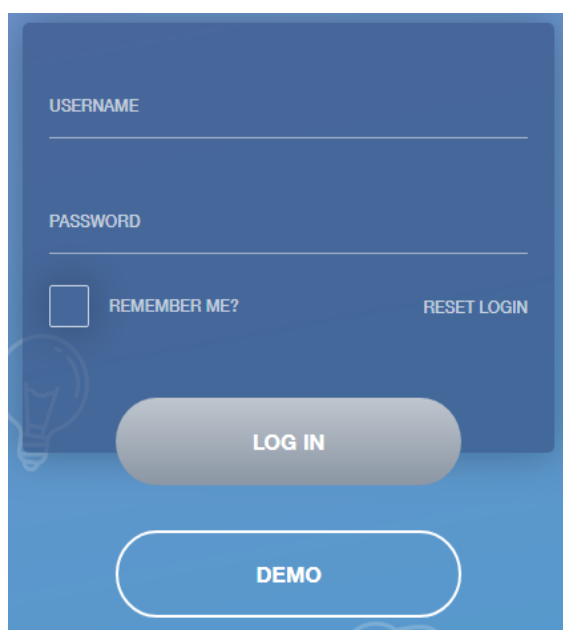# Parent Guide

A Parents' Guide to Getting Started with "Edulink One"

There are two ways to use Edulink One: through a web browser like Google Chrome or through an app you can download to use on your mobile device. The Edulink One app is available for iOS and Android devices.

Web Browser Instructions

This is your school's individual login link if you use a browser to log in.

Start by going to <mark>https://www.edulinkone.com/#!/login?id=ehs</mark>

After clicking the link this will take you straight to the Edulink One login page for your school.

Here you will just need to enter your **username** and **password** to login. This will have been sent to you by the school.
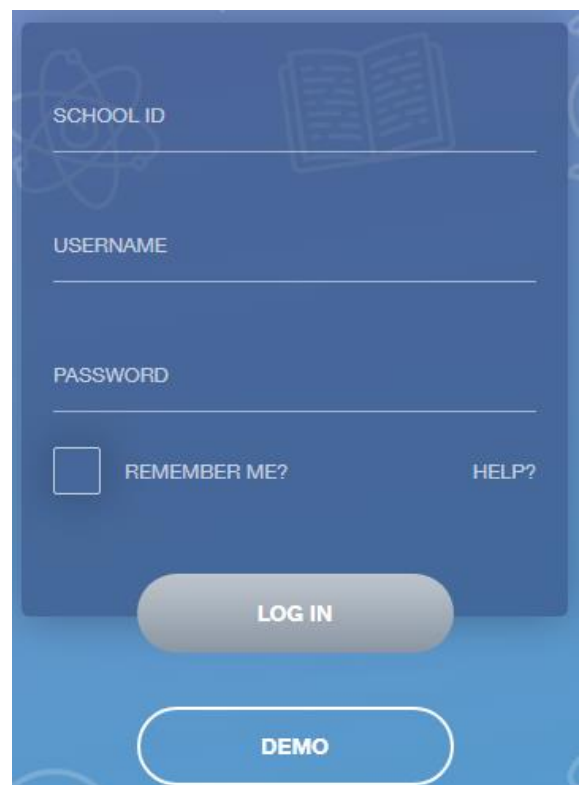
If you forget your username or password, please contact the school.

If you don't use the school's direct link above as, just visit https://www.edulinkone.com/ then you will see the screen to the right, which requests your school ID as well as your username and password.

