

Parent Guide for

Waseley Hills High 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.

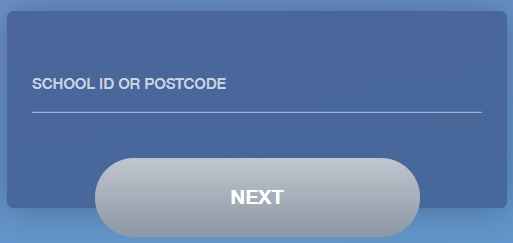
## Web Browser Instructions

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=>waseley.

If you do not have a direct link, you will need to enter your **School ID** or **Postcode** 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.**

Graphical user interface, application

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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

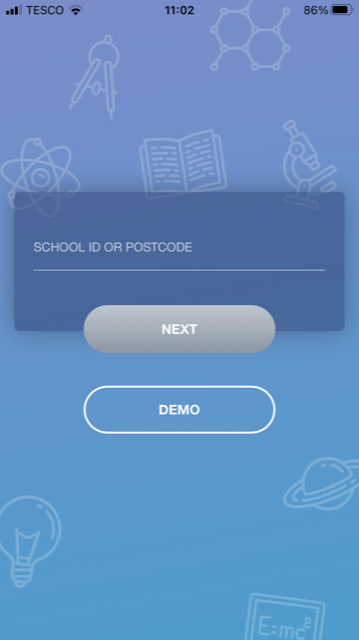
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

**Apple App Store**

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

**Android Google Play**

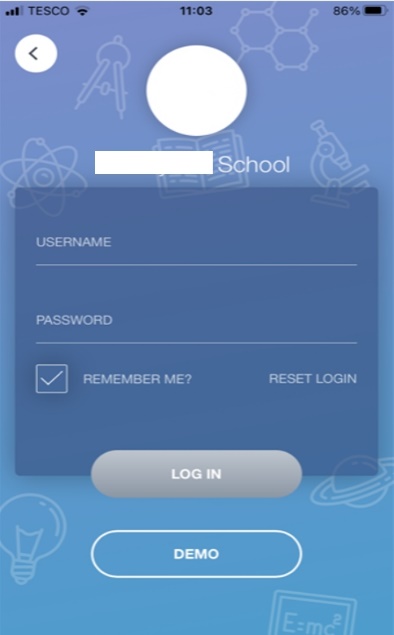
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



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.

Graphical user interface

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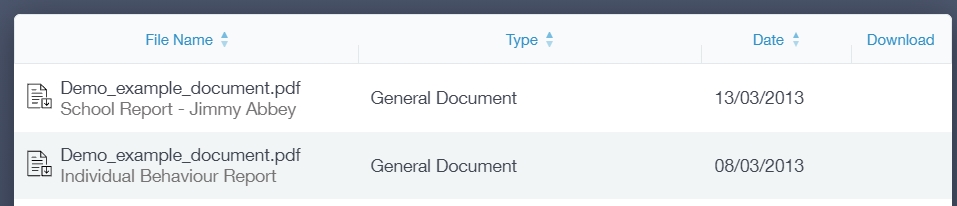
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## Documents

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.



