

Guide: EduLink

Created for:	Parents
Date	06/09/2021

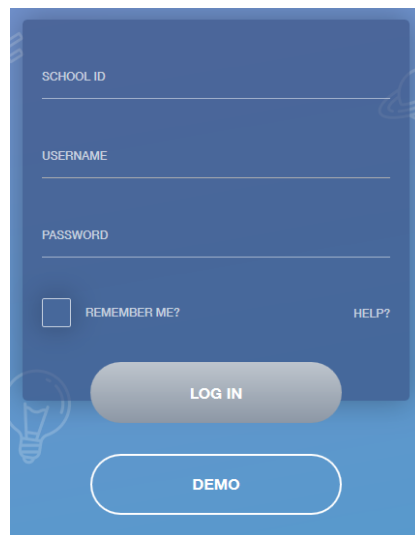
<https://www.edulinkone.com/>

School ID is **STS**

If you have yet to receive your username and password please, contact netservices@sandwich-tech.kent.sch.uk (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

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

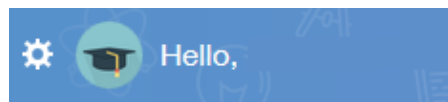
Achievement – Award points given

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

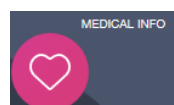
The **home screen** shows the **logged on user** at the top left.



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



Summary	Attachment / note
First Aid	
First Aid	
First Aid	

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



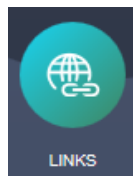
In each section, you can return to the homepage on the left by clicking on the arrow.

Homework

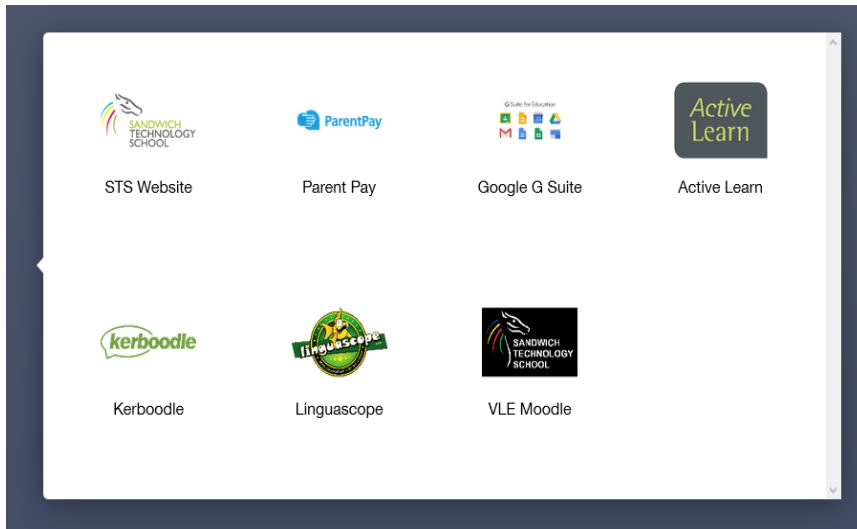
CURRENT PAST			
Due Date ↓	Name ↓	Subject ↓	Available ↓
In 9 days 19/09/19	H/S Signs & Poster	Technology	04/09/19 00:00
In 7 days 17/09/19	nutrition	Science	10/09/19 00:00
In 3 days 13/09/19	King James I	English	06/09/19 00:00

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.**

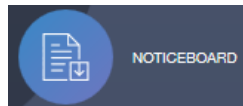
Links



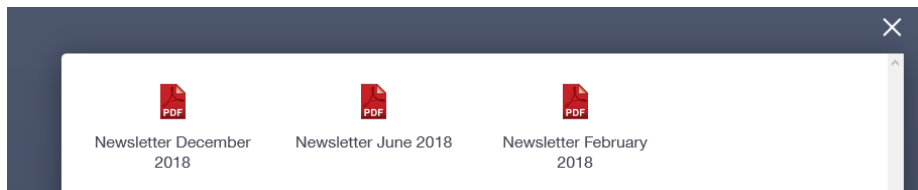
This section contains external websites for the parent and may include links relevant to the students (parents may not have access to some of these).



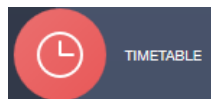
Noticeboard



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



Timetables



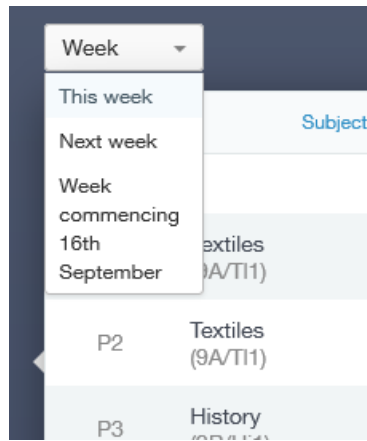
The timetable section allows the parent to view each day of the week for their child.

