

Holy Trinity Academy



EduLink One
Parental Guide

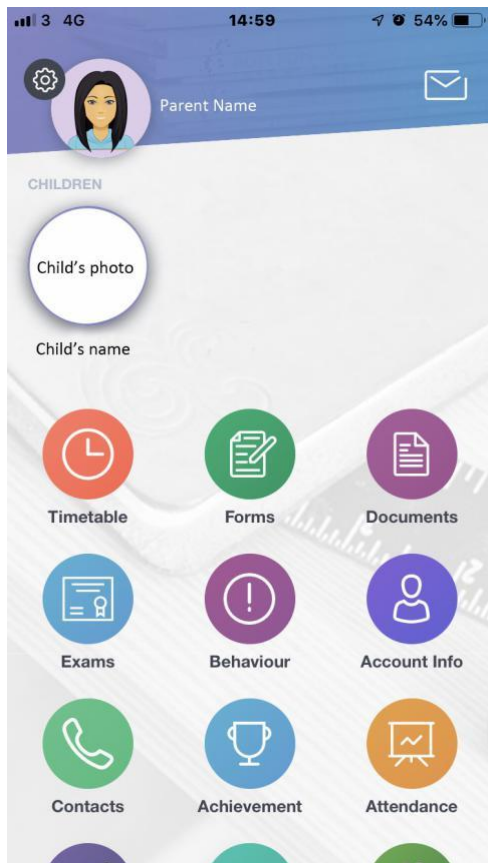


Parents' Evening

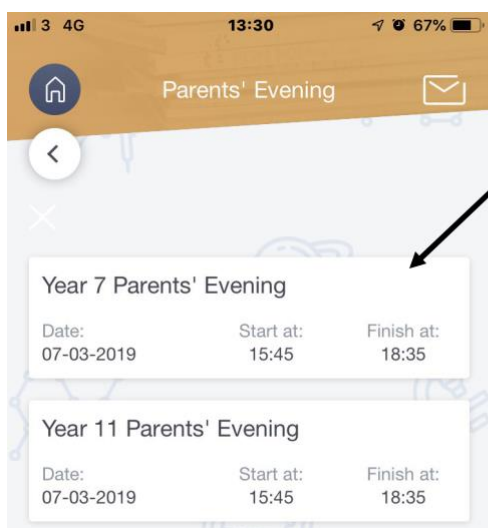
You will receive notifications from us to inform you of the date and time the system will be live and open.

*Please make sure before following the guide you have the app installed on your phone if not you can find it on the Play Store if you're on Android or App Store for Apple/iPhone and also make sure your app is running the latest version.

