SIR JOHN NELTHORPE SCHOOL

GUIDE FOR PARENTS
MANAGING YOUR EDULINK ONE ACCOUNT

If you have any questions or need help with your Edulink One account, please email admin@nelthorpe.org.uk or call us on 01652 656551

Getting Started with Edulink One

At Sir John Nelthorpe School, we use Edulink is an online communication platform that we use to help you stay informed and involved in your child's education. We use it so you can:

Timetable - view your child's school timetable, including details of lessons, subjects, and teachers.
Academic Progress - access reports on your child's performance, including grades, assessments, and progress over time.
School Calendar - see upcoming school events, holidays, and term dates.
Communications - access notifications and messages both regarding your child and whole school news including our weekly newsletter, Nelthorpe News.
Contact Details - you can update your contact details, including phone numbers and addresses, to ensure the school has the most accurate information.
Achievements and Behaviour Monitoring - view records on your child's behaviour in school, including positive feedback or any disciplinary actions.

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

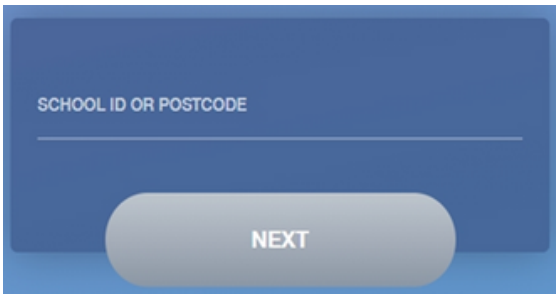
To start, go to https://www.edulinkone.com/ and input your school's code - **SJNS**. This would have been emailed to you when your account was created. Or if you have already signed in you can use your school's direct link https://www.edulinkone.com/#!/login?code=SJNS .

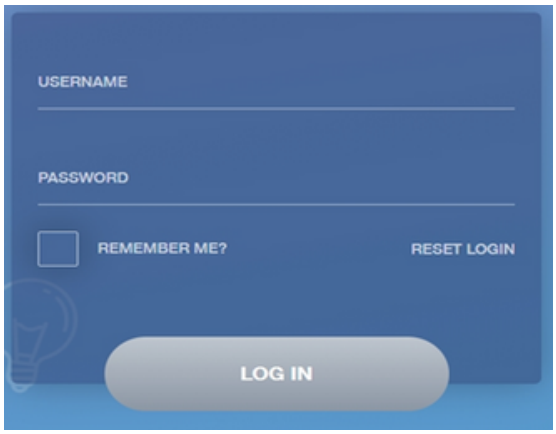
If you do not have a direct link, you will need to enter your School ID which is **SJNS** or Postcode which is **DN20 8AA** and press Next. Your School ID will have been sent to you by the school. If you forget your username or password, please contact the school by email on admin@nelthorpe.org.uk or by telephone on 01652 656551.

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 by email to admin@nelthorpe.org.uk or by telephone on 01652 656551 to resolve this issue.

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



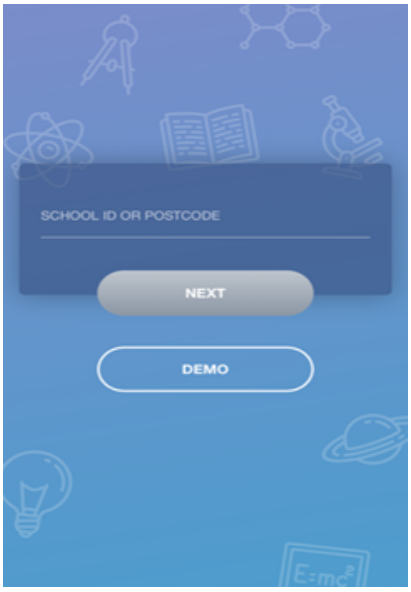


Downloading and Using the App

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

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

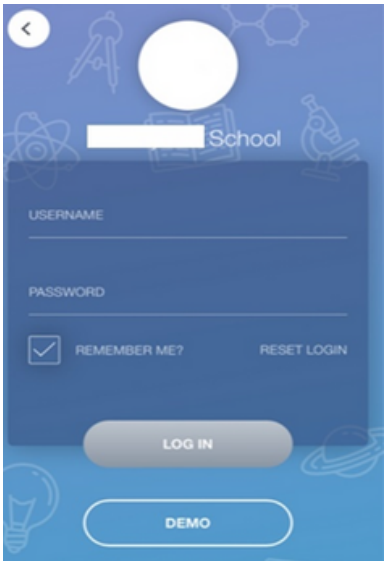
Android Google Play
https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en



If you are using the mobile app you will see the screen to the left. You must input your School ID(SJNS) or Postcode 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.

