

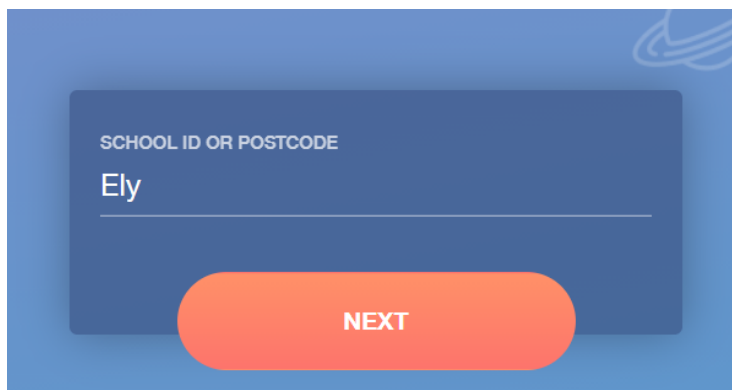
Parents User Guide to Edulink

The two main ways to use Edulink One are through a web browser like Internet Explorer, Edge or Google Chrome, Alternatively you can download an app to use on your mobile device. The Mobile App for Edulink One is available for iOS and Android Devices.

The instructions to follow will help you navigate your way around Edulink One with a web browser.

Start by going to <https://www.edulinkone.com>

If you use the mobile app or don't use the link above and just visit <https://www.edulinkone.com> then you will see the screen below as shown. You will need to follow the instructions on the right hand side.

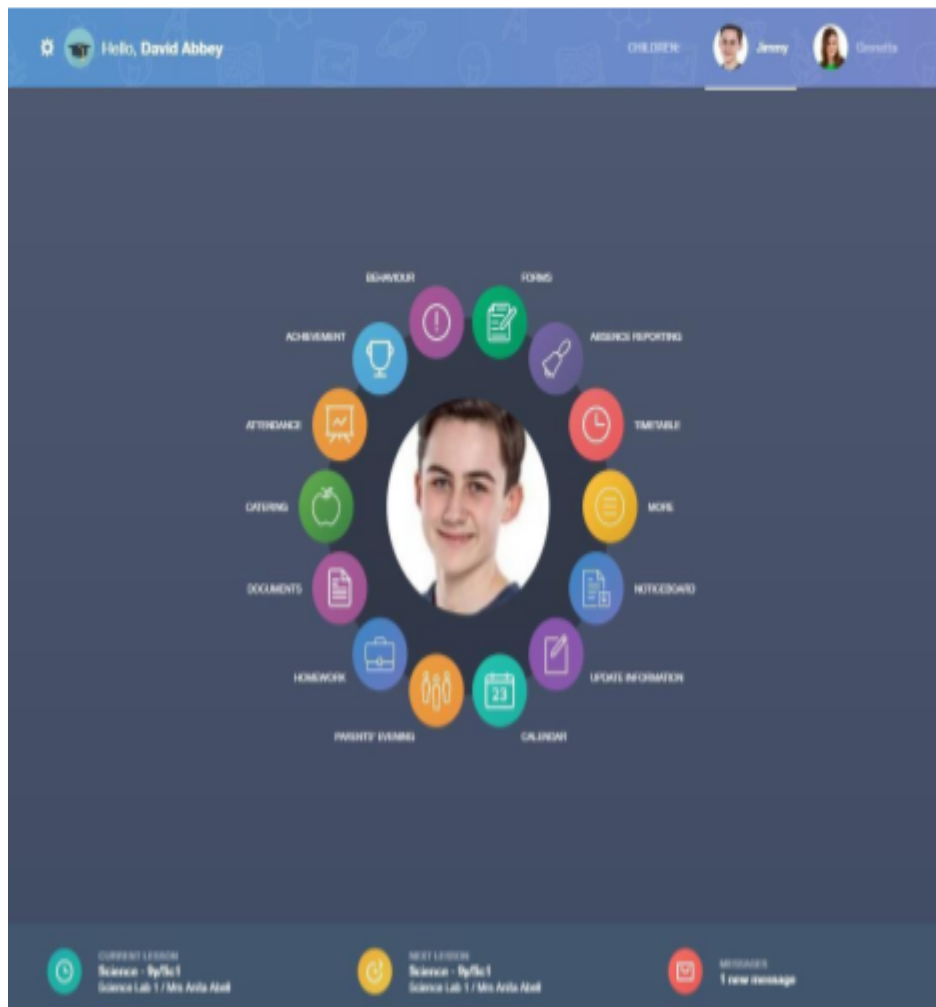


The School ID is Ely,
Username and Password **which will have already been sent out to you from the school.** Once you have filled in all three boxes with your login details, click Login to get started.

Main Screen. *These screenshots are taken from DEMONSTRATION software*

Once logged in you will be taken to 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.

As you can see on the example below, if you have more than one student in school, it's easy to switch between each one by selecting which one you would like to view in the top right hand corner.



