Parents User Guide to EduLink One

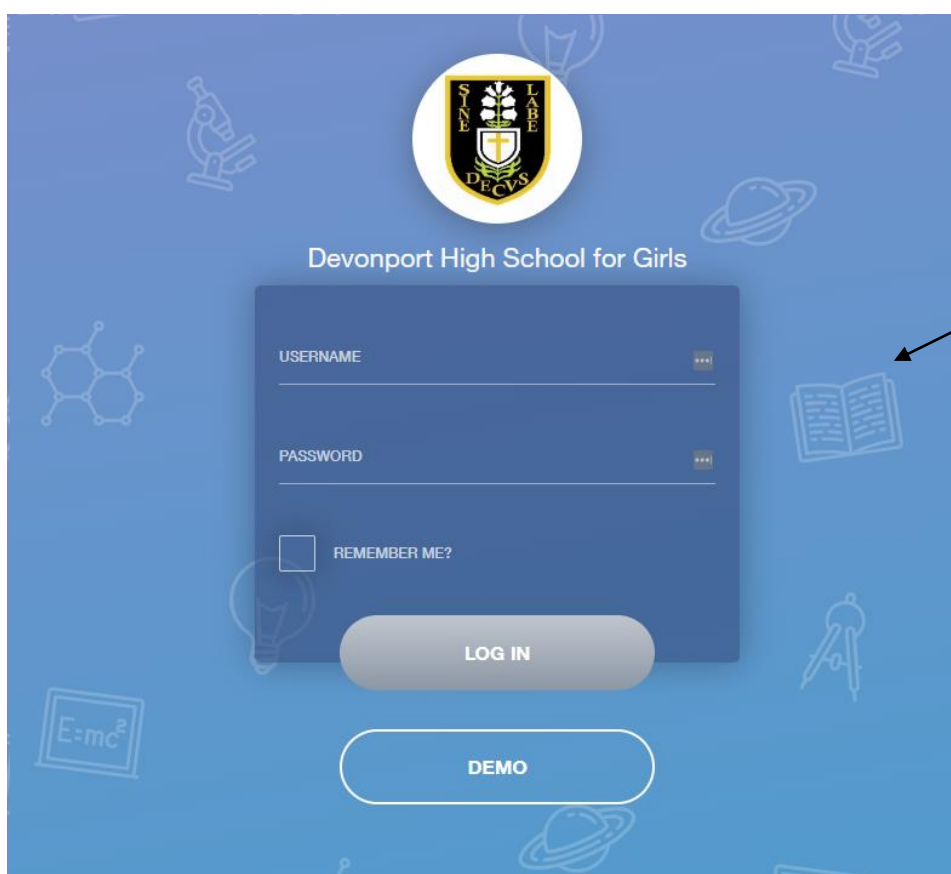# A Parents' guide to getting started with "EduLink One"

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.
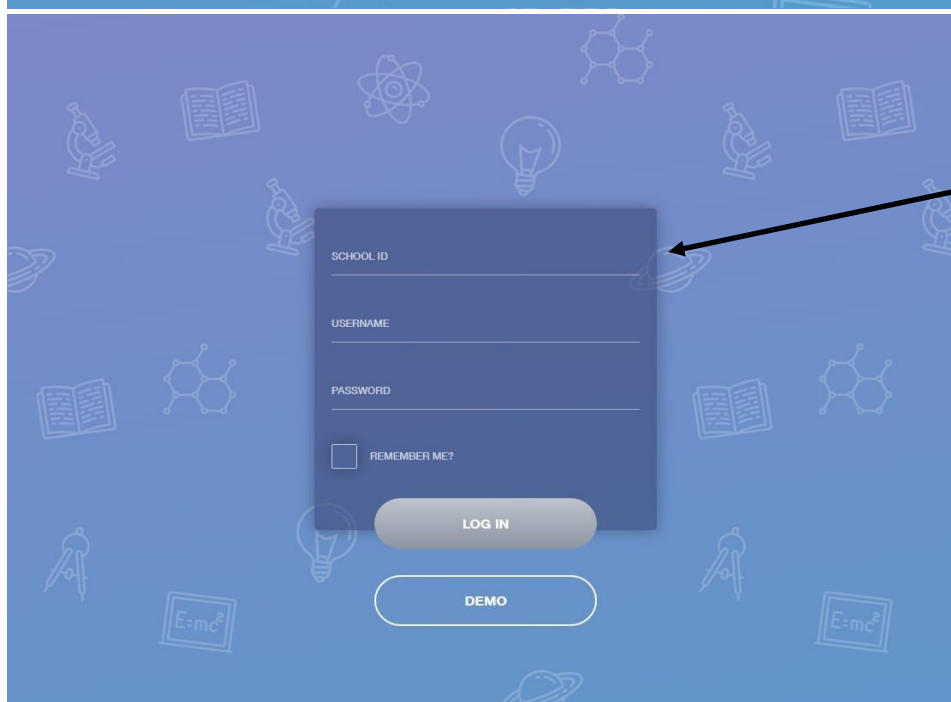
You can access EduLink One via the School Website (under the "Parents & Carers" section you will find the EduLink One page.
OR you can also go directly to the EduLink One log in page by going to:
https://www.edulinkone.com/#!/login?code=dhsg

