A STEP BY STEP GUIDE ON HOW TO USE EDULINKONE

The aim of this user guide is to support parents on how to use some features of Edulink1 (There will be some of the features which are not explained and are currently not being used by the school yet.). If you have any questions which can't answered from this user guide then please contact jdavies@sacredh.lbhf.sch.uk

(i) **Logging In**

Step 1:   Type into your browser: edunlinkone (https://www.edulinkone.com). You also have the facility to download an app (this can be downloaded from the app store)

Step 2:

Type in the schools ID: **SHHS**

Type in your Username and Password.

*This information is included in an email that you would have received from Edulink. If you haven't received an email **then first check your junk mail** and then contact itsupport@sacredh.lbhf.sch.uk*

(ii)   Understanding your Homepage

Timetable: This allows you access to your daughters timetable.

Documents: This section will allow you to access your daughters monitoring reports (IPM's/School reports).
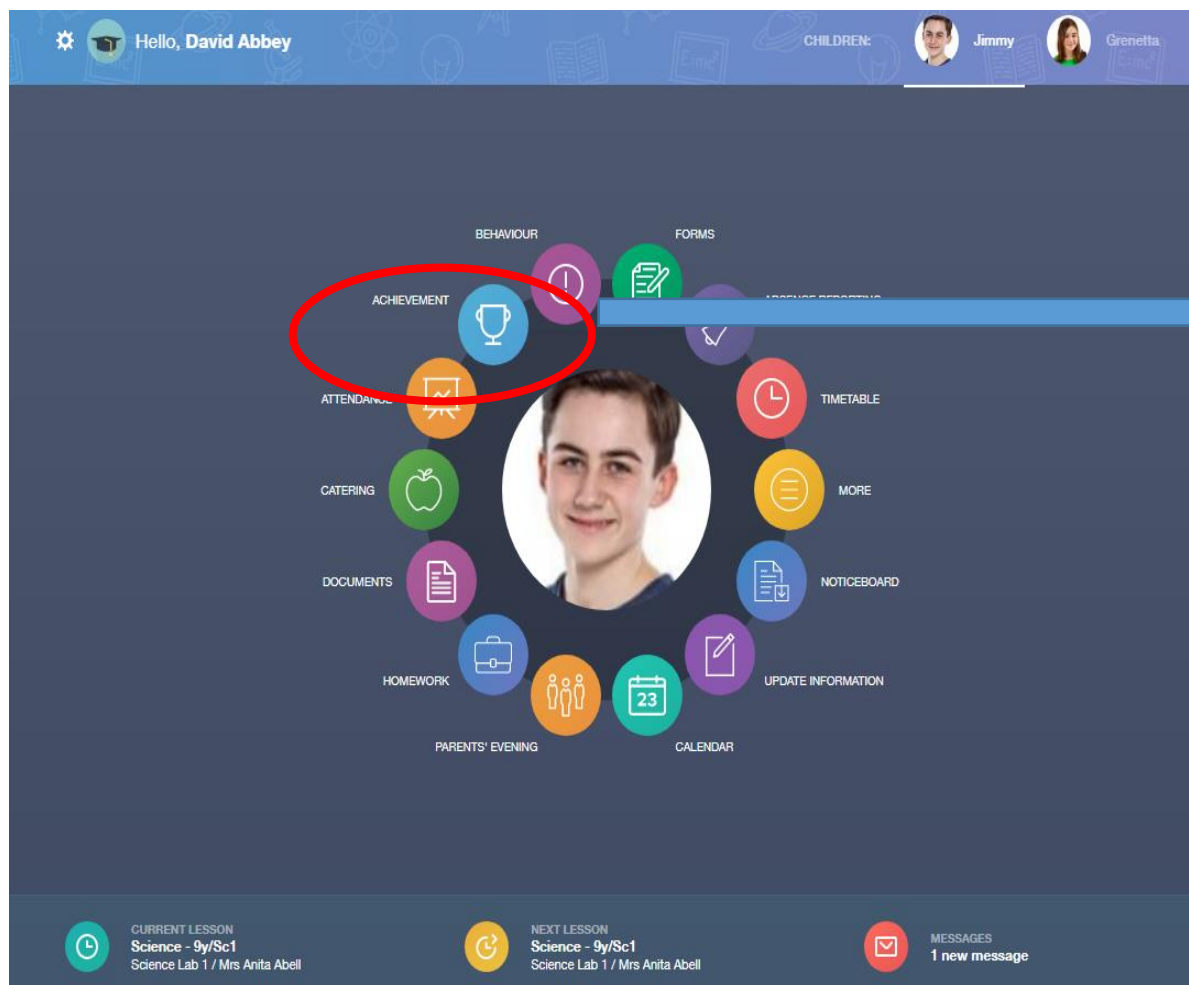
Noticeboard: This will allow you to access any letters sent by the school as well as the schools newsletter and weekly bulletin.

