

How to use Edulink

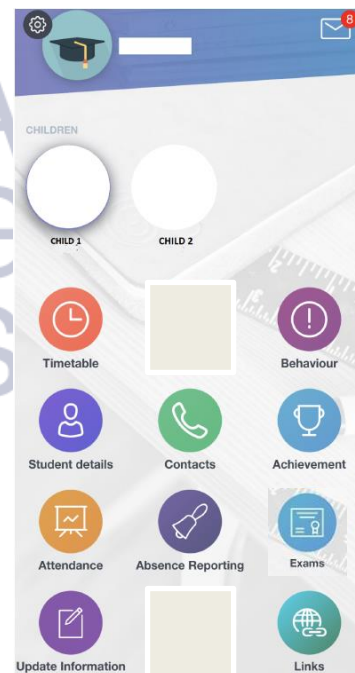
Intro

Once logged into EduLink on a web browser or app, parents will view the following screen:

Webpage



App



Each of the available areas in EduLink are displayed. Parents can access information of all their children who are currently admitted to Alder Grange School.

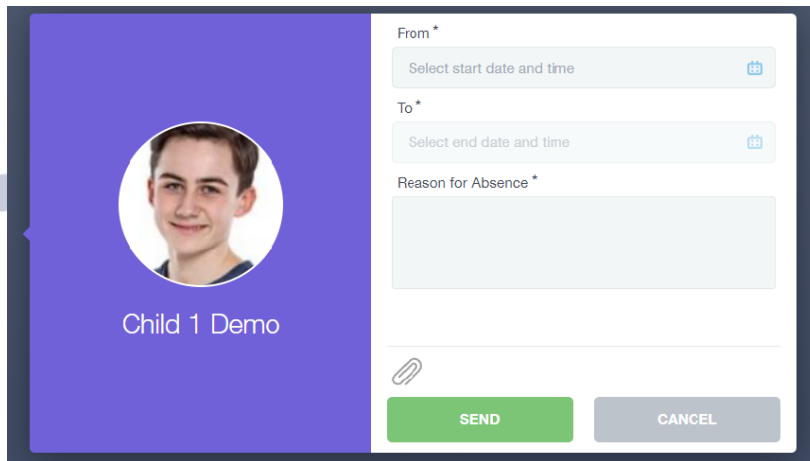
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Absence reporting

This section allows you to provide reasons for your child's absences to the school. You will be able to select a date range, enter a reason for the absence, and attach any supporting evidence (such as an appointment letter). When you press Send, a message will be sent to the Attendance Officer for approval.



Attendance

The 'Attendance' area of EduLink displays the child's attendance today, statutory and lesson attendance data by month and academic year. If you have multiple children in Edulink and are using the app you can select a different child on the main screen before entering the attendance section to view their attendance.

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	
ATue:1 8:30 - 9:30	History (9B/Hi1) Miss J. Jackson	/ Present (AM)			✓	
ATue:2 9:30 - 10:30	Maths (9X/Ma1) Mr J. Parker	/ Present (AM)			✓	
ATue:Reg 10:30 - 11:00	Reg (REGHCO/Tu) Mrs H. Coulson	/ Present (AM)			✓	

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Achievement

The 'Achievement' area of EduLink displays the child's achievement information. You can click on each of the items listed to view more information, for example the teacher that has given the house point. In the near future, it will also tell you the subject. If you have the EduLink app installed on your phone, then you will also receive notifications when your child has received house points from their teachers.

Type & Date ↑	Comment & Teacher ↑	Activity & Info ↑	Award ↑	Points ↑
05/10/2021 Outstanding Classwork	Mr J. Parker TrackIt Lights [Wonde:A976834779]	-	- Achievement Award	5
04/10/2021 Outstanding Classwork	Mr J. Parker TrackIt Lights [Wonde:A1071031585]	-	- Achievement Award	5
01/10/2021 House Point	Miss C. Burrows TrackIt Lights [Wonde:A1825838609]	-	- Achievement Award	1
30/09/2021 House Point	Mr J. Parker TrackIt Lights [Wonde:A1035223080]	-	- Achievement Award	1
30/09/2021 House Point	Mr J. Parker TrackIt Lights [Wonde:A572691803]	-	- Achievement Award	1
29/09/2021	Mr J. Parker	-	-	-
Total Achievements Points				48

Behaviour

The 'Behaviour' area of EduLink displays the child's behaviour record and any behaviour incidents that staff have recorded. Like with the Achievement area, you can click into each incident to find more information, and you can receive notifications on the app.

Type & Date ↑	Comment & Teacher ↑	Action & Info ↑	Location & Status ↑	Points ↑
04/10/2021 R2R Failed to following instructions (LD)	Mr J. Barton Additional Comment:ast test [Wonde:A1106184579]	-	-	3
21/09/2021 Homework Failure (LD)	Mrs S. Ullah [Wonde:A205124566]	-	-	5
21/09/2021 2nd Warning Not Following Instructions (Break Detention)	Mr J. Barton -	-	Within Classroom -	2
16/09/2021 R2R Rude/Lack of Respect (LD)	Mr J. Barton [Wonde:A1159345707]	-	-	0
Total Negative Points				10


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Contacts



The 'Contacts' area of EduLink displays a parent's own information. These details cannot be amended in the 'Contacts' area. A parent can request that their details are amended in the 'Update Information' area of EduLink.

