



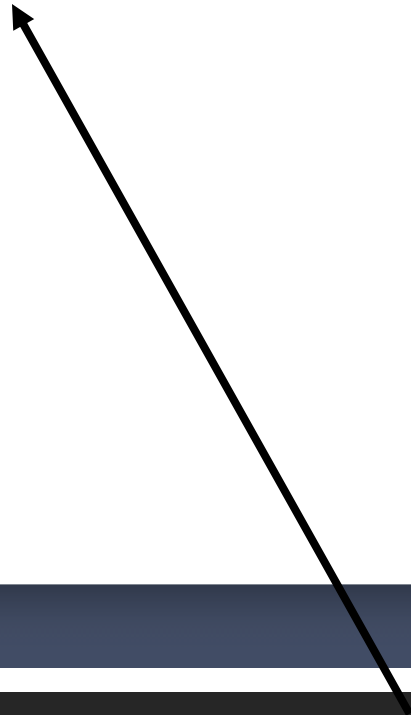
# Using The Parent Evening System With Edulink



First step, click on the Parent Evening button



Name	Information	Date	Start time	End time
Test Parent Evening		25/11/2020	15:00	16:00



Next click on the parent evening  
you would like to book.



START APPOINTMENTS

PRINT

Slots:	Physical Education, General Studies Teacher: J. Ferguson Learner: Sam Adams	Enrichment Teacher: A Hermitage Learner: Sam Adams	Form Tutor Teacher: A Brown Learner: Sam Adams
<b>25/11/2020</b>			
15:00			
15:06			
15:12			
15:18			

Click on empty white blocks to start booking your slots.





## START APPOINTMENTS

Slots: **Physical Education, General Studies**  
Teacher: J Ferguson  
Learner: Sam Adams

**Enrichment**  
Teacher: A Hermitage  
Learner: Sam Adams

**Form Tutor**  
Teacher: A Brown  
Learner: Sam Adams

25/11/2020  
15:00  
This window will pop up. Check the time and teacher is correct.

15:00  
You could add comments to your bookings if needed.

15:12  
Click "BOOK" This will drop you back to the booking screen to make another booking with another teacher.

15:14

15:24

15:30

## BOOK SLOT



Date: 2020-11-25 15:12:00

Subjects: Physical Education, General Studies

Learner: Sam

Comment:

Add comment

CANCEL

BOOK



START APPOINTMENTS

PRINT

Slots: **Physical Education, General Studies** ✓ Teacher: J. Ferguson Learner:  **Enrichment** ✓ Teacher: A. Hermitage Learner:  **Form Tutor** Teacher: A. Brown Learner:

25/11/2020

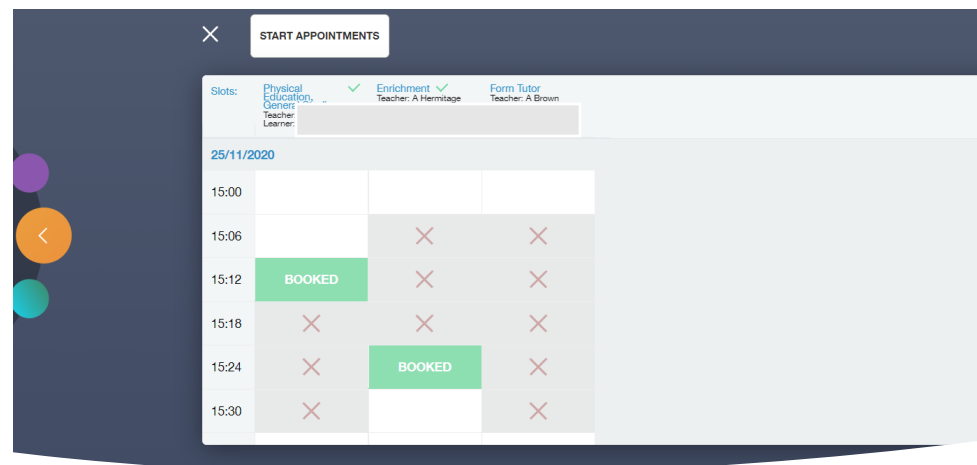
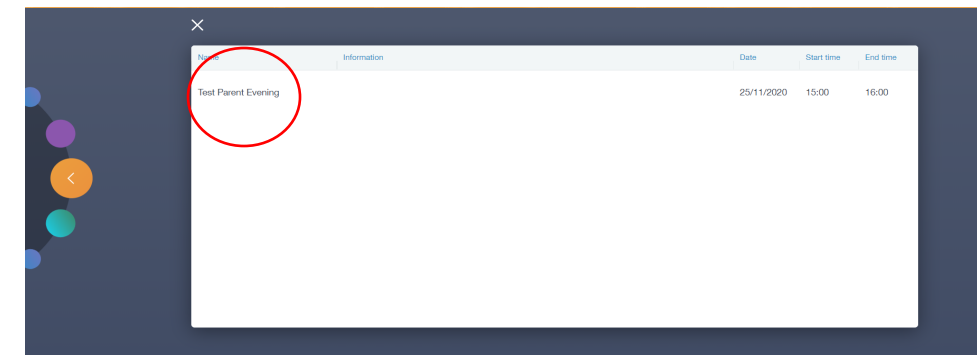
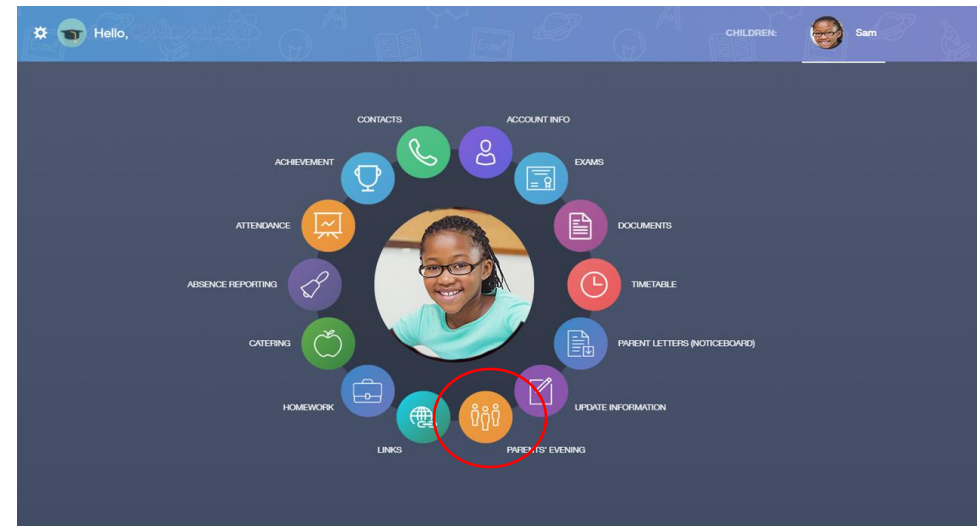
15:00			
15:06		×	×
15:12	BOOKED	×	×
15:18	×	×	×
15:24	×	BOOKED	×
15:30	×		×

- You will start to build up a timetable with multiple bookings
- Once you have finished making your bookings, you can safely close the window.



# On Evening Of The Parents Evenings

Navigate back to  
the booking sheet.





