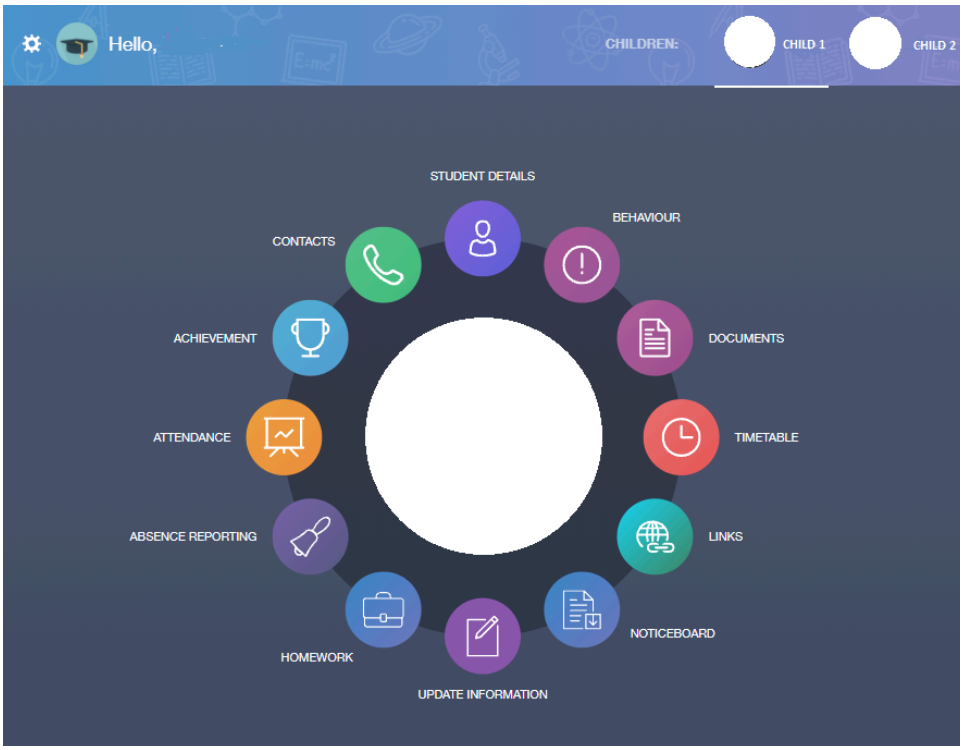
How to use Edulink for parents

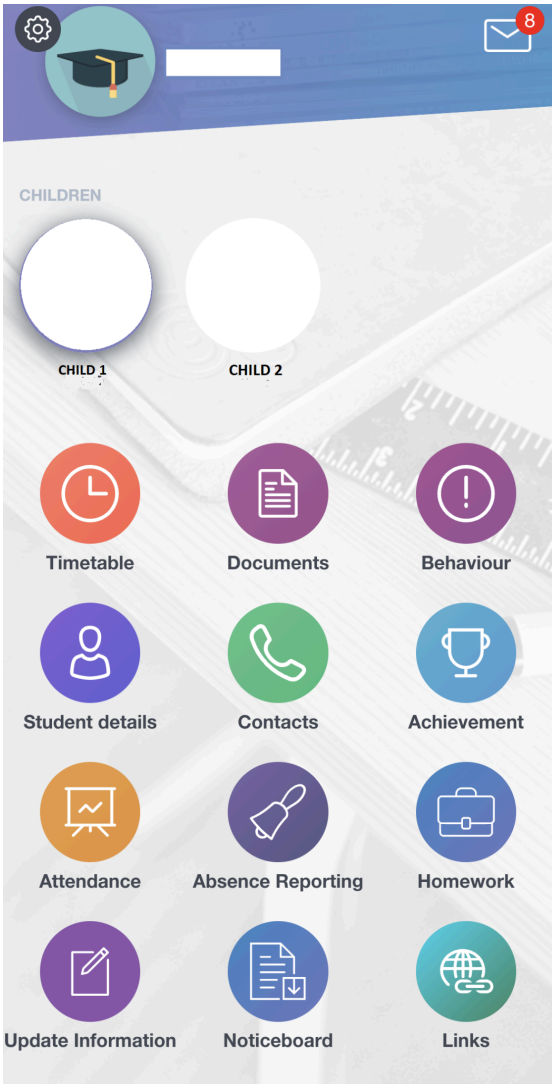
Attendance 2
Achievement 2
Behaviour 3
Contacts 4
Homework 4
Messages 4
Timetable 5
Update Information 5