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

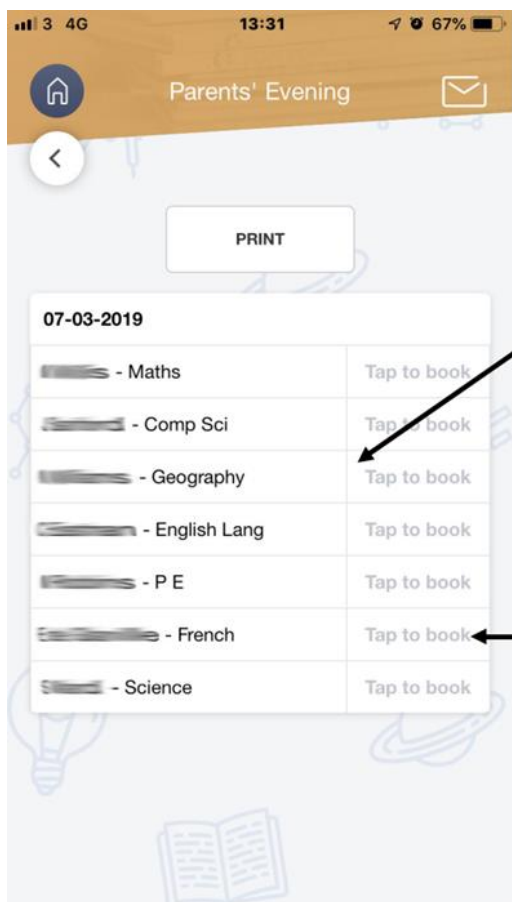


The Parents' Evening button will take you to the following screen

Select the appropriate option

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

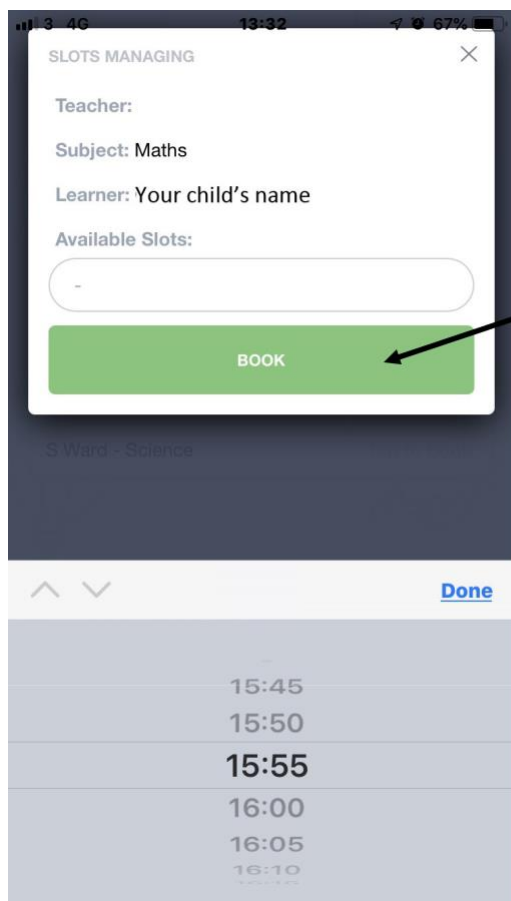
Once you have selected the Parents' Evening you will be attending, you will need to book time slots.



All teachers on your child's timetable will appear here

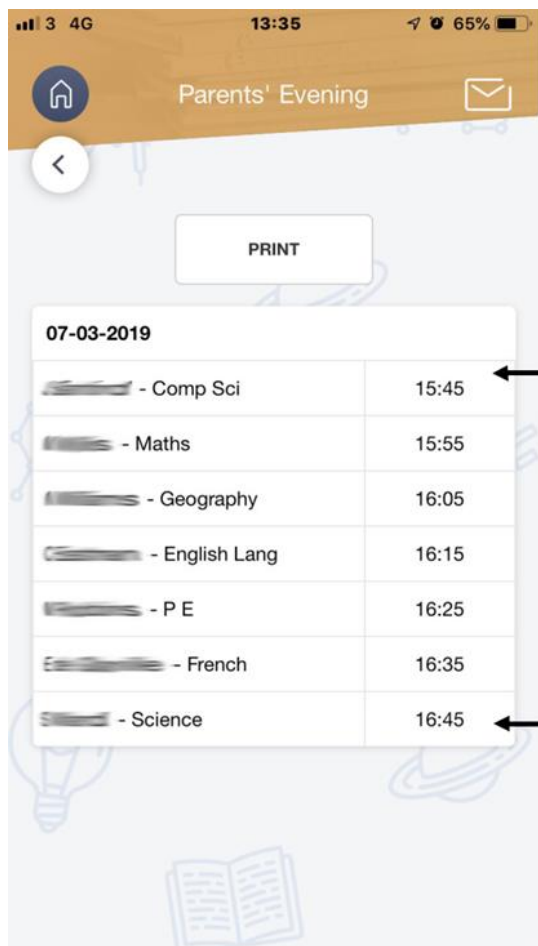
NOTE: Teachers names will show here also depending on who teaches your student

