THE THOMAS AVELING SCHOOL

edulink one

Parent Guide

A **Beyond** ACADEMY
SCHOOLS TRUST

Contents

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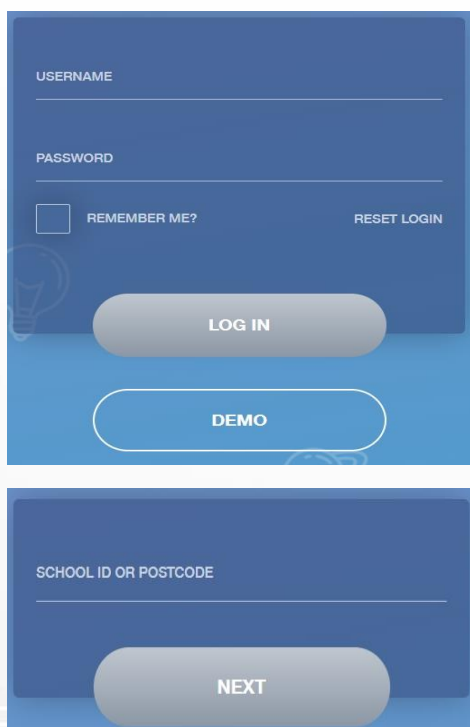## A Parent's Guide to Getting Started with "EduLink One"

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=thomasaveling.

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.**

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.
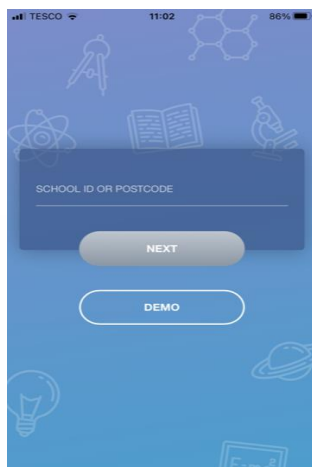
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Downloading and Using the App

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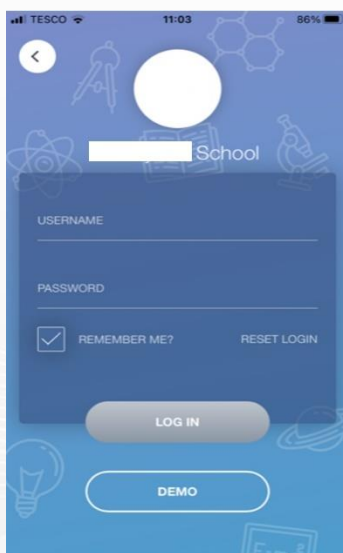
If you forget your username or password, please contact the school

