



Parent Guide for Cansfield



CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

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

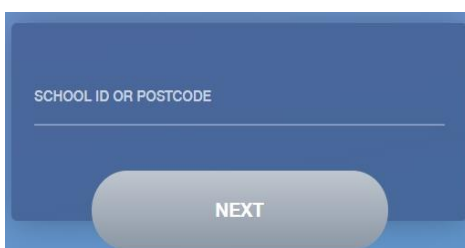
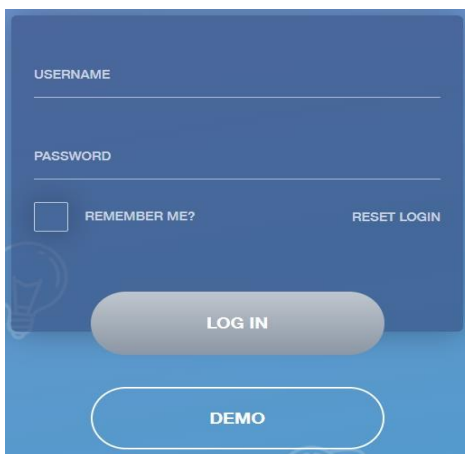
All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users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

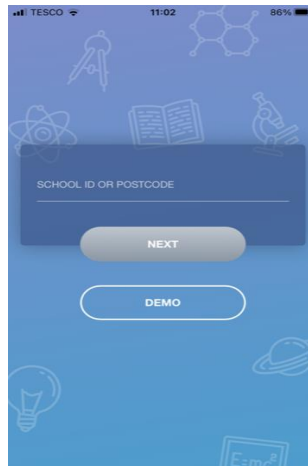
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

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

Android Google Play

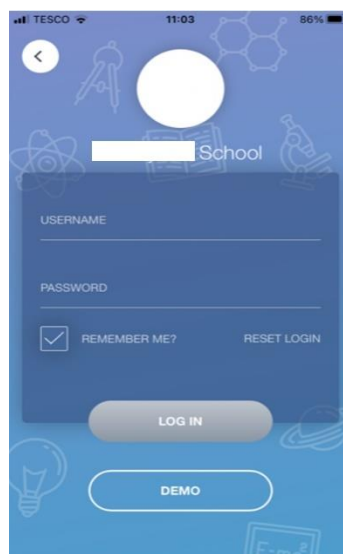
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input your **School ID** or **Postcode** 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.



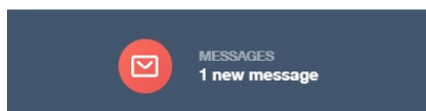
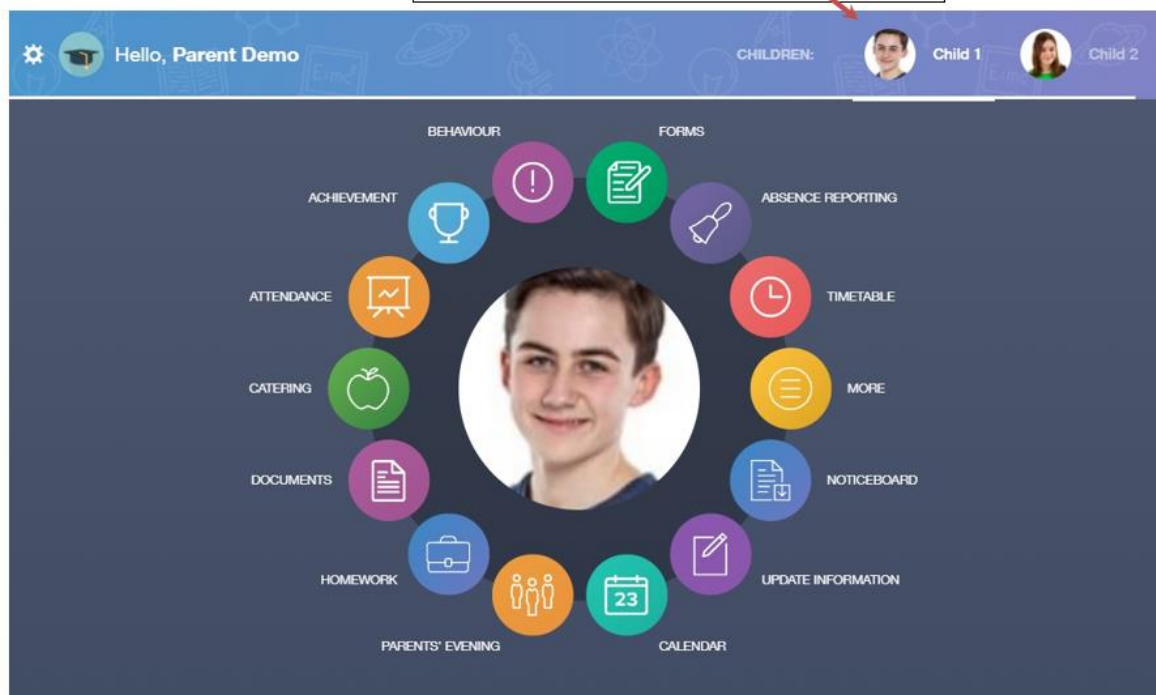
If you forget your username or password, please contact the school