Intro

Once logged into EduLink on a web browser, parents will view the following screen:



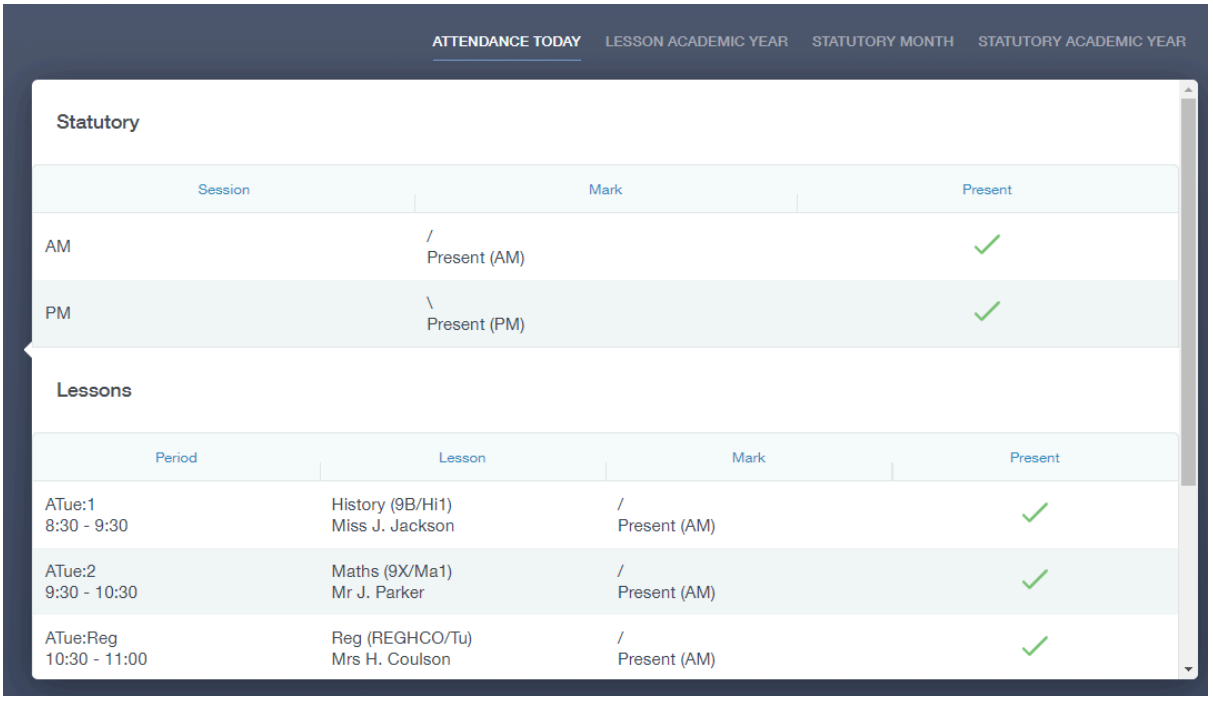
Once logged into the EduLink app, parents will view the following screen:



Each of the available areas in EduLink are displayed. Parents can access information of all their children who are currently admitted to Baysgarth School.

