



# EduLink One (Parent Portal)

## Parent User Guide



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## I. Login

- a. EduLink One can be accessed via computer, mobile device or a tablet:
  1. A web browser such as Internet Explorer or Google Chrome.  
[www.edulinkone.com](http://www.edulinkone.com)
  2. Mobile device (iOS and Android) or tablet via the EduLink One App.



- b. Login Details
  - School ID is GCS
  - Your username and password will be e-mailed to you directly. If you have any issues with the login contact the School Office.

The image shows a login form for the EduLink One app. The form is set against a dark blue background with a light blue gradient at the bottom. It features three input fields: 'SCHOOL ID', 'USERNAME', and 'PASSWORD'. Below the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME?'. At the bottom of the form are two buttons: a grey 'LOG IN' button and a white 'DEMO' button with a blue outline. There are also some faint, light blue icons of a lightbulb and a graduation cap in the background.

## 2. Home Screen

- Once logged in you will be taken to the home screen, where you will be able to navigate through the different sections of EduLink One.
- If you have more than one child at County you can switch between each one, by selecting the child you would like to view in the top right hand corner of the home screen.



## 3. Account Info

- This will provide you with key school information about your child. For example, Tutor Group, Form Tutor and school e-mail address.

## 4. Interim Reports

- View your child's latest Interim Report (IR).

## 5. Timetable

Parents and students 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
Period	Subject	Room	Teacher	Start	End					
1	Maths (10gc1/Ma)	A45	Miss J Taylor	08:45	09:45					
2	Des & Tech (10A/Te1)	B2 RM	Mr M Foat	09:45	10:45					
3	History (10C/Hi1)	A42	Mr D Bond	11:10	12:10					
4	Rel. St (10gb/Re)	A29	Mrs R Griffin	12:10	13:10					
5	English (10gb/En)	A34	Mrs C Swaisland-Dyke	14:30	15:30					

## 6. Parents' Evening

- Parents' Evening appointments will be booked via EduLink One by pressing this button. A Parentmail will be sent in advance with information on when the booking system will open.

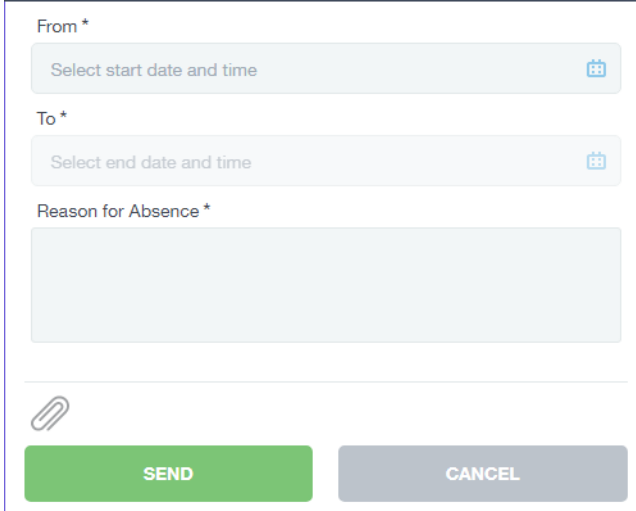
## 7. Home Learning

- Home learning will be set by subject teachers on EduLink One, and will be available for students and parents to view. Details of the home learning will be provided, as well as the submission date/time and any attachments.

## 8. Absence Reporting

- This feature will allow you to send a direct message in to our Attendance Officer, to notify the school of any absence by your child that is due to occur.

**Note:** Telephone calls can still be made to the School Office to report an absence as well.



The screenshot shows a web form for reporting an absence. It contains the following fields and elements:

- From \***: A date and time selection field with a calendar icon.
- To \***: A date and time selection field with a calendar icon.
- Reason for Absence \***: A large text input area.
- A paperclip icon for attachments.
- SEND**: A green button.
- CANCEL**: A grey button.

## 9. Attendance

- View a detailed breakdown of your child's attendance for the academic year.

## 10. Additional Information

- As we all become familiar with EduLink One new buttons will be introduced to the Homepage. If you have any questions relating to EduLink One please contact the School Office in the first instance.