



Edulink One

**Parent's Evening Video
Conference Guide**

March 2023

How Do I Book and Attend a Parents' Evening Slot?

A video walkthrough of all topics in this document can be viewed at <https://vimeo.com/792254414>

Booking An Appointment

You must log in to Edulink One (either on the desktop/browser version or the app).

You can access the browser at <https://www.edulinkone.com/#!/login?code=titus>

However, if you are downloading the app for the first time, then you must use the **school ID (Titus)** or the school **postcode (BD17 5RH)** to access the Edulink One login screen.

Parent Edulink One accounts are provided by school, if you do not have an account, please contact us.

If you are using an Android device, Google Chrome needs to be downloaded to your device if it doesn't have it (older Samsung phones, for example, use their own browser).

Then, you must log in using your username and password. When logged in you will see a screen similar to the one below.



More Button

If you cannot see Parents' Evening on the main homepage, then select the **More** button to view additional features that are not in view.



Parents' Evening Button

Next, select the **Parents' Evening** button to book Parents' Evening appointments for your child.

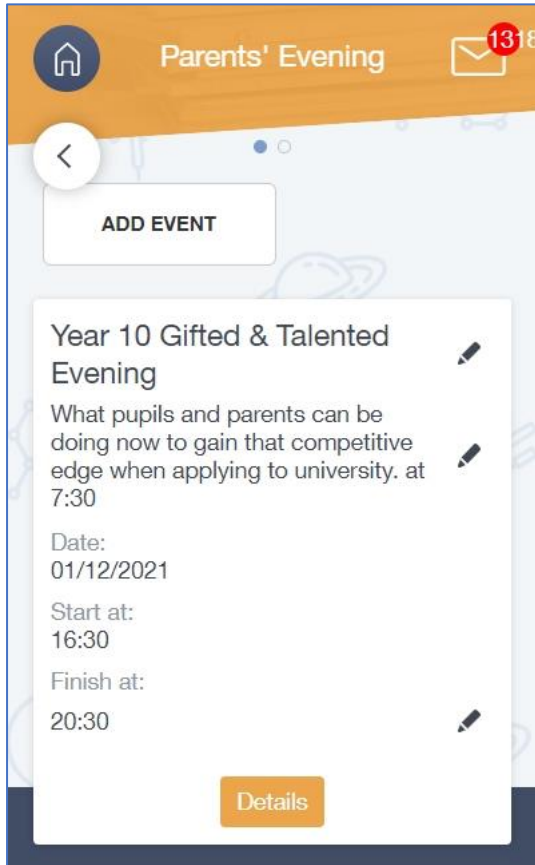
All available Parents' Evening events for your child will appear in the Parents' Evening window.

To access the booking window, click anywhere on the event.

Name	Information	Date	Start time	End time
Year 7 Parents' Evening (Britt Test)	Click here. Parents please park in the rear car park.	16/06/2021	16:00	20:00

Click anywhere on the event to open the booking window.

Parents' Evening Events



Phone View: Click on event to book

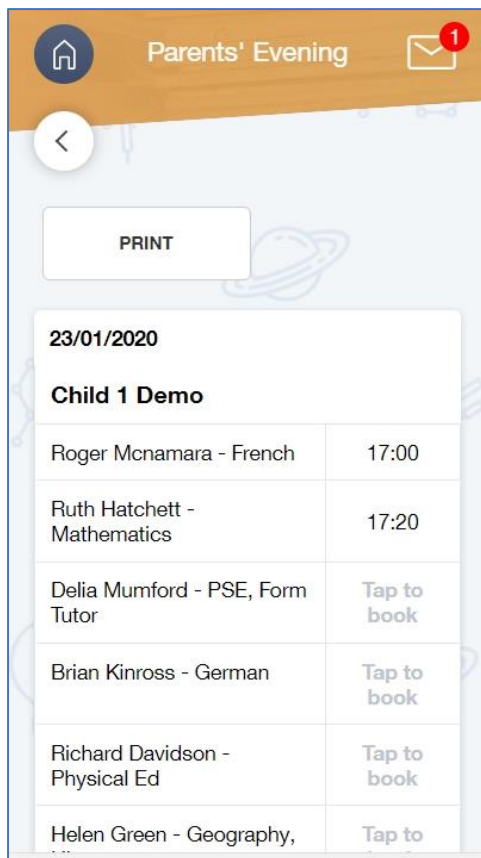
If you have more than one child at school and they are attending the same event, you can select which child you are looking for by checking their name in the top slots column next to "Learner:" and book as appropriate.