Attendance

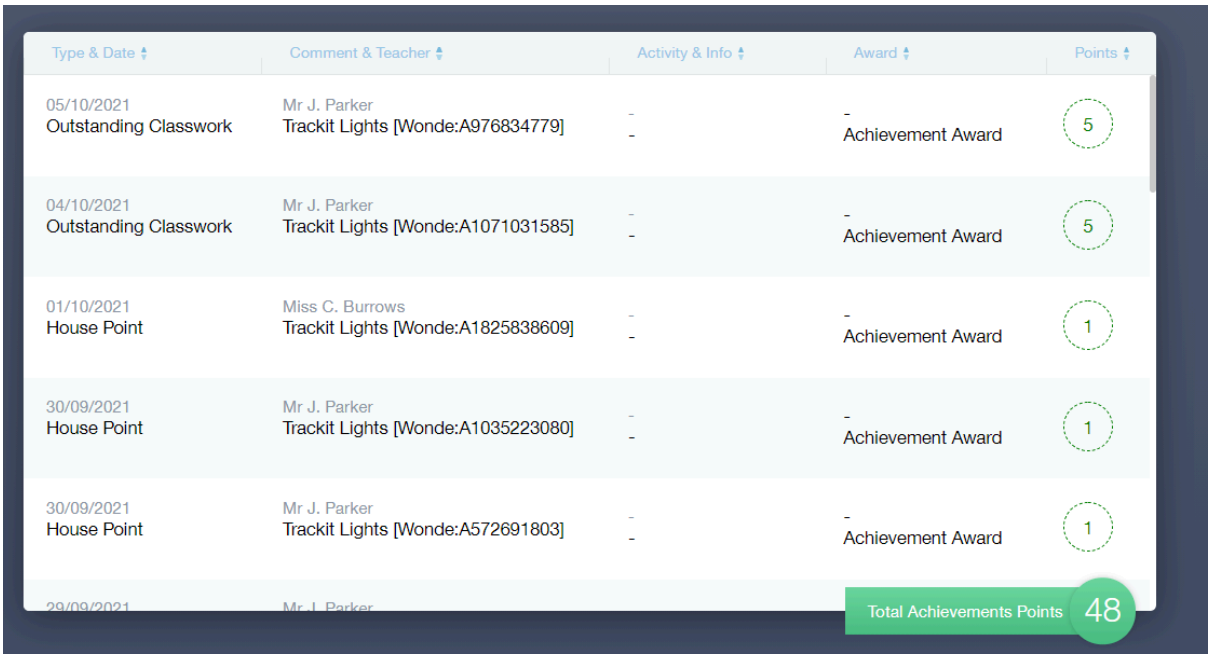
The ‘Attendance’ area of EduLink displays the child’s attendance today, statutory and lesson attendance data by month and academic year.
If you have multiple children in Edulink and are using the app you can select a different child on the main screen before entering the attendance section to view their attendance.



Achievement

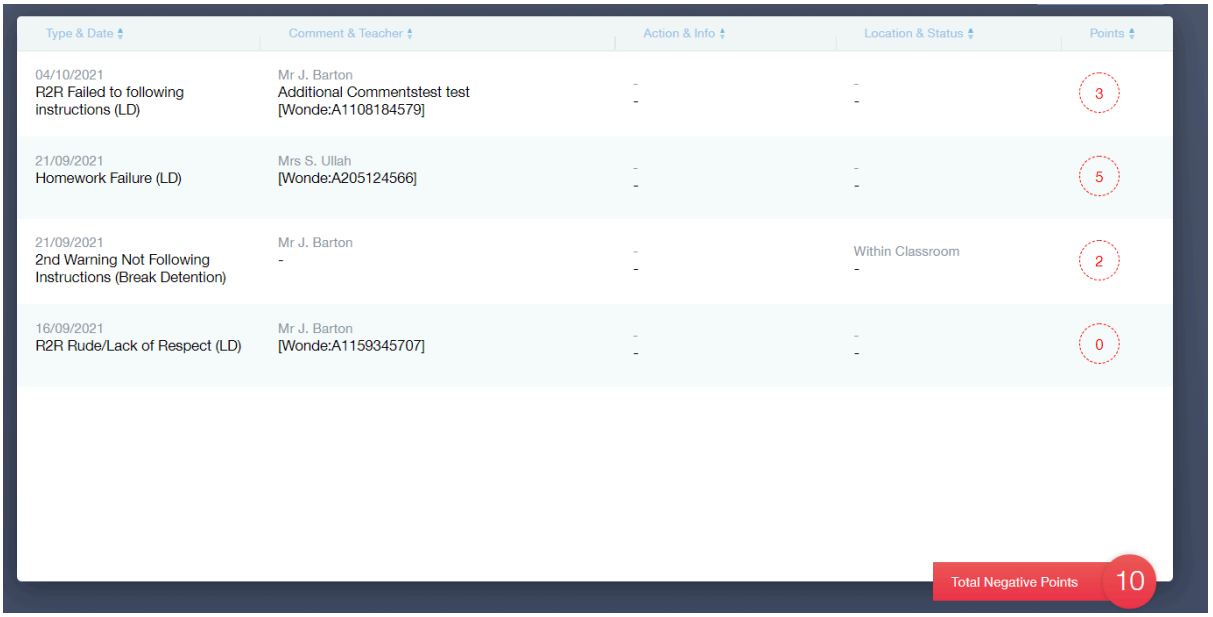
The ‘Achievement’ area of EduLink displays the child’s achievement information. You can click on each of the items listed to view more information, for example the teacher that has given the house point. In the near future, it will also tell you the subject.