Update Information: If for any reason your contact details change (email address/ mobile number etc), then you can update them by clicking on this icon

*(iii)*   ***Accessing my daughters Rewards & Sanctions***
- ***Rewards***

To access your daughter achievement points you need to click on the 'Achievement icon' this will bring up a list of all the achievement points that she has received. By using the icons at the top of the page you can sort by the different categories (e.g. Type/Subject/Teacher etc)

Type & Date	Comment & Teacher	Activity & Info	Award
02/05/2016 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award
01/04/2016 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award
17/03/2016 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award
17/02/2016 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award

- *Sanctions*
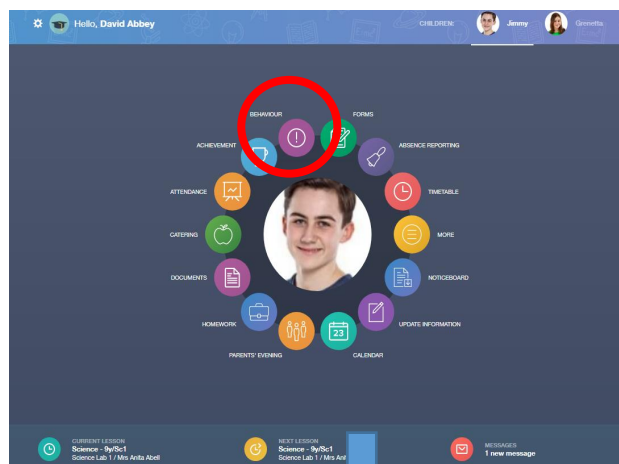
To access your daughter behaviour points you need to click on the 'Behaviour' icon

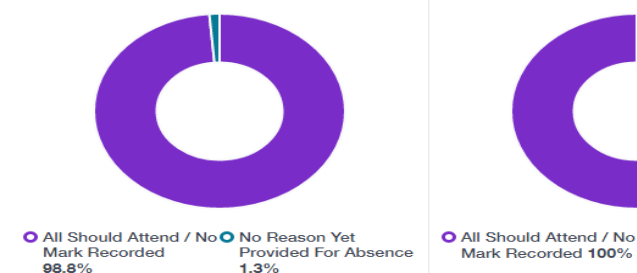|	BEHAVIOUR RECORDS	LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
13/03/2020 Damage to Property	Mrs A. Abell -			
28/02/2020 Fighting	Mrs A. Abell -			
28/02/2020 Defiance	Mrs A. Abell -			
17/02/2020 Defiance	Mrs A. Abell -	Actions Agreed -	- Resolved	10
14/02/2020 Bullying	Mrs A. Abell -	-	- Resolved	50
14/02/2020	Mrs A. Abell -	Cooling Off Period		Total Negative Points 858

Behaviour Record: This will provide you will with;

- Sanction (reasons for the sanction e.g. No homework)
- Teacher
- Action (e.g. Detention etc)
- Location and if it has been resolved

BEHAVIOUR RECORDS · LESSON BEHAVIOUR · DETENTIONS · REPORT CARDS

Lesson Behaviours: This gives information on attendance of lessons. If you daughter doesn't attend a lesson then it can be viewed in this window. The information is provided as a graph

○ All Should Attend / No Mark Recorded **98.8%** ○ No Reason Yet Provided For Absence **1.3%**

