

# Broughton Hall Catholic High School



## EduLink One Parental Guide



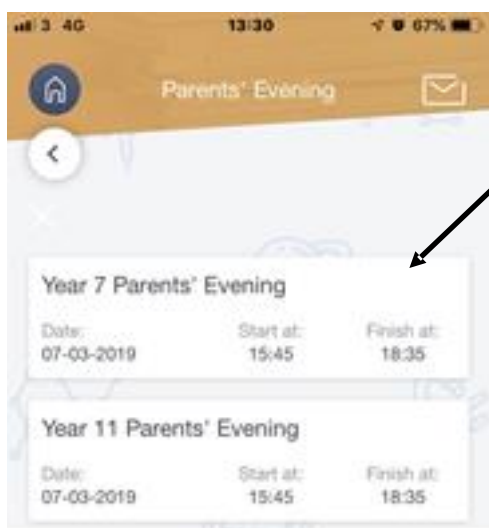
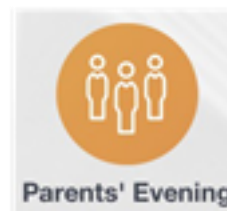
## Virtual Review Day and Parents' Evening instructions

You will receive notifications from us to inform you of the date and time the system will be live and open.

## APP VERSION



From the home screen, navigate to the Parents' Evening icon (displayed below). You may need to scroll down on the screen to view this

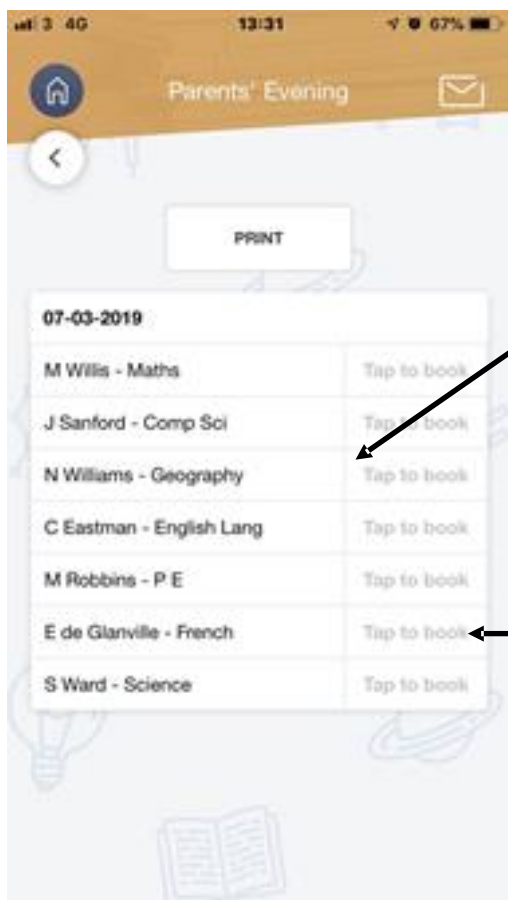


The Parents' Evening button will take you to the following screen. You will see **Parents Evening or Review Day.**

Select the appropriate option

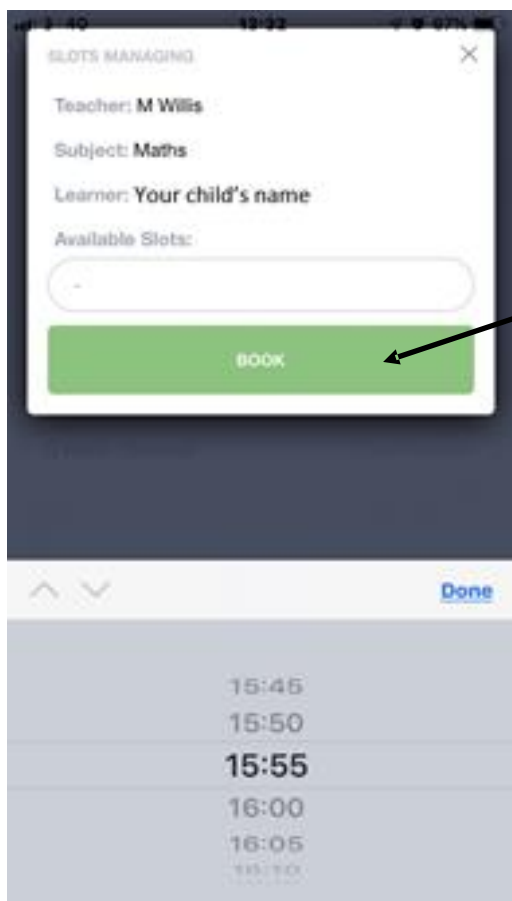
Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening or Review Day you will be attending, you will need to book time slots.

