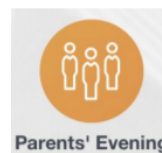


## Parents' Evening Booking (Video Conferencing)

The Parents' Evening Booking area of EduLink allows you to book appointments. Please note that information will only show here if the booking system is currently live and open.



Once you have selected the Parents' Evening you will be attending, you will need to book time slots. All teachers on your child's timetable will appear here.

Slots: Maths Teacher: M Wills Learner: Comp Sci Teacher: J Sanford Learner: Geography Teacher: N Williams Learner: English Lang Teacher: C Eastman Learner: P E Teacher: M Robbins Learner: French Teacher: E de Glanville Learner: Science Teacher: S Ward Learner:

07-03-2019

15:45

15:50

15:55

16:00

16:05

16:10

16:15

16:20

16:25

16:30

16:35

BOOK SLOT

Date: 2019-03-07 16:00:00

Subjects: Maths

Learner:

Comment:

Add comment

CANCEL BOOK

PRINT

All teachers on your child's timetable will appear here

Click on the boxes to choose times to suit you

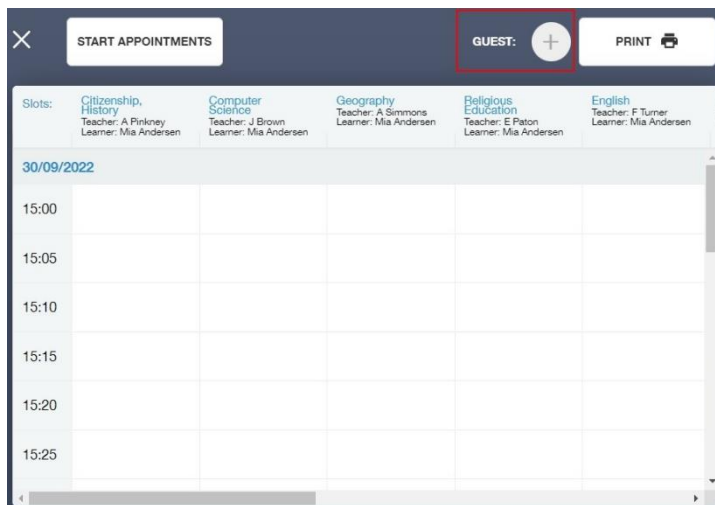
Click the 'BOOK' button to confirm, complete for all subjects

## Adding a Guest (Other Parent) to a Booking

Parents can add another parent or a person with parental responsibility to their bookings for parents' evening. The other parent or person with parental responsibility *must* have an **EduLink One account** to add them. Only a parent can add a guest to a Parents' Evening; the school staff cannot do it for them.

Firstly, the person booking should log in to EduLink One and select the Parents' Evening icon. Then, they should click on the event to book time slots for the parents' evening.

Once the parent has made their bookings as above, they can select whether they would like to add a 'Guest' to the booking by clicking the 'Guest: +' button at the top of the table.



A new window opens and you can select the guest from the dropdown menu. **Only guests with parental responsibility and an Edulink One account will have this ability.** Click 'Save' to add the guest.

ADD A GUEST

The guest's initials will appear next to 'Guest' at the top of the booking table. Your guest will be able to see all of the bookings made by you and will be able to print them, etc... **However, they cannot make bookings for themselves.**

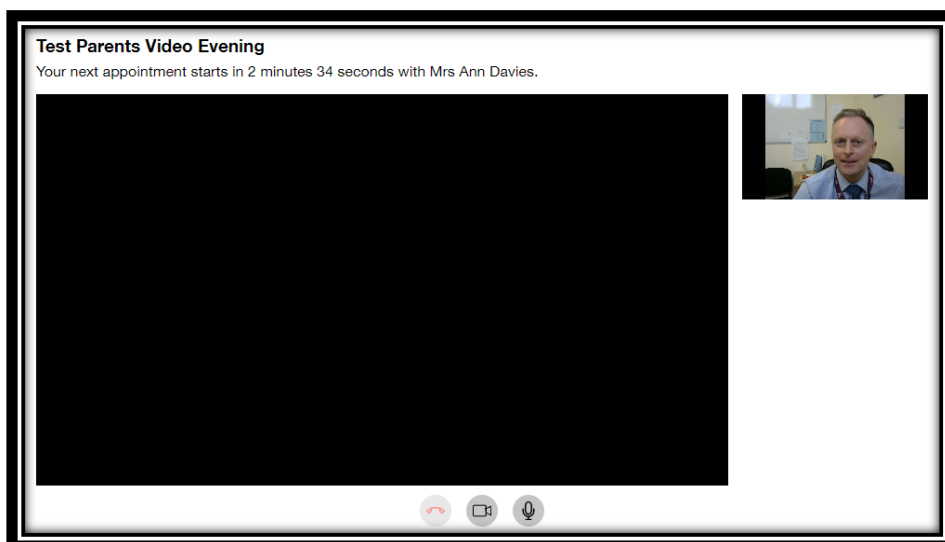
To view the appointments that the booking parent has made, the guest must log into their Edulink One account, click on the Parents' Evening icon and select the appropriate parent event.

Both parents can join the meeting by clicking on the event and then on the 'Start Appointments' button in the top left corner. This is particularly useful if parents are joining from two locations. They need to wait in the video conference 'waiting area' until the teacher starts the appointment.

### On the day of the Parents' Evening

Parents need to log into Edulink and click on the Parents' Evening icon to begin. This might be located in the 'More' section of Edulink. Once you have clicked on the event, a booking window will open. At the top of the table, there is a button called **Start Appointments**. Click on Start Appointments which will open the video conferencing.

The 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 appointment is shown at the top and the list of the next appointments is shown at the bottom. Please note that parents will be cut off automatically at the end of the appointment time. This will be highlighted in the final 30 seconds by a red border. The teacher has no control over this.

If you require support using the system please contact the school on 01323 504011 or by email [itsupport@ratton.co.uk](mailto:itsupport@ratton.co.uk) .

**User guides are also available on our website.**