○ All Should Attend / No Mark Recorded **100%**

BEHAVIOUR RECORDS · LESSON BEHAVIOUR · DETENTIONS · REPORT CARDS

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
13/03/2020 Damage to Property	Mrs A. Abell -	- -	- Resolved	25
28/02/2020 Fighting	Mrs A. Abell -	- -	- Resolved	20
28/02/2020 Defiance	Mrs A. Abell -	- -	- Unresolved	10
17/02/2020 Defiance	Mrs A. Abell -	Actions Agreed -	- Resolved	10
14/02/2020 Bullying	Mrs A. Abell -	- -	- Resolved	50
14/02/2020	Mrs A. Abell	Cooling Off Period		

Total Negative Points **858**

Detentions: If your daughter is awarded a detention then it will be displayed in this tab. You will also be able to see if she attended or not.

Date	Type	Location	Start Time	End time	Attended
06/03/2020		Art Room 1	09:46:00	16:00:00	Not Attended
02/03/2020	Lucy's Detention	Business Studies 1	12:00:00	12:30:00	Not Attended

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
13/03/2020 Damage to Property	Mrs A. Abell -	- -	- Resolved	25
28/02/2020 Fighting	Mrs A. Abell -	- -	- Resolved	20
28/02/2020 Defiance	Mrs A. Abell -	- -	- Unresolved	10
17/02/2020 Defiance	Mrs A. Abell -	Actions Agreed -	- Resolved	10
14/02/2020 Bullying	Mrs A. Abell -	- -	- Resolved	50
14/02/2020	Mrs A. Abell	Cooling Off Period		

Total Negative Points 858

Report Card: If a decision is to put your daughter on a report card then this can been seen in the last tab

Start Date	End Date	Behaviour Type	Comment
04/03/2020	04/03/2020	Damage to Property	Smashed up the office
27/01/2020	27/01/2020	Assault	Naughty boy

(iv)   Accessing letters which require consent

There may be times throughout the year when the school may send out letters which require you to provide consent (for example to attend trips). The steps below show you how to access these letters and provide consent.

Click on the 'Forms Icon'

Form Name	Child	Due Date	Completed
safe guarding policy	Jimmy Abbey	11/11/2018 11:10	
homework policy	Grenetta Abbey	11/11/2018 11:10	

This will then bring up a list of the letters which require consent. Next click on the letter you want to view.

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   SAVE

This will bring up the letter and then give you the option to agree/disagree (click on the arrow). To finish you need to press the 'Save' button

(v)   <u>*Messages*</u>

There may be times when the school will want to send you messages or you may want to send the school messages. The steps below show you how to do this

Click on the messages icon at the bottom of your home page toolbar. If you have any new messages then it will indicated.

NEW MESSAGE

RECEIVED | SENT

Mark all read | Archive

Mrs Dawn Asher 19/01/2017
Ski Trip Final Payment email

Mrs Anita Abell 18/01/2017
High School Musical Produc… email

Mrs Dawn Asher 2017/01/19 13:28
Ski Trip Final Payment ARCHIVE

Mr. Abbey,

Just a reminder final payment of £75 for the ski trip is due this friday

Thanks
Mrs. Asher

When opening the page you are able to see what messages you have received and the messages you have sent. If you would like to send a new message then you need to click on 'New message'. To move between your received messages and you sent messages then you need to click on the tabs labelled; 'Received' and 'Sent'.

- *Sending a new Message*

SELECT USERS

JIMMY ABBEY
(- -)

GRENETTA ABBEY
(- -)

Students selected: 0

To send a message you need to click on 'New Message' which will bring up this screen. Next you have to click on the pupil you want to send the message about (*this is only applicable if you have more than one daughter attending the school*)

NEXT STEP

Teachers   Form Tutors   Head of Year   Head of House

Recipient Name   Recipient Type   Status

Plea

PREVIOUS STEP   NEXT STEP

Next you need to choose who you want to send the message too, this will bring a list of the relevant staff members. Once you have choosen the staff member you want to send the message to you press 'Next step'

Teachers 94 (91)   Form Tutors   Head of Year   Head of House

Recipient Name   Recipient Type   Status

Anita Abell
Abell@Hotmail.com   Teacher

Mary Anderson   Teacher

Message Subject: | Text

At this point you have the facility to write the message. Please remember to include a heading for your message. It is important to remember this is for information purposes. It shouldn't be used to share any concerns/ make a complaint (please use email instead) and to meet GDPR regulations please don't include the names of any other pupil in your message. When you are ready to send your message, please 'Send'

(VI) Updating the contact details for your daughter

These step by step instructions explain how you can update your details such as address/email or mobile number. It is really important that the school has up to date details in case there is an emergency as well as sharing information from the school.

