

Dear Parents/Carers,

Re: Year 11 Online Parents Consultation
Wednesday 16th December 2020 4pm – 6.30pm

We will be holding an extra Year 11 Consultation online on Wednesday 16th December 2020. Bookings will be made in exactly the same way as before via Edulink. (see below)

You may remember 'EdulinkOne' allows you to choose your own appointment times with your child's teachers. This can be accessed through iOS and Android apps with support from a website for those unable to access the apps. To access this tool you will need to either:

- 1) Search for EdulinkOne (Overnetdata) from the Apple App Store or Google Play Store and install the App to a mobile device – you can have it on multiple devices if you wish.
- 2) Or If you do not have a device suitable for the app, visit the website at <https://ccs.edulinkone.com>

Appointments can be made from **7pm Sunday 6th December to – 8.30pm Tuesday 15th December.**

You do not need to download any specialist software apart from the Edulink App if using a mobile device. Under booking information below you will see a short guide to using the Edulink video conferencing feature. If you have been using Teams, Zoom or other conferencing software you should restart your device/machine before starting the Edulink Parents Evening video conferencing feature.

Please note – You will be able to book appointments with Mrs Rutherford and myself regarding careers, post 16 options or related questions or concerns.

Yours faithfully
Rich Atterton
Assistant Headteacher

Parents' Guide for Booking Appointments

Once logged in to EdulinkOne, please select the link to 'Parents' Evening'.

On a desktop computer or tablet you will be presented with a grid showing your child's subjects and teachers across the top and the appointment times down the side.

Tablet/Desktop view:

Slots	French Teacher: Roger Mcnamara Learner: Karl Amersara	PSE, Form Tutor Teacher: Daley Mumford Learner: Karl Amersara	Mathematics Teacher: Ruth Hatchett Learner: Karl Amersara	German Teacher: Brian Kinross Learner: Karl Amersara	Physical Ed Teacher: Richard Davison Learner: Karl Amersara	Geography History Teacher: Helen Green Learner: Karl Amersara	Religious Ed Teacher: Kevin Jacobs Learner: Karl Amersara	Art Teacher: Kate Barnes Learner: Karl Amersara	English Teacher: Stephen O Learner: Karl Amersara
21-03-2018									
17:00	BOOKED	X	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X	X
17:30	X	X	X	X	X	BOOKED	X	X	X
17:40	X	X	X						
17:50	X	X							
18:00		X							
18:10		X	X					X	
18:20		X	X		X				

Once a booking has been made for the parent the slot will change green and a green tick will appear next to the teacher's name. To unbook the slot the parent should click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.

Phone view:

21-03-2018		
17:00 (1)	Roger Mcnamara	French
17:10	-	-
17:20 (1)	Ruth Hatchett	Mathematics
17:30	-	-
17:40	-	-
17:50	-	-

On a phone you need to click on a time slot and a popup will appear allowing you to select one of your child's teachers who are available at that time. You are then able to enter an optional note to the teacher before pressing the book button to confirm your appointment time.

Parents' Guide for Video Conferencing On Edulink

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.

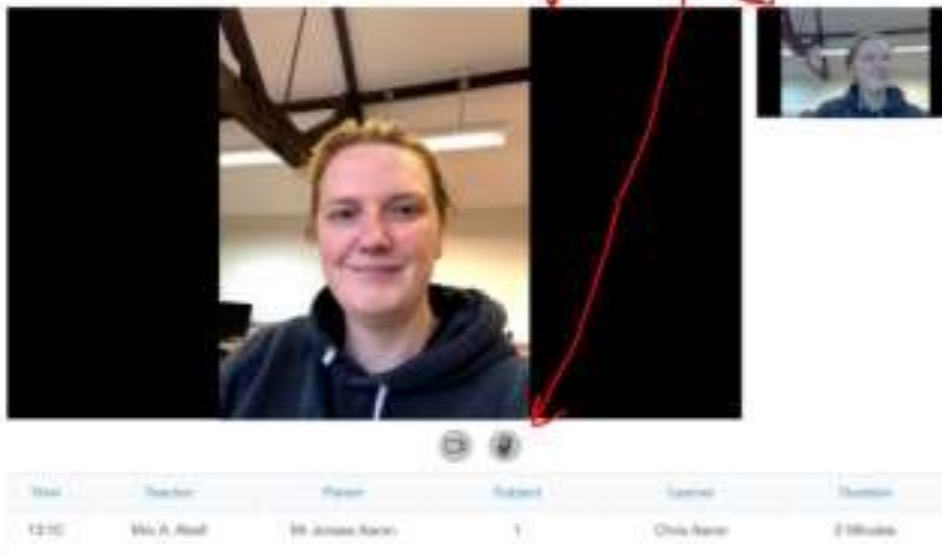


When clicking on this button the meeting screen will appear. The remote video box will remain blank until it's time to connect, but you will be able to see your picture in the local video box. You can turn your video and sound on and off if needed with the controls.

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

credentials test 2

The appointment with Mr Jonasz Apoor will finish in 1 minute 30 seconds.



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



Attendance is automatically recorded and does not need to be done manually by the teacher for this type of event.

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

