

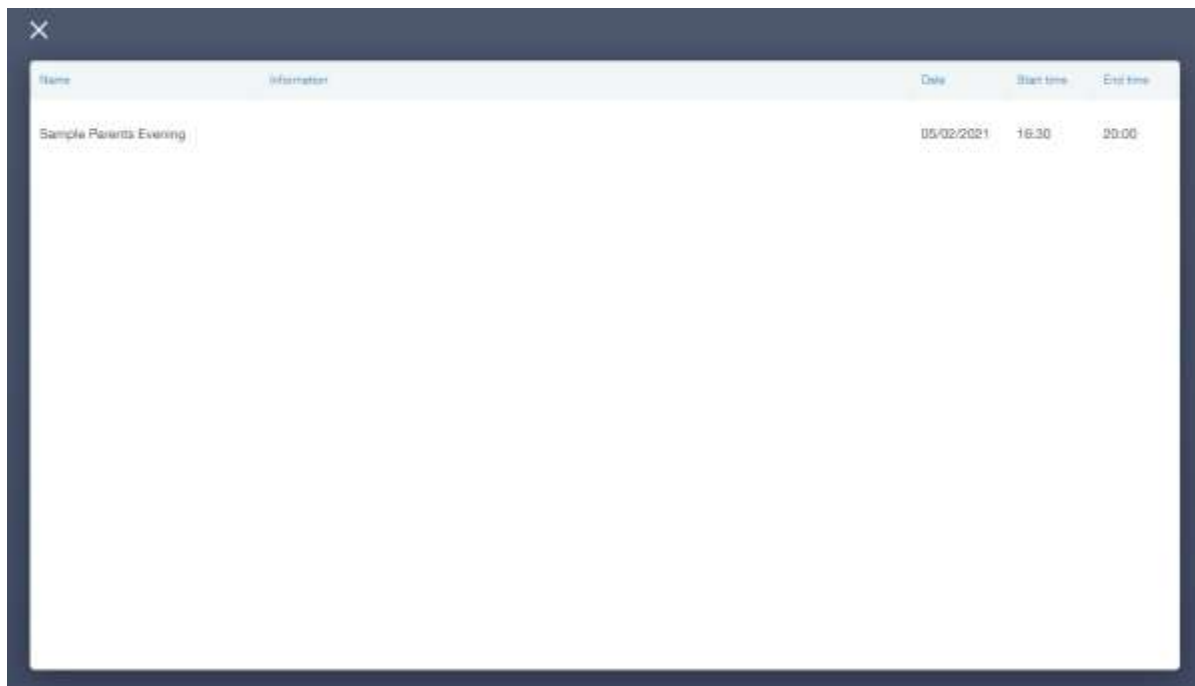
## To Make A Parent Evening Booking

Login to EduLink One either through the website or use the EduLink One phone app.

