



## Guide for Atherton High School

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## A Parent's Guide to Getting Started with “EduLink One”

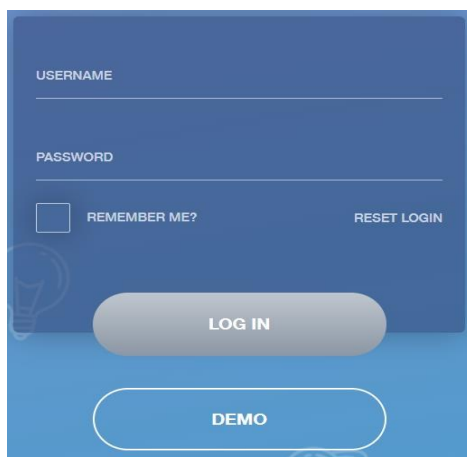
All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users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

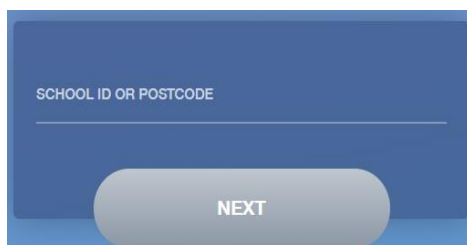
### Web Browser Instructions

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.**



A screenshot of the login page. It features a dark blue background with white text. At the top, there is a 'USERNAME' label above a white input field. Below that is a 'PASSWORD' label above another white input field. To the left of the password field is a checkbox labeled 'REMEMBER ME?'. To the right is a link labeled 'RESET LOGIN'. At the bottom, there are two buttons: a grey 'LOG IN' button and a white 'DEMO' button with a blue outline.



A screenshot of the school ID or postcode form. It features a dark blue background with white text. At the top, there is a 'SCHOOL ID OR POSTCODE' label above a white input field. At the bottom, there is a grey 'NEXT' button.

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

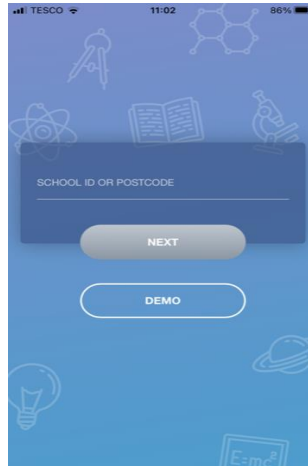
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

#### Apple App Store

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

#### Android Google Play

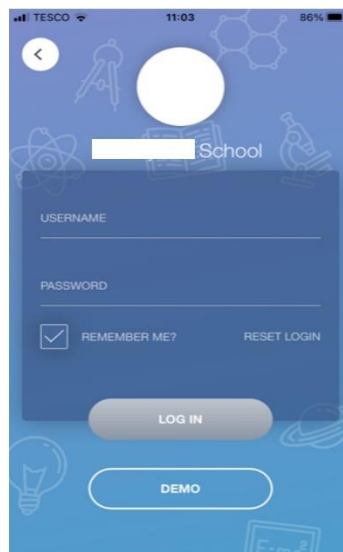
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



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.



