



Joining Conferences

How To Join Conferences using the Webex Meetings App for Parents



Alhambra has offered families the option to join parent / teacher conferences virtually. Below are the steps to support families with accessing your scheduled conference.

Families will need to have the **Webex Meeting app** installed on their personal device.

1. **Install** the free Webex Meetings app from the App Store or Google Play on your device or you can use Webex on your student's school issued iPad.

2. Go to the CLA Website <https://www.alhambraesd.org/cla> then tap the tab "Parents" then "Parent Teacher Conferences". Select your student's grade level. **Copy the password.** Then click "Grade Team Webex" link to access the meeting.

To Join the meeting:

Tap the meeting link. It will open in the Webex Meeting app.

Be sure to allow microphone and video access.

Enter your name and email then "Join as a guest"

Enter the Meeting Password from the CLA Website

You will wait in the lobby until the teachers are ready to see you.

Tap the microphone symbol to unmute.

The screenshot shows the Choice Learning Academy website. At the top, there are navigation links: District Home, Our Schools, Translate Language, and Website Admin. Below the navigation is the CLA logo and the text "Choice Learning Academy | Matter. I Choose." A dropdown menu is open under the "Parents" tab, with "Parent/Teacher Conferences" circled in red. Below the menu, there are three columns: "Parent/Teacher Conferences" with a "Grade Team Webex" link circled in red, "Webex Link and Password" with a "Password: UMWmA3487" circled in red, and "Teachers" with a list of names. Below this is a "How to Join Webex" section with a "Join as a guest" button circled in red and an arrow pointing to it. To the right, there is a "Join the meeting" form with fields for name and email, a "Remember me" checkbox, and a "Join as a guest" button. Below the form is a "Sign in" link. To the right of the form is a "Enter the meeting password:" form with a "Cancel" button and an "OK" button.