The direct link will take you straight to the EduLink login page for Devonport High School for Girls. Here you will just need your username and password to log in.

If you use the mobile app or don't use the link above and just visit https://www.edulinkone.com then you will see the screen shown to the left here. You will need to follow the instructions below:

The **School ID** is DHSG

Followed by your **Username** and **Password** which will be sent to you via email by the school.

Once you have filled in all three boxes with your login details, click **Login** to get started.

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 below:

If you have more than one child in school, it's easy to switch between each by selecting which one you would like to view in the top right hand corner.
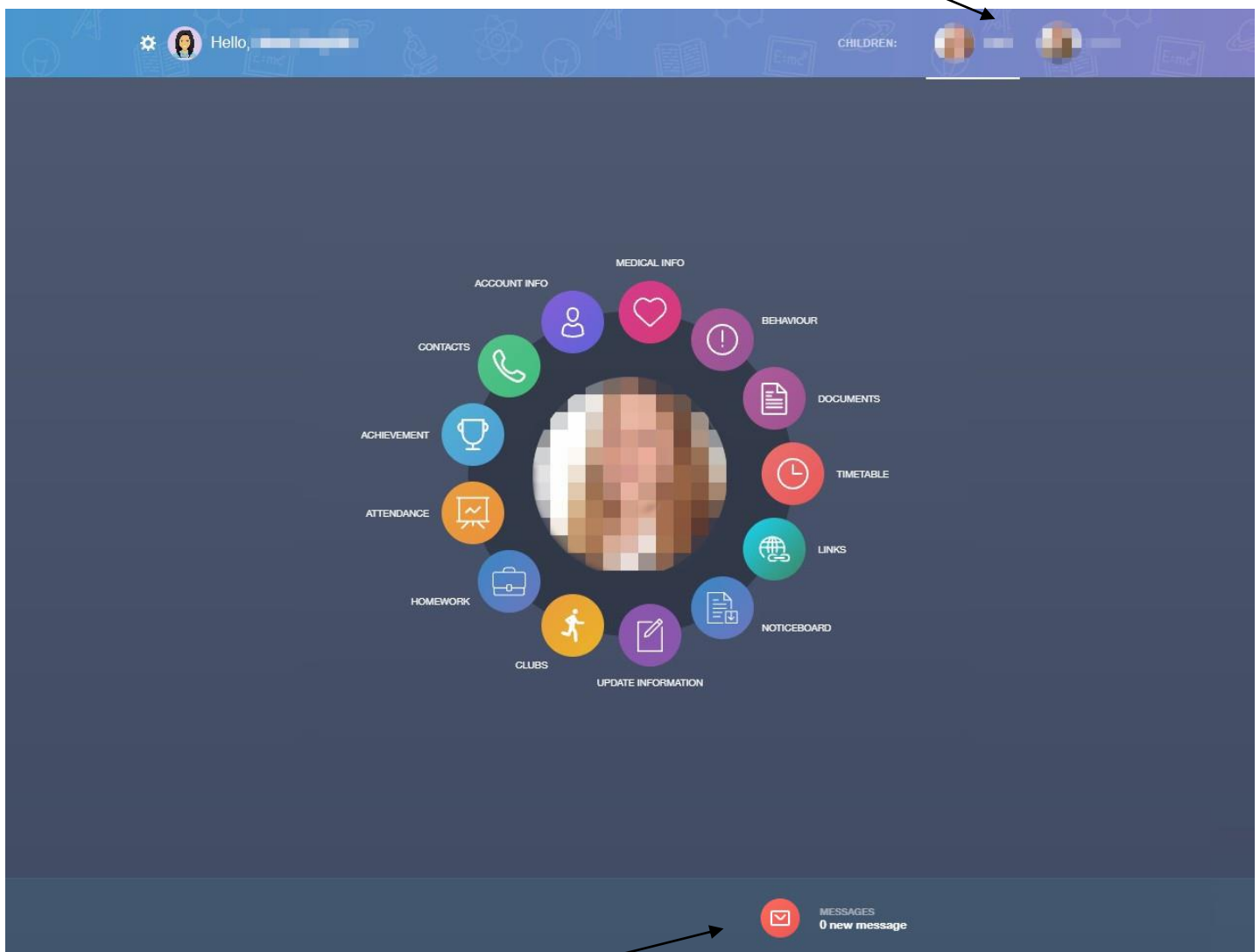