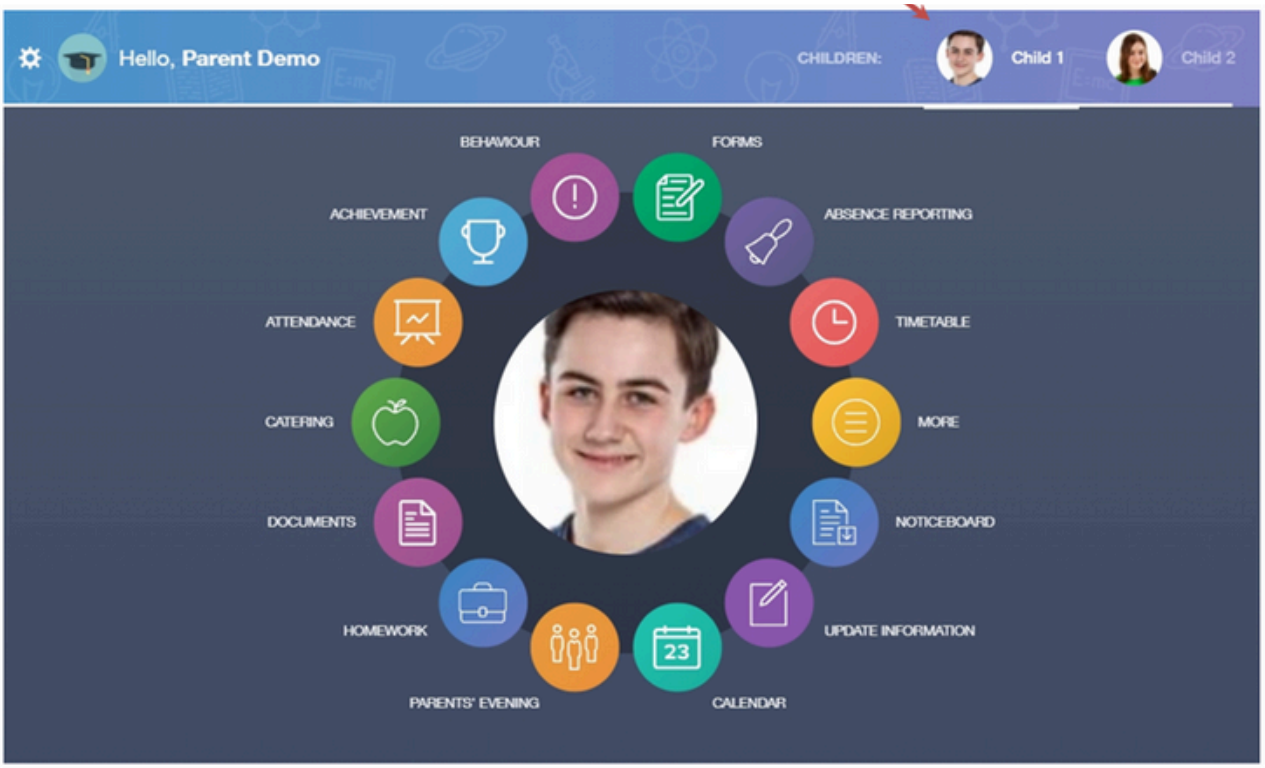
Once you have filled in all three boxes with your login details, click LOG IN to get started. If you forget your username or password, please contact the school by email on admin@nelthorpe.org.uk or by telephone on 01652 656551.

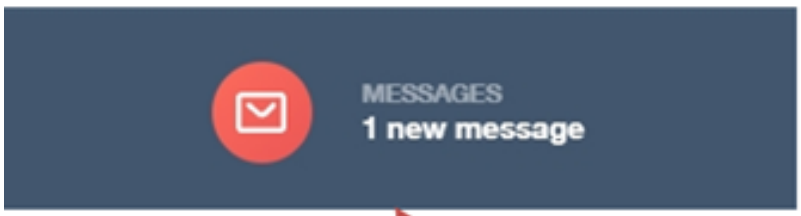


Main Screen

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 to what you see on your screen. If you have more than one child in the school, it is easy to switch between each 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 us by email on admin@nelthorpe.org.uk or by telephone on 01652 656551





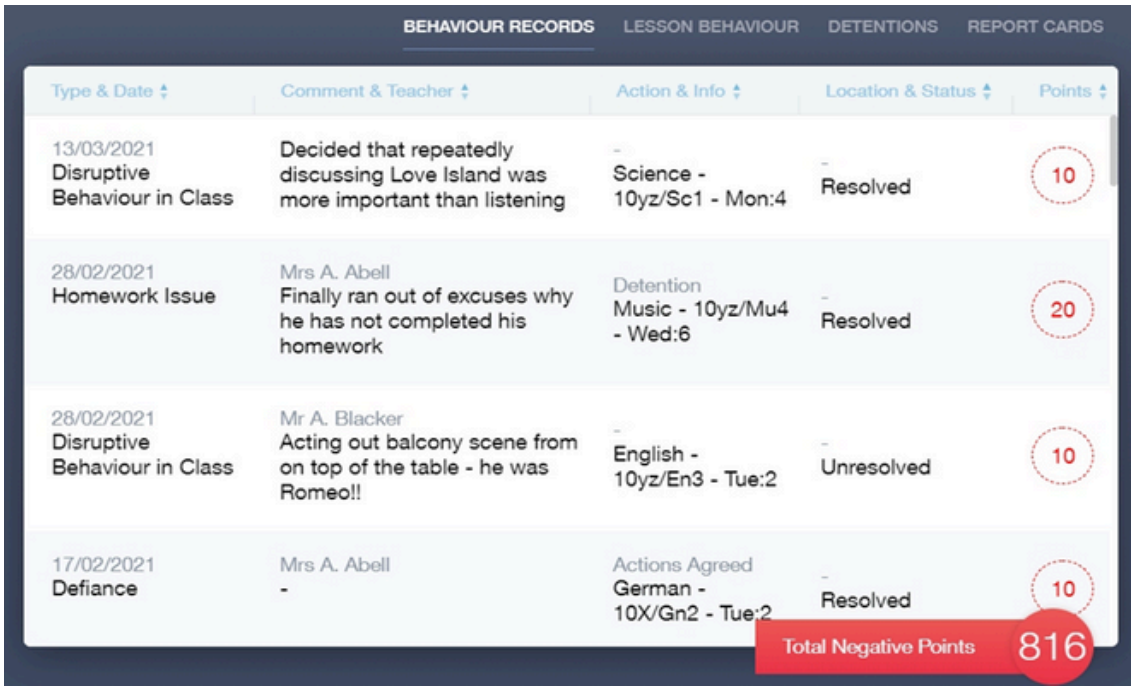
The **messages** button will let you know if you have any unread messages from the school.

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.