Click on the Parents' Evening icon on the wheel



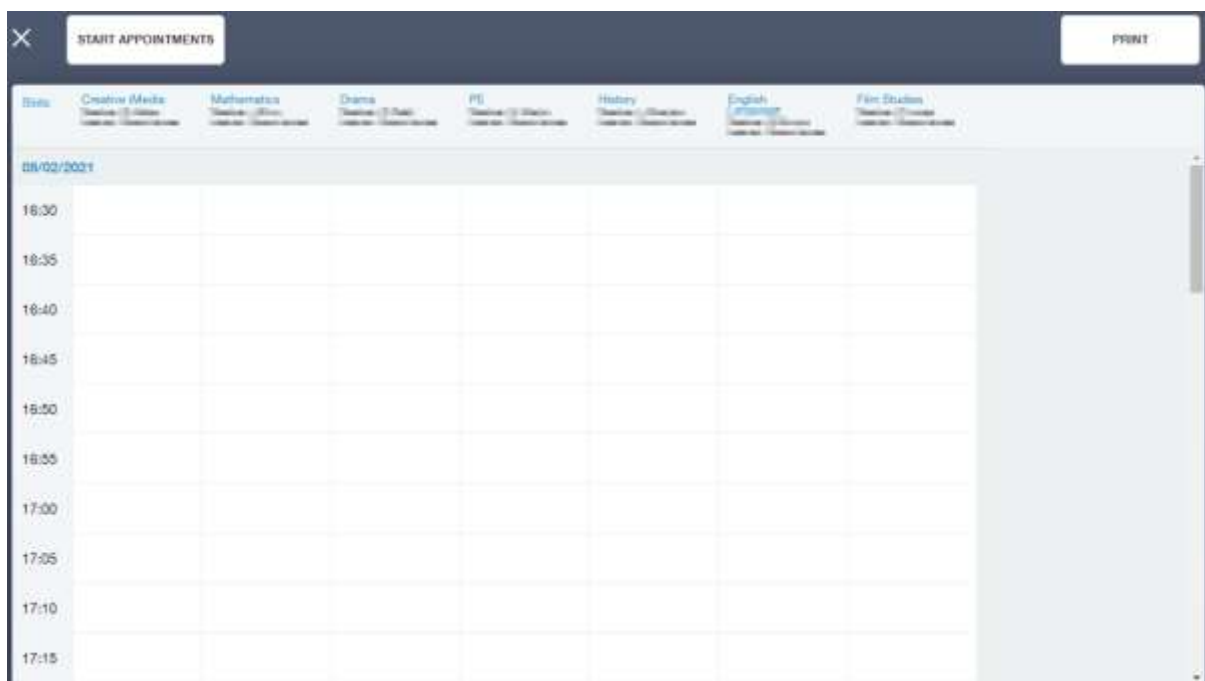
This will bring up a list of events available for your student. Select the event.



Name	Information	Date	Start time	End time
Sample Parents Evening		05/02/2021	16:30	20:00

You will be shown a table with your students Teachers and timeslots

Select the timeslot for the appointment you want



**START APPOINTMENTS** PRINT

Time	Creative Media Teacher: [Name]	Mathematics Teacher: [Name]	Drama Teacher: [Name]	PE Teacher: [Name]	History Teacher: [Name]	English Teacher: [Name]	Art Studies Teacher: [Name]
05/02/2021							
16:30							
16:35							
16:40							
16:45							
16:50							
16:55							
17:00							
17:05							
17:10							
17:15							

You can enter a comment for the teacher (not available on Smart Phones)

BOOK SLOT

Date: 2021-02-05 16:30:00

Subjects: Creative iMedia

Learner: [Name]

Comment:

Add comment

CANCEL BOOK

Click the BOOK button to confirm the appointment. Repeat this process as necessary.

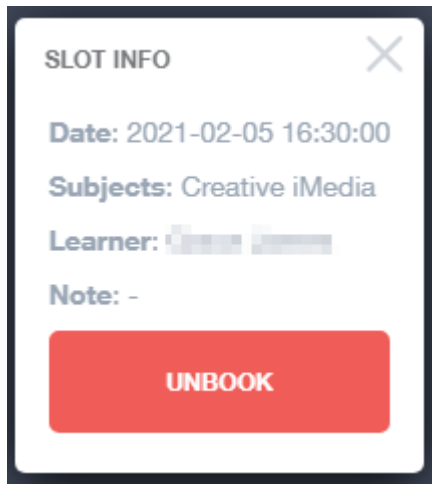
START APPOINTMENTS

05/02/2021

Time	Creative iMedia	Mathematics	Drama	PE	History	English	Art Studies
16:30	BOOKED	X	X	X	X	X	X
16:35	X	X	X	X	X	X	X
16:40							
16:45							
16:50							
16:55							
17:00							
17:05							
17:10							
17:15							

Your appointment will show as BOOKED and it will prevent you from booking another appointment in that timeslot

