# Parent Guide for Astley Park School

# A Parents' Guide to Getting Started with "Edulink One"

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=astleypark
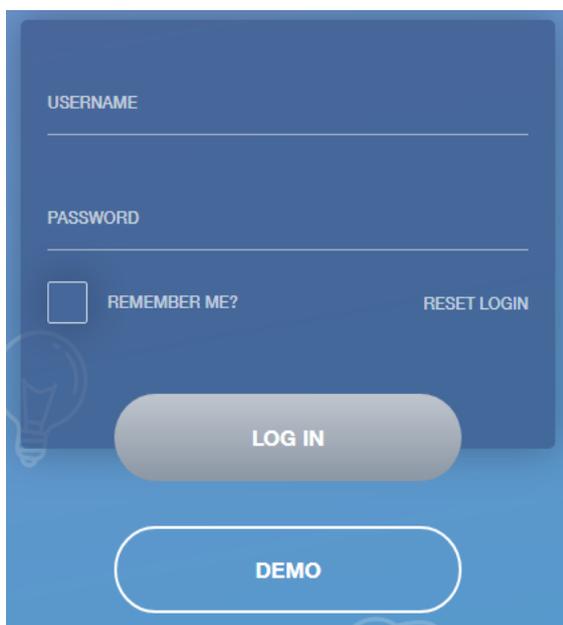
After clicking the link this will take you straight to the Edulink One login page for your school.

Here you will just need to enter your **username** and **password** to login. This will have been sent you by email.

**If you forget your username or password, please contact** bst@astleypark.lancs.sch.uk

If you don't use the school's direct link above as, just visit https://www.edulinkone.com/ then you will see the screen to the right, which requests your school ID as well as your username and password.

The **SCHOOL ID** is **astleypark**

Your **username** and **password** which will have been sent out to you from the school.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.
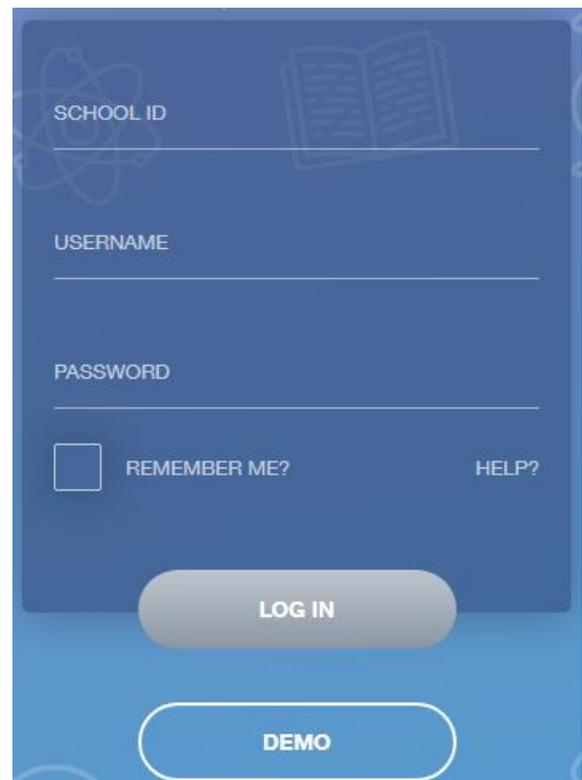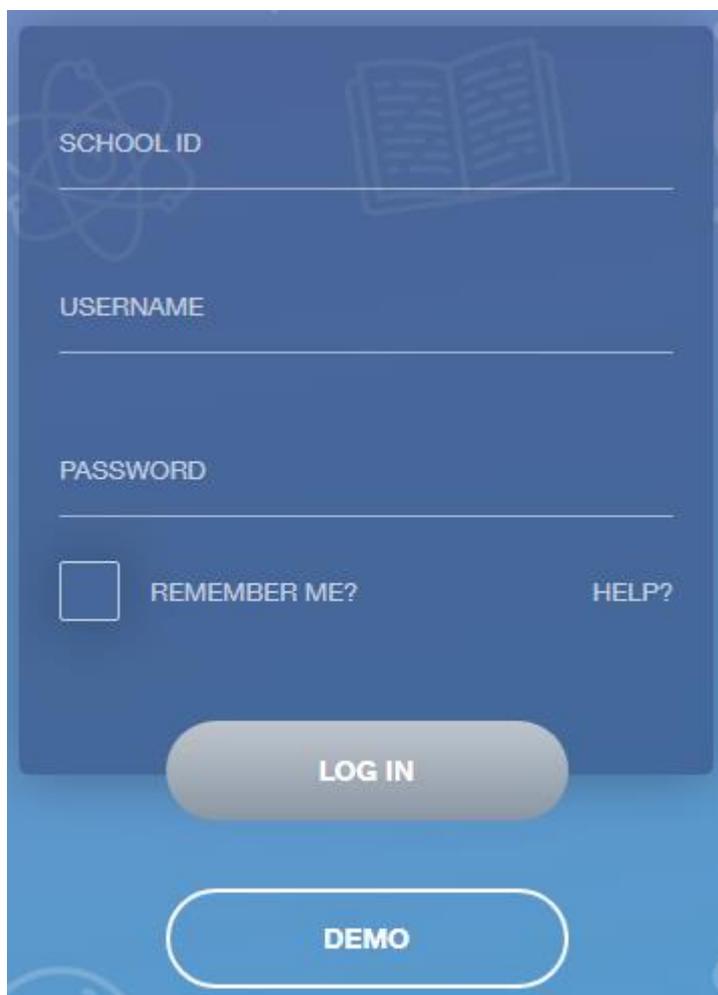
# Downloading and Using the App

