

Parent Guide for King Edward VI Aston School



A Parent's Guide to Getting Started with "Edulink One"

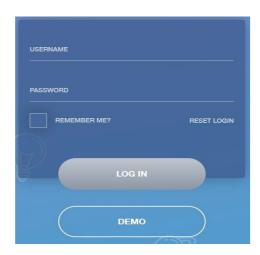
All schools have their own way of working with Edulink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users contact their school directly with any questions they may have.

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

To start, go to https://www.edulinkone.com/ and input your school's code. This would have been emailed to you when your account was created. Or if you have already signed in you can use your school's direct link https://www.edulinkone.com/#!/login?code=keaston.

If you do not have a direct link, you will need to enter your **School ID** (**Keaston**) or **Postcode** (**B6 6DJ**) and press **Next**. Your School ID will have been sent to you by the school. **If you forget your username or password, please contact the school.**





Enter your **Username** and **Password** that the school has sent to you.

If you have not received an email with your login details, please contact your school to resolve this issue.

Once you have filled in the username and password 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. You must input your **School ID** or **Postcode** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you.

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

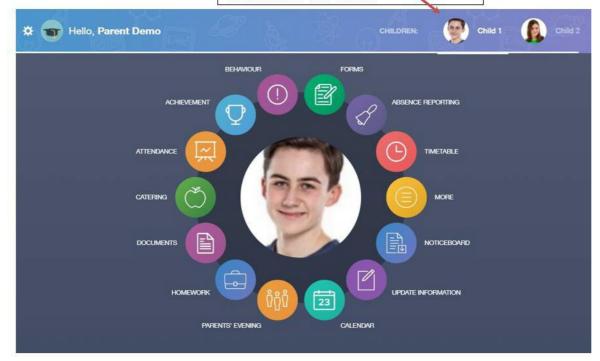


Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your child's attendance, click the **Attendance** icon.

Please see an example of the main screen below. The options may vary between schools as not all schools use all Edulink One's functions.

If you have more than one student in school, it's easy to switch between each one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your 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. Each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type.

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 your child has attended.







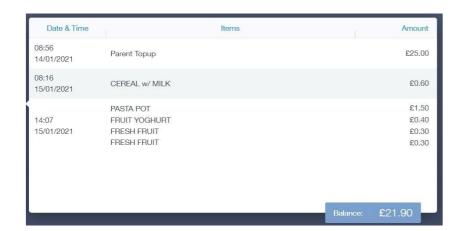
Achievement



This section is where you can view information on positive achievements that 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 \$
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity	- Achievement Award	(10)
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement	Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has	Information & Communicati	al Achievements Points	145

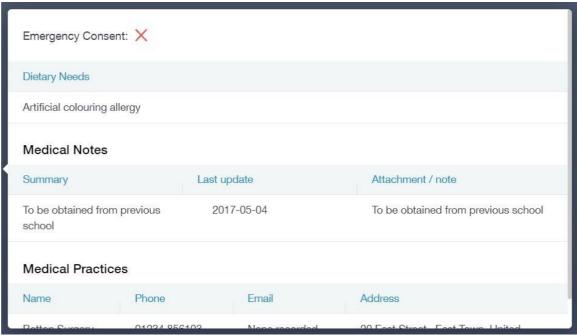




Medical Info



This section contains medical information that 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 can be downloaded in PDF format.





Update Information

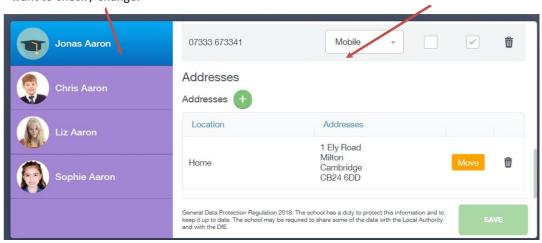


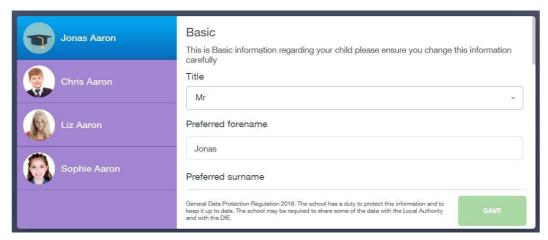
This section shows you the contact information that the school has on record for yourself and your children.

Here you 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.







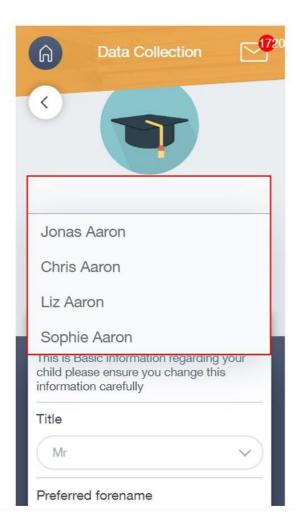
To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.





To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.









Links



This section contains links to resources for students to use.

