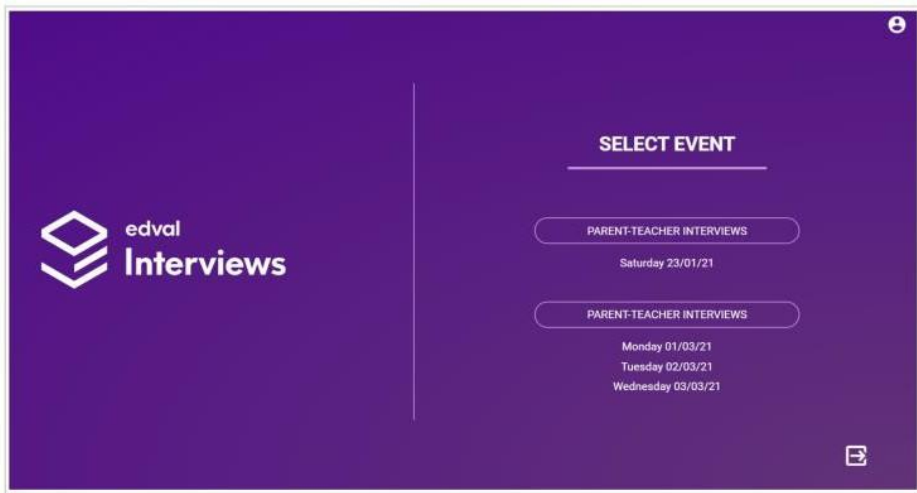


If 'Skip' is selected, the following confirmation message will be displayed.

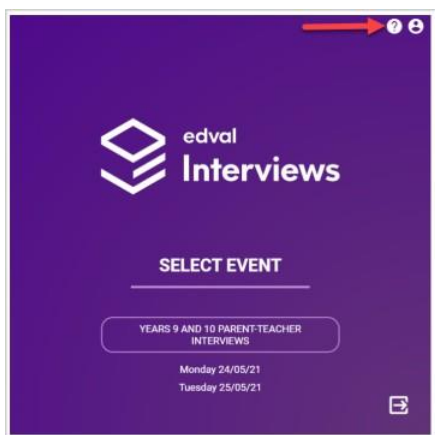


## Home screen

All events that the family is involved in will display on the home screen.



## Getting Help

A screenshot of a form titled "CONTACT EVENT ADMIN". It has three input fields: "Title \*", "Event \*", and "Message \*". The "Event \*" field has a dropdown menu with the text "Years 9 and 10 Parent-Teacher Inter...". At the bottom of the form, there are two buttons: "CANCEL" and "SEND".

Click on the Help icon (the question mark). A form will open to email the school's Interviews Administrator.

## Logging out



Select the exit icon in the bottom right hand corner of the screen.

## Edit User Details

If you are not offered the 'Edit User Details' screen when you log in, please click the 'person' icon to edit your name, main email, secondary email and phone.

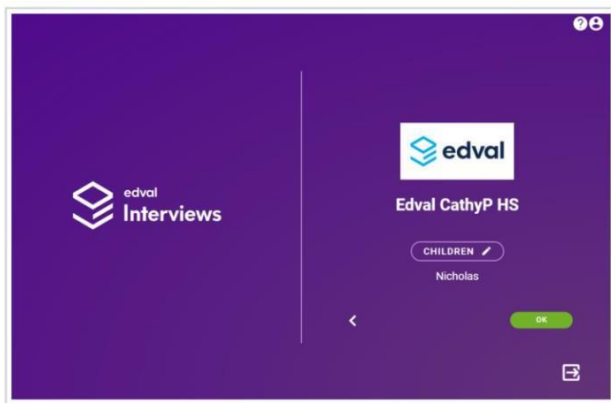
A white form titled 'EDIT USER DETAILS'. It has four input fields: 'Name \*' (containing 'Parent/Guardian/Carer of BAILEY, Joel'), 'Main Email', 'Secondary Email', and 'Phone'. At the bottom are 'CANCEL' and 'SUBMIT' buttons.

Enter a phone number here which the teacher can contact you on if necessary.