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.

The **SCHOOL ID** is **astleypark**

Followed by your **USERNAME** & **PASSWORD** which will have been sent out to you from the school.

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, 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. The various options may vary between schools.

If you have more than one student in school, it's easy to switch between each one. Just select which would like to view in the top right-hand corner.
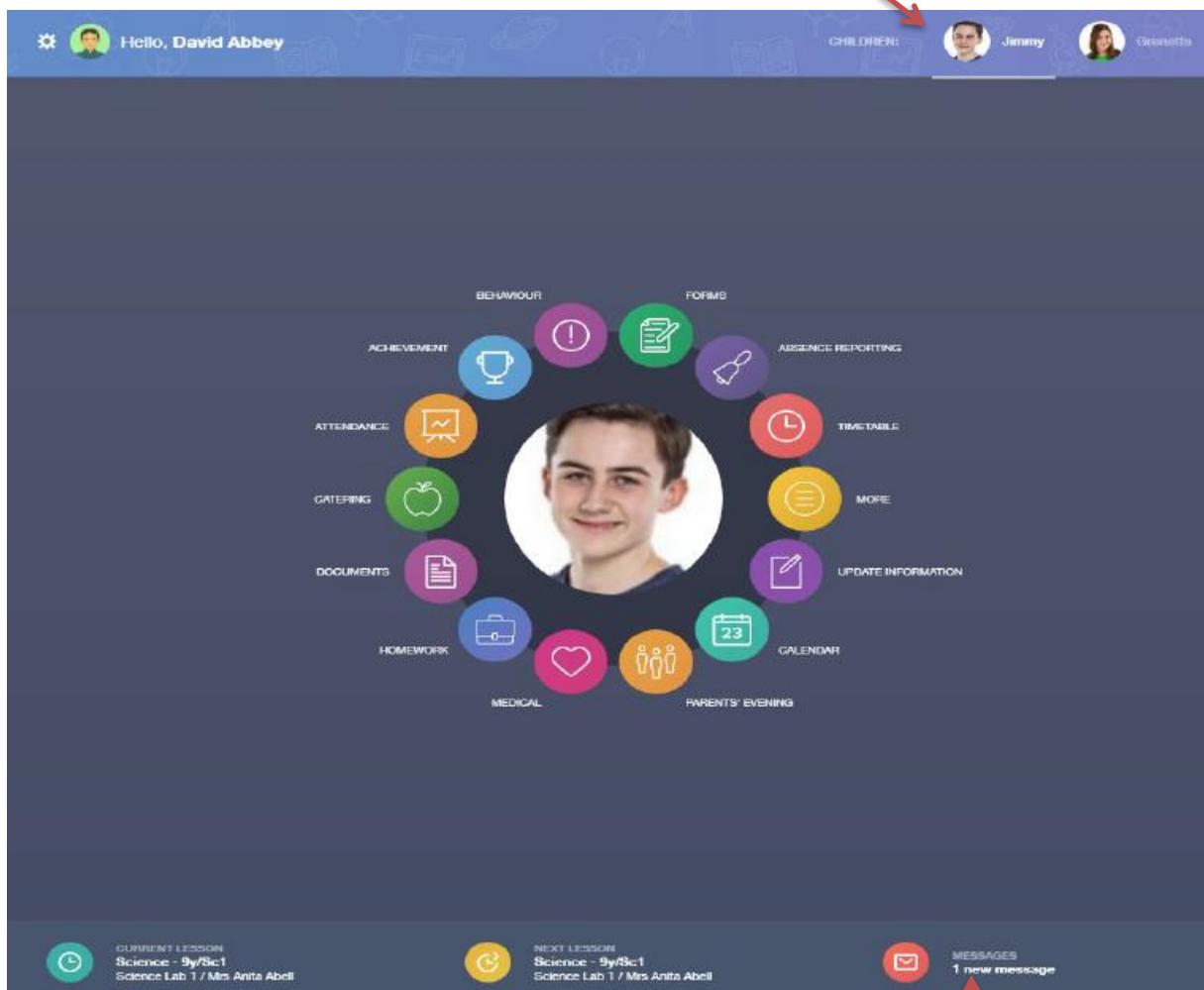


The **messages** button will let you know if you have any unread messages from the school.

