

# Guide: EduLink

Created for:	Parents
Date	06/09/2019

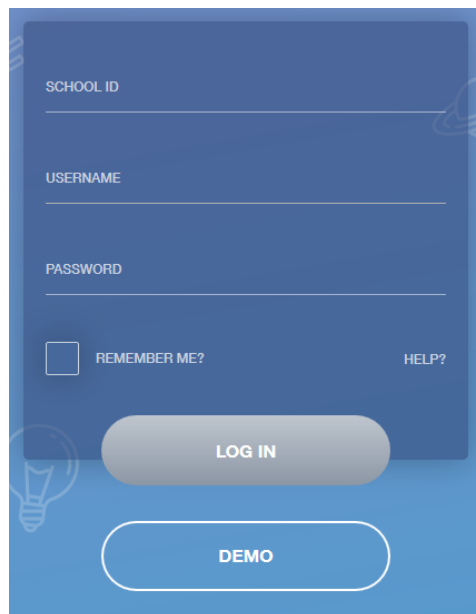
<https://www.edulinkone.com/>

School ID is **STS**

If you have yet to receive your username and password please, contact [netservices@sandwich-tech.kent.sch.uk](mailto:netservices@sandwich-tech.kent.sch.uk) (include child's full name and use the email address you provided in the data collection forms)

The username will be in a similar format to **P\_SmithJohn**

Click LOG IN once your details are filled.



## Homepage



If any personal details are incorrect, please contact your child's head of year or email: [administration@sandwich-tech.kent.sch.uk](mailto:administration@sandwich-tech.kent.sch.uk)

## What sections are currently available?

**Contacts** – Parent/Guardian contact details

**Account info** – Personal details including address, form group, DOB, email address

**Medical Info** – Logged first aid calls

**Homework** – SIMs assigned homework appears here

**Links** - External websites (Kerboodle, VLE, school website)

**Noticeboard** – Important documents we would normally place on the school website

**Timetable** – Student timetable for the week (also includes next week)

**Attendance** – Statutory month and academic year data

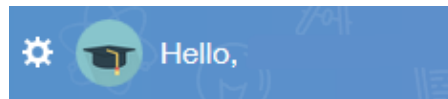
**Achievement** – Award points given

**Behaviour** – Negative points and comments

**Parents Evening** – Booking parents evening slots (only goes live close to the events)

**Update information** – Allows you to update your personal details including your child

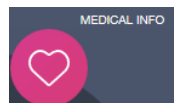
The **home screen** shows the **logged on user** at the top left.



The **home screen** also shows all your children at the top right. You can click on each one to view their EduLink data.



## Medical INFO



Emergency Consent: ✗

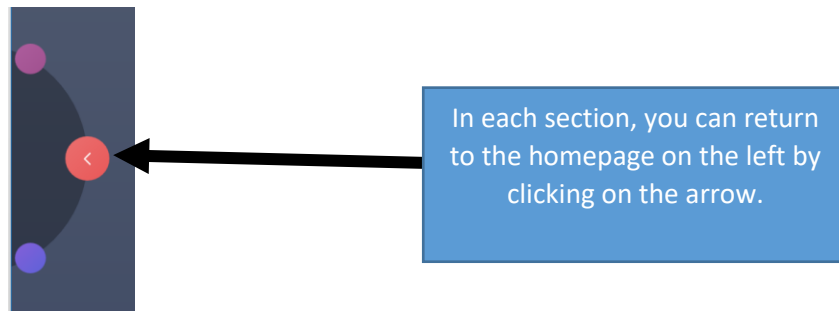
### Medical Notes

Summary	Attachment / note
First Aid	
First Aid	
First Aid	

### Medical Practices

Name	Phone	Email	Address
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Medical notes recorded by the school will appear here. Including any known medical practices.

