



# Brayton Academy

## Guide to Making Appointments for Year 11 Parents' Evening

Thursday 3<sup>rd</sup> February from 4:00-7:00pm

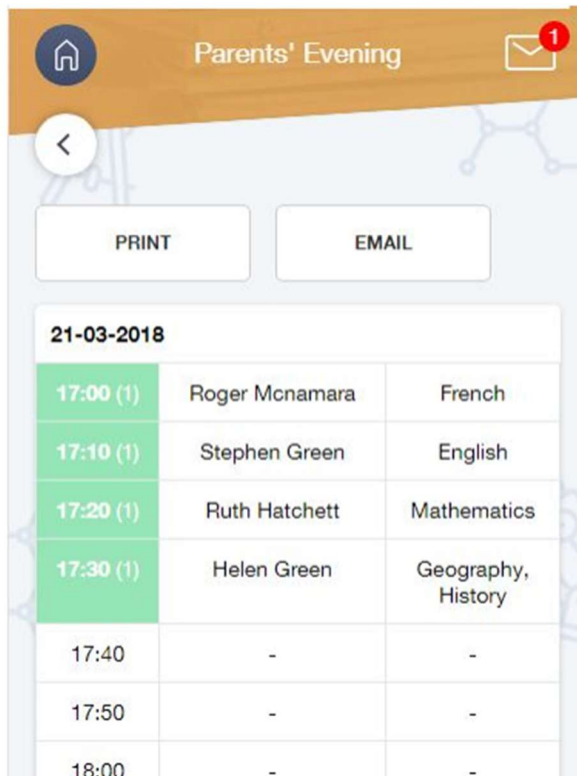
### Making a booking

1. Log in to Edulink and click on the Parents' Evening menu icon and then click on the event: **Year 11 parents evening.**
2. You will then see a table of all the teachers you can make bookings for along the top and the available slot times down the side.

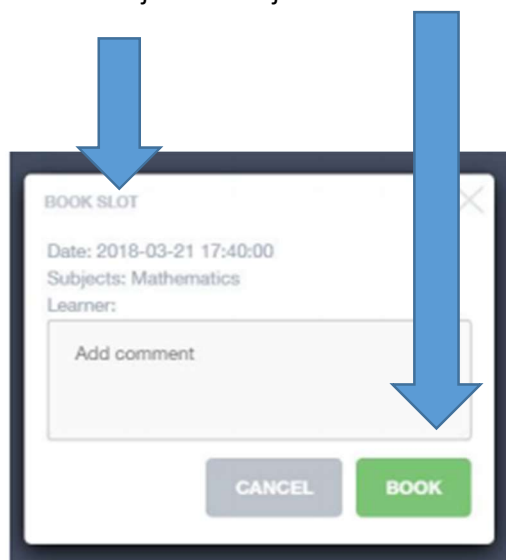
On a desktop or tablet it will look like this:

Slots:	French ✓ Teacher: Roger Mansfield Learner: Karl Americans	PSE, Form Tutor Teacher: Della Mumford Learner: Karl Americans	Mathematics ✓ Teacher: Fuh Hatchett Learner: Karl Americans	German Teacher: Brian Kinross Learner: Karl Americans	Physical Ed Teacher: Richard Davidson Learner: Karl Americans	Geography, History ✓ Teacher: Helen Green Learner: Karl Americans	Religious Ed Teacher: Kevin Jacobs Learner: Karl Americans	Art Teacher: Katie Burrows Learner: Karl Americans	English ✓ Teacher: Stephen O Learner: Karl Americans
21-03-2018									
17:00	BOOKED	X	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X	X
17:30	X	X	X	X	X	BOOKED	X	X	X
17:40	X	X	X						
17:50	X	X							
18:00		X							
18:10		X	X					X	
18:20		X	X		X				

On a phone it will look like this:



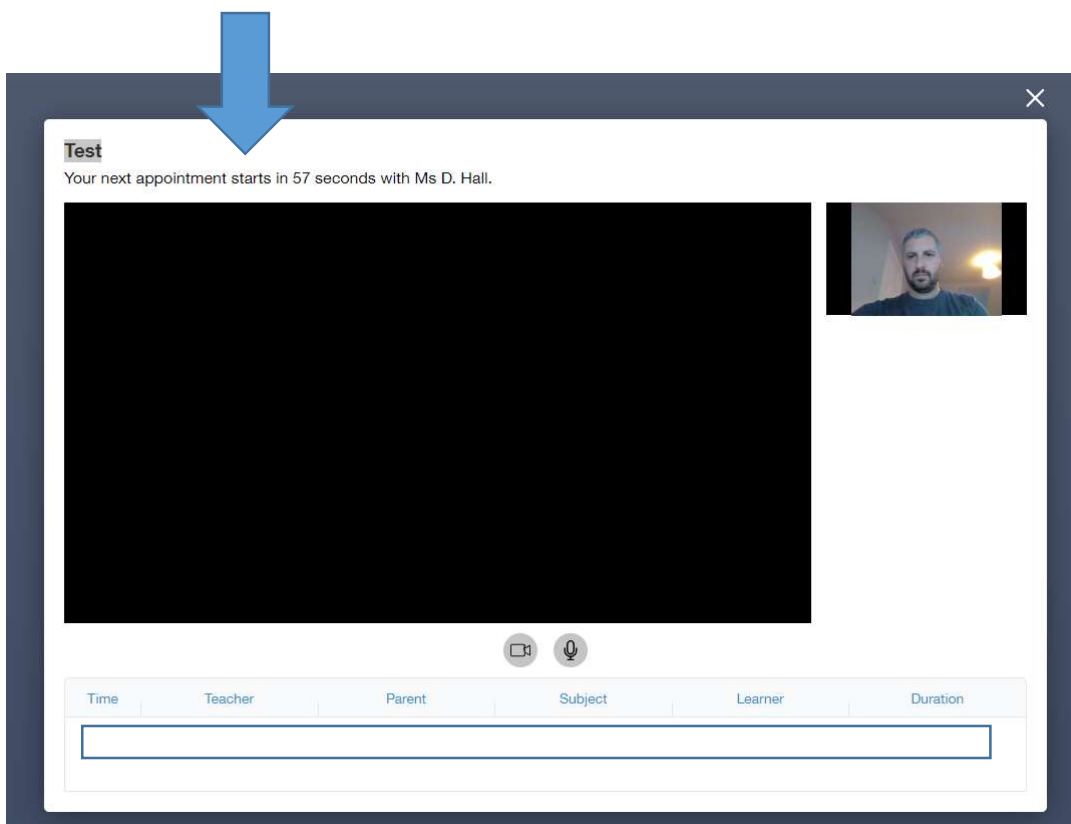
3. To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing them to enter an optional note to the teacher, which could be a specific question about the subject. Then just click the book button.