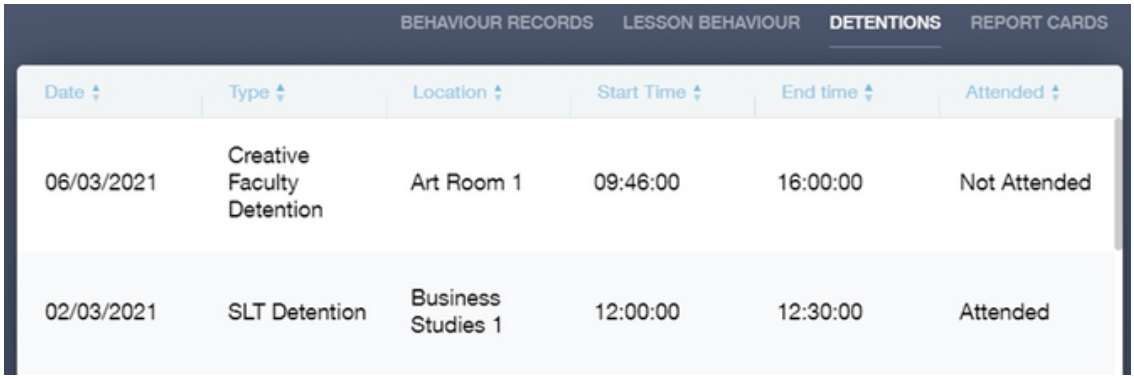
Behaviour Records Tab

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

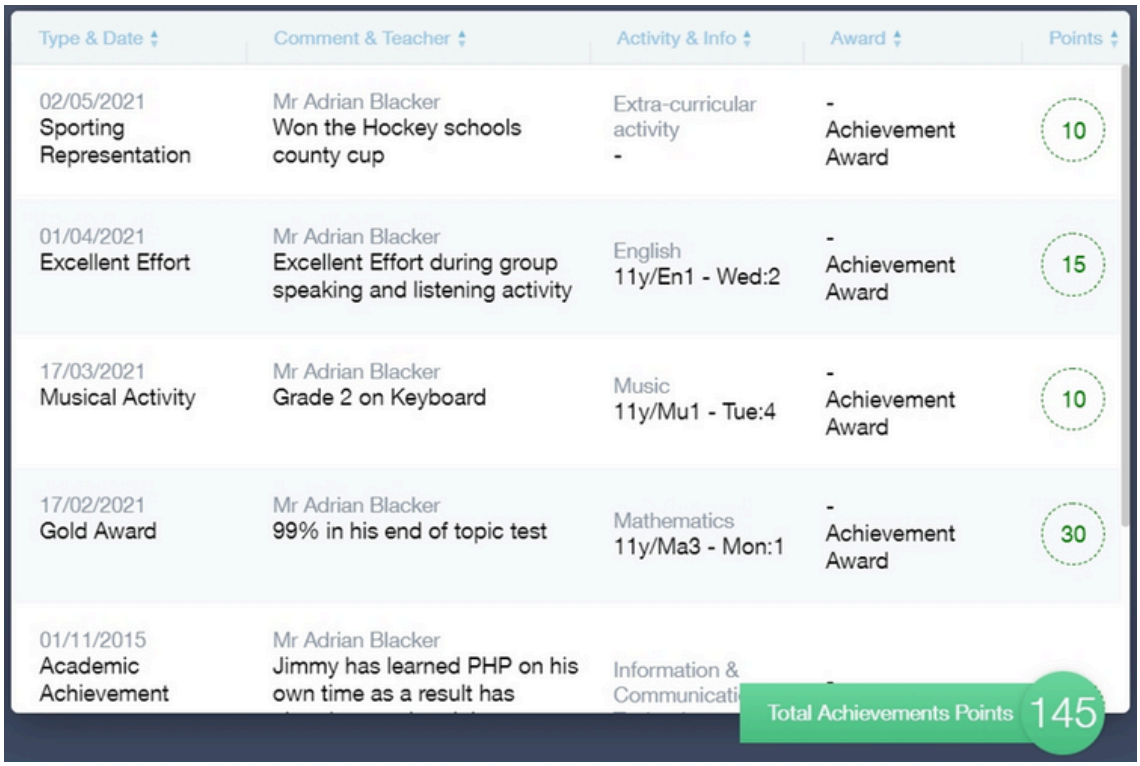
The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.



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.



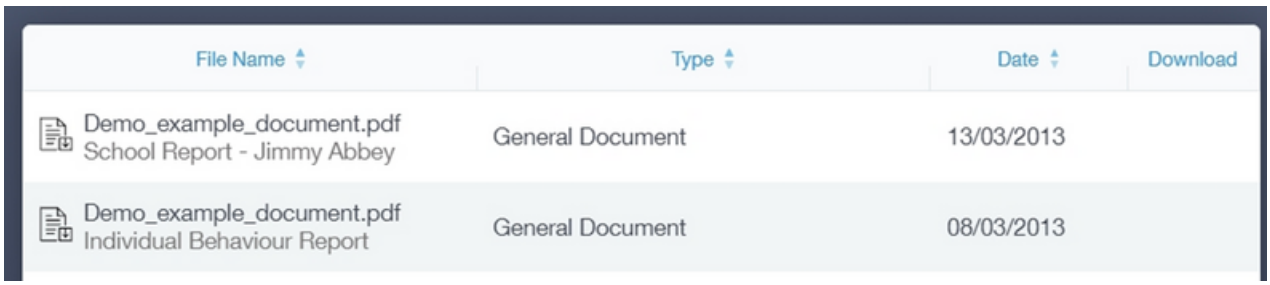
Type & Date	Comment & Teacher	Activity & Info	Award	Points
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	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

Documents

In this section you will find all the individual reports related to your child.

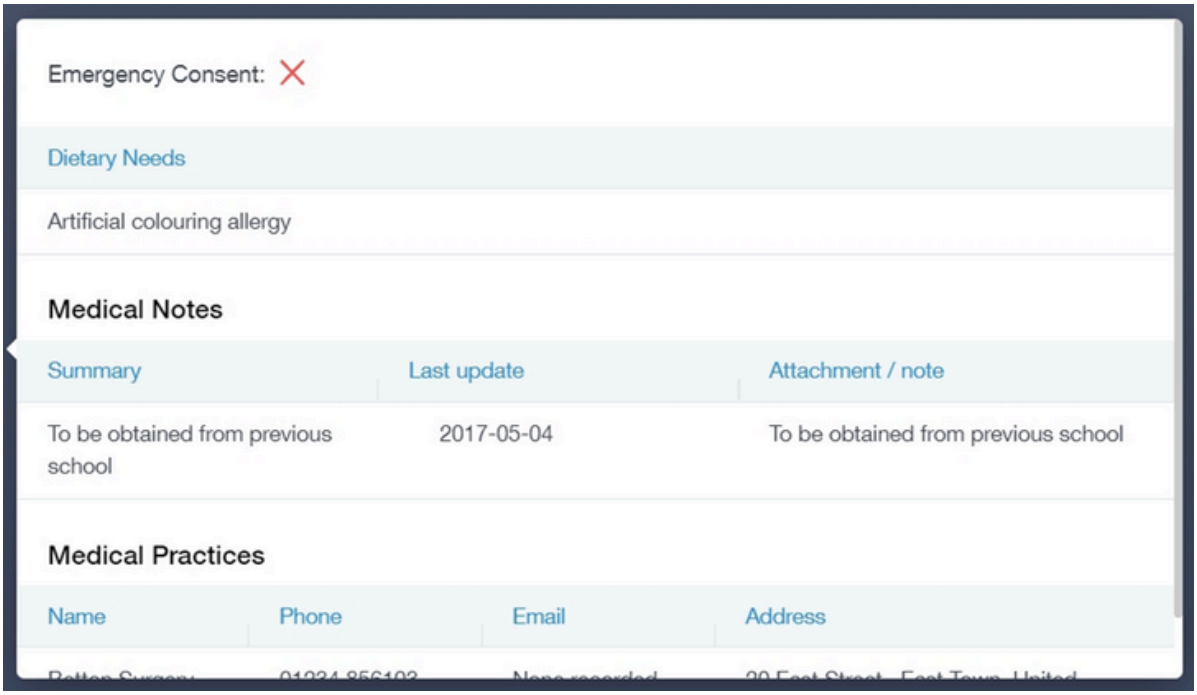
This includes profile reports and progress checks. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.



