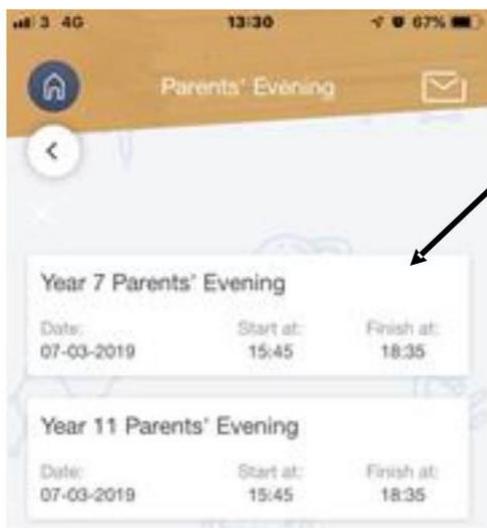# Leytonstone School

EduLink One

Parental Guide
Mobile App
Version

Parents' Evening instructions

You will receive notifications from us to inform you of the date and time the system will be live and open.

From the home screen, navigate to the **Parents' Evening** icon (displayed below). You may need to scroll down on the screen to view this.
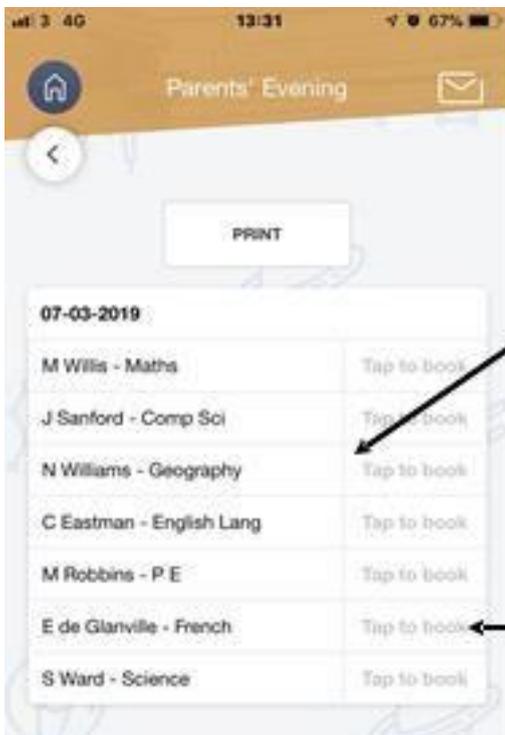

The Parents' Evening button will take you to the following screen.

You will see Parents Evening or Review Day. Select the appropriate option
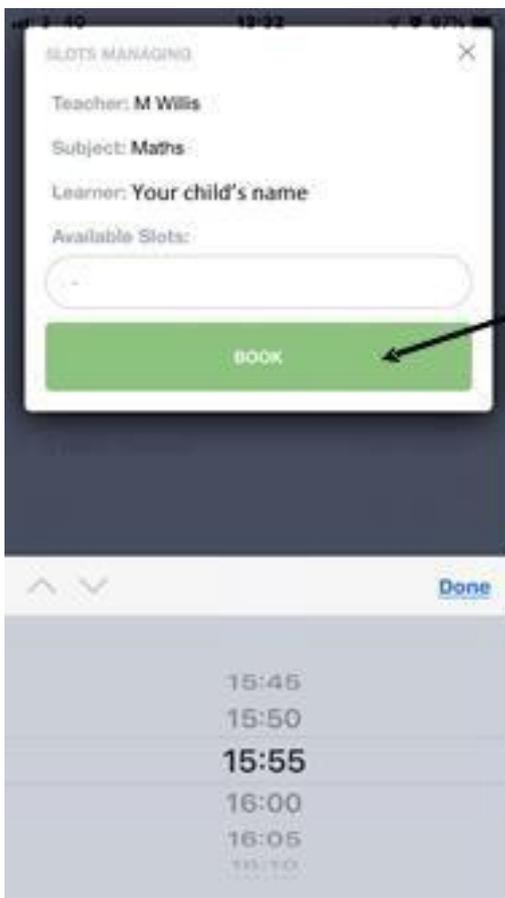
Please note that information will only show here if the booking system is **currently live and open.**

edulink one

Once you have selected the Parents' Evening or Review Day you will be attending, you will need to book time slots.
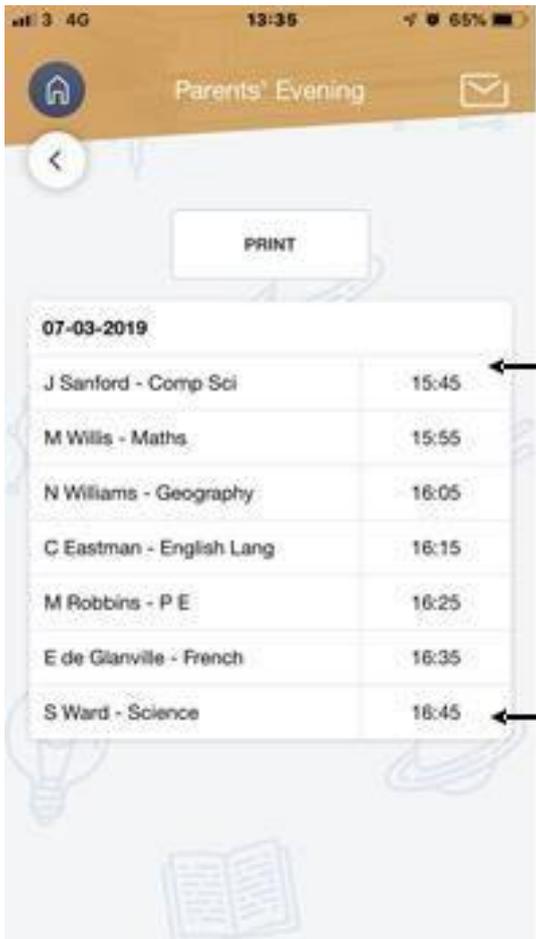
All teachers on your pupil's timetable will appear here. On Review Day this will only show your daughter's Form Tutor, SEND Coordinator or Head of Year.

