



Parent Guide for Thomas Deacon Academy

A Parent's Guide to Getting Started with “EduLink One”

All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users contact their school directly with any questions they may have.

There are two ways to use EduLink One: through a web browser like Google Chrome or through an app you can download to use on your mobile device. The EduLink One app is available for iOS and Android devices.

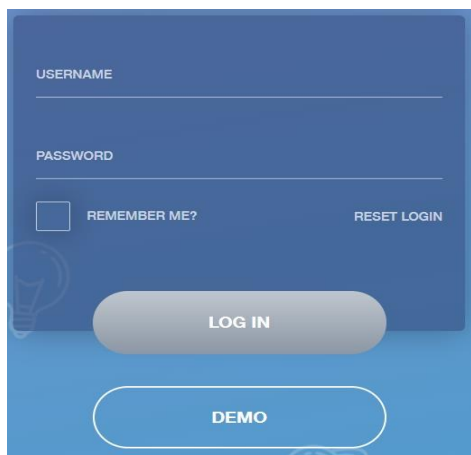
Web Browser Instructions

This is your school’s individual login link if you use a browser to log in.

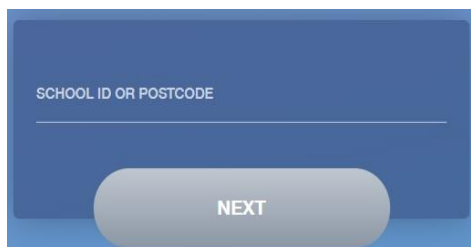
Start by going to <https://www8.edulinkone.com/#!/login?code=tda> or if you are not using your school’s direct link, visit <https://www.edulinkone.com/>.

After clicking the link this will take you straight to the EduLink One login page for your school.

If you do not have a direct link, you will need to enter your **School ID** or **Postcode** and press **Next**. Your School ID will have been sent to you by the school. **If you forget your username or password, please contact the school.**



A screenshot of the EduLink One login page. It features a dark blue background with a light blue gradient at the bottom. The page has two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a checkbox labeled 'REMEMBER ME?' and a link labeled 'RESET LOGIN'. At the bottom, there are two buttons: 'LOG IN' and 'DEMO'.



A screenshot of the EduLink One page for entering school details. It has a dark blue background with a light blue gradient at the bottom. There is a single input field labeled 'SCHOOL ID OR POSTCODE'. At the bottom, there is a button labeled 'NEXT'.

Enter your **Username** and **Password** that the school has sent to you.

If you have not received an email with your login details, please contact your school to resolve this issue.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

Downloading and Using the App

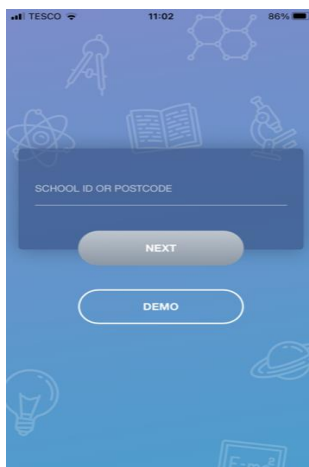
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

<https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4>

Android Google Play

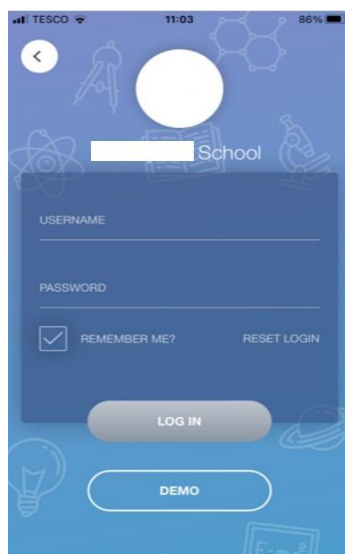
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app, you will see the screen to the left. You must input **tda** or **PE1 2UW** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.