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	

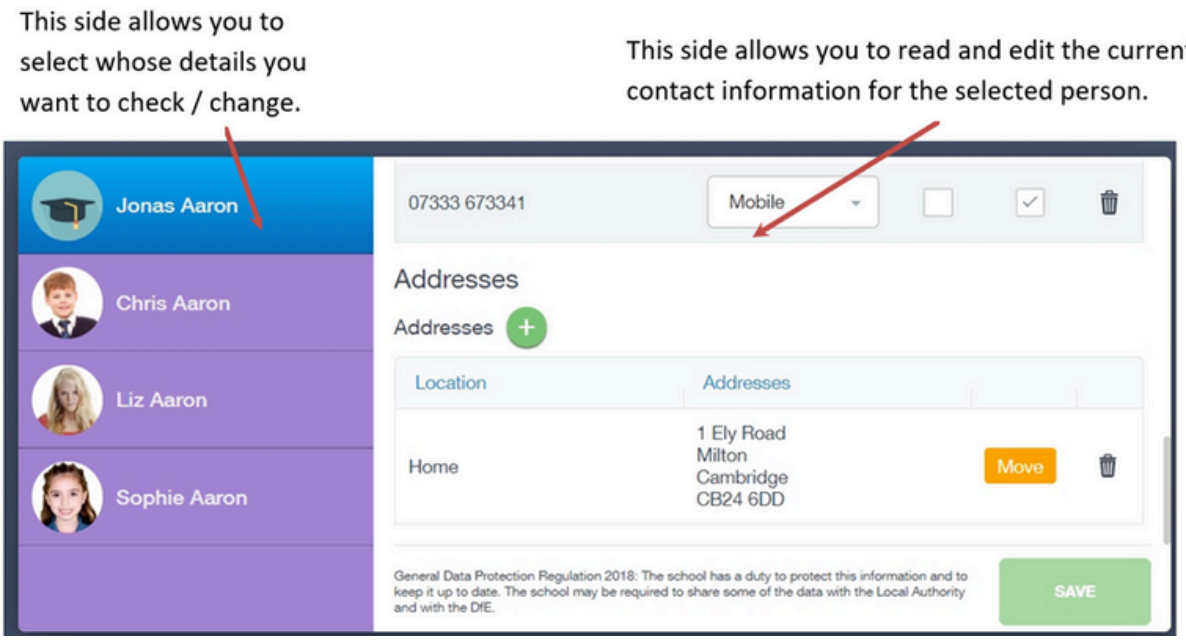
Medical Info

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.



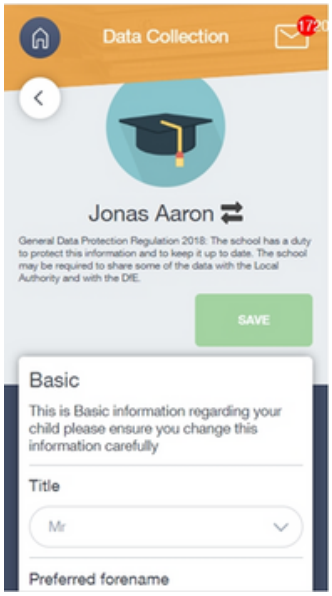
Update Information

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 staff member in school for checking approval.

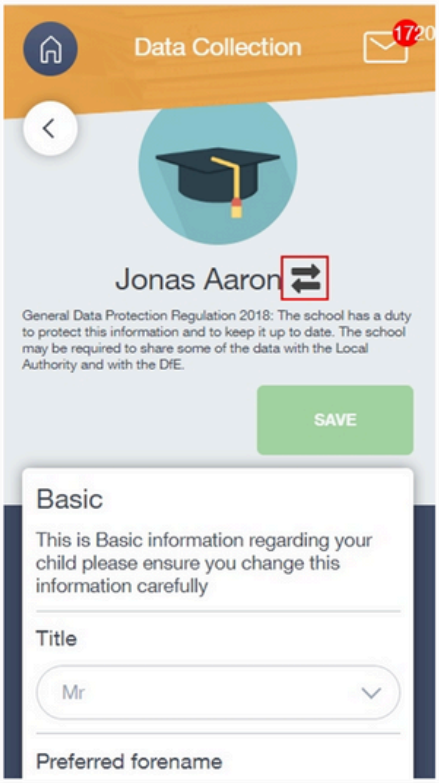


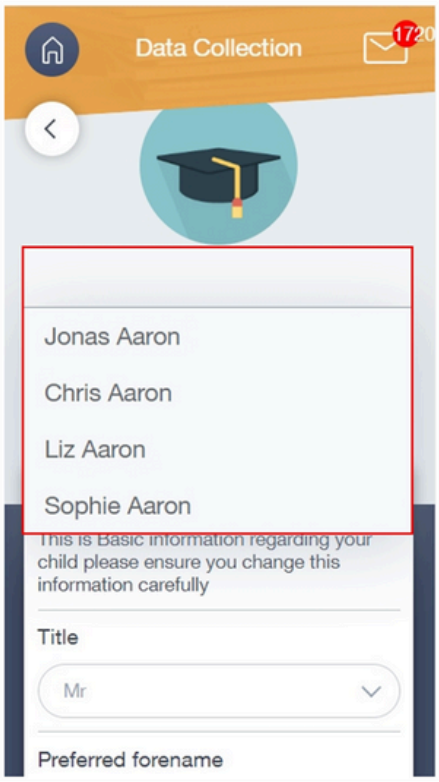
Update Information

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.