The bar pictured above will show you what lesson your child is currently in, along with the next lesson in their timetable.

The messages button will also let you know if you have any unread messages that have come from the school.

Navigating through each section using the coloured buttons and seeing what information is available to you.

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.

This is the Behaviour Records tab, which will show you detailed information about any behaviour incidents that have been logged on the system by staff during the day. As the example below shows, each behaviour incident recorded will show you which day this has happened, who logged the incident on the system along with comments indicating what has taken place.

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
01-05-2016 Bullying Fighting	Mr A Blacker Got into a fight about the existence of Dog	Discussed with Pupil -	Corridor or Circulation Area Monitor conduct	70
26-02-2016 Truancy Smoking	Mr A Blacker -	Detention -	Outside School Grounds Monitor conduct	50
01-12-2015 Smoking	Mr A Blacker Jimmy was found to be smoking behind the bike shed during lunch	On Report -	Playing Field Resolved	25
02-06-2015 Homework Issue	Mr A Blacker -	Discussed with Pupil Science - 11y/Sc1 - Wed:2	- -	10

Total Negative Points 155

The Detentions tab will show you any detentions set, including the date, start and finish times, the location and whether or not your child has attended.

Date	Type	Location	Start Time	End time	Attended
15-10-2015	Head of Year	Main Hall	15:05:00	16:00:00	Attended
06-10-2015	Lunchtime Detentions	Maths Room 1	12:00:00	12:30:00	Not Recorded

Achievement.



This section is where you can view information on the number of 'recognitions' your child has achieved. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award. See 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

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 be viewed here. Allergy lists and other attachments can be downloaded in PDF format.

Update Information.

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

Here you will be able to 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, the designated personnel in school in charge of updating records will pick this up and process.



The screenshot shows a user interface for managing contact details. On the left, there is a vertical list of user profiles: David Abbey (with a graduation cap icon), Jimmy Abbey, and Grenetta Abbey. The main area is titled 'Contact Details' and includes a green plus icon for 'Emails'. Below this, there is a table with columns for 'Address', 'Location', 'Main', and 'Primary'. One row is visible with the email 'David@example.com', 'Home' as the location, and both 'Main' and 'Primary' checkboxes checked. A trash icon is also present at the end of the row. Below the table, there is a green plus icon for 'Telephones'.

Links

This section contains links to resources which student's use in school and at home. Students also have the links button to make it easier to find and access learning resources they use during their time in school.

Exams

The exams section contains detailed information in relation to upcoming exams that your child will be sitting.

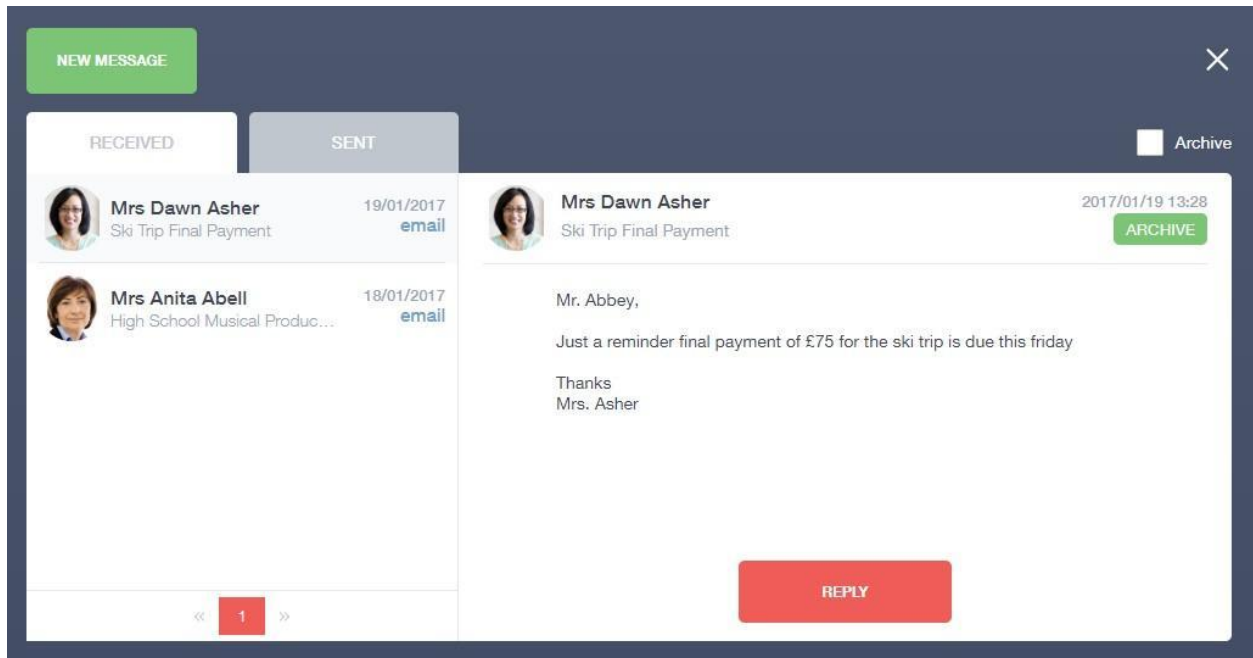
Information includes times and dates along with the Exam name and location. Your child also has this option so they will be able to keep track of upcoming exams themselves.

