Parent Guide for Ilkley Grammar School

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

All schools have their own way of working with Edulink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users contact their school directly with any questions they may have.

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

To start, go to https://www.edulinkone.com/ and input your school's code. This would have been emailed to you when your account was created. Or if you have already signed in you can use your school's direct link https://www.edulinkone.com/#!/login?code=ilkleygrammar

If you do not have a direct link, you will need to enter your **School ID** or **Postcode** and press **Next**. Your School ID will have been sent to you by the school.
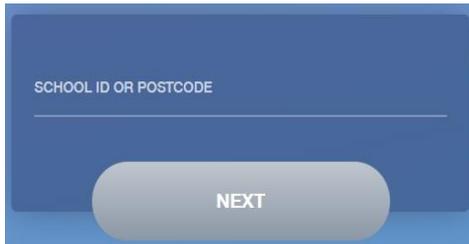
The school ID is **ILKLEYGRAMMAR** – please note there is no space!

Check that you can see the school logo to confirm you have used the correct school ID/postcode

If you forget your username or password, please contact the school.
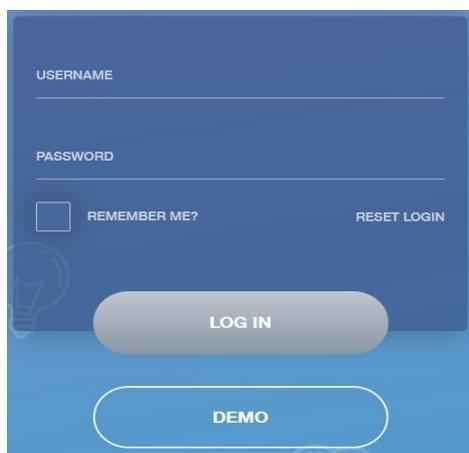
Enter your **Username** and **Password** that the school has sent to you.

If you have not received an email with your login details, please contact your school to resolve this issue.

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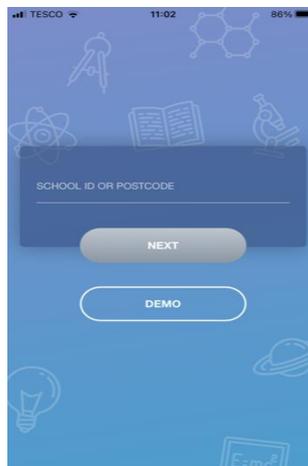
Downloading and Using the App

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** or **Postcode** and click the **Next** button to continue.

The school ID is **ILKLEYGRAMMAR** – please note there is no space!

Check that you can see the school logo to confirm you have used the correct school ID/postcode

Ilkley Grammar School

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.
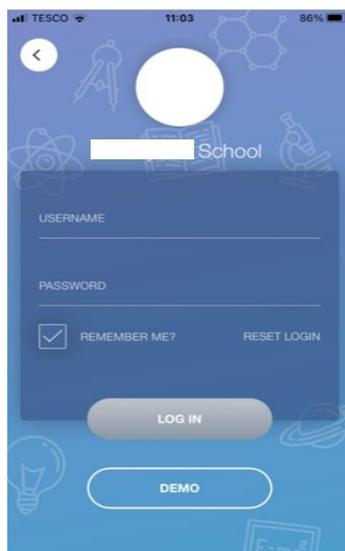
If you forget your username or password, please contact the school

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. The options may vary between schools as not all schools use all Edulink One's functions.

