



Parent Guide for Brinsworth Academy

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

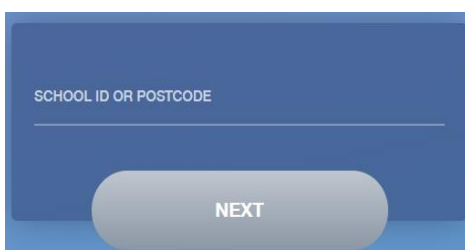
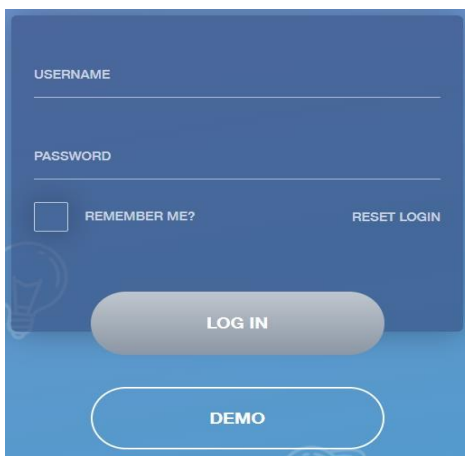
All schools have their own way of working with Edulink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users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

If you do not have a direct link, you will need to enter your **School ID (Brinsworth)** or **Postcode (S60 5EJ)** 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.

Downloading and Using the App

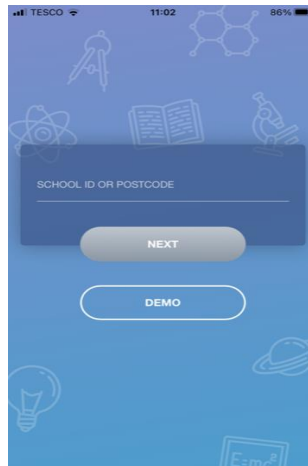
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

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

Android Google Play

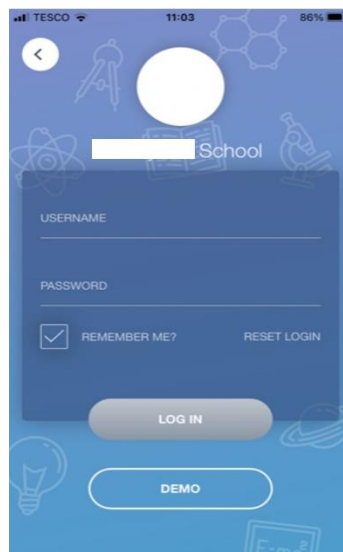
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input your **School ID** (Brinsworth) or **Postcode** (S60 5EJ) 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.



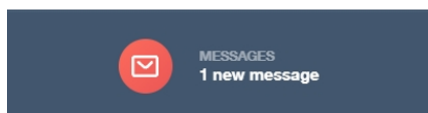
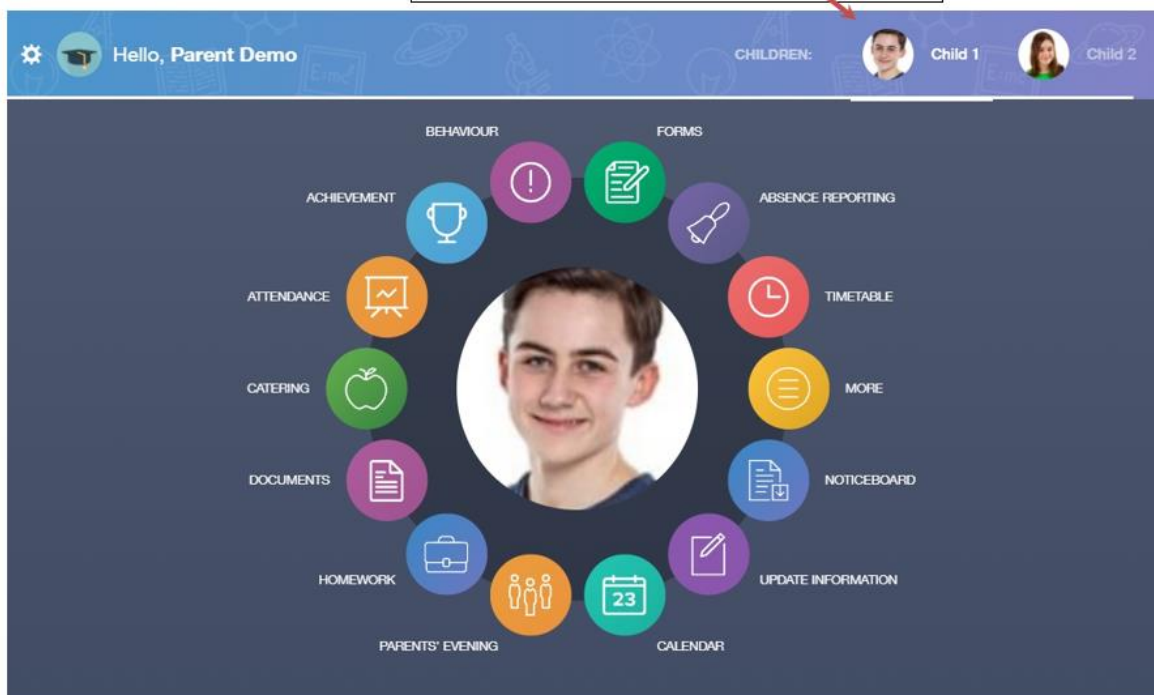
If you forget your username or password, please contact the school

