**Wyvern College Edulink One** - Parent Guide

## A Parent's Guide to Getting Started with "Edulink One"

There are two ways to use Edulink One: through a web browser like Google Chrome or through an app you can download to use on your mobile device. The Edulink One app is available for iOS and Android devices.

### Web Browser Instructions

This is your school's individual login link if you use a browser to log in.

Start by going to https://www.edulinkone.com/#!/login?code=wyvern or if you are not using your school's direct link, visit https://www.edulinkone.com/.

After clicking the link this will take you straight to the Edulink One login page for your school.

If you do not have a direct link, you will need to enter your **School ID (wyvern)** or **Postcode (SO50 7AN)** and press **Next**. Your School ID will have been sent to you by the school.
**If you forget your username please contact edulinksupport@wyvern.hants.sch.uk.**
**If you forget your password please use the reset login link on the EduLink login page.**





Enter your **Username** and **Password** that the school has sent to you. If you have not received an email with your login details, please contact edulinksupport@wyvern.hants.sch.uk to request one.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

## Downloading and Using the App

The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

**Apple App Store**

https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4

**Android Google Play**

https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en



If you are using the mobile app you will see the screen to the left. You must input your **School ID (Wyvern)** or **Postcode (SO50 7AN)** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you. Once you have filled in all three boxes with your login details, click **LOG IN** to get started.



**If you forget your username please contact edulinksupport@wyvern.hants.sch.uk**
**If you forget your password please use the reset login link on the EduLink login page.**

## Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your child's attendance, click the **Attendance** icon.

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 one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your school.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from the school.

## Behaviour

The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour,** which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

### Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.



### Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.

## 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 the example below.

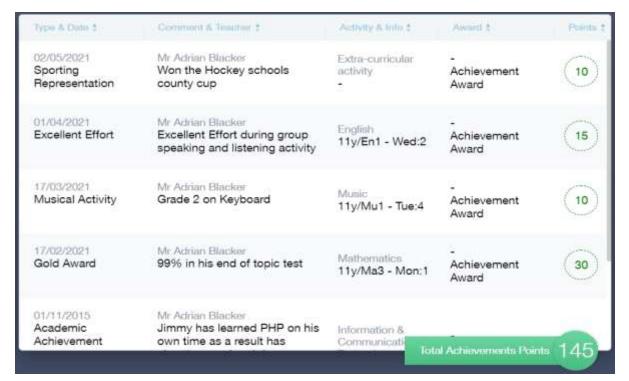| Type & Date ⬍ | Comment & Teacher ⬍ | Activity & Info ⬍ | Award ⬍ | Points ⬍ |
|---|---|---|---|---|
| 02/05/2021 Sporting Representation | Mr Adrian Blacker Won the Hockey schools county cup | Extra-curricular activity - | - Achievement Award | 10 |
| 01/04/2021 Excellent Effort | Mr Adrian Blacker Excellent Effort during group speaking and listening activity | English 11y/En1 - Wed:2 | - Achievement Award | 15 |
| 17/03/2021 Musical Activity | Mr Adrian Blacker Grade 2 on Keyboard | Music 11y/Mu1 - Tue:4 | - Achievement Award | 10 |
| 17/02/2021 Gold Award | Mr Adrian Blacker 99% in his end of topic test | Mathematics 11y/Ma3 - Mon:1 | - Achievement Award | 30 |
| 01/11/2015 Academic Achievement | Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has | Information & Communicati | | |

Total Achievements Points 145

## Timetable

Parents and students both have access to this section, which allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.