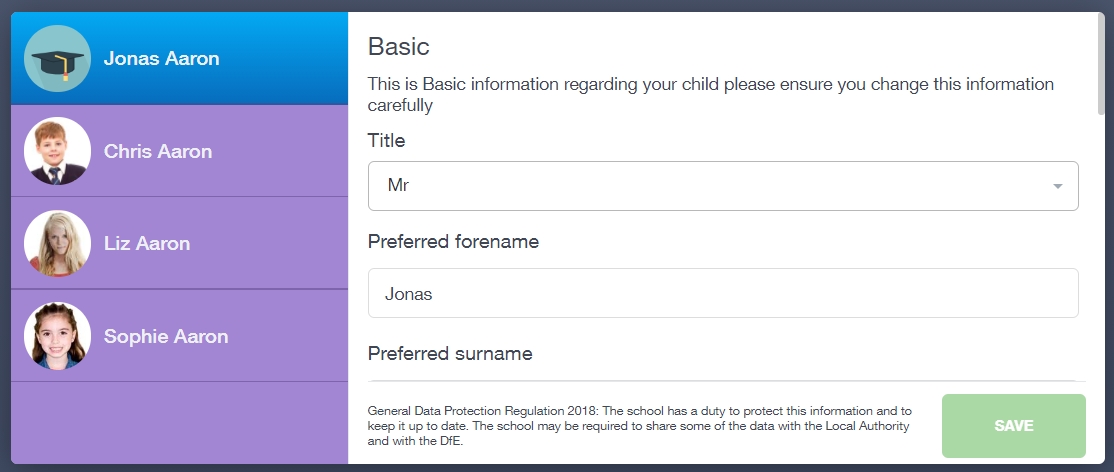
## Update Information

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

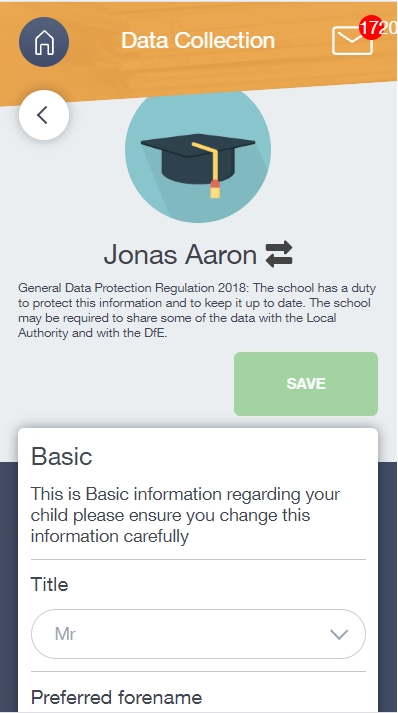
Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating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

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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.

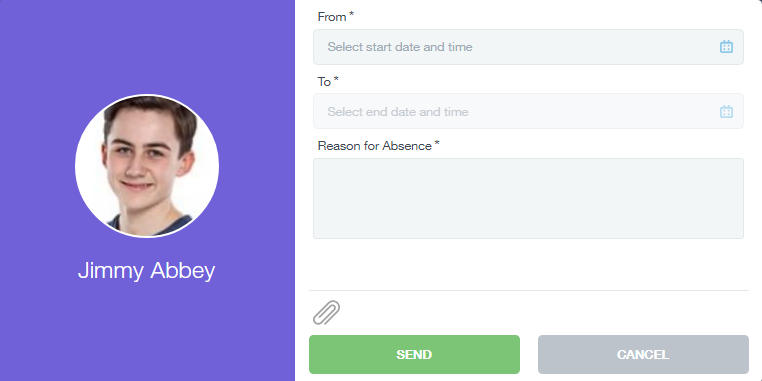
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## Absence Reporting

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.

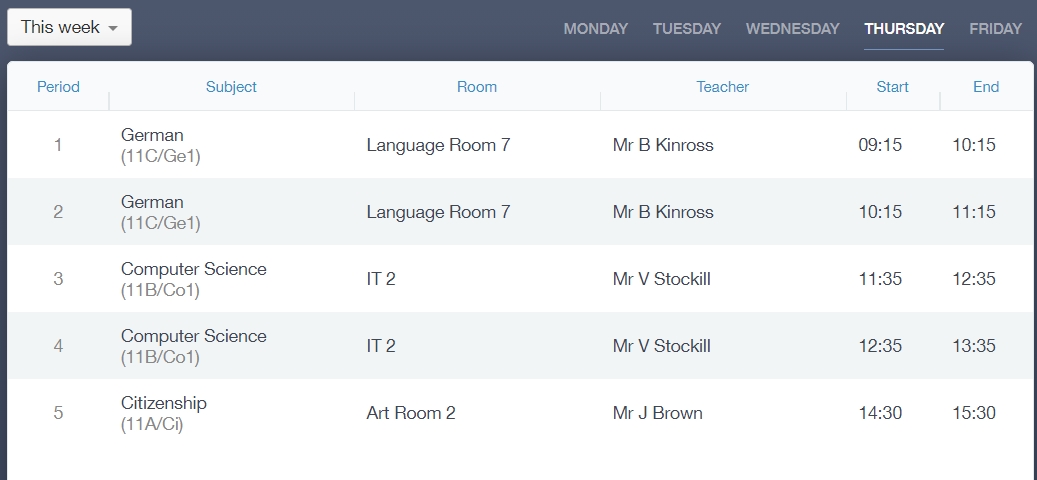
The example below shows you how to select the time and date for the absence request and the reason for the absence.