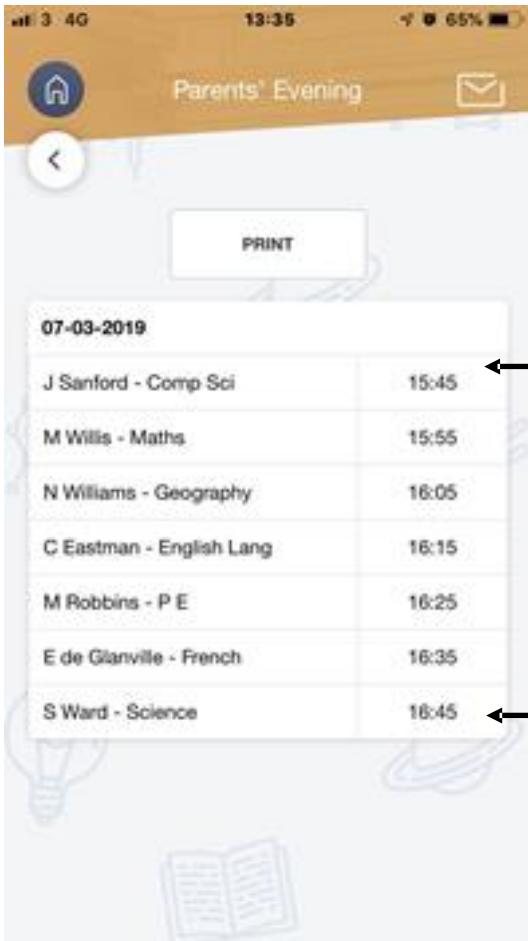


All teachers on your child's timetable will appear here. On Review Day this will only show your daughter's Form Tutor, SEND Co-ordinator or Head of Year

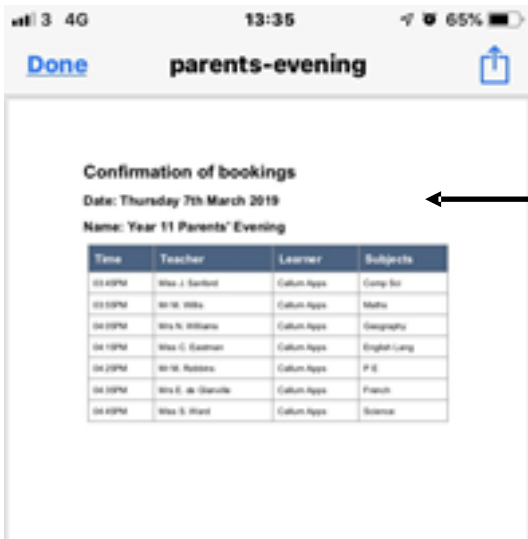
Press 'Tap to book' to choose times to suit you



Select the 'BOOK' button to confirm, complete for all subjects



Final schedule



Which you are able to print should you wish

If you need to make amendments, follow the process again to book/unbook

Any queries contact school 0151 540 9440

## DESKTOP VERSION



From the home screen, click 'more', then click the Parents' Evening icon (displayed below)



The Parents' Evening button will take you to the following screen

Name	Information	Date	Start time	End time
Year 7 Parents' Evening		07-03-2019	15:45	18:35
Year 11 Parents' Evening		07-03-2019	15:45	18:35

Select the appropriate option

Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.

The screenshot shows a booking interface for a date of 07-03-2019. The columns represent subjects and their respective teachers: Maths (Teacher: M Willis, Learner), Comp Sci (Teacher: J Sanford, Learner), Geography (Teacher: N Williams, Learner), English Lang (Teacher: C Eastman, Learner), P.E (Teacher: M Robbins, Learner), French (Teacher: E de Glanville, Learner), and Science (Teacher: S Ward, Learner). The rows represent time slots from 15:45 to 16:35 in 5-minute increments. A callout box titled 'BOOK SLOT' is open, showing details for a slot on 2019-03-07 at 16:00 for the subject Maths, learner Calum Apps. It includes a text area for a comment and 'CANCEL' and 'BOOK' buttons.