Then, you will see a table of all the teachers/ subjects you can make bookings for.

Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00					
16:05					
16:10					
16:15					
16:20					

Parents' Evening Booking Table

Phone View:



Phone view: Tap to book

Next, click on a **time slot** to book the subject and teacher. You can add a comment here if there is something specific you would like to discuss with the teacher.

BOOK SLOT ✕

Date: 2021-06-16 16:05:00

Subjects: English

Learner: Bethany Dexter

Comment:

CANCEL **BOOK**

Book Slot Window

SLOTS MANAGING ✕

Teacher: Delia Mumford

Teacher location:

Subject: PSE, Form Tutor

Learner: Child 1 Demo

Available Slots:

-

Comment:

BOOK

Phone view: Book Slot

Booked slots appear in **green**.

A grey box with a red x will appear on slots that have already been booked by another parent.

Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English ✓ Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00	✕	✕	✕		✕
16:05	✕	✕	✕	BOOKED	✕
16:10	✕	✕	✕		✕
16:15					
16:20					

Booked

Slots and Unavailable Slots

All booked slots are automatically saved.

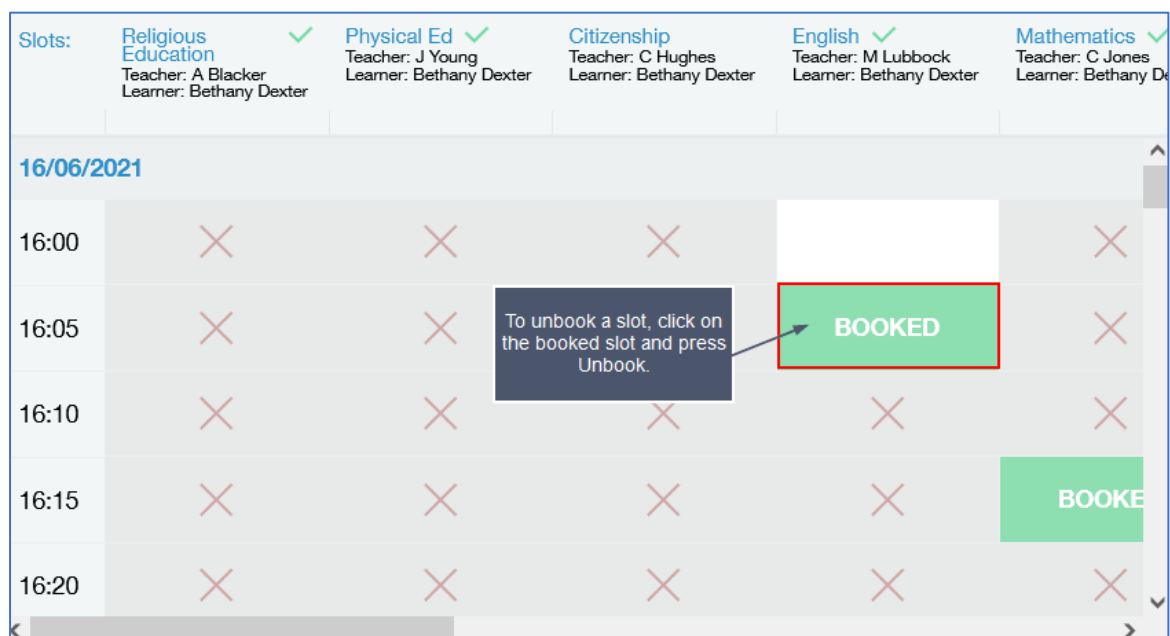
Unbooking An Appointment

To unbook an appointment, log in to Edulink One and locate the Parents' Evening button.

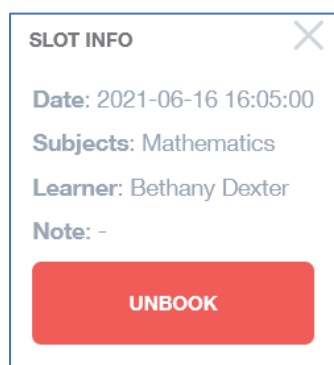
Following this, click on the Parents' Evening Event in the Parents' Evening window.

Clicking on the event takes you to the booking window where you booked your time slots.