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



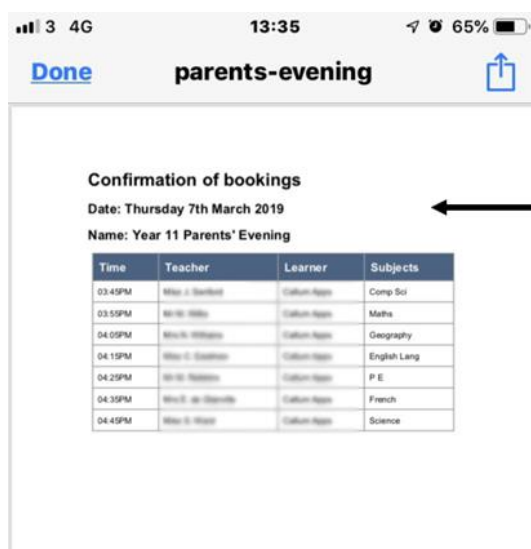
Select the 'BOOK' button to confirm, complete for all subjects





Final schedule

NOTE: Teachers names will show here also depending on who teaches your student

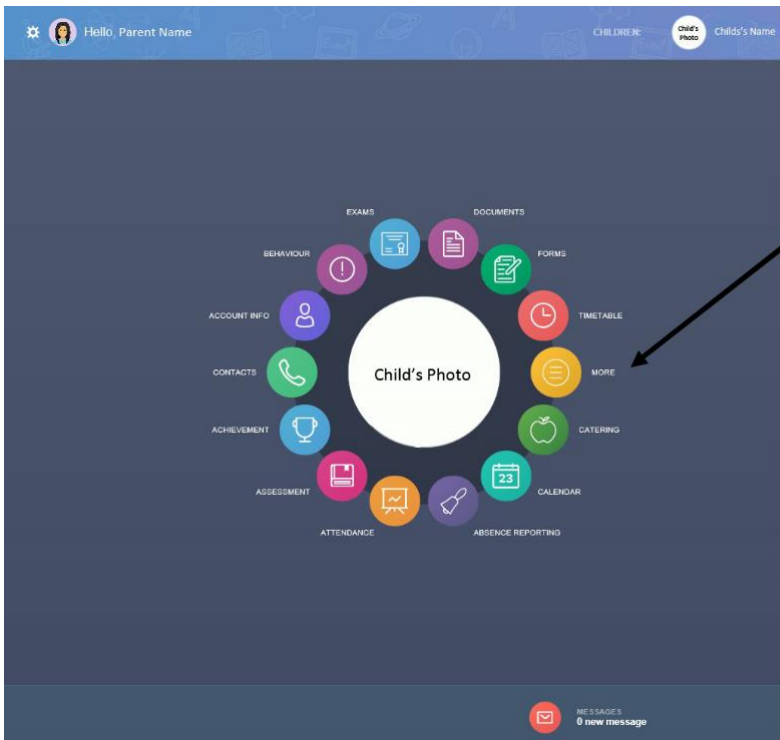


Which you are able to print should you wish

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



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.

Slots: Maths Teacher: [Name] Learner: [Name] | Comp Sci Teacher: [Name] Learner: [Name] | Geography Teacher: [Name] Learner: [Name] | English Lang Teacher: [Name] Learner: [Name] | P E Teacher: [Name] Learner: [Name] | French Teacher: [Name] Learner: [Name] | Science Teacher: [Name] Learner: [Name]

07-03-2019

15:45

15:50

15:55

16:00

16:05

16:10

16:15

16:20

16:25

16:30

16:35

BOOK SLOT

Date: 2019-03-07 16:00:00

Subjects: Maths

Learner: [Name]

Comment:

Add comment

CANCEL BOOK

PRINT

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

07-03-2019

15:45

15:50

15:55

16:00

16:05

16:10

16:15

16:20

16:25

16:30

16:35

Final schedule

PRINT

Which you are able to print should you wish

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

