Mount Carmel
IT Support Department

Parent Guide for Mount Carmel RC High School

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

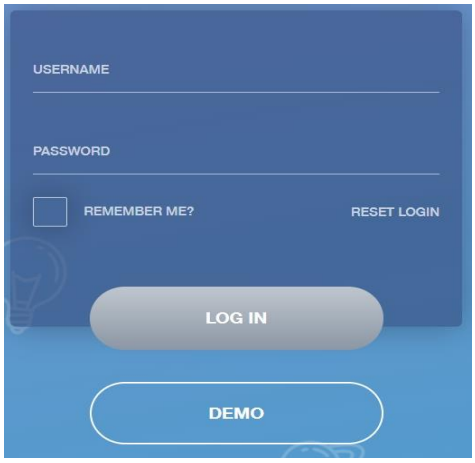
Web Browser Instructions

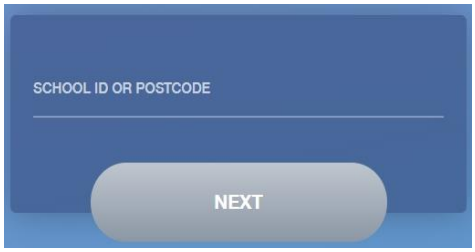
This is your school's individual login link if you use a browser to log in.

Start by going to the link on the school website or if you are not using your school's direct link, visit https://www.edulinkone.com/.

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

If you do not have a direct link, you will need to enter your **School ID** or **Postcode (MountCarmel or BB5 0LU)** and press **Next**. Your School ID will have been sent to you by school. **If you forget your username or password, please contact school.**





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

Downloading and Using the App

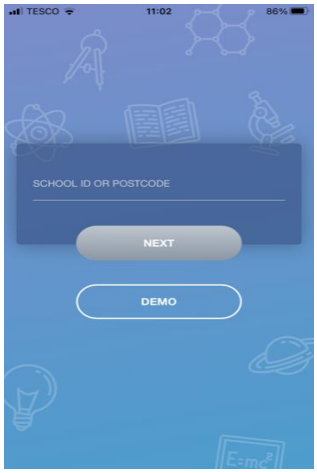
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

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



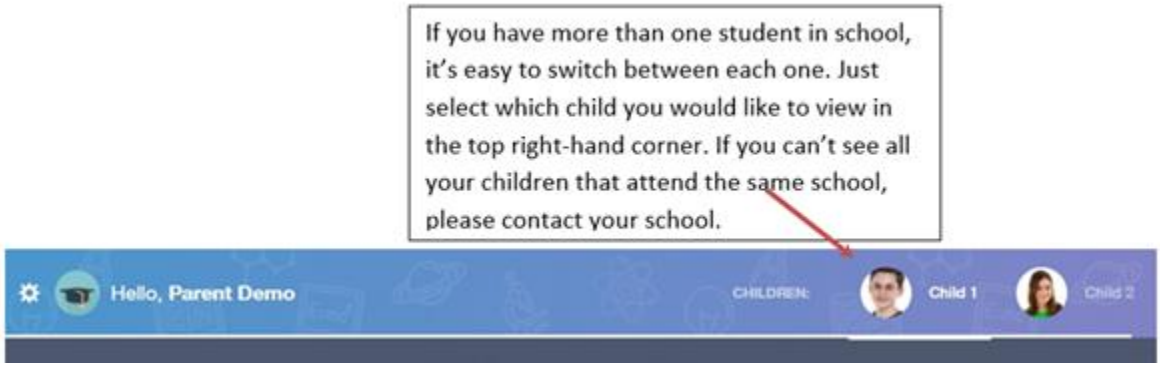
If you are using the mobile app you will see the screen to the left. You must input your **School ID** or **Postcode (MountCarmel or BB5 0LU)** and click the **Next** button to continue.

