



Parent Guide for Keyham Lodge

A Parents' Guide to Getting Started with "EduLink One"

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

This is your school's individual login link if you use a browser to log in.

Start by going to <https://www.edulinkone.com/#!/login?code=klms>

A screenshot of the EduLink One login page. The page has a dark blue background. At the top, there is a "USERNAME" label above a white input field. Below that is a "PASSWORD" label above another white input field. To the left of the password field is a small white checkbox with the text "REMEMBER ME?". To the right of the password field is a "RESET LOGIN" link. At the bottom of the form area is a large, rounded, light blue button with the text "LOG IN". Below the "LOG IN" button is a white button with a blue outline and the text "DEMO".

After clicking the link this will take you straight to the EduLink One login page for your school.

Here you will just need to enter your **username** and **password** to login. This will have been sent you by the school.

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

If you don't use the school's direct link above as, just visit <https://www.edulinkone.com/> then you will see the screen to the right, which requests your school ID as well as your username and password.

The **SCHOOL ID** is **klms**

Your **username** and **password** which will have been sent out to you from the school.

Once you have filled in all three 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>

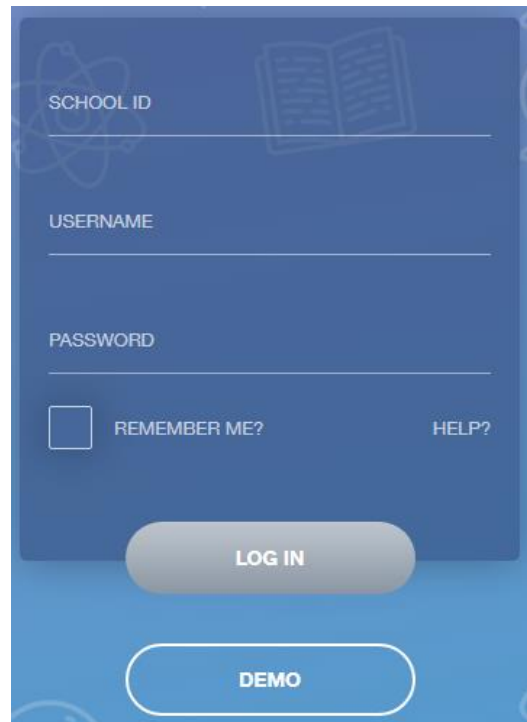
If you are using the mobile app you will see the screen to the left.

The **SCHOOL ID** is **klms**

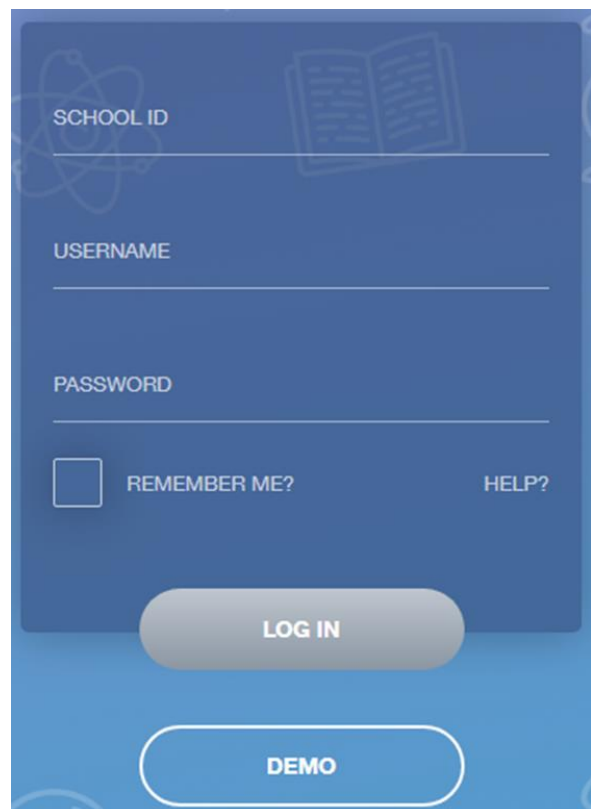
Followed by your **USERNAME & PASSWORD** which will have been sent out to you from the school.

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.



The image shows a login form on a blue background. It features three input fields labeled 'SCHOOL ID', 'USERNAME', and 'PASSWORD'. Below the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME?' and a link labeled 'HELP?'. At the bottom, there are two buttons: 'LOG IN' and 'DEMO'.