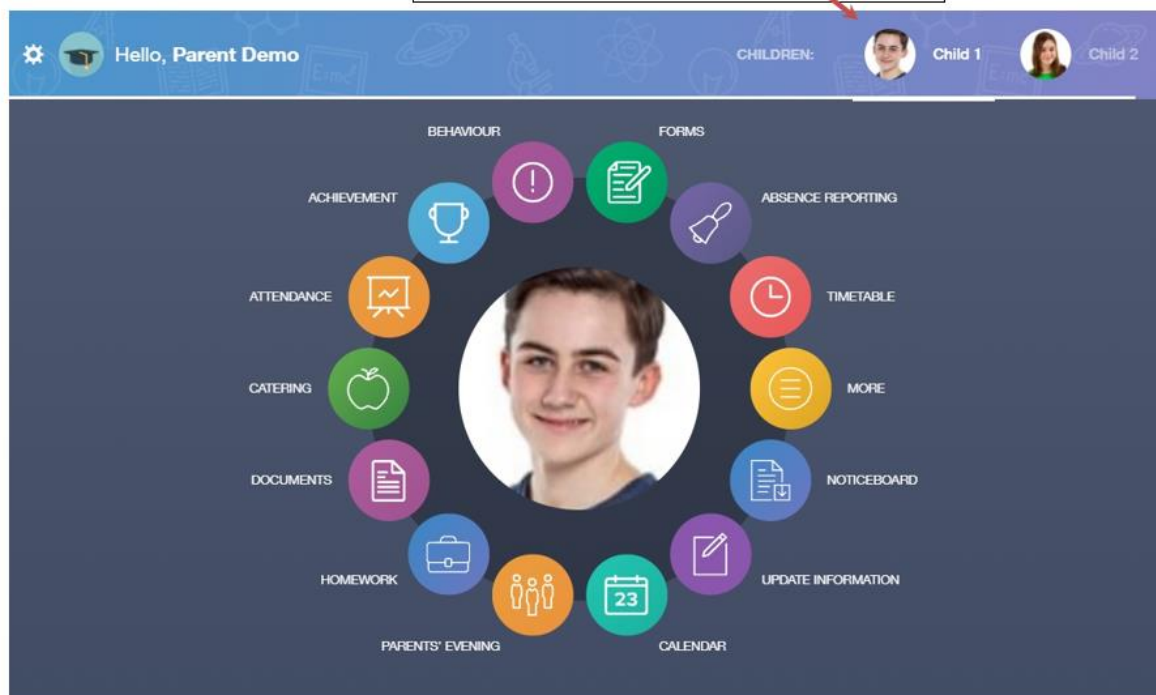
If you forget your username or password, please contact the school

Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g., to view your child's attendance, click the **Attendance** icon.

Please see an example of the main screen below. The options may vary between schools as not all schools use all Edulink One's functions.

If you have more than one student in school, it's easy to switch between each one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your school.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from the school.

Negatives



The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour**, which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

| BEHAVIOUR RECORDS | | | | | LESSON BEHAVIOUR | DETENTIONS | REPORT CARDS |
|---|---|---|-------------------|--------|------------------|------------|--------------|
| Type & Date | Comment & Teacher | Action & Info | Location & Status | Points | | | |
| 13/03/2021 Disruptive Behaviour in Class | Decided that repeatedly discussing Love Island was more important than listening | Science - 10yz/Sc1 - Mon:4 | Resolved | 10 | | | |
| 28/02/2021 Homework Issue | Mrs A. Abell Finally ran out of excuses why he has not completed his homework | Detention Music - 10yz/Mu4 - Wed:6 | Resolved | 20 | | | |
| 28/02/2021 Disruptive Behaviour in Class | Mr A. Blacker Acting out balcony scene from on top of the table - he was Romeo!! | English - 10yz/En3 - Tue:2 | Unresolved | 10 | | | |
| 17/02/2021 Defiance | Mrs A. Abell - | Actions Agreed German - 10X/Gn2 - Tue:2 | Resolved | 10 | | | |
| Total Negative Points | | | | 816 | | | |

Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.

| BEHAVIOUR RECORDS | | | | | | LESSON BEHAVIOUR | DETENTIONS | REPORT CARDS |
|-------------------|----------------------------|--------------------|------------|----------|--------------|------------------|------------|--------------|
| Date | Type | Location | Start Time | End time | Attended | | | |
| 06/03/2021 | Creative Faculty Detention | Art Room 1 | 09:46:00 | 16:00:00 | Not Attended | | | |
| 02/03/2021 | SLT Detention | Business Studies 1 | 12:00:00 | 12:30:00 | Attended | | | |

Positives



This section is where you can view information on positive achievements that have been awarded to your child. Very similar to the behaviour section, you can see who awarded the points and the reason for the award.

See the example below.

| Type & Date | Comment & Teacher | Activity & Info | Award | Points |
|---------------------------------------|--|--------------------------------|------------------------|--------|
| 02/05/2021 Sporting Representation | Mr Adrian Blacker Won the Hockey schools county cup | Extra-curricular activity - | - Achievement Award | 10 |
| 01/04/2021 Excellent Effort | Mr Adrian Blacker Excellent Effort during group speaking and listening activity | English 11y/En1 - Wed:2 | - Achievement Award | 15 |
| 17/03/2021 Musical Activity | Mr Adrian Blacker Grade 2 on Keyboard | Music 11y/Mu1 - Tue:4 | - Achievement Award | 10 |
| 17/02/2021 Gold Award | Mr Adrian Blacker 99% in his end of topic test | Mathematics 11y/Ma3 - Mon:1 | - Achievement Award | 30 |
| 01/11/2015 Academic Achievement | Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has | Information & Communicati | - | |
| Total Achievements Points | | | | 145 |

DOCUMENTS



In this section you will find all the individual reports related to your child.