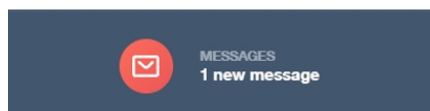
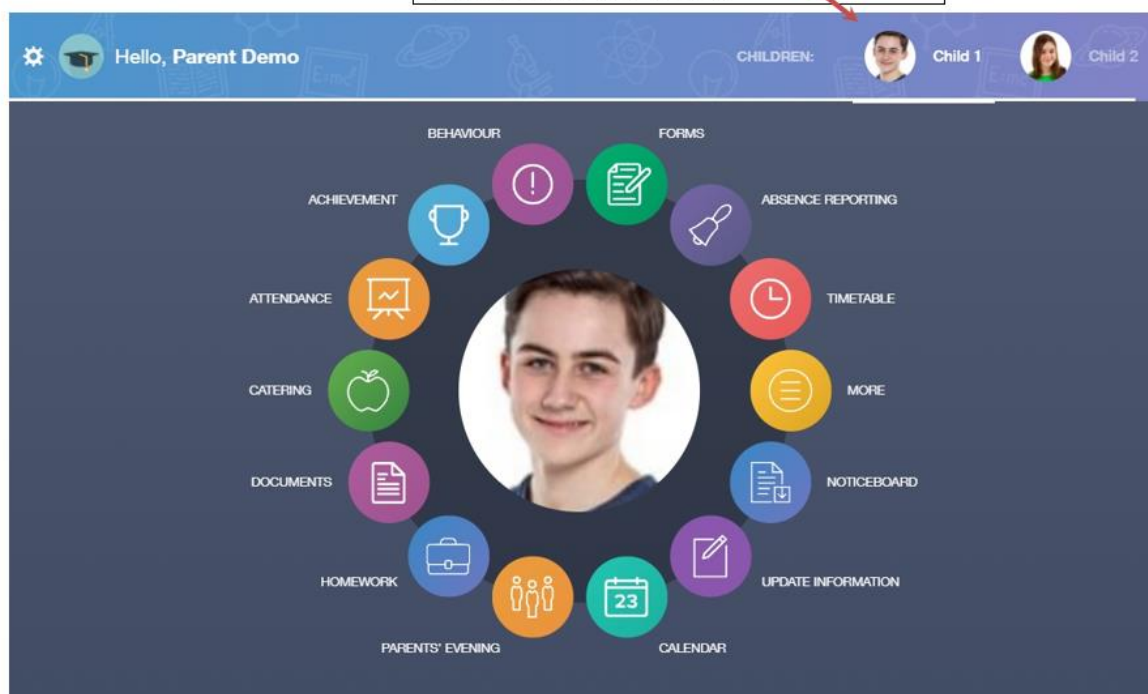
**If you forget your username or password, please contact the school**

### 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.

07333 673341    Mobile       

#### Addresses

Addresses +

Location	Addresses	
Home	1 Ely Road Milton Cambridge CB24 6DD	<span style="background-color: orange; color: white; padding: 2px;">Move</span>

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

#### Basic

This is Basic information regarding your child please ensure you change this information carefully

**Title**

Mr ▼

**Preferred forename**

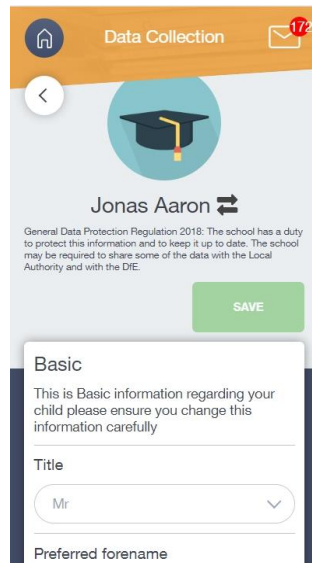
Jonas

**Preferred surname**

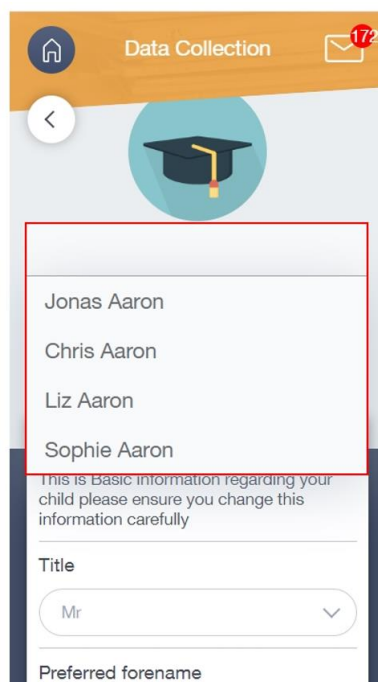
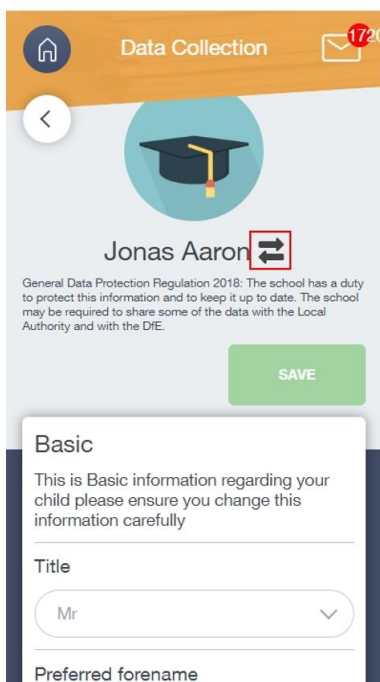
General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

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  
There are also links specifically for parents.