 Jimmy Abbey	Father Mr David Abbey	Parental Responsibility ✓
	Address 156 High Street Stony Stratford Milton Keynes MK11 1AW United Kingdom	Phone Number 07911 212212
	Email daddy@abbey.com	
	Priority 1	

Reports

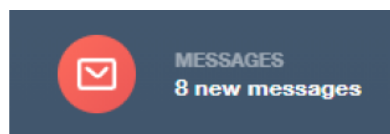
The 'Reports' area displays the child's school reports and any additional document linked to the child. In both the app and web browser documents can be downloaded for viewing by clicking on the  symbol

In the app, a parent can switch between their children's timetables using the  symbol.

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	

Messages

These are messages from school to parents. You can find this in the bottom right of the screen on desktops and laptops, and in the top right on the app. These will also show any notifications for achievement or behaviour.



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Student details


The 'Student details' area of EduLink displays the child's information. If you have multiple children in EduLink and are using the app you can select a different child on the main screen before entering the attendance section to view their information.

These details cannot be amended in the 'Student Info' area. A parent can request that their child's details are amended in the 'Update Information' area of EduLink.

 Jimmy Abbey	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	
	Phone Number 01832 111455	
	Email jimmy.abbey@example.com	

Timetable

The 'Timetable' area of EduLink displays the child's class timetable.

In the web browser, a parent can click on the relevant day of the week to view their child's timetable for that day of the week. In the app, a parent can swipe over the day to change the day of the week. A parent can use the drop down menu which defaults to 'This week' to view the following week's timetable. In the app, a parent can switch between their children's timetables using the  symbol.

This week ▾							
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period	Subject	Room					
1	History (9B/Hi1)	214 Humanities		Miss J Jackson			
2	Maths (9X/Ma1)	112 Maths		Mr J Parker			
Reg	Reg (REGHCO/Tu)	104 ICE		Mrs H Coulson			
3	Culture (9X/Ci2)	104 ICE		Mrs H Coulson			
4	PE (9X/Pe1)	-		Mr C Brattan			
5	Science (9X/Sc1)	211 Science		Miss L Dolby			
Col	Collective Reading (9R/Cr6)	001 Technology Textiles		Miss L Matthews			

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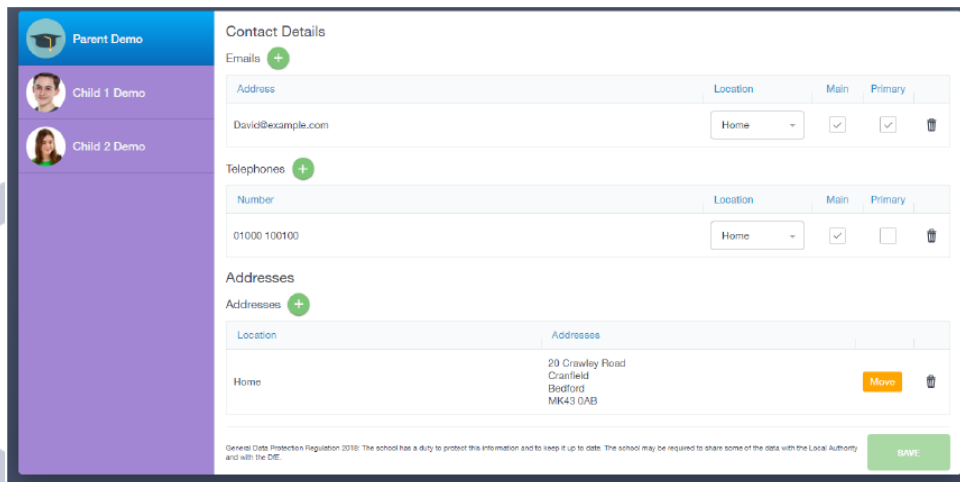


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Update Information

The 'Update Information' area of EduLink enables a parent to request an amendment to their own / their child(ren)'s personal info.

Select the person you'd like to change the details for and put in the relevant information. Then click Save at the bottom. Our admin staff will review your information and may contact you to check it is correct before adding it to our school information system.



Parent Demo

Child 1 Demo

Child 2 Demo

Contact Details

Emails +

Address Location Main Primary

David@example.com Home

Telephones +

Number Location Main Primary

01000 100100 Home

Addresses

Addresses +

Location	Addresses
Home	29 Crawley Road Cranfield Bedford MK43 0AB

General Data Protection Regulation 2016: 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

Exams

In the Exam area of Edulink, the parent can view their child's exam dates. It will show the start time, board & level, code & exam, room, seat and duration.

In the top left you can also click exam entries to see which exams the student is entered in. You can also click Exam Results to view the grades for any exams which have been marked.



DOWNLOAD

EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS

1 days, 0 hours and 1 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
14 Jun 2016 2:00 PM	AQA GCE/A	CHEM4 GCE Chemistry Unit 4	Hall	H2	1hr 45m
Invalid date Invalid date	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
22 Jun 2016 9:00 AM	AQA GCE/B	CHEM5 GCE Chemistry Unit 5	Gymnasium	G3	1hr 45m
23 Jun 2016 9:00 AM	OCR GCE/B	F215 Biology	Gymnasium	E6	2hr 00m
28 Jun 2016 9:00 AM	AQA GCE/B	PHASA GCE Physics A Unit 5A	Sports Hall	E19	1hr 45m

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