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 timetable, click the **Time Table** 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.

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	

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.

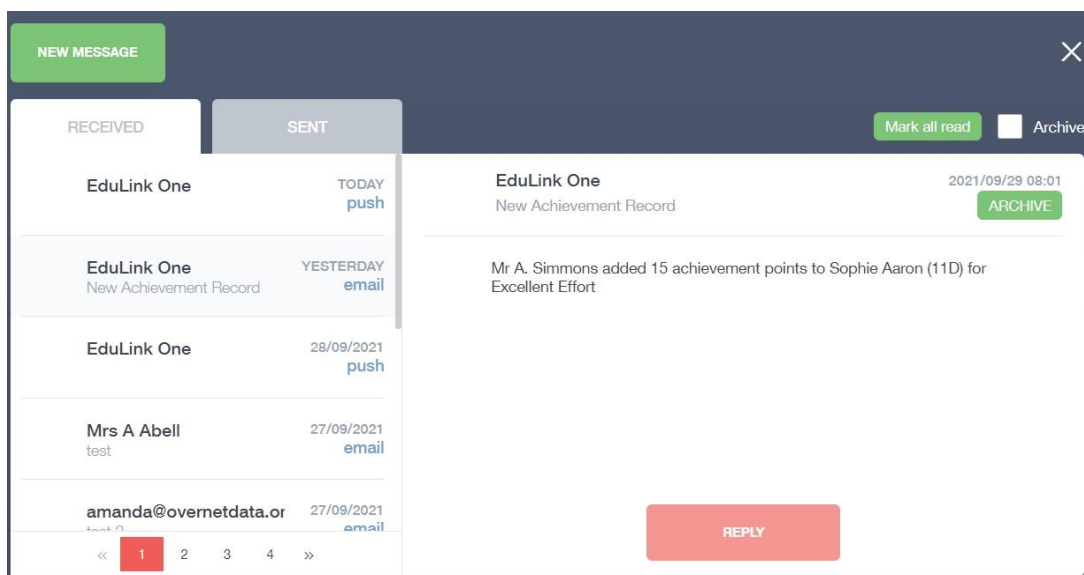
This week							
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period	Subject	Room	Teacher	Start	End		
1	German (11C/Ge1)	Language Room 7	Mr B Kinross	09:15	10:15		
2	German (11C/Ge1)	Language Room 7	Mr B Kinross	10:15	11:15		
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill	11:35	12:35		
4	Computer Science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

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. You can reply to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

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.