There are also links specifically for parents.



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.

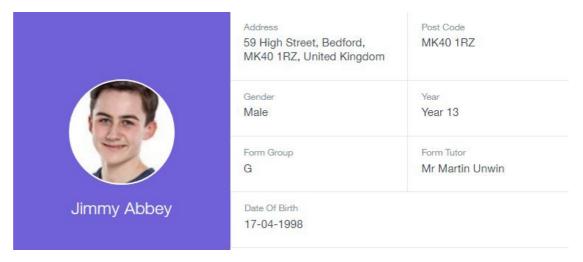
This week	•		MONDAY TUESDAY WEDNESDA	Y THURSDAY	f FRIDAY
Period	Subject	Room	Teacher	Start	End
1	German (11C/Ge1)	Language Room 7	Mr B Kinross	09:15	10:15
2	German (11C/Ge1)	Language Room 7	Mr B Kinross	10:15	11:15
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill	11:35	12:35
4	Computer Science (11B/Co1)	IT 2	Mr V Stockill	12:35	13:35
5	Citizenship (11A/Ci)	Art Room 2	Mr J Brown	14:30	15:30



Account Info



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

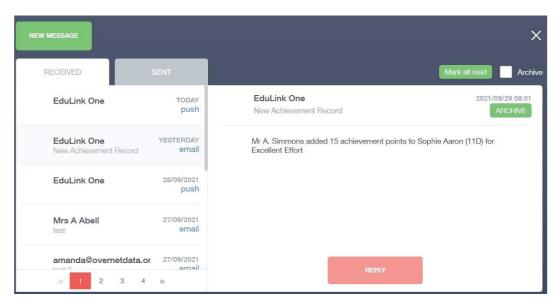


Messages



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 to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

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.





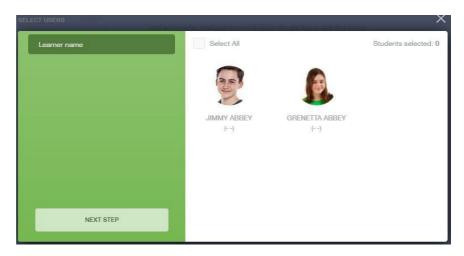


Sending a new message

To begin sending a new message you will need to click the green **new message** button.

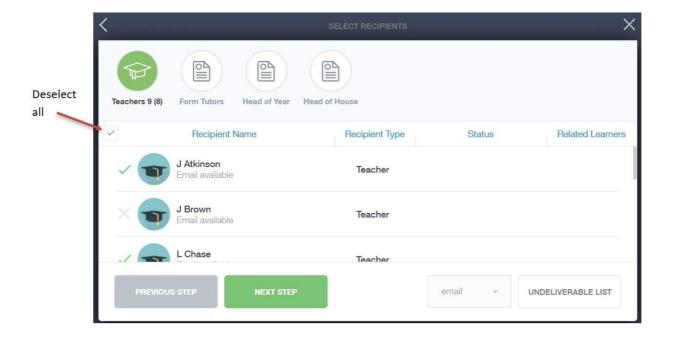


Next you will have to select your child/children. Once selected click the next step button.



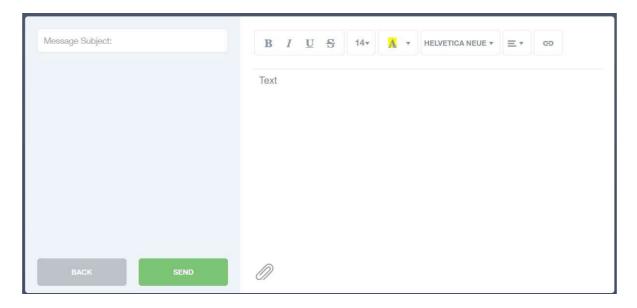
Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

The default option is to pre-select all 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 or deselect all using the smaller black tick. Click **Next** when done.





Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.



Homework



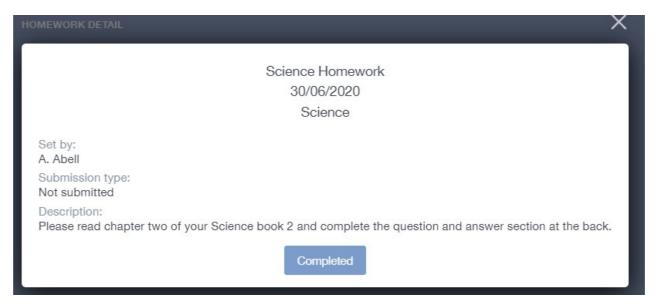
The homework section operates as a standalone homework system where teachers can set homework through Edulink One. Teachers have the ability to upload homework using Teams. However, this is a visual of the homework only. Students can see what homework has been set when it is due and they can also mark it as completed.

The student and parent will see the homework in a list format; this can be organised by clicking on the headings.



