

FAQs - Booking Parents' Evening appointments via Edulink

How can I access the booking portal?

Please visit Edulink, either using the app or via [web browser](#). If you are using the Edulink app for the first time, you will be prompted to provide our school ID – Chisholm, or post code – NN4 6TP, to access our school portal. Once signed in, you will be able to navigate to the 'parents' evening' tab, as highlighted in yellow below:



Please then click on the 'Year 7 Parents' Evening Thursday 18th April' text, where you will then see a table of all of your child's teachers and bookings for you to choose from (subject to availability). Click on your chosen time slot, then select 'book' in the new window. All booked slots will appear in green. Slots marked with a grey box and red 'X' are unavailable.

Name	Information	Date	Start time	End time
Year 7 Parents' Evening Thursday 18th April	Year 7 Parents' Evening Thursday 18th April	18/04/2024	15:30	20:00

Can more than one parent attend the appointment?

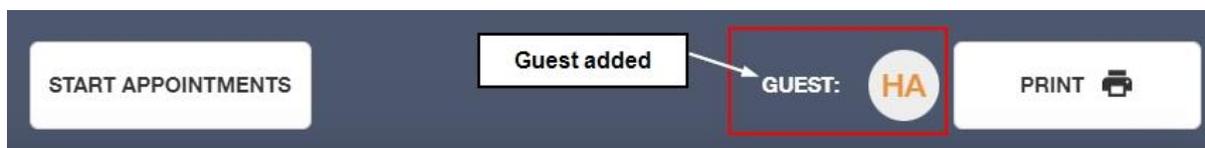
Parents can add another parent or a person with parental responsibility to their bookings for parents' evening. The other parent or person with parental responsibility must have an Edulink One account to do this.

Once you have made your bookings, parents can select whether they would like to add a 'Guest' to the booking by clicking the 'Guest: +' button at the top of the table.



A new window will open, and you can select the guest from the dropdown menu. **Only guests with parental responsibility and an Edulink One account will display.**

The guest's initials will appear next to 'Guest' at the top of the booking table. Your guest will be able to see all of the bookings made by you and will be able to print them, etc... **However, they cannot make bookings for themselves.**



How do I join the parents' evening appointments?

Parents can join appointments by navigating to the 'parents' evening' area and selecting 'Year 7 Parents' Evening', (the same process as when making a booking) and then selecting the 'Start Appointments' button in the top left corner.

Please ensure you enable access to your device's camera and microphone by selecting the button's displayed below the teacher's camera window.

Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with

A video conference interface with a large black window labeled 'Teacher's Camera' and a smaller window on the right labeled 'Parent's camera'. Below the windows are icons for camera and microphone. At the bottom is a table with appointment details.

Your child's teacher will start the appointments at the correct time and the appointments will happen automatically— you just need to have the video conference window open.

Please note that parents will be cut off automatically at the end of the appointment time. This will be highlighted in the final 30 seconds by a red border.