The message button can be found along the bottom of the screen. Here you will be able to read any messages that have been sent through to you from the school. Messages are also emailed to you but copies will be stored here in the message centre for you to read/keep/archive. If using the app, notifications are sent when messages arrive in your EduLink mailbox..

Behaviour

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

This is the Behaviour Records tab where detailed information about any behaviour incidents that have been logged on the system for your child are shown.
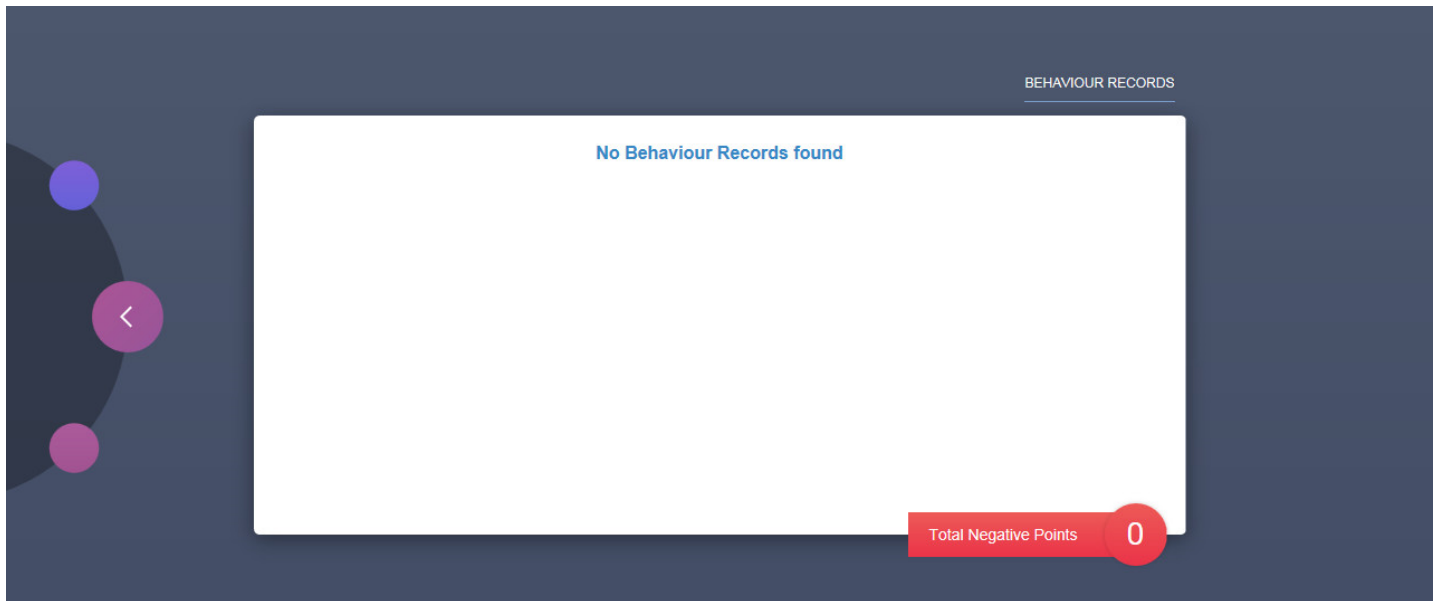
Achievement