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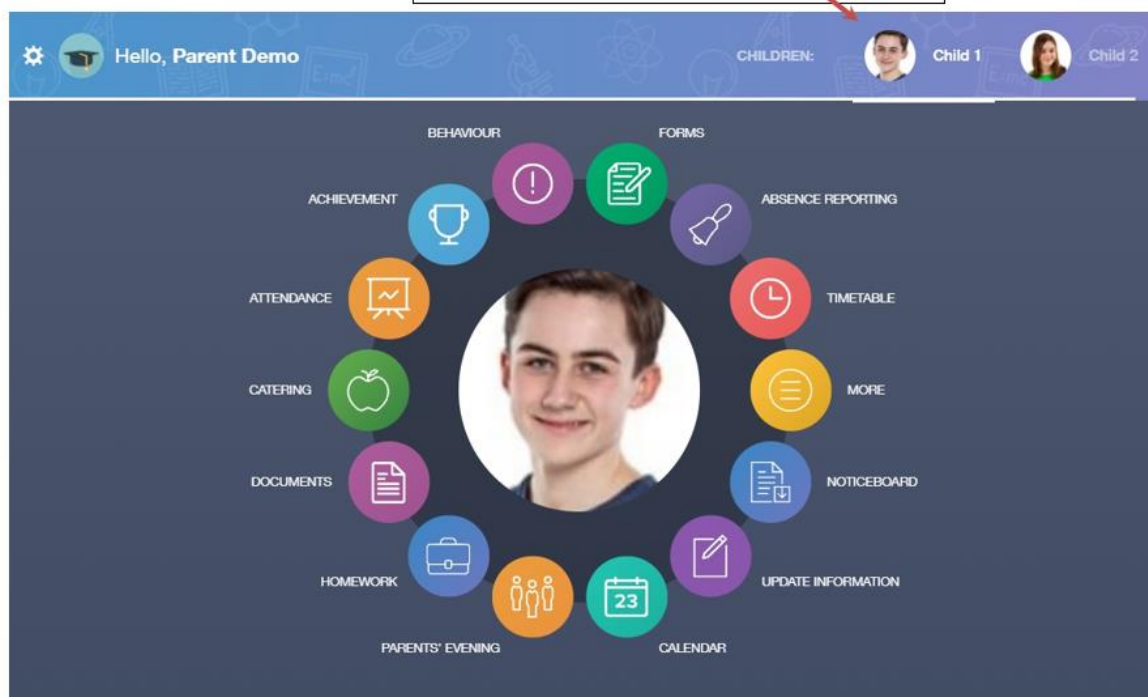
Please see an example of the main screen below. The options may vary between schools as not all schools use all EduLink One's functions.

	CURRENT LESSON		NEXT LESSON		MESSAGES
🕐	**Science - 9y/Sc1** Science Lab 1 / Mrs Anita Abell	🕐	**Science - 9y/Sc1** Science Lab 1 / Mrs Anita Abell	✉	**1 new message**

This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

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

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.

Hello, Parent Demo   CHILDREN: Child 1   Child 2

- BEHAVIOUR
- FORMS
- ACHIEVEMENT
- ABSENCE REPORTING
- ATTENDANCE
- TIMETABLE
- CATERING
- MORE
- DOCUMENTS
- NOTICEBOARD
- HOMEWORK
- UPDATE INFORMATION
- PARENTS' EVENING
- CALENDAR

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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 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. Teacher comments are switched off as these may contain names of other students involved – this will be reviewed in September.

	BEHAVIOUR RECORDS	LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
Type & Date ⇅	Comment & Teacher ⇅	Action & Info ⇅	Location & Status ⇅	Points ⇅
13/03/2021 Disruptive Behaviour in Class	Decided that repeatedly discussing Love Island was more important than listening	- Science - 10yz/Sc1 - Mon:4	- Resolved	10
28/02/2021 Homework Issue	Mrs A. Abell Finally ran out of excuses why he has not completed his homework	Detention Music - 10yz/Mu4 - Wed:6	Resolved	20
28/02/2021 Disruptive Behaviour in Class	Mr A. Blacker Acting out balcony scene from on top of the table - he was Romeo!!	- English - 10yz/En3 - Tue:2	- Unresolved	10
17/02/2021 Defiance	Mrs A. Abell -	Actions Agreed German - 10X/Gn2 - Tue:2	- Resolved	10

Total Negative Points **816**

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.

|	BEHAVIOUR RECORDS	LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
Date ⇅	Type ⇅	Location ⇅	Start Time ⇅	End time ⇅	Attended ⇅
06/03/2021	Creative Faculty Detention	Art Room 1	09:46:00	16:00:00	Not Attended
02/03/2021	SLT Detention	Business Studies 1	12:00:00	12:30:00	Attended

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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**

Documents
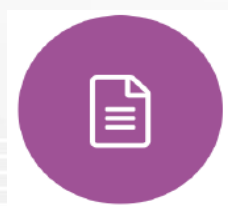
In this section you will find all the individual reports related to your child.

This includes progress and ATL reports. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.

File Name ⇕	Type ⇕	Date ⇕	Download
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

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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
Betton Surgery	01234 856103	None recorded	20 East Street, East Town, United

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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.