This includes profile reports and progress checks. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.

| File Name | Type | Date | Download |
|--|------------------|------------|----------|
| Demo_example_document.pdf School Report - Jimmy Abbey | General Document | 13/03/2013 | |
| Demo_example_document.pdf Individual Behaviour Report | General Document | 08/03/2013 | |

Medical Info



This section contains medical information that you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments can be downloaded in PDF format.

Emergency Consent: ✗

Dietary Needs

Artificial colouring allergy

Medical Notes

| Summary | Last update | Attachment / note |
|-------------------------------------|-------------|-------------------------------------|
| To be obtained from previous school | 2017-05-04 | To be obtained from previous school |

Medical Practices

| Name | Phone | Email | Address |
|----------------|--------------|---------------|-----------------------------------|
| Batten Surgery | 01224 856102 | None recorded | 20 East Street, East Town, United |

Update Information



This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

07333 673341 Mobile ☐ ☒

Addresses

Addresses

| Location | Addresses | |
|----------|---|--|
| Home | 1 Ely Road Milton Cambridge CB24 6DD | |

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title
Mr

Preferred forename
Jonas

Preferred surname

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.

Data Collection

Jonas Aaron

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title
Mr

Preferred forename

To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.

Absence Reporting



This feature allows you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence.

The example below shows you how to select the time and date for the absence request and the reason for the absence.

Links



This section contains links to resources for students to use.

There are also links specifically for parents.



rentpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC



Foodbank

Exams



The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes the **Exam Timetable** along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As the students own their results, the school may decide not to display them to parents and only the students.

Exam Timetable

| 235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam | | | | | |
|--|-----------------|---|--------|--------|------------|
| Date & Start Time ⬆ | Board & Level ⬆ | Code & Exam ⬆ | Room ⬆ | Seat ⬆ | Duration ⬆ |
| 24 May 2022 9:00 AM | AQA GCSE/9FC | 8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H) | TBA | TBA | 1hr 30m |
| 09 Jun 2022 9:00 AM | AQA GCSE/9FC | 8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H) | TBA | TBA | 1hr 30m |
| 13 Jun 2022 9:00 AM | AQA GCSE/9FC | 8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H) | TBA | TBA | 1hr 30m |

Exam Entries

| EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS | | |
|--|-----------------|---------------------------------------|
| Season ⬆ | Board & Level ⬆ | Code & Exam ⬆ |
| June (Summer) Exams 2022 | AQA GCSE/9DA | 8464H Combined Sci: Trilogy Tier H |
| June (Summer) Exams 2022 | AQA GCSE/9FC | 8100 Citizenship Studies |
| June (Summer) Exams 2022 | AQA GCSE/9FC | 8520 Computer Science |
| June (Summer) Exams 2022 | AQA GCSE/9FC | 8700 English Language |
| June (Summer) Exams 2022 | AQA GCSE/9FC | 8300H Mathematics Tier H |
| June (Summer) Exams 2022 | OCR GCSE/9FC | J536A Music-OCR Repository |

Timetable




Parents and students both have access to this section, which allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.

| This week ▾ | | | | | |
|--|----------------------------|-----------------|---------------|-------|-------|
| MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY | | | | | |
| Period | Subject | Room | Teacher | Start | End |
| 1 | German (11C/Ge1) | Language Room 7 | Mr B Kinross | 09:15 | 10:15 |
| 2 | German (11C/Ge1) | Language Room 7 | Mr B Kinross | 10:15 | 11:15 |
| 3 | Computer Science (11B/Co1) | IT 2 | Mr V Stockill | 11:35 | 12:35 |
| 4 | Computer Science (11B/Co1) | IT 2 | Mr V Stockill | 12:35 | 13:35 |
| 5 | Citizenship (11A/Ci) | Art Room 2 | Mr J Brown | 14:30 | 15:30 |

Account Info



Here you can view the current address details the school has on file for your child. Other information on your child's year group, house and tutor are also available.

