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Guide for Atherton High School

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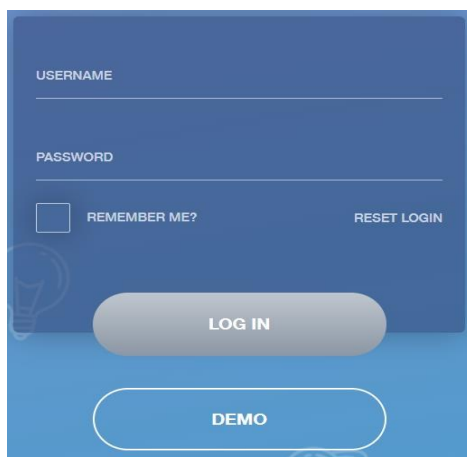## A Parent's Guide to Getting Started with "Edulink One"

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.
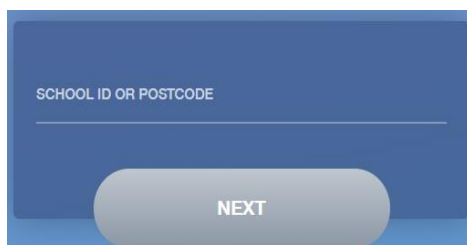
Web Browser Instructions

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=atherton**

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.**

USERNAME

PASSWORD

REMEMBER ME?   RESET LOGIN

LOG IN

DEMO

SCHOOL ID OR POSTCODE

NEXT

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.
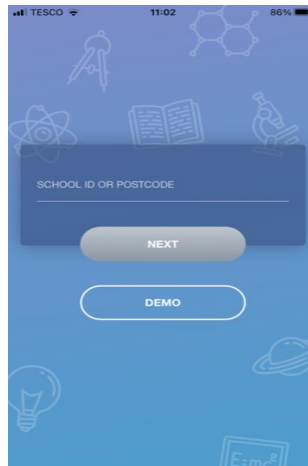
Downloading and Using the App

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** which is **Atherton** 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.
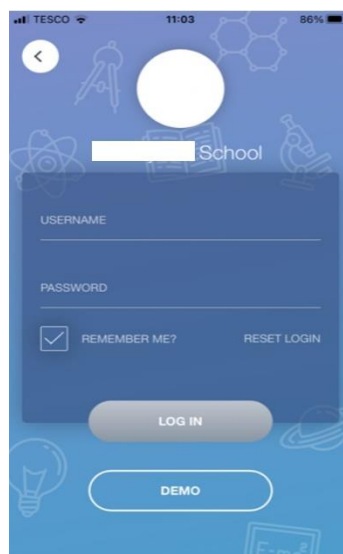
If you forget your username or password, please contact the school

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.
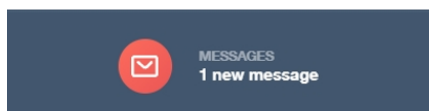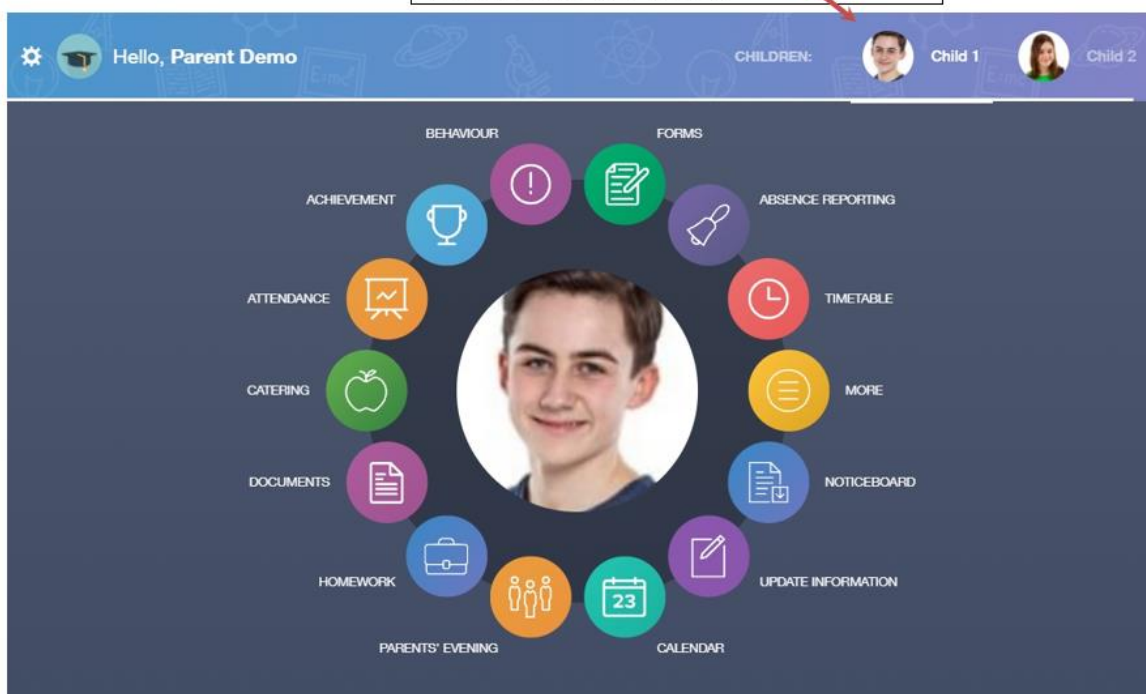
The **messages** button will let you know if you have any unread messages from the school.

