



Parents' Evening



The parents' evening area in Edulink One allows parents to see the details about a parents' evening and to book appointments.

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.

Time slots appear along the left hand side

Teachers and subjects along the top

Slots:	French Teacher: Roger Monamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo	Mathematics Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geograp History Teacher: J Learner: C
23/01/2020						
17:00	BOOKED	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
17:30						
17:40						



Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

BOOK SLOT ✕

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCEL BOOK



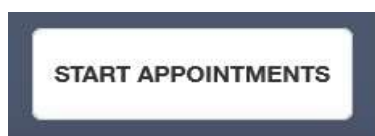
Attending a Virtual Parents' Evening

Many schools have now included an option for virtual parents' evenings. If your school is using virtual appointments, please open your parents' evening area in Edulink One and click

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anywhere on your child's parents' evening event.

Once you have clicked on the parents' evening event, you then need to click on the **Start Appointments** button.



Your child's teacher will start the appointments at the correct time and the appointments will happen automatically— parents just need to have the video conference open.

The next page shows you a view of what a video conference looks like. The teacher's camera is larger in the middle and you will see your camera off to the right side. If you have a guest, an additional screen will be included.

Your next appointment is listed on the bottom. You do not need to do anything; the teacher will end the appointment when you are finished, or the appointment will cut off automatically at the end of the appointment time. This is highlighted by a red border 30 seconds before the appointment ends.



The teacher has no control over this cut off as it happens automatically to make sure all appointments run on time. If you need more information from a teacher, schedule a further meeting or telephone call with them.

Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with

The screenshot shows a video call interface. A large black rectangle in the center contains the text "Teacher's Camera" in white, indicating that the teacher's video feed is not active. To the right, there is a smaller thumbnail labeled "Parent's camera" which shows a blurred image of a person. Below the video area are two circular icons: a camera icon and a microphone icon. At the bottom of the interface is a table with appointment details.

Time	Teacher	Parent	Subject	Learner	Duration
09:15		Mrs Tia Aaron	Computer Science	Chris Aaron	2 Minutes