

Guide to Making Appointments for Parents' Evenings

Making a booking

1. Log in to Edulink and click on the Parents' Evening menu icon and then click on the event you are making bookings for:



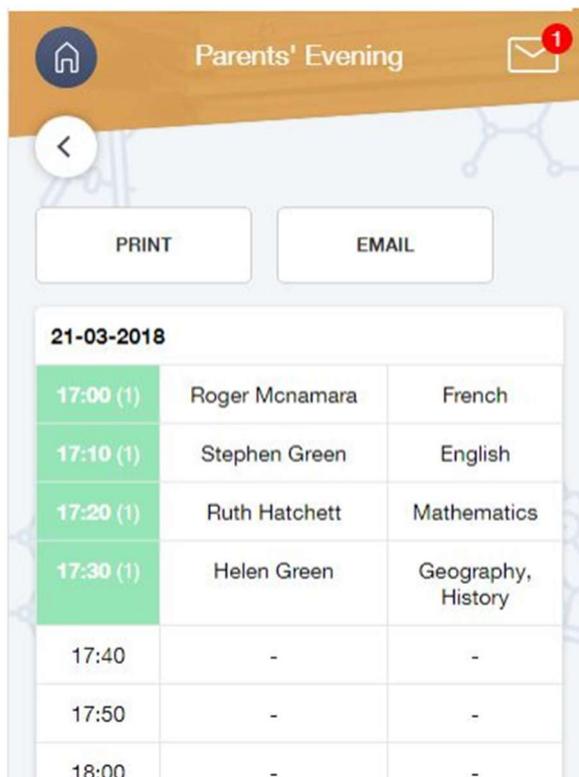
2. You will then see a table of all the teachers you can make bookings for along the top and available slot times down the side.

On a desktop or tablet it will look like this:

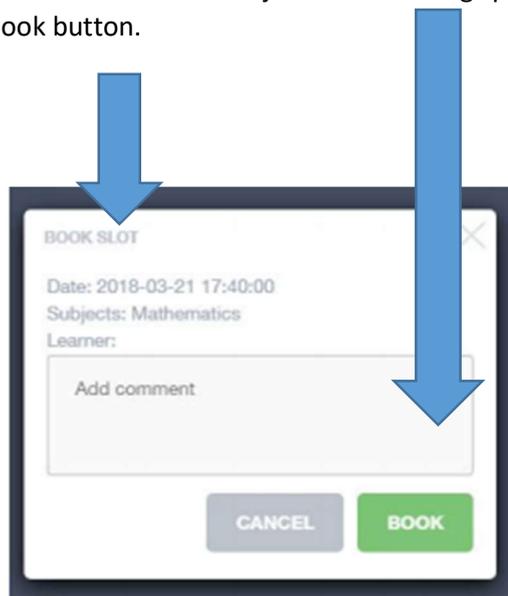
The screenshot shows a booking interface with a dark blue header. On the right side of the header are two white buttons labeled "PRINT" and "EMAIL". Below the header is a table with columns for subjects and rows for time slots. The subjects listed are French, PSE, Form Tutor, Mathematics, German, Physical Ed, Geography, History, Religious Ed, Art, and English. Each subject column includes the teacher's name and the learner's name (Karl Americana). The time slots range from 17:00 to 18:20. The date "21-03-2018" is displayed above the table. The table cells contain either a green "BOOKED" label or a red "X" mark, indicating the availability of slots for each subject.

Slots:	French ✓ Teacher: Roger Mansfield Learner: Karl Americana	PSE, Form Tutor Teacher: Della Mumford Learner: Karl Americana	Mathematics ✓ Teacher: Puh Hatchett Learner: Karl Americana	German Teacher: Brian Kinross Learner: Karl Americana	Physical Ed Teacher: Richard Davidson Learner: Karl Americana	Geography, History ✓ Teacher: Helen Green Learner: Karl Americana	Religious Ed Teacher: Kevin Jacobs Learner: Karl Americana	Art Teacher: Katie Burrows Learner: Karl Americana	English ✓ Teacher: Stephen O Learner: Karl Americana
17:00	BOOKED	X	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X	X
17:30	X	X	X	X	X	BOOKED	X	X	X
17:40	X	X	X						
17:50	X	X							
18:00		X							
18:10		X	X					X	
18:20		X	X		X				

On a phone it will look like this:



3. To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing you to enter an optional note to the teacher, which could be a specific question about the subject or something specific that you wish to discuss. Then just click the book button.



