Parents User Guide to Edulink One

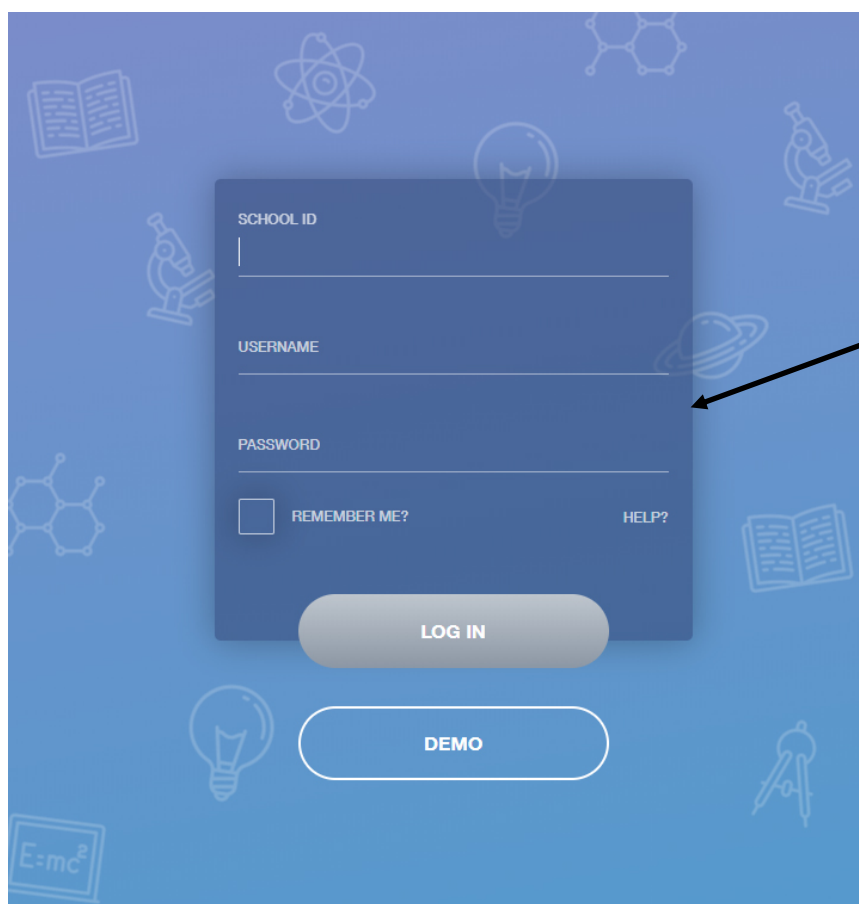# A Parents guide to getting started with "Edulink One"

The two main ways to use Edulink One are through a web browser like Internet Explorer or Google Chrome, Alternatively you can download an app to use on your mobile device . The Mobile App for Edulink One is available for iOS and Android Devices.

The instructions to follow will help you navigate your way around Edulink One with a web browser.

Start by going to https://www.edulinkone.com/

After clicking the link this will take you straight to the Edulink login page for Kettlethorpe High School. Here you will just need your username and password to login.

If you use the mobile app just visit https://www.edulinkone.com then you will see the screen to the left as shown. You will need to follow the instructions below:

The **School ID** is **Kettlethorpe**

Followed by your **Username** and **Password** which will have already been sent out to you from the school.

Once you have filled in all three boxes with your login details, click **Login** to get started.
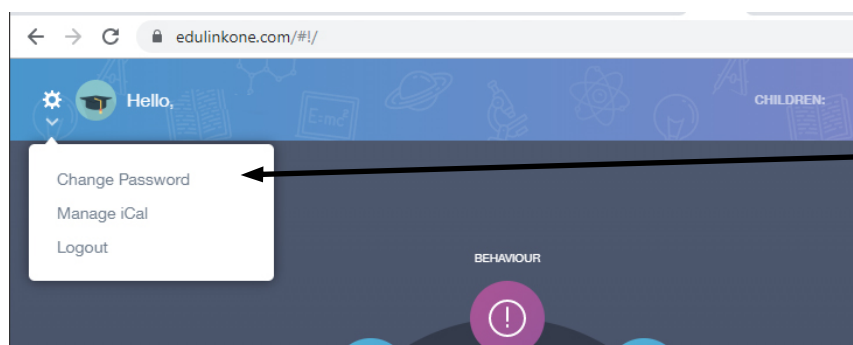
Once logged on, you can change your password to a more memorable one by clicking on the Settings cog and selecting **Change Password**.