If you have the Edulink app installed on your phone, then you will also receive notifications when your child has received house points from their teachers.



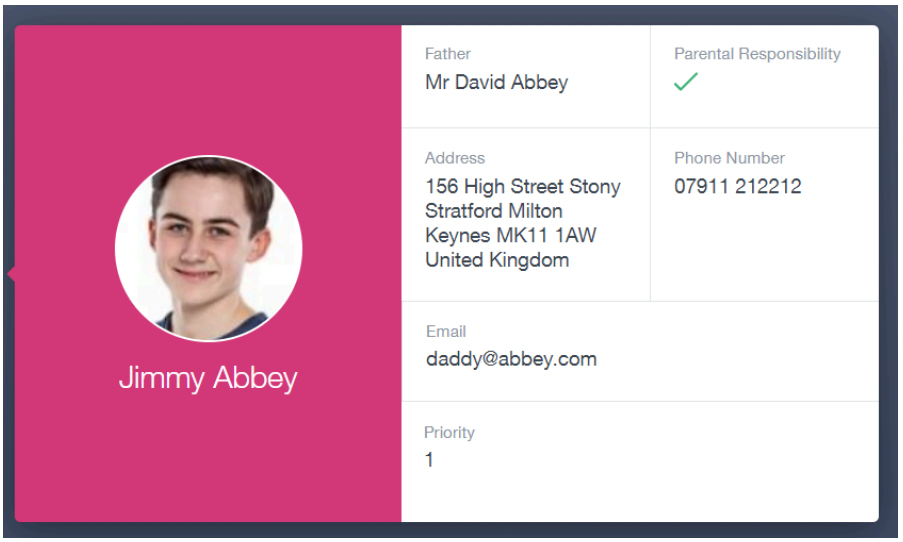
Behaviour

The ‘Behaviour’ area of EduLink displays the child’s behaviour record and any behaviour incidents that staff have recorded. Like with the Achievement area, you can click into each incident to find more information, and you can receive notifications on the app.



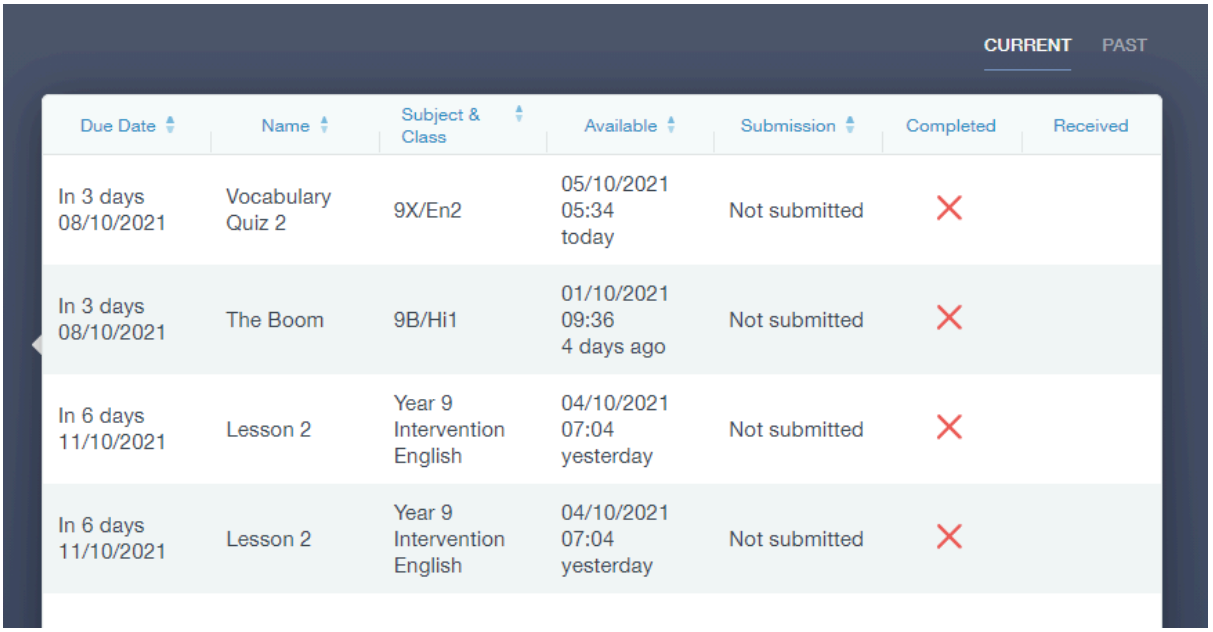
Contacts

The ‘Contacts’ area of EduLink displays a parent’s own information. These details cannot be amended in the ‘Contacts’ area. A parent can request that their details are amended in the ‘Update Information’ area of EduLink.