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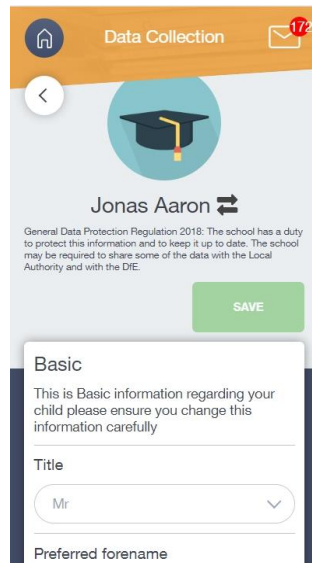
To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.

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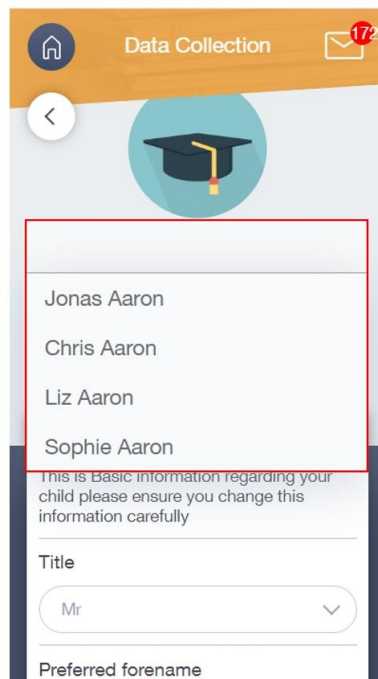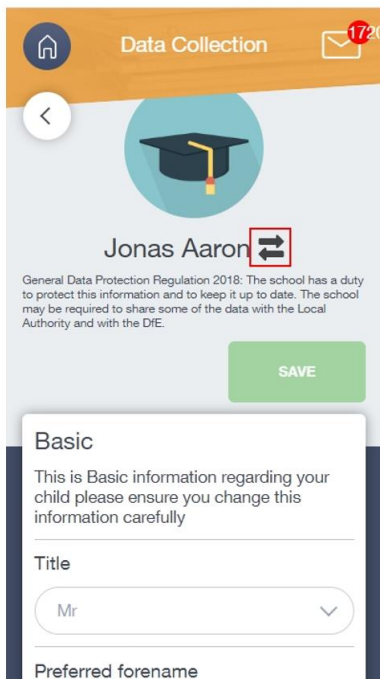
Links

This section contains links to resources

There are also links specifically for parents.

iPayimpact	ClassCharts	MyMaths	Educake
Cashless System	Behaviour, Homework	Maths Homework	Science Homework

reading plus	ATHERTON
Reading Plus	School Website

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	WEDNESDAY	**THURSDAY**	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	

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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.

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	

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.

Emergency Consent: ✗

Dietary Needs

Artificial colouring allergy

Medical Notes

Summary	Last update	Attachment / note
To be obtained from previous school	2017-05-04	To be obtained from previous school

Medical Practices

Name	Phone	Email	Address
Botton Surgery	01234 856103	None recorded	20 East Street, East Town, United

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.

Form Name	Child	Due Date	Completed
safe guarding policy	Child 1 Demo	11/11/2018 11:10	✕
homework policy	Child 2 Demo	11/11/2018 11:10	✓

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

FORM ✕

Zoo Trip Yr 11

Year 11 trip to London Zoo

Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

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

Select ▾

CANCEL   SUBMIT

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.

Status: E - Education, Health and Care Plan

Current Needs

Rank	Start date	Need Type	Description
1	2017-10-20	Physical Disability	Problems with joints. Heavy medication.