Links

This section contains links to resources for students to use.

There are also links specifically for parents.

School Website

School Cloud

Linguascope

SCOPAY

ParentPay

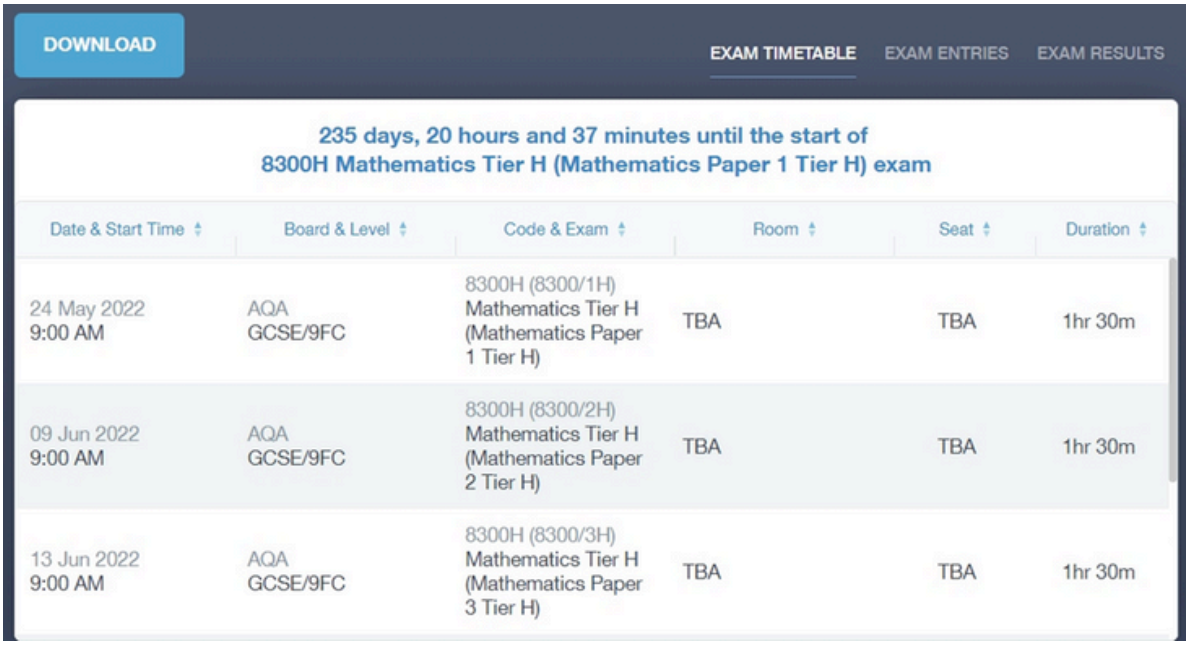
Hegarty Maths

Sparx Maths

Seneca

Exams

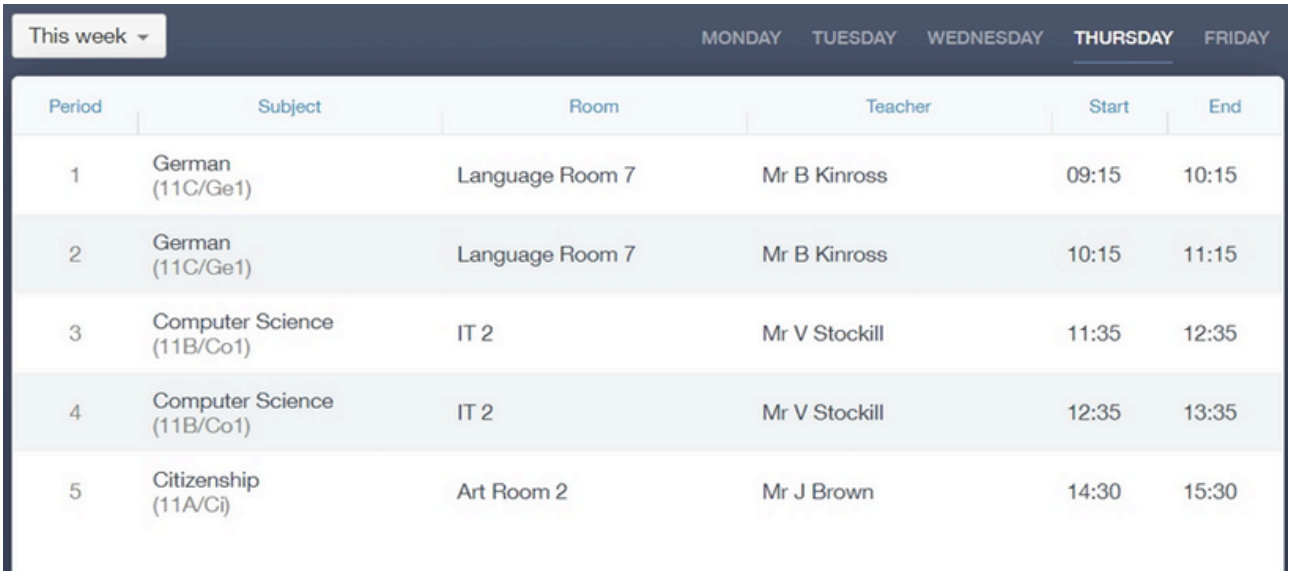
The exams section contains detailed information about upcoming exams that your child will be sitting. It includes the Exam Timetable along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.



Timetable

Parents and pupils 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.



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

Account Info

Here you can view the current address details the school has on file for your child.

