Guilsborough Academy

Edulink

Parent/Carer Guide

<u>Introduction to Edulink</u>

Edulink is a system used by Guilsborough Academy to communicate to parents/carers important aspects of their child's education. The information that will be communicated to parents/carers using Edulink will include;

- Achievement
- Behaviour
- Homework
- Timetables
- Exam timetables (for Year 11 and 13 only)

Edulink will also be used to help ensure that the Academy has the most up-to-date information.

<u>Getting Started</u>

Edulink can be accessed on either a computer using the website (www.edulinkone.com), or by downloading the Edulink app for iOS or Android devices.
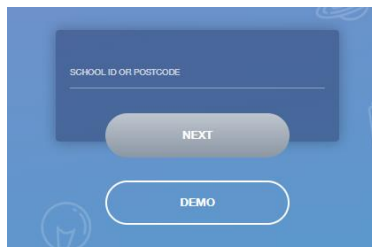
We may occasionally send important information, such as school closures for bad weather, using push notifications to those parents/carers who have downloaded the app. We therefore, recommend that you download the app if you have a device which supports this.

Please note: The important information will still continue to be emailed to all parents/carers for those who do not have access to the app.
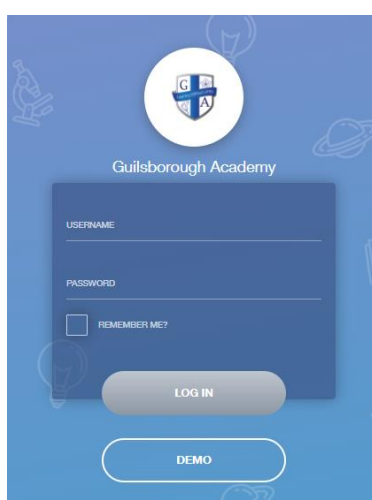
Login Details

Each parent/carer has their own unique login details which are sent in an email from Edulink. This email contains your username and details to set your password.

The school ID is **guilsborough.** Please enter this on the first login screen

Then please enter your username and password on the second login screen

Main Navigation Screen

The main screen which appears when you login is used to navigate the features of Edulink. When you click on each feature, more information regarding this area is then visible. If you have multiple children at Guilsborough, each of your children will appear in the top right hand corner. If you click on a child, their information will then appear on Edulink.

Key Features of Edulink

Clicking on each of the icons around the main screen will give you access to the following information and features;

Achievement

Your child's achievement points will be visible here alongside the member of staff who has given the achievement points.
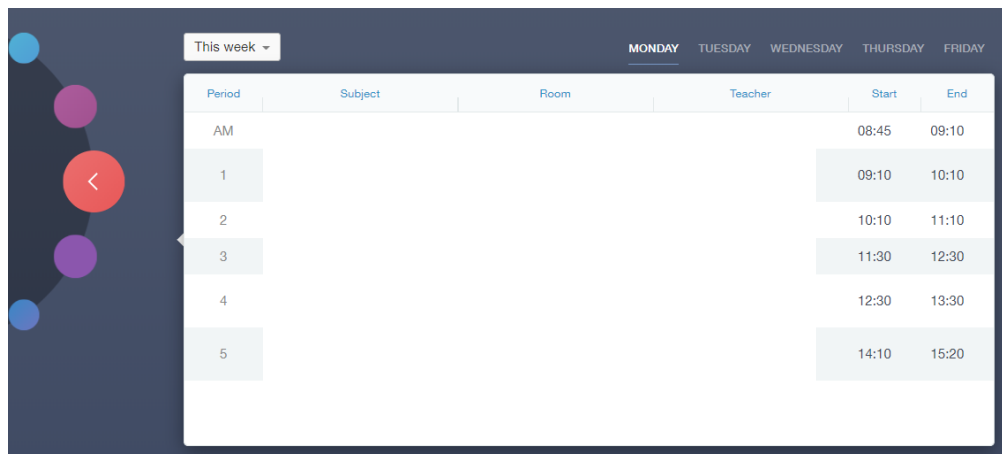

Behaviour

Your child's behaviour incidents will be visible here alongside information of when the behaviour incident happened and which member of staff recorded it.

