

Parents User Guide to Edulink One.

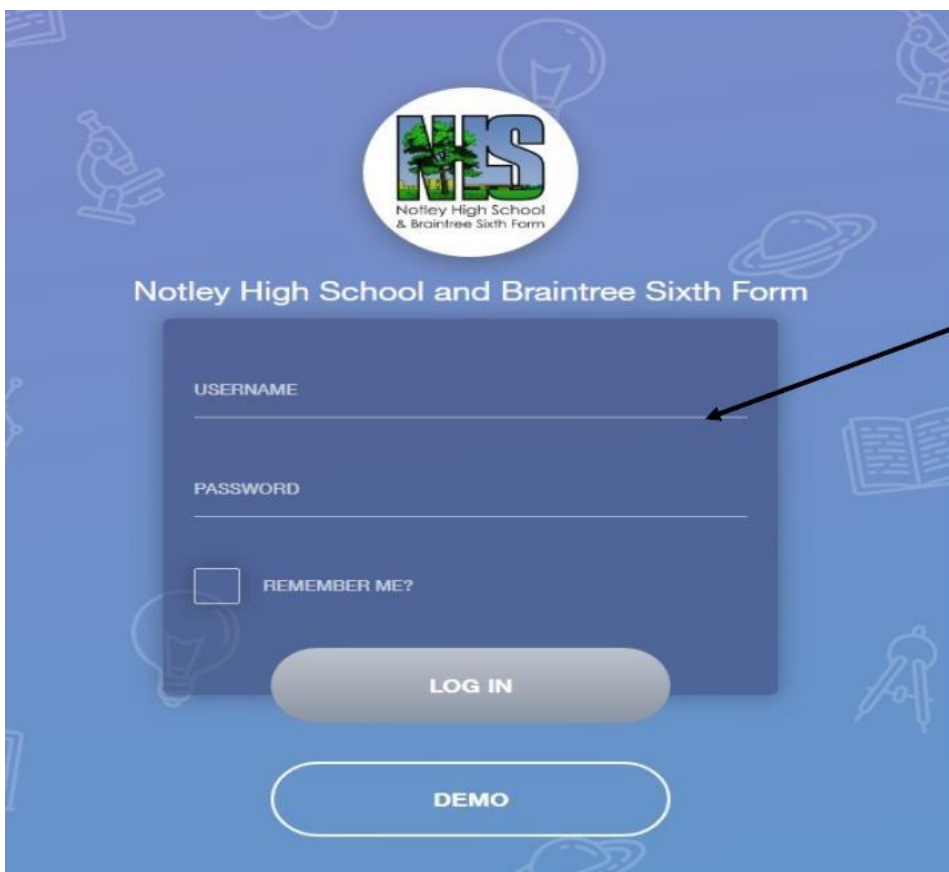


A Parents guide to getting started with “EduLink One”

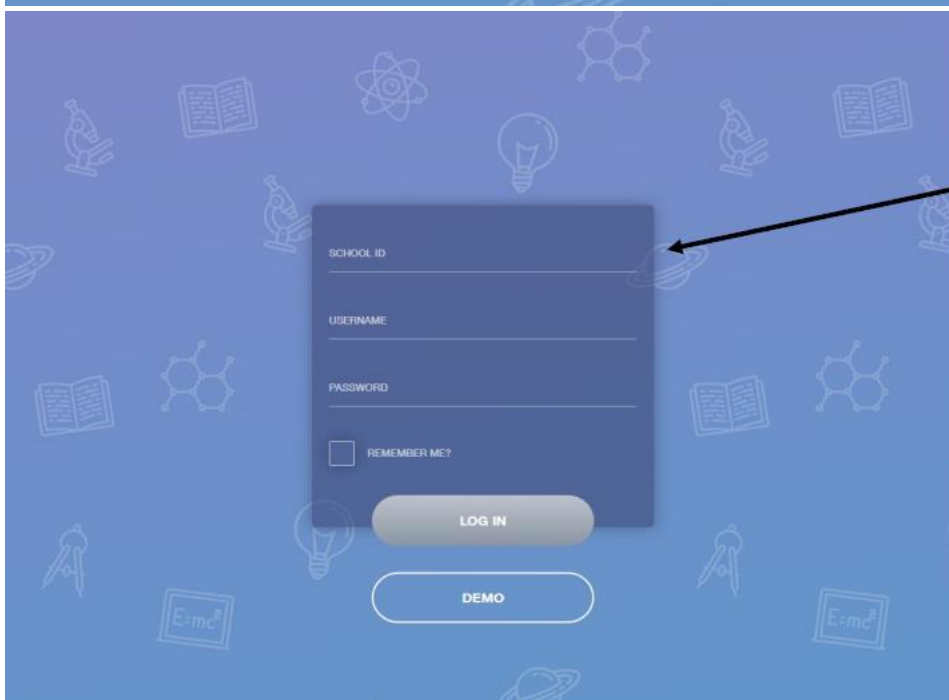
The two main ways to use EduLink One are through a web browser like Internet Explorer or Google Chrome, Alternatively you can download an app to use on your mobile device . The Mobile App for EduLink One is available for iOS and Android Devices.