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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.

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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. You can also attach any documentation to support your report, for example medical appointment letters.

Links

This section contains links to resources for students to use.

There are also links specifically for parents.

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.

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Exam Timetable

Exam Entries

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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.

Jimmy Abbey

Address	Post Code
59 High Street, Bedford, MK40 1RZ, United Kingdom	MK40 1RZ

Gender	Year
Male	Year 13

Form Group	Form Tutor
G	Mr Martin Unwin

Date Of Birth	
17-04-1998	

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Messages

The message button can be found in the bottom right of the screen. Here you can read and reply to messages that have been sent through to you from staff at the school. You can also write and send messages to your child's tutor, Director of Learning or aDOL, or class teachers. Most schools also send these to your registered email address. Please be aware that if the messaging system is used inappropriately, your access to the EduLink can be revoked.

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.
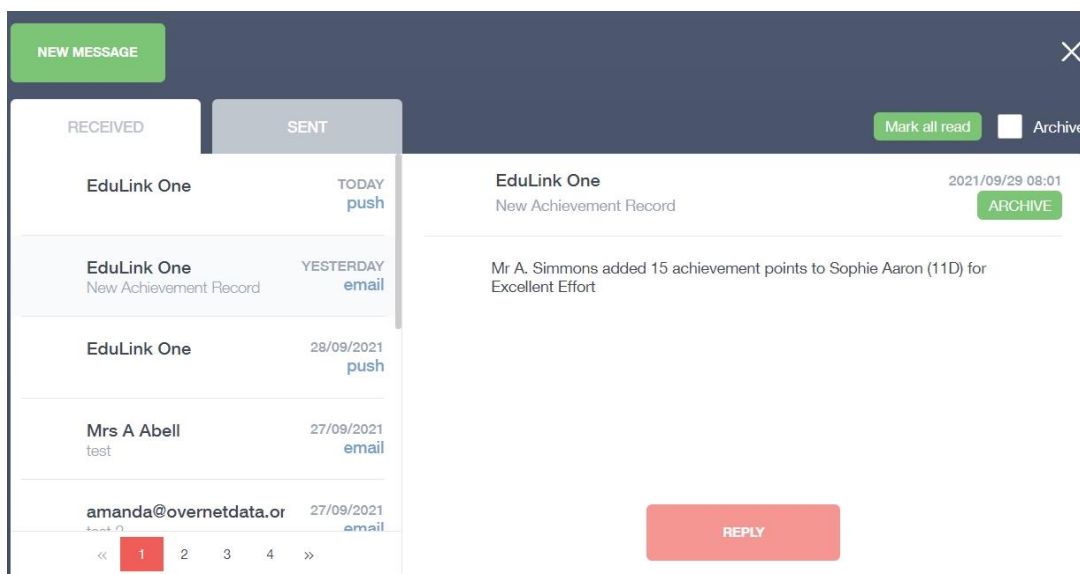
Sending a new message

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.

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Next, choose the person to send your message to. Depending on who you want to send to, you can pick from the relevant boxes.

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

Parents and students can see what homework has been set when it is due. The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

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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.

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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	✓	✓

Contents

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.

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Chris Aaron

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

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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	

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.

ATTENDANCE TODAY	LESSON ACADEMIC YEAR	STATUTORY MONTH	STATUTORY ACADEMIC YEAR

Statutory

Session	Mark	Present
AM	/ Present (AM)	✓
PM	\ Present (PM)	✓

Lessons

Period	Lesson	Mark	Present
Fri:1 9:15 - 10:15	Religious Education (11y/Re2) Mrs J. Darby	- All should attend / No mark recorded	...