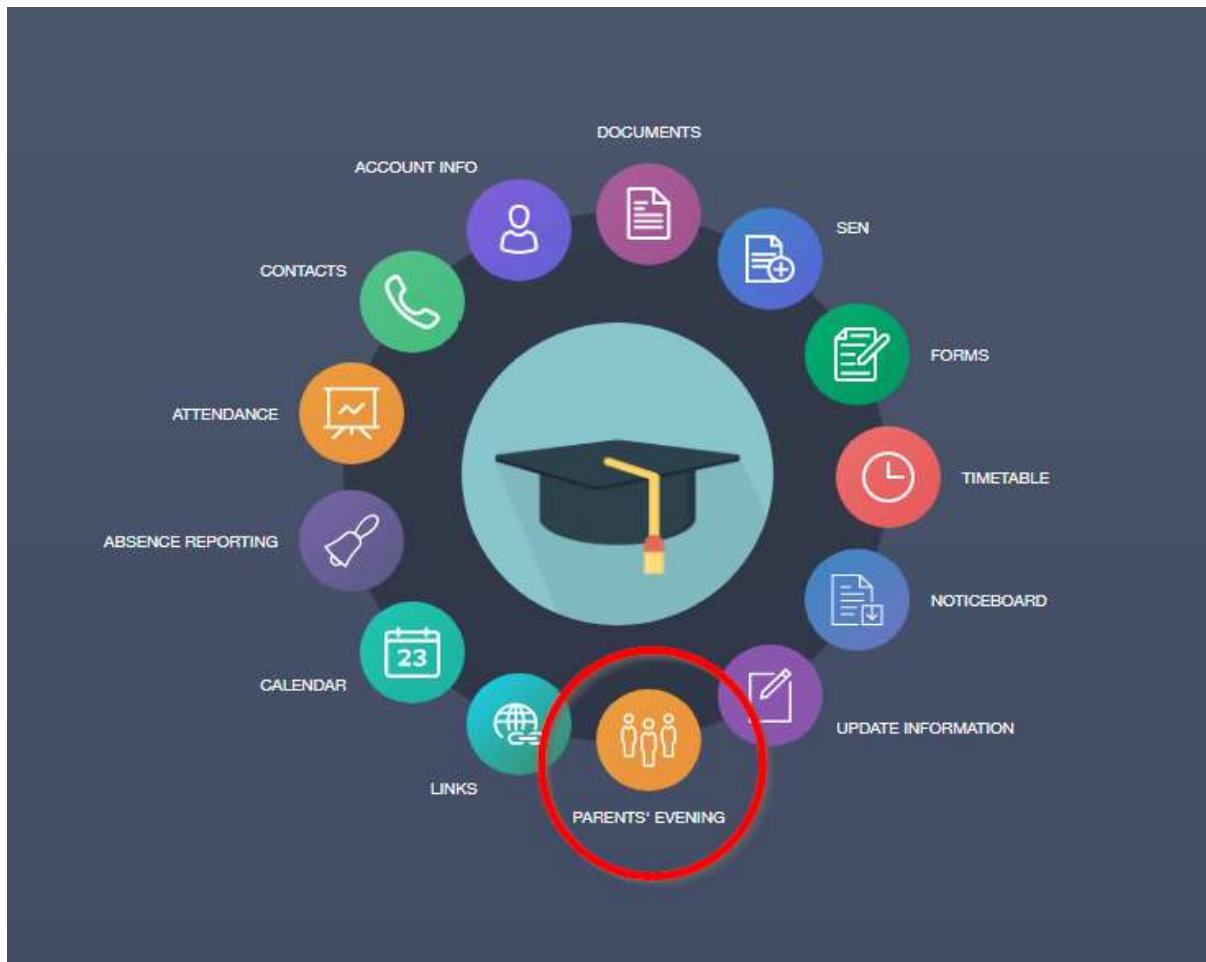
To cancel a booking select it from the table. The following screen will appear



Click UNBOOK to cancel your appointment. This will allow you to make a booking with another teacher for that timeslot.

## How to connect on the night of the Parents Evening

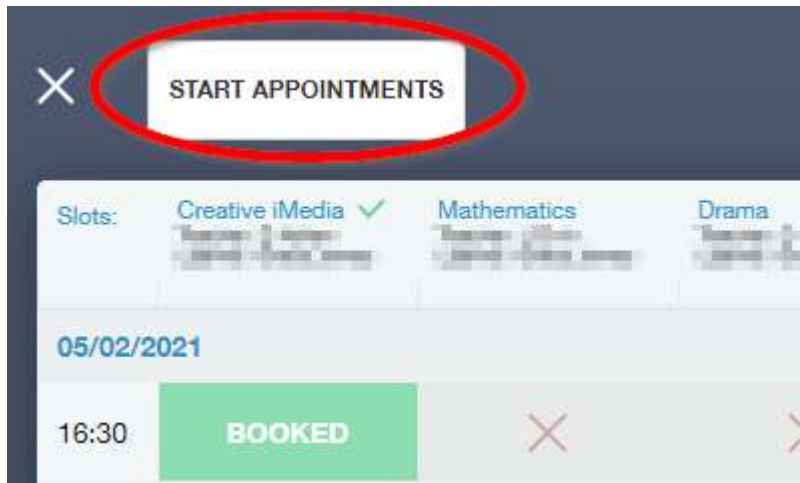
Click on the Parents' Evening icon on the wheel