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 example below.
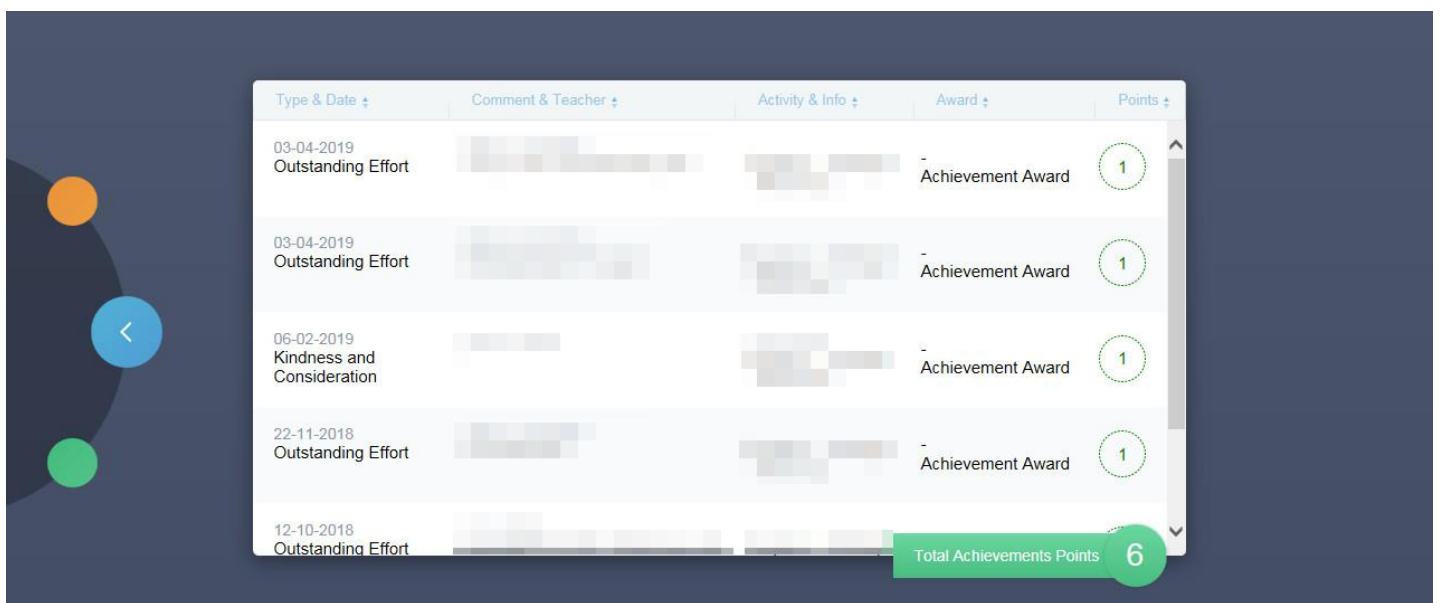
Documents

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
XML	AM Individual Report	29 March 2019	↓
XML	Profiles Document	25 March 2019	↓
XML	AM Individual Report	16 January 2019	↓
XML	AM Individual Report	30 November 2018	↓
XML	AM Individual Report	22 November 2018	↓
XML	AM Individual Report	12 October 2018	↓

Homework

This section shows you current and past homework set for your children.

Here you will be able to review the homework tasks set, due dates and completion status. You can toggle between current and past homework.

CURRENT   PAST

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
2 days 27/01/2020	Water Cycle Diagram	Geography	29/05/2020 09:00	No online submission required	✗	
7 days 31/01/2020	Write up PH experiment	Science	24/03/2020 09:00	No online submission required	✗	
8 days 01/02/2020	Revise for Mock Exam	English	15/05/2020 10:30	No online submission required	✗	

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, dietary needs, medical information and parental consents the school holds for you. You can update this information when changes occur. When updated information is submitted through EduLink it is be picked up by the designated person within school responsible for updating records. The system will be updated after the information has been checked and approved.

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

Below is where you can select yourself (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.

Links

This section contains links to sites such as the school website, Twitter feed, Facebook page and iPayimact which is used in school for cashless catering.

Attendance

This section shows you attendance information for your child. You can switch between three tabs on the right.

The Lesson Academic Year tab will show you an attendance breakdown by subject.

The Statutory Month tab will show a breakdown of attendance over a chosen month.
(Click the month below the chart to change the month displayed).