Exams (for Year 11 and 13 only)

Exam timetables for public exams for Year 11 (GCSE) and Year 13 (A level) will appear in this section.

Timetable

You can view your child's timetable for the current week and following weeks using this feature. We follow a two-week timetable so your child's timetable may be different to the following week. Use the drop down button in the left corner of the timetable screen to change the week you are viewing.
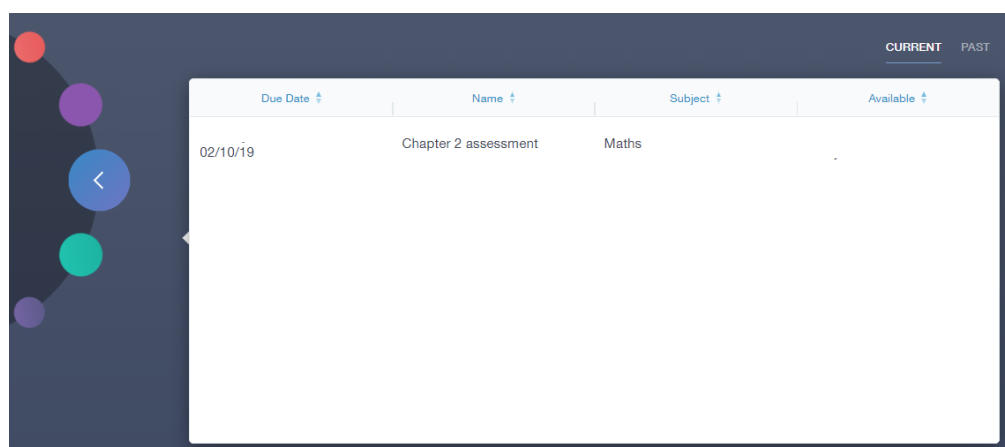

Update Information

You can update the information that the academy has for your child in this section. This includes contact details, medical details and travel details.
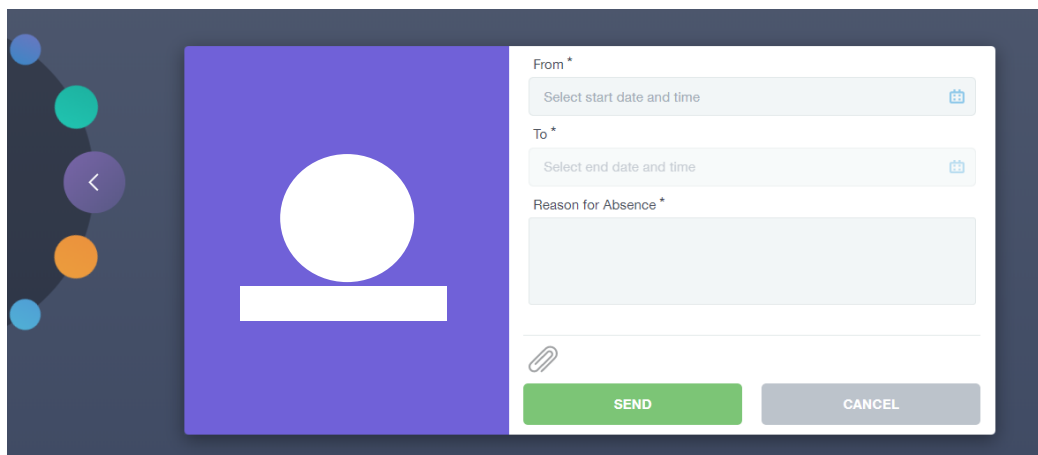
Homework

You can view your child's homework that has been set in this section. You can find details of the content of the homework, the subject and when the homework is due.More information will appear by clicking on the individual homework.

Absence Reporting

You can report your child absent from school by filling in the period of absence and the reason for the absence. *Please note*: You can still report your child absent by ringing or emailing the academy.

Contacts

You can view the contact information that the academy currently holds for yourself. If any of these details are incorrect, please use the *update information* feature to notify the academy.