

## User guide to Edulink One

### A guide to getting started with Edulink One

There are two main ways to use Edulink One either 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.

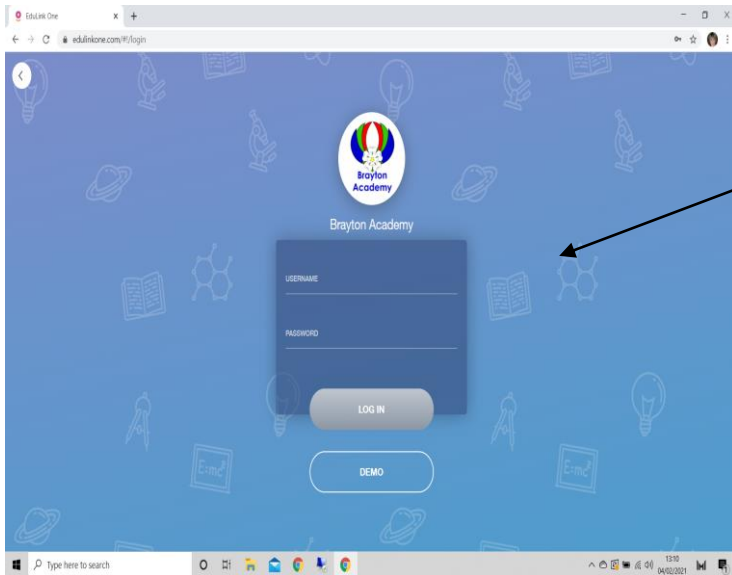


#### Using a web browser:

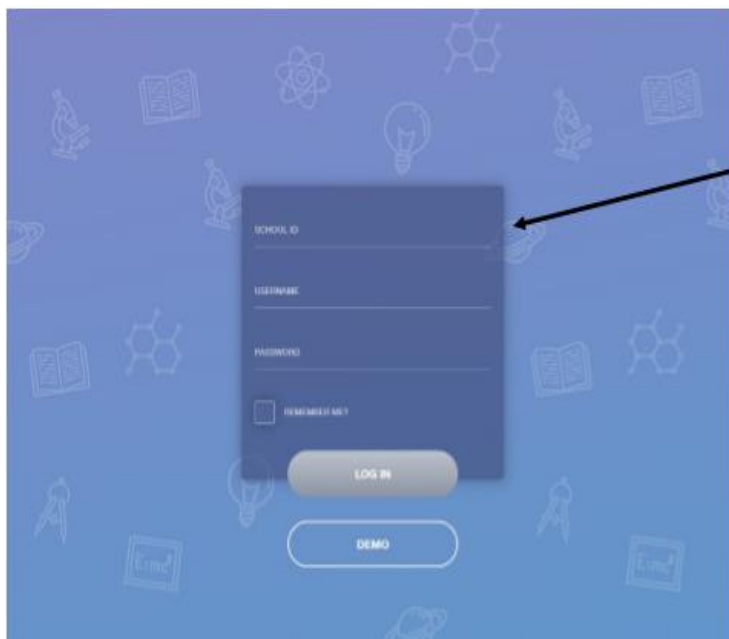
1. Visit <https://www.edulinkone.com>
2. Enter the username and password you have been sent by email
3. Click log in to get started
4. Click the cog icon 'Change password'
5. Type the password from your email in the 'Old Password' box and new password in the fields below.

#### Using the mobile app:

1. Ensure that you have either a pin or biometric identification set up on your device, in order to be able to log onto the app
2. Down load the app
3. Enter the School ID – Brayton
4. Enter your user name and your password
5. Click log in to get started



After clicking the link this will take you straight to the Edulink login for The Brayton Academy. Here you will need your username and password.

