



# How to make Parents' evening bookings



## via Edulink One

### Summary

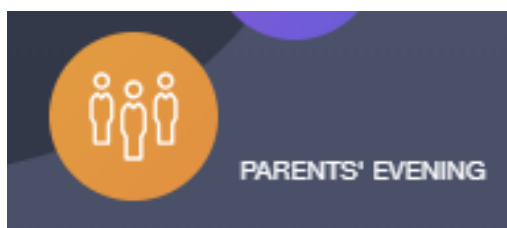
You can make bookings for a parents evening by logging in, clicking on the Parents' Evening icon and then clicking on the event. If the event is a video parent evening, when you log in the teacher will connect with you at your appointment time. All login details have been sent out, however, if you have not received these please contact the school.

### Instructions

Log into EduLink One (either on the desktop/browser version or the app). If you are downloading the app for the first time the School ID is 'Hylands' or you can use the school postcode 'CM1 3ET

Log in using your username and password provided by school.

Click on **Parents' evening** icon.



Click on the event (eg Year 9 Parents Evening)

Name	Information	Date	Start time	End time
Year 8 Parents Evening	Spring Year 8 Parents Evening	21 03 2018	17:00	18:00



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You will then see a table of all the teachers you can make bookings for (if this is a form tutor event there may only be one).

### Tablet/Desktop view:

The screenshot shows a booking interface for the date 21-03-2018. At the top right, there are 'PRINT' and 'EMAIL' buttons. Below the header, there are columns for various subjects: French, PSE, Form Tutor, Mathematics, German, Physical Ed, Geography, History, Religious Ed, Art, and English. Each subject column lists the teacher and learner. The main area is a grid with time slots on the y-axis (17:00 to 18:20) and subjects on the x-axis. Green 'BOOKED' cells are present at 17:00 for French, 17:20 for Mathematics, 17:30 for Geography, History, and 17:10 for English. Red 'X' marks indicate unavailability for other slots. For example, at 17:00, slots for PSE, Form Tutor, Mathematics, German, Physical Ed, Geography, History, Religious Ed, and Art are marked with 'X'. At 17:10, slots for French, PSE, Form Tutor, Mathematics, German, Physical Ed, Geography, History, Religious Ed, and Art are marked with 'X'. At 17:20, slots for French, PSE, Form Tutor, German, Physical Ed, Geography, History, Religious Ed, Art, and English are marked with 'X'. At 17:30, slots for French, PSE, Form Tutor, Mathematics, German, Physical Ed, and Religious Ed are marked with 'X'. At 17:40, slots for French, PSE, Form Tutor, and Mathematics are marked with 'X'. At 17:50, slots for French and PSE, Form Tutor are marked with 'X'. At 18:00, slots for PSE, Form Tutor and Mathematics are marked with 'X'. At 18:10, slots for PSE, Form Tutor, Mathematics, and Art are marked with 'X'. At 18:20, slots for PSE, Form Tutor, Mathematics, Physical Ed, and Art are marked with 'X'.



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Phone view:

21-03-2018		
17:00 (1)	Roger Mcnamara	French
17:10 (1)	Stephen Green	English
17:20 (1)	Ruth Hatchett	Mathematics
17:30 (1)	Helen Green	Geography, History
17:40	-	-
17:50	-	-
18:00	-	-

To make a booking for a teacher Click/tap on an available slot (white) and a pop-up will appear allowing you to enter an optional note to the teacher. Click the **Book** button to book the slot.

BOOK SLOT

Date: 2018-03-21 17:40:00  
Subjects: Mathematics  
Learner:

Add comment

CANCEL BOOK



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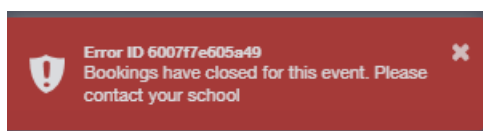


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Once a booking has been made the slot will change to green and a green tick will appear next to the teacher's name. To unbook the slot, click on the slot again and an option to **unbook** will appear. Slots which are unavailable will appear greyed out with an "X" in the middle.

You can only have one slot with your child form tutor. If you attempt to make another booking with the same teacher the existing booking will be moved to the new slot time. If you have any additional points you wish to discuss you can also book a 5 minute slot with The Head of Year or Pastoral support Manager,

If the school have closed the booking period you will see the following message in the top right hand corner.



Once you've booked your appointments they will be shown (browser view) and if you wish to have a printed list of appointments you can do this by clicking on the **Print** button.

Slots	Computer Science Teacher: V Stockill Learner: Chris Aaron	Music Teacher: G Davies Learner: Chris Aaron	Physical Ed Teacher: J Young Learner: Chris Aaron	Citizenship Teacher: J Brown Learner: Chris Aaron	German Teacher: B Kinross Learner: Chris Aaron	Science Teacher: L Chase Learner: Chris Aaron	Religious Education Teacher: A Wheeler Learner: Chris Aaron	Mathematics Teacher: L Vernon Learner: Chris Aaron	English Teacher: J Atkinson Learner: Chris Aaron
20/01/2021									
18:00	BOOKED	X	X	X	X	X	X	X	X
18:02	X	BOOKED	X	X	X	X	X	X	X
18:04									
18:06	X	X	X	BOOKED	X	X	X	X	X
18:08	X	X	BOOKED	X	X	X	X	X	X
18:10									
18:12	X	X	X	X	X	BOOKED	X	X	X
18:14									
18:16									
18:18									
18:20									



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### How to participate in video appointments

On the day of the parent evening, log into the site and click on **Parents' evening** and **Start Appointments**.

Your child's teacher will start the appointments at the correct time and the appointments will happen automatically for you; you just need to have it open.

Next appointment is shown at the top and the list of appointments is shown at the bottom.

#### Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with Mr V. Stockill.

Teacher's camera

Parent's camera

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

Please note that you will be cut off automatically at the end of the appointment time and this will be highlighted in the final 30 seconds by a red border. The teacher has no control over this.