edulink one

Parent Guide for

Mulberry
Stepney Green Maths,
Computing and Science College

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.
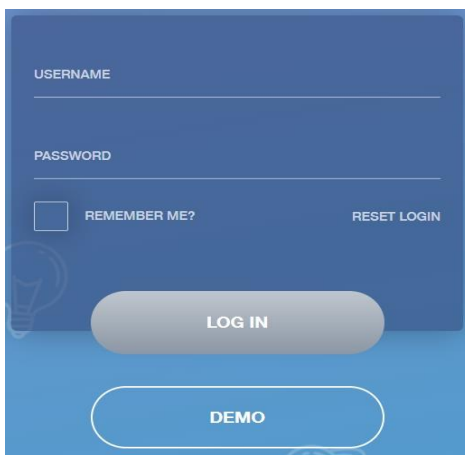
Web Browser Instructions

This is your school's individual login link if you use a browser to log in.
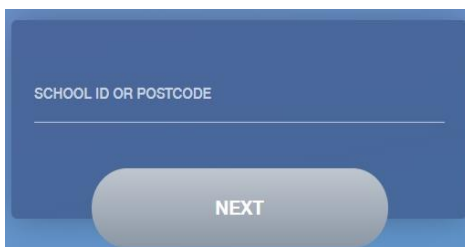
Start by going to https://www.edulinkone.com/#!/login?id=YYYY or if you are not using your school's direct link, visit https://www.edulinkone.com/.

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** 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.
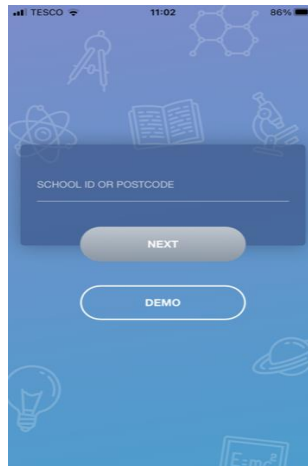
Downloading and Using the App

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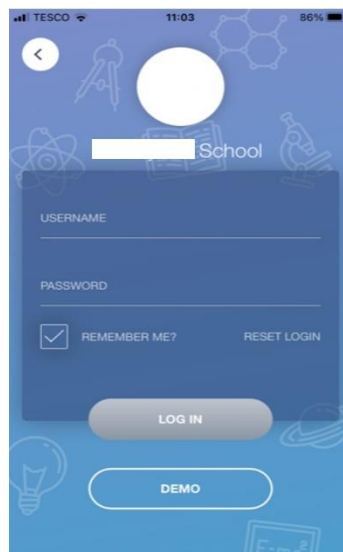
If you forget your username or password, please contact the school

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.