4. Once a booking has been made for the parent the slot will change green and a green tick will appear next to the teacher's name. If you want to unbook the slot the you should click on the slot again and an option to unbook will appear. Slots which are unavailable will appear

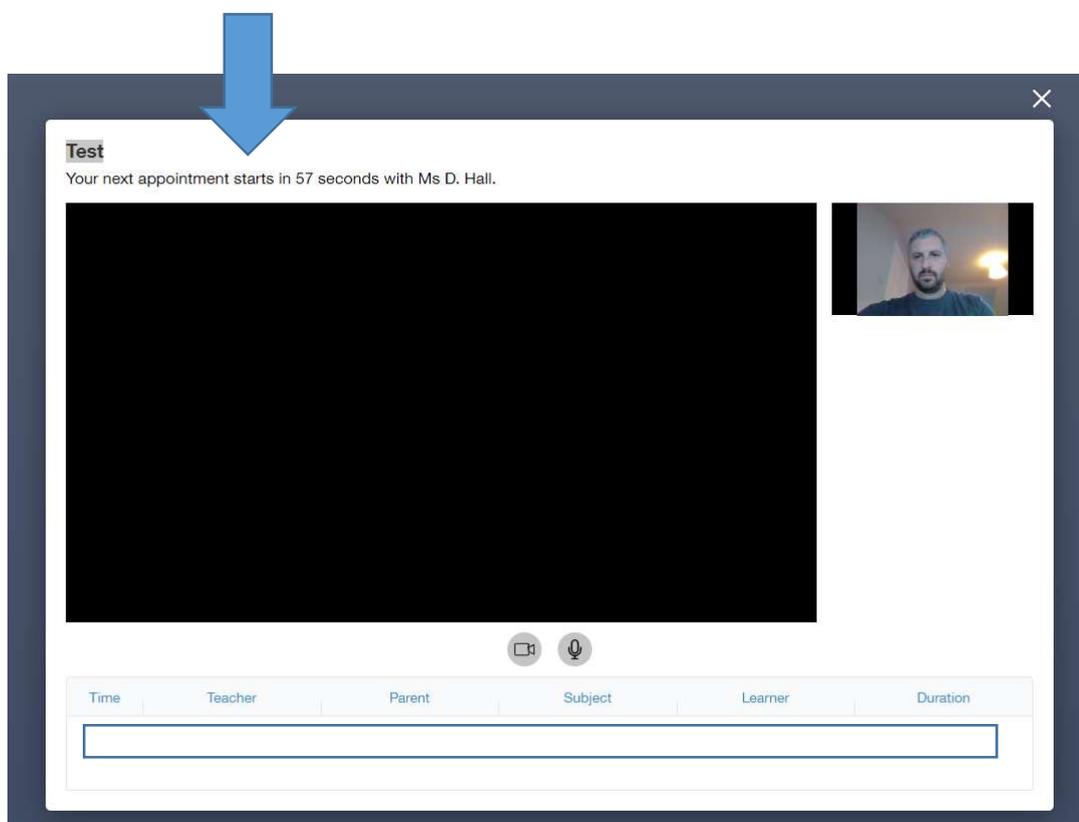
greyed out with a “X” in the middle. Repeat this process until you have appointments for all of your child’s subject teachers.