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 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.

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 you how to select the time and date for the absence request and the reason for the absence.

Jimmy Abbey

From *
Select start date and time

To *
Select end date and time

Reason for Absence *

SEND CANCEL

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	

Medical Info



This section contains medical information that 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 can be downloaded in PDF format.

Emergency Consent: ✗

Dietary Needs

Artificial colouring allergy

Medical Notes

Summary	Last update	Attachment / note
To be obtained from previous school	2017-05-04	To be obtained from previous school

Medical Practices

Name	Phone	Email	Address
Batten Surgery	01224 856402	None recorded	20 East Street, East Town, United

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.

Jonas Aaron

07333 673341 Mobile

Addresses

Location	Addresses
Home	1 Ely Road Milton Cambridge CB24 6DD

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

SAVE

The screenshot shows a web interface with a sidebar on the left containing four user profiles: Jonas Aaron (with a graduation cap icon), Chris Aaron, Liz Aaron, and Sophie Aaron. The main content area is titled 'Basic' and contains the following text: 'This is Basic information regarding your child please ensure you change this information carefully'. Below this is a 'Title' dropdown menu with 'Mr' selected. There is a 'Preferred forename' text input field containing 'Jonas' and a 'Preferred surname' text input field which is currently empty. At the bottom left, there is a small text block: 'General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.' At the bottom right, there is a green 'SAVE' button.

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.

The screenshot shows the mobile app interface. At the top, there is a home icon, the text 'Data Collection', and a notification icon with '1720'. Below this is a back arrow, a graduation cap icon, and the name 'Jonas Aaron' with a double-headed arrow icon. A small text block reads: 'General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.' Below this is a green 'SAVE' button. A white modal window is open at the bottom, titled 'Basic', with the same introductory text as the web version. It contains a 'Title' dropdown menu with 'Mr' selected and a 'Preferred forename' text input field.

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 you need to name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.

Data Collection 1720

Jonas Aaron

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

SAVE

Basic
This is Basic information regarding your child please ensure you change this information carefully

Title
Mr

Preferred forename

Data Collection 1720

Jonas Aaron

Chris Aaron

Liz Aaron

Sophie Aaron

This is Basic information regarding your child please ensure you change this information carefully

Title
Mr

Preferred forename

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	

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.

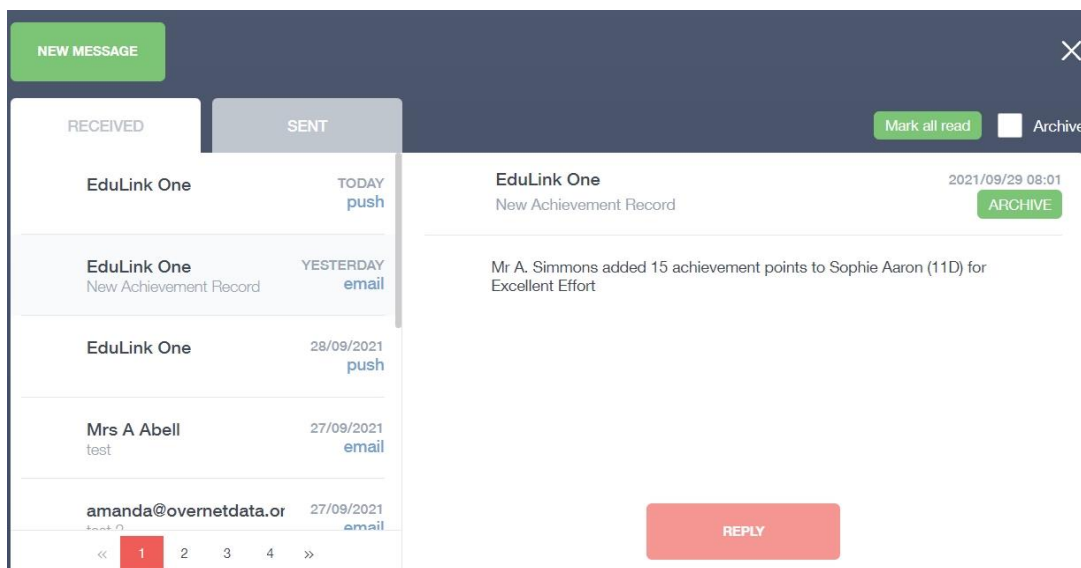
 <p>Jimmy Abbey</p>	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	