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/#!/login?id=57>



After clicking the link this will take you straight to the EduLink login page for Notley High school. Here you will just need your username and password to login.



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 to the left as shown. You will need to follow the instructions below.

The **School ID** is NHS,

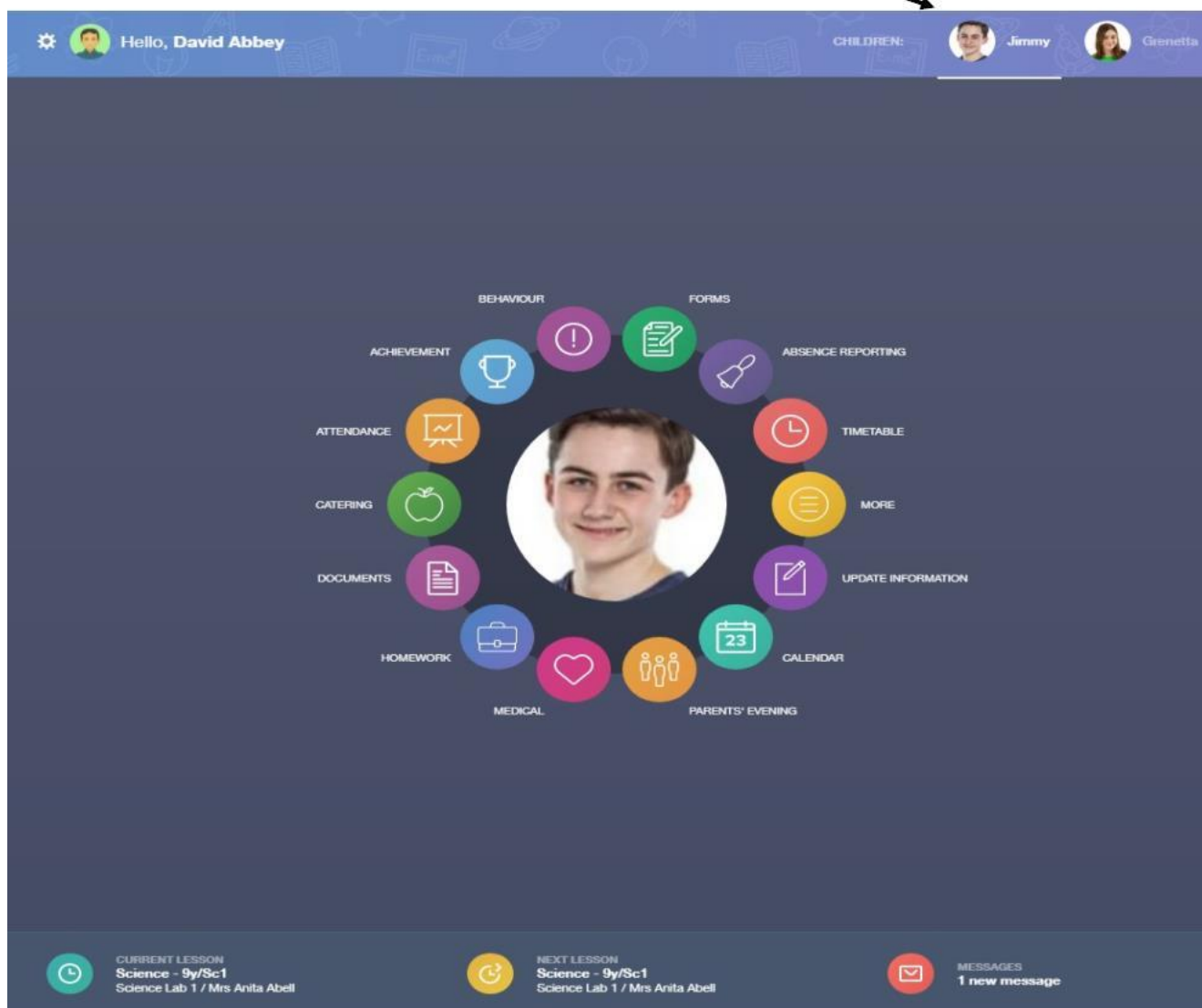
Followed by your **Username** and **Password** which will have already been sent out to you from the school.