## 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 March 2013 | ⬇ |
| Demo_example_document.pdf Individual Behaviour Report | General Document | 8 March 2013 | |

## Medical Info

This section contains medical information which 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 are able to be downloaded in PDF format.

Emergency Consent: ✓

| Dietary Needs |
|---|
| No nuts of any type/quantity |

**Medical Conditions**

| Description | Summary | Attachments & notes |
|---|---|---|
| Anaphylaxis | list of allergies | Allergy list.pdf |
| | Epi-Pen Carrier | Epi-pens are located in student's bag and at the main office medical cupboard |

**Medical Notes**

| Summary | Last update | Attachment / note |
|---|---|---|
| Scan of Epi-pen user guide | 2017-09-21 | Epi-pen_Guide.pdf |
| Epi-Pen location | 2017-09-21 | Epi-pens are located in students bag and at the main office medical cupboard |

## 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.

## Absence Reporting

This feature allows you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence.

The example below shows how pick the time and date period for the absence request and the reason as to why the absence is occurring.

**Jimmy Abbey**

From *

Select start date and time

To *

Select end date and time

Reason for Absence *

SEND        CANCEL

## Links

This section contains links to resources for students to use.

There are also links specific for parents.

entpay        Academy Uniform Policy        Academy Uniform Shop        Academy L

a Learning        Childline        NSPCC        Foodban

## 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.

| | |
|---|---|
| **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 | |

Jimmy Abbey
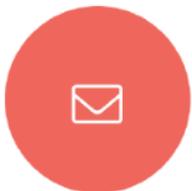
## Messages



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 back to messages here directly. You can also write and send messages to one or more teachers and your child's tutor.

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.
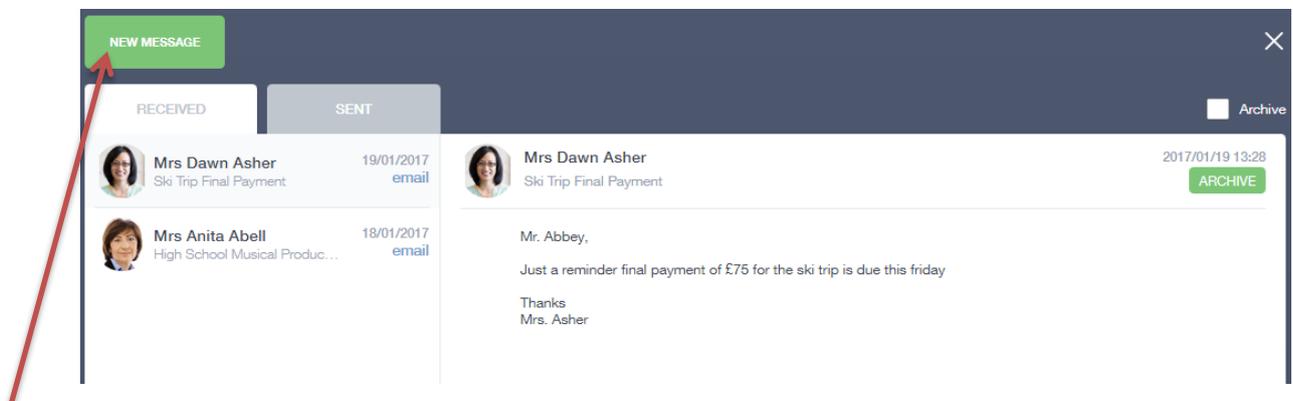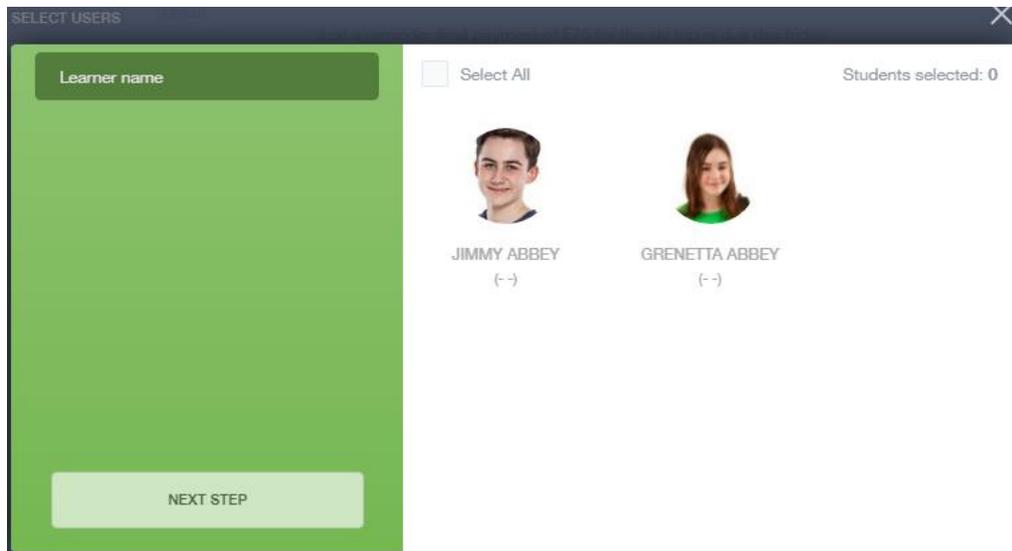
## Sending a new message