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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.
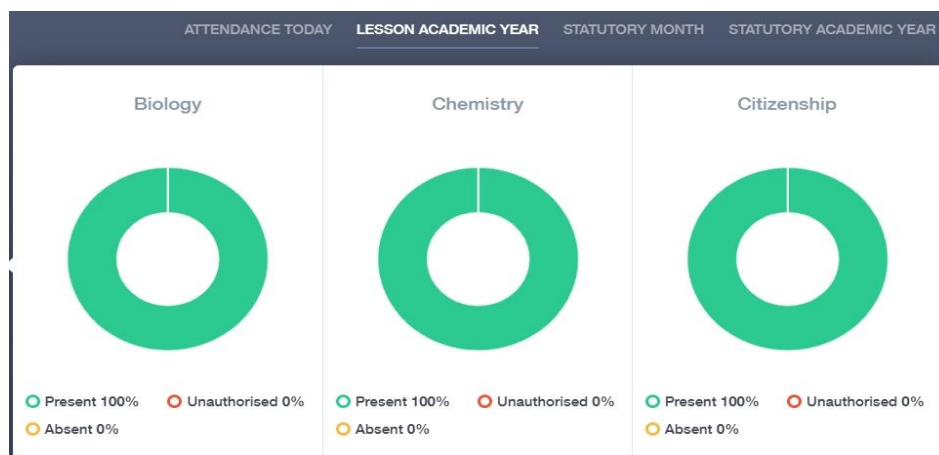
Assessment

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.

Attainment Summary

The information below provides current data on the progress of your child in Attainment Summary The table shows their KS2 attainment level as well as there Attainment grade and Effort grade for each term, the final column shows your child's current target level which is colour coded according to the below key.

	KS2 Level	Autumn - Attainment Level	Autumn - Effort Level	Spring - Attainment Level	Spring - Effort Level	Summer - Attainment Level	Summer - Effort Level	Current Target
English	3	3A	C	4C	C	4B	C	5B
Mathematics	3	3B	C	3A	C	4C	B	4
Science	2	2A	C	3C	C	3B	C	3B
Geography	2	6B	B	6B	B	6B	C	7
French	4	A	C	A	C	A	C	A
History	2	3A	C	3A	C	3B	D	3B
Art	2	5A	B	5A	B	3A	B	5A

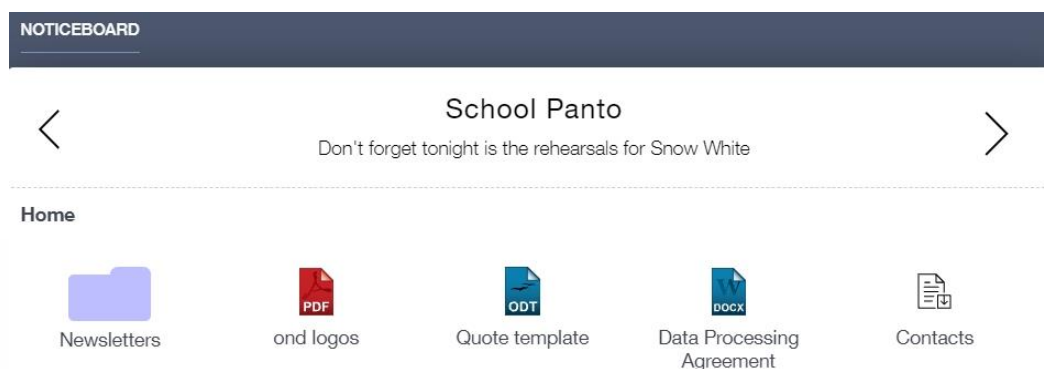|				
		Working below Target		
		Working on Target		
		Working Above Target		

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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.