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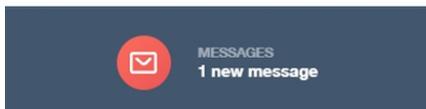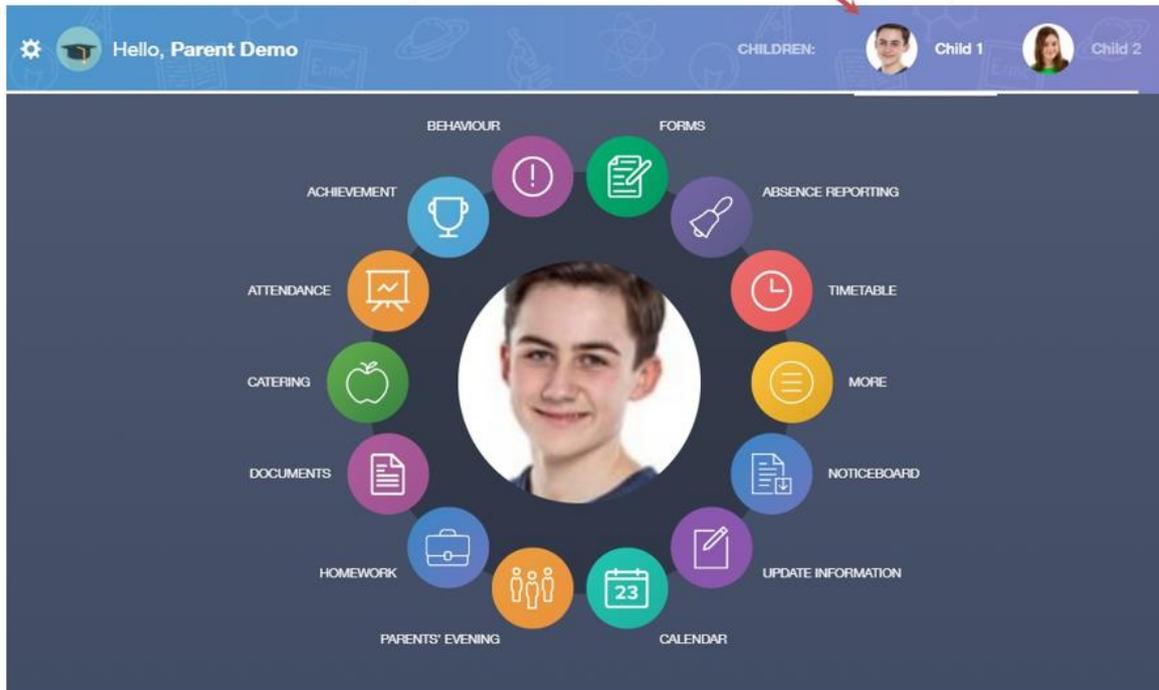
The **messages** button will let you know if you have any unread messages from the school.

Update Information

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

Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.

To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.

Medical Info

This section contains medical information that you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments can be downloaded in PDF format.

Account Info

Here you can view the current address details the school has on file for your child. Other information on your child's year group, house and tutor are also available.

Jimmy Abbey

Address	Post Code
59 High Street, Bedford, MK40 1RZ, United Kingdom	MK40 1RZ
Gender	Year
Male	Year 13
Form Group	Form Tutor
G	Mr Martin Unwin
Date Of Birth	
17-04-1998	

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

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
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

Exams

The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes the **Exam Timetable** along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As the students own their results, the school may decide not to display them to parents and only the students.

Exam Timetable

	DOWNLOAD		EXAM TIMETABLE	EXAM ENTRIES	EXAM RESULTS

235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam

| Date & Start Time ⬍	Board & Level ⬍	Code & Exam ⬍	Room ⬍	Seat ⬍	Duration ⬍
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

		EXAM TIMETABLE	**EXAM ENTRIES**	EXAM

Season ⬍	Board & Level ⬍	Code & Exam ⬍
June (Summer) Exams 2022	AQA GCSE/9DA	8464H Combined Sci: Trilogy Tier H
June (Summer) Exams 2022	AQA GCSE/9FC	8100 Citizenship Studies
June (Summer) Exams 2022	AQA GCSE/9FC	8520 Computer Science
June (Summer) Exams 2022	AQA GCSE/9FC	8700 English Language
June (Summer) Exams 2022	AQA GCSE/9FC	8300H Mathematics Tier H
June (Summer) Exams 2022	OCR GCSE/9FC	J536A Music-OCR Repository