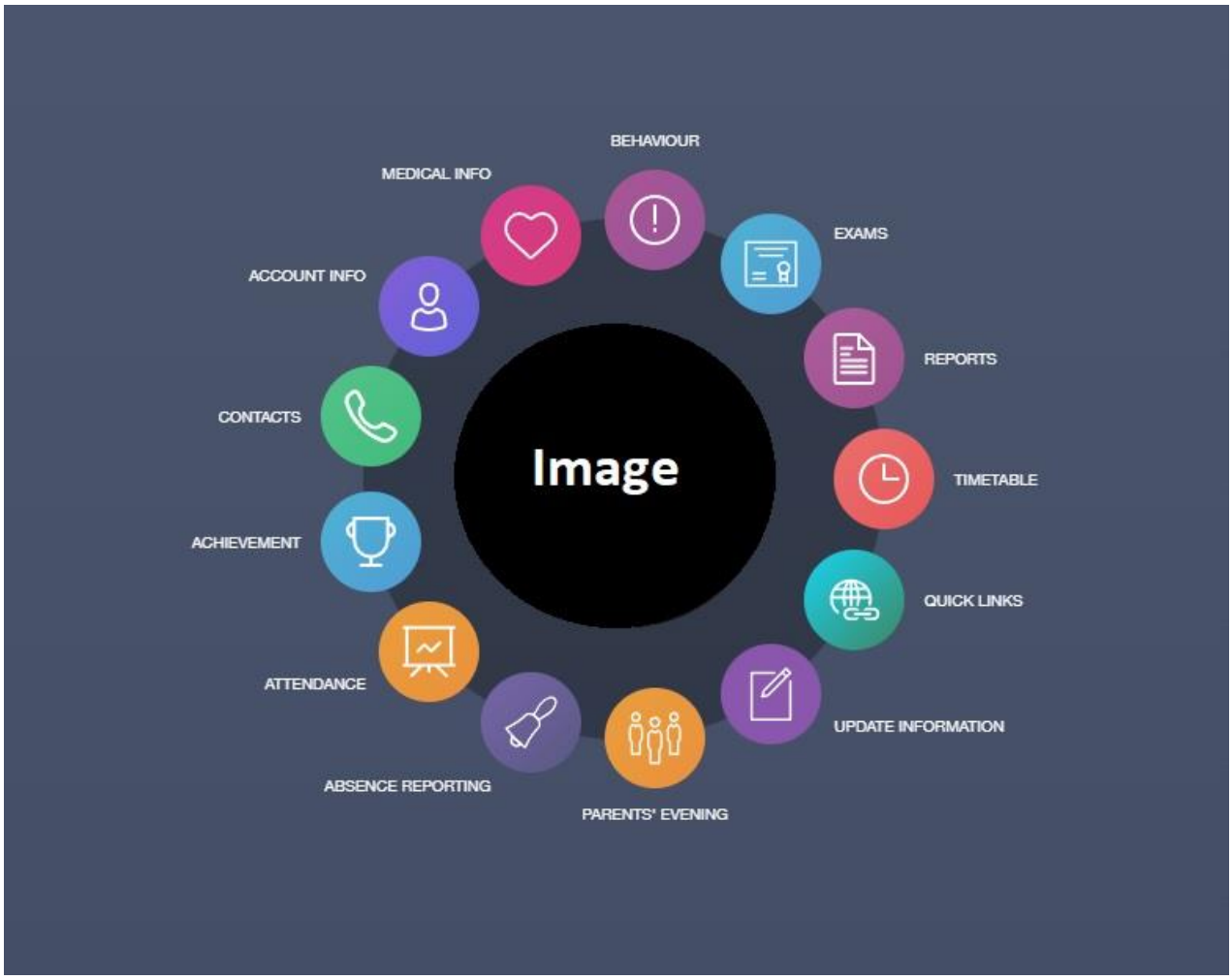
This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details school has sent you.

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

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.



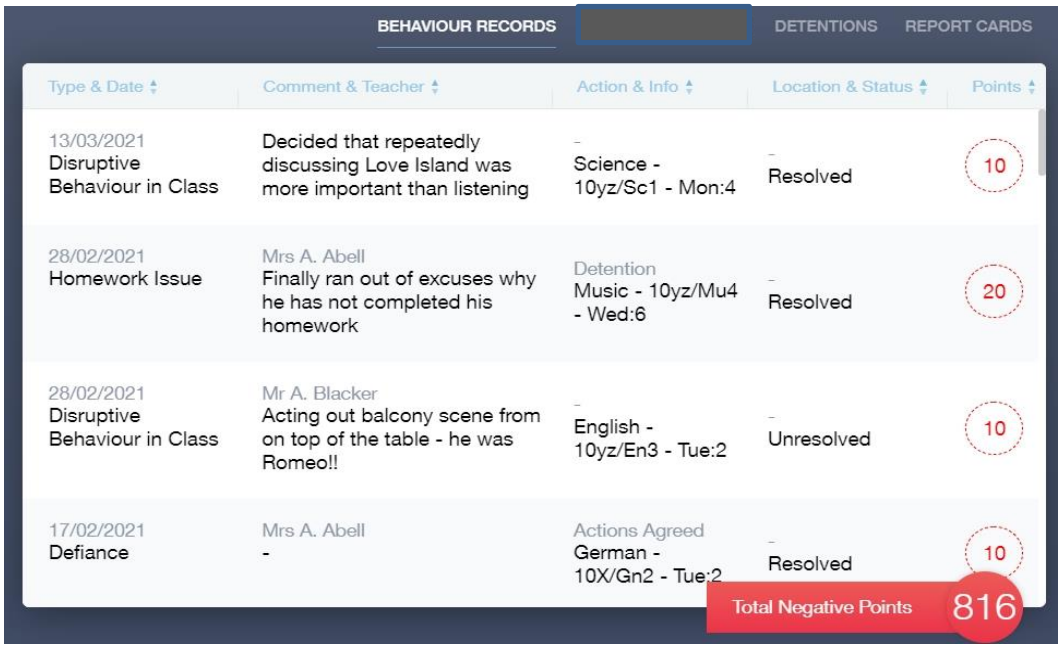


Behaviour

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.

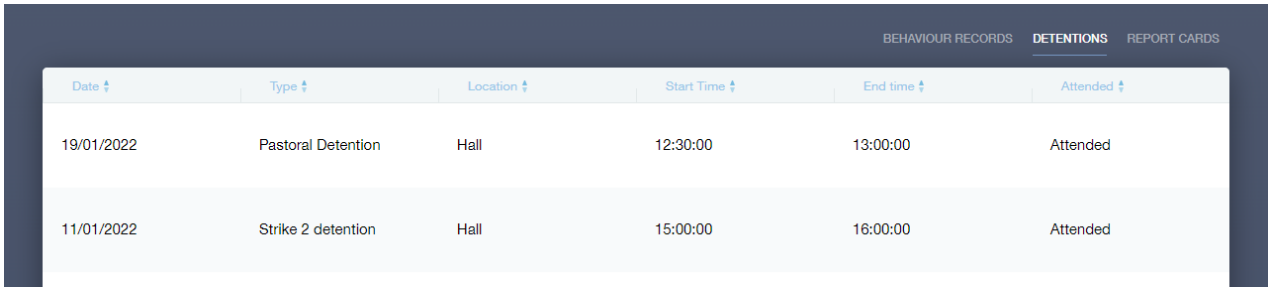
Behaviour Records Tab

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 when the incident occurred and details about the incident such as the type, location and the action taken.