NOTICEBOARD

School Panto
Don't forget tonight is the rehearsals for Snow White

Home

Newsletters   ond logos   Quote template   Data Processing Agreement   Contacts
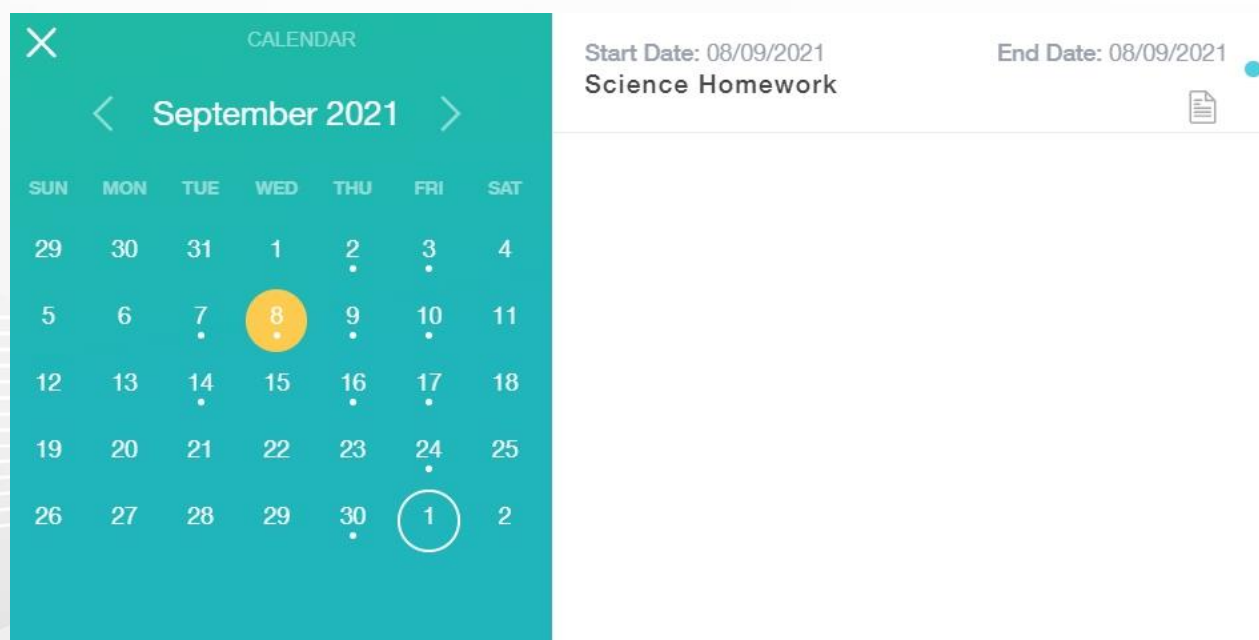
Calendar

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.

CALENDAR

September 2021

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Start Date: 08/09/2021   End Date: 08/09/2021
Science Homework

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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.

Manage iCal

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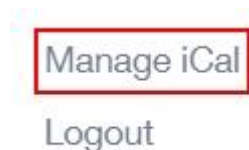
In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

Name	Toggle	Copy
Timetable	●	🔗
Calendar	●	🔗

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

Imports   ADD (+)

Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT   ✕

Name *

Text

Url *

Text

CANCEL   ADD

Parents' Evening

Please contact your school if there are Parents' Evening issues.

The parents' evening area in EduLink One allows parents to see the details about a parents' evening and to book appointments.

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.
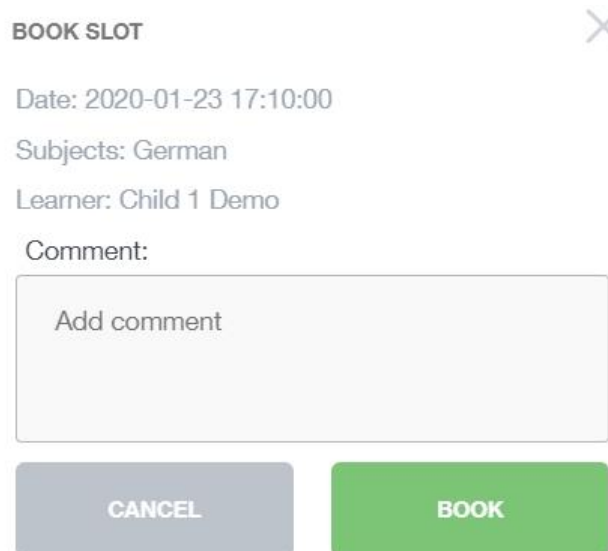
Time slots appear along the left hand side

