

Parents User Guide to EduLink One



A Parents' guide to getting started with "EduLink One"

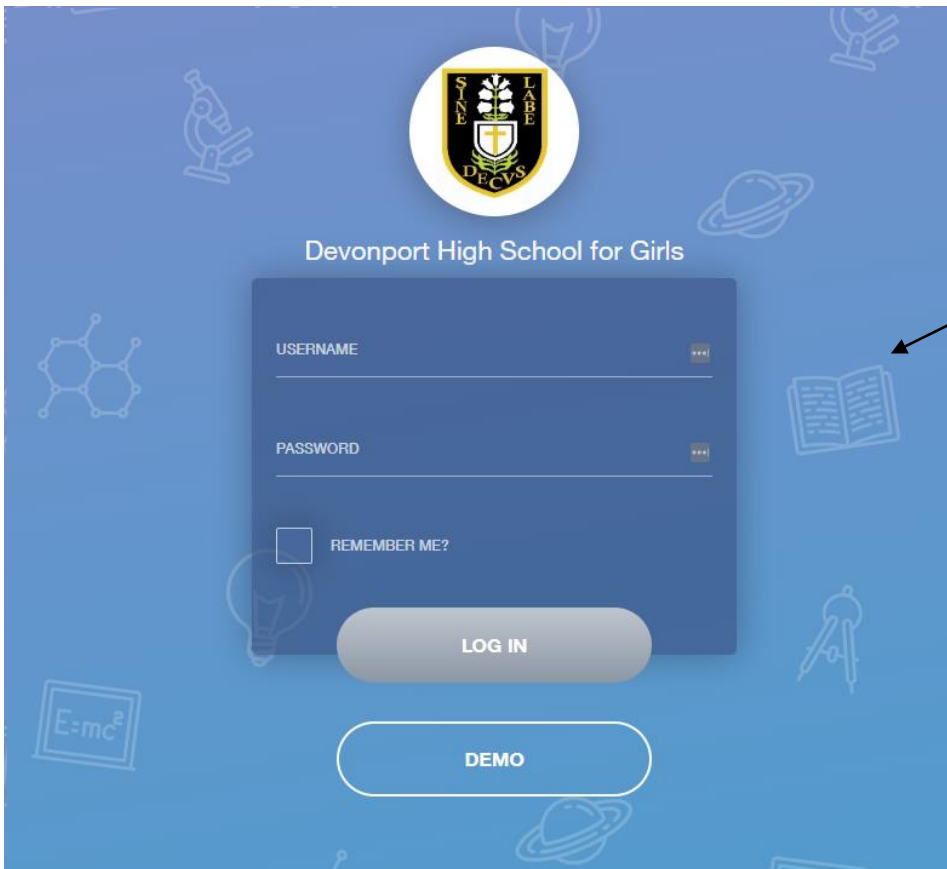
The two main ways to use EduLink One are through a web browser like Internet Explorer or Google Chrome, alternatively you can download an app to use on your mobile device. The Mobile App for EduLink One is available for iOS and Android Devices.

The instructions to follow will help you navigate your way around EduLink One with a web browser.

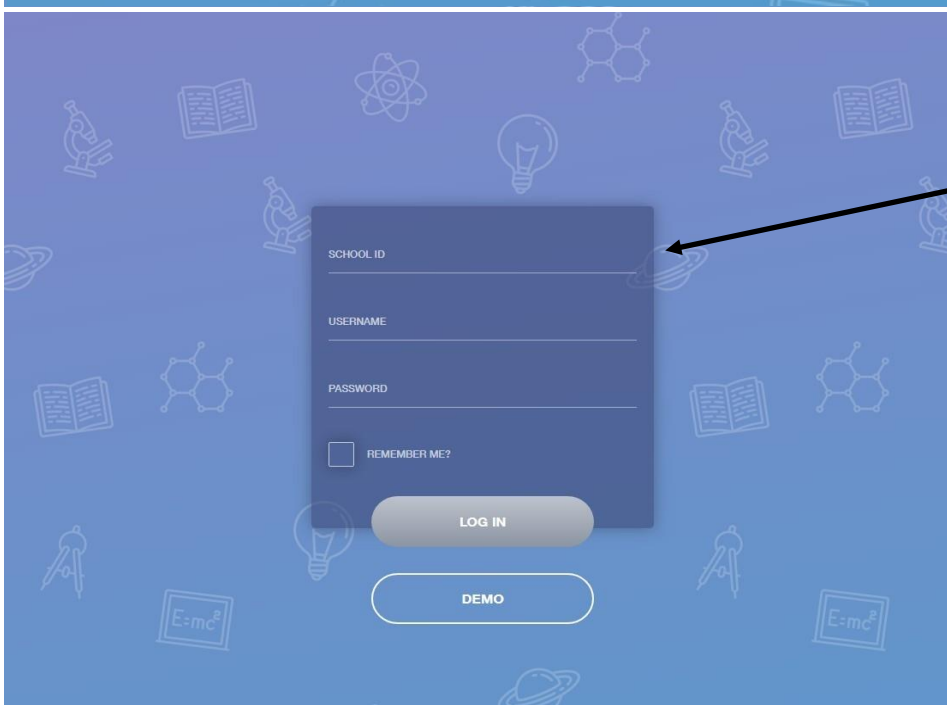
You can access EduLink One via the [School Website](#) (under the "Parents & Carers" section you will find the [EduLink One](#) page).