Messages



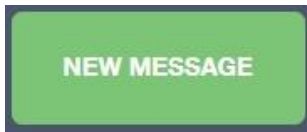
The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these 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.

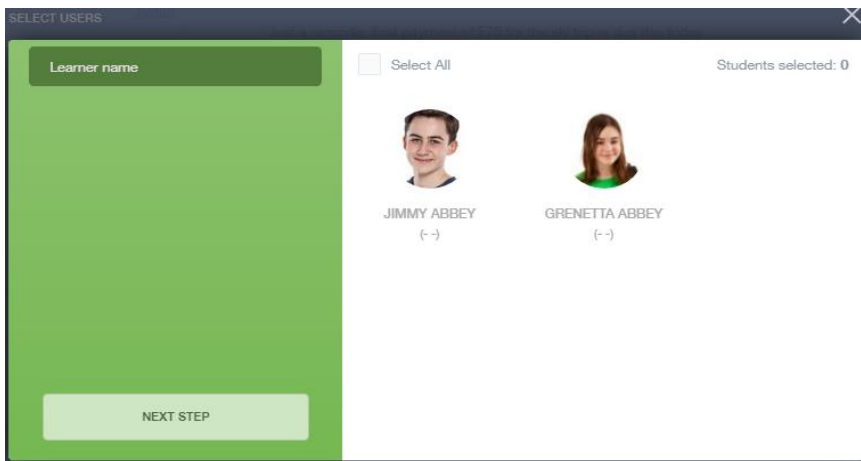


Sending a new message

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

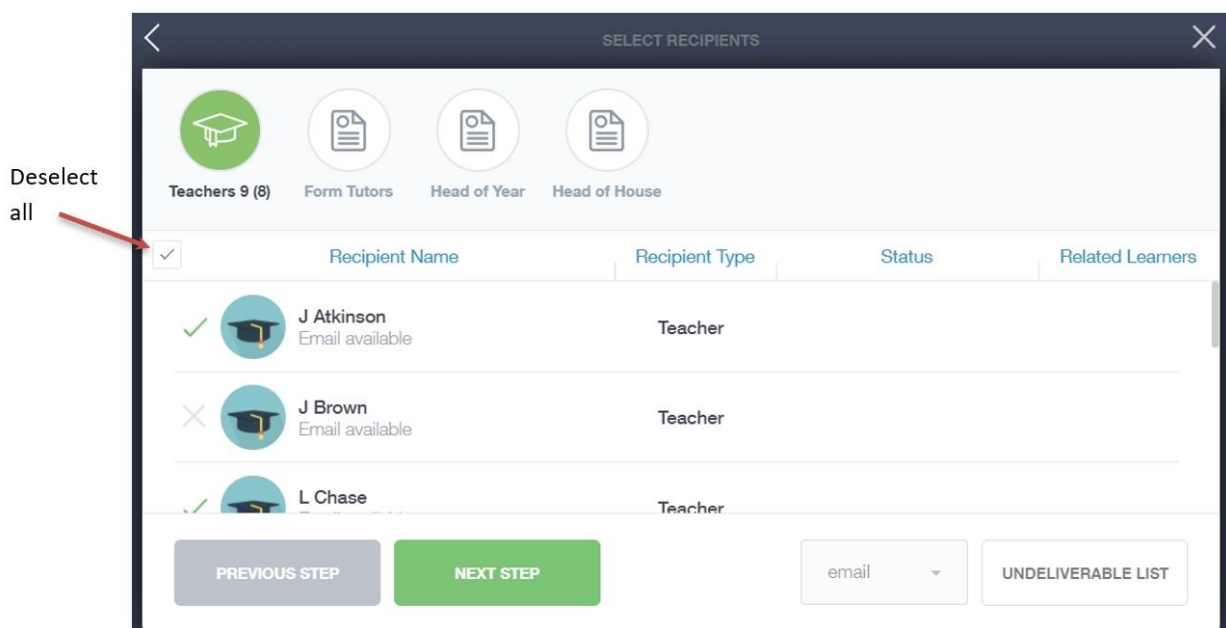


Next you will have to select your child/children. Once selected click the next step button.



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.

Contacts



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.

 <p>Chris Aaron</p>	<p>Father Mr Jonas Aaron</p>	<p>Parental Responsibility ✓</p>
	<p>Address 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom</p>	<p>Phone Number 07333 673341</p>
	<p>Email Aaron@example.com</p>	<p>Mobile Phone 07333 673341</p>
	<p>Priority 1</p>	

Attendance

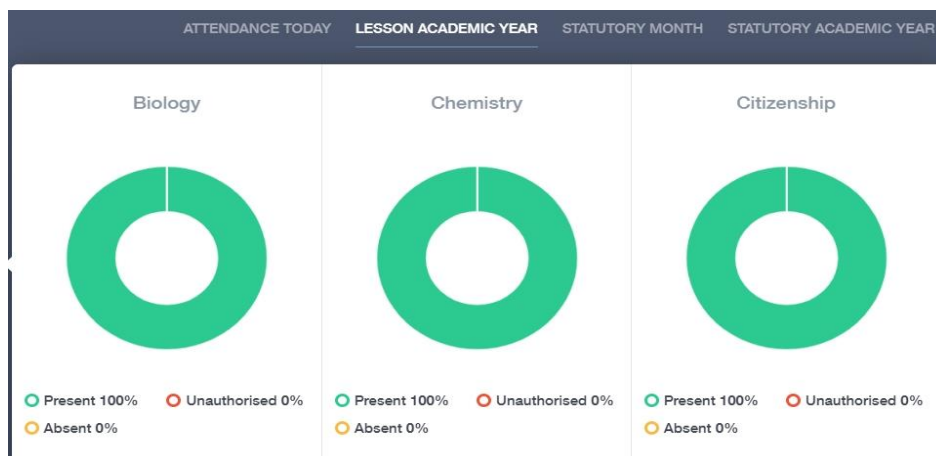


The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of the child's lessons for each period of the day.

ATTENDANCE TODAY				LESSON ACADEMIC YEAR	STATUTORY MONTH	STATUTORY ACADEMIC YEAR
Statutory						
Session	Mark		Present			
AM	/ Present (AM)		✓			
PM	\ Present (PM)		✓			
Lessons						
Period	Lesson	Mark	Present			
Fri:1 9:15 - 10:15	Religious Education (11y/Re2) Mrs J. Darby	- All should attend / No mark recorded	...			

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



Assessment



The assessment screen is customisable for every school, so most schools' assessments will not look the same. If you are struggling to understand the assessment data, it is best you contact your school so they can explain their assessment process.