## Timetable



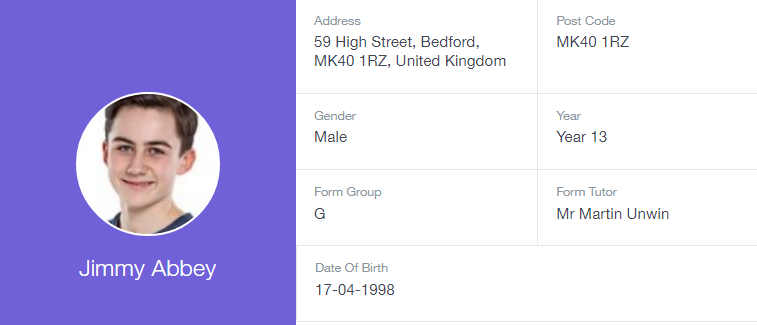
Parents and students both have access to this section, which allows you to view your child’s school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.



## 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.

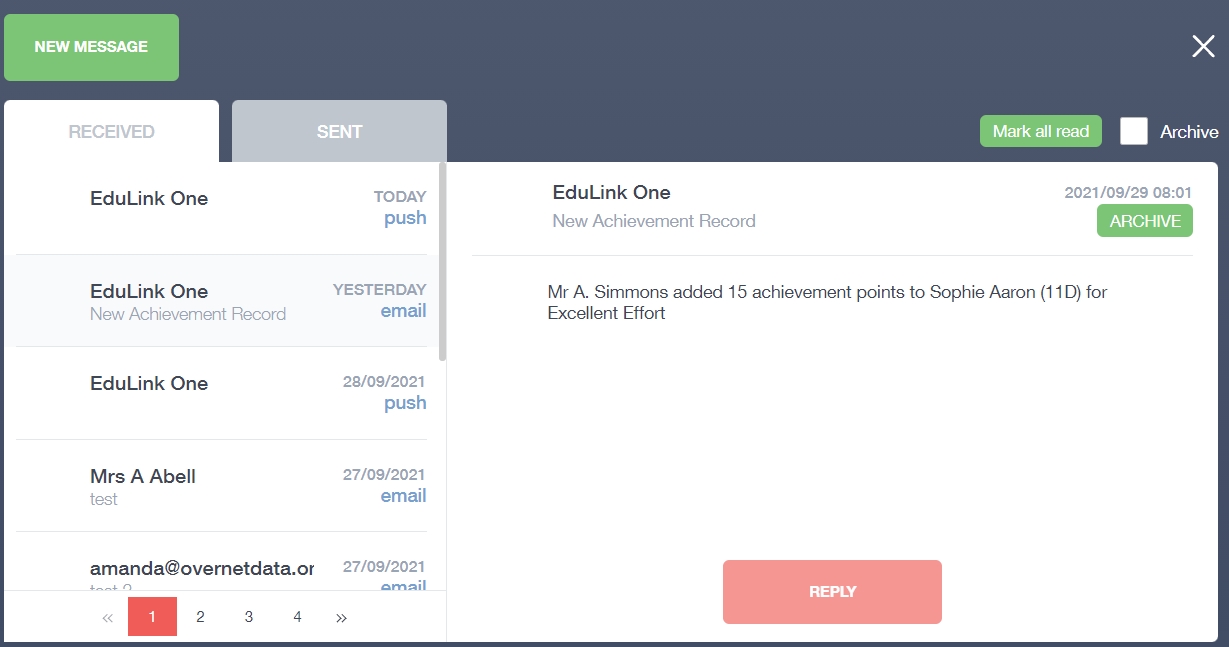


## Messages

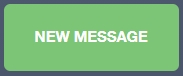


The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply to messages here. You can also write and send messages to one or more teachers and your child’s tutor. Most schools also send these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