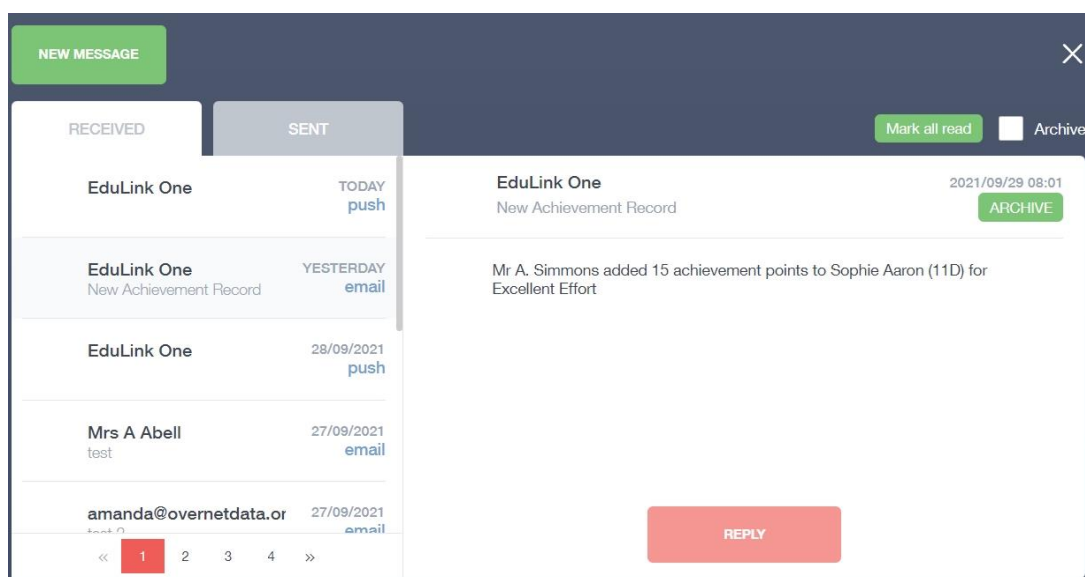
| | | | | |
|--|---------------|---|------------|-----------------|
|  <p>Jimmy Abbey</p> | Address | 59 High Street, Bedford, MK40 1RZ, United Kingdom | Post Code | MK40 1RZ |
| | Gender | Male | Year | Year 13 |
| | Form Group | G | Form Tutor | Mr Martin Unwin |
| | Date Of Birth | 17-04-1998 | | |
| | | | | |

Messages



The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously.

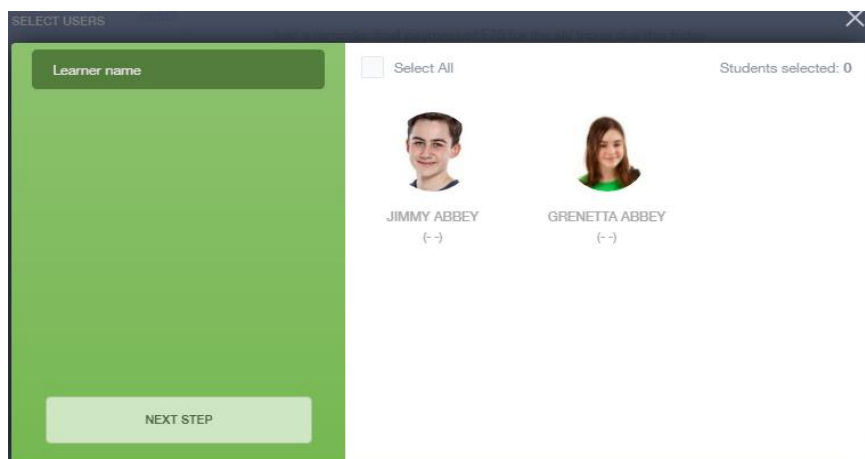


Sending a new message

To begin sending a new message you will need to click the green **new message** button.



