

KS2 PARENTS' EVENINGS

Monday 26th September (3:30 – 5:30pm)

Thursday 29th September (4:30 – 7:00pm)

EduLink Appointment Booking



20 September 2022

Dear Parents,

I would like to invite you to attend our KS2 Parents' Evenings on Monday 26th September or Thursday 29th September. This is an important evening and provides you with an opportunity to discuss how your child has settled into their new year group with their tutor.

The school has an Edulink booking system. This allows you to choose your own appointment times with their tutor and you will receive an email confirming your appointment. The appointments will take place in the hall.

Booking will go live at 6pm this evening, it will not be possible to book before this time.

Should you wish to make any changes after this date, please email systems@oakfieldacademy.co.uk.

How to book: - See attached instructions.

Yours sincerely,

Mrs K Bryan
Assistant Headteacher





Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

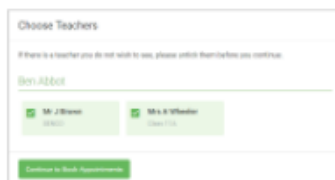
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.