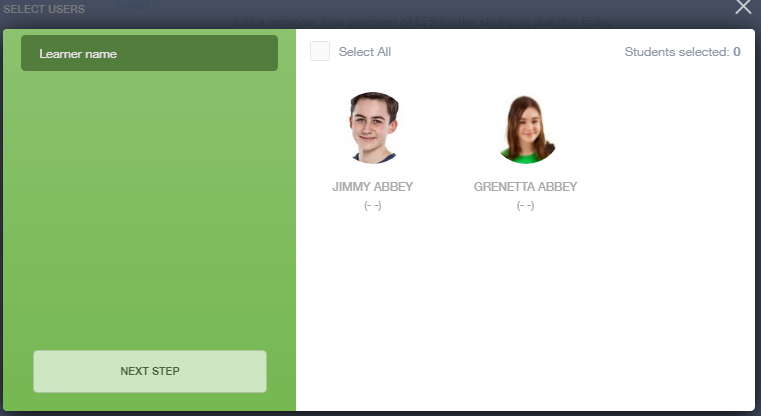
In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you’ve sent through previously.



### 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.



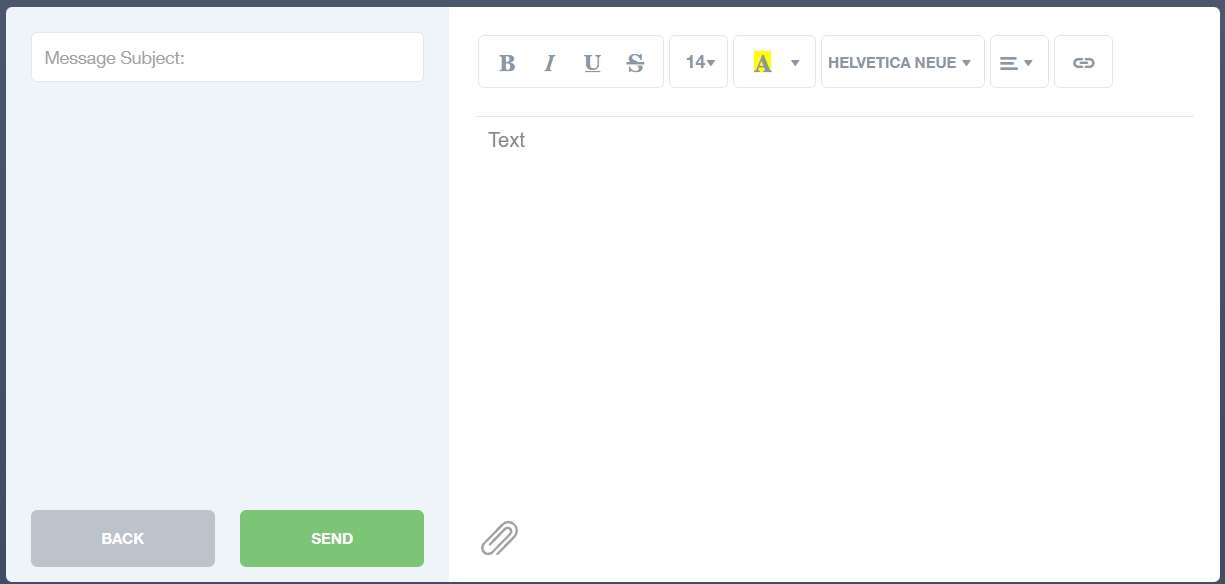
Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

**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.

Graphical user interface, website

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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.

