Parent Guide for Trinity Catholic High School
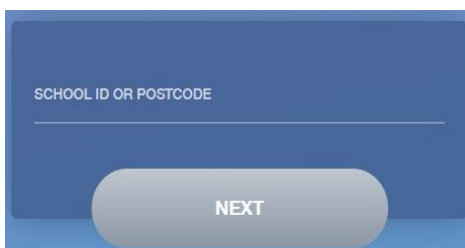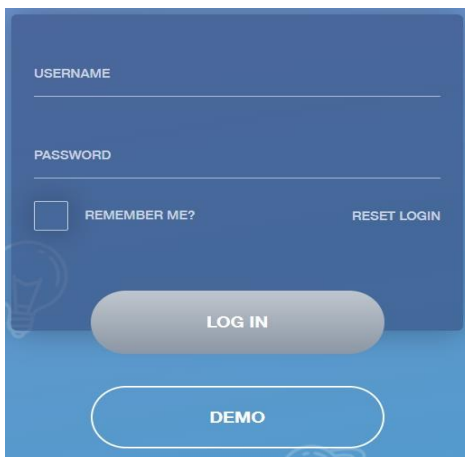
edulink one

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=tchs

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.
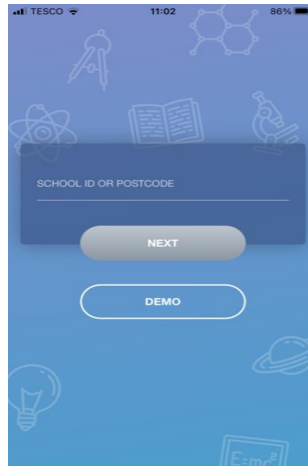
Downloading and Using the App

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** which is **tchs**, or **postcode: IG8 0TP** 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.
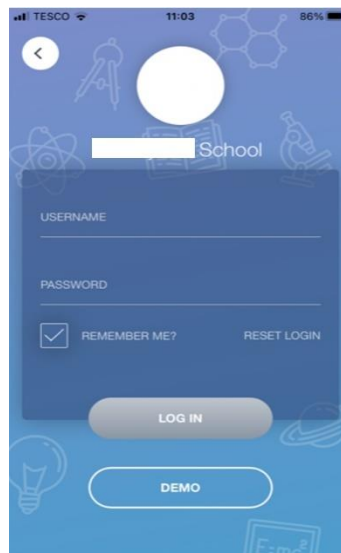

Main Screen

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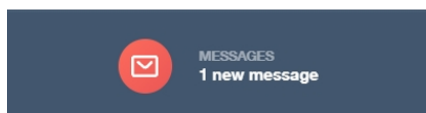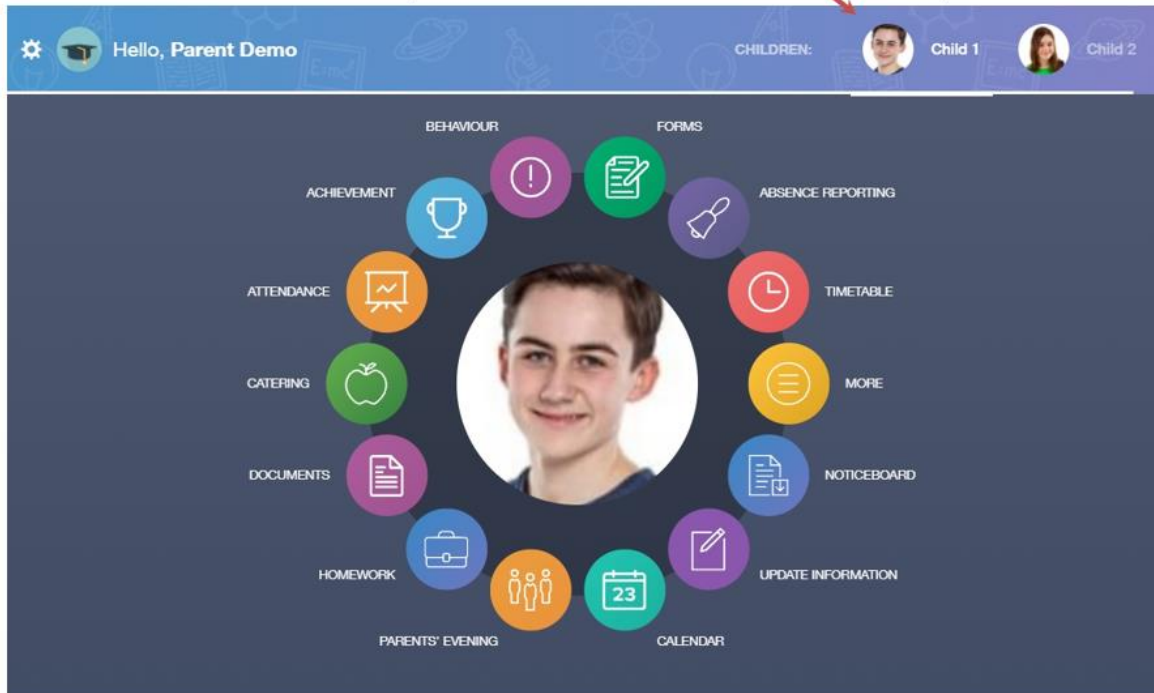
The **messages** button will let you know if you have any unread messages from the school.

