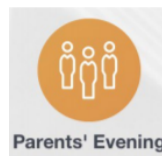


EduLink One



Parent How-to-Guide: Parents' Evening Booking

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.

The screenshot shows a booking interface. On the left, a vertical list of time slots is shown: 16:00, 16:05, 16:10, 16:15, 16:20, 16:25, 16:30, and 16:35. The 16:20 slot is selected. To the right of the grid, there is a form with the following fields: "BOOK SLOT", "Date: 2019-03-07 16:00:00", "Subjects: Maths", "Learner:", "Comment:", and a text input field labeled "Add comment". Below the form are three buttons: "CANCEL" (gray), "BOOK" (green), and "PRINT" (blue). Two arrows point to the interface: one points to the 16:00 slot with the text "Click on the boxes to choose times to suit you", and another points to the "BOOK" button with the text "Click the 'BOOK' button to confirm, complete for all subjects".

You can then access the booking on line or a paper copy by clicking the print button.