OR you can also go directly to the EduLink One log in page by going to:

<https://www.edulinkone.com/#!/login?code=dhsg>



The direct link will take you straight to the EduLink login page for Devonport High School for Girls. Here you will just need your username and password to log in.



If you use the mobile app or don't use the link above and just visit <https://www.edulinkone.com> then you will see the screen shown to the left here. You will need to follow the instructions below:

The **School ID** is DHSG

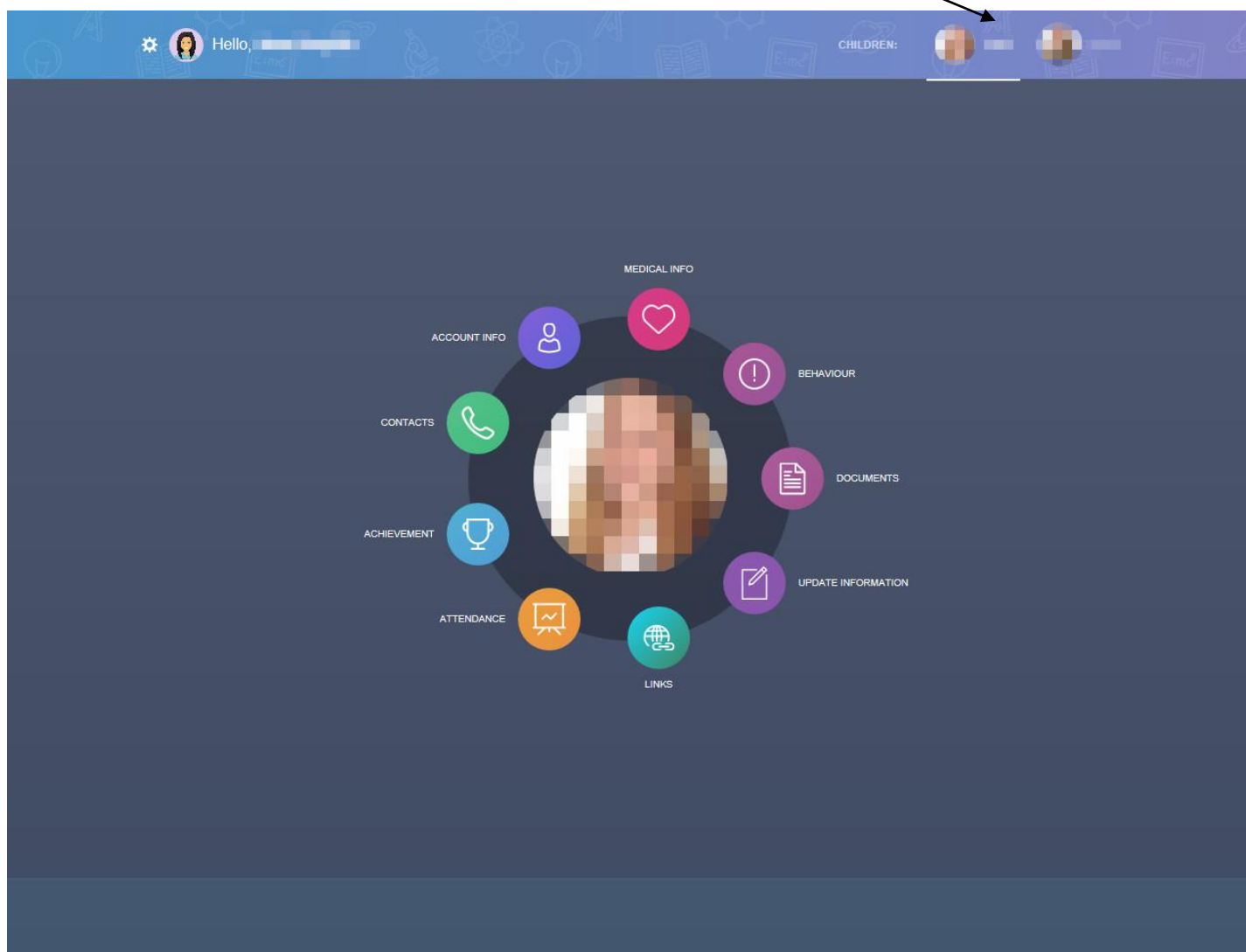
Followed by your **Username** and **Password** which will be sent to you via email by the school.