You can see your child's/children's grades, targets, attitude to learning and other aspects that the school wants parents to see in Assessments. Some schools colour code data to tell you if your child is working at the expected level. Many schools also provide a written explanation about the assessment, like what each effort grade means.

Also, you can view other assessments, including past assessments, and some schools may make KS2, KS3 or KS4 data available for parents to view.

Below is an example of what an assessment could look like in Edulink One.

Attainment Summary

The information below provides current data on the progress of your child in Attainment Summary. The table shows their KS2 attainment level as well as their Attainment grade and Effort grade for each term; the final column shows your child's current target level which is colour coded according to the below key.

	KS2 Level	Autumn - Attainment Level	Autumn - Effort Level	Spring - Attainment Level	Spring - Effort Level	Summer - Attainment Level	Summer - Effort Level	Current Target
English	3	3A	C	4C	C	4B	C	5B
Mathematics	3	3B	C	3A	C	4C	B	4
Science	2	2A	C	3C	C	3B	C	3B
Geography	2	6B	B	6B	B	6B	C	7
French	4	A	C	A	C	A	C	A
History	2	3A	C	3A	C	3B	D	3B
Art	2	5A	B	5A	B	3A	B	5A

	Working below Target
	Working on Target
	Working Above Target

Noticeboard



The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of the school panto.