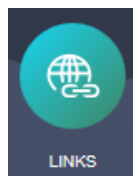


## Homework

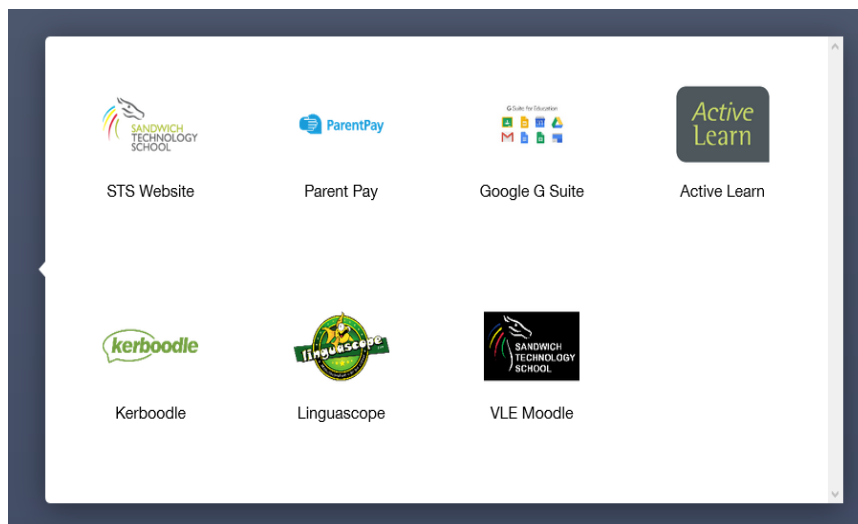
CURRENT				PAST
Due Date ↕	Name ↕	Subject ↕	Available ↕	
In 9 days 19/09/19	H/S Signs & Poster	Technology	04/09/19 00:00	
In 7 days 17/09/19	nutrition	Science	10/09/19 00:00	
In 3 days 13/09/19	King James I	English	06/09/19 00:00	

You can select each piece of homework to view in more detail. **Please ignore any messages regarding not submitted, a section we do not use.**

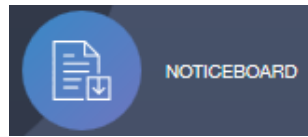
## Links



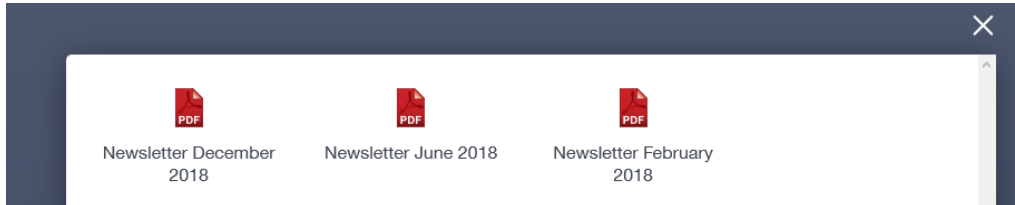
This section contains external websites for the parent and may include links relevant to the students (parents may not have access to some of these).



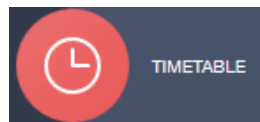
## Noticeboard



This section will have documents that are available on our school website.



## Timetables

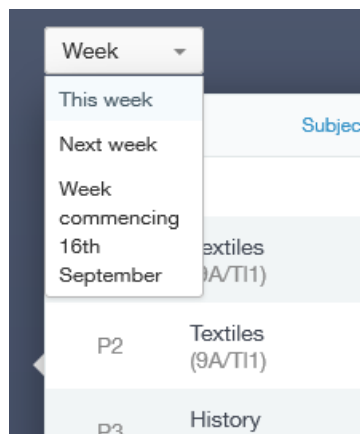


The timetable section allows the parent to view each day of the week for their child.