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

Main Screen.

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 which have been logged on the system by staff during the day. As the example below shows, each behaviour incident that has been recorded will show you which day this has happened, who logged the incident on the system along with comments indicating what has taken place.

BEHAVIOUR RECORDS			DETENTIONS	LESSON BEHAVIOUR
Type & Date †	Comment & Teacher †	Action & Info †	Location †	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	70
26-02-2016 Truancy Smoking	Mr A Blacker -	Detention -	Outside School Grounds	50
01-12-2015 Smoking	Mr A Blacker Jimmy was found to be smoking behind the bike shed during lunch	On Report -	Playing Field	25
02-06-2015 Homework Issue	Mr A Blacker -	Discussed with Pupil Science - 11y/Sc1 - Wed:2	-	-
Total Negative Points				155

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.

BEHAVIOUR RECORDS			DETENTIONS	LESSON BEHAVIOUR	
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 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 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 will be able to 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 here with dates and times so you can see what your child has purchased each day.

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
School Report - Jimmy Abbey	General Document	13 March 2013	
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, Medical Events** such as appointments can all be viewed here. Allergy lists and other attachments are able to be **downloaded** in PDF format.

No nuts of any type/quantity		
Medical Conditions		
Description	Summary	Attachments & notes
Anaphylaxis	list of allergies Epi-Pen Carrier	Allergy list.pdf Epi-pens are located in student's bag and at the main office medical cupboard
Medical Notes		
Summary	Attachment / note	
Scan of Epi-pen user guide	Epi-pen_Guide.pdf	
Epi-Pen location	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 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, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

See below for examples of what you will see in this section.

Below is where you can select yourself which is highlighted In Blue, or any of your children which are displayed in the left hand column below. To the right is where you can read and edit contact information we have stored for you.



Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Priority	Name	Relationship	Phone
1	David Abbey	Father	<input checked="" type="checkbox"/>
2	Pip Americana	Mother	<input checked="" type="checkbox"/>



Absence Reporting.

This feature will allow you to send a direct message in to the schools attendance officer, to notify the school of any absence by your child that is due to occur. The example below shows how you pick the **time and date** period for the absence request and the **reason** as to why the absence is occurring.

From 2018-06-19 08:45

To 2018-06-19 10:00

Reason for Absence

Jimmy has a doctors appointment this morning and will be late in.

SEND CANCEL



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.

Other links to sites such as Parent Pay which is used in school for cashless catering. Below is an example of what we currently use in school and this will be updated accordingly.



Show My Homework



Parent Pay



Sam Learning



My Maths



Linguascope



Library System



GCSEPod



Bitesize



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.

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 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.


Please see the example below.

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					
TuA										



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.