The **SCHOOL ID** is ehs

Your **username** and **password** which will have been sent out to you from the school.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started
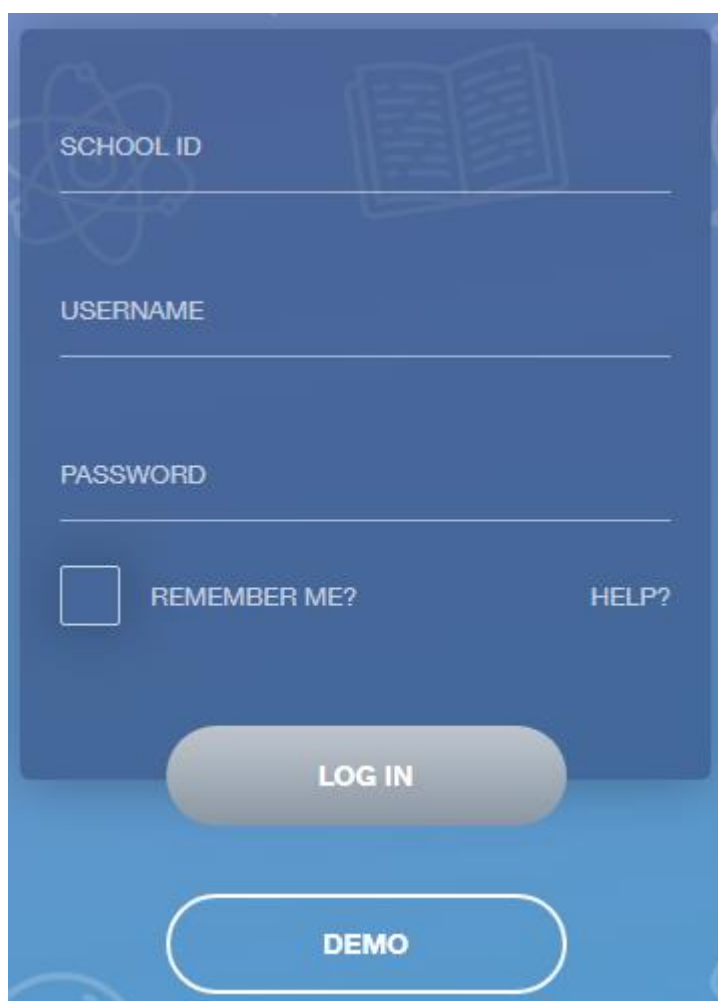
Downloading and Using the App

The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4

Android Google Play

https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en

If you are using the mobile app you will see the screen to the left.

The **SCHOOL ID** is ehs

Followed by your **USERNAME** & **PASSWORD** which will have been sent out to you from the school.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

