



*Please contact your school if there are Parents' Evening issues.

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: P 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

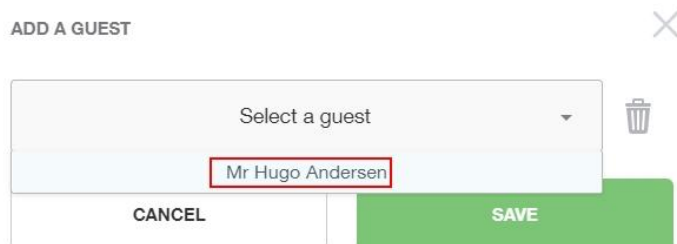
CANCEL
BOOK

Adding a Guest to Parents' Evening

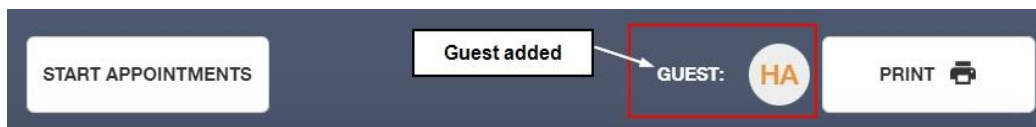
You can add a guest with parental responsibility and an Edulink One account to a Parents' Evening using the **Guest** button. Click on the 'plus' button to add the guest.



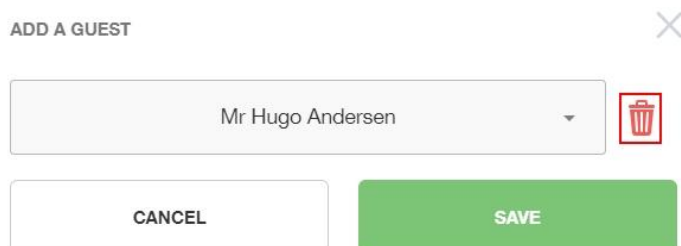
Select your guest from the dropdown menu; you are only allowed one guest per parents evening. Click **Save** to add the guest.



Their initials will appear at the top of your bookings table. Additionally, this guest will be able to see all of the bookings you make in their parents evening screen; however, they cannot book appointments themselves.



You can delete a guest or a guest can delete themselves from the booking at any point. To do this, they should click on their initials and press the bin icon.



Printing and Emailing the Parents Evening Appointments

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