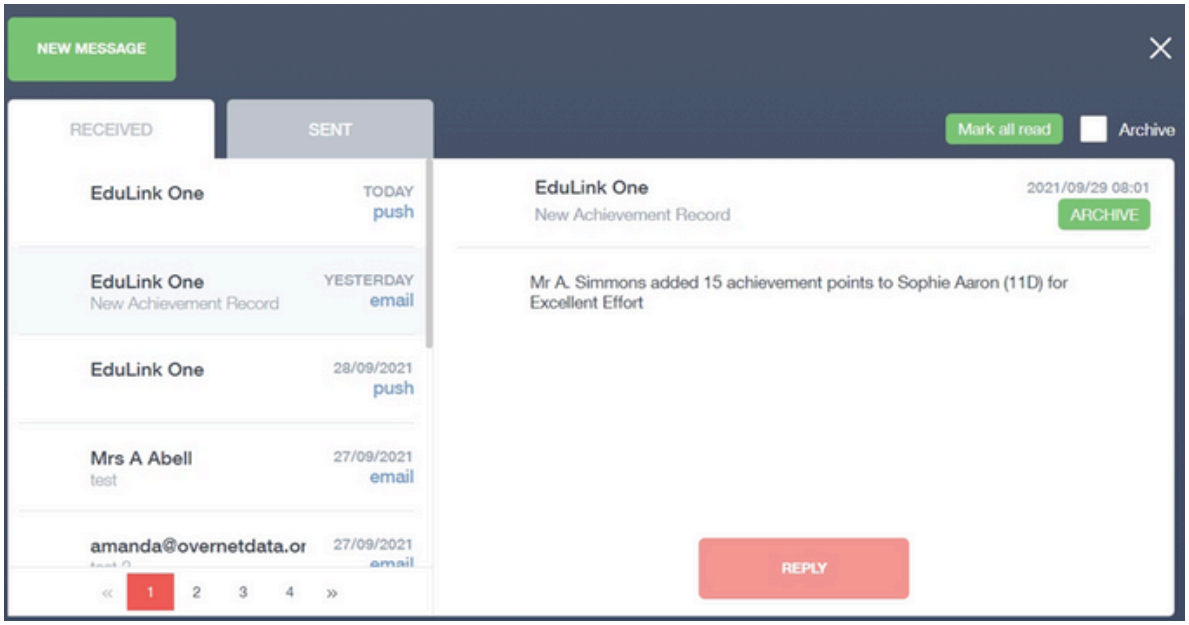
Other information on your child's year group, house and tutor are also available.



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 the school.

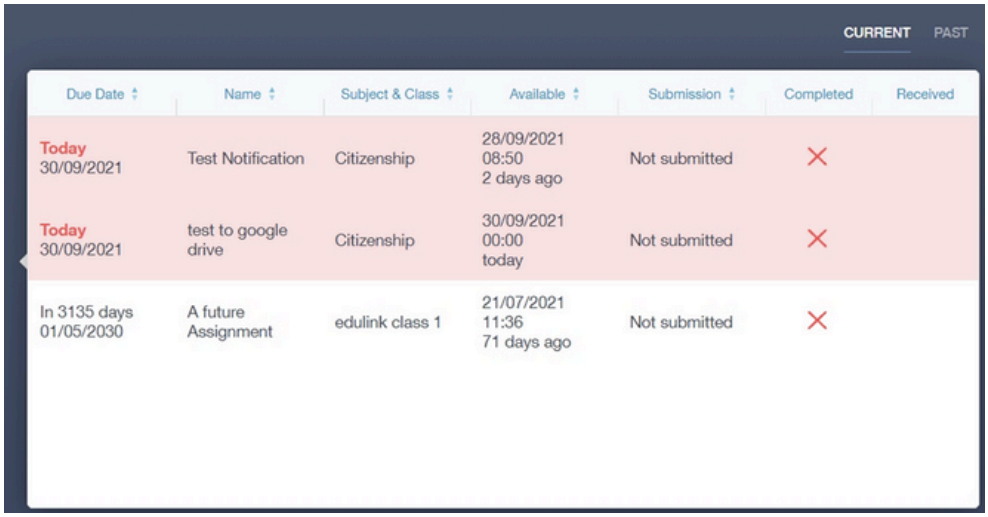
These messages will also be sent to your registered email address.



Homework

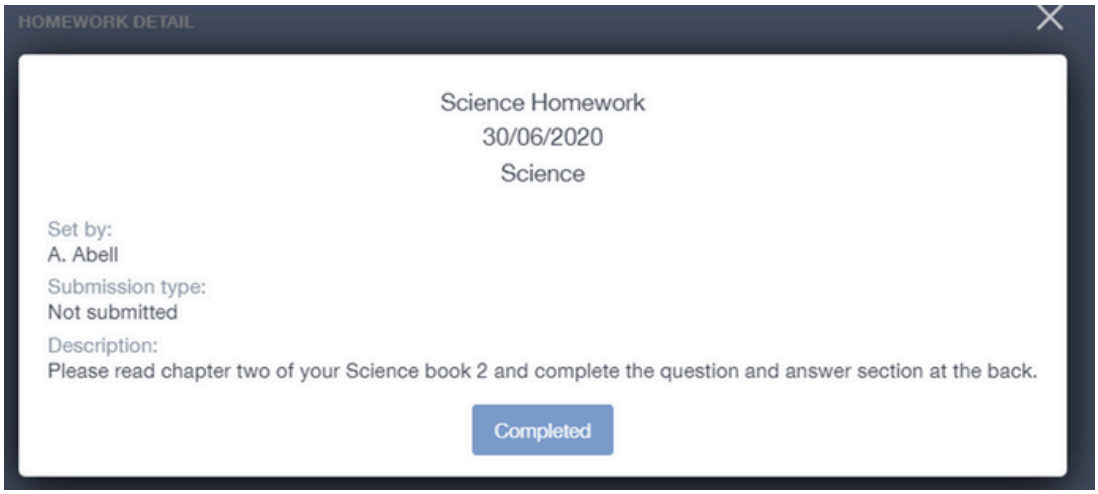
The homework section allows pupils and parents to see what homework has been set and when it is due. It is shown in a list format which can be organised by clicking on the headings.

Pupils and parents 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

Pupils and parents 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.



Once pupils have 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.

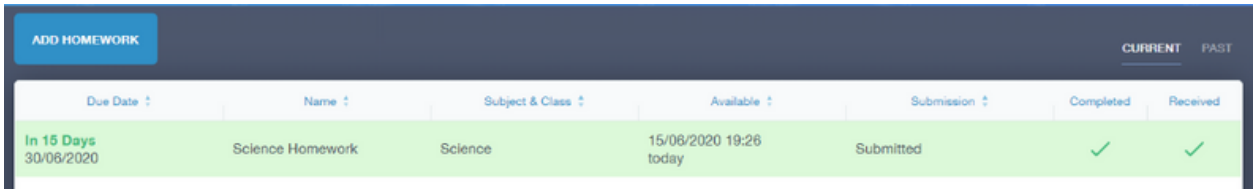
For work that is to be handed in, the teacher may ask for the work to be emailed or sent to Google Classroom location or any shared drive but pupils will be told how to submit their homework.