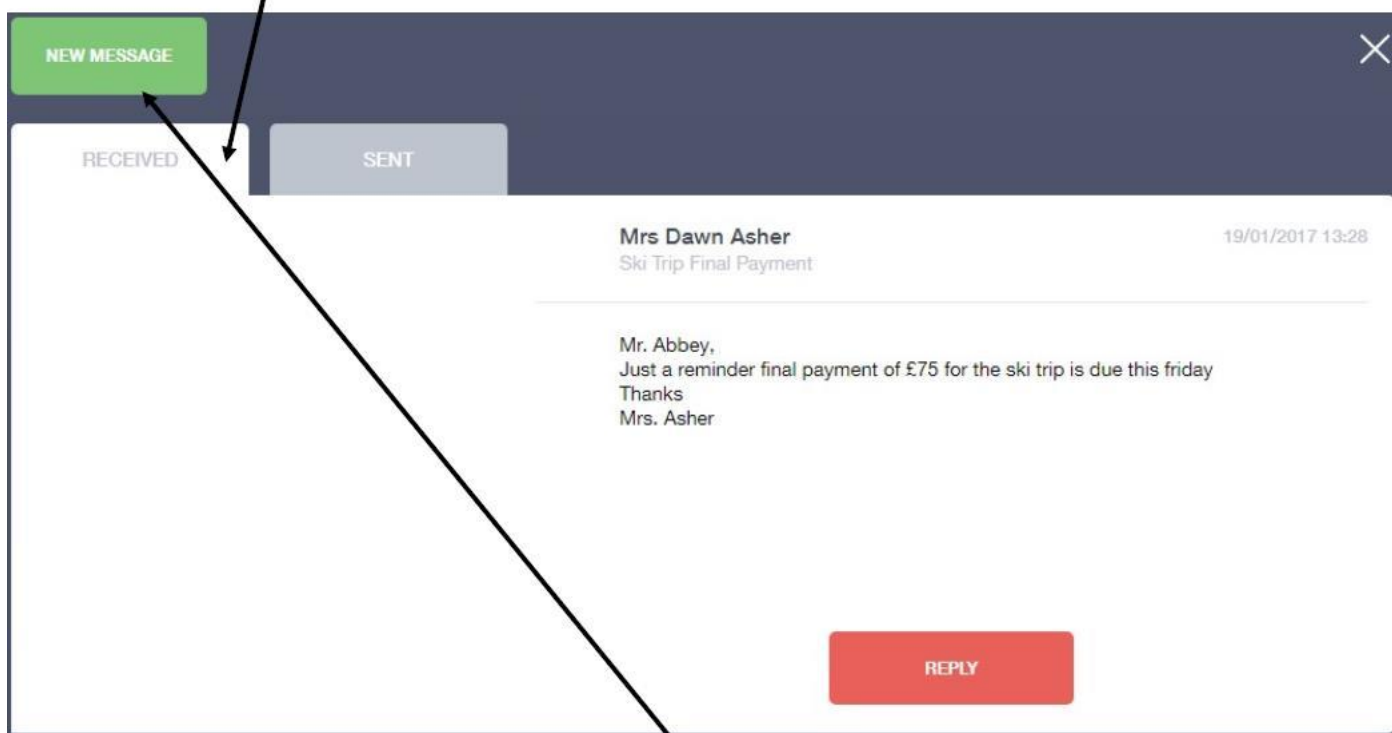
 Jimmy Abbey	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	



Messages.

The message button can be found along the bottom of the screen. Here you will be able to read any messages that have been sent through to you from staff at the school. You will also be able to reply back 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.

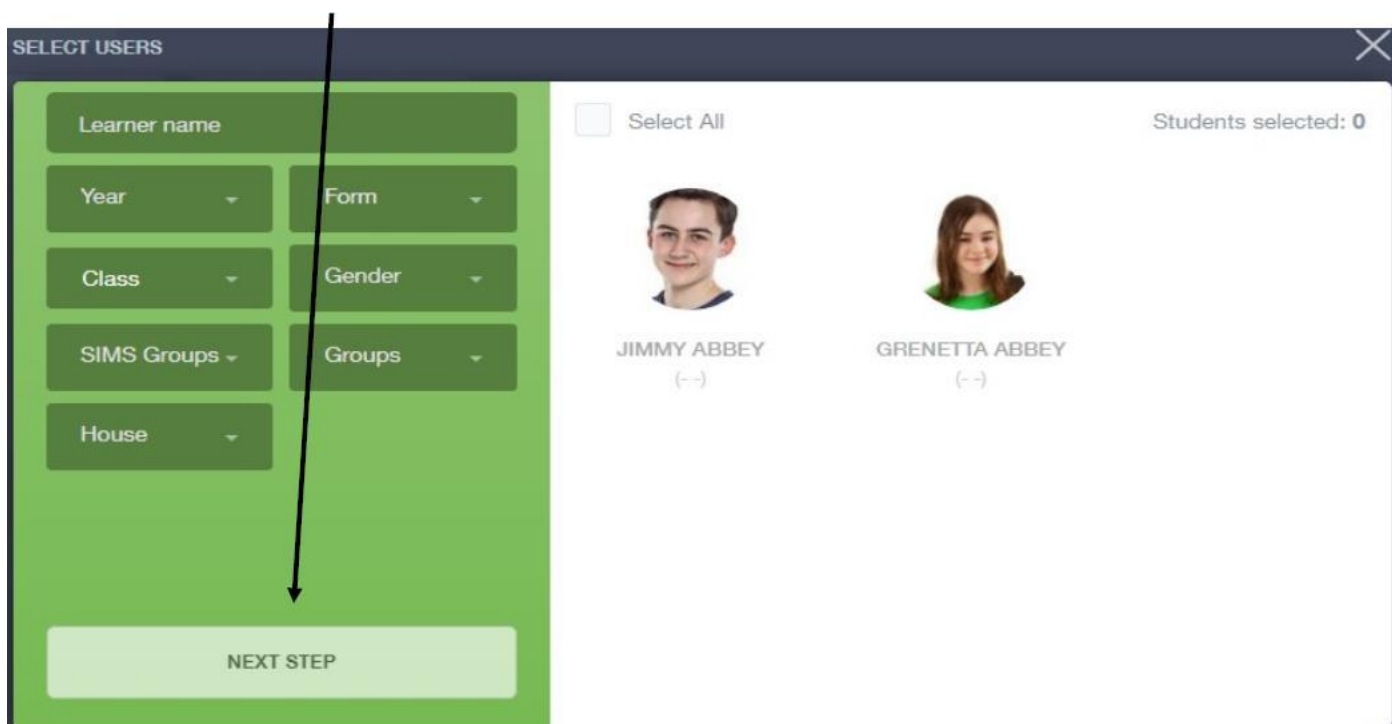
In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously.