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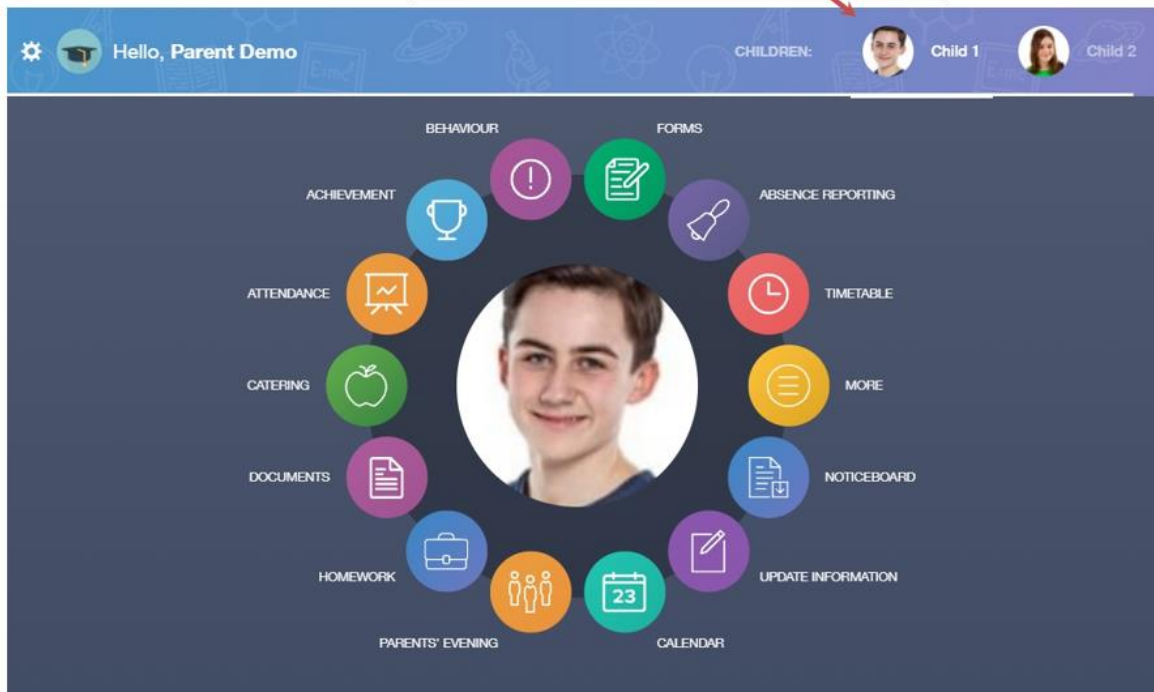
This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

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

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.

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.

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

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**

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.
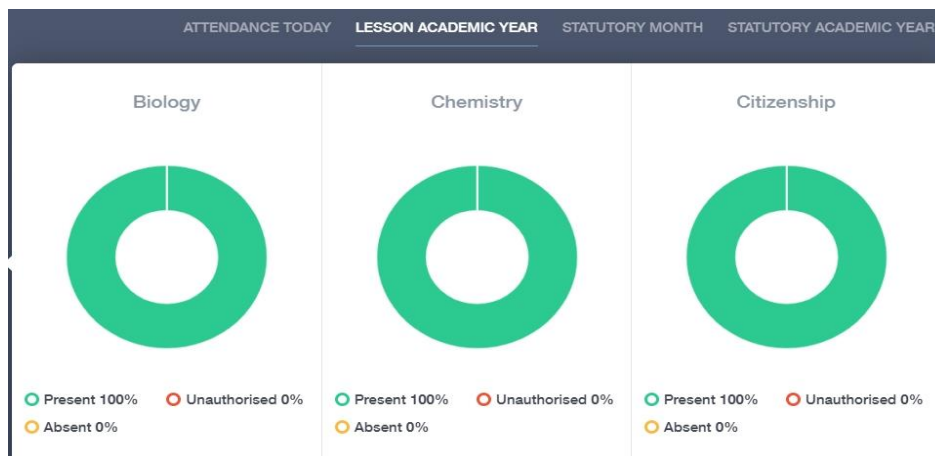
Documents

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.

