

What to do on the day

Using a device with a webcam or built in camera (except for Kindle devices), login to EduLink One and click on the orange Parents' Evening icon.

Click on the event text then click the 'Start Appointments' button.

If you are prompted by the website for permission to use your microphone and camera, please click 'Yes' or 'Allow'.

Your booked appointments will begin via video call without need for prompting or initiating the call. We advise that you stay logged in to EduLink as your appointments will continue to start and finish for each booked time slot.

If you have consecutive bookings, there may be a blank screen for a few seconds between each appointment as you connect to the next teacher.

To keep the whole evening running smoothly, each video call appointment will be 5 minutes long – there is no way to end the call early or extend the call for longer.

While waiting to see a teacher, you will see a countdown to your next appointment time.

During an appointment there will be another countdown clock to the end of that appointment.

When there is 30 seconds left the clock will go red, and when there is 15 seconds left the edges of the screen will start to flash red.

Once all of your booked appointments have finished you will see a message saying 'There are no appointments'. At this point your Parents' Evening has concluded and you may log out of EduLink One.

The functionality does not work with Internet Explorer or out of date versions of other browsers. So please upgrade browsers and the EduLink One app before the event.

Top tips:

- *Reboot your PC before logging on to EduLink One, to ensure other programmes are not using the camera or microphone*
- *Make sure there are no Windows Updates downloading or waiting for installation*
- *Log in and start appointments 10 minutes early, this will identify most of the issues you might get on the device you are using.*