Detentions Tab

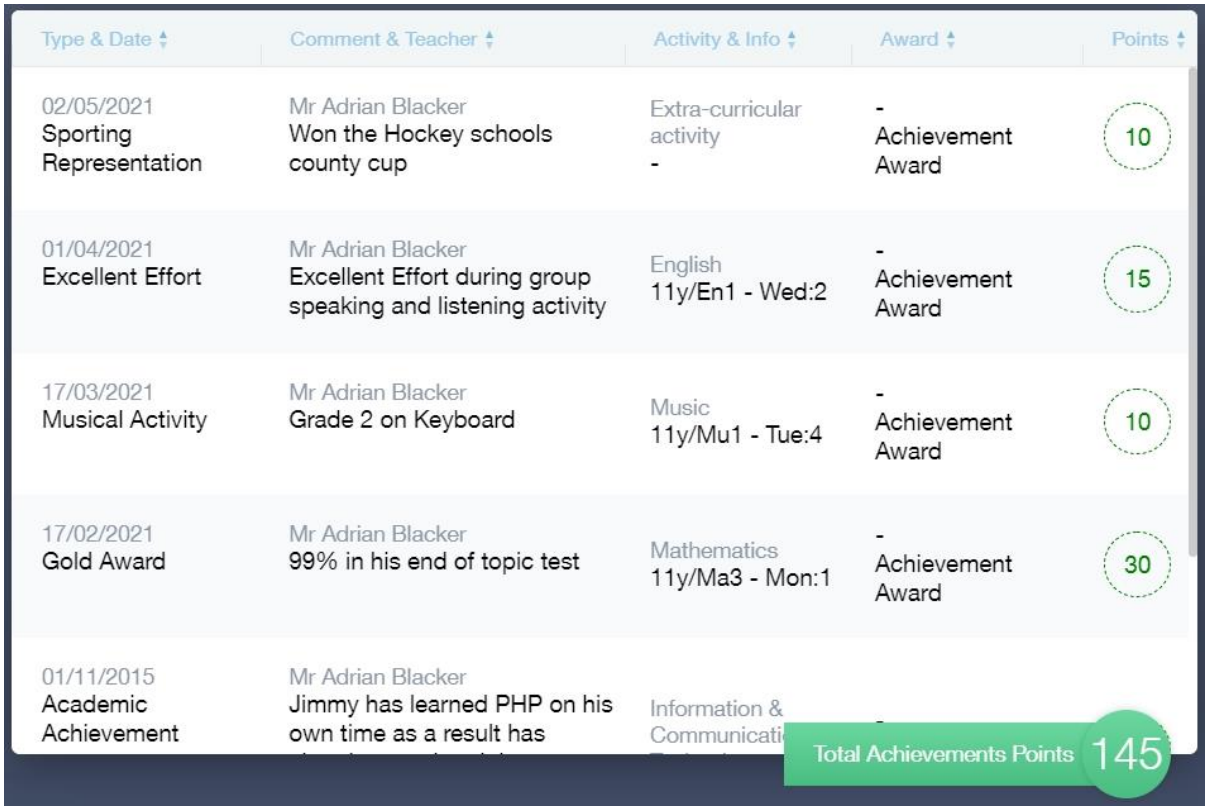
The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.



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.