This week ▾ TUESDAY WEDNESDAY THURSDAY FRIDAY

Period	Subject	Room	Teacher	Start	End
AMr	-	-	-	08:40	09:10
P1	Textiles (9A/TI1)	F04 Textiles	Mrs G Zacharia	09:10	10:00
P2	Textiles (9A/TI1)	F04 Textiles	Mrs G Zacharia	10:00	10:50
P3	History (9B/Hi1)	F28 History	Miss J Robson	11:10	12:00
P4a	-	-	-	12:00	12:50
P4b	Sociology (9C/So1)	F22 ICT	Mrs M Kitchener	12:50	13:40
PMr	-	-	-	13:40	13:50

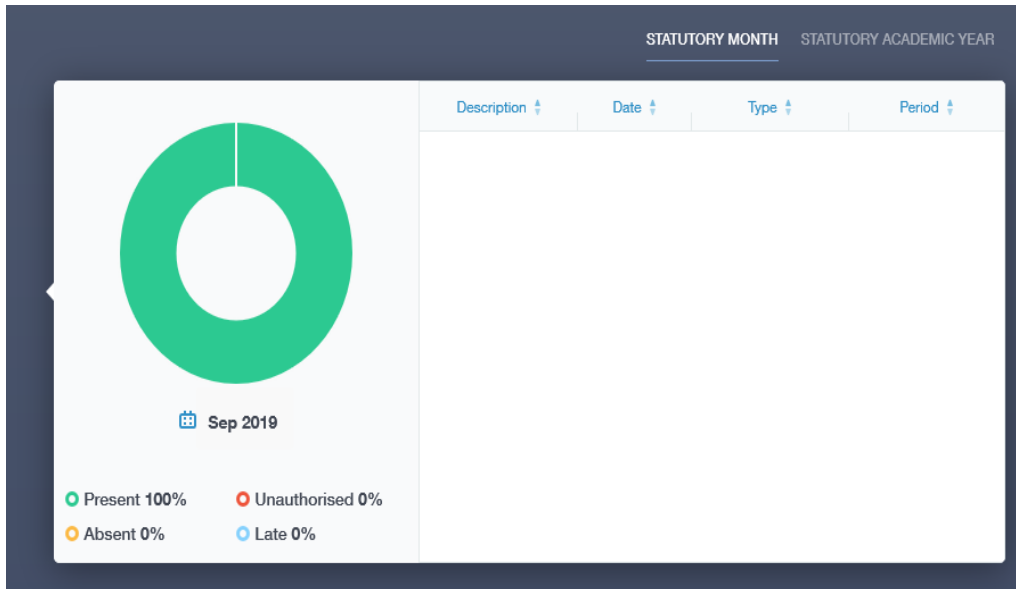
The small box allows the parent to view next weeks' timetable.



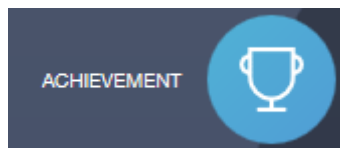
## Attendance



The basic attendance data is shown here.



## Achievement

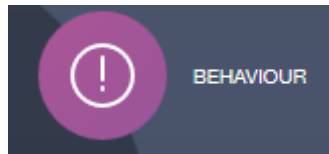


Achievement awards and the total points are shown here with details.

Type & Date	Comment & Teacher	Activity & Info	Award	Points
17-09-2019 Excellent Classroom Work	Mrs Z. Fitzjohn -	English - 8e/En3 - TueA:P1	- Achievement Award	3
16-09-2019 Good Classroom Work	-		- Achievement Award	1
12-09-2019 Excellent Classroom Work	-		- Achievement Award	3
12-09-2019 Excellent Behaviour	-	History - 8e/HI3 - ThuB:P3	- Achievement Award	3
10-09-2019	Mr D. Wason			

Total Achievements Points 42

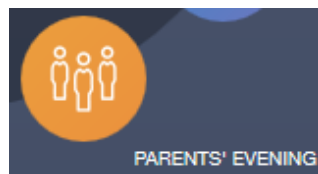
## Behaviour



Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
10-05-2019 Inappropriate Comments	Mr W. Shepherd	Spoken to about Incident	Classroom Patrol Called	1
08-03-2019 Refusing to Follow Instructions	Miss T. Law	Spoken to about Incident Geography -	Classroom Patrol Called	1
13-02-2019	Ms A. Kerley	School Detention -		
Total Negative Points				28

All negative behaviour marks are shown. This includes comment made by the teacher and action taken.