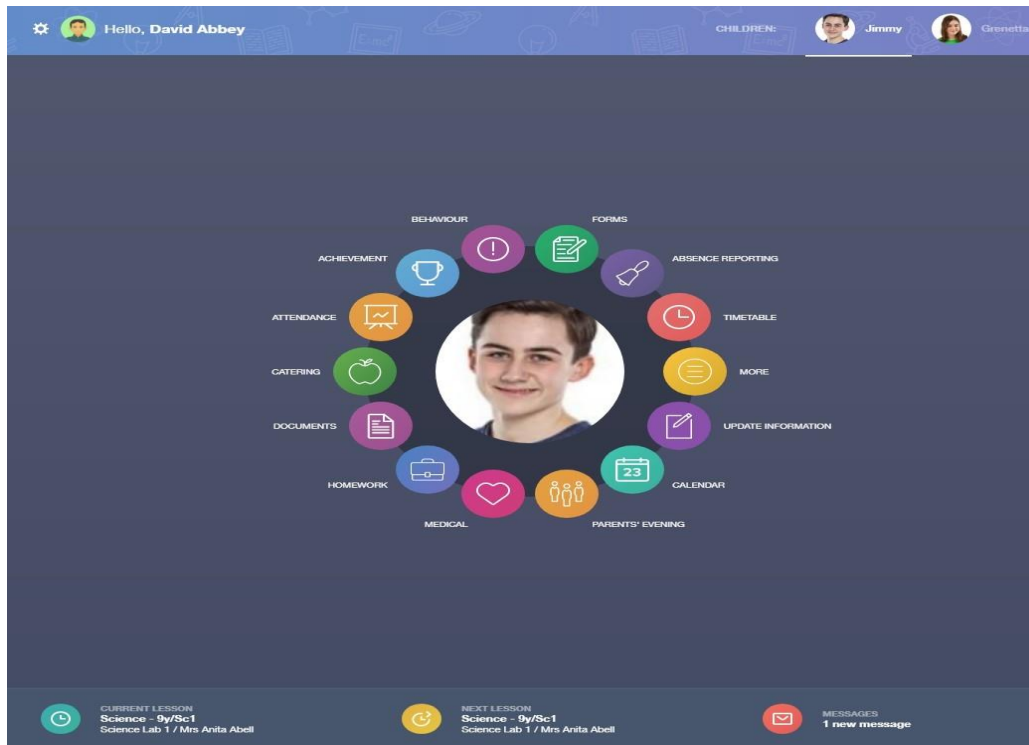


If you use the mobile app or don't use the link above and visit <https://edulinkone.com> then you will see the screen to the left. The school ID is Brayton, followed by your Username and password as emailed to you from school. Once you have filled in the three boxes with your log in details, click **Log in** 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.

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



You can see in the bottom right hand corner which lesson your child is in. The middle arrow shows your child's next lesson. The **message** button will let you know if you have any unread messages from school.

Date of absence

Reason for absence



**Absence** - This section allows you to notify school of any absences. Select the date and time, the reason why, add any attachments (e.g. medical notes) and select **SEND** to send a message to the attendance officer.