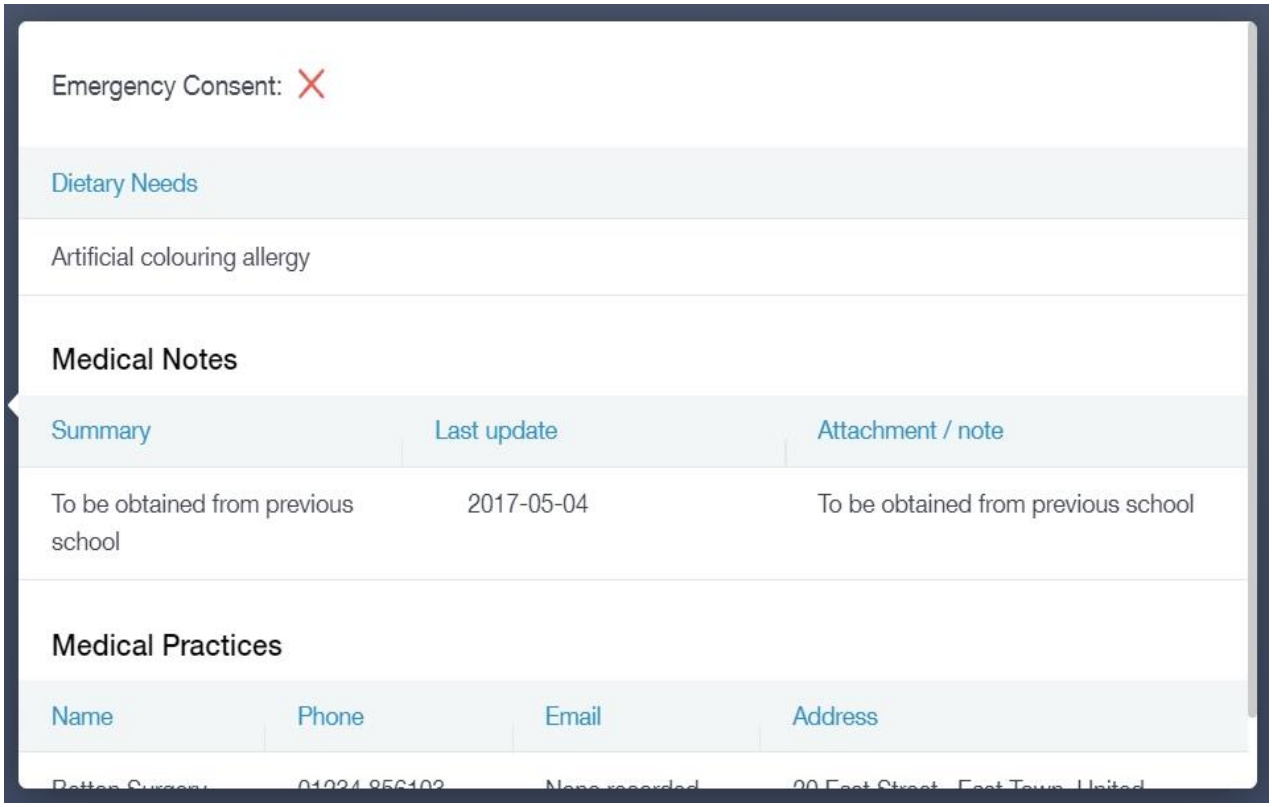


Type & Date	Comment & Teacher	Activity & Info	Award	Points
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	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		

Total 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

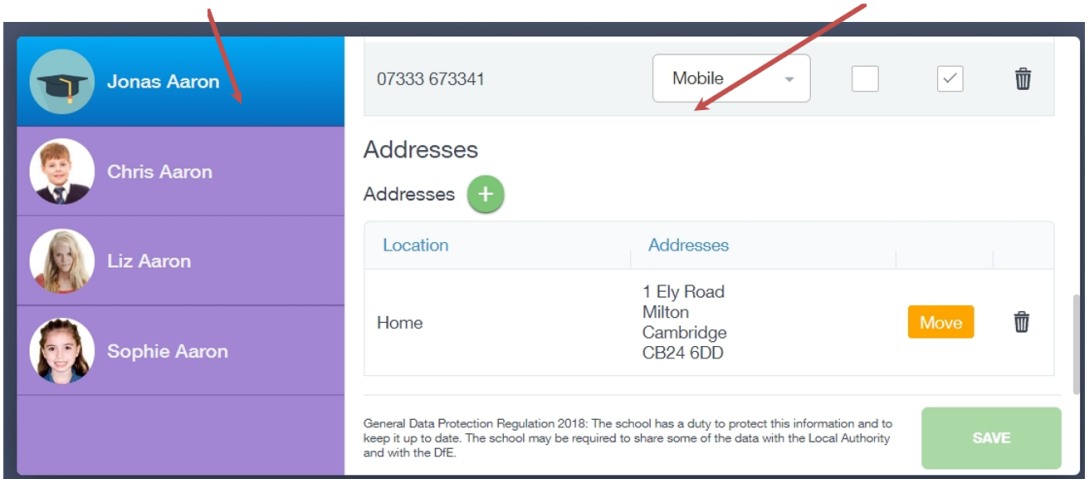
This section shows you the contact information that the school has on record for yourself and your children.

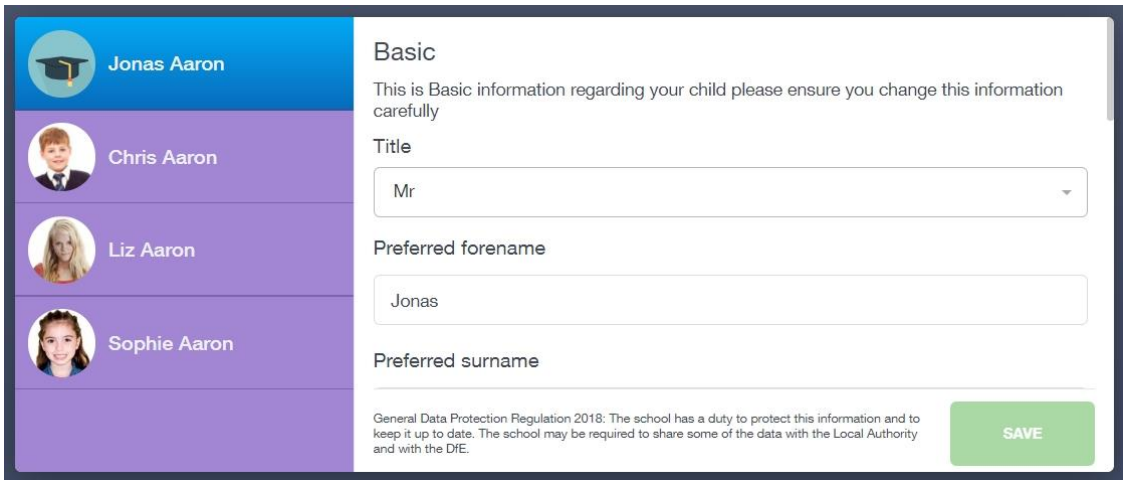
Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating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