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	

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

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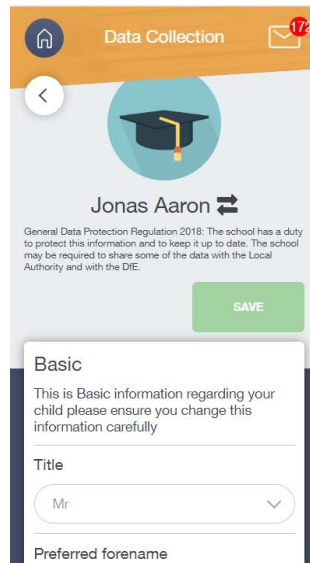
To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.
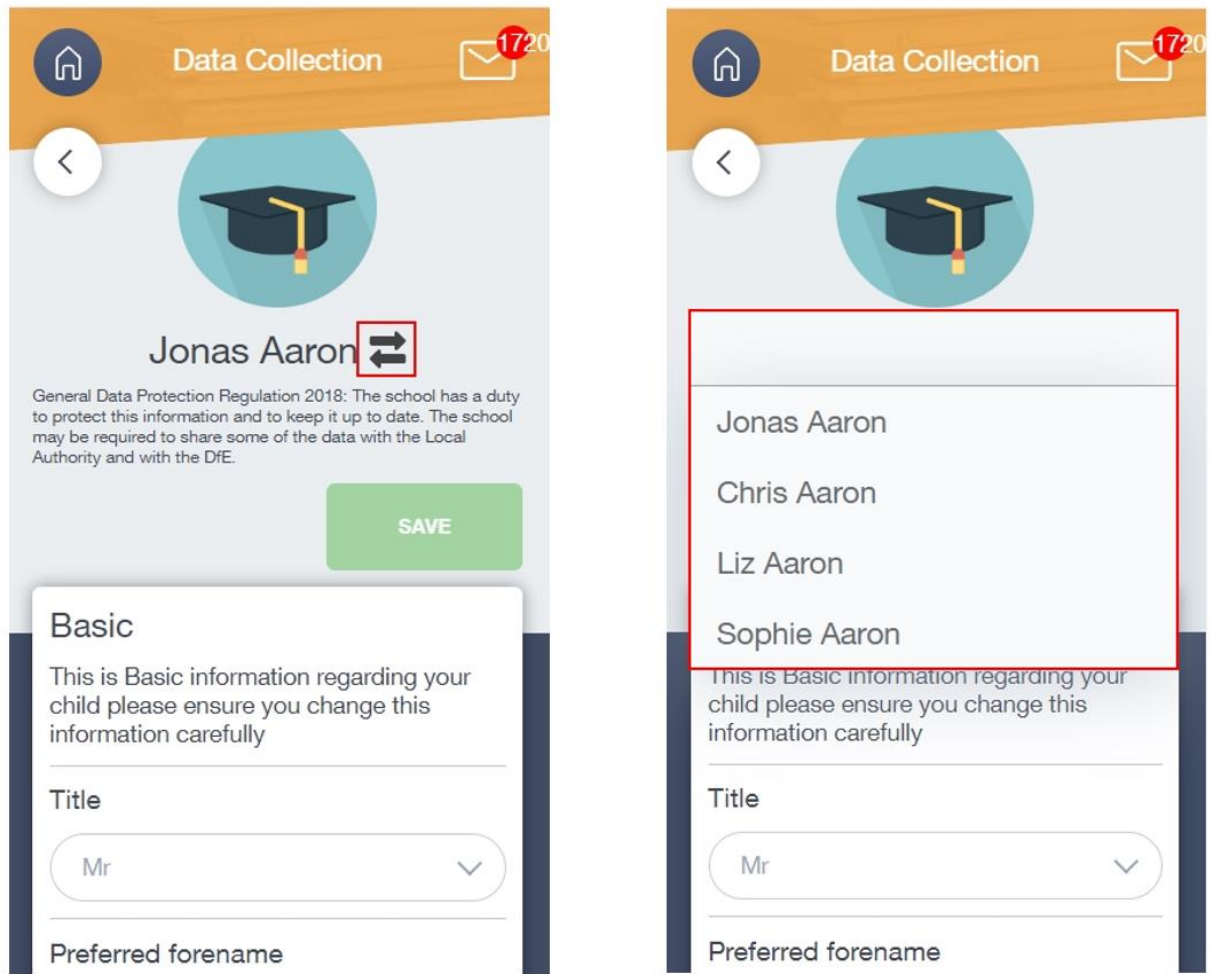
Absence Reporting

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.

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Parent Guide

Links

This section contains links to resources for students to use.

There are also links specifically for parents.

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 Academy Uniform Policy

 Academy Uniform Shop

 Academy L

 a Learning

 Childline

 NSPCC

 Foodbank

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	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	

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.

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

SEND

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