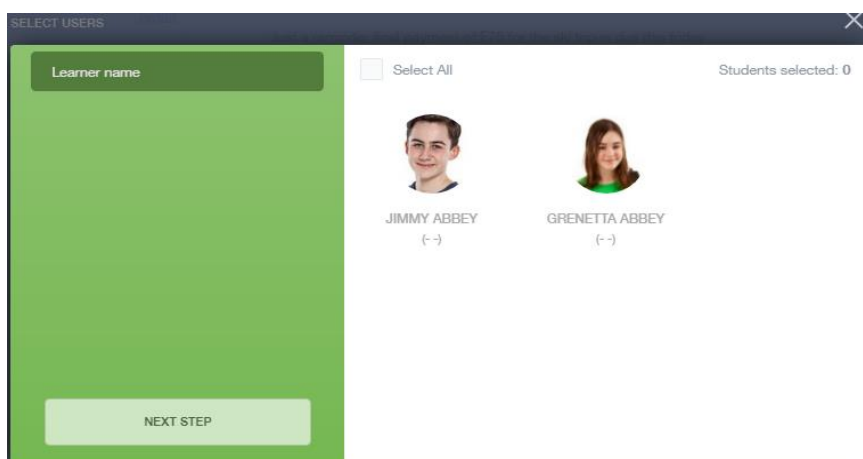


Sending a new message

To begin sending a new message you will need to click the green **new message** button.

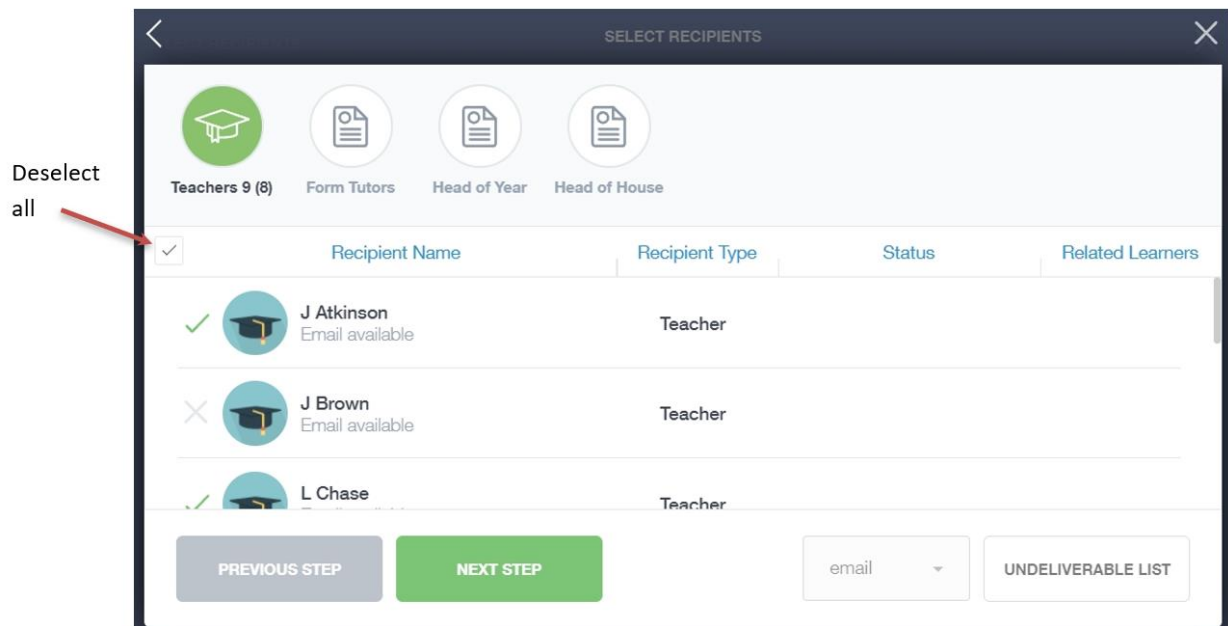


Next you will have to select your child/children. Once selected click the next step button.