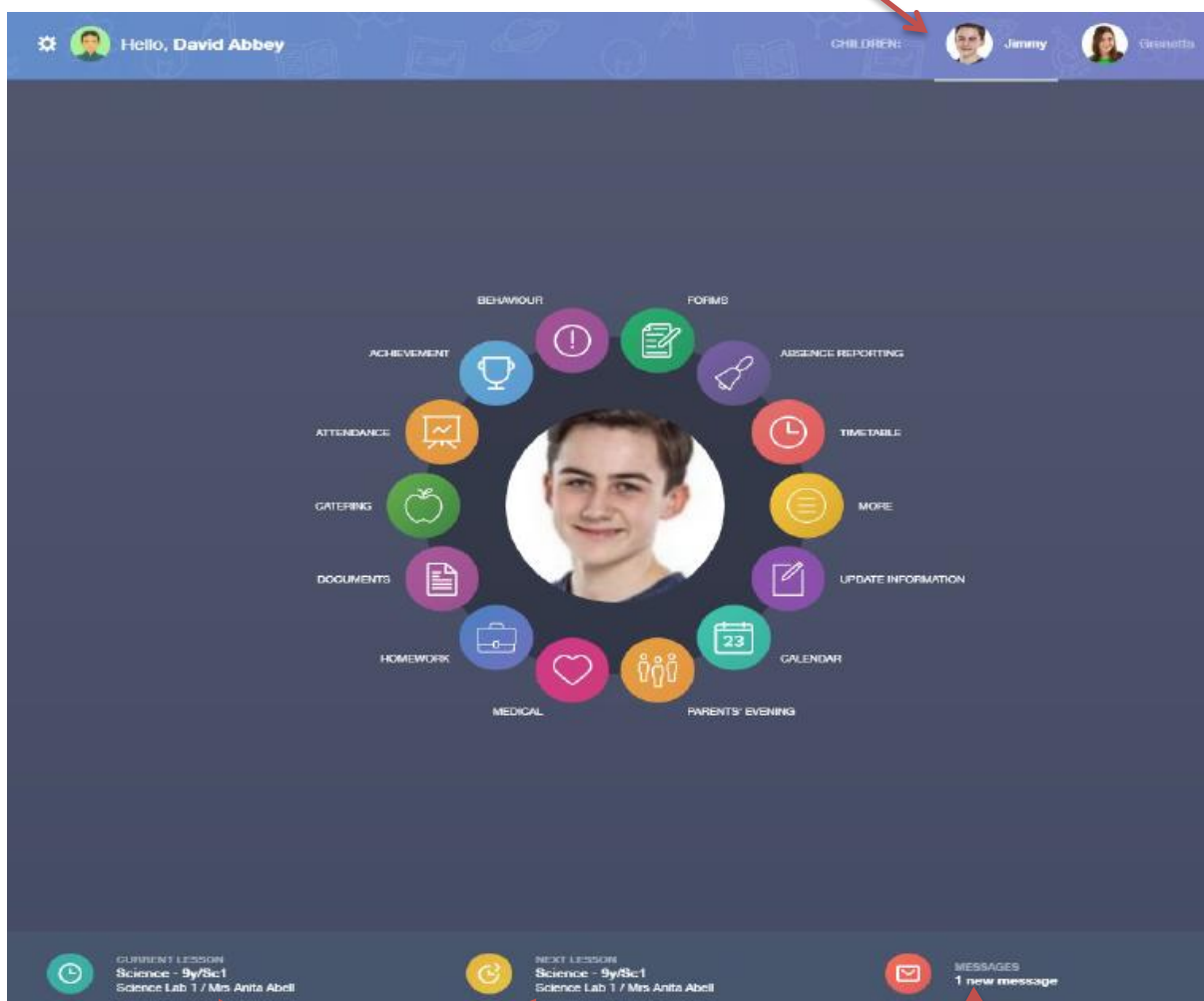
The image shows the same login form as above, but adapted for a mobile app interface. The layout is identical, with 'SCHOOL ID', 'USERNAME', and 'PASSWORD' fields, a 'REMEMBER ME?' checkbox, a 'HELP?' link, and 'LOG IN' and 'DEMO' buttons.

Main Screen

Once logged in you will see the main screen in Edulink One, where you will be able to navigate through the different sections of Edulink One to view a selection of information about your child/children.

Please see an example of the main screen. The various options may vary between schools.

If you have more than one student in school, it's easy to switch between each one. Just select which would like to view in the top right-hand corner.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

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



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 March 2013	
 Demo_example_document.pdf Individual Behaviour Report	General Document	8 March 2013	

Medical Info



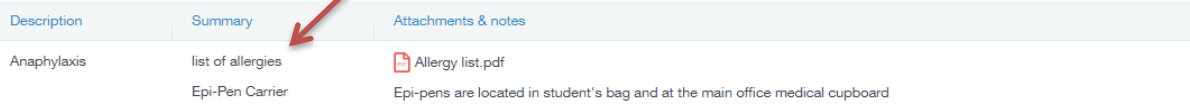
This section contains medical information which you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments are able to be downloaded in PDF format.


