

Leytonstone School

EduLink One Parental Guide PC/Laptop Version



Parents' Evening instructions

Parent Guide to Edulink – Setting Parents Evening Appointments

You can use Edulink on a PC/Mac or Laptop to quickly and easily book virtual appointments, in advance, with your child's teachers. You will be able to see all of your child's classes and when there are free slots available.

IMPORTANT : Your PC must have a camera and microphone in order to use the video conferencing function. Most laptops and Macs have these built in, but many PC's require a webcam to function correctly.

Once your appointments are booked, you can start your session on Parents Evening and Edulink will automatically arrange your video call meetings for you.

To arrange appointments load up your browser and go to

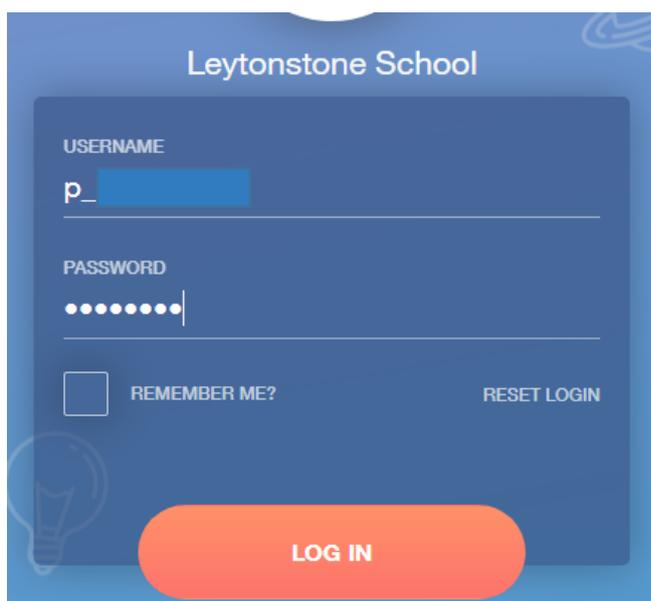
<https://www.edulinkone.com/>

Enter the school postcode – **E11 1JD**



A screenshot of the Edulink login page. It features a dark blue background with a white input field labeled 'SCHOOL ID OR POSTCODE'. Below the input field is a rounded rectangular button labeled 'NEXT'.

Enter your login details that have been sent to you via a letter from the School (if you do not know your login details, you can contact the school to obtain them)



A screenshot of the Edulink login page for Leytonstone School. The page has a dark blue background with a white input field for 'USERNAME' containing 'p_' and a 'PASSWORD' field with masked characters. Below the password field is a 'REMEMBER ME?' checkbox and a 'RESET LOGIN' link. At the bottom is a large orange rounded rectangular button labeled 'LOG IN'.

From the Main carousel wheel, click on the 'More' button on the right hand side of the options wheel



Click on the 'Parents Evening' button at the top of the options wheel



You will see all of the parents evenings available to you (if you have children in different year groups there may be more than one you can register for). There will usually only be one available.

Click on the Parents Evening name and this will take you to the booking form for that event.

Name	Information	Date	Start time	End time
Test Parents Evening	Testing	15/12/2020	07:00	23:55

You will see a grid with Teachers/Subject across the top of the screen and time slots below them. Click in the box with the time slot that best suits you. Please enter any comments you would like to make so the teacher can prepare in advance of your meeting. Click 'BOOK' to book the appointment.

BOOK SLOT ✕

Date: 2020-12-15 07:02:00

Subjects: PSHRE, Maths

Learner:

Comment:

I would like to talk about my child doing some more advanced Maths Work please

CANCEL **BOOK**

Double check the time slot is right for you and that you are booked with the correct subject teacher.



Your appointment is now scheduled. You can make as many appointments as you require by repeating the same process. Slots marked with an X are now unavailable to you. If you wish to cancel a booking and select a more suitable time. Click the Green 'Booked' button and then select 'Unbook' from the pop up window.

Instructions for Parents Evening

On the night of the parents evening. Login again to Edulink, go to More, Select Parents Evening and click the 'Start Appointments' button at the top of the screen.



You will then be taken to the Video Call window where you will see a timer for your first appointment. All of your appointments will start automatically at the scheduled times.

It is advisable to be online 10 minutes before your first appointment to make sure you do not miss your first slot.