



EduLink : Parents' Evening Guide

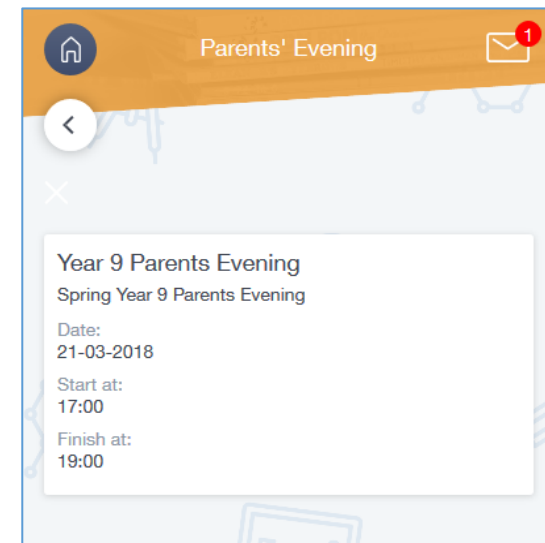
You'll be notified in advance of each parents' evening when the booking system will be live and ready to use.

Once you've logged in to EduLink (with your parental details, not as a student), click on the Parents' Evening button



and select the evening you require :

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	21-03-2018	17:00	19:00



A grid will appear showing all your child's teachers and the time slots available. You need to book a time slot for **each** subject teacher you want to meet.

In a browser, click on an empty slot and click the **Book** button (you can add a comment if you wish) ; or in the app click on **Tap to book** :

Slots:	French ✓ Teacher: Roger Mcnamara Learner:	PSE, Form Tutor Teacher: Delia Mumford Learner:	Mathematics ✓ Teacher: Ruth Hatchett Learner:	German Teacher: Brian Kinross Learner:	Physical Ed Teacher: Richard Davidson Learner:	Geography, History Teacher: Helen Green Learner:
21-03-2018						
17:00	BOOKED	×	×	×	×	×
17:10						
17:20	×	×	BOOKED	×	×	×
17:30						
17:40						
17:50						
18:00						

The screenshot shows the 'Parents' Evening' app interface. At the top, there is a home icon, the title 'Parents' Evening', and a notification icon with a red '1'. Below the title is a 'PRINT' button. A list of booked slots for '21-03-2018' is displayed, each with a 'Tap to book' link.

21-03-2018	
Roger Mcnamara - French	17:00
Ruth Hatchett - Mathematics	17:20
Delia Mumford - PSE, Form Tutor	Tap to book
Brian Kinross - German	Tap to book
Richard Davidson - Physical Ed	Tap to book
Helen Green - Geography, History	Tap to book

If you need to make any changes, follow the process again to unbook or rebook a slot.

When you've finished, you can use the **Print** button to print your final schedule to take with you.

Getting more help

If you have a query about a parents' evening e.g. which teachers are going to be there, please email patricia.cowlin@priory.e-sussex.sch.uk (Assistant Head)

If you'd like more help with using EduLink please email webmaster@priory.e-sussex.sch.uk