Emergency Consent: 

Dietary Needs


No nuts of any type/quantity

Medical Conditions



Description	Summary	Attachments & notes
Anaphylaxis	list of allergies Epi-Pen Carrier	 Allergy list.pdf Epi-pens are located in student's bag and at the main office medical cupboard

Medical Notes

Summary	Last update	Attachment / note
Scan of Epi-pen user guide	2017-09-21	 Epi-pen_Guide.pdf
Epi-Pen location	2017-09-21	Epi-pens are located in students bag and at the main office medical cupboard

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.

David Abbey

Jimmy Abbey

Grenetta Abbey

Contact Details

Emails +

Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Telephones +

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

SAVE

David Abbey

Jimmy Abbey

Grenetta Abbey

Family/Home

Family contacts

Priority	Name	Relationship	Phone
1	David Abbey	Father	<input checked="" type="checkbox"/>
2	Pip Americana	Mother	<input checked="" type="checkbox"/>

Addresses

Addresses +

Location	Addresses
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General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

SAVE

Absence Reporting



This feature allows you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence. The example below shows how pick the time and date period for the absence request and the reason as to why the absence is occurring.

From *

Select start date and time

To *

Select end date and time

Reason for Absence *

SEND

CANCEL

Links



This section contains links to resources for students to use. There are also links specific for parents.



Parentpay



Academy Uniform Policy



Academy Uniform Shop



Academy Life



Seneca Learning



Childline



NSPCC



Foodbank

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
Class	Subject	Room	Teacher	Start	Finish					
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55					
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00					
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05					
TuA										

Account Info



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

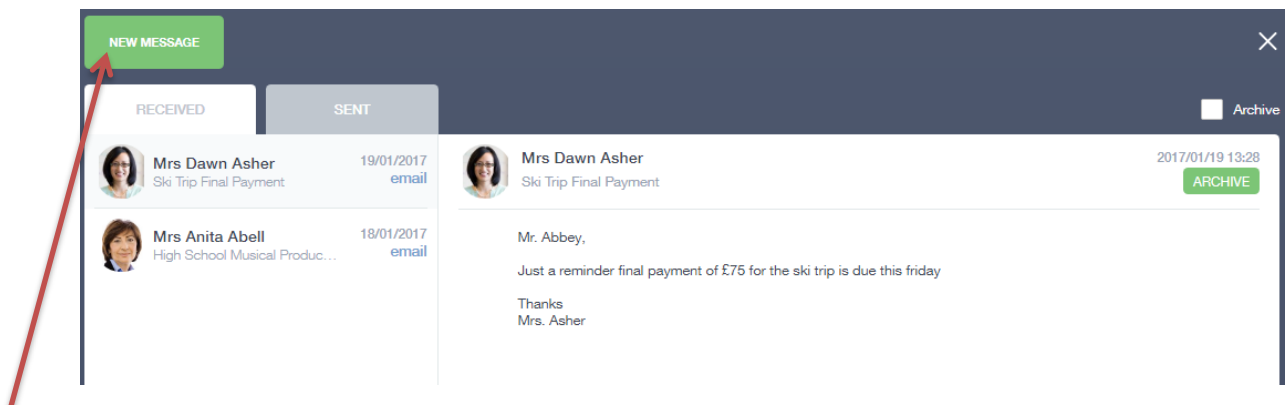
 Jimmy Abbey	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	

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 back to messages here directly. You can also write and send messages to one or more teachers and your child's tutor.

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.