Behaviour

The behaviour button will give you access to **view behaviour records** which have been assigned to your child.

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**

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

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.

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.

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

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

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	

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.
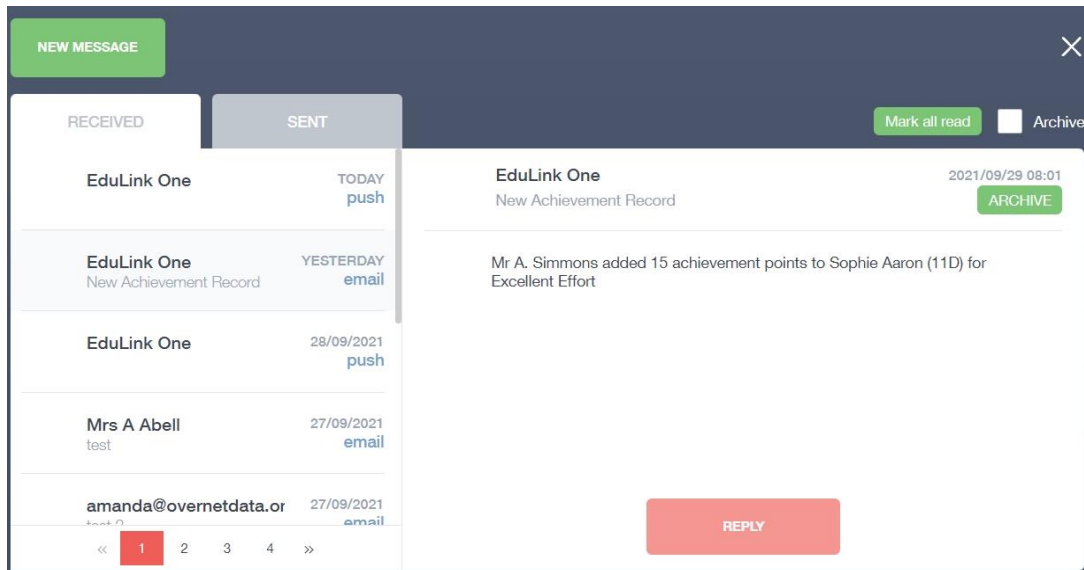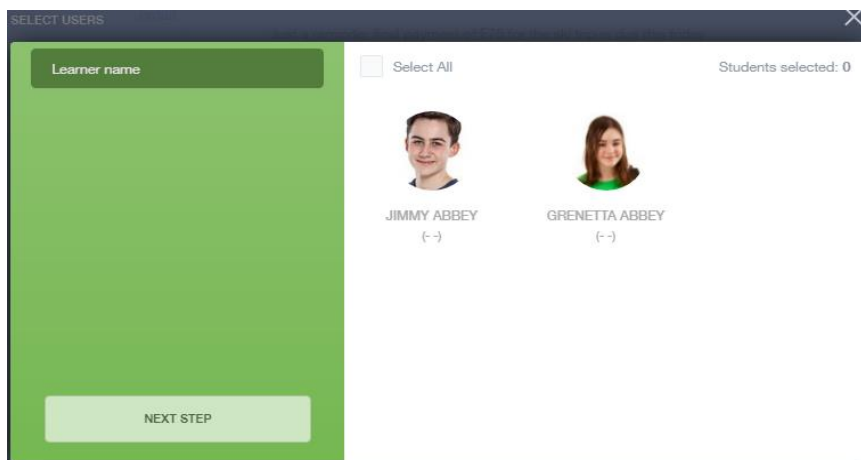
Sending a new message

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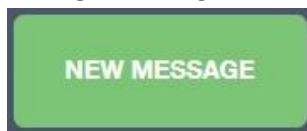

Next you will have to select your child/children. Once selected click the next step button.