## Parents Evening



### IMPORTANT:

- Only appears closer to the dates (around the same time letters are posted)
- If the event still doesn't appear please contact the school admin address (bottom of this guide)
- Previous system of Parents Evening Online is no longer used and offline

On the Parents Evening section you will see the event. This will only go live when letters are posted.

Click on the event to see the booking area.

Name	Information	Date	Start time	End time
Year 7 Meet the Tutor/Information Evening		07-10-2019	17:00	19:00

Here you will see a list of booking slots. The big crosses (X) will indicate unavailable slots and unbookable.

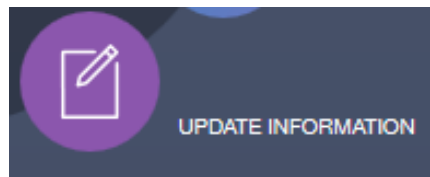
The clear area indicates available slots. You will need to click on one to choose the slot.



When you have chosen a slot, you will be presented with this box. Here you can simply click book or cancel if you want to change the time. This box will show you details on the exact slot you have chosen. You can even leave a comment (this is only viewable on EduLink).

The 'BOOK SLOT' dialog box has a dark blue border and a white background. It features a close button 'X' in the top right corner. The text inside the dialog is as follows:  
Date: 2019-10-07 17:30:00  
Subjects: Form Tutor  
Learner: Alexander Smith  
Comment:  
Add comment  
At the bottom, there are two buttons: a grey 'CANCEL' button and a green 'BOOK' button.

## Update Information (data collection)



### Notes:

- These details will be from the data collection forms all parents filled in (part of admissions)
- Certain sections are not editable (legal child name & DOB) please contact the school admin email address or reception to update the data system
- Additional areas may appear overtime (some might be disabled)
- Can take up to 3 days to update (term time)

The first screen will show you your own details and list your children. Here you can edit your own name, telephone number, email address and home address.

If you select your child, you will be able to edit their preferred name, contact details, home contacts, and addresses. You can also set the priority list of contacts for each child, set a primary email, and contact number.

Once finished you can click save. This system will send an email to the relevant staff member for authorisation.

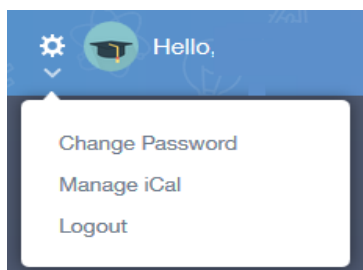
A screenshot of a web form titled "Basic". On the left is a vertical sidebar with a blue header and three child profile icons. The main form area contains fields for "Title", "Preferred forename", and "Preferred surname". Below these are sections for "Contact Details", "Emails", and "Telephones". Each section has a plus icon to add items. The "Emails" section shows a table with columns for "Address", "Location", "Main", and "Primary". One email is listed with "Home" as the location, and both "Main" and "Primary" checkboxes are checked. The "Telephones" section shows a table with columns for "Number", "Location", "Main", and "Primary". One phone is listed with "Mobile" as the location, and both "Main" and "Primary" checkboxes are checked. At the bottom right is a green "SAVE" button. A small disclaimer at the bottom reads: "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." Two black arrows point from blue callout boxes below to the sidebar and the "SAVE" button.

The left side will contain your account and children. Click one to make a selection.

You can scroll down this section to see additional details.



To change **password** or **logout** from EduLink, click on the tool button at the top for a menu then click your choice.



**Additional notes to remember:**

- 20 minutes inactivity will result in the auto logout from EduLink
- Some sections may become enabled/disabled over time
- App version of EduLink is available
- Students will use their own school username and passwords to login
- Homework section is mainly for reminders (ignore the submitted/not submitted work)
- Personal details may take a few days to update on our school system
- Parent Pay requires your email address on our system but is not part of EduLink
- All updates, QAs and guides will be posted on the **school website - students & parents - EduLink**

**Is your personal or data related details incorrect?**

Please contact your child's head of year or email: [administration@sandwich-tech.kent.sch.uk](mailto:administration@sandwich-tech.kent.sch.uk)

**Problems logging on?** Email [netservices@sandwich-tech.kent.sch.uk](mailto:netservices@sandwich-tech.kent.sch.uk)