

Parents User Guide to Edulink One



Dear Parents/Carers

In readiness for your child starting in Year 7 at Welland Park Academy we will over the next term be emailing to you your parental login details for Edulink One.

What is Edulink One?

Edulink One is an online package used by the academy which will enable parents/carers to access their child's data and the facility to update the academy with information regarding personal information. This includes the following:

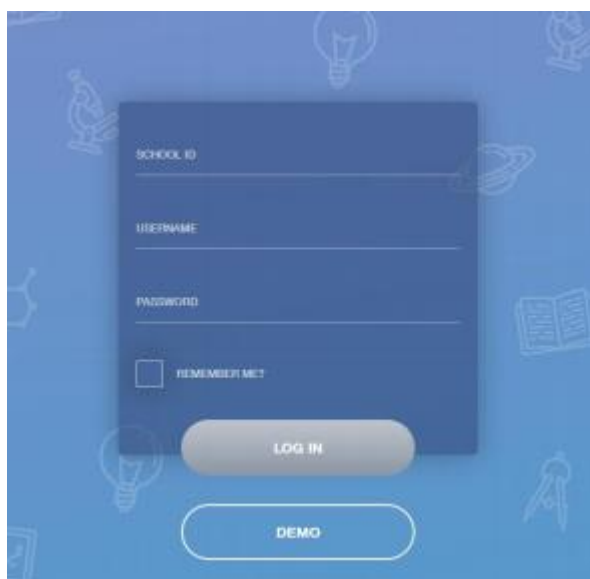
- Update contact details/data collection
- Send messages to school to report absence
- View student current timetable
- A record of achievement/behaviour points
- Homework log
- Book parents evening appointments

Accessing Edulink One

You will be sent an invitation to join Edulink One via your email, this will be the email address you registered with school. Follow the instructions provided there. Please note the login sent to you is for parental access, your child will receive their own login for Edulink One in the first few weeks of the new academic year. Once registered you can access the app on your phone by downloading via the app store or via web browser at: <https://www.edulinkone.com/#!/login>

You will then need to enter the following details:

- School ID: **WPA**
- Username: (Details to follow)
- Password: (Details to follow)



The image shows a login screen for Edulink One. The background is a light blue color with various educational icons like a microscope, lightbulb, rocket, and book. In the center, there is a dark blue rectangular box containing the login form. The form has three input fields labeled 'SCHOOL ID', 'USERNAME', and 'PASSWORD'. Below these fields is a checkbox labeled 'REMEMBER ME?'. At the bottom of the form, there are two buttons: 'LOG IN' and 'DEMO'.

The Main Screen

Once logged on you should see the main screen which will look similar to one of the samples below. On the left is the large screen layout and the right is the mobile layout.



Your name will appear in the top left and the names and school photos of any children you have will be either in the top right (desktop) or underneath your name (mobile). Just selecting the relevant name/picture will allow you to access the details for the different children.

To access the different information tap the round menu options, these are summarized below.

Contacts / Account Information / Update Information



The first two of these show your details and the details of your child, under current data protection legislation it is important that you are able to see this information and confirm for yourself that it is up to date. The third option allows you to notify us of any changes to yours or your child's details.

Homework



If your child is set homework their teacher will aim to include any key information here, this is a personalised log that both you and your child see of the homework that has been set, when it is due in and any attachments that you might find useful.

Timetable



This gives you a view of your child's current timetable and will be kept up to date with any changes of teachers, groups or rooms as they happen.

Achievement



Under this section you will be able to see all of the achievement points your child has been awarded in the current academic year, details include which teacher and subject awarded the points and the reason. You are also given a total for the year.

Behaviour



Here you will find the behaviour points your child has been issued with during the current academic year. Details include when and why they were awarded as well as a running total for the year so far. Within this section you will be able to review the detentions that have been issued to your child too; you will be able to see the date, time, location and type of detention that has been issued.

Attendance/ Absence Reporting



Within this section you can see your child's morning and afternoon registration record including recorded reasons for absence and current unauthorised absences. If a child is absent from school for any reason, it is important we know that this is a known absence and why they are missing. You can report the absence through Edulink One via Absence Reporting.

Parents Evening



This is the booking system for all Parents Evening at Welland Park. You can book, review and edit appointments for subject teachers of your child.

***Please note:** Parents with older children who already attend WPA will already have access to Edulink One and will not be sent login details. If you cannot already see your child's name (new year 7) on the main screen in Edulink One please contact the school office.