Cashless System



Behaviour, Homework



Maths Homework



Science Homework



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			

### 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.

 <p>Jimmy Abbey</p>	<b>Address</b> 59 High Street, Bedford, MK40 1RZ, United Kingdom	<b>Post Code</b> MK40 1RZ
	<b>Gender</b> Male	<b>Year</b> Year 13
	<b>Form Group</b> G	<b>Form Tutor</b> Mr Martin Unwin
	<b>Date Of Birth</b> 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
Dental Surgery	01234 956402	None recorded	99 East Street, East Town, United Kingdom



## 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.

 <p>Chris Aaron</p>	<p>Father Mr Jonas Aaron</p>	<p>Parental Responsibility ✓</p>
	<p>Address 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom</p>	<p>Phone Number 07333 673341</p>
	<p>Email Aaron@example.com</p>	<p>Mobile Phone 07333 673341</p>
	<p>Priority 1</p>	

### 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 ⊕

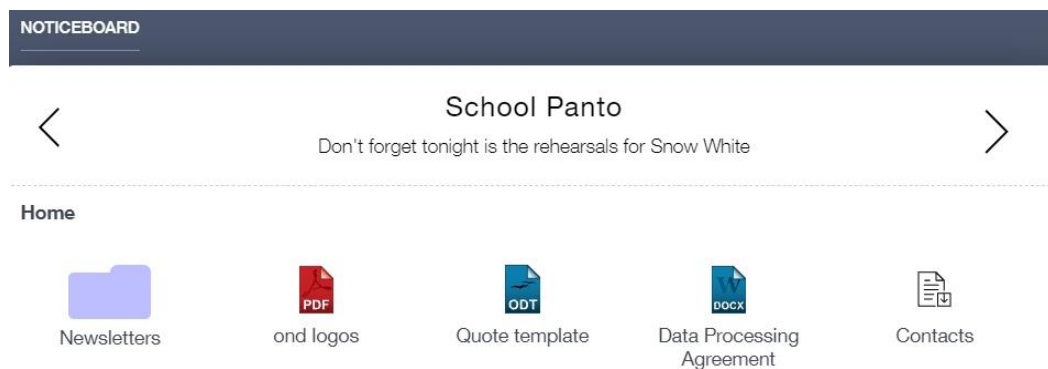
Title	Strategy
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### Noticeboard



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.

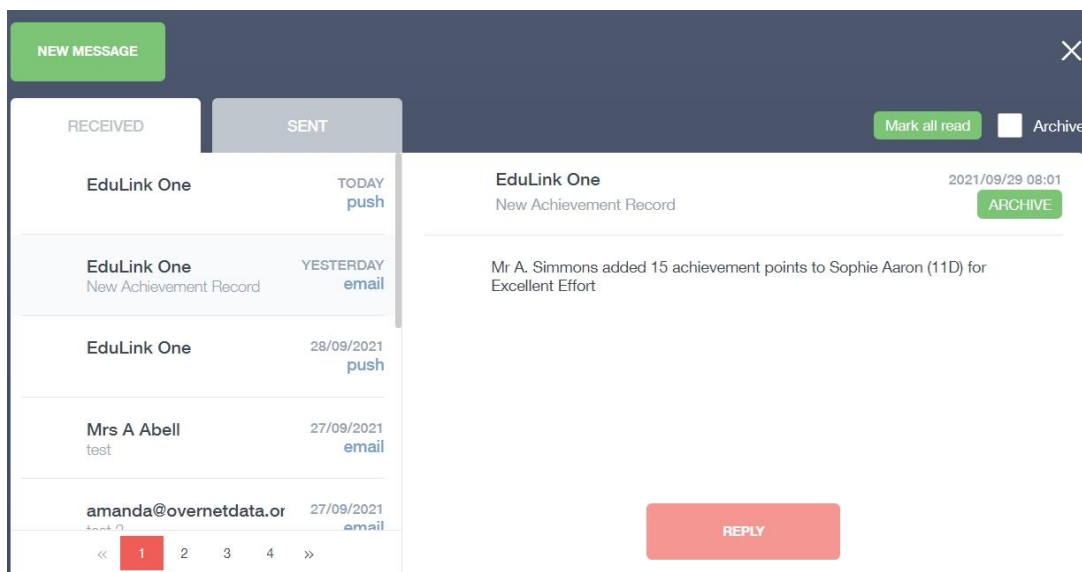


### Messages



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.



### 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.

