

A Guide for Parents to Edulink One



Arden Academy

CORONAVIRUS STOP PRESS:

Use of Edulink to enable teachers to set work during extended school closure (Coronavirus)

During a school closure the Edulink platform will be used to set work for all students to complete at home

There are a few key points which will help facilitate this process

1. Please ensure your child is able to access the Edulink App on their smart phone or tablet, or can access the website via a computer or laptop.
2. Please ensure you as a parent/carer also have access to Edulink in one of the ways described above.
3. The work for each day will be set by 9am that day
4. Please ensure your child presses DONE for each task, as they are completed

The work that is set on Edulink will take many forms; it may also link to other learning platforms such as Google Suite and Seneca.

Please refer to the rest of this guide to help you resolve any issues with regards to logging on and to give you an overview of general Edulink use.

What is it?

Edulink One is a new package introduced by the school which will enable you to access some information on your child more easily. This includes:

- Their current timetable
- Attendance data, both overall and in individual subjects
- A record of any achievement points awarded
- A record of any behaviour points awarded
- A homework log
- A log of detentions, both historic and those that have been set in our system
- The contact and other key information we hold on your child
- Access to other key documentation such as past school reports
- The ability to book, review and edit Parents Evening appointments

Edulink One has other features which we will bring online over the coming months although hopefully there are already enough features there for you to want to try it out!

Access

There are two ways to access Edulink One, through its website:

<https://www.edulinkone.com/#!/login>

Alternatively you can access it through the mobile applications available for both Google Android and Apple iOS devices in their respective app stores.

In addition to this you will need your own personal login details, the school ID for all users is

“Arden” (no quotation marks) and you will be provided with a username and password separately. If you have any problems logging in, please contact EduLink@arden.solihull.sch.uk

The Main Screen

Once logged on you should see the main screen which will look similar to one of the samples below. On the left is the large screen layout and the right is the mobile layout.



Your name will appear in the top left and the names and school photos of any children you have at Arden will be either in the top right (desktop) or underneath your name (mobile). Just selecting the relevant name/picture will allow you to access the details for the different children.

To access the different information tap the round menu options, these are summarized below.



Timetable

This gives you a view of your child's current timetable and will be kept up to date with any changes of teachers, groups or rooms as they happen.



Attendance

This shows a percentage breakdown of the attendance of your child in each subject they study detailing lateness as well as absence. In addition within this section you can see your child's morning and afternoon registration record including recorded reasons for absence and current unauthorised absences.



Achievement

Under this section you will be able to see all of the achievement points your child has been awarded in the current academic year, details include which teacher and subject awarded the points in and the reason. You are also given a total for the year.



Behaviour

Here you will find the behaviour points your child has been issued with during the current academic year, details include when they were awarded as well as why as well as a running total for the year so far. Within this section you will be able to review the detentions that have been issued to your child too; you will be able to see the date, time, location and type of detention that has been issued.



Homework

PLEASE NOTE: during a school closure (due to Coronavirus) Edulink will be used to set home learning tasks for the day. It is important that when each task has been completed your child presses the 'DONE' button for each piece of work.

If your child is set homework their teacher will aim to include any key information here, this is a personalised log that both you and your child see of the homework that has been set, when it is due in and any attachments that you might find useful.



Documents

This is the store of any key documents relating to your child for you to access, in particular all school reports and progress checks since they joined Arden.



Contacts / Account Info / Update Information

The first two of these show your details and the details of your child, under current data protection legislation it is important that you are able to see this information and confirm for yourself that it is up to date. The third option allows you to notify us of any changes to yours or your child's details.



Parents Evening

This is the booking system for all Parents Evenings at Arden will allow you to book, review and edit appointments for subject teachers of your child. More complete instructions on how to use this feature are published with Parents Evening documentation. This feature can be accessed via "MORE" link on your dashboard.



Noticeboard

This program does have a noticeboard feature included however we are not currently planning on using this as a school and so it will be blank, unfortunately this feature cannot be disabled.

Once again, if you have any problems, please contact Arden's ICT Support Team: EduLink@arden.solihull.sch.uk