Teachers and subjects along the top

Slots:	French ✓ Teacher: Roger Mcnamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo	Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geograp History Teacher: Learner: C
23/01/2020						
17:00	BOOKED	✕	✕	✕	✕	
17:10						
17:20	✕	✕	BOOKED	✕	✕	
17:30						
17:40						

`

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

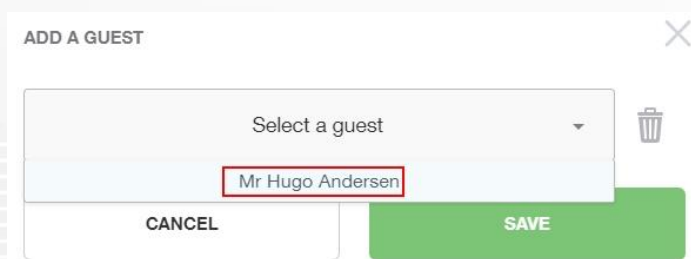### Adding a Guest to Parents' Evening

You can add a guest with parental responsibility and an EduLink One account to a Parents' Evening using the **Guest** button. Click on the 'plus' button to add the guest.

Select your guest from the dropdown menu; you are only allowed one guest per parents evening. Click **Save** to add the guest.
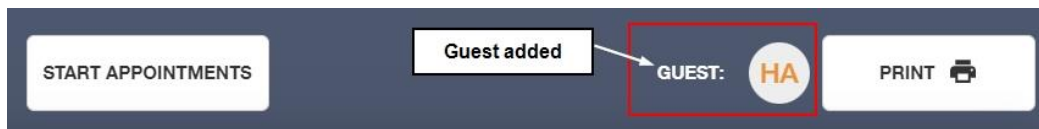

Their initials will appear at the top of your bookings table. Additionally, this guest will be able to see all of the bookings you make in their parents evening screen; however, they cannot book appointments themselves.

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You can delete a guest or a guest can delete themselves from the booking at any point. To do this, they should click on their initials and press the bin icon.
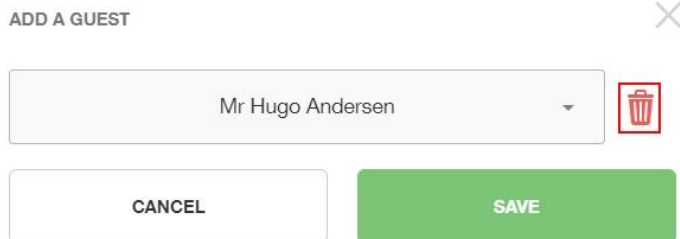
Printing and Emailing the Parents Evening Appointments

You can also print your bookings. EduLink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

How to Attend a Video Conference

On the day of the Parents' Evening, parents need to log in to Edulink One and click on the **Parents' Evening icon** to begin**.**


A new window will open. They must click anywhere on the Parents' Evening information, e.g. Year 8 Parents' Evening.

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Name	Information		Date	Start time	End time
Test event	test		15/10/2021	10:00	11:00

Click anywhere on the event. Parents should check the date if they are unsure.

Once you have clicked on the event, a booking window will open. At the top of the table, there is a button called **Start Appointments**. Click on **Start Appointments** which will open the video conferencing.
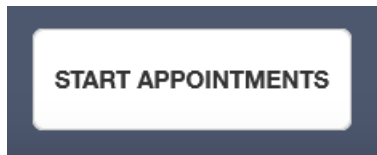
Start Appointments for Video Conferencing

The child's teacher will start the appointments at the correct time and the appointments will happen automatically— parents just need to have the video conference open.

Video Conference View

The next appointment is shown at the top and the list of the following appointments is shown at the bottom.