This will bring up a list of events available for your student. Select the event.

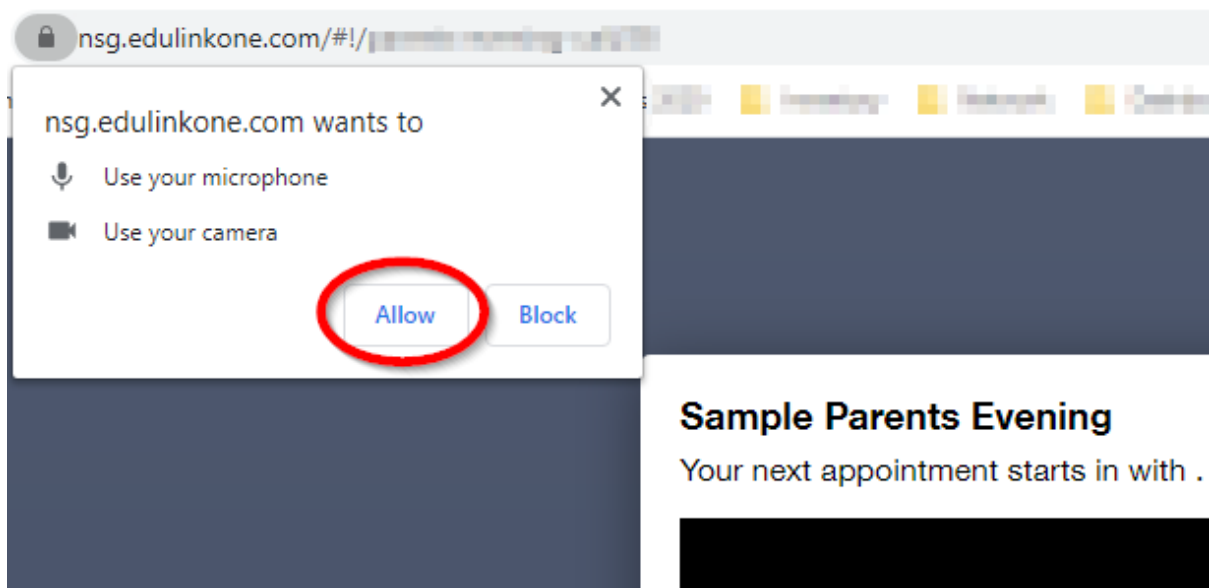
Name	Information	Date	Start time	End time
Sample Parents Evening		05/02/2021	16:30	20:00