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.
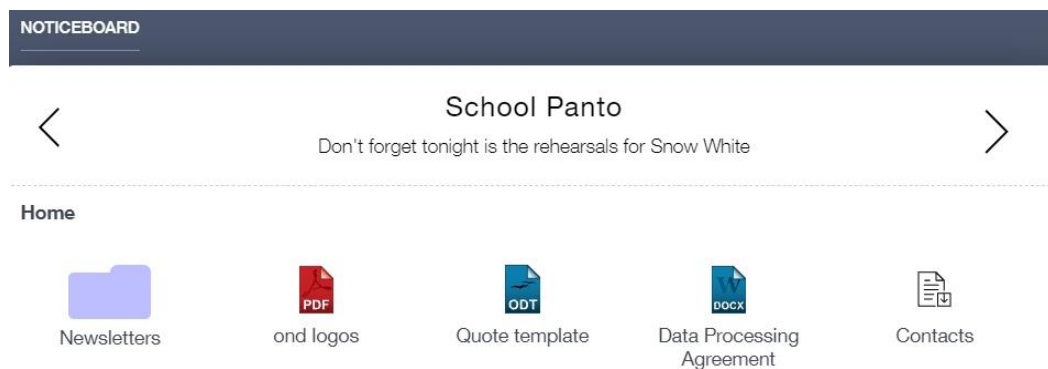
Strategies ⊕

Title	Strategy

Parent Guide

Noticeboard

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.
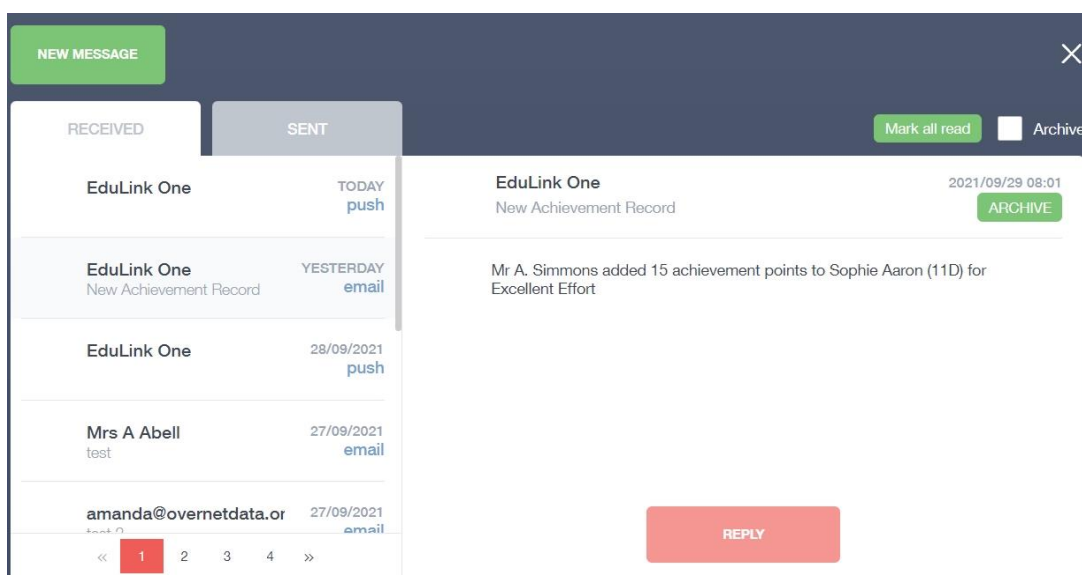

Messages

The message button can be found in the bottom right of the screen. Here parents can read messages that have been sent through from the school.