This feature may not be available straight away, but school will update parents when details can be updated

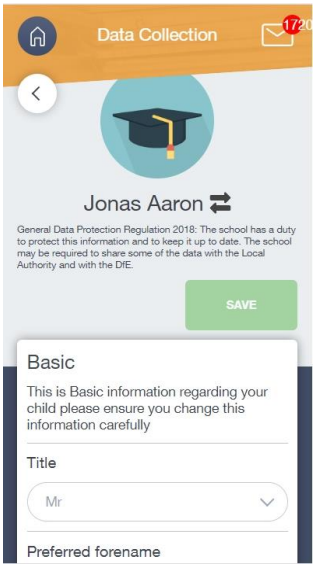
This side allows you to select whose details you want to check / change.

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

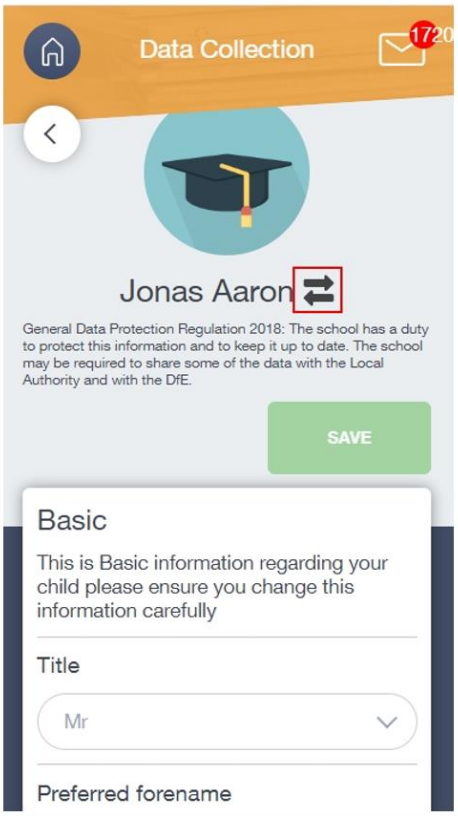


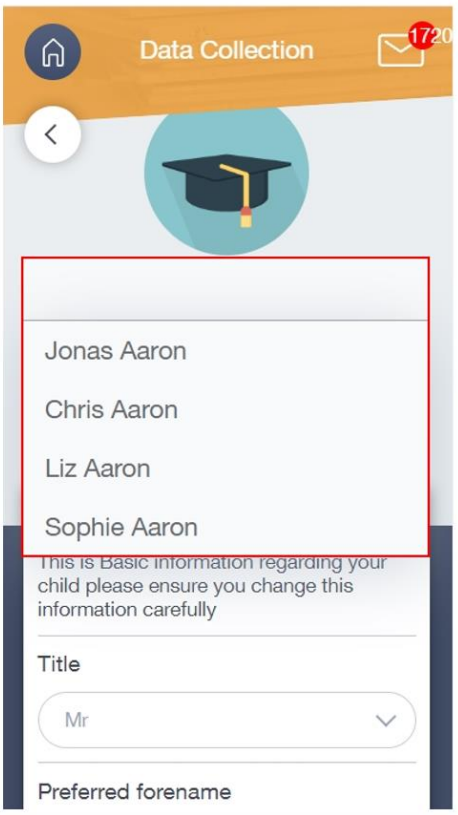


To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.



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.

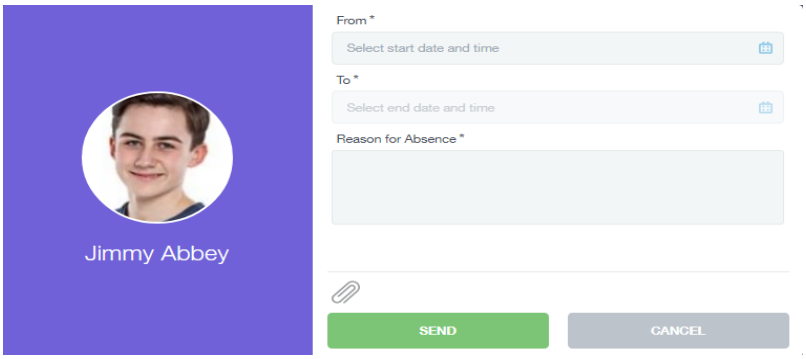




Absence Reporting

This feature allows 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 you how to select the time and date for the absence request and the reason for the absence.