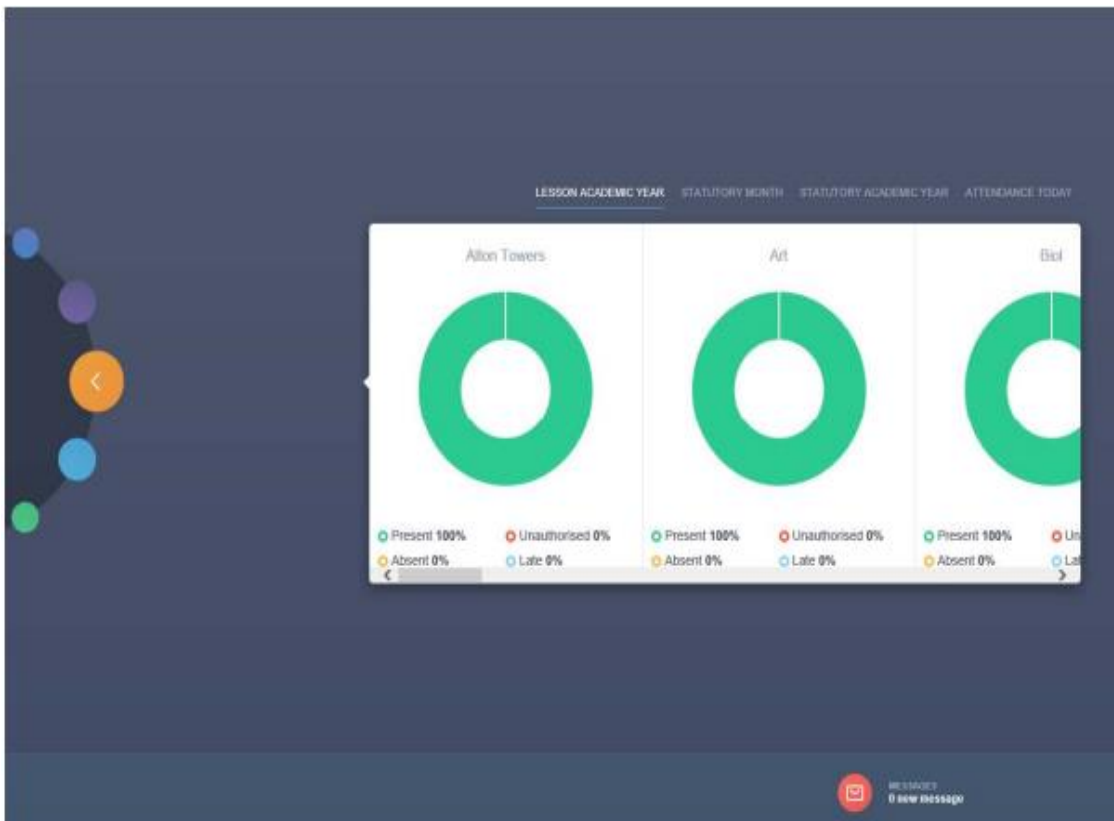


**Links** - This section contains links to the resources which your child/children use in school and at home. Students also have the links button to make it easier to find and access learning resources they use.



## Attendance

The attendance area of Edulink displays both the child's statutory and lesson attendance data by month and academic year.





### Behaviour

The behaviour button will give you access to view detentions

The **detentions** tab will show any detentions which have been assigned to your child, including the date, start and finish times, the location and whether or not your child has attended.

BEHAVIOUR RECORDS			DETENTIONS		LESSON BEHAVIOUR
Date †	Type †	Location †	Start Time †	End time †	Attended †
15-10-2015	Head of Year	Main Hall	15:05:00	16:00:00	Attended
06-10-2015	Lunchtime Detentions	Maths Room 1	12:00:00	12:30:00	Not Recorded




### Medical Information


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.

No nuts of any type/quantity

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

Medical Notes	
Summary	Attachment / note
Scan of Epi-pen user guide	 Epi-pen_Guide.pdf
Epi-Pen location	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 for yourself and your children. Here you will be able to review the contact information the school holds for you, but you will be also able to update this with any changes that may occur to this information. When updated information is submitted through Edulink, this will be picked up by the designated personnel in school in charge of updating records.

This is where you can select yourself (which is highlighted in blue), or any of your children which are displayed in the left hand column. To the right is where you can read and edit contact information we have stored for you.

**Contact Details**

Emails +

Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Telephones +

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

**SAVE**

**Family/Home**

Family contacts

Priority	Name	Relationship	Phone
1	David Abbey	Father	<input checked="" type="checkbox"/>
2	Pip Americana	Mother	<input checked="" type="checkbox"/>

Addresses

Addresses +

Location	Addresses

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

**SAVE**



## Exams

The exams section contains detailed information in relation to external exams that your child will be sitting. Information included times and dates along with exam name and location.

### Exam Timetable

EXAM TIMETABLE EXAM ENTRIES						
0 days, 23 hours and 44 minutes until the start of CHEM4 GCE Chemistry Unit 4 exam						
Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration	
14 Jun 2016 1:00 PM	AQA GCE/B	CHEM4 GCE Chemistry Unit 4	Hall	H2	1hr 45m	
TBA TBA	EDEXL/GCSE GCSE/B	51T02F Ict 2 Option F (Prom MAY2015)	TBA	TBA		
16 Jun 2016 1:00 PM	OCR GCE/B	F214 Biology	Gymnasium	E8	1hr 15m	
20 Jun 2016 9:00 AM	AQA GCE/B	PHYA4 GCE Physics A Unit 4 (GCE Physics A Unit 4 Written and OT)	Gymnasium	E2	1hr 45m	



## Timetable


Parents and pupils 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						
Class	Subject	Room	Teacher	Start	Finish	
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55	
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00	
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05	



### Account Information

Here you can view the current address details we have on file for your child, and other information we hold on your child's record.