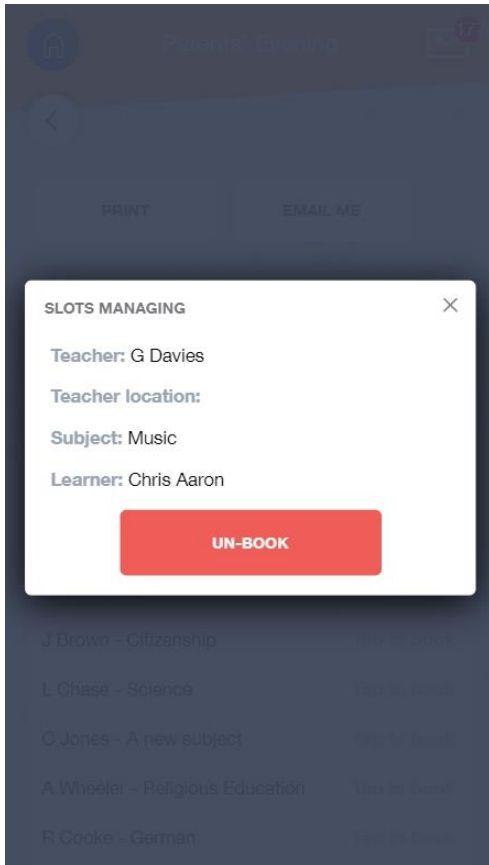
To Unbook a time slot, select the **Booked** appointment. This also applies when using a smartphone or device.



A window will appear with the option to **Unbook** the appointment in red.



Unbook Time Slot



Unbook Phone View

Slots that are still available to rebook appear in white. If you can no longer attend that appointment or Parents' Evening, you can leave this subject blank or unbook all of their appointments.

Adding a Guest (Other Parent) to a Booking

You can add another parent or a person with parental responsibility to your bookings for parents' evening. The other parent or person with parental responsibility *must* have an **EduLink One account** to do this.

The person booking should click on the event to book time slots for the parents' evening.

Name	Information	Date	Start time	End time
Year 9 parents evening		30/11/2022	16:00	19:30
Year 9 Parent Event	Please park in the rear car park.	30/09/2022	15:00	17:00

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

The screenshot shows the 'START APPOINTMENTS' interface. At the top, there is a 'GUEST: +' button highlighted with a red box, and a 'PRINT' button. Below this is a table of subjects:

Slots:	Citizenship, History	Computer Science	Geography	Religious Education	English
	Teacher: A Pinkney Learner: Mia Andersen	Teacher: J Brown Learner: Mia Andersen	Teacher: A Simmons Learner: Mia Andersen	Teacher: E Paton Learner: Mia Andersen	Teacher: F Turner Learner: Mia Andersen

Below the subject table is a date selector for '30/09/2022' and a grid of time slots:

Time	Slot 1	Slot 2	Slot 3	Slot 4	Slot 5
15:00					
15:05					
15:10					
15:15					
15:20					
15:25					

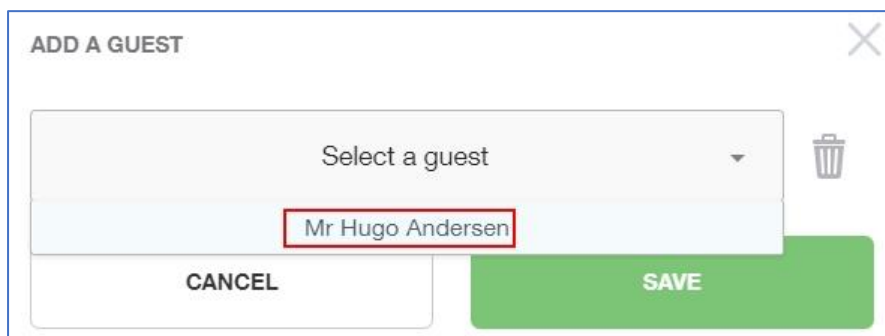
Booking Parent's View

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.

Additionally, teachers and admin staff cannot book a guest for a parent, only the parent can add a guest to their booking.

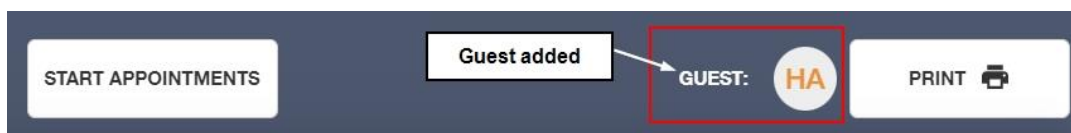
Click 'Save' to add the guest.