The Statutory Year tab, similar to the monthly breakdown but shows attendance overall for the current academic year.
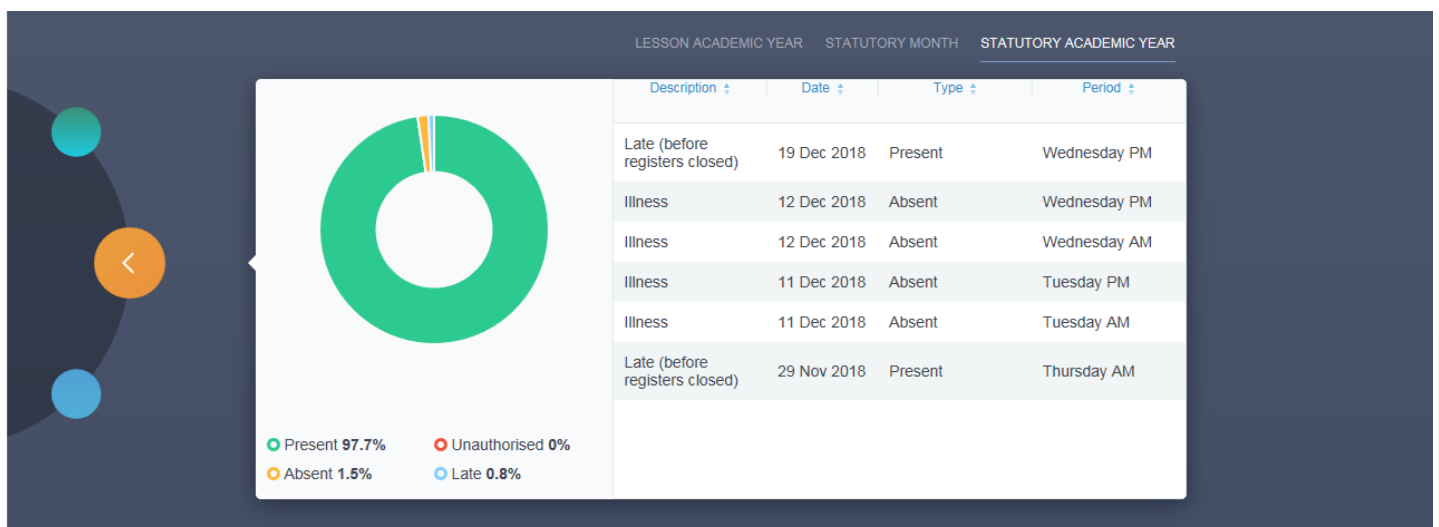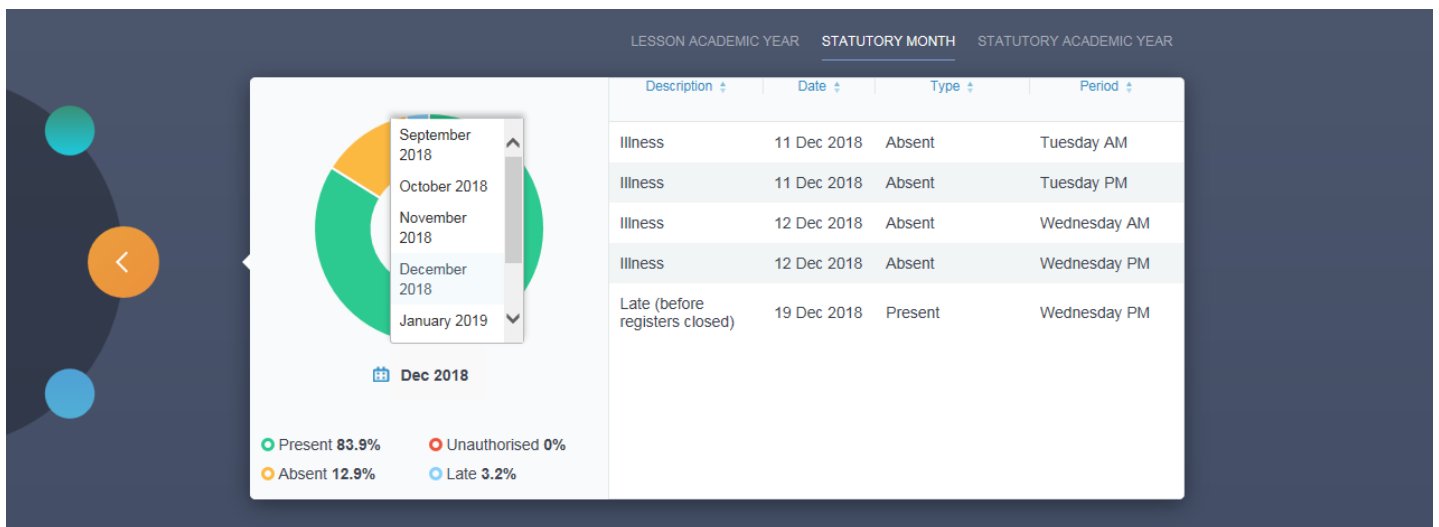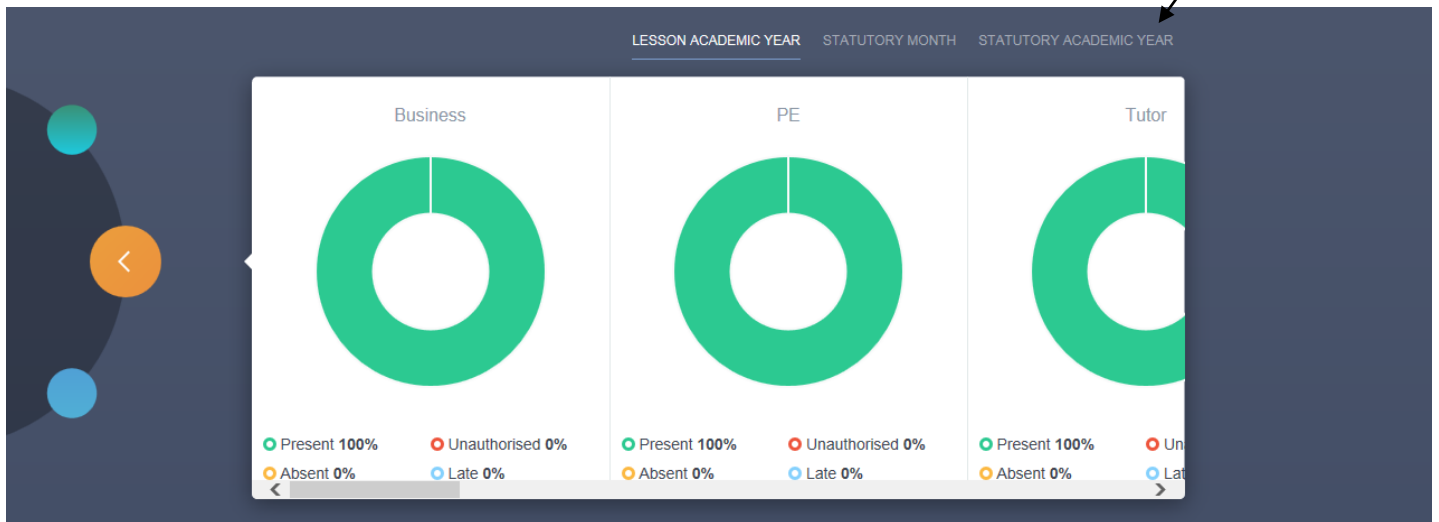
Catering

