



Parent Guide



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.

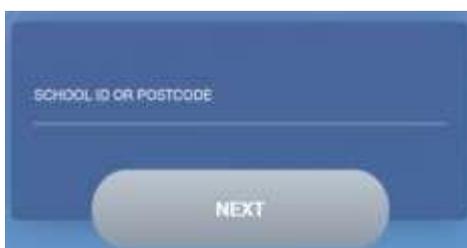
Start by going to <https://www.edulinkone.com/#!/login?code=acr> or if you are not using your school's direct link, visit <https://www.edulinkone.com/>.

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 (acr)** or **Postcode (PE26 1DG)** and press **Next**. Your School ID will have been sent to you by the school. **If you forget your username or password**, please contact help@cmat.support



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



The screenshot shows a second login form with a dark blue background. It features a 'SCHOOL ID OR POSTCODE' label above a text input field. At the bottom of the form is a grey 'NEXT' button.

Enter your **Username** and **Password** that the school has sent to you.

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>

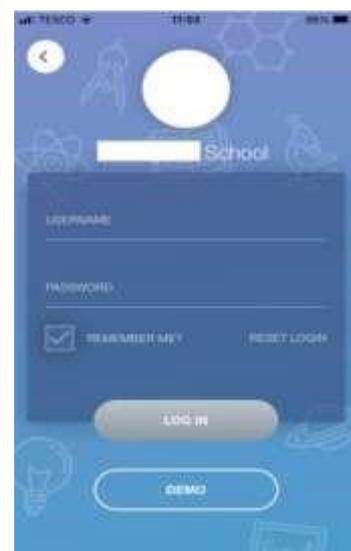


If you are using the mobile app you will see the screen to the left. You must input your **School ID (acr)** or **Postcode (PE26 1DG)** and click the **Next** button to continue.

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 help@cmat.support

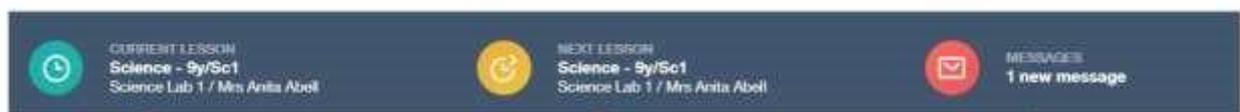


Main Screen

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 and lesson behaviour**, which have been assigned to your child.

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		Science - 10yz/Sc1 - Mon:4	Resolved	10
28/02/2021 Homework Issue		Detention Music - 10yz/Mu4 - Wed:6	Resolved	20
28/02/2021 Disruptive Behaviour in Class		English - 10yz/En3 - Tue:2	Unresolved	10
17/02/2021 Defiance		Actions Agreed German - 10X/Gn2 - Tue:2	Resolved	10
Total Negative Points				816

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		Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort		English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity		Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award		Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement		Information & Communicati		
Total Achievements Points				145

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	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
Butterfly Surgery	01234 567890	News@butterfly.com	22 East Street, East Town, United Kingdom

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	

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.

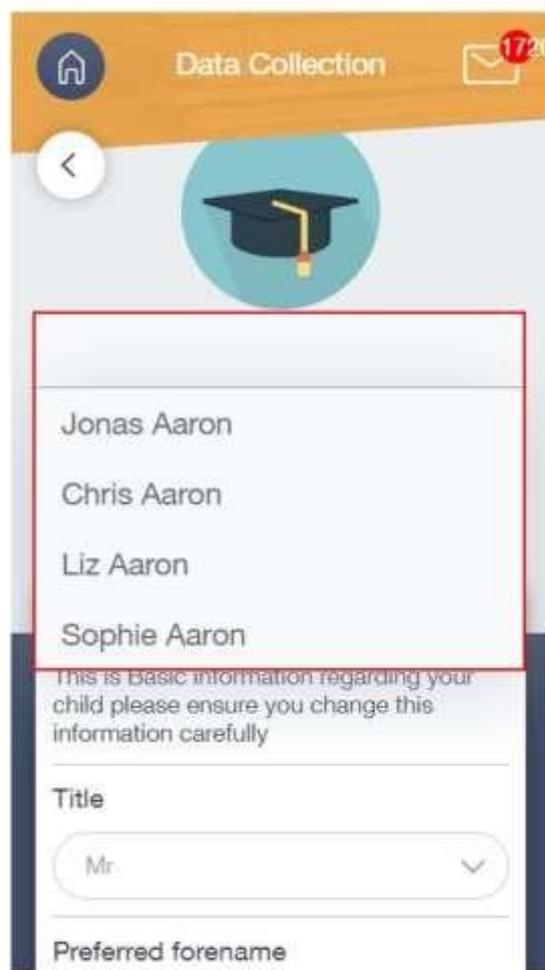
The top screenshot shows a list of family members on the left: Jonas Aaron, Chris Aaron, Liz Aaron, and Sophie Aaron. On the right, the contact details for Jonas Aaron are displayed, including a mobile number (07333 673341) and an address (1 Ely Road, Milton, Cambridge, CB24 6DD). A red arrow points from the text 'This side allows you to read and edit the current contact information for the selected person.' to the mobile number field.

The bottom screenshot shows the same list of family members on the left. On the right, the 'Basic' information for Jonas Aaron is displayed, including a title (Mr) and a preferred forename (Jonas). A red arrow points from the text 'This side allows you to select whose details you want to check / change.' to the list of family members.

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.



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.