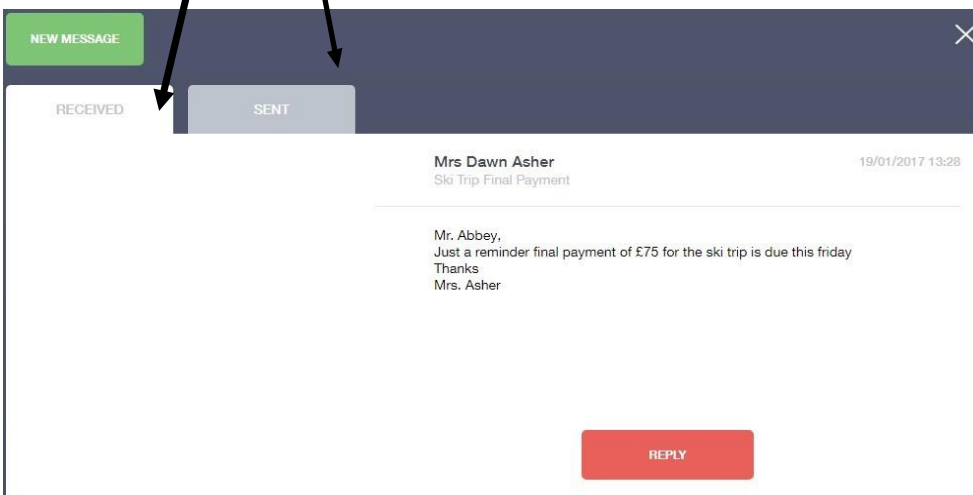
 <p>Jimmy Abbey</p>	<b>Address</b> 59 High Street, Bedford, MK40 1RZ, United Kingdom	<b>Post Code</b> MK40 1RZ
	<b>Gender</b> Male	<b>Year</b> Year 13
	<b>Form Group</b> G	<b>Form Tutor</b> Mr Martin Unwin
	<b>Date Of Birth</b> 17-04-1998	



### Messages

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 staff at school. At present you will be unable to reply directly to a received message or send a new message to a member of staff. **Please continue to communicate with school through the normal channels by emailing [info@braytonacademy.org.uk](mailto:info@braytonacademy.org.uk) or by telephoning us on 01757 707731**

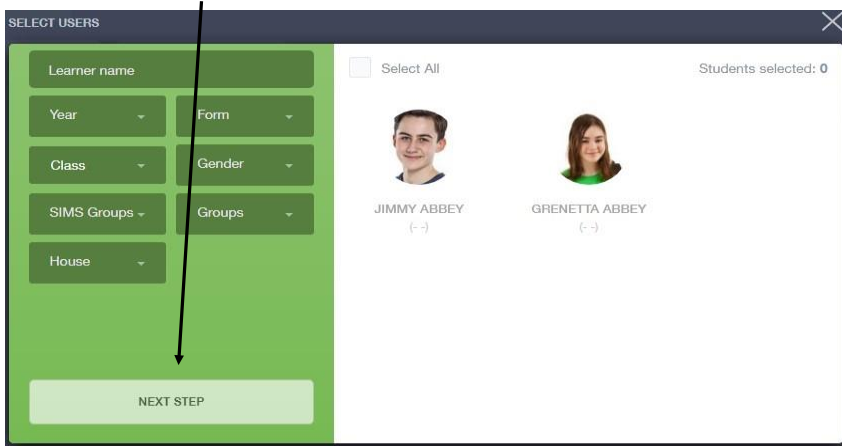
The **received** tab is where you can read any messages sent from school. See above note re communicating with school in response to messages received or new messages you wish to send.