Main Screen

Once logged in you will be taken to the main screen in Edulink One, where you will be able to navigate through the different sections of Edulink One to view a selection of information about your child/children. Please see an example of the main screen

As you can see on the example below, if you have more than one student in school, it's easy to switch between each one by selecting which one you would like to view in the top right hand corner.
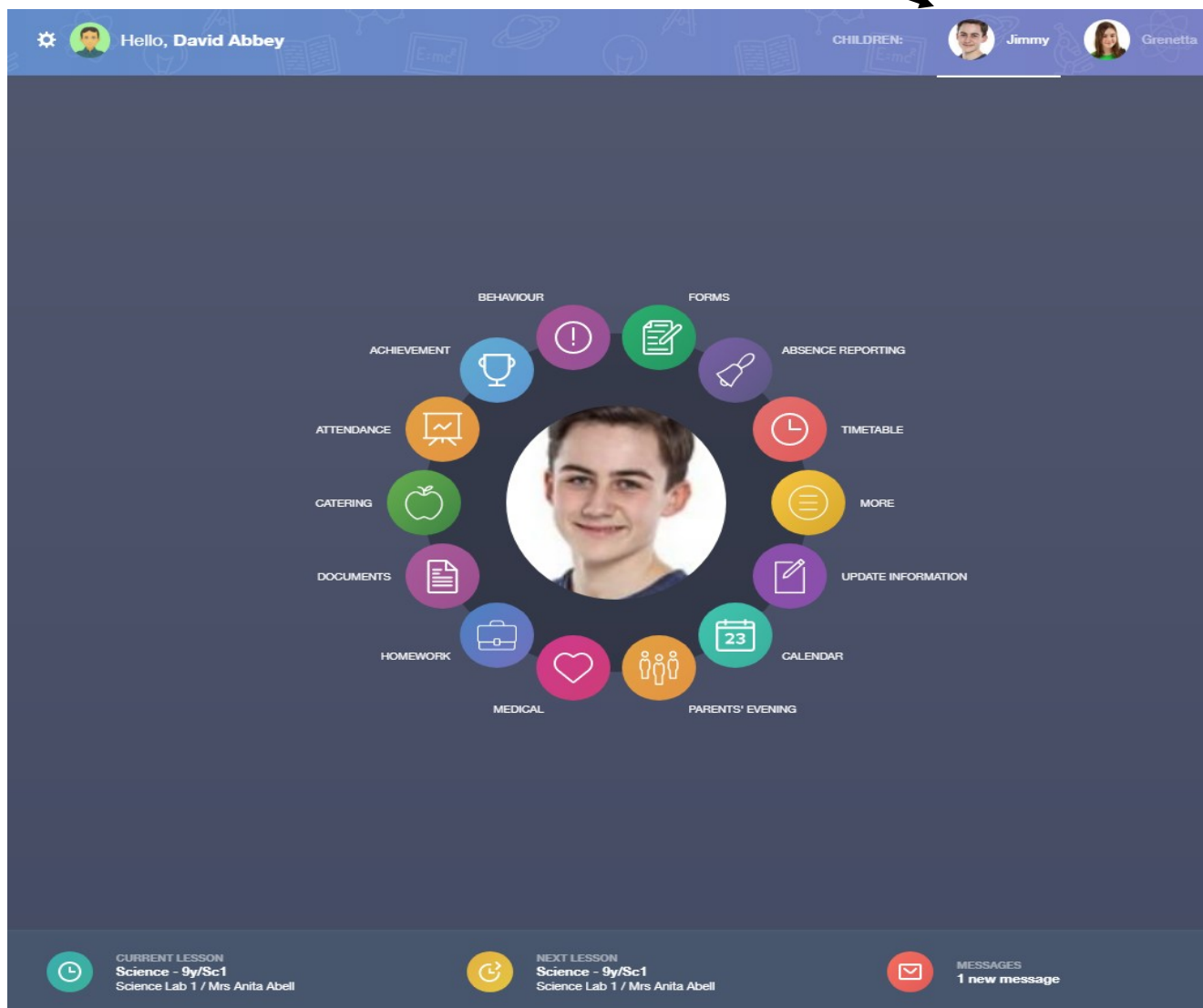
The bar pictured above will show you what lesson your child is currently in, along with the next lesson in there timetable.

The messages button will also let you know if you have any unread messages that have come from the school.

Achievement.

This section is where you can view information on positive achievements which 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 example below.