Once you have filled in all three boxes with your login details, click **Login** 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. Please see an example of the main screen below:

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



Navigating through each section using the coloured buttons and seeing what information is available to you.

On the following pages you will see some examples and brief descriptions of the information available to you on the EduLink One platform.



Behaviour

The behaviour button will give you access to view Behaviour records that have been assigned to your child.

This is the Behaviour Records tab where detailed information about any behaviour incidents that have been logged on the system for your child are shown.

The screenshot shows a dark blue background with a white card in the center. The card has the text "No Behaviour Records found" in blue. To the right of the card, there is a red badge with the text "Total Negative Points" and the number "0".



Achievement

This section is where you can view information on positive achievements that have been awarded to your child. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award. See example below.

The screenshot shows a table of achievements with the following columns: Type & Date, Comment & Teacher, Activity & Info, Award, and Points. The table contains five rows of data. At the bottom right, there is a green badge with the text "Total Achievements Points" and the number "6".

Type & Date	Comment & Teacher	Activity & Info	Award	Points
03-04-2019 Outstanding Effort	[Redacted]	[Redacted]	- Achievement Award	1
03-04-2019 Outstanding Effort	[Redacted]	[Redacted]	- Achievement Award	1
06-02-2019 Kindness and Consideration	[Redacted]	[Redacted]	- Achievement Award	1
22-11-2018 Outstanding Effort	[Redacted]	[Redacted]	- Achievement Award	1
12-10-2018 Outstanding Effort	[Redacted]	[Redacted]	- Achievement Award	1



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
[blurred]	AM Individual Report	29 March 2019	[download icon]
[blurred]	Profiles Document	25 March 2019	[download icon]
[blurred]	AM Individual Report	16 January 2019	[download icon]
[blurred]	AM Individual Report	30 November 2018	[download icon]
[blurred]	AM Individual Report	22 November 2018	[download icon]
[blurred]	AM Individual Report	12 October 2018	[download icon]



Update Information

This section shows you the contact information that the school has on record for yourself and your children.

Here you will be able to review the contact information, dietary needs, medical information and parental consents the school holds for you. You can update this information when changes occur. When updated information is submitted through EduLink it is picked up by the designated person within school responsible for updating records. The system will be updated after the information has been checked and approved.

See below for examples of what you will see in this section.

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

Contact Details

Emails +

Address	Location	Main	Primary	
[Redacted]	Home	<input type="checkbox"/>	<input type="checkbox"/>	
[Redacted]	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Telephones +

Number	Location	Main	Primary	
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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

Family/Home

Family contacts

Priority	Name	Relationship	Phone
1	[Redacted]	Mother	<input checked="" type="checkbox"/>
2	[Redacted]	Other Contact	<input checked="" type="checkbox"/>
3	[Redacted]	Other Contact	<input checked="" type="checkbox"/>
4	[Redacted]	Father	<input checked="" type="checkbox"/>

Addresses

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



Links

This section contains links to sites such as the school website, Twitter feed, Facebook page and Parent Pay which is used in school for cashless catering.