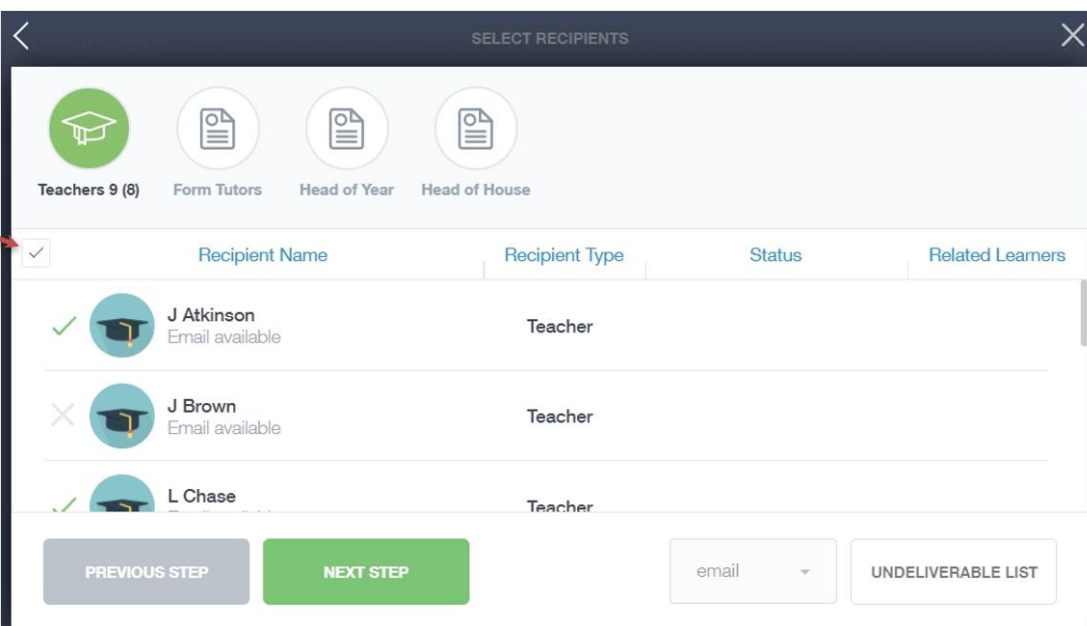
Next you will have to select your child/children. Once selected click the next step button.



Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

The default option is to pre-select all teachers. You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers, just click on the green tick or deselect all using the smaller black tick. Click **Next** when done.

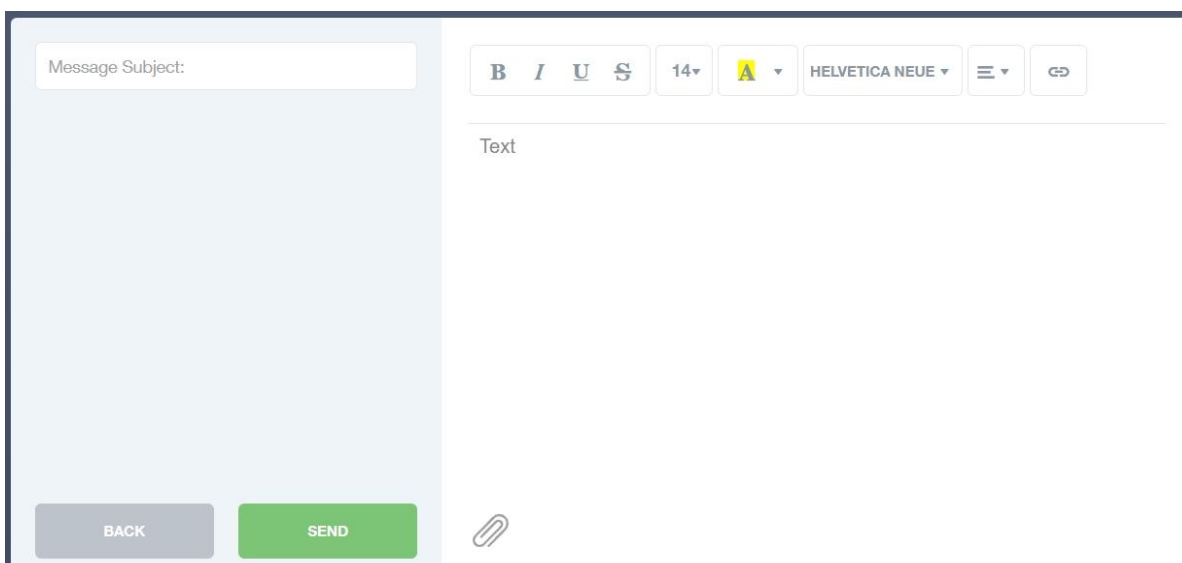
Deselect all



| | Recipient Name | Recipient Type | Status | Related Learners |
|-------------------------------------|-------------------------------|----------------|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | J Atkinson Email available | Teacher | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | J Brown Email available | Teacher | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | L Chase | Teacher | <input checked="" type="checkbox"/> | |

PREVIOUS STEP NEXT STEP email UNDELIVERABLE LIST

Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.



Message Subject:

B I U S 14 A HELVETICA NEUE ☰ ↗

Text

BACK SEND

Home Learning



The homelearning section gives teachers the ability to link to Teams Assignments and any assignment your child has been set will show on EduLink One. However, this is a visual of the homework only. Students can see what homework has been set when it is due, and they can also mark it as completed on Teams.