Enter a secondary email if you wish all Edval Interview emails to also go to another email address.

'Submit' to save the changes for this interviews session.

## Managing Children



Children associated with the family are displayed. Do not click on the 'pencil'. Select OK to move to the next page.

## Event Tabs

### Availability

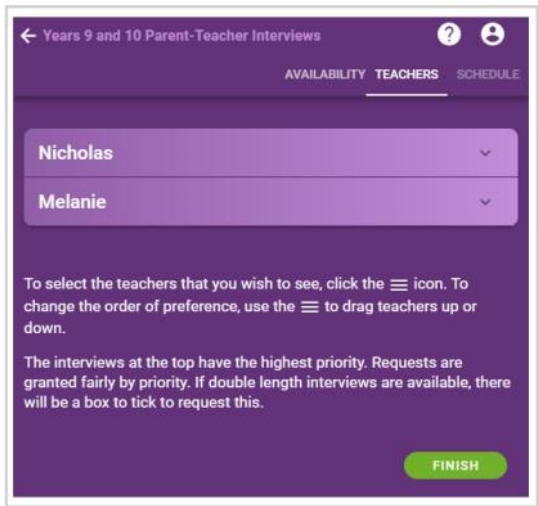
A mobile app screen titled 'Parent-Teacher Interviews'. It has three tabs: 'AVAILABILITY', 'TEACHERS', and 'SCHEDULE'. Under 'AVAILABLE TIMES', there is a checked box for 'Tue 09/8/22 12:00 pm - 8:00 pm'. Below are 'PREFERRED DAY' and 'PREFERRED START TIME' fields. At the bottom, there is an 'ATTENDANCE MODE' section with radio buttons for 'In person' (selected), 'Online', and 'Phone'. A 'SUBMIT' button is at the bottom right.

If you are available at any time for the session, leave the preferred time empty. If you enter preferred times it may limit the number of interviews scheduled for you.

This Attendance Mode option should be pre-set correctly. If you see an 'Attendance Mode' option, please select 'In person' or 'Online' according to the method for this session. Do not choose 'Phone'.

Click 'Submit' to move to the next tab.

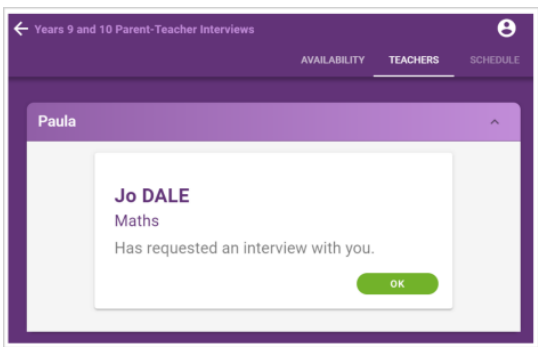
## Teachers



Each child will appear in a separate accordion.

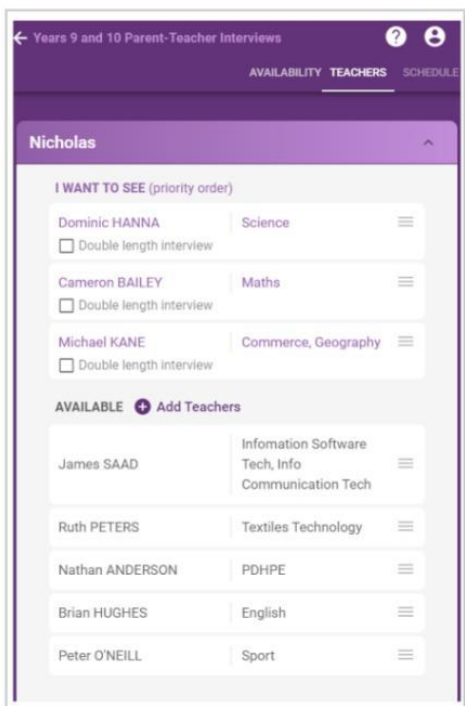
Use the down arrow to expand the accordion to select teachers.

Teacher priority requests display at the top of your list. There may be no teacher priorities for your student.



