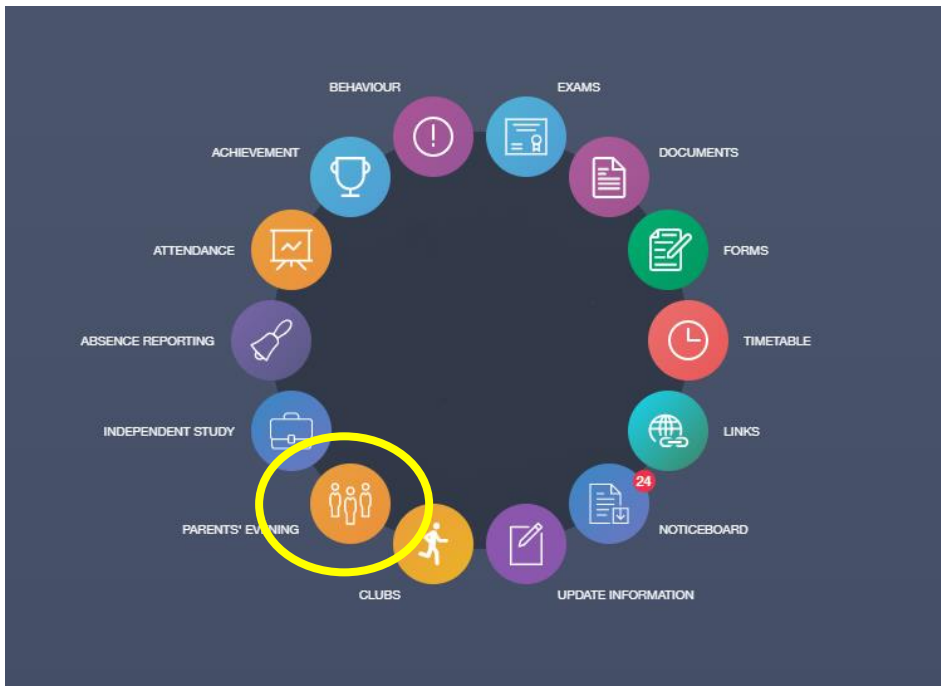




Moseley School and Sixth Form

How do I make a Parent's Evening booking?

Log into Edulink (using a parent account). On the home screen, choose the Parent's Evening button (on this demonstration image, it is the orange button near the bottom of the screen)..



All Parents' Evening events for a child will appear in the Parents' Evening window. To access the booking window, click anywhere on the event.

Desktop View

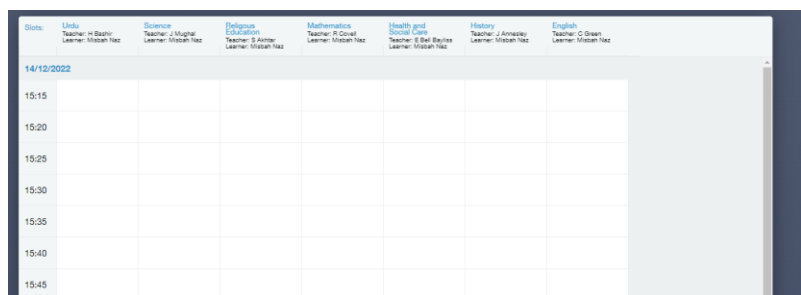
Name	Information	Date	Start time	End time
Y11 Progress Evening	Parents can make 5-minute appointments to speak to your child's teachers. Car parking is available via gate C (College Road).	14/12/2022	15:15	17:05

Mobile Phone View

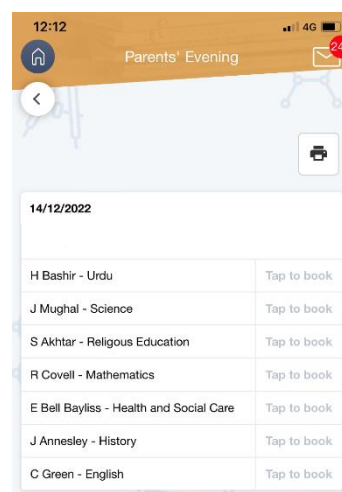


A grid appears showing all your child's teachers/tutor and the time slots available (on the desktop version) or an option to click Tap to Book in the mobile version.

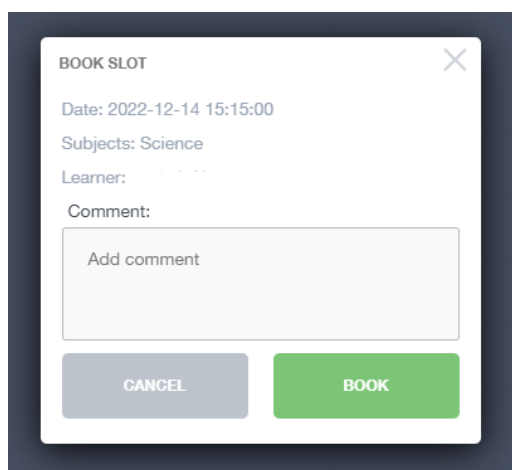
Desktop View



Mobile Phone View



Any slots that are unavailable to you will already be blocked out. When you choose the meeting slot to book, click on it and you will be presented with a box as follows:



If there are any comments that you would like to make on the booking then please do so in this box before confirming the booking.

Print or Email Your Bookings

Once your bookings or modifications are complete, you can **Print** your Parents' Evening Appointments or you can **Email** them to yourself.