Messages

The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously.
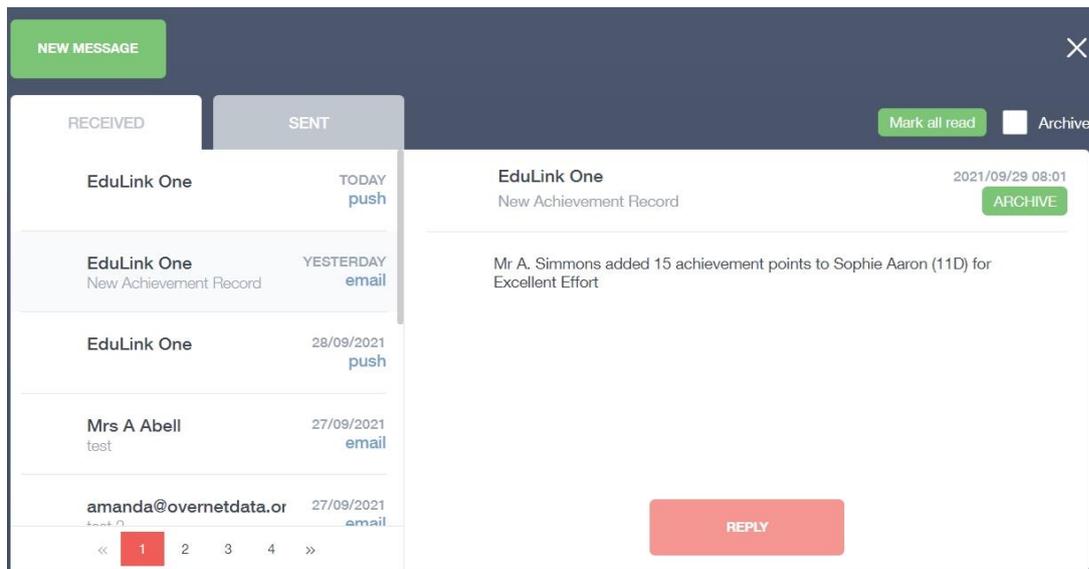
Forms

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

Contacts

This section contains parent contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

If you notice any out-of-date details, you can update them in the Update Information area.

Father		Parental Responsibility	
Mr Jonas Aaron		✓	
Address		Phone Number	
1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom		07333 673341	
Email		Mobile Phone	
Aaron@example.com		07333 673341	
Priority			
1			

Chris Aaron

Assessment

The assessment screen is customisable for every school, so most schools' assessments will not look the same. If you are struggling to understand the assessment data, it is best you contact your school so they can explain their assessment process.

You can see your child's/children's grades, targets, attitude to learning and other aspects that the school wants parents to see in Assessments. Some schools colour code data to tell you if your child is working at the expected level. Many schools also provide a written explanation about the assessment, like what each effort grade means.

Also, you can view other assessments, including past assessments, and some schools may make KS2, KS3 or KS4 data available for parents to view.

Below is an example of what an assessment could look like in Edulink One.

Attainment Summary

The information below provides current data on the progress of your child in Attainment Summary The table shows their KS2 attainment level as well as there Attainment grade and Effort grade for each term, the final column shows your child's current target level which is colour coded according to the below key.

	KS2 Level	Autumn - Attainment Level	Autumn - Effort Level	Spring - Attainment Level	Spring - Effort Level	Summer - Attainment Level	Summer - Effort Level	Current Target
English	3	3A	C	4C	C	4B	C	5B
Mathematics	3	3B	C	3A	C	4C	B	4
Science	2	2A	C	3C	C	3B	C	3B
Geography	2	6B	B	6B	B	6B	C	7
French	4	A	C	A	C	A	C	A
History	2	3A	C	3A	C	3B	D	3B
Art	2	5A	B	5A	B	3A	B	5A

	Working below Target
	Working on Target
	Working Above Target

Noticeboard

The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

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