If you forget your username or password, please contact the school.

Main Screen

Once logged in you will see the main screen in Edulink One, where you will be able to navigate through the different sections of Edulink One to view a selection of information about your child/children.

Please see an example of the main screen. The various options may vary between schools.

If you have more than one student in school, it's easy to switch between each one. Just select which would like to view in the top right-hand corner.
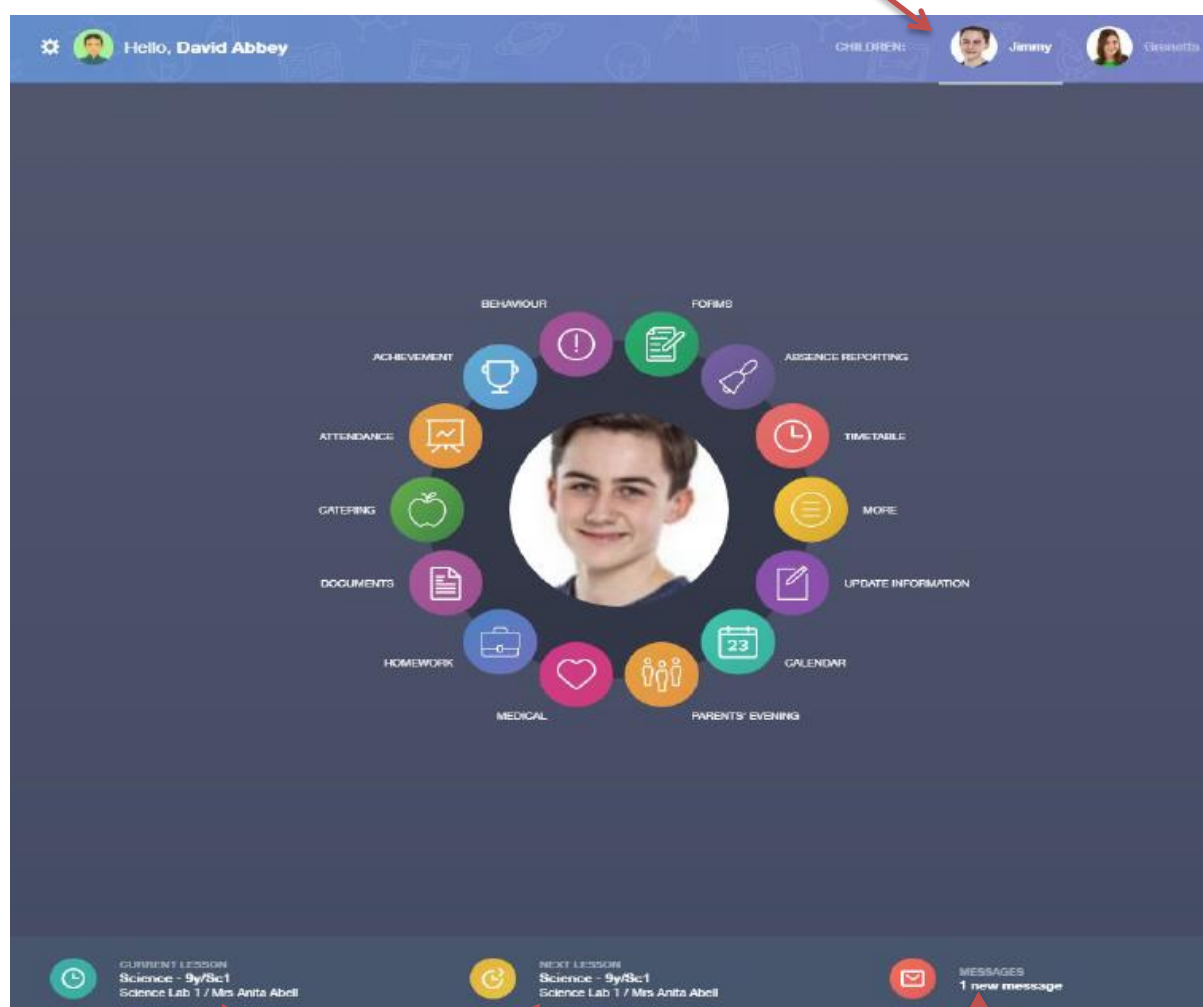
This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from the school.