This week ▾     MONDAY   TUESDAY   WEDNESDAY   **THURSDAY**   FRIDAY

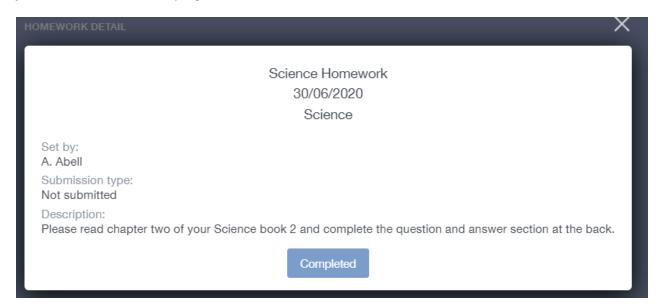| Period | Subject | Room | Teacher | Start | End |
|---|---|---|---|---|---|
| 1 | German (11C/Ge1) | Language Room 7 | Mr B Kinross | 09:15 | 10:15 |
| 2 | German (11C/Ge1) | Language Room 7 | Mr B Kinross | 10:15 | 11:15 |
| 3 | Computer Science (11B/Co1) | IT 2 | Mr V Stockill | 11:35 | 12:35 |
| 4 | Computer Science (11B/Co1) | IT 2 | Mr V Stockill | 12:35 | 13:35 |
| 5 | Citizenship (11A/Ci) | Art Room 2 | Mr J Brown | 14:30 | 15:30 |

## Homework

The homework section operates as a standalone homework system where teachers can set homework through Edulink One. Students can see what homework has been set when it is due and they can also mark it as completed.

The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

| Due Date ⇕ | Name ⇕ | Subject & Class ⇕ | Available ⇕ | Submission ⇕ | Completed | Received |
|---|---|---|---|---|---|---|
| **Today** 30/09/2021 | Test Notification | Citizenship | 28/09/2021 08:50 2 days ago | Not submitted | ✕ | |
| **Today** 30/09/2021 | test to google drive | Citizenship | 30/09/2021 00:00 today | Not submitted | ✕ | |
| In 3135 days 01/05/2030 | A future Assignment | edulink class 1 | 21/07/2021 11:36 71 days ago | Not submitted | ✕ | |

The student and parent can then click on the text of the homework to read the requirements. To exit this just click on the **X** in the top right corner.

**HOMEWORK DETAIL**                                              ✕

Science Homework
30/06/2020
Science

Set by:
A. Abell
Submission type:
Not submitted
Description:
Please read chapter two of your Science book 2 and complete the question and answer section at the back.

Completed

Once the student has completed the homework assignment, they should click the **Completed** button to notify their teacher the work has been done. It is important to note that parents can only view set homework.
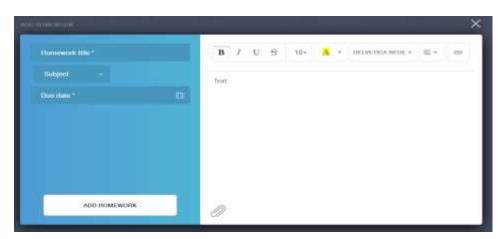
For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams or Google Classroom location or any shared drive solution the school may use.
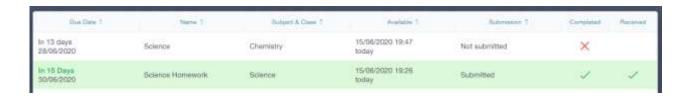


Once the student has clicked completed, they will need to wait for the teacher to review the work.

If the teacher has an issue with the homework, then they will contact the student.

**Please Note:** Students can add their own homework using the **Add Homework** option. This will not be reviewed by the teacher but can be used to help students create a study plan, self-assessments, etc...



They would need to provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.

## Forms

You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, meal selection, permission forms etc...

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a form to fill it out.

| Form Name | Child | Due Date | Completed |
|---|---|---|---|
| safe guarding policy | Child 1 Demo | 11/11/2018 11:10 | ✗ |
| homework policy | Child 2 Demo | 11/11/2018 11:10 | ✓ |

A new window opens where you can read the details regarding the form and make any necessary selections or comments.