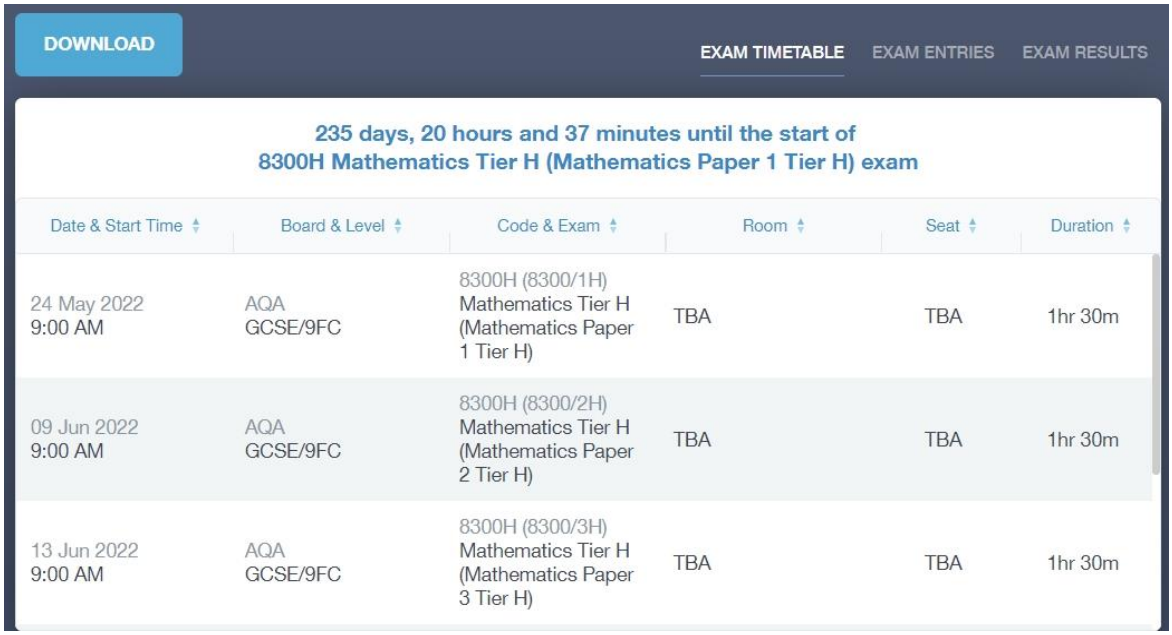
Exams

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

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

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As the students own their results, the school may decide not to display them to parents and only the students.

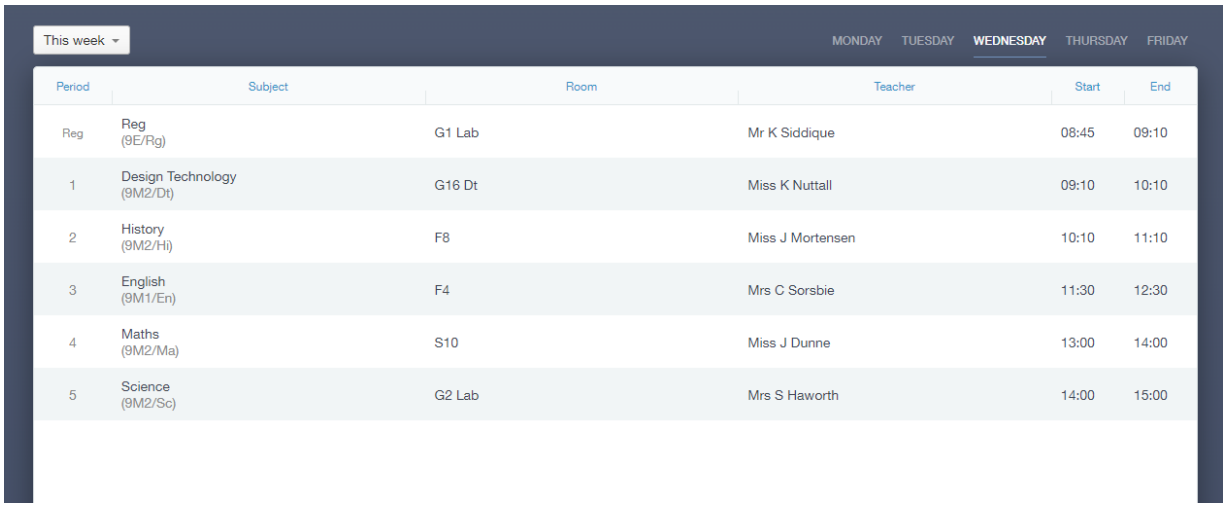
Exam Timetable



Exam Entries

Timetable

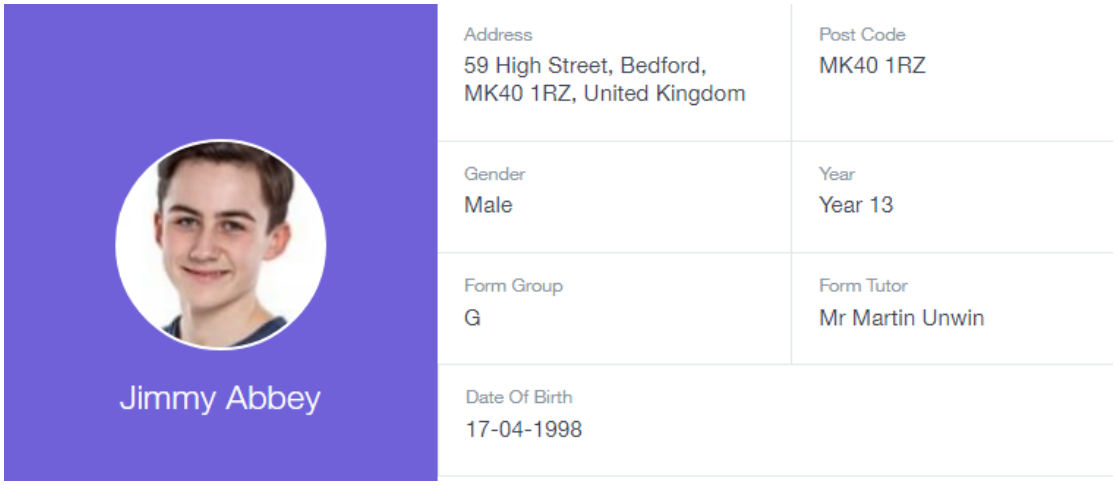
Parents and students both have access to this section, which allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.