Example below, the received tab is where any messages sent to you from the school will be.
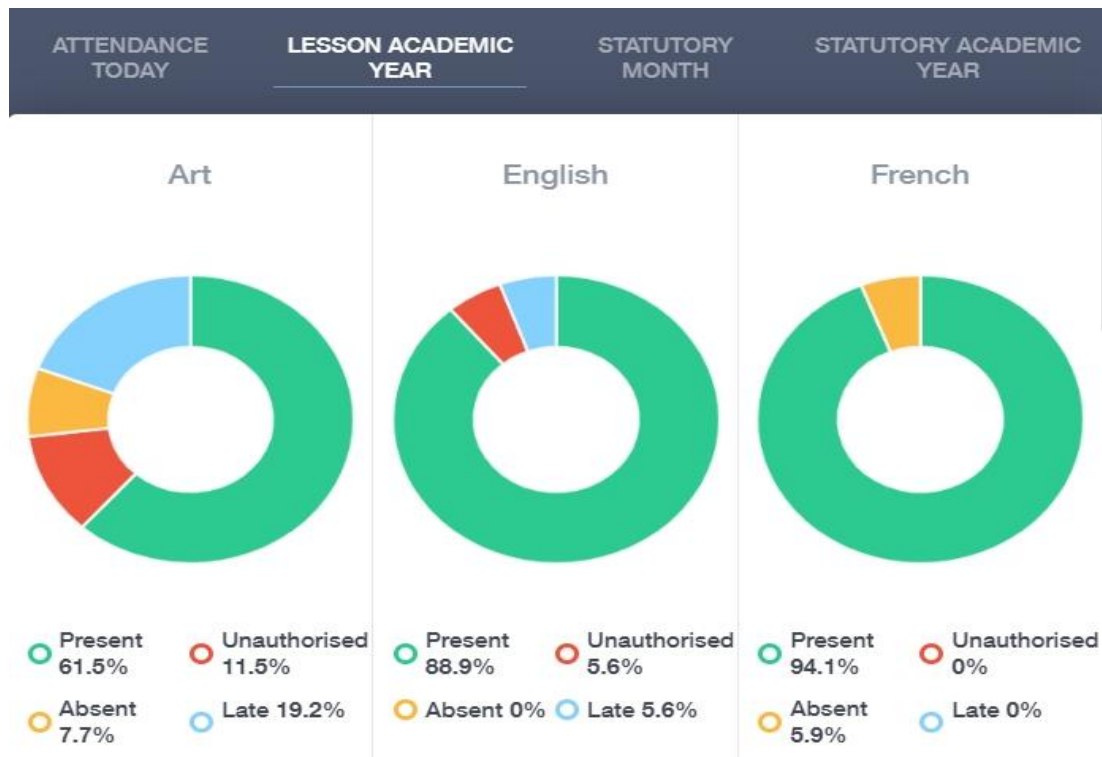
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Calendar

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.

Attendance

The attendance area lets you see your child's attendance at school. The data in these sections appear as pie charts like the example below

| ATTENDANCE TODAY | **LESSON ACADEMIC YEAR** | STATUTORY MONTH | STATUTORY ACADEMIC YEAR |

Art

- Present 61.5%
- Unauthorised 11.5%
- Absent 7.7%
- Late 19.2%

English

- Present 88.9%
- Unauthorised 5.6%
- Absent 0%
- Late 5.6%

French

- Present 94.1%
- Unauthorised 0%
- Absent 5.9%
- Late 0%

![edulink one logo]

Attendance

Previously, our absence process required parents/carers to call the school **by 9.00am on the day** of their child's absence to provide a clear explanation. This option is still available if you prefer to call the school.

In addition to the phone-in option, we are excited to offer a second method for reporting absences. You now have the convenience of using the Edulink app to send a direct message to the school's attendance officer to inform us of your child's absence for the day. **Please note that absence reporting should be done daily, regardless of the reason, by 9.00am.**

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

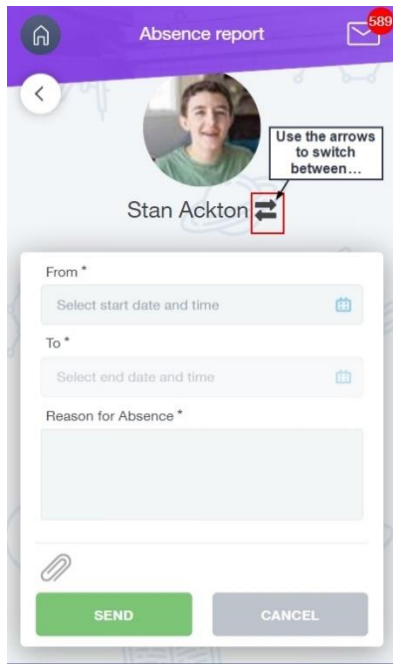Click on the **Absence Reporting** icon.
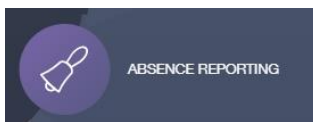
 Mobile View

Select the date range of your child's absence using the calendars. Choose the **'date from'** which is the beginning of the absence and the **'date to'** which is the expected return date.

 Absence Reporting Overview

Mobile View: Use the arrows to switch between children

Parents must report an absence for the current date.

Next, you need to input a reason for your child's absence in the **'Reason for Absence'** text box. Please give a clear explanation of why your child is absent from school that day.

Example Absence Report

Additionally, you can attach a document, such as a medical certificate, to provide further details of the absence.
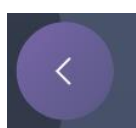

Attach Document

Lastly, click **Send** to report your child's absence, or you can press the **Cancel** button to delete the absence.

Send and Cancel Buttons

To return to the main menu, press the *back arrow* on the **Absence Reporting** icon.

Back Arrow