Exam Timetable

235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam					
Date & Start Time ↑	Board & Level ↑	Code & Exam ↑	Room ↑	Seat ↑	Duration ↑
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

Session ↑	Board & Level ↑	Code & Exam ↑
June (Summer) Exams 2022	AQA GCSE/9DA	8464H Combined Sci: Trilogy Tier H
June (Summer) Exams 2022	AQA GCSE/9FC	8100 Citizenship Studies
June (Summer) Exams 2022	AQA GCSE/9FC	8520 Computer Science
June (Summer) Exams 2022	AQA GCSE/9FC	8700 English Language
June (Summer) Exams 2022	AQA GCSE/9FC	8300H Mathematics Tier H
June (Summer) Exams 2022	OCR GCSE/9FC	J535A Music-OCR Repository

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.

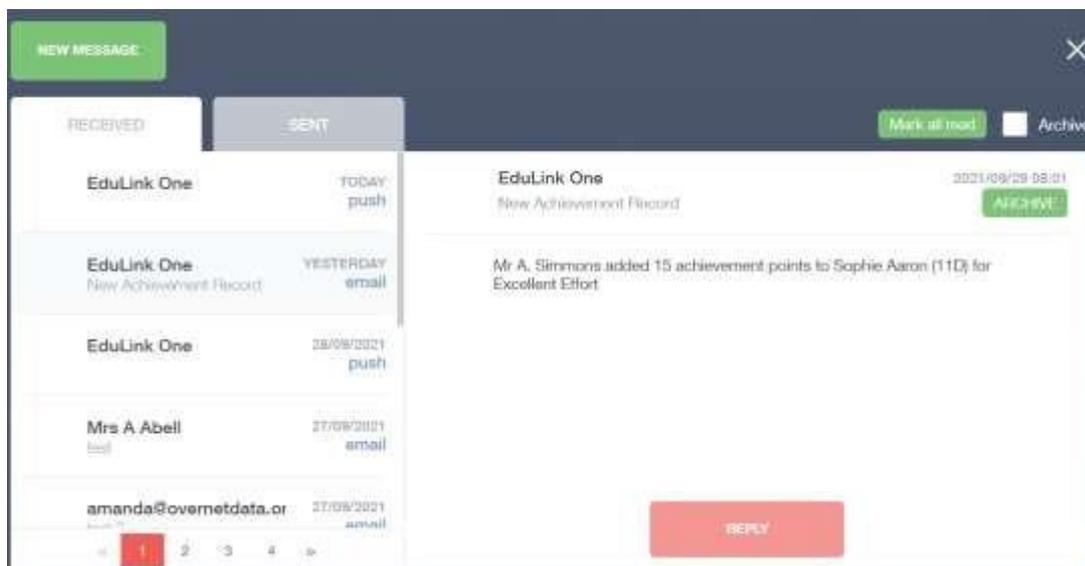
This week -							
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period	Subject	Room	Teacher		Start	End	
1	German (11C/Ge1)	Language Room 7	Mr B Kinross		09:15	10:15	
2	German (11C/Ge1)	Language Room 7	Mr B Kinross		10:15	11:15	
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill		11:35	12:35	
4	Computer Science (11B/Co1)	IT 2	Mr V Stockill		12:35	13:35	
5	Citizenship (11A/C)	Art Room 2	Mr J Brown		14:30	15:30	

Messages



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

In the example below, the received tab is where any messages sent to you from the school will be. The sent box will store messages you've sent through previously.



Homework



The homework section operates as a standalone homework system where teachers can set homework through Edulink One. Teachers have the ability to upload homework using Microsoft Teams and these tasks feed into Edulink One. Students can see what homework has been set when it is due and they can also mark it as

completed.

The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

Due Date ↑	Name ↑	Subject & Class ↑	Available ↑	Submission ↑	Completed	Received
Today 30/09/2021	Test Notification	Citizenship	28/09/2021 08:50 2 days ago	Not submitted	✗	
Today 30/09/2021	test to google drive	Citizenship	30/09/2021 00:00 today	Not submitted	✗	
In 3135 days 01/05/2030	A future Assignment	edulink class 1	21/07/2021 11:36 71 days ago	Not submitted	✗	

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.

✕

Science Homework
 30/06/2020
 Science

Set by:
A. Abell

Submission type:
Not submitted

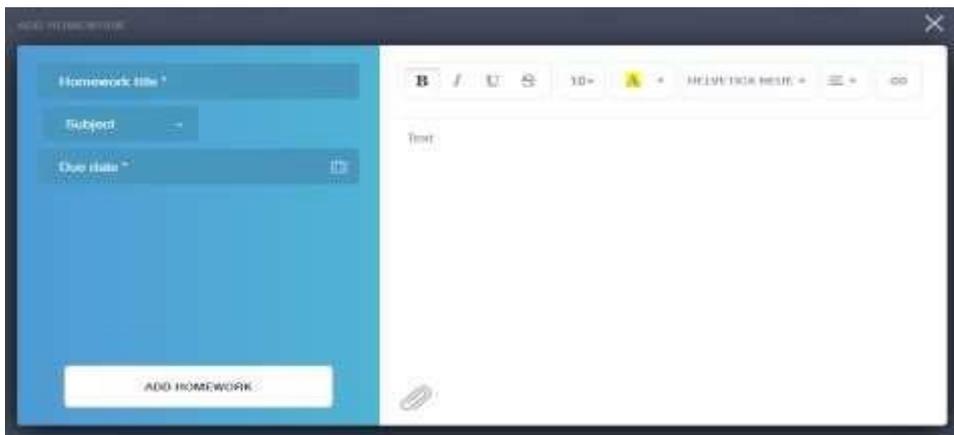
Description:
Please read chapter two of your Science book 2 and complete the question and answer section at the back.

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.

For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams location or any shared drive solution the school may use.

Once the student has clicked completed, they will need to wait for the teacher to review the work.

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	✓	✓

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.

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

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.



Start Date: 08/09/2021
 Science Homework

End Date: 08/09/2021



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	***			

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.