Period	Subject	Room	Teacher	Start	End
Reg	Reg (9E/Rg)	G1 Lab	Mr K Siddique	08:45	09:10
1	Design Technology (9M2/Dt)	G16 Dt	Miss K Nuttall	09:10	10:10
2	History (9M2/Hi)	F8	Miss J Mortensen	10:10	11:10
3	English (9M1/En)	F4	Mrs C Sorsbie	11:30	12:30
4	Maths (9M2/Ma)	S10	Miss J Dunne	13:00	14:00
5	Science (9M2/Sc)	G2 Lab	Mrs S Haworth	14:00	15:00

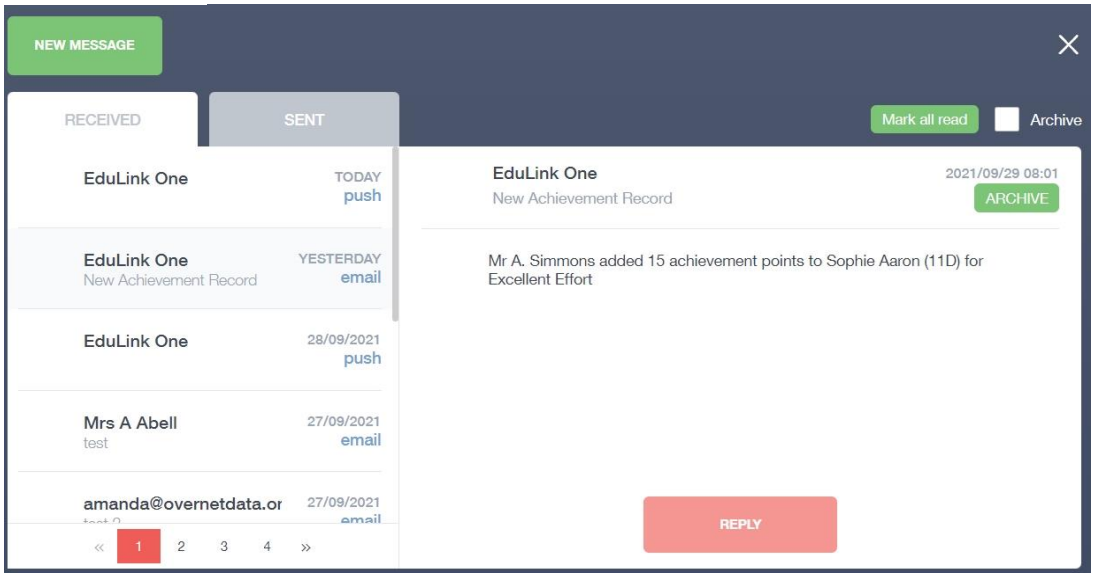
Account Info

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

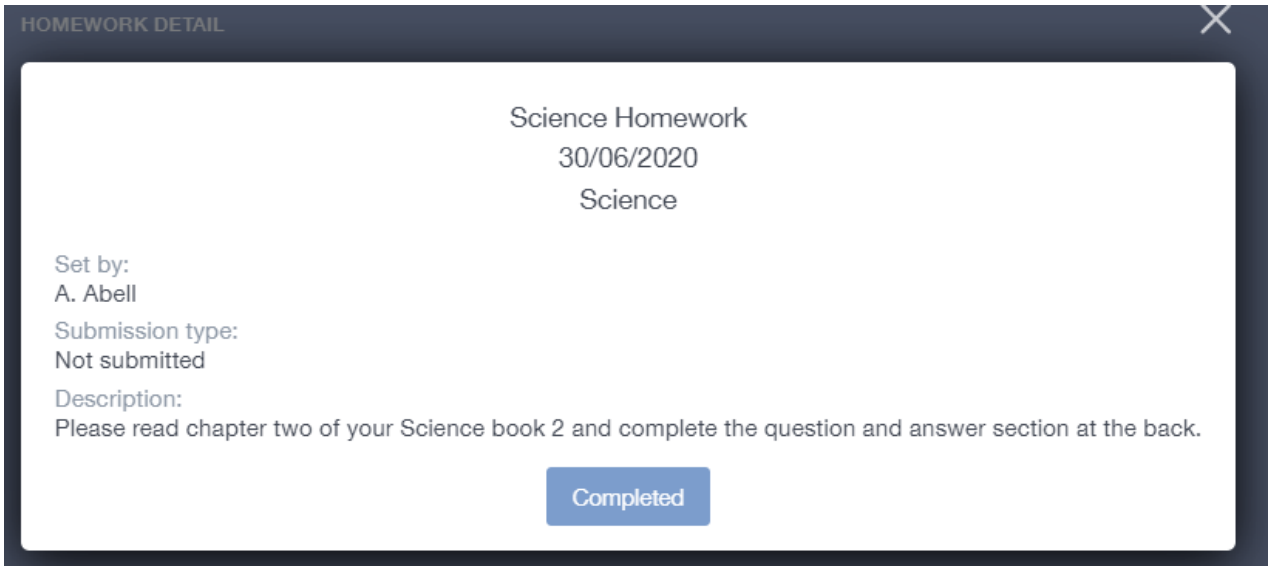


Homework

The homework section operates 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.