Once pupils have 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 pupil and mark the work as received but not completed as per below.

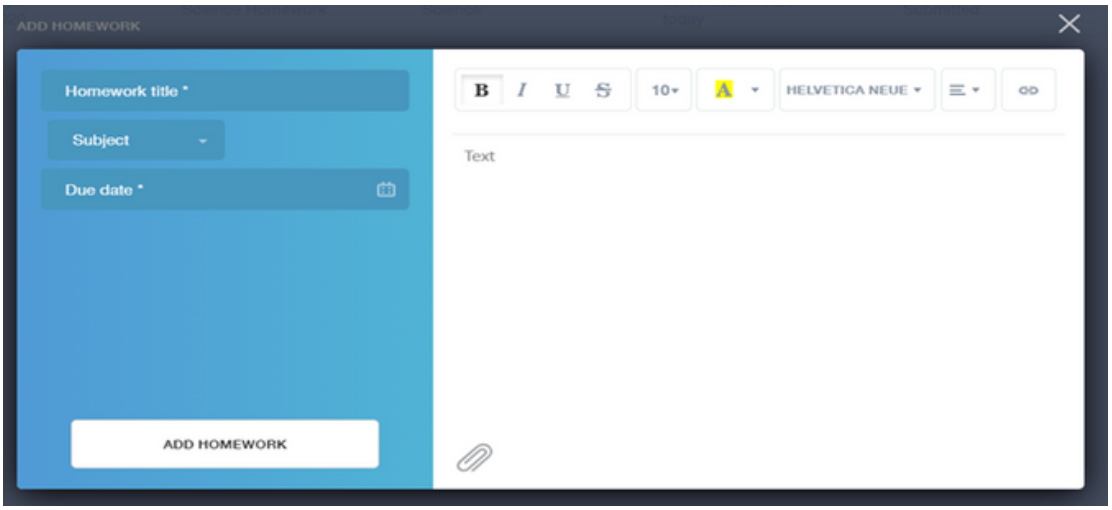


If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.



Homework

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

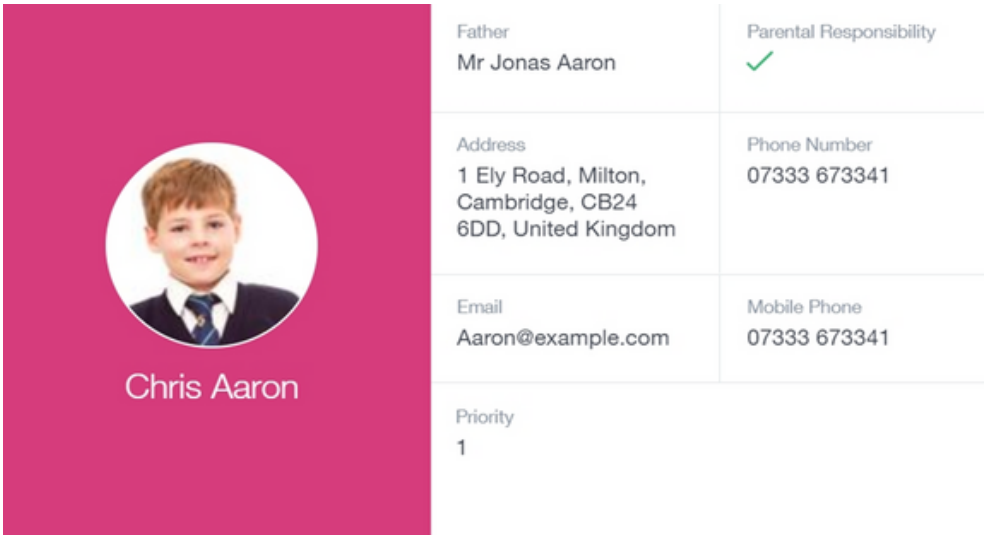


They would need to provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 13 days 28/06/2020	Science	Chemistry	15/06/2020 19:47 today	Not submitted	✗	
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

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.



SEN

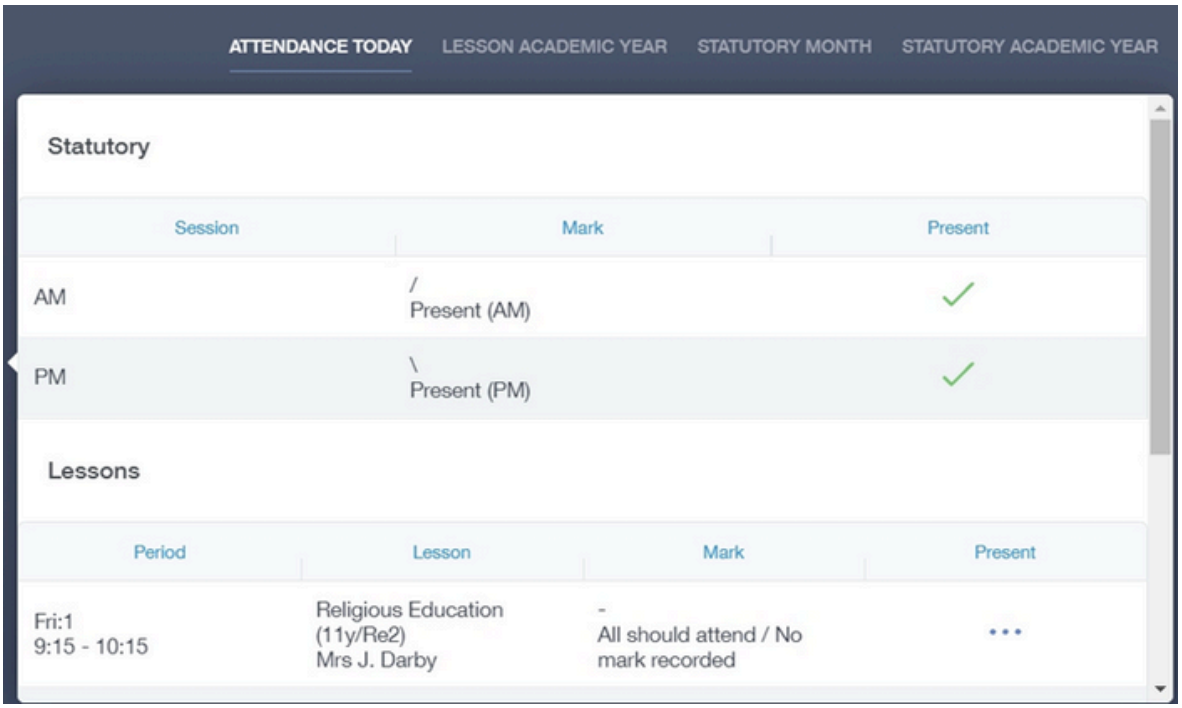
If your child has a Special Educational Need or Disability, information on their SEN details can be found in the SEN icon.