The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

| CURRENT PAST | | | | | | |
|----------------------------|----------------------|-----------------|------------------------------------|---------------|-----------|----------|
| Due Date | Name | Subject & Class | Available | Submission | Completed | Received |
| Today 30/09/2021 | Test Notification | Citizenship | 28/09/2021 08:50 2 days ago | Not submitted | ✗ | |
| Today 30/09/2021 | test to google drive | Citizenship | 30/09/2021 00:00 today | Not submitted | ✗ | |
| In 3135 days 01/05/2030 | A future Assignment | edulink class 1 | 21/07/2021 11:36 71 days ago | Not submitted | ✗ | |

The student and parent can then click on the text of the homework to read the requirements. To exit this just click on the X in the top right corner.

HOMework DETAIL

Science Homework

30/06/2020

Science

Set by:

A. Abell

Submission type:

Not submitted

Description:

Please read chapter two of your Science book 2 and complete the question and answer section at the back.

Completed

Once the student has completed the homework assignment, they should click the **submit** button on Teams to notify their teacher the work has been done. It is important to note that parents can only view set homework.

For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams or Class Notebook, or submitted online.

| ADD HOMEWORK | | | | | | |
|--------------------------|------------------|-----------------|---------------------------|------------|-----------|----------|
| CURRENT PAST | | | | | | |
| Due Date | Name | Subject & Class | Available | Submission | Completed | Received |
| In 15 Days 30/06/2020 | Science Homework | Science | 15/06/2020 19:26 today | Submitted | ✓ | |

Once the student has clicked submit, they will need to wait for the teacher to review the work.

If the teacher has an issue with the home learning, then they will contact the student and mark the work as received but not completed as per below.

| ADD HOMEWORK | | | | | | |
|--------------------------|------------------|-----------------|---------------------------|------------|-----------|----------|
| CURRENT PAST | | | | | | |
| Due Date | Name | Subject & Class | Available | Submission | Completed | Received |
| In 15 Days 30/06/2020 | Science Homework | Science | 15/06/2020 19:26 today | Submitted | ✓ | ✗ |

If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.

| ADD HOMEWORK | | | | | | |
|--------------------------|------------------|-----------------|---------------------------|------------|-----------|----------|
| CURRENT PAST | | | | | | |
| Due Date | Name | Subject & Class | Available | Submission | Completed | Received |
| In 15 Days 30/06/2020 | Science Homework | Science | 15/06/2020 19:26 today | Submitted | ✓ | ✓ |

Forms



You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, meal selection, permission forms etc...

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a

form to fill it out.

| Form Name | Child | Due Date | Completed |
|----------------------|--------------|---------------------|-----------|
| safe guarding policy | Child 1 Demo | 11/11/2018 11:10 | ✗ |
| homework policy | Child 2 Demo | 11/11/2018 11:10 | ✓ |

A new window opens where you can read the details regarding the form and make any necessary selections or comments.

FORM



Zoo Trip Yr 11

Year 11 trip to London Zoo

Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

I give my consent for my child to attend the London zoo trip: *

Select

CANCEL

SUBMIT

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

I give my consent for my child to attend the London zoo trip: *

Select

Yes


No

Contacts



This section contains parent contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

If you notice any out-of-date details, you can update them in the Update Information area.



Chris Aaron

| | |
|--|------------------------------|
| Father Mr Jonas Aaron | Parental Responsibility ✓ |
| Address 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom | Phone Number 07333 673341 |
| Email Aaron@example.com | Mobile Phone 07333 673341 |
| Priority 1 | |

SEND



If your child has a Special Educational Need or Disability, information on their SEN details can be found in the SEN icon.

You can also see whether your child has an EHCP (Education, Health and Care Plan), though documents may or may not be visible depending on your school's settings.

Status: E - Education, Health and Care Plan

Current Needs

| Rank | Start date | Need Type | Description |
|------|------------|---------------------|---|
| 1 | 2017-10-20 | Physical Disability | Problems with joints. Heavy medication. |

If your school has enabled the **Strategies** portion of the SEN screen, parents can view the strategies the school uses with their children to aid in their learning.

Strategies +

| Title | Strategy |
|-------|----------|
|-------|----------|

Attendance



The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of the child's lessons for each period of the day.