In the Catering section you can see the balance of your child's cashless card and recent transactions including top-ups and purchases. Please continue to top up you card using the iPayimpact portal. Quick links to iPay can be found in the Links section on Edulink and on the school website.

Date & Time	Items	Amount
08:56 14/01/2021	Parent Topup	£25.00
08:16 15/01/2021	CEREAL w/ MILK	£0.60
14:07 15/01/2021	PASTA POT FRUIT YOGHURT FRESH FRUIT FRESH FRUIT	£1.50 £0.40 £0.30 £0.30

Balance: £21.90

Contacts

This section will display your own contact information that we hold on our system for you.

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.

Medical Info

This section contains medical information which you have supplied to the school regarding your child. Details on Medical Conditions, Medical Notes and Medical Practices that you have provided can be found here. Any additional information documents, if present, can be downloaded in PDF format here.

Timetable

Parents/carers have access to the timetable section, which allows you to view your child's timetable. You can view the current week by clicking the days of the week, or the next upcoming week by selecting from the dropdown, then each day of the week can be viewed for that selected week.

Period	Subject	Room	Teacher	Start	End
reg	Register			08:50	09:05
1	Drama			09:05	10:05
2	Computing			10:10	11:10
Bre	-	-	-	11:10	11:30
3	Physics			11:30	12:30
4	French			12:35	13:35
Lun	-	-	-	13:35	14:35
5	Maths			14:35	15:35
Twi	-	-	-	15:35	17:00

This week ▾   MONDAY   TUESDAY   WEDNESDAY   **THURSDAY**

Clubs

Here you can see a list of available clubs by clicking "all clubs". The "My Clubs" section will show clubs your child is a part of. This section is new and a work in progress. All clubs will eventually appear in the all clubs section. A full list is also available on the Clubs poster.

MY CLUBS   **ALL CLUBS**

Name ⬍	Location ⬍	Capacity ⬍	Next Session ⬍
Orchestra			
Senior choir			
String Group			

Noticeboard

Useful information such as term dates, clubs and parent/carer updates will be posted here.