Step 1: Once you have logged in using your username and password, you will come to the home page. You need to click onto the icon labelled **'Update Information'**
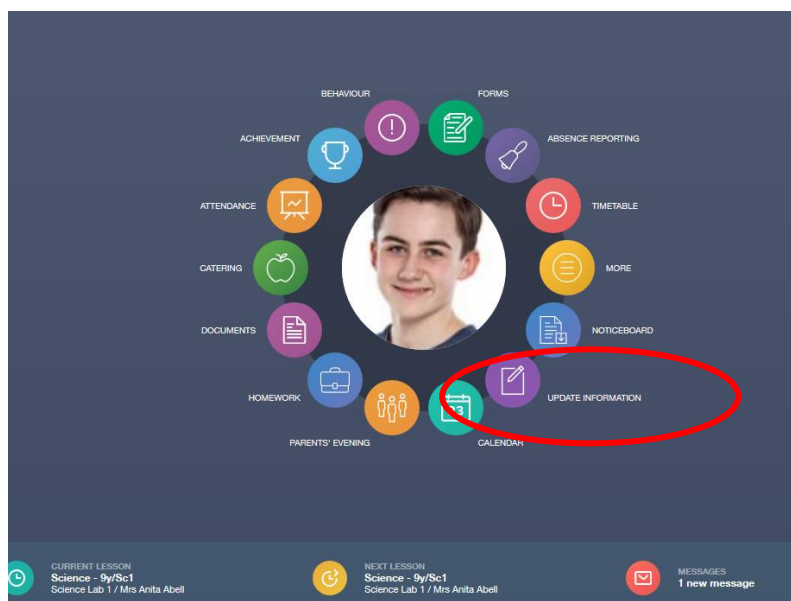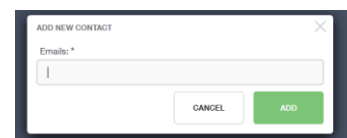

Step 2:
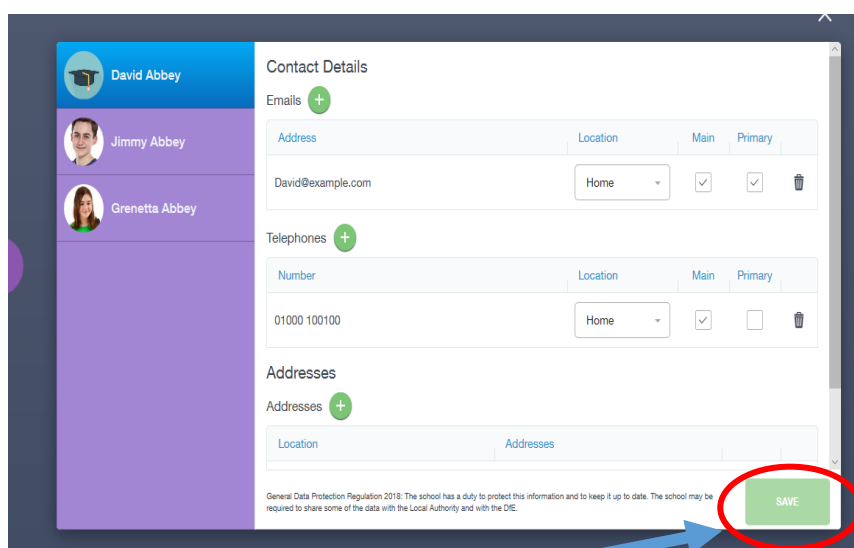
Step 3: Once you have finished updating your details you need to click on the **save button**

In this section you have the ability to add new details and remove old details.

By clicking this button you can ability add a new email/address or telephone number.

If this is going to be the main/primary contact then you need to tick the boxes labelled 'Main' and 'Primary' next to the contact
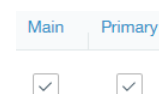
It is important that you remove any old details by clicking the icon