Behaviour

The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour,** which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you on which day this has happened and various details about the incident.

Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether or not your child has attended.

Achievement

This section is where you can view information on positive achievements which have been awarded to your child. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award.
See the example below.

Type & Date ⬍	Comment & Teacher ⬍	Activity & Info ⬍	Award ⬍	Points ⬍
02-05-2016 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	Achievement Award	10
01-04-2016 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	Achievement Award	15
17-03-2016 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	Achievement Award	10
17-02-2016 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	Achievement Award	30
01-11-2015	Mr Adrian Blacker	Information &		

Total Achievements Points 145

Catering

Here you can check the remaining balance of your child's school cashless catering account. Details of purchased items from the canteen are also broken down into a list including dates and times so you can see what your child has purchased each day. This feature will be available shortly.
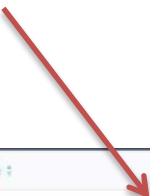
Date & Time	Items	Amount
08:56 06-10-2015	Back Office Topup	£500.00
14:07 28-04-2016	CEREAL w/ MILK	£0.50
	FRUIT YOGHURT	£0.50
	FRESH FRUIT	£0.30
	FRESH FRUIT	£0.30

Balance £498.40

Documents

In this section you will find all the individual reports related to your child.

This includes profile reports and progress checks. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.

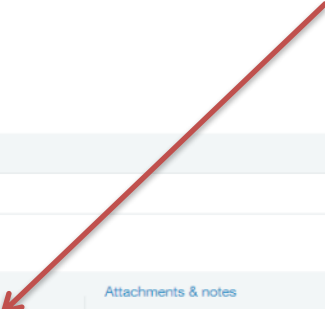| File Name ⇕	Type ⇕	Date ⇕	Download
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13 March 2013	⬇
Demo_example_document.pdf Individual Behaviour Report	General Document	8 March 2013	

Medical Info

This section contains medical information which you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments are able to be downloaded in PDF format.

Emergency Consent: ✓

Dietary Needs

No nuts of any type/quantity

Medical Conditions

Description	Summary	Attachments & notes
Anaphylaxis	list of allergies	📄 Allergy list.pdf
	Epi-Pen Carrier	Epi-pens are located in student's bag and at the main office medical cupboard

Medical Notes

Summary	Last update	Attachment / note
Scan of Epi-pen user guide	2017-09-21	📄 Epi-pen_Guide.pdf
Epi-Pen location	2017-09-21	Epi-pens are located in students bag and at the main office medical cupboard

Update Information

This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

Absence Reporting

This feature is currently not available. We will let you know at a future date when it can be used to advise us of absences.

This feature will allow you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence.
The example below shows how pick the time and date period for the absence request and the reason as to why the absence is occurring.