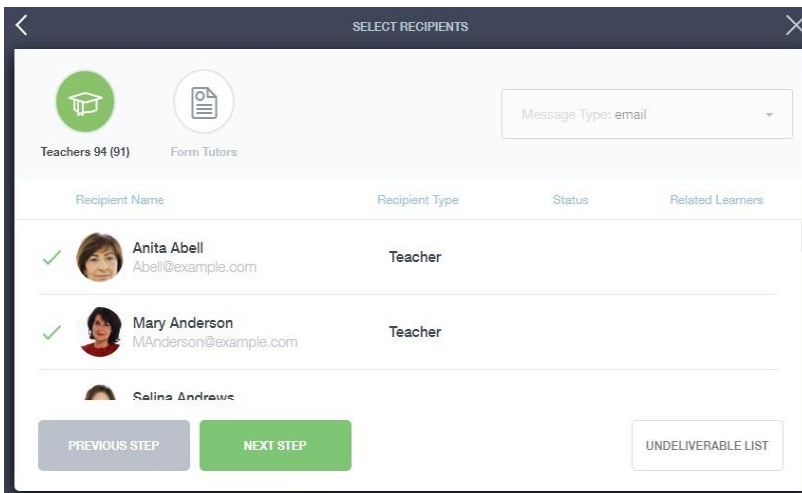
The screenshot shows a messaging interface with a dark header. On the left, there is a green button labeled 'NEW MESSAGE'. Below it are two tabs: 'RECEIVED' (active) and 'SENT'. A message is displayed from 'Mrs Dawn Asher' with the subject 'Ski Trip Final Payment' and a timestamp of '19/01/2017 13:28'. The message content reads: 'Mr. Abbey, Just a reminder final payment of £75 for the ski trip is due this friday Thanks Mrs. Asher'. At the bottom center, there is a red button labeled 'REPLY'. Two arrows from the text above point to the 'RECEIVED' tab and the 'REPLY' button.



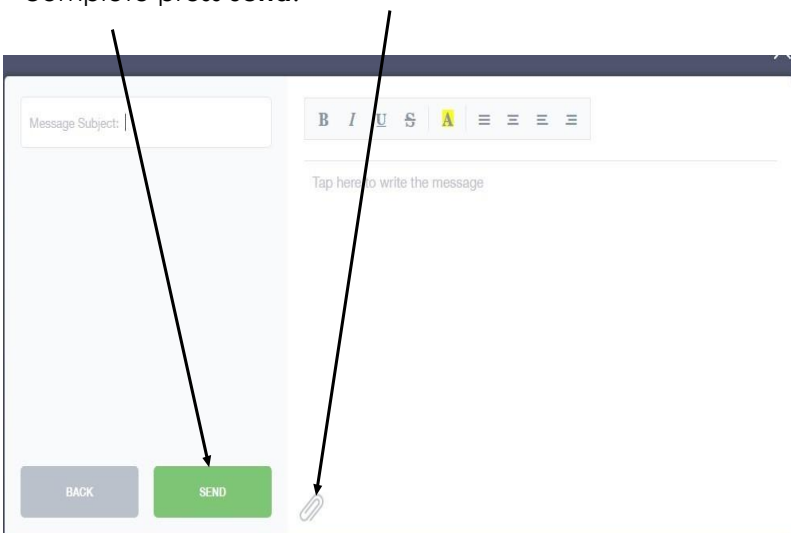
To begin sending a new message you will need to click the green **new message** button as shown below. Select your child/children, once selected select the **next step** button.



Here is where you select the recipient of your message. As you can see below it is broken down into teachers and form tutors.



The box below will be displayed. Here is where you fill in the **message subject** box and the main message with the information you want to send. You can also click the **paper clip** to attach a file if needed. Once complete press **send**.