FORM                                                        ✕

### Zoo Trip Yr 11

#### Year 11 trip to London Zoo

Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

I give my consent for my child to attend the London zoo trip: *

| Select ▼ |
|---|

CANCEL    **SUBMIT**

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

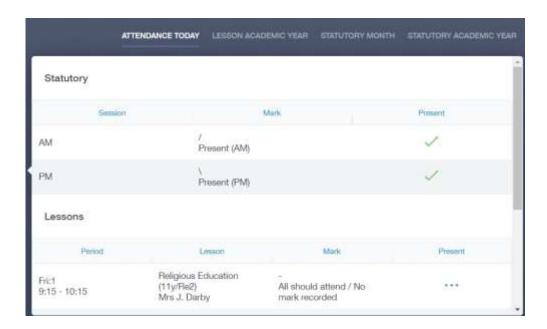I give my consent for my child to attend the London zoo trip: *
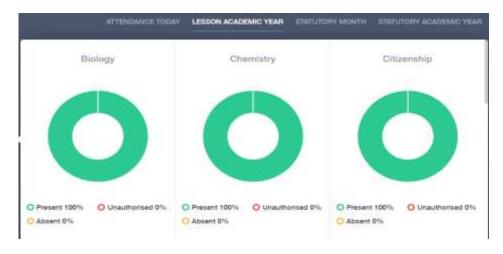
| Select ▼ |
|---|
| Yes |
| No |

## Attendance

The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of the child's lessons for each period of the day.



Additionally, the school has the option to allow you to see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.
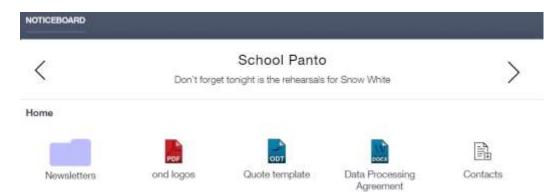
## Noticeboard

The noticeboard is where parents can see news and upcoming announcements from the school. The schools newsletter 'This Week @ Wyvern' will appear here.

There is also a snippet section at the top that displays important announcements, like the date of the school panto.

NOTICEBOARD

### School Panto
Don't forget tonight is the rehearsals for Snow White

Home

| Newsletters | ond logos | Quote template | Data Processing Agreement | Contacts |
|---|---|---|---|---|

## Calendar

Here you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.

CALENDAR

### September 2021

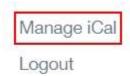| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |

Start Date: 08/09/2021          End Date: 08/09/2021
Science Homework

## Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.

Manage iCal

Logout

In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

| Name | Toggle | Copy |
|------|--------|------|
| Timetable | ⬤ | 🔗 |
| Calendar | ⬤ | 🔗 |

Afterwards, go to **Imports** and press the **+Add** button.

Imports                                                          ADD ⊕

Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT                                      ✕

Name *

Text

Url *

Text

CANCEL          ADD

## Clubs

Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.



To help your child join a club, click on the club in the **All Clubs** tab.



Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

To join the club, parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.

CLUB DETAILS                                                                                    ✕

### Year 8 Girls Hockey Training

Location: Field                                      Leaders: Mrs A. Abell

Description:

This club is for girls in year 8 who wish to join our hockey team.

Training takes place Wednesday lunch times and Friday's after school.

Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

| Date | Attendance | Start | End |
| --- | --- | --- | --- |
| Wednesday, 20 February | | 13:00 | 13:45 |
| Wednesday, 27 February | | 13:00 | 13:45 |
| Wednesday, 6 March | | 13:00 | 13:45 |

Parents can also view a child's attendance at a club. This appears after the fact and not during the session of the club.

| Date | Attendance | Start | End |
| --- | --- | --- | --- |
| Monday, 6 September | ✓ | 17:00 | 17:30 |
| Friday, 24 September | ✓ | 14:45 | 15:15 |

## Absence Reporting

This feature allows you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence.

The example below shows you how to select the time and date for the absence request and the reason for the absence. All of your child's details will automatically be filled in for you, saving time and effort.

Jimmy Abbey

From *
Select start date and time

To *
Select end date and time

Reason for Absence *

SEND                    CANCEL