Press 'Tap to book' to choose times to suit you.

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

edulink one

Final schedule

Which you are able to print should you wish.

If you need to make amendments, follow the process again to book/unbook.

edulink one

From the home screen, click 'more', then click the Parents' Evening icon.

The Parents' Evening button will take you to the following screen

Name	Information	Date	Start time	End time
Year 7 Parents' Evening		07-03-2019	15:45	18:35
Year 11 Parents' Evening		07-03-2019	15:45	18:35

Select the appropriate option

Please note that information will only show here if the booking system is currently live and open.

edulink one

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.

All teachers on your pupil'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.

If you need to make amendments, follow the process again to book/unbook.

edulink one
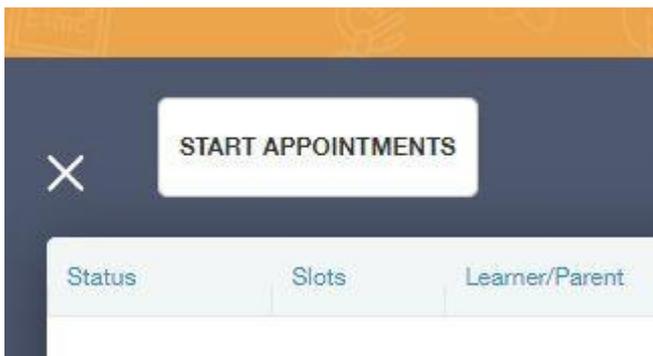
When using EduLink One desktop option for virtual / video meetings please use Google Chrome, not Internet Explorer.

<u>Whattodoontheday</u>

Once you have set up the event and all the bookings have been made, participants will see a **start appointments** button when clicking on the event.
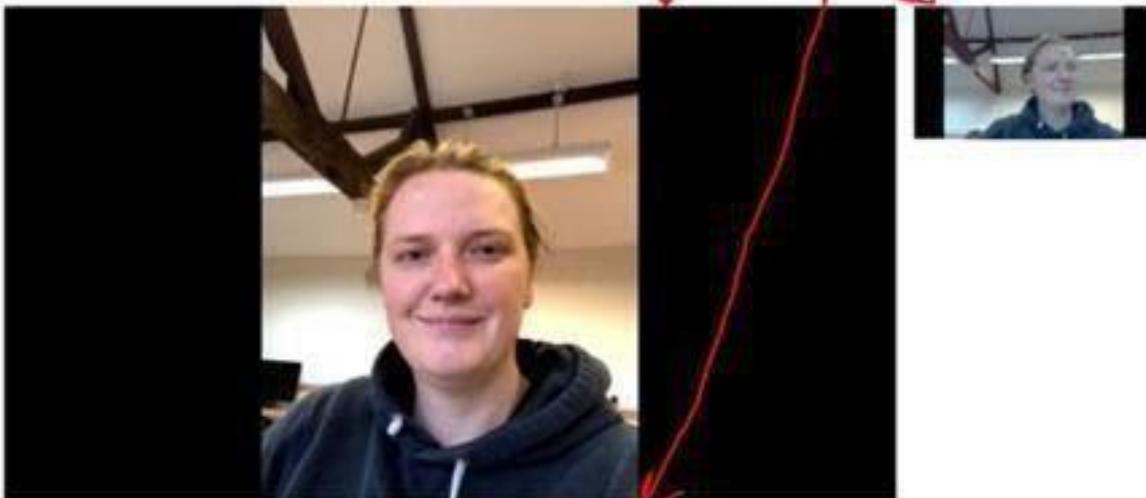

When clicking on the START APPOINTMENT button the meeting screen will appear. The remote video box will remain blank until it's time to connect, but you will be able to see your picture in the local video box. You can turn your video and sound on and off if needed with the controls.

The event will start automatically then auto navigate between the appointments without the need for user input. When the countdown gets to 30 seconds the time will turn red and as a warning at 15 seconds the border of the remote video box starts to flash red.

The appointment with Mr Jonass Aaron will finish in 11 seconds.

Year 11 Parents' evening

There are no appointments.

Once all of the appointments have taken place **There are no appointments** message is displayed and the window can be closed.

The following link will show you how to book and access the appointments.
https://youtu.be/OsGH6Wv9CH4