To begin sending a new message you will need to click the green **new message** button as shown in the picture above.

Next you will have to select your child/children.

Once selected click the next step button.



Next, chose the person to send your message to. As you can see in the example below it is broken down into teachers and form tutors.

Depending on who you want to send to, you can pick from the relevant boxes. **The default option is to pre-select all teachers. Y**ou 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 unselect all using the smaller black tick. Click next when done.
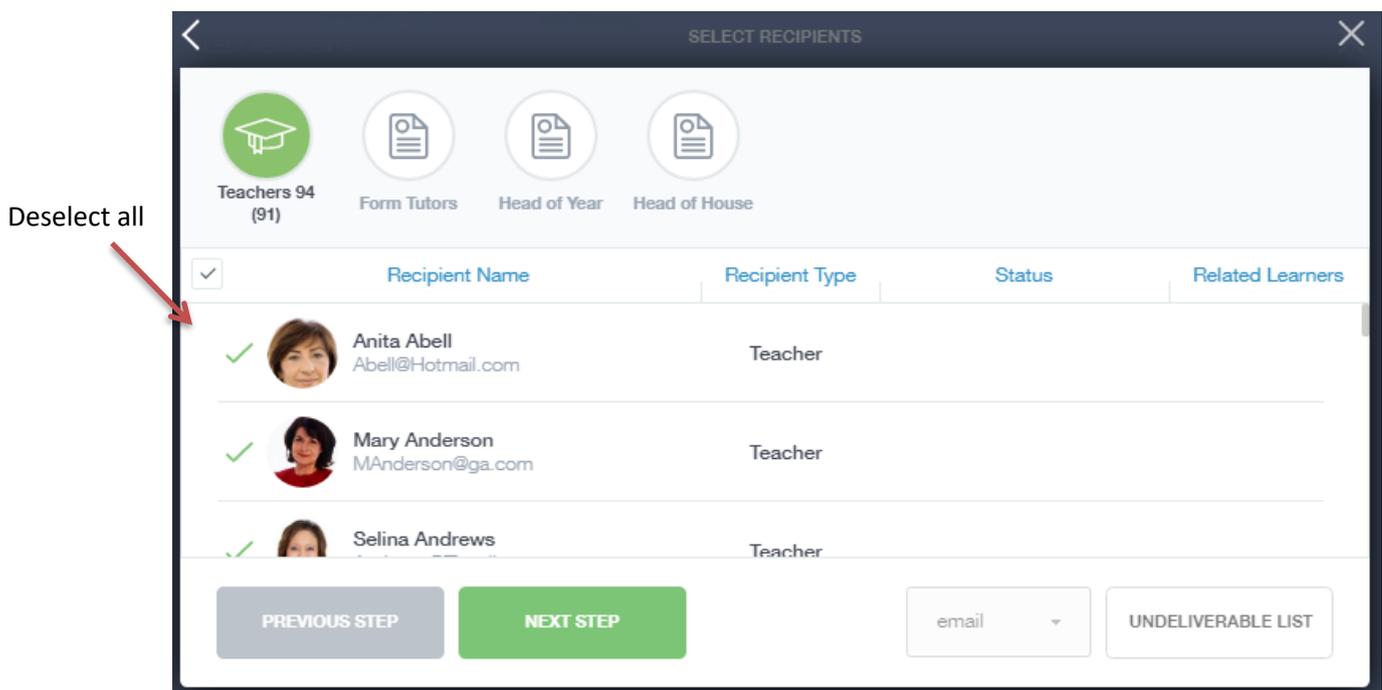
You will now see a message box – see below. Here is where you write your message and message subject. You can also click the paper clip to attach files if needed. Once completed, you can click the send button.