ATTENDANCE TODAY
LESSON ACADEMIC YEAR
STATUTORY MONTH
STATUTORY ACADEMIC YEAR

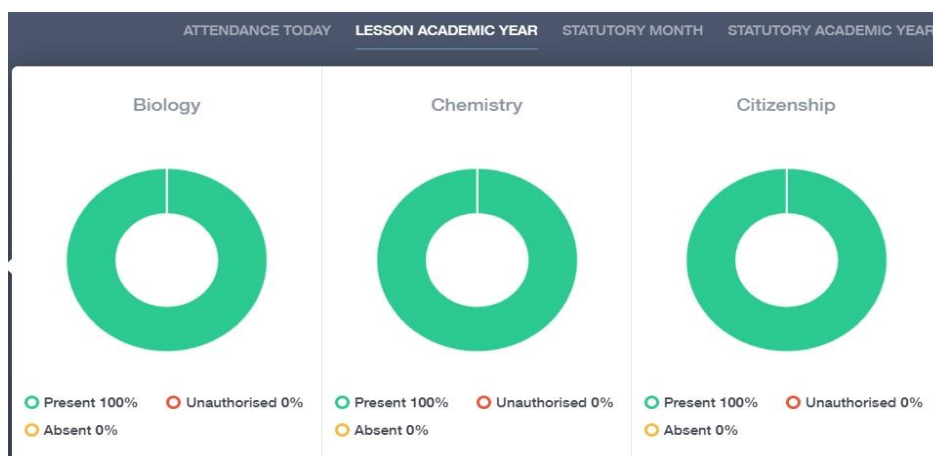
Statutory

| Session | Mark | Present |
|---------|----------------|---------|
| AM | / Present (AM) | ✓ |
| PM | \ Present (PM) | ✓ |

Lessons

| Period | Lesson | Mark | Present |
|-----------------------|--|--|---------|
| Fri:1 9:15 - 10:15 | Religious Education (11y/Re2) Mrs J. Darby | - All should attend / No mark recorded | ... |

Additionally, the school has the option to allow you to see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.

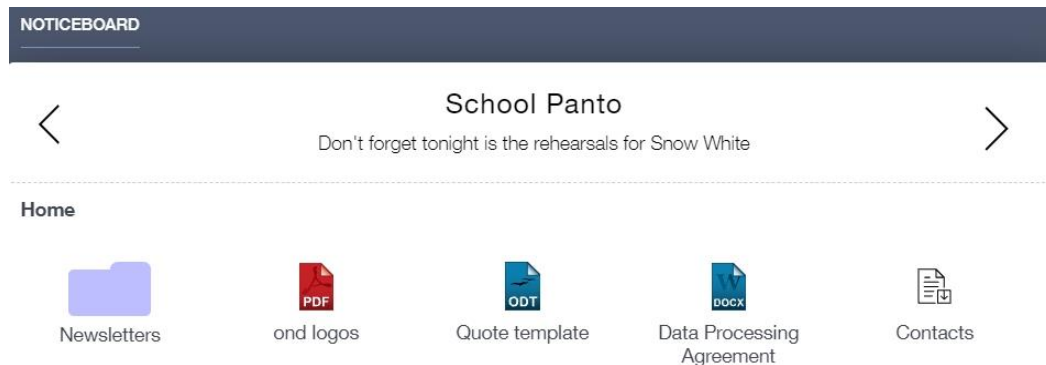


Noticeboard



The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of the school panto.

