

• Kind

• Ambitious

• Resilient



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EduLink One - Parents Guide

What is EduLink?

EduLink is a communication and information tool between the school, parents and students.

It will give you, as a parent, access to your child's information including attendance, exams, behaviour, timetable and achievement and other information.

Your child will also have access to this system with their own separate account using their normal school google classroom login.

Easier to access all this information on either the website below, or using the EduLink app.

WE HIGHLY RECOMMEND DOWNLOADING THE APP TO YOUR PHONE/TABLET:

Your device must have either of the following unlock feature: passcode/PIN/fingerprint/facial recognition





King's Academy Ringmer

This guide will show you each feature of Edulink, which are listed below.

All the images are taken as if viewing from the Edulink app, the layout is different when using the website, but all logos and names are the same.

1. **Logging On/Changing Password**
2. **Timetable**
3. **Forms**
4. **Documents & Trackers**
5. **Exams**
6. **Behaviour**
7. **Account Info**
8. **Contacts**
9. **Achievement**
10. **Attendance**
11. **Clubs**
12. **Update Information**
13. **Noticeboard**
14. **Communicator**
15. **Student Progress Evening**



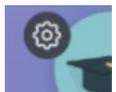
1) Logging on / Changing Password

You will receive an email from ringmer.edulink@ with your username and a link to set your password. This is now your Edulink logon.

When returning to the Edulink website, and when logging in via the app, you will need to enter this information, as well as the school ID, which is **KAR**

A screenshot of the Edulink login form. The form is set against a dark blue background. It contains three input fields: 'SCHOOL ID' with the value 'KAR', 'USERNAME' with the value 'p_jblogg', and 'PASSWORD' with a masked password of ten dots. Below the password field is a 'REMEMBER ME?' checkbox which is currently unchecked, and a 'HELP?' link. At the bottom of the form is a large, rounded orange button labeled 'LOG IN'.

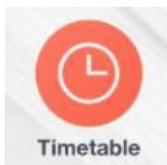
If you wish to change your password once you have logged in, click the cog icon in the top left corner, as shown on the right:



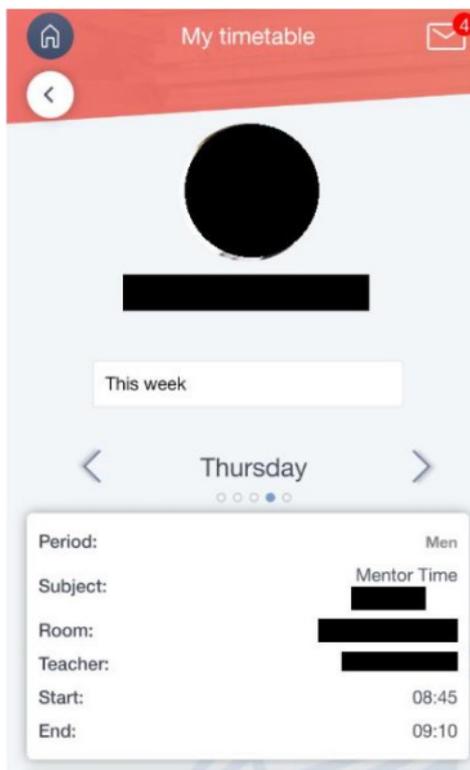
If you forget your password, you can reset it from the website, or email ringmer.ict@kingsacademies.uk.



2) Timetable

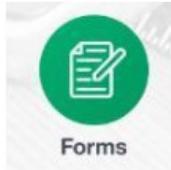


This screen will show your child's timetable, separated into days, it will automatically show you today's timetable first, you can then swipe to whichever day or week you wish.





3) Forms

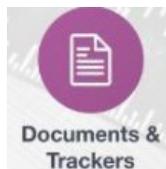


This section shows any forms the school has asked you to complete, any new forms will display on the logo with a little red number, which indicates how many forms you need to complete.