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

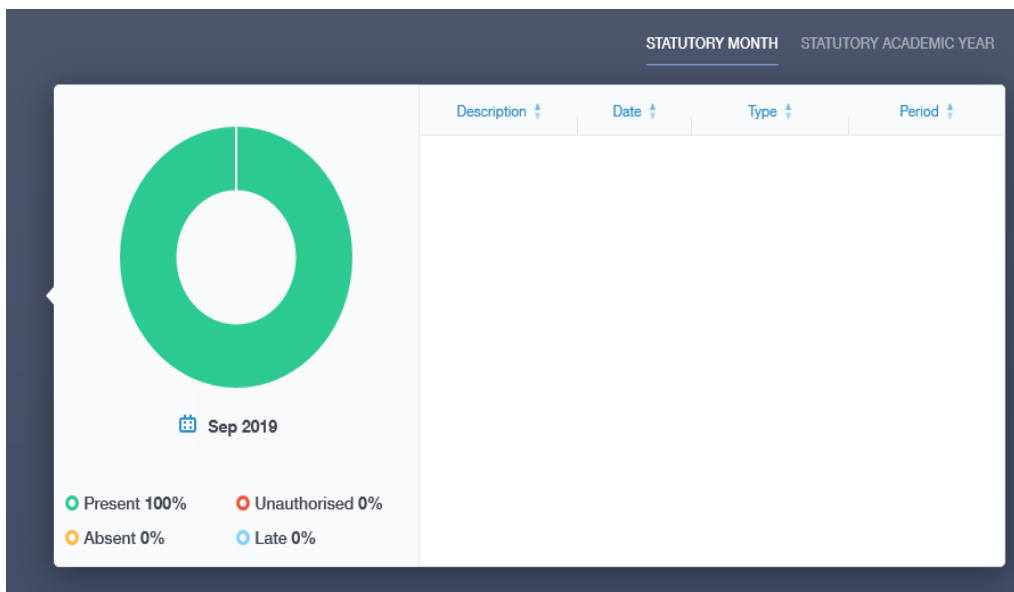
The small box allows the parent to view next weeks' timetable.



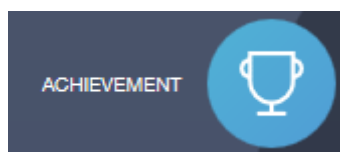
Attendance



The basic attendance data is shown here.



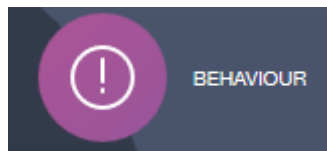
Achievement



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

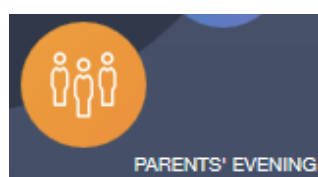
Behaviour



BEHAVIOUR RECORDS				DETENTIONS
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



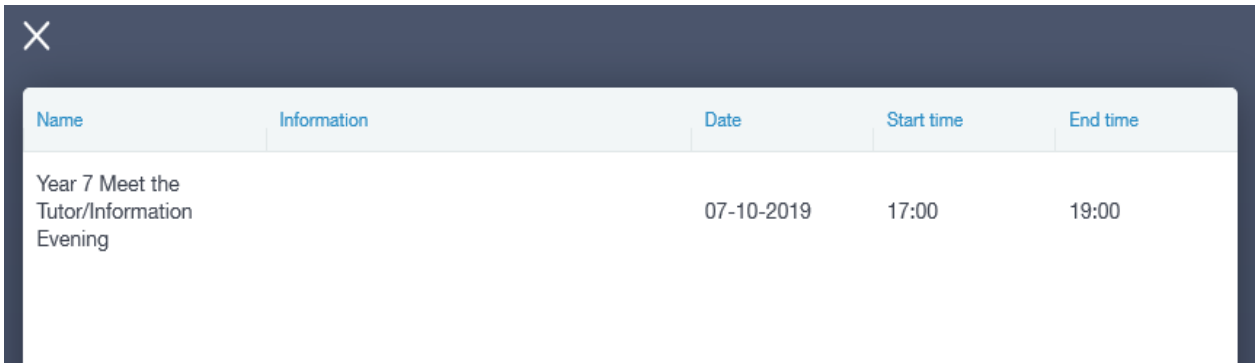
IMPORTANT:

- Only appears closer to the dates (around the same time letters are posted or messages sent)

- **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**
- **You must select**

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

After you click on the event, you will see details about booking slots with staff and other bits of information and you can also start your booked appointments.