Type & Date ⬍	Comment & Teacher ⬍	Activity & Info ⬍	Award ⬍	Points ⬍
02-05-2016 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	Achievement Award	10
01-04-2016 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	Achievement Award	15
17-03-2016 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	Achievement Award	10
17-02-2016 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	Achievement Award	30
01-11-2015	Mr Adrian Blacker	Information &		

Total Achievements Points **145**

The Parents' Evening button will show events only when the booking system is currently live and open. When you have selected the evening you will be attending, you will be taken to book time slots with the teachers.

For each teacher, you can click on boxes to choose times to suit you. When done, click on Book to confirm all your appointments.

You will be able to print your schedule.

Navigating through each section using the coloured buttons and seeing what information is available to you.

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.

This is the **Behaviour Records** tab which will show you detailed information about any behaviour incidents which have been logged on the system by staff during the day. As the example below shows, each behaviour incident that has been recorded will show you which day this has happened, who logged the incident on the system along with comments indicating what has taken place.

	BEHAVIOUR RECORDS	DETENTIONS	LESSON BEHAVIOUR	

Type & Date ⬍	Comment & Teacher ⬍	Action & Info ⬍	Location ⬍	Points ⬍
01-05-2016 Bullying Fighting	Mr A Blacker Got into a fight about the existence of Dog	Discussed with Pupil -	Corridor or Circulation Area	70
26-02-2016 Truancy Smoking	Mr A Blacker -	Detention -	Outside School Grounds	50
01-12-2015 Smoking	Mr A Blacker Jimmy was found to be smoking behind the bike shed during lunch	On Report -	Playing Field	25
02-06-2015 Homework Issue	Mr A Blacker -	Discussed with Pupil Science - 11y/Sc1 - Wed:2	-	

Total Negative Points 155

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 or not your child has attended.

	BEHAVIOUR RECORDS	DETENTIONS	LESSON BEHAVIOUR		

Date ⬍	Type ⬍	Location ⬍	Start Time ⬍	End time ⬍	Attended ⬍
15-10-2015	Head of Year	Main Hall	15:05:00	16:00:00	Attended
06-10-2015	Lunchtime Detentions	Maths Room 1	12:00:00	12:30:00	Not Recorded

Update Information.

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

Here you will be able to 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, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

See below for examples of what you will see in this section.

Below is where you can select yourself which is highlighted In Blue, or any of your children which are displayed in the left hand column below. To the right is where you can read and edit contact information we have stored for you.

Exams.

The exams section contains detailed information in relation to upcoming exams that your child will be sitting.

Information includes times and dates along with the Exam name and location. Your child also has this option so they will be able to keep track of upcoming exams themselves.

Exam TimeTable.

0 days, 23 hours and 44 minutes until the start of CHEM4 GCE Chemistry Unit 4 exam

Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
14 Jun 2016 1:00 PM	AQA GCE/B	CHEM4 GCE Chemistry Unit 4	Hall	H2	1hr 45m
TBA TBA	EDEXL/GCSE GCSE/B	5IT02F Ict 2 Option F (Prom MAY2015)	TBA	TBA	
16 Jun 2016 1:00 PM	OCR GCE/B	F214 Biology	Gymnasium	E8	1hr 15m
20 Jun 2016 9:00 AM	AQA GCE/B	PHYA4 GCE Physics A Unit 4 (GCE Physics A Unit 4 Written and OT)	Gymnasium	E2	1hr 45m

Exam Entries.

Season	Board & Level	Code & Exam
2016 Summer Exams	AQA GCE/A	2421 GCE Chemistry ADV
2016 Summer Exams	AQA GCE/B	PHA6X GCE Physics A Unit 6X
2016 Summer Exams	AQA GCE/B	CHEM5 GCE Chemistry Unit 5
2016 Summer Exams	OCR GCE/B	F214 Biology: Commnctn, Hmstss & Enrgy
2016 Summer Exams	AQA EXPJ/B	7993 Extended Project
2016 Summer Exams	OCR GCE/B	F216 Biology: Prctcl Skills in Biology 2

Timetable.

Parents and students 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.

Please see the example below.

	This week ▼		MONDAY	**TUESDAY**	WEDNESDAY	THURSDAY	FRIDAY

Class	Subject	Room	Teacher	Start	Finish
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05

Account Info.

Here you can view the current address details we have 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	

Absence Reporting.

This feature will allow you to send a direct message in to the schools attendance officer, to notify the school of any absence by your child that is due to occur. The example below shows how you pick the **time and date** period for the absence request and the **reason** as to why the absence is occurring.

From   2018-06-19   08:45

To   2018-06-19   10:00

Reason for Absence

Jimmy has a doctors appointment this morning and will be late in.

SEND   CANCEL

Jimmy Abbey