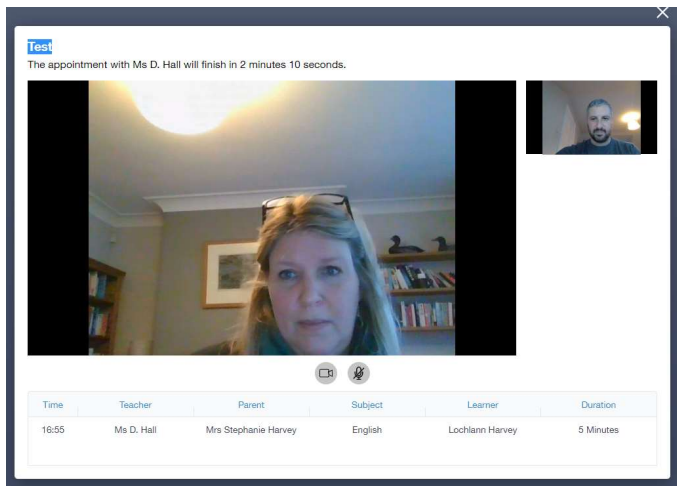
4. Once a booking has been made for the parent the slot will change green and a green tick will appear next to the teacher's name. If you want to unbook the slot the parent should click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle. Repeat this process until you have appointments for all of your child's subject teachers.

### Accessing the Appointments on the day.

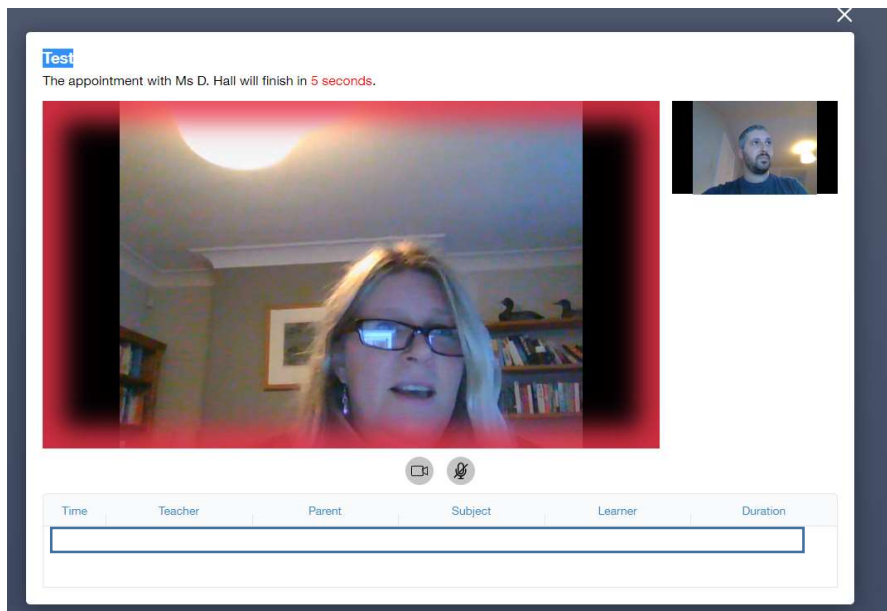
1. Log in to Edulink and click on the Parents' Evening menu icon and then clicking on the event: **Year 11 Consultation Day.**
2. **You will have a list of all the appointments in time order. As you approach the time of your first appointment, click on start appointments. You may need to enable your camera/microphone when prompted depending on your device settings.**
3. **There is a countdown to your appointment.** You will see yourself in the small window. The large window will stay blank until the appointment starts.



4. **During the appointment – The teacher will appear in the large window. You will see a countdown at all times so that you know how long you have.**



5. **The end of the appointment.** The screen will start to flash red in order to give both you and the teacher a clear reminder that the time is about to run out. At the end of the 5 minutes the video link will cut out.



6. When the screen goes blank, it will either click automatically on to your next appointment, or to a blank screen if you have scheduled a break.
7. If you need to change an appointment, you can do this at any point up until the end of the Parents' Evening.

NB :

If you finish your appointment early you can simply exit the meeting.

If you have an older android phone you may experience some issues; either log on to a web browser or use a different device e.g. tablet, laptop or PC.