Attendance

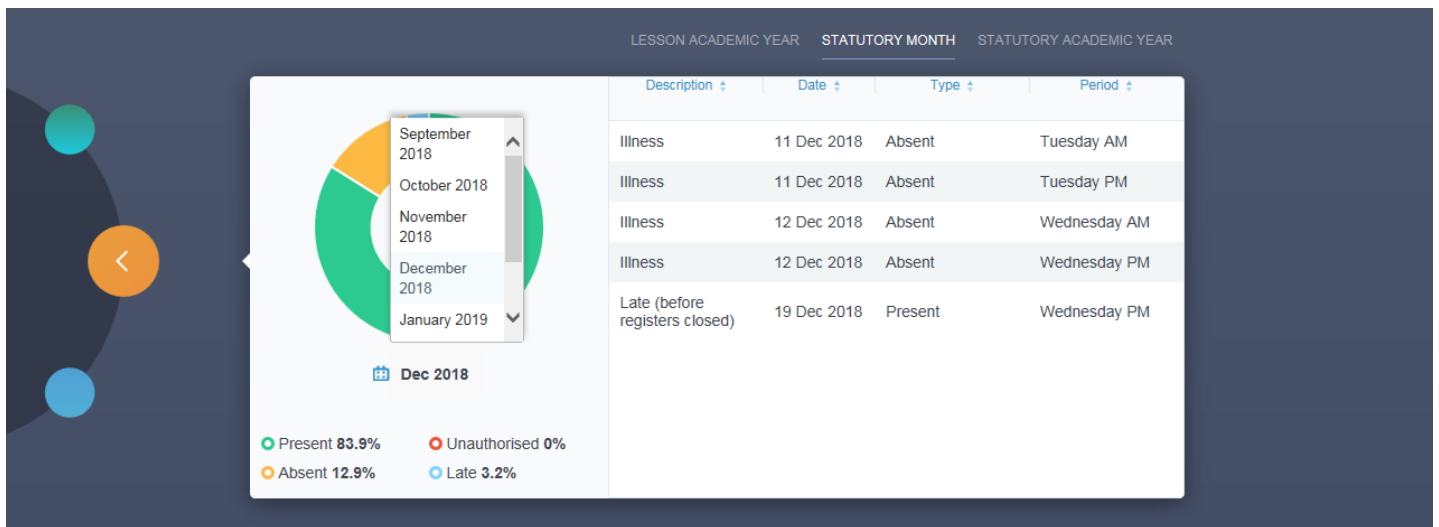
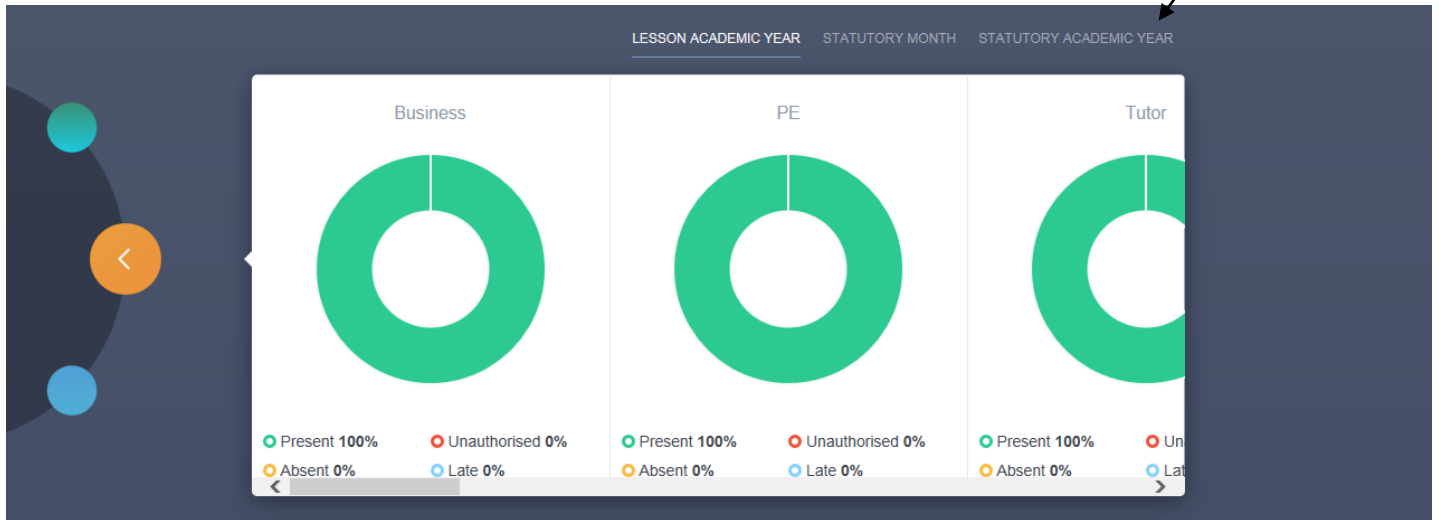
This section shows you attendance information for your child. You can switch between three tabs on the right.