Accessing the Appointments on the day

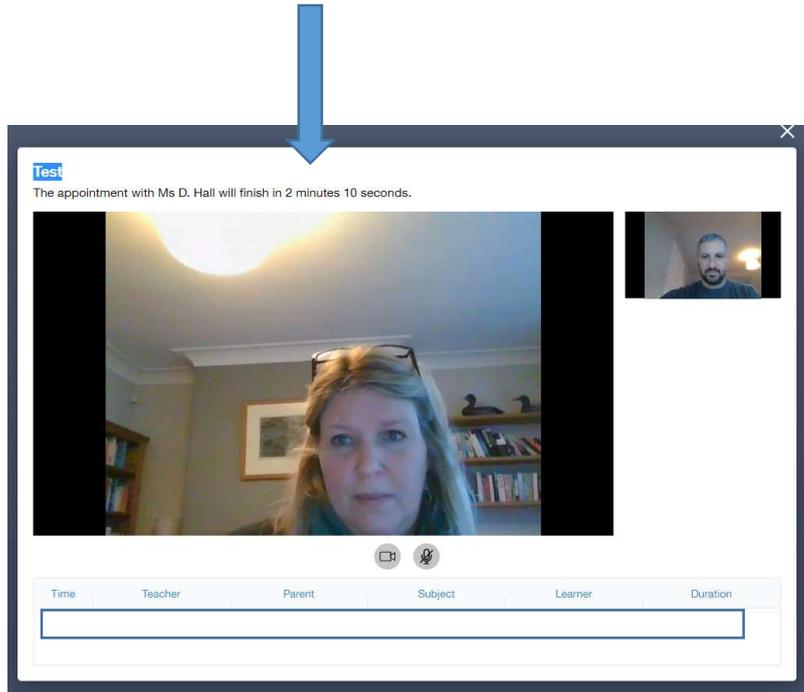
1. Log in to Edulink and click on the Parents’ Evening menu icon and then click on the event.
2. **You will have a list of all the appointments in time order. As you approach the time of your first appointment, click on start appointments. You will need to enable your camera and microphone – it will ask you.**



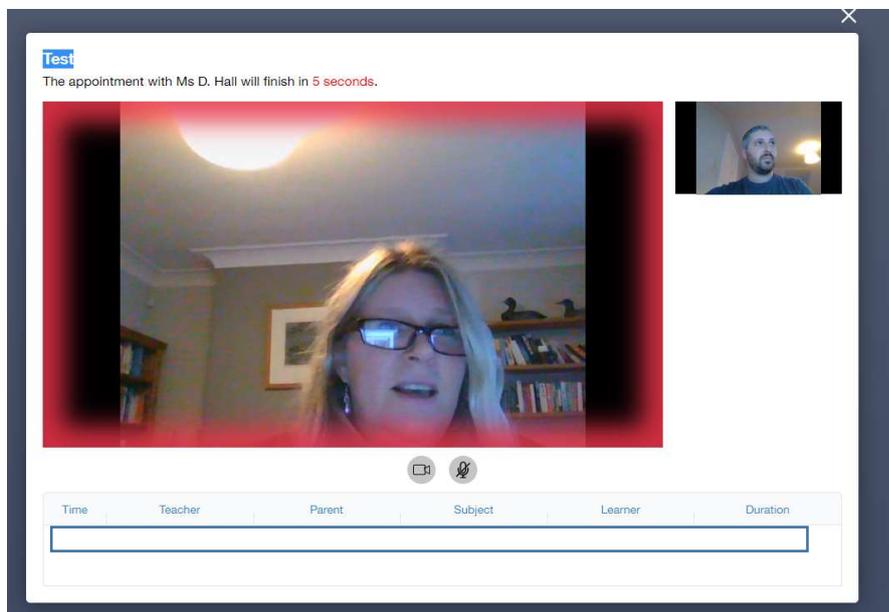
3. **There is a countdown to your appointment.** You will see yourself in the small window. The large window will stay blank until the appointment starts.



4. **During the appointment – The teacher will appear in the large window. You will see a countdown at all times so that you know how long you have.**



5. **The end of the appointment.** The screen will start to flash red in order to give both you and the teacher a clear reminder that the time is about to run out. At the end of the session the video link will cut out.



6. When the screen goes blank, it will either click automatically on to your next appointment, or to a blank screen if you have scheduled a break.

NB :

If you finish your appointment early you can simply exit the meeting.