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.



Time	Status
17:00	Unavailable (X)
17:05	Unavailable (X)
17:10	Unavailable (X)
17:15	Unavailable (X)
17:20	Unavailable (X)
17:25	Unavailable (X)
17:30	Available
17:35	Available
17:40	Available
17:45	Available
17:50	Available
17:55	Available

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).

BOOK SLOT ✕

Date: 2019-10-07 17:30:00

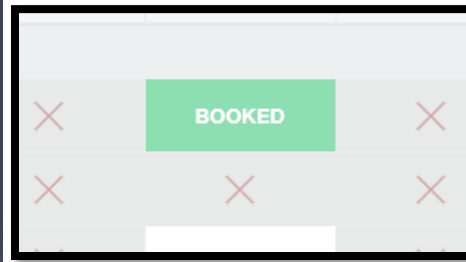
Subjects: Form Tutor

Learner: [REDACTED]

Comment:

Add comment

CANCEL BOOK



Now you will see your booked slot. You can remove this by clicking on it and unbook the slot.

SLOT INFO ✕

Date: 2021-07-01 16:30:00

Subjects: Textiles

Learner: [REDACTED]

Note: -

UNBOOK

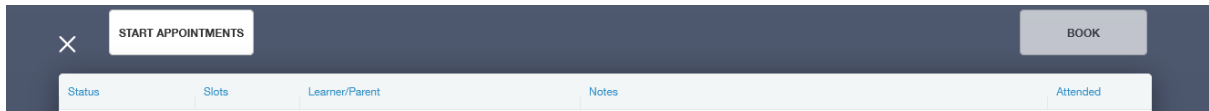
When parents have made their bookings and the slots start disappearing quick, it will look like the below. If you still need a slot, you will need to choose the very few blank slots.

If there are no more slots available, you may need to contact the event owner (usually the Head of Year). The contact list for these are on the school website > supporting students > pastoral teams. **Please only contact network services if you are unable to logon.**

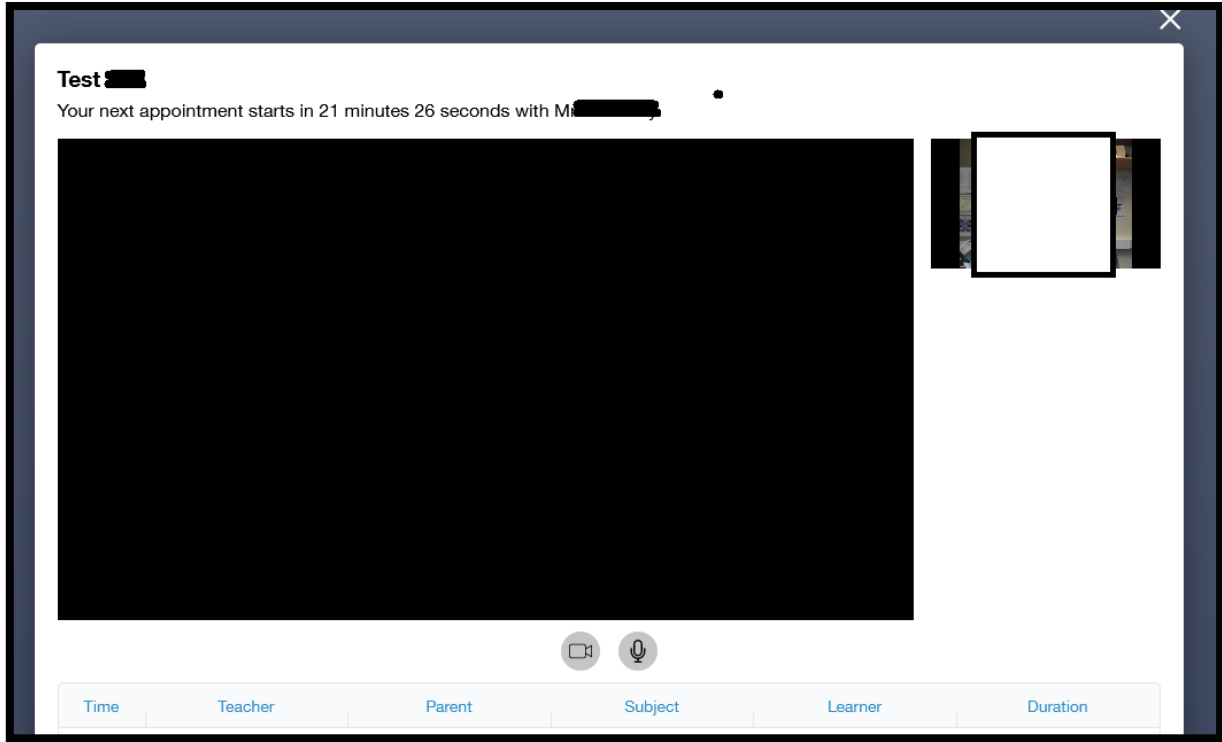
Slots:	Head of Year 9 Teacher Learner [REDACTED]	Food Teacher Learner [REDACTED]	Chemistry, Physics Teacher Learner [REDACTED]	Textiles Teacher Learner [REDACTED]	History Teacher Learner [REDACTED]	Biology Teacher Learner [REDACTED]	Computing Teacher Learner [REDACTED]	English Language, English Literature Teacher Learner [REDACTED]	Maths Teacher Learner [REDACTED]
01/07/2021									
16:30	✕	✕	✕	○	✕	✕	✕	○	✕
16:36	✕	✕	✕	✕	✕	✕	✕	✕	✕
16:42	○	✕	✕	○	✕	✕	✕	✕	✕
16:48	✕	✕	✕	✕	✕	✕	✕	✕	✕
16:54	✕	○	✕	✕	✕	✕	✕	✕	✕
17:00	✕	✕	✕	✕	✕	✕	✕	○	✕
17:06	✕	✕	✕	✕	✕	✕	✕	✕	✕
17:12	✕	○	✕	✕	✕	✕	✕	✕	✕
17:18	✕	✕	✕	✕	✕	✕	✕	✕	✕
17:24	✕	✕	✕	○	✕	✕	✕	✕	✕
17:30	✕	✕	✕	✕	✕	✕	✕	✕	✕