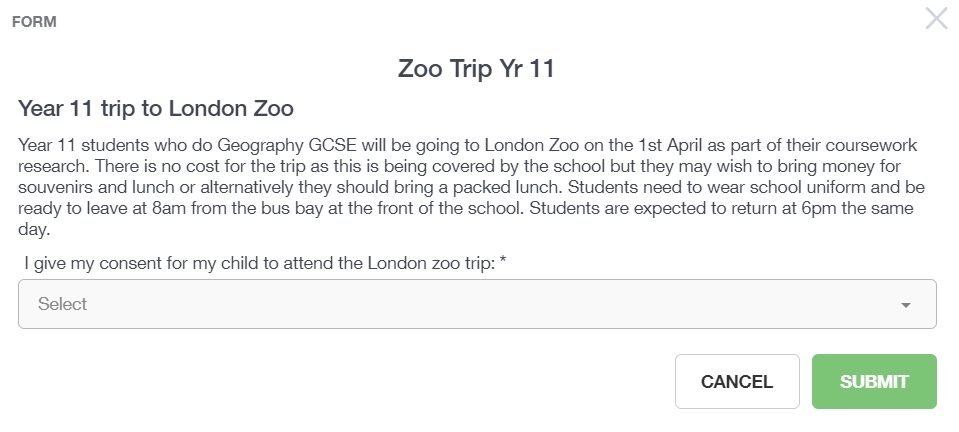


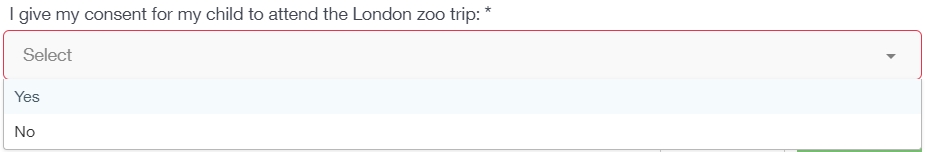
## Forms



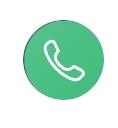
You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, meal selection, permission forms etc...

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. 

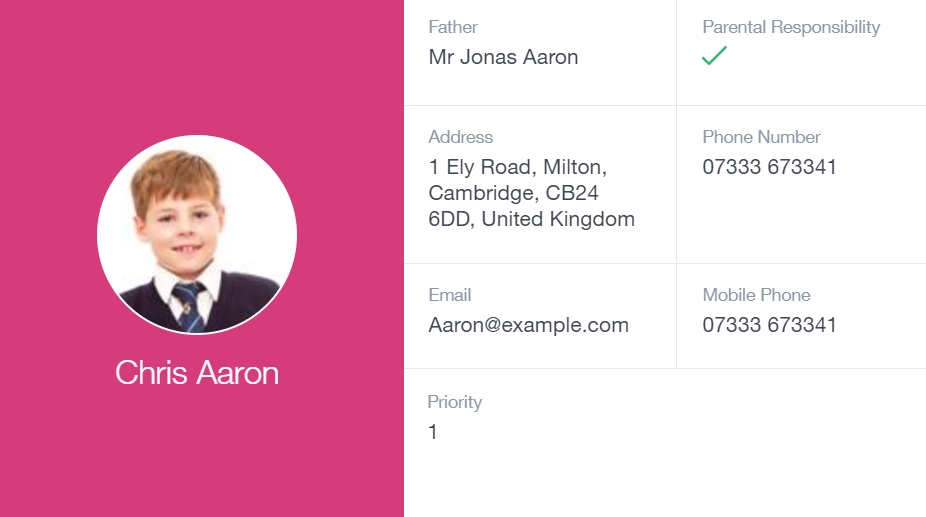
To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit. 

## Contacts



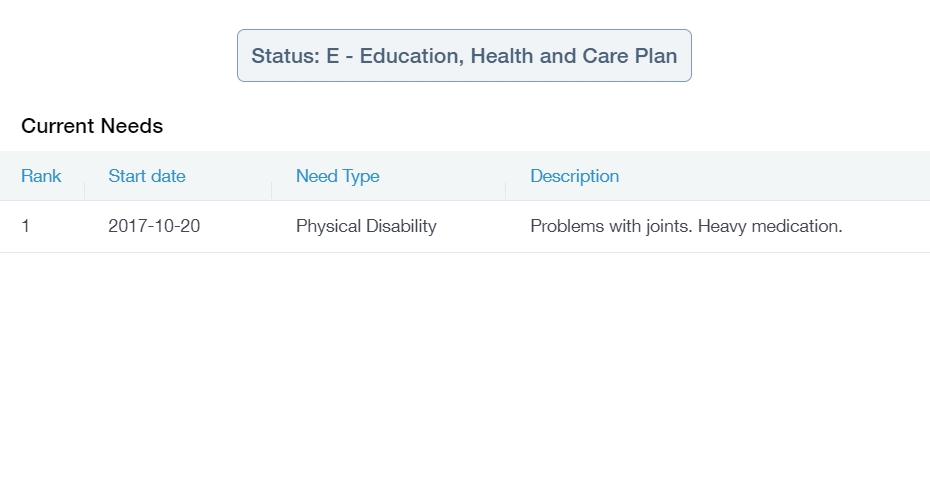
This section contains parent contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

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. 