Jimmy Abbey

From *

Select start date and time

To *

Select end date and time

Reason for Absence *

SEND   CANCEL

Links

This section contains links to resources for students to use.

There are also links specific for parents.

Exams

The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes times and dates along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Exam Timetable

	EXAM TIMETABLE	EXAM ENTRIES

0 days, 23 hours and 44 minutes until the start of CHEM4 GCE Chemistry Unit 4 exam

Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
14 Jun 2016 1:00 PM	AQA GCE/B	CHEM4 GCE Chemistry Unit 4	Hall	H2	1hr 45m
TBA TBA	EDEXL/GCSE GCSE/B	5IT02F Ict 2 Option F (Prom MAY2015)	TBA	TBA	
16 Jun 2016 1:00 PM	OCR GCE/B	F214 Biology	Gymnasium	E8	1hr 15m
20 Jun 2016 9:00 AM	AQA GCE/B	PHYA4 GCE Physics A Unit 4 (GCE Physics A Unit 4 Written and OT)	Gymnasium	E2	1hr 45m

Exam Entries

	EXAM TIMETABLE	**EXAM ENTRIES**

Season	Board & Level	Code & Exam
2016 Summer Exams	AQA GCE/A	2421 GCE Chemistry ADV
2016 Summer Exams	AQA GCE/B	PHA6X GCE Physics A Unit 6X
2016 Summer Exams	AQA GCE/B	CHEM5 GCE Chemistry Unit 5
2016 Summer Exams	OCR GCE/B	F214 Biology: Commnctn, Hmstss & Enrgy
2016 Summer Exams	AQA EXPJ/B	7993 Extended Project
2016 Summer Exams	OCR GCE/B	F216 Biology: Prctcl Skills in Biology 2

Timetable

Parents and students both have access to this section, which allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.

This week ▾				MONDAY	**TUESDAY**	WEDNESDAY	THURSDAY	FRIDAY
Class	Subject	Room	Teacher				Start	Finish
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston				08:40	08:55
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel				09:00	10:00
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd				10:05	11:05

Account Info

Here you can view the current address details we have on file for your child, other information on your child's year group, house and tutor are also available.

Jimmy Abbey

Address	Post Code
59 High Street, Bedford, MK40 1RZ, United Kingdom	MK40 1RZ
Gender	**Year**
Male	Year 13
Form Group	**Form Tutor**
G	Mr Martin Unwin
Date Of Birth	
17-04-1998	

Messages

The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply back to messages here directly. You can also write and send messages to one or more teachers and your child's tutor.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously.
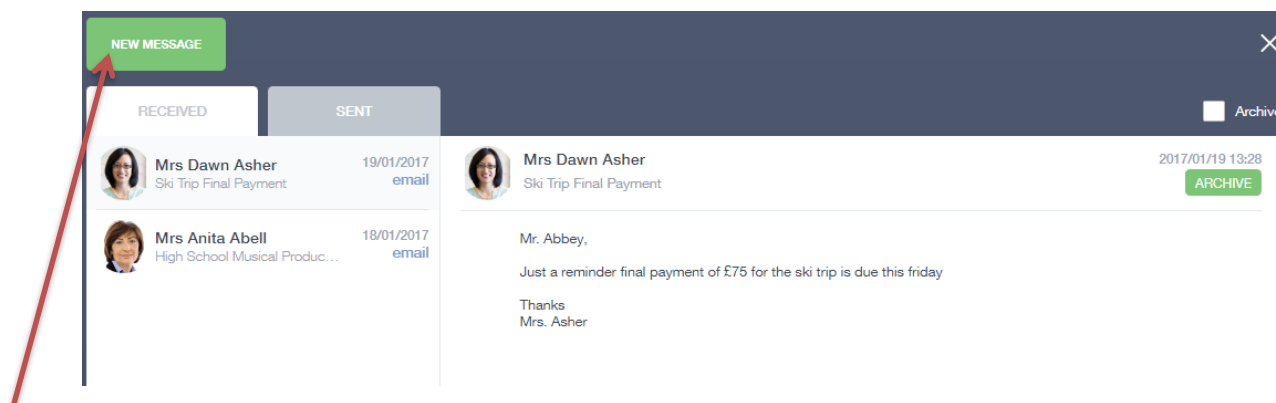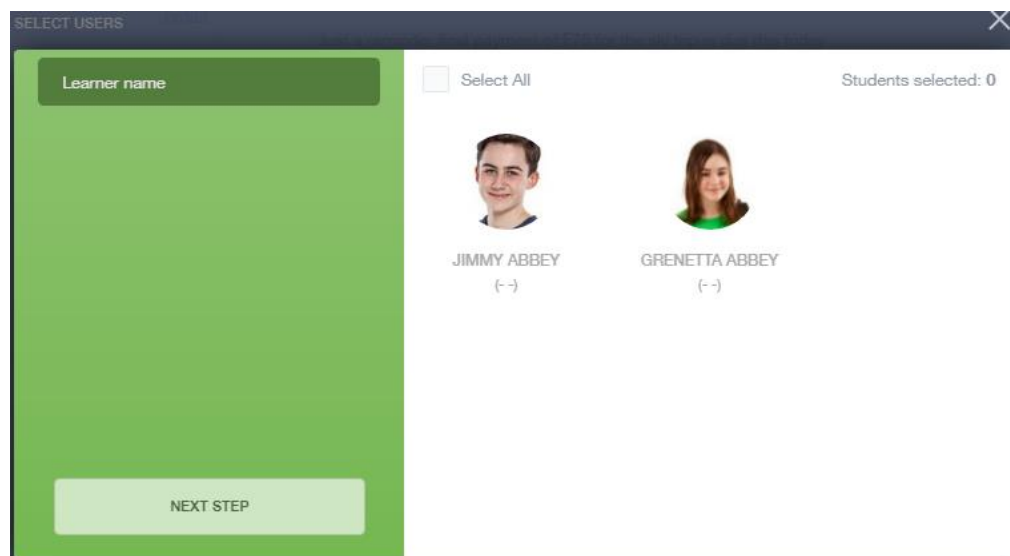