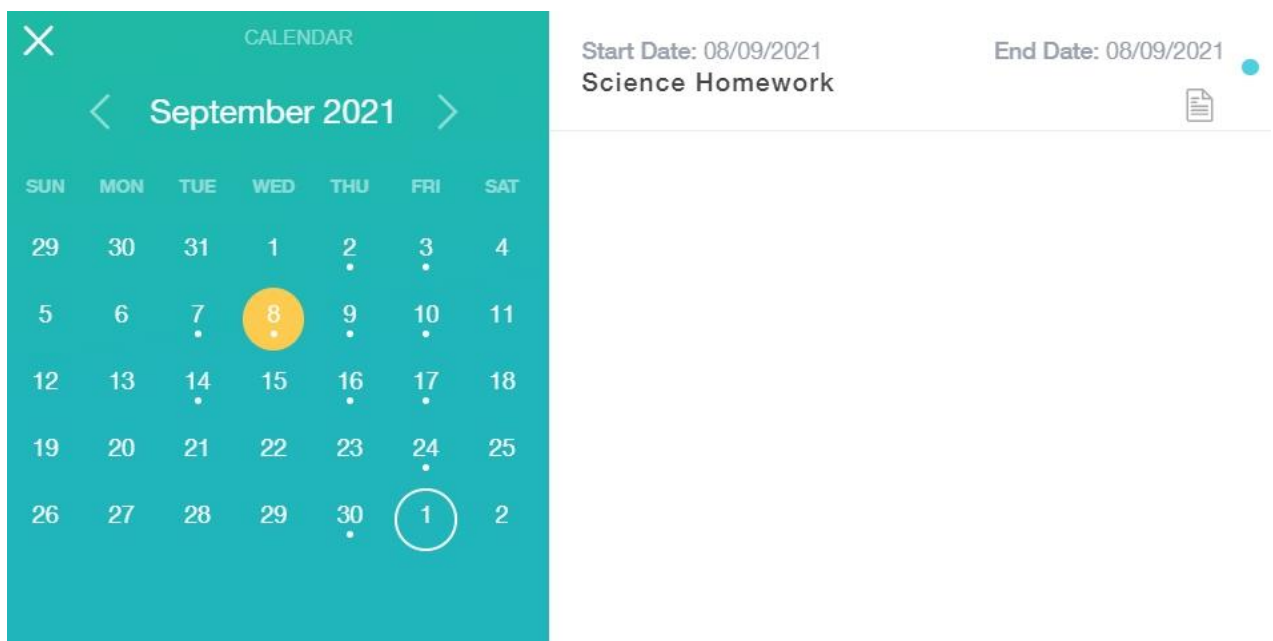


Calendar



If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.



Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.



In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

| Name | Toggle | Copy |
|-----------|-------------------------------------|----------------------|
| Timetable | <input checked="" type="checkbox"/> | Link |
| Calendar | <input checked="" type="checkbox"/> | Link |

Afterwards, go to **Imports** and press the **+Add** button.

Imports



Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT

×

Name *

Text

Url *

Text

CANCEL

ADD

Clubs



Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.

| Name | Location | Capacity | Next Session |
|-----------|----------|----------|-----------------------------|
| Film Club | EN1 | 0/30 | 15:20 pm Tuesday, 5 October |

To help your child join a club, click on the club in the **All Clubs** tab.

| Name | Location | Capacity | Next Session |
|-----------|----------|----------|-----------------------------|
| Film Club | EN1 | 0/30 | 15:20 pm Tuesday, 5 October |

Click on Club

Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

CLUB DETAILS

×

Film Club

Location: EN1

Leaders: Mrs A. Abell, Miss H. Green

Description:

Learn to watch films critically and eventually make your own!

This club is perfect for the young director, actor or film buff.

All Dates:

| Date | Attendance | Start | End |
|---------------------|------------|-------|-------|
| Tuesday, 5 October | | 15:20 | 16:20 |
| Tuesday, 12 October | | 15:20 | 16:20 |
| Tuesday, 19 October | | 15:20 | 16:20 |

JOIN CLUB

To join the club, parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.

CLUB DETAILS



Year 8 Girls Hockey Training

Location: Field

Leaders: Mrs A. Abell

Description:

This club is for girls in year 8 who wish to join our hockey team.

Training takes place Wednesday lunch times and Friday's after school.

Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

| Date | Attendance | Start | End |
|------------------------|------------|-------|-------|
| Wednesday, 20 February | | 13:00 | 13:45 |
| Wednesday, 27 February | | 13:00 | 13:45 |
| Wednesday, 6 March | | 13:00 | 13:45 |

If your child has not been joined to a club by a teacher (such as revision sessions), you can choose to unbook a club. If the teacher signed your child up, your child will need to attend the club and must ask the teacher to leave, e.g. exam is now over so your child no longer needs to attend the revision session. You would need to contact your school's teacher to leave a club the teacher has signed them up to.

Parents can also view a child's attendance at a club. This appears after the fact and not during the session of the club.

| Date | Attendance | Start | End |
|----------------------|------------|-------|-------|
| Monday, 6 September | ✓ | 17:00 | 17:30 |
| Friday, 24 September | ✓ | 14:45 | 15:15 |

Parents' Evening

**Please contact your school if there are Parents' Evening issues.*



The parents' evening area in Edulink One allows parents to see the details about a parents' evening and to book appointments.

To book your appointments, click anywhere on the parents' evening event.

| Name | Information | Date | Start time | End time |
|------------------------|-------------------------------|------------|------------|----------|
| Year 9 Parents Evening | Spring Year 9 Parents Evening | 23/01/2020 | 17:00 | 19:00 |

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.

Time slots appear along the left hand side

Teachers and subjects along the top

| Slots: | French ✓ Teacher: Roger Monamara Learner: Child 1 Demo | PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo | Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo | German Teacher: Brian Kinross Learner: Child 1 Demo | Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo | Geograp History Teacher: f Learner: C |
|------------|--|--|--|---|---|--|
| 23/01/2020 | | | | | | |
| 17:00 | BOOKED | X | X | X | X | |
| 17:10 | | | | | | |
| 17:20 | X | X | BOOKED | X | X | |
| 17:30 | | | | | | |
| 17:40 | | | | | | |

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

BOOK SLOT

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCEL

BOOK

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