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.

Messages

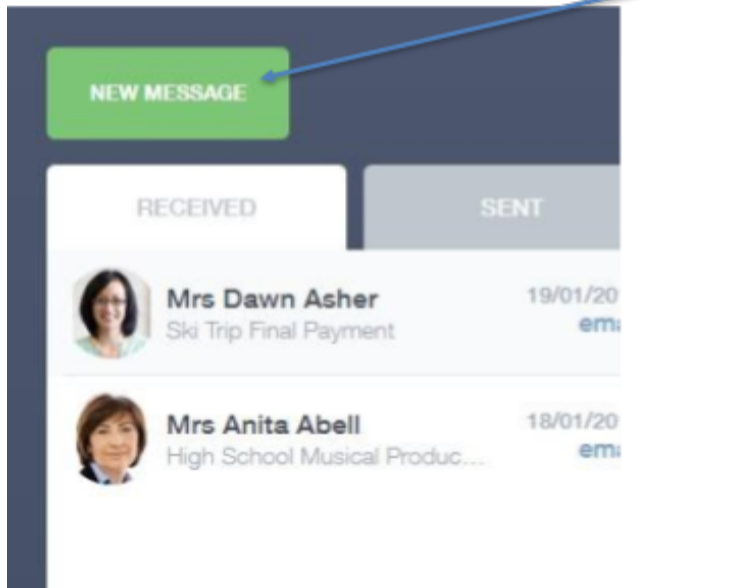
The message button is found along the bottom of the screen. Here you will be able to read any messages sent through to you from staff at the school. You will also be able to reply to messages here directly. You also have the ability to compose a message and send it through to one or more teachers and also your child's tutor.



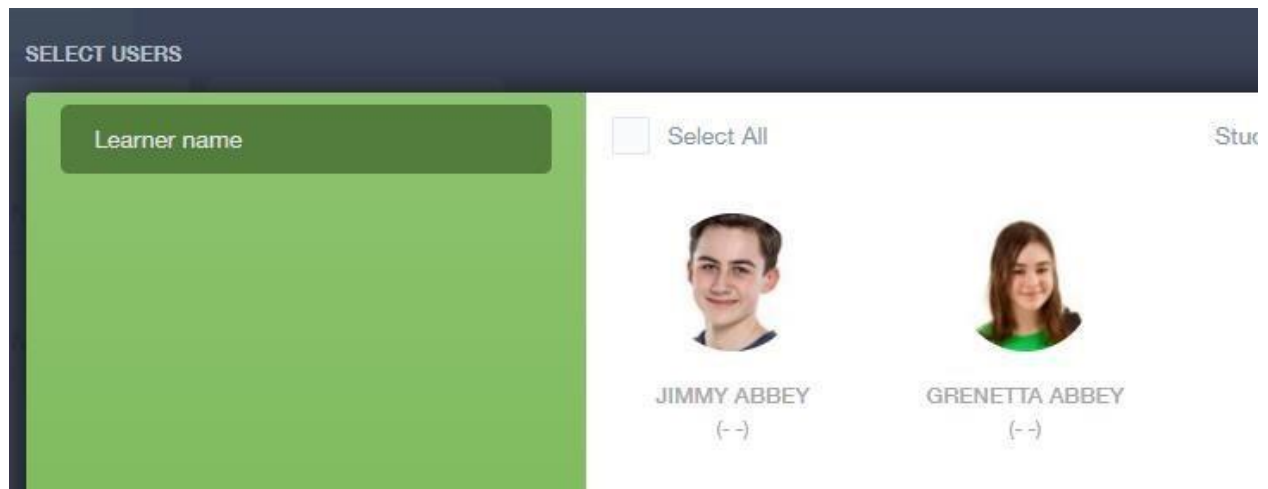
Sending a new message

To begin sending a new message you will need to click the Green New message

button



Next you will have to select your child/children, Once selected click the next step button.



Here is where you pick the recipient of your message. As you can see in the example below it is broken down into Teachers and Form Tutors.

SELECT RECIPIENTS

Teachers Form Tutors Head of Year Head of House

<input checked="" type="checkbox"/>	Recipient Name	Recipient Type	Status
Please select a recipient type			

PREVIOUS STEP NEXT STEP email

Depending on whom you want to send to, you can pick from the relevant boxes. Currently however the default option is to pre-select all the teachers, you 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.

The below box is what you should now see, here is where you fill in the Message Subject Box and the main message box with the information you wish to send in. You can also click the paper clip to attach a file if needed. Once that is all filled out you can click the send button.

Calendar

We will add the college calendar to this link very soon.