Sending a new message

To begin sending a new message you will need to click the green **new message** button as shown in the picture above.

Next you will have to select your child/children.

Once selected click the next step button.

Next, chose the person to send your message to. As you can see in the example below it is broken down into teachers and form tutors.

Depending on who you want to send to, you can pick from the relevant boxes. **The default option is to pre-select all teachers. Y**ou can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers just click on the green tick or unselect all using the smaller black tick. Click next when done.

You will now see a message box – see below. Here is where you write your message and message subject.
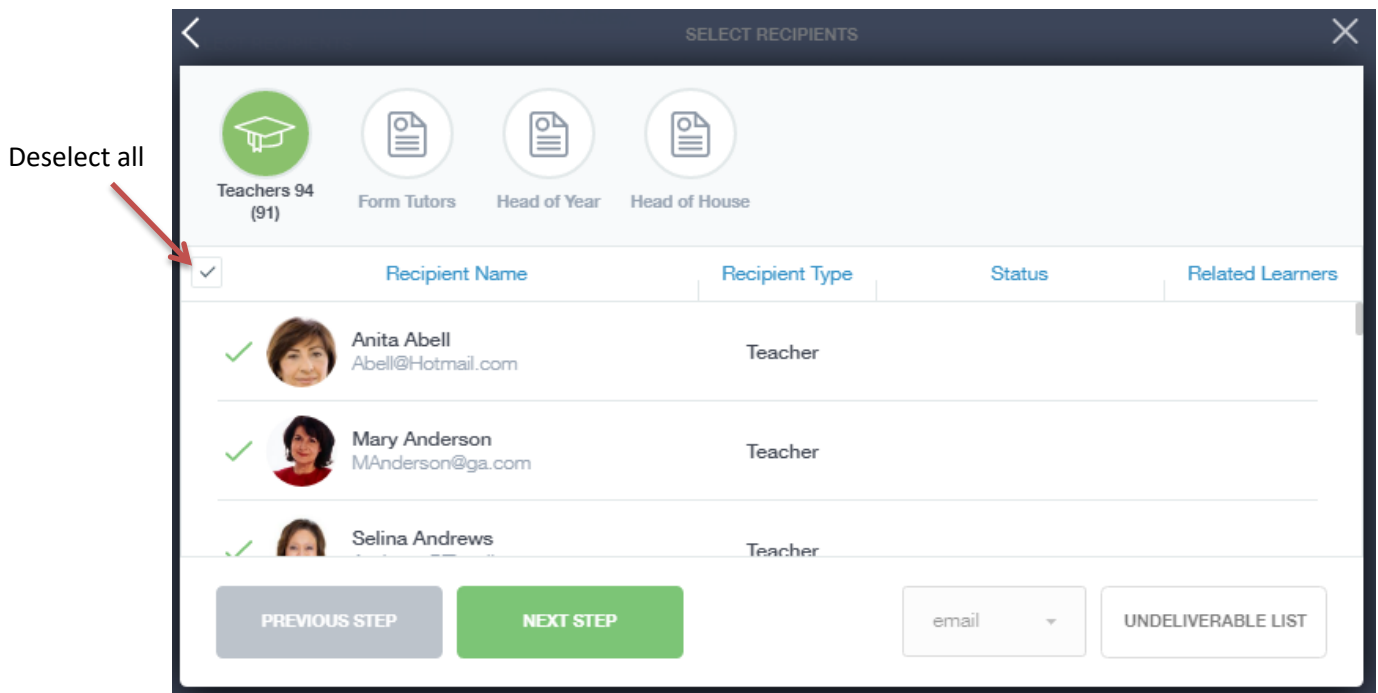
You can also click the paper clip to attach files if needed. Once completed, you can click the send button.
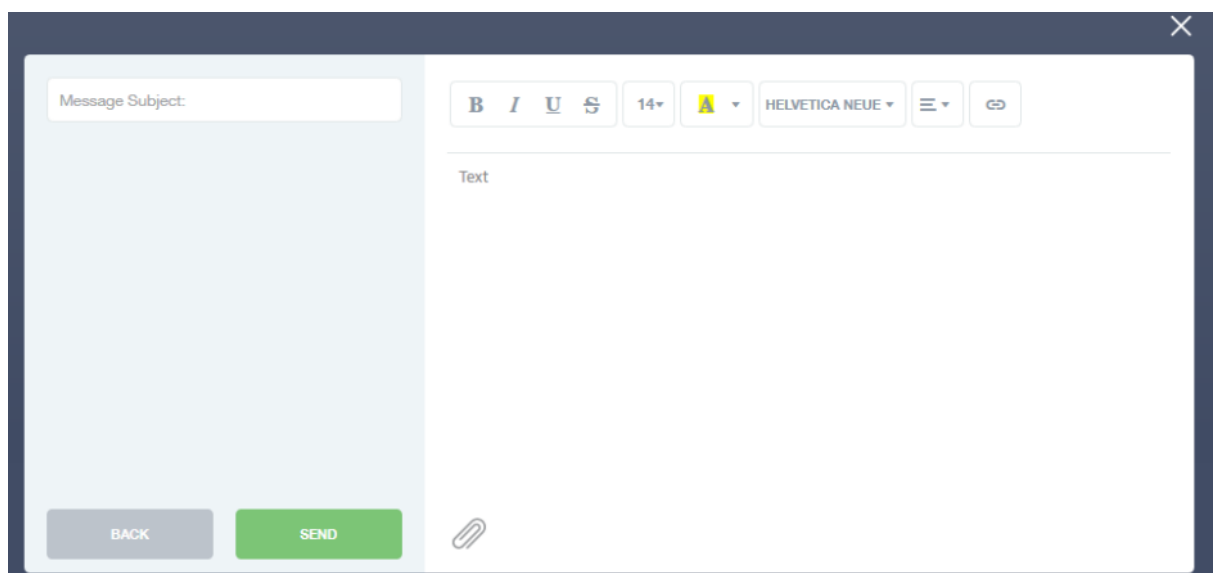
Homework

The homework section will operate as a standalone homework system where teachers can set homework through EduLink One. Students can see what homework has been set when it is due and they can also mark it as completed.

The Student and Parent will see the homework in a list format this can be organised by clicking on the headings.

The Student can then click on the text of the homework to read the homework requirements. To exit this just click on the X in the top right corner.

Once the student has completed the homework assignment they can click Completed.
Parents can only view set homework.
For work that is to be returned the Teacher may ask for the work to be emailed or sent to a Teams or Google classroom location or any shared drive solution the school may use.

Once the student has click completed. They will need to wait for the teacher to review the work.

If the teacher has an issue with the homework, then they will contact the student and mark the work as received but not completed as per below.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✗

ADD HOMEWORK — CURRENT PAST

If the teacher is happy with the completed work, they will mark the work as completed and it will appear like so.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

ADD HOMEWORK — CURRENT PAST