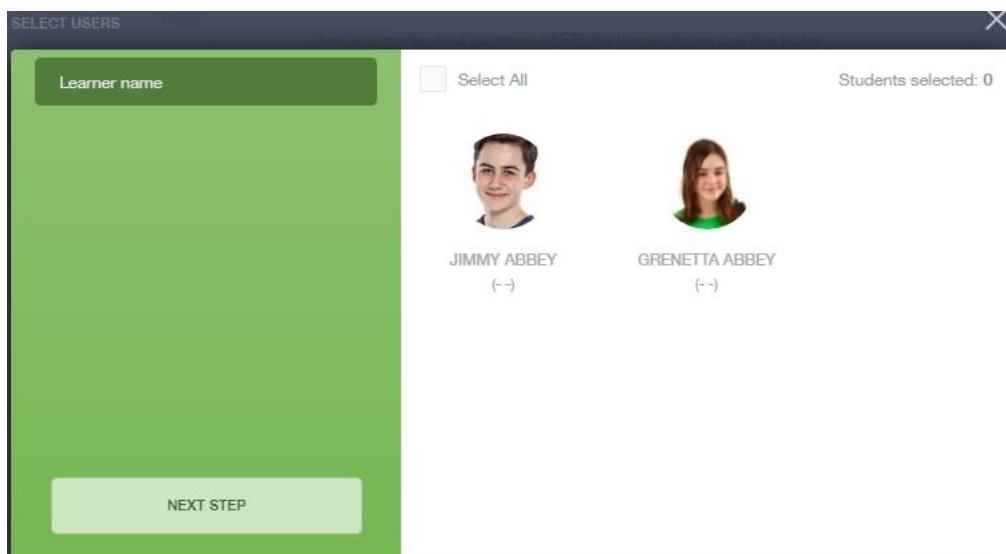


Sending a new message

To begin sending a new message you will need to click the green **new message** button as shown in the picture above.

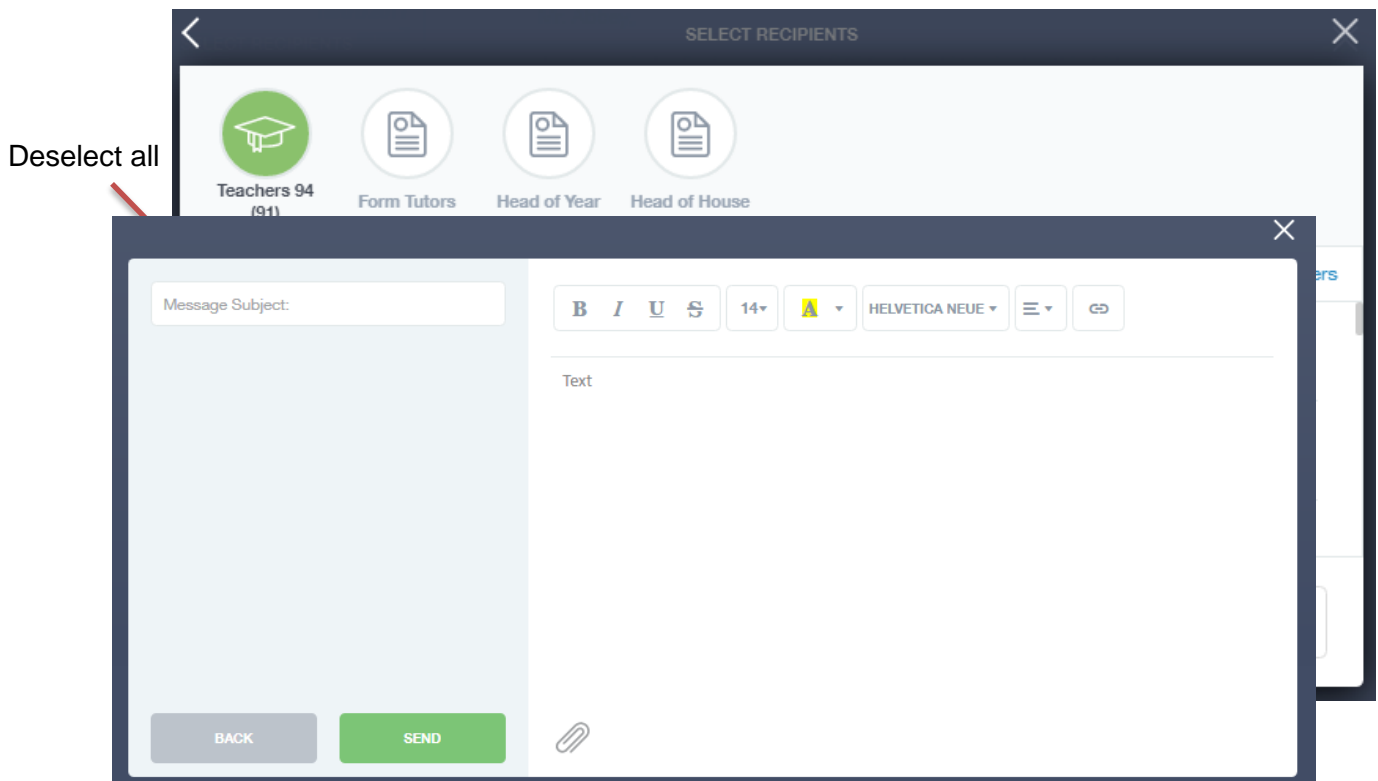
Next you will have to select your child/children.

Once selected click the next step button.



Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers and form tutors.

Depending on who you want to send to, you can pick from the relevant boxes. **The default option is to pre-select all teachers.** You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers just click on the green tick or unselect all using the smaller black tick. Click next when done.



You will now see a message box – see below. Here is where you write your message and message subject. You can also click the paper clip to attach files if needed. Once completed, you can click the send button.