Sending a new message. (Continued on next page.)

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

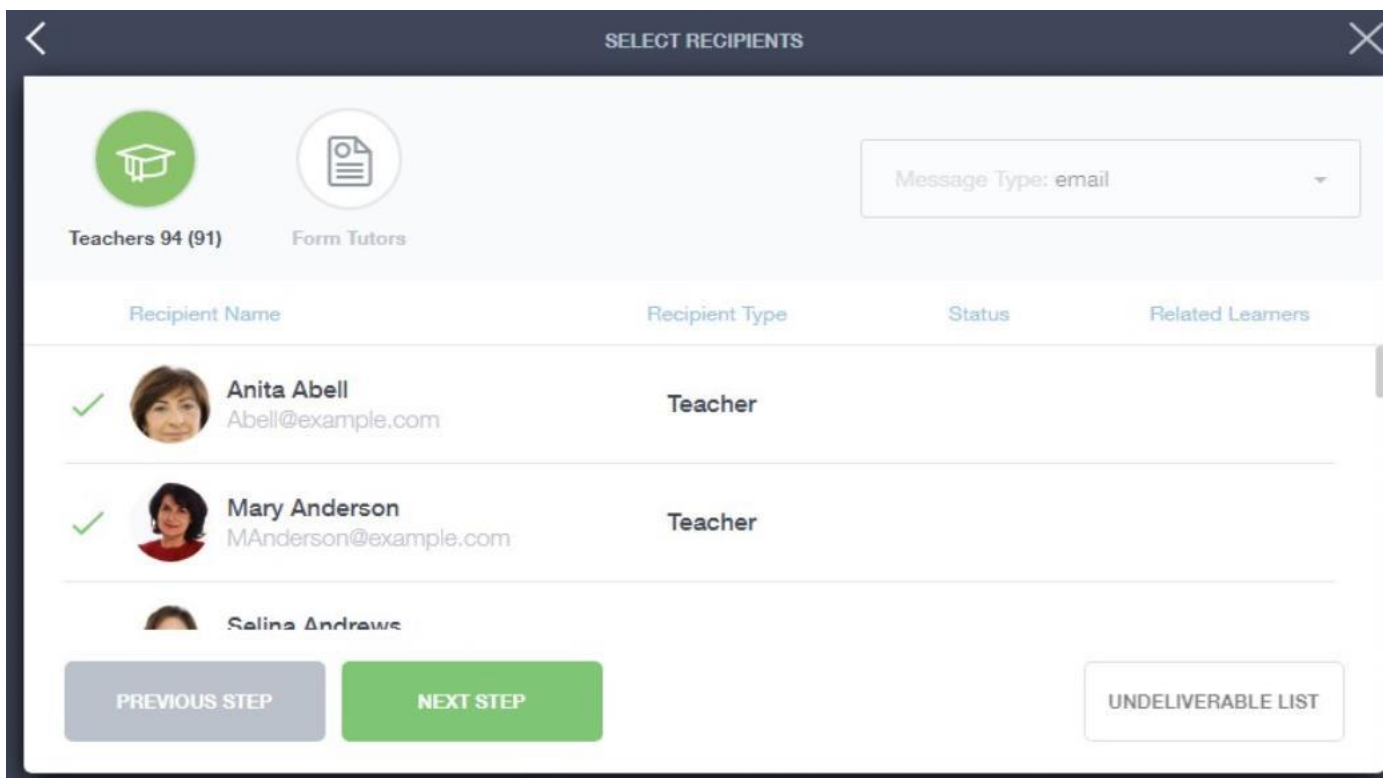
Next you will have to select your child/children, Once selected click the **next step** button.



Sending a message. (Continued)

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

Depending on who 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. We've requested this to be changed in a future update.



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's all filled out you can click the **send** button.