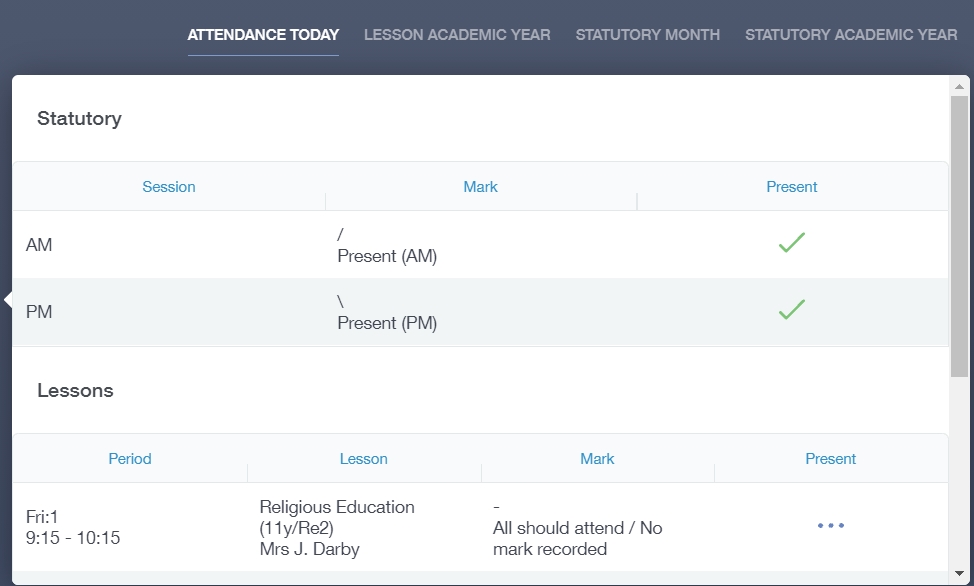
If your school has enabled the **Strategies** portion of the SEN screen, parents can view the strategies the school uses with their children to aid in their learning.



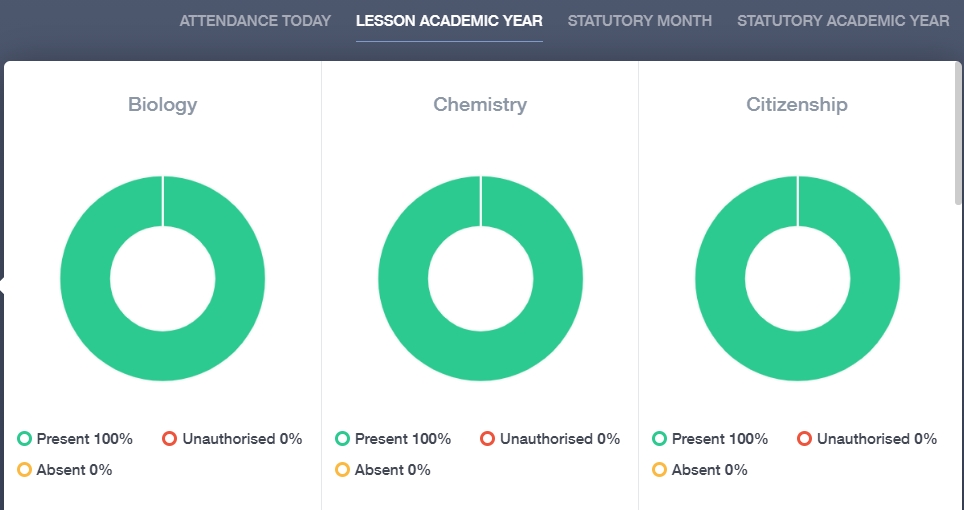
## Attendance

The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

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



Additionally, the school has the option to allow you to see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.



The assessment screen is customisable for every school, so most schools’ assessments will not look the same. If you are struggling to understand the assessment data, it is best you contact your school so they can explain their assessment process.

You can see your child’s/children’s grades, targets, attitude to learning and other aspects that the school wants parents to see in Assessments. Some schools colour code data to tell you if your child is working at the expected level. Many schools also provide a written explanation about the assessment, like what each effort grade means.