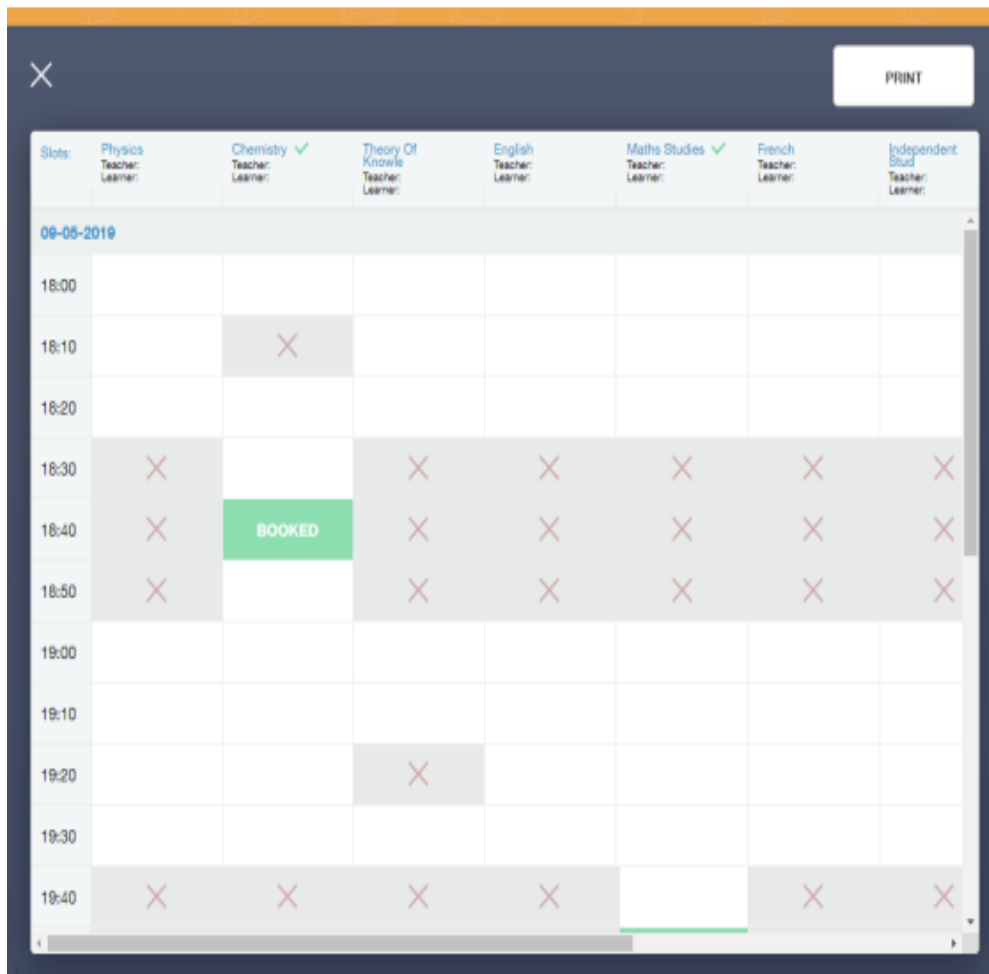
**Parents' Evening**

**Booking appointments**

You will be notified of the date and time of when an event is going live, so you can log in to book appointments for your child. Please note that appointments are 5 minutes long and a 5 minute gap must be left between bookings.

**Using a desk top browser**

Log into Edulink and click on the Parents' Evening icon. Select the event you wish to book appointments for and you will see a table. The top row displays your child's teachers that are available to be booked. The first column shows the different time slots. To make a booking click on an available slot and a popup box will appear. Select the green **book** button to book an appointment. To make amendments click the slot you wish to change and press **unbook**. All booked appointments can be downloaded using the **print** option.



The screenshot shows a booking interface with a 'PRINT' button in the top right corner. The table below represents the booking grid:

Slots:	Physics Teacher: Learner:	Chemistry ✓ Teacher: Learner:	Theory Of Knowle Teacher: Learner:	English Teacher: Learner:	Maths Studies ✓ Teacher: Learner:	French Teacher: Learner:	Independent Stud Teacher: Learner:
09-05-2019							
18:00							
18:10		X					
18:20							
18:30	X		X	X	X	X	X
18:40	X	BOOKED	X	X	X	X	X
18:50	X		X	X	X	X	X
19:00							
19:10							
19:20			X				
19:30							
19:40	X	X	X	X		X	X

### Using the mobile app

Log into Edulink and click on the Parents' Evening icon. Click on your child's name or phot and select the event you wish to book appointments for. You will see a list of teachers that are available to be booked, click and select a time from the drop-down menu. Follow these steps for all staff you wish to have an appointment with.