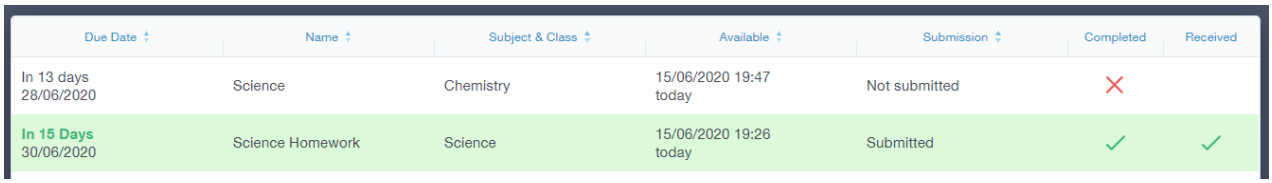
The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

The student 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.

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.

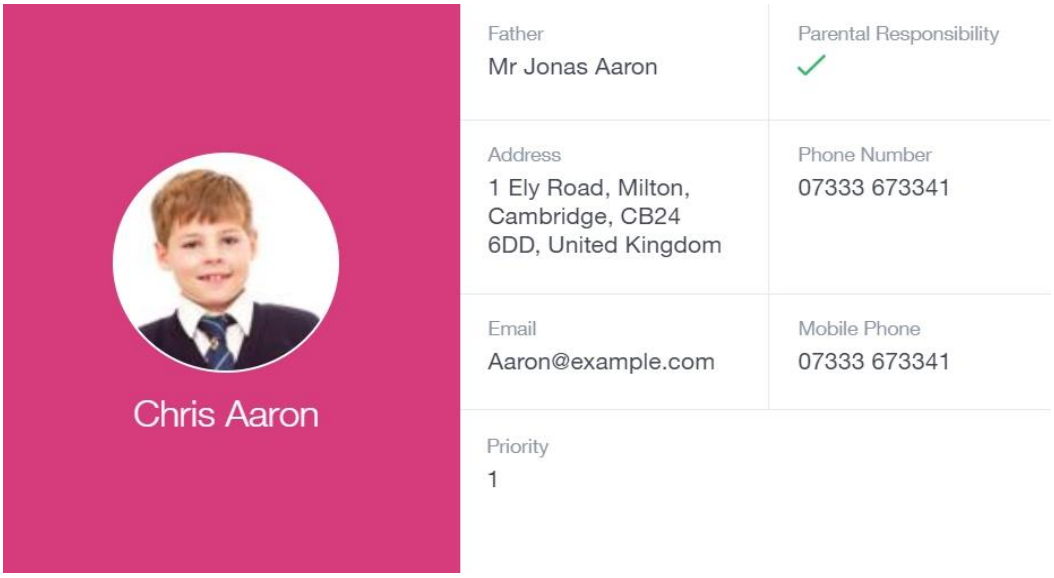


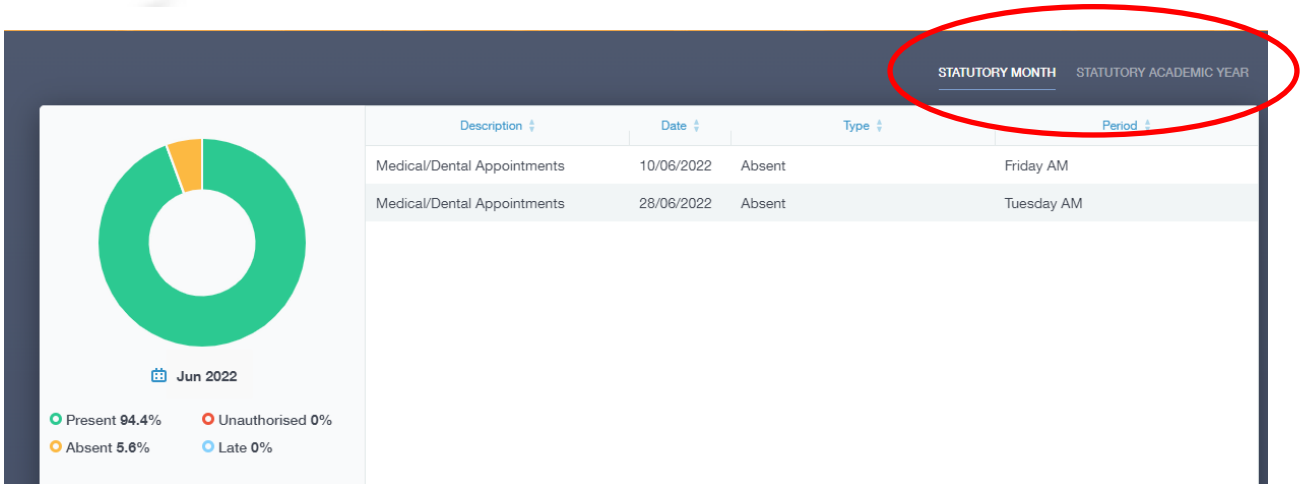
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 13 days 28/06/2020	Science	Chemistry	15/06/2020 19:47 today	Not submitted	✗	
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

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.



Attendance

The attendance area lets you see your child/children Attendance record, monthly or yearly.