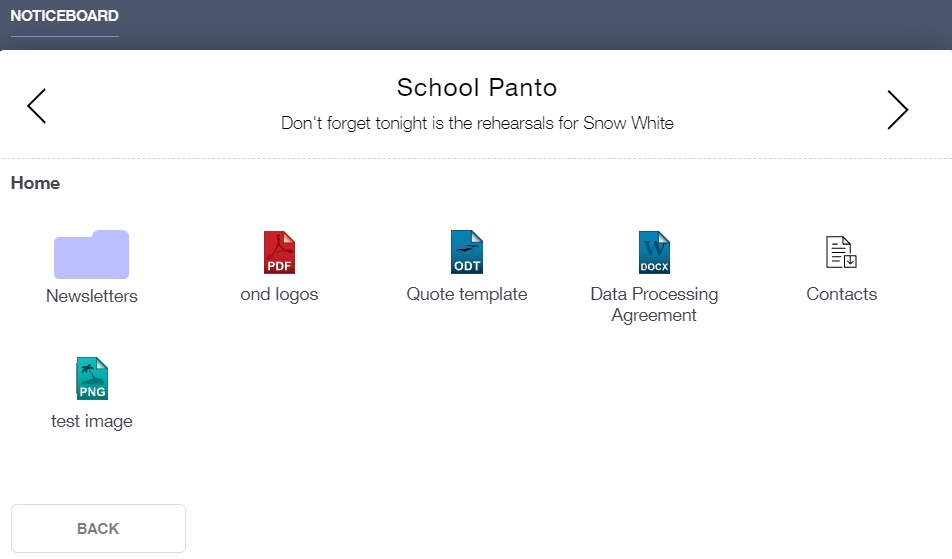
Also, you can view other assessments, including past assessments, and some schools may make KS2, KS3 or KS4 data available for parents to view.

Below is an example of what an assessment could look like in Edulink One.

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The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

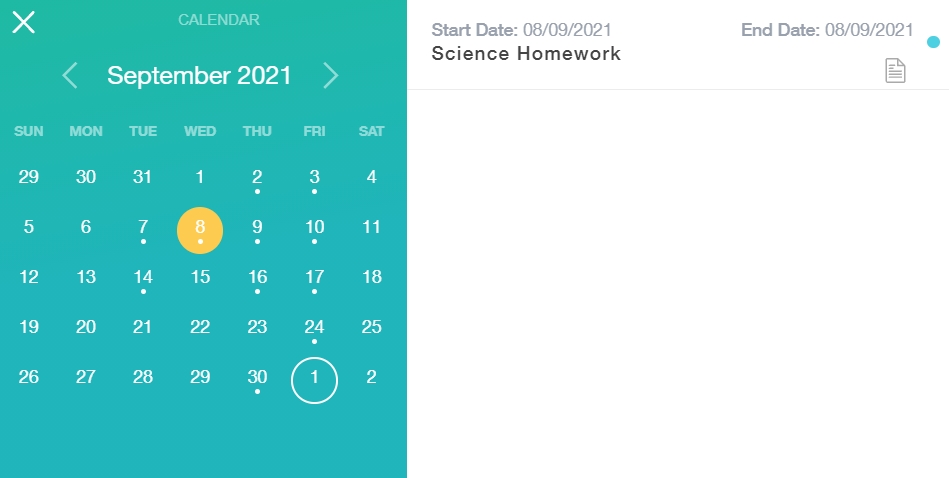
There is also a snippet section at the top that displays important announcements, like the date of the school panto.



## Calendar

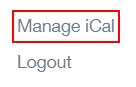
If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

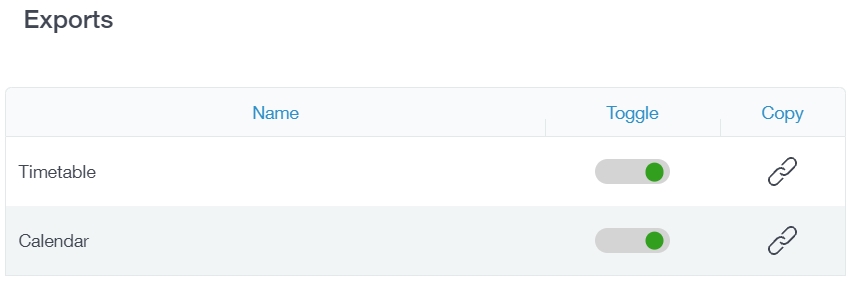
Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.



### Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.



In **Exports**, you can export your child’s Timetable and school Calendar. To do this, press on the ‘toggle’ to turn on the export and then copy the link. 

Afterwards, go to **Imports** and press the **+Add** button**.**