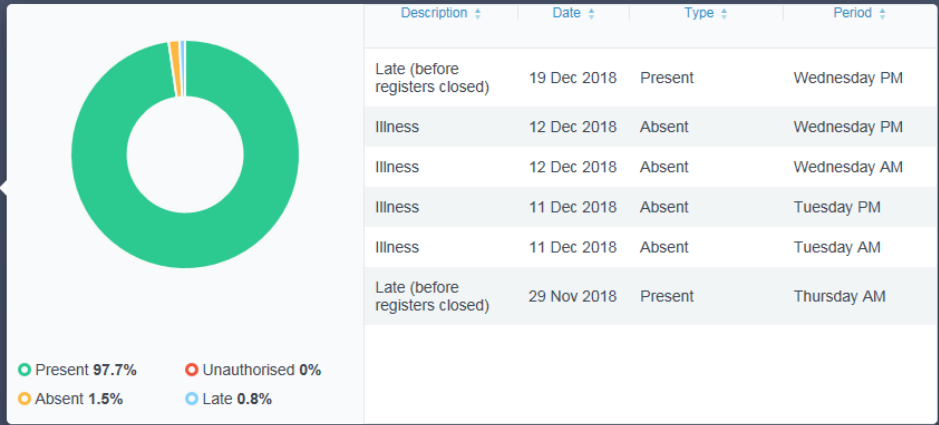
The Lesson Academic Year tab will show you an attendance breakdown by subject.

The Statutory Month tab will show a breakdown of attendance over a chosen month.

(Click the month below the chart to change the month displayed).

The Statutory Year tab, similar to the monthly breakdown but shows attendance overall for the current academic year.





Contacts

This section will display your own contact information that we hold on our system for you.

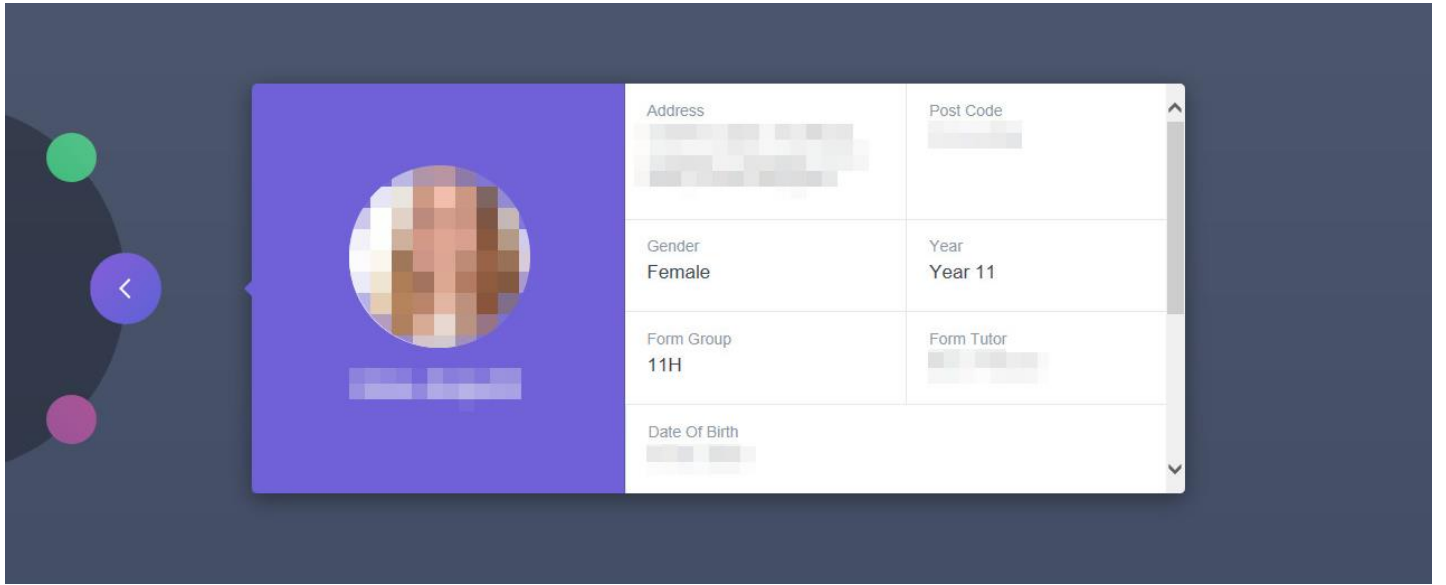
Mother	Parental Responsibility
Address	Phone Number
Email	Mobile Phone
Priority	

Mother: [Redacted]
 Address: [Redacted]
 Email: [Redacted]
 Priority: 1
 Parental Responsibility:
 Phone Number: [Redacted]
 Mobile Phone: [Redacted]



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.



Medical Info

This section contains medical information which you have supplied to the school regarding your child. Details on Medical Conditions, Medical Notes and Medical Practices that you have provided can be found here. Any additional information documents, if present, can be downloaded in PDF format here.