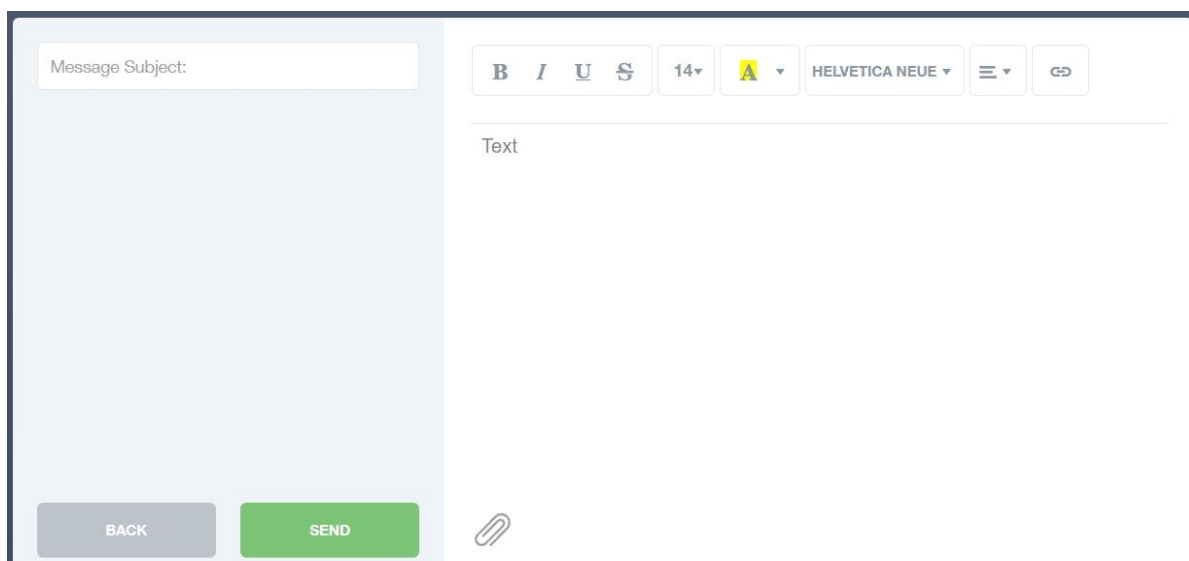


Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

The default option is to pre-select all teachers. You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers, just click on the green tick or deselect all using the smaller black tick. Click **Next** when done.



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



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 Google Classroom if this has been enabled by their school. However, this is a visual of the homework only. 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.

CURRENT PAST						
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.

✗

HOMEWORK DETAIL
 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 or Google Classroom location or any shared drive solution the school may use.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	

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

If the teacher has an issue with the homework, then they will contact the student and mark the work as received but not completed as per below.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✗

If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

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...

ADD HOMEWORK

Homework title *

Subject

Due date *

ADD HOMEWORK

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Font Size (10), Color, Font Family (HELVETICA NEUE), Bulleted List, Link.

Text area

Attachment icon

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	✓	✓

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: *

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: *

- Yes
- No

Date	Attendance	Start	End
Monday, 6 September	✓	17:00	17:30
Friday, 24 September	✓	14:45	15:15

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 Monamara 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	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
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.

✕

BOOK SLOT

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCEL

BOOK

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.

✕

ADD A GUEST

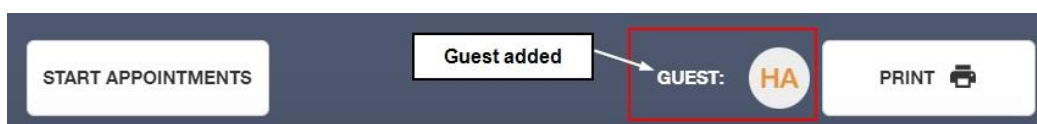
Select a guest ▾ ✕

Mr Hugo Andersen

CANCEL

SAVE

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.



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.

ADD A GUEST ×

🗑
Mr Hugo Andersen

CANCEL

SAVE

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.



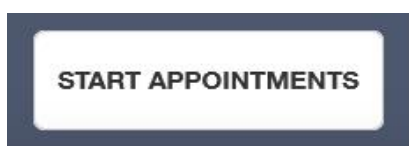
Attending a Virtual Parents’ Evening

Many schools have now included an option for virtual parents’ evenings. If your school is using virtual appointments, please open your parents’ evening area in Edulink One and click anywhere on your child’s 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

Once you have clicked on the parents’ evening event, you then need to click on the **Start Appointments** button. *Note: This is only if your school is using video conferencing appointments; otherwise, appointments for parents’ evenings will still be in-person.*

If you have included a guest on your booking, they will also need to click on the **Start Appointments** button from their device.



Your 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.

The next page shows you a view of what a video conference looks like. The teacher’s camera is larger in the middle and you will see your camera off to the right side. If you have a guest, an additional screen will be included.



Your next appointment is listed on the bottom. You do not need to do anything; the teacher will end the appointment when you are finished, or the appointment will cut off automatically at the end of the appointment time. This is highlighted by a red border 30 seconds before the appointment ends.

The teacher has no control over this cut off as it happens automatically to make sure all appointments run on time. If you need more information from a teacher, schedule a further meeting or telephone call with them.

Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with   



Time	Teacher	Parent	Subject	Learner	Duration
09:15	 	Mrs Tia Aaron	Computer Science	Chris Aaron	2 Minutes