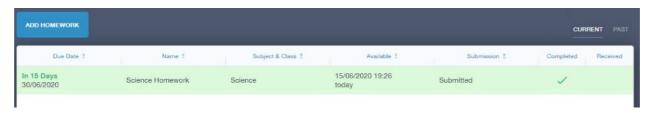
Due Date \$\display\$ Name \$\display\$ Subject & Class \$\display\$ Available \$\display\$ Submission \$\display\$ Complete Today 30/09/2021 Test Notification Citizenship \(\frac{28/09/2021}{08:50} \) Not submitted \(\times \) Today 30/09/2021 test to google drive Citizenship \(\frac{30/09/2021}{00:00} \) Not submitted \(\times \) X	leted Receive
Today Test Notification Citizenship 08:50 2 days ago Not submitted 30/09/2021 Today test to google Gitizenship 00:00 Not submitted X	
loday test to google Citizenship 00:00 Not submitted	(
	<
In 3135 days A future 21/07/2021 01/05/2030 Assignment edulink class 1 11:36 Not submitted X	<

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



Once the student has completed the homework assignment, they should click the **Completed** button to notify their teacher the work has been done. It is important to note that parents can only view set homework.

For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams location or any shared drive solution the school may use.



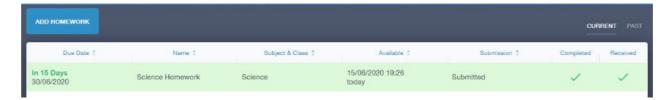


Once the student has clicked completed, they will need to wait for the teacher to review the work.

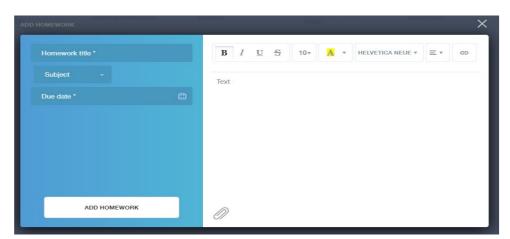
If the teacher has an issue with the homework, then they will contact the student and mark the work as received but not completed as per below.



If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.



Please Note: Students can add their own homework using the **Add Homework** option. This will not be reviewed by the teacher but can be used to help students create a study plan, self-assessments, etc...



They would need to provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.

Due Date ‡	Name ∳	Subject & Class ‡	Available ‡	Submission ‡	Completed	Received
In 13 days 28/06/2020	Science	Chemistry	15/06/2020 19:47 today	Not submitted	×	
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	~	~

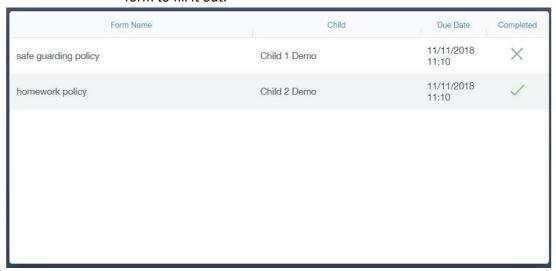


Forms



You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, meal selection, permission forms etc...

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a form to fill it out.



A new window opens where you can read the details regarding the form and make any necessary selections or comments.



To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

I give my consent for my child to attend the London zoo trip: *

Select

Yes

No



Contacts



This section contains parent contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

If you notice any out-of-date details, you can update them in the Update Information area.



SEN



If your child has a Special Educational Need or Disability, information on their SEN details can be found in the SEN icon.

You can also see whether your child has an EHCP (Education, Health and Care Plan), though documents may or may not be visible depending on your school's settings.



If your school has enabled the **Strategies** portion of the SEN screen, parents can view the strategies the school uses with their children to aid in their learning.



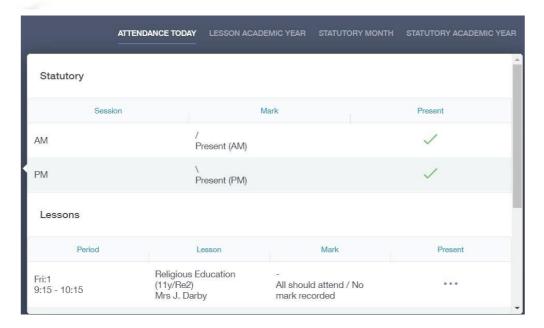


Attendance



The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent.

Below the statutory registration information is a list of the child's lessons for each period of the day.







Clubs



Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.



To help your child join a club, click on the club in the All Clubs tab.



Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.





To join the club, parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.



If your child has not been joined to a club by a teacher (such as revision sessions), you can choose to unbook a club. If the teacher signed your child up, your child will need to attend the club and must ask the teacher to leave, e.g. exam is now over so your child no longer needs to attend the revision session. You would need to contact your school's teacher to leave a club the teacher has signed them up to.

Parents can also view a child's attendance at a club. This appears after the fact and not during the session of the club.

Date	Attendance	Start	End
Monday, 6 September	~	17:00	17:30
Friday, 24 September	/	14:45	15:15