These forms are basically questionnaires, some examples could be:

- School trips
- Consent forms
- Feedback

4) Documents & Trackers

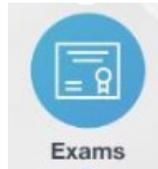


This section will display any documents the school holds about your students.

These can be medical letters and forms, accident reports, SEN information and school trackers, most of which can be downloaded and viewed.

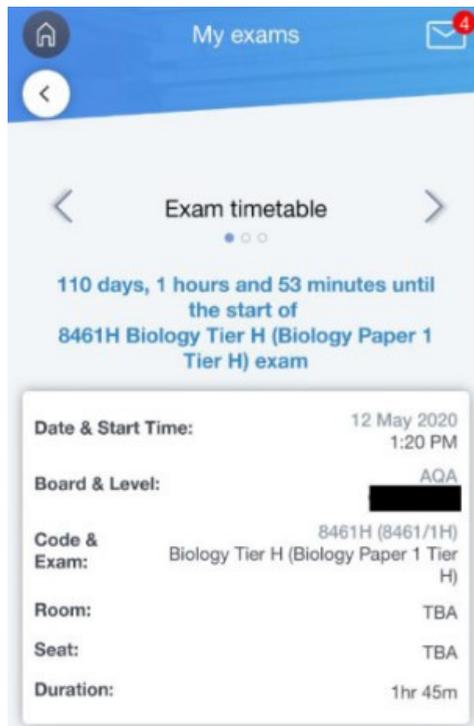


5) Exams



This section will probably be empty unless your child is in year 10 or 11.

It will show your child's exam timetable as soon as it is created, swiping right will also show the exam entries, and then exam results.





6) Behaviour



This screen shows your child's behaviour points gathered since the beginning of this academic year.

Swiping right will also show your child's detentions and attendance to them.

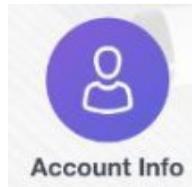
Any time a new detention or behaviour point is recorded for your child, both you, and your child will be sent an email.

The screenshot shows a mobile app interface titled 'Behaviour Records'. At the top right, it indicates 'Total Negative Points: 2'. Below this is a table with three columns: 'Type & Date', 'Action & Info', and 'Points'. Two rows of data are visible, each representing a missed deadline misdemeanour.

Type & Date	Action & Info	Points
15-11-2019 M4MD - Missed deadline misdemeanour	- -	1 >
14-11-2019 M4MD - Missed deadline misdemeanour	Science - [Redacted] AThu:5	1 >

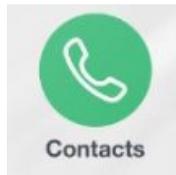


7) Account Info



This screen shows your personal account information, this is a read only screen, if this is incorrect, you can update it using the 'Update Information' section covered later in this guide.

8) Contacts



This screen shows your child's contact information, this is a read only screen, if this is incorrect, you can update it using the 'Update Information' section covered later in this guide.



9) Achievement



This screen shows your child's achievement points gathered since the beginning of this academic year.

Any time a new achievement point is recorded for your child, both you, and your child will be sent an email.

Total Achievements Points: 26		
Type & Date	Activity & Info	Points
22-01-2020 Achievement - Homework	- English - [REDACTED] AWed:4	1 >
17-01-2020 Achievement - Contribution/En	- Spanish - [REDACTED] BFri:5	1 >
17-01-2020 Achievement - Contribution/En	- Spanish - [REDACTED] BFri:5	1 >