The guest's initials will appear next to 'Guest' at the top of the booking table.

Your guest will be able to see all 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 in to their Edulink One account, click on the Parents' Evening icon and select the appropriate parent event.

START APPOINTMENTS GUEST: HA PRINT EMAIL ME

Slots:	English ✓ Teacher: F Turner Learner: Mia Andersen	Geography ✓ Teacher: A Simmons Learner: Mia Andersen	Mathematics ✓ Teacher: R Hatchett Learner: Mia Andersen	Science ✓ Teacher: T Ng Learner: Mia Andersen
30/09/2022				
15:00	BOOKED	X	X	X
15:05	X	X	X	X
15:10	X	BOOKED	X	X
15:15	X	X	X	X
15:20	X	X	BOOKED	X

Guest can see all appointments

Guest View

If the guest decides they do not want to join the parents' evening or they want to make bookings for themselves, they can delete their guest status by clicking on their initials at the top of the window.

Then they can click the bin icon to delete themselves as a guest.

ADD A GUEST

Mr Hugo Andersen

CANCEL SAVE

If the other parent has made the bookings, the guest cannot 'delete' themselves and try to add the other parent as a guest.

The parent or carer that made the bookings first must be the one to add the guest.

Joining a Parent Event

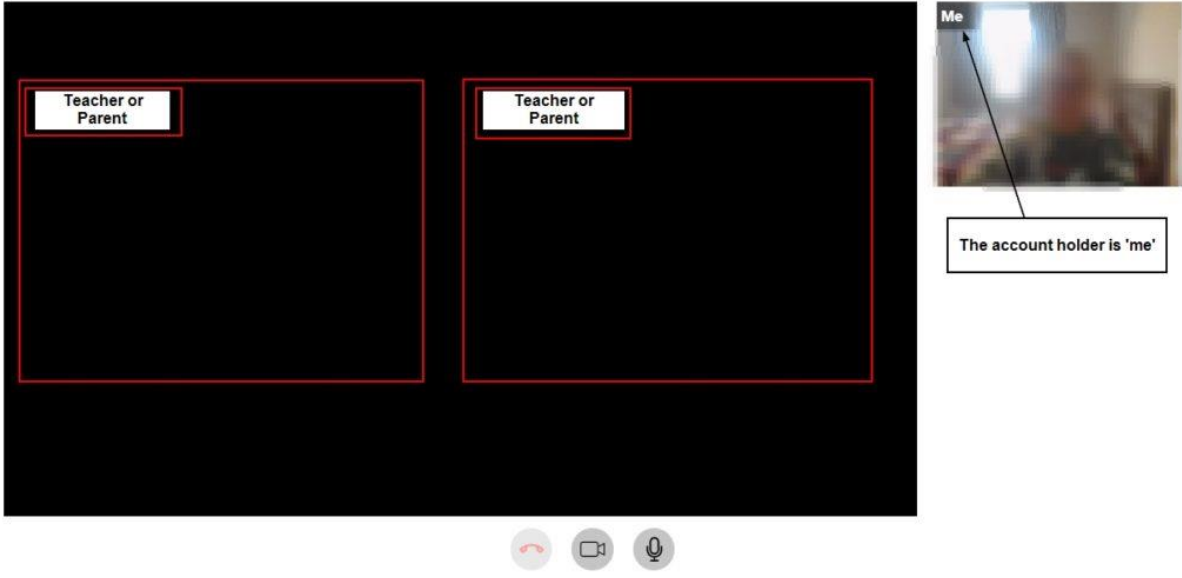
If the parents' evening is in person, the guest has full visibility of all bookings made—they can print and email the bookings to themselves as well. They simply need to arrive with the parent that booked the appointment and proceed to their bookings as usual.

If this is an online (video) conference, 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.

Time	Teacher	Parent	Parent and guest visible	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen * Mr Hugo Andersen		English	Mia Andersen	5 Minutes

The owner of the account will appear in the top right window and will be labelled 'Me'. On the large screen, the teacher will appear on one side and the other parent (or guest) will appear on the other. Each window will be labelled with the name of the person in the video.

Year 9 Parent Event
Your next appointment starts in 2 hours 46 minutes 45 seconds with Mrs F. Turner.