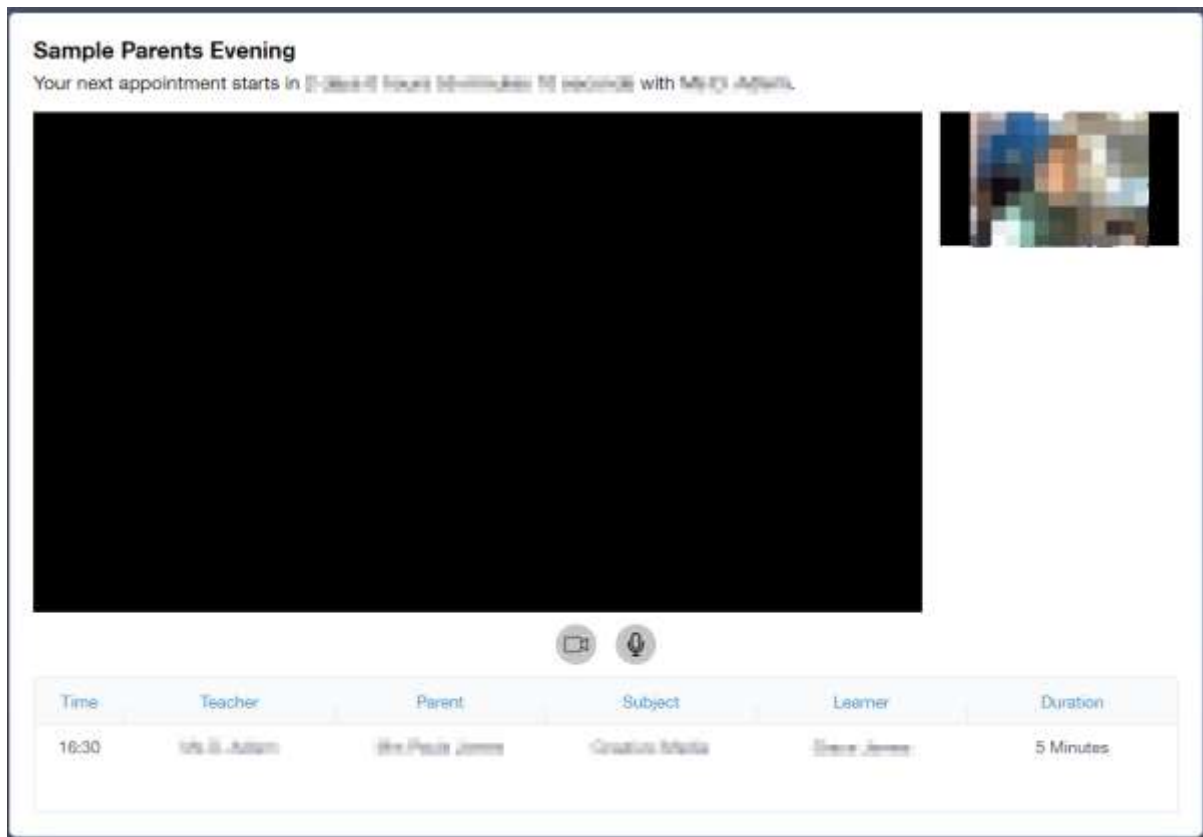
Click on Start Appointments at the top of the screen



A pop up will appear asking to have permission to the microphone and camera.

Click Allow





You will see a preview of your webcam in the top right corner.

In the middle you will see the teacher you are meeting.

At the top is a count down to when the meeting starts, and also when the meeting will end.

The screen will glow red 10 seconds before the end of the meeting to warn you to complete your meeting.

If you need to disable your microphone or camera at any time during the meeting there are camera and microphone buttons just below the main view which you press to mute.

At the bottom of the screen is a list of your upcoming appointments showing the time, teachers name and subject.

## Troubleshooting webcam and microphone issues on Windows 10

If in the unfortunate situation that your webcam or microphone are not working.

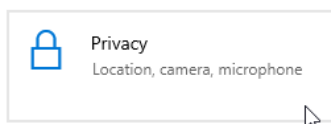
There can be many reasons why the device is not working but below are hopefully some tips to help you.

1. Check for Windows Updates before the day of the parents evening to make sure you have the latest updates and drivers for your device.
2. Check Microphone and Webcam permissions:

Go to Settings:

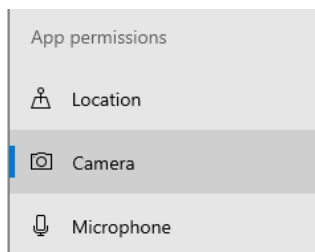


Go to Privacy



Select Camera

Make sure that Allow apps to access your camera is set to On.



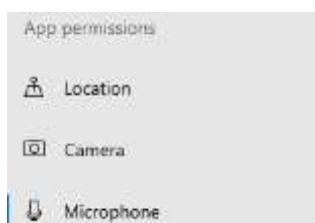
### Allow apps to access your camera

If you allow access, you can choose which apps can access your camera by using the settings on this page. Denying access blocks apps from accessing your camera. It does not block Windows Hello.



Select Microphone

Make sure that Allow apps to access your Microphone is set to On.



### Allow apps to access your microphone

If you allow access, you can choose which apps can access your microphone by using the settings on this page. Denying access blocks apps from accessing your microphone.