All teachers on your child's timetable will appear here

Click on the boxes to choose times to suit you

Click the 'BOOK' button to confirm, complete for all subjects

The screenshot shows the final booked schedule for 07-03-2019. The grid is populated with green 'BOOKED' labels in various slots, indicating that those times have been reserved. A 'PRINT' button is visible in the top right corner of the interface.

Final schedule

Which you are able to print should you wish

If you need to make amendments, follow the process again to book/unbook

## Virtual Parents' Evening / Learning Review Day

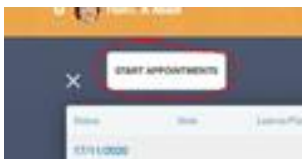
When choosing the desktop option for virtual / video meetings -

Please use Google Chrome and not Internet Explorer



### What to do on the day

Once you have set up the event and all the bookings have been made, participants will see a **start appointments** button when clicking on the event.

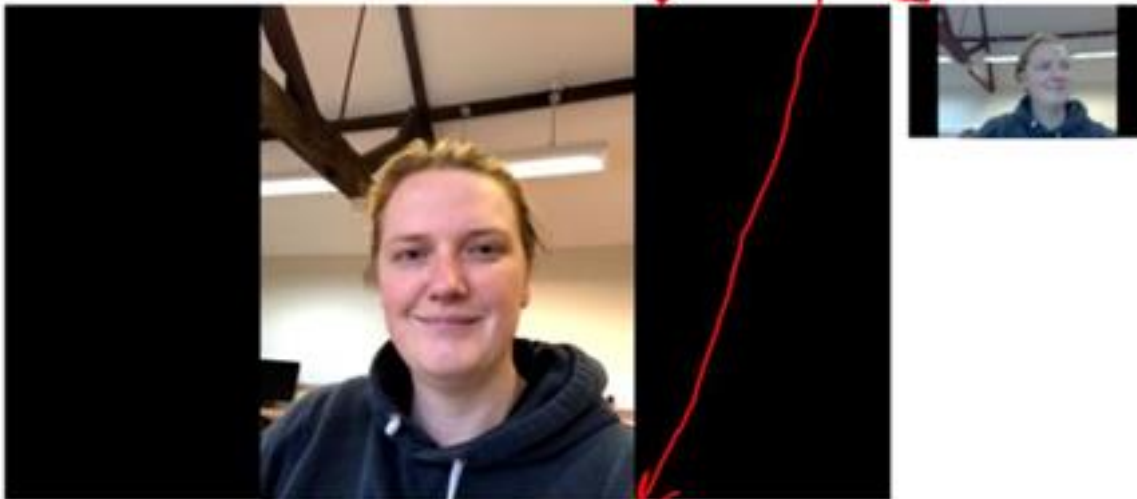


When clicking on the START APPOINTMENT button the meeting screen will appear. The remote video box will remain blank until it's time to connect, but you will be able to see your picture in the local video box. You can turn your video and sound on and off if needed with the controls.

This screen had a countdown, remote video box, a local video box, video controls and a schedule

