




Virtual Parents' Evening


To access the Virtual Tutor Parents' Evening (if you haven't already done so), students must log on into their Teams account. This can be done through a web browser or downloading the Teams app. You can also download the app onto a smart phone or tablet.

To use on a computer:

- Go to www.office.com
- Click 'sign in'
- Enter your school email:- username@hindehouse.net
- Enter your school password:- Normal password for the school network and the VLE
- Click the Teams icon  (you can continue to use the web or download the desktop version)

To use on a smart phone or tablet visit either the App Store or Google play. Download Teams and sign in as above.

Once in Teams:

- Click the calendar icon 
- Find your Parents' Evening Meeting

At the allotted time, simply click to join.

During the meeting there are some things that will help the session run smoothly:

- Find a quiet place to take the session
- Blur your background
- Use captions if needed

Any questions please email homelearning@hindehouse.net

Virtual Parents Evening - Booking on EdulinkOne

1.



2.

Name	Information	Date	Start time	End time
Virtual Parent Meeting June 8th & 9th	Meet Form Tutors "face to face" virtually	08/07/2020	15:00	18:30
		09/07/2020	15:00	18:30

A yellow arrow points to the first row of the table.

3.

The screenshot shows a booking slot grid for the date 08/07/2020. The grid has time slots from 15:00 to 16:30. Two slots are highlighted with red dashed boxes and yellow arrows: the 15:30 slot and the 16:00 slot.

4.

The screenshot shows the 'BOOK SLOT' dialog box. It contains the following information:

- Date: 2020-07-08 15:30:00
- Subjects: Tutor period, Form Tutor
- Learner: [Redacted]
- Comment: [Text area with 'Add comment' placeholder]

At the bottom, there are two buttons: 'CANCEL' and 'BOOK'. A yellow arrow points to the 'BOOK' button.