Click OK to open the window to select teachers.

**Move the chosen teachers up to the top section, then put them in your priority order.**



Use the 'hamburger' icon to move teachers on this tab

Click or drag up to 'I want to see'

When all required teachers are at the top, click or drag the hamburger to arrange them in your priority order

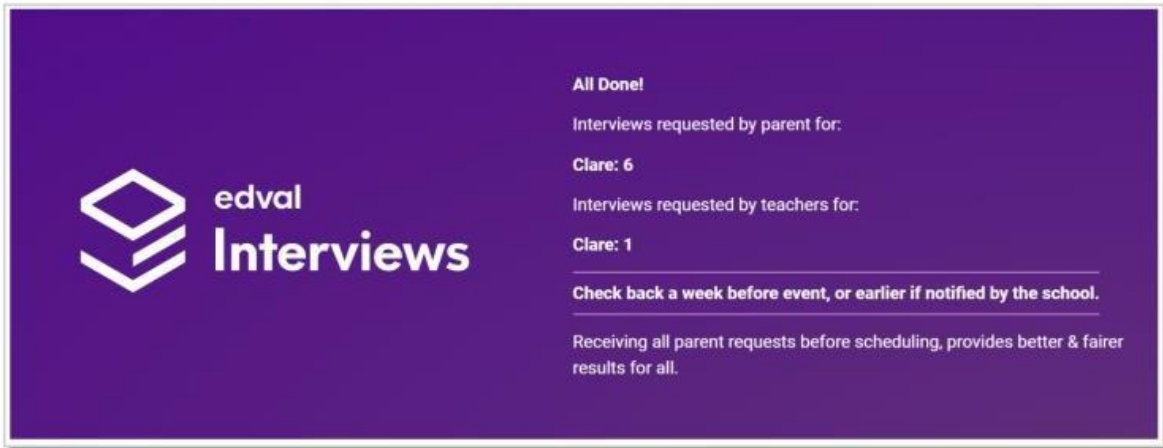
To remove a teacher drag them down to 'Available'

If a teacher has requested a priority interview these always display at the top

When all requests have been made, click on 'Finish'. Your requests will not be saved until you click 'Finish'.

To exit **without saving any preferences**, use the 'back arrow' <- at the top left hand side of the screen.

When complete you will see the confirmation screen.



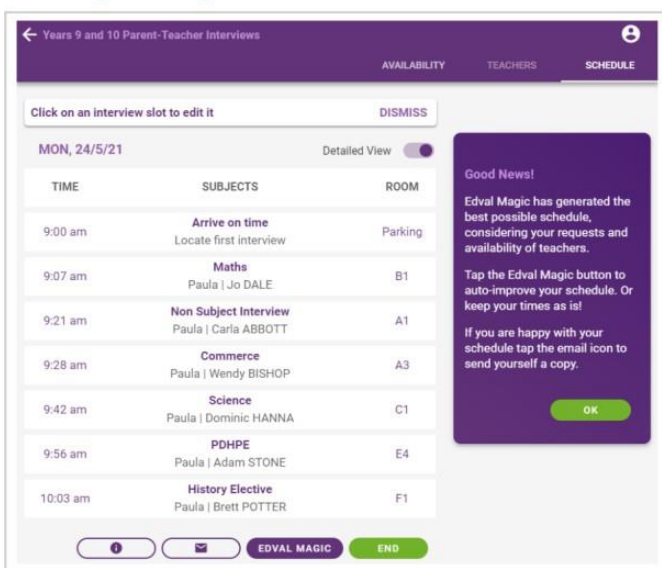
## Schedule

Your schedule will be **emailed** to you so there is no need to view it here.



The interview room or teacher online meeting room ID will be shown on the printed or emailed schedule. If the session will be conducted online each teacher Meeting ID will be shown on the printed or emailed schedule instead of the Room.

You may view your times here in Schedule if you wish.



Available for parents **after the schedule is generated** by the Administrator. No changes can be made by parents but you can send yourself another email of the schedule. Note that the teacher online meeting IDs are not shown here.

**Email or print the schedule** and you will see the meeting IDs.