Once you have made your appointments, you can start by clicking start appointments.

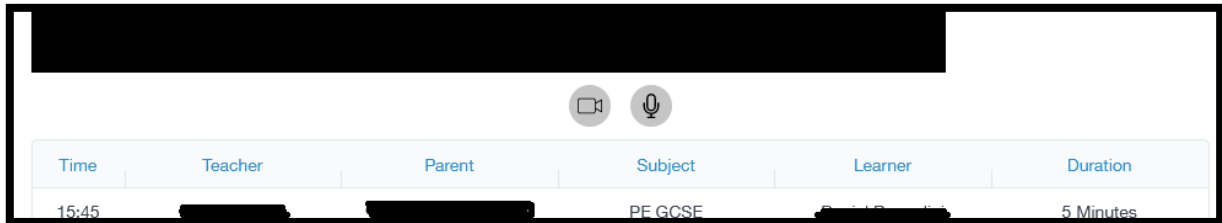




Here you will see a countdown to the next booked session. You may need to allow/agree for the system to use your webcam and mic and this will appear in the top right box.



At the bottom you will see a list of your booked sessions and the teacher names. This will show all the details of each booked session you have. You can also click on the camera or mic icon to disable them. The parent evening event will roll through each session automatically.



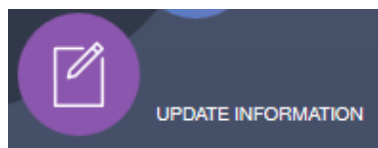
Important Please make sure you do not use Internet Explorer. This internet browser is now outdated. You can use the below browsers which have been tested:

Microsoft Edge

Mozilla FireFox

Google Chrome

Update Information (data collection)



Notes:

- These details will be from the data collection forms 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.

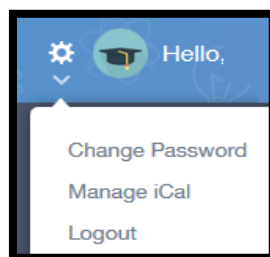
Once finished you can click save. This system will send an email to the relevant staff member for authorisation.

The screenshot shows a user profile page. On the left, there is a sidebar with a profile picture and a list of children. The main area is titled 'Basic' and contains fields for 'Title', 'Preferred forename', and 'Preferred surname'. Below this is the 'Contact Details' section, which includes a '+ E-mails' button and a table for adding contact information. The table has columns for 'Address', 'Location', 'Main', and 'Primary'. There are two rows: one for 'Home' and one for 'Mobile'. Each row has checkboxes for 'Main' and 'Primary' and a trash icon. At the bottom of the page, there is a 'SAVE' button and a small disclaimer about GDPR.

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

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 (unless using appointments)
- 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? Unable to book slots for parent's evening?

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

Do not know your username or password? Email netservices@sandwich-tech.kent.sch.uk