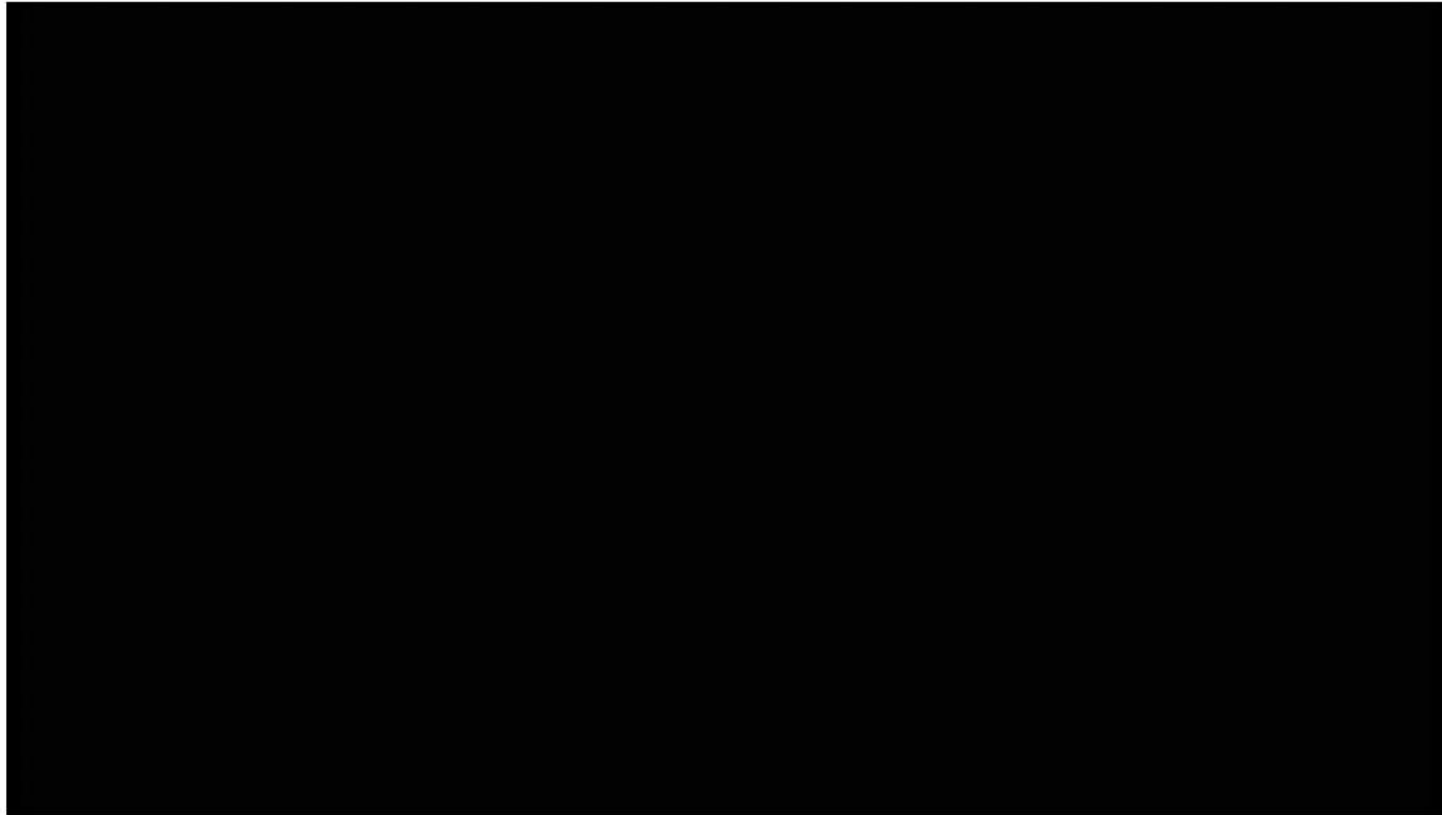
25/11/2020

15:00			
15:06		×	×
15:12	BOOKED		
15:18	×	×	×
15:24	×	BOOKED	×
15:30	×		×

- Select Start Appointments

## Test Event

Your next appointment starts in 4 minutes 39 seconds with Mr



Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs J. Ferguson	Mr	Physical Education	Sam	5 Minutes

You will be presented with this screen.

Your video will be on the left side make sure your microphone is on and functioning.

Sit and wait for the teacher to connect.

A timer can be seen on top of the screen.

You can see all your appointments at the bottom

## Test Event

Your next appointment starts in 4 minutes 39 seconds with M



Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs J. Ferguson	Mr Stephen Adams	Physical Education	Sam Adams	5 Minutes

The teacher will connect automatically you won't need to do anything.

You will see a countdown timer at the top. This will show you how long you have left.

### Test Event

Your next appointment starts in 4 minutes 39 seconds with Mr St



Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs J. Ferguson	Mr St	Physical Education	Se	5 Minutes

Near the end of the meeting the teacher window will flash red indicating your current appointment is ending.

Once the appointment has ended sit tight and wait for the next one to start. You will see the count down at the top of the screen.

Once you have completed all your meeting you can just close browser.