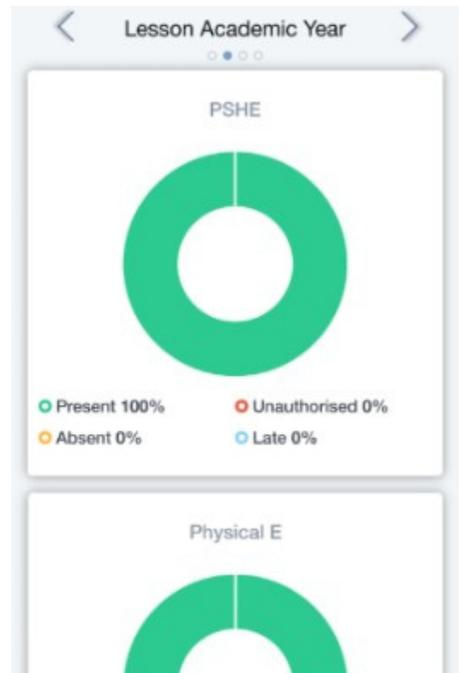


10) Attendance



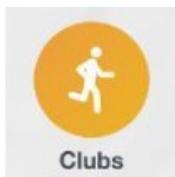
The first screen here shows you in real time your child's attendance today, lesson by lesson

Swiping right will then show you a graphical view of lessons over the year, so you are able to pinpoint if your child is constantly late to a particular subject.





11) Clubs



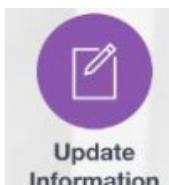
The clubs screen will show you any clubs your child has been enrolled to, or has chosen to join.

Swiping right will show all clubs available for your child, you can join for them if you wish. As this system is used throughout the year, more clubs will be added by teachers.





12) Update Information



Here you can update your own information, and your child's information.

Only parents/guardians who are a 'priority 1' can update other family contact information.

Any change here is then sent to the school for approval, once approved, the system is then updated.

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

Basic

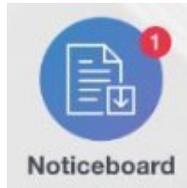
Title
Mrs

Preferred forename
[REDACTED]

Preferred surname
[REDACTED]



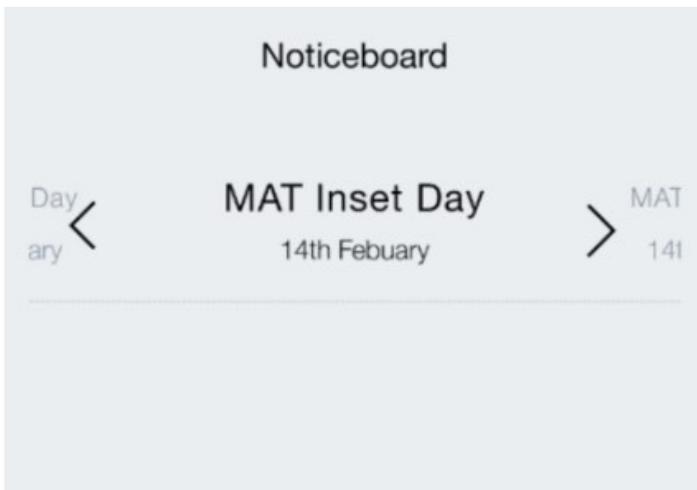
13) Noticeboard



This is where you can find useful documents and information

The notice board is best described in two sections:

- Across the top will be reminder information, for example, upcoming INSET days, non uniform days, pupil progress evenings, sports days.
- Underneath (not shown in image) are any documents that you can download and view. These can be school policies, or information regarding a school trip your child is going on.



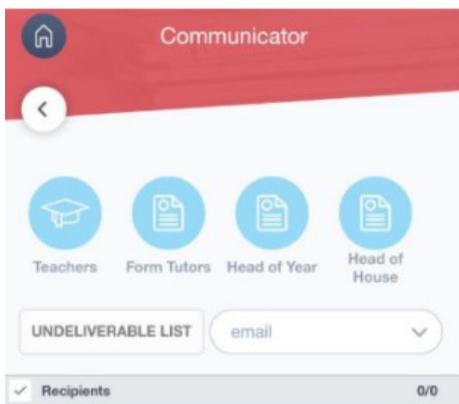
14) Communicator