The screenshot shows a video conference interface. At the top, it says "Year 9 Parent Event" and "Your next appointment starts in 2 hours 46 minutes 45 seconds with Mrs F. Turner." Below this is a large black area representing the video feed, divided into two sections labeled "Teacher or Parent". To the right is a small video window labeled "Me" with a callout box that says "The account holder is 'me'". At the bottom, there are three circular icons: a red phone, a camera, and a microphone. Below the icons is a table with the following data:

Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen * Mr Hugo Andersen	English	Mia Andersen	5 Minutes

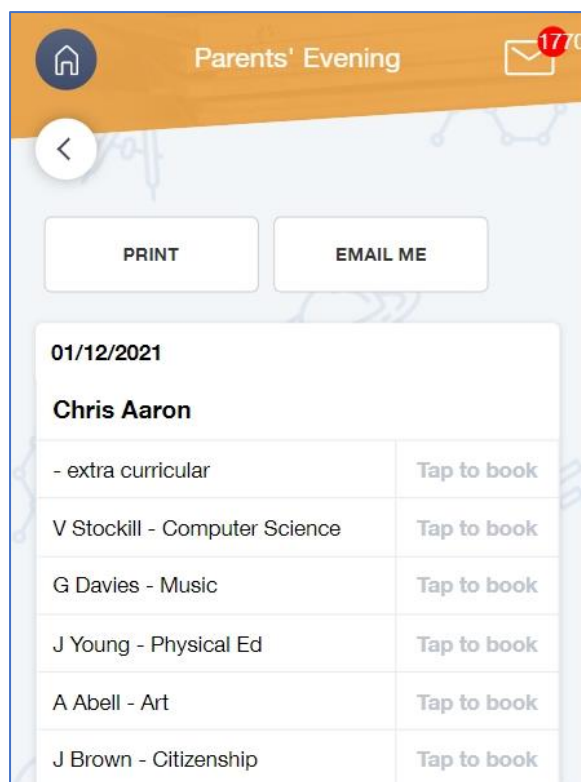
You simply need to wait for the next appointment and the teacher for that class will start it.

Print or Email Your Bookings

Once the parent's bookings or modifications are complete, you can **Print** your Parents' Evening Appointments or you can **Email** them to yourself.



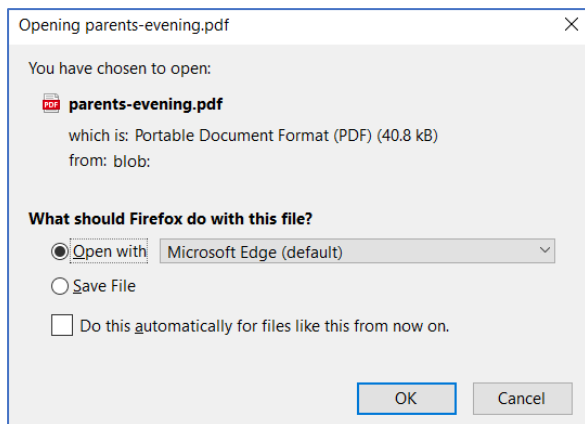
Print or Email Appointments



Phone View: Print/Email Buttons

Print View:

A pdf version of the bookings appear. You can save the file or open it with your browser, depending on your phone / computer / tablet configuration.



Select Open with or Save file to Print

In your browser, you have the option to print the pdf.

Confirmation of bookings

Date: Wednesday 16th June 2021

Name: Year 7 Parents' Evening (Britt Test)

Event Information:

Click here. Parents please park in the rear car park.

Time	Teacher	Learner	Subjects
16th June 4:05PM	Mr C. Jones	Bethany Dexter	Mathematics
16th June 4:15PM	Mr M. Lubbock	Bethany Dexter	English
16th June 4:25PM	Mrs E. Paton	Bethany Dexter	History
16th June 4:35PM	Miss J. Young	Bethany Dexter	Physical Ed
16th June 4:45PM	Mr A. Blacker	Bethany Dexter	Religious Education
16th June 4:55PM	Mrs B. Pearson	Bethany Dexter	Computer Science, German
16th June 5:05PM	Mr P. Brown	Bethany Dexter	Technology
16th June 5:15PM	Miss K. Burrows	Bethany Dexter	Art
16th June 5:25PM	Mr C. Hodgson	Bethany Dexter	Music

Image of Print Out

Email View:

Any email confirmation will be sent to your Edulink One messages. This is located at the bottom of the Edulink One homepage.