NOTICEBOARD

School Panto

Don't forget tonight is the rehearsals for Snow White

Home

Newsletters

ond logos

Quote template

Data Processing Agreement

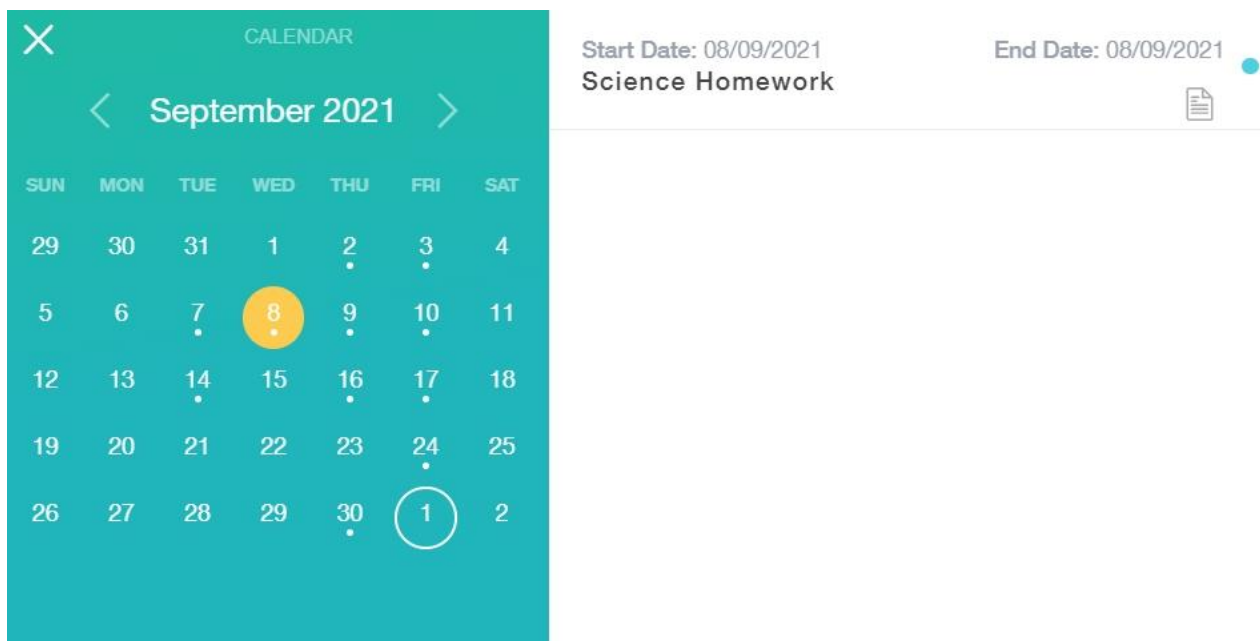
Contacts

Calendar



If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.



Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.



In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

Name	Toggle	Copy
Timetable	<input checked="" type="checkbox"/>	
Calendar	<input checked="" type="checkbox"/>	

Afterwards, go to **Imports** and press the **+Add** button.

Imports

ADD

Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT ✕

Name *

Url *

CANCEL ADD

Exams



The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes the **Exam Timetable** along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As the students own their results, the school may decide not to display them to parents and only the students.

Exam Timetable

DOWNLOAD EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS

235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam

Date & Start Time ↕	Board & Level ↕	Code & Exam ↕	Room ↕	Seat ↕	Duration ↕
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

EXAM TIMETABLE			EXAM ENTRIES	EXAM
Season ↓	Board & Level ↓	Code & Exam ↑		
June (Summer) Exams 2022	AQA GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	
June (Summer) Exams 2022	AQA GCSE/9FC	8100	Citizenship Studies	
June (Summer) Exams 2022	AQA GCSE/9FC	8520	Computer Science	
June (Summer) Exams 2022	AQA GCSE/9FC	8700	English Language	
June (Summer) Exams 2022	AQA GCSE/9FC	8300H	Mathematics Tier H	
June (Summer) Exams 2022	OCR GCSE/9FC	J536A	Music-OCR Repository	