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.
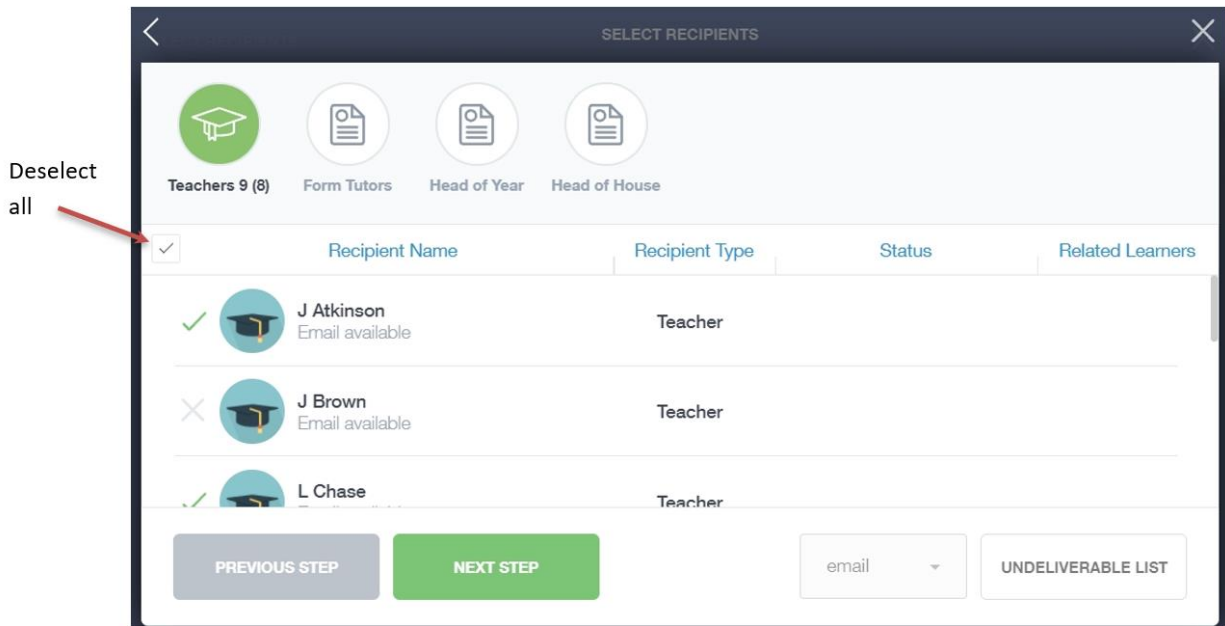
Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.
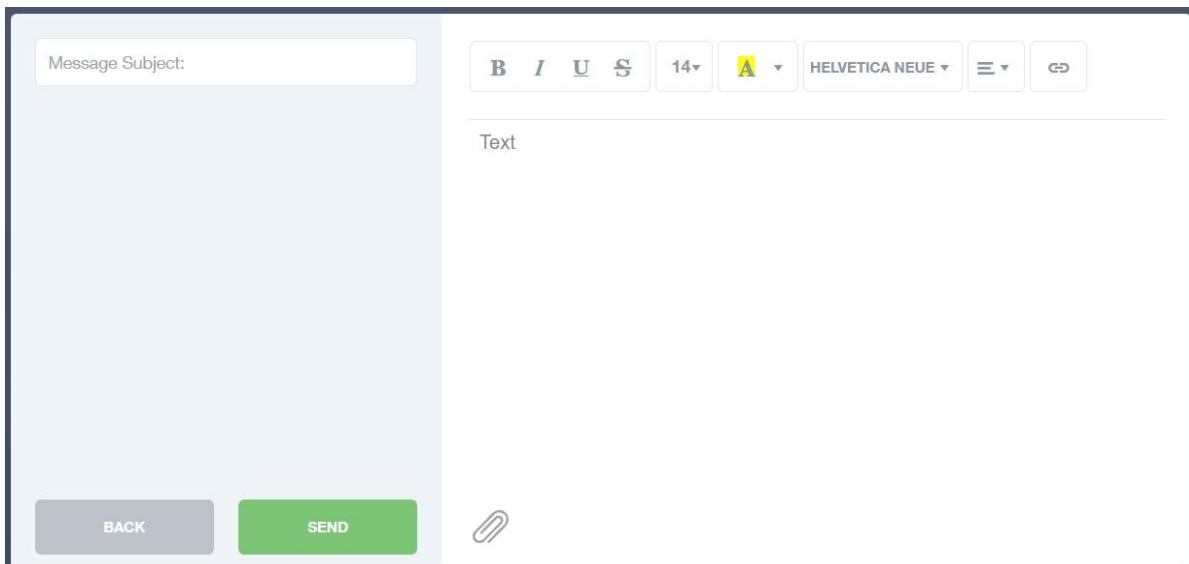
Contents

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.

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	

Chris Aaron

Attendance

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. The data in these sections appear as pie charts like the example below.

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