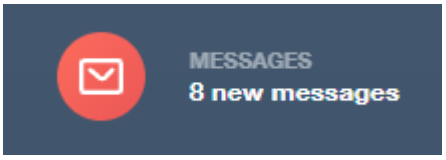
Homework

The ‘Homework area of EduLink displays the child’s homework, as set by teachers in the child’s Google Classrooms. In the web browser, a parent can click on ‘Current’ or ‘Past’ to view their child’s homework status. In the app, a parent can swipe between ‘Current’ or ‘Past’.



Messages

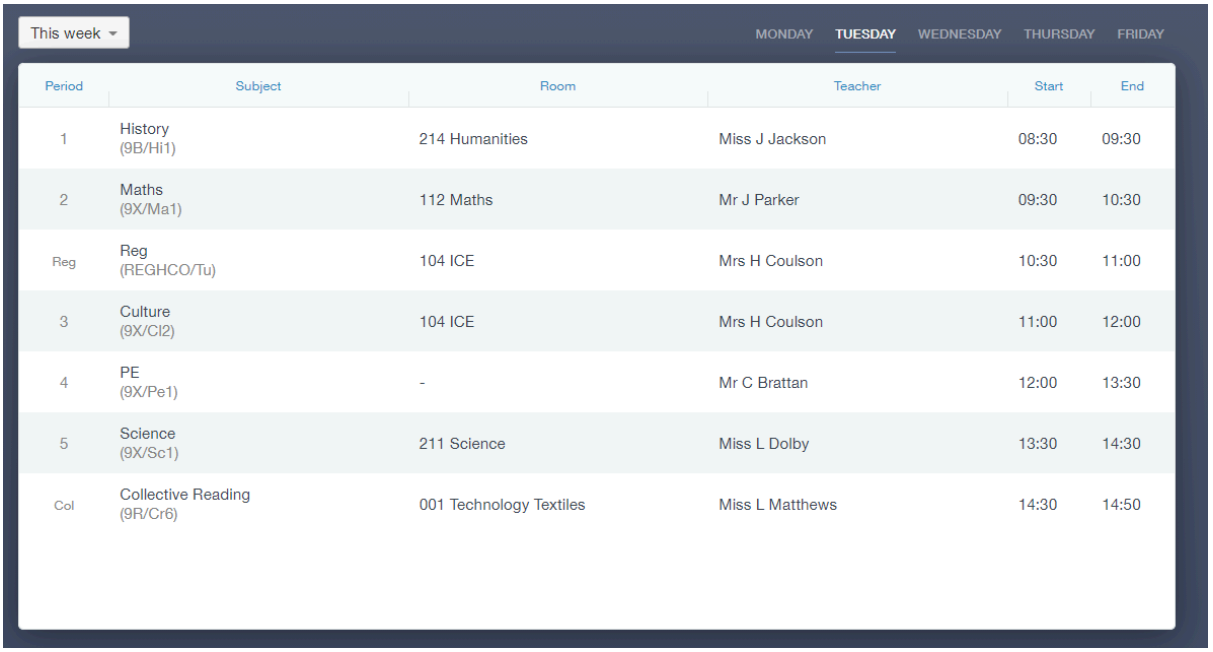
These are messages from school to parents. You can find this in the bottom right of the screen on desktops and laptops, and in the top right on the app.These will also show any notifications for achievement or behaviour.



Timetable

The ‘Timetable’ area of EduLink displays the child’s class timetable.

In the web browser, a parent can click on the relevant day of the week to view their child’s timetable for that day of the week. In the app, a parent can swipe over the day to change the day of the week. A parent can use the drop down menu which defaults to ‘This week’ to view the following week’s timetable. In the app, a parent can switch between their children’s timetables using the ⇆ symbol.



Update Information

The ‘Update Information’ area of EduLink enables a parent to request an amendment to their own / their child(ren)’s personal info.

Select the person you’d like to change the details for and put in the relevant information. Then click Save at the bottom. Our admin staff will review your information and may contact you to check it is correct before adding it to our school information system.