Attendance

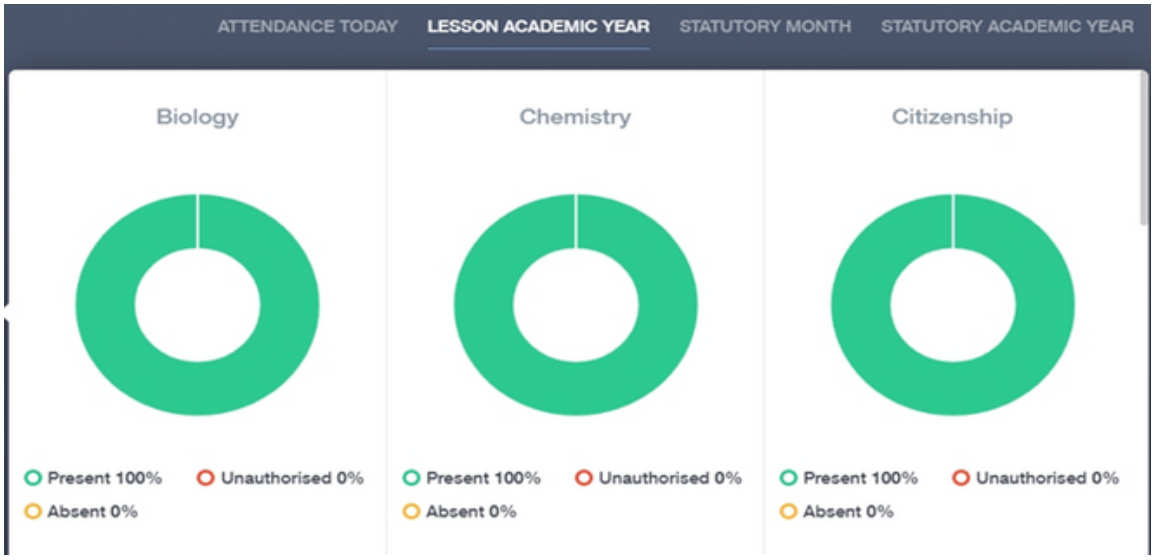
The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the Attendance Today tab, you can see this for both statutory registration and lesson registration.

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



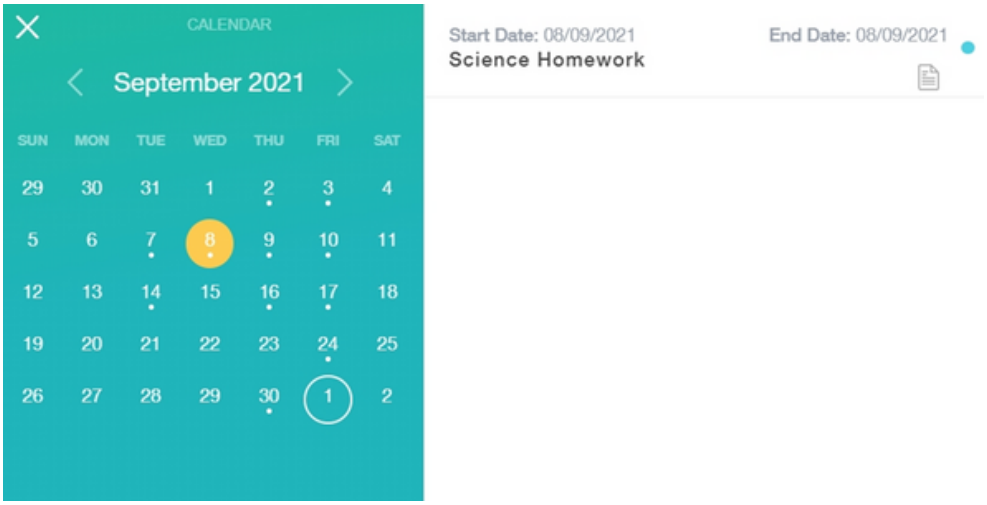
Attendance

Additionally, their is 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.



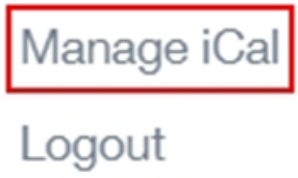
Calendar

The calendar area lets you can see the events that are going on at the school, such as term dates, school events and more.

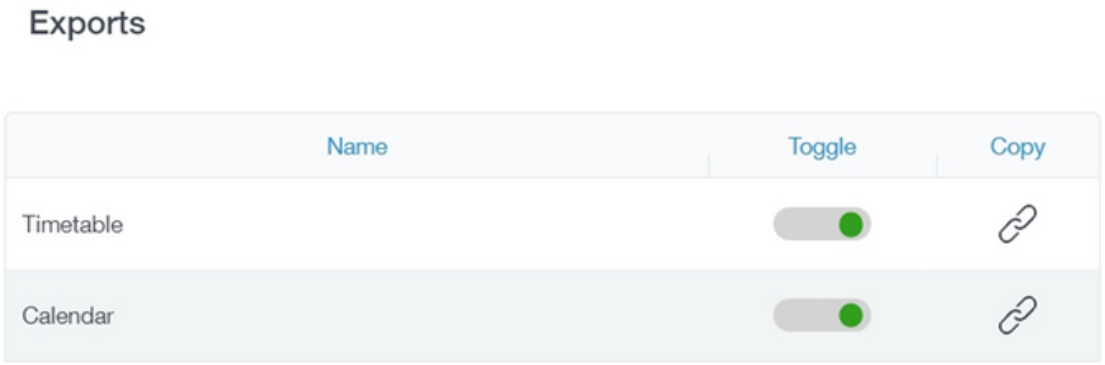


Calendar

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



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.



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



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.