The screenshot shows an email interface. At the top, there are tabs for 'RECEIVED' and 'SENT', along with buttons for 'Mark all read' and 'Archive'. The inbox on the left lists three messages from 'EduLink One':

- 'Your bookings for...' (Today email)
- 'Homework Remi...' (25/11/2020 email)
- 'EduLink One - Yo...' (16/10/2020 email)

The selected message is from 'EduLink One' dated '2021/06/04 12:12'. The subject is 'Your bookings for Year 7 Parents' Evening (Britt Test) on Wednesday 16th June 2021'. The body of the email contains:

Confirmation of bookings on Wednesday 16th June 2021 (Year 7 Parents' Evening (Britt Test))

Information:
Click here. Parents please park in the rear car park.

Your bookings:
4:05PM with Mr C. Jones (Bethany Dexter - Mathematics)
4:15PM with Mr M. Lubbock (Bethany Dexter - English)
4:25PM with Mrs E. Paton (Bethany Dexter - History)
4:35PM with Miss J. Young (Bethany Dexter - Physical Ed)
4:45PM with Mr A. Blacker (Bethany Dexter - Religious Education)
4:55PM with Mrs B. Pearson (Bethany Dexter - Computer Science).

At the bottom of the message is a red 'REPLY' button.

Confirmation of Appointments in your Received Messages in Edulink One

You can return to change their bookings up until the date the school has stopped taking bookings.

How to Attend a Video Conference

On the day of the Parents' Evening, you need to log in to Edulink One and click on the **Parents' Evening** icon to begin.

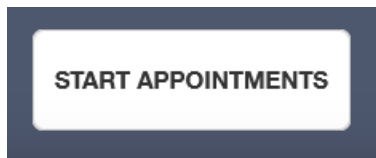


A new window will open. You must click anywhere on the Parents' Evening information, e.g. Year 8 Parents' Evening.

Name	Information	Date	Start time	End time
Test event	test	15/10/2021	10:00	11:00

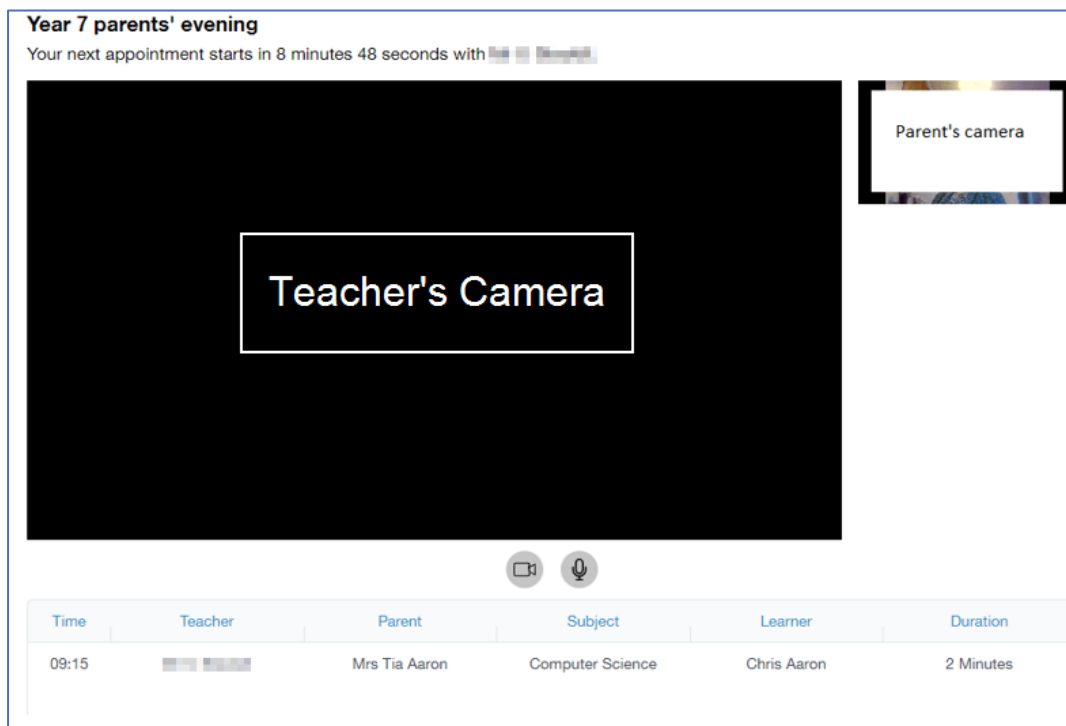
Click anywhere on the event.

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.



Start Appointments for Video Conferencing

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



Video Conference View

The next appointment is shown at the top and the list of the following appointments is shown at the bottom.

Please note that you 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.