credentials test 2

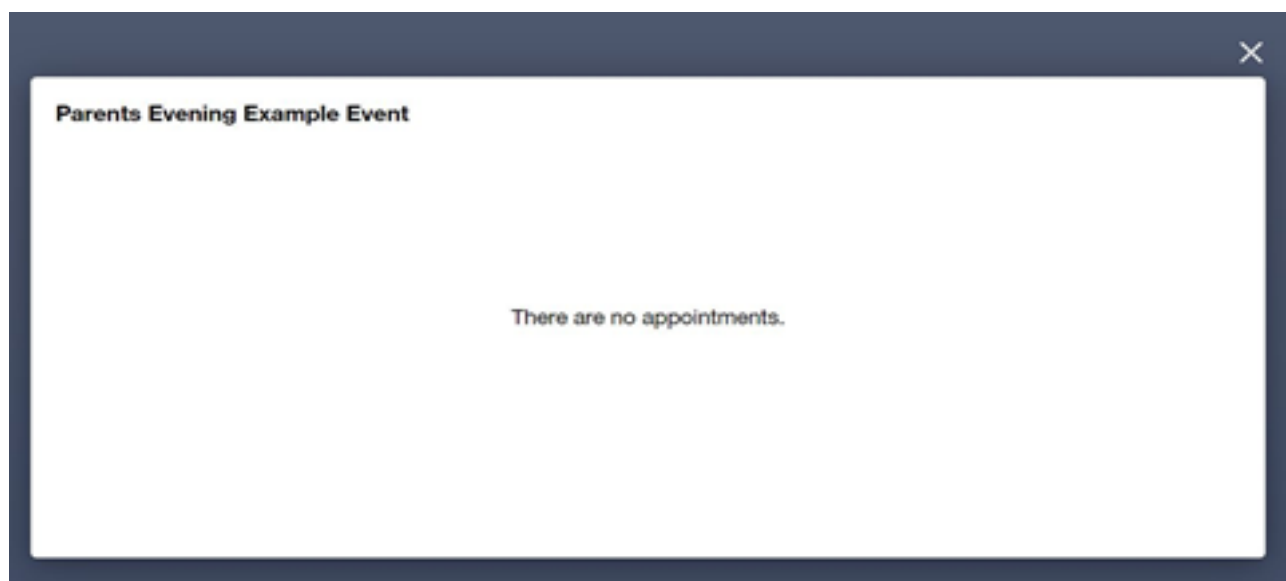
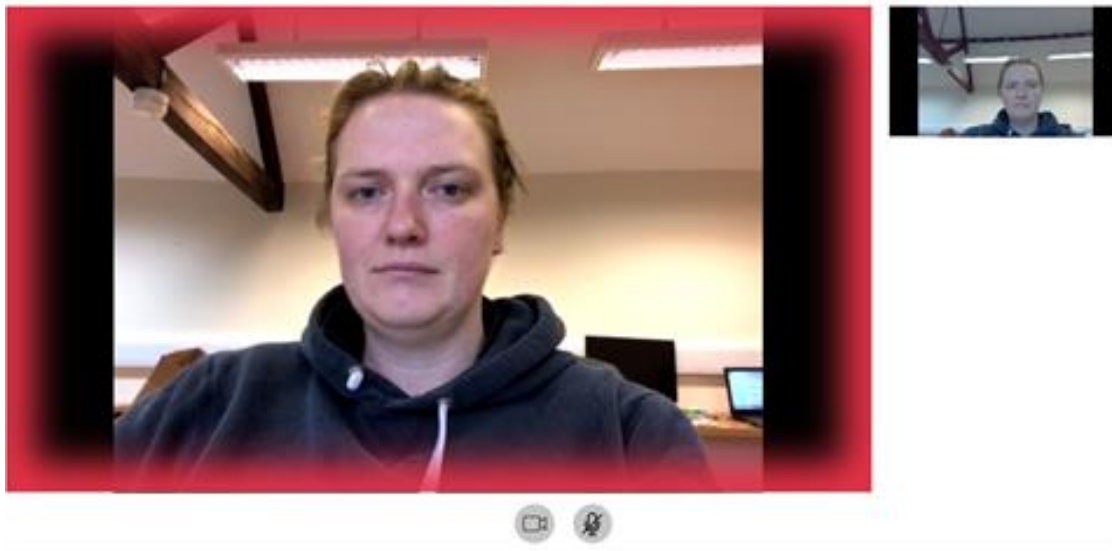
The appointment with Mr Jonass Aaron will finish in 1 minute 30 seconds.



Time	Teacher	Parent	Subject	Learner	Duration
13:10	Mrs A. Abell	Mr Jonass Aaron	1	Chris Aaron	2 Minutes

The event will start automatically then auto navigate between the appointments without the need for user input. When the countdown gets to 30 seconds the time will turn red and as a warning at 15 seconds the border of the remote video box starts to flash red.

The appointment with Mr Jonass Aaron will finish in 11 seconds.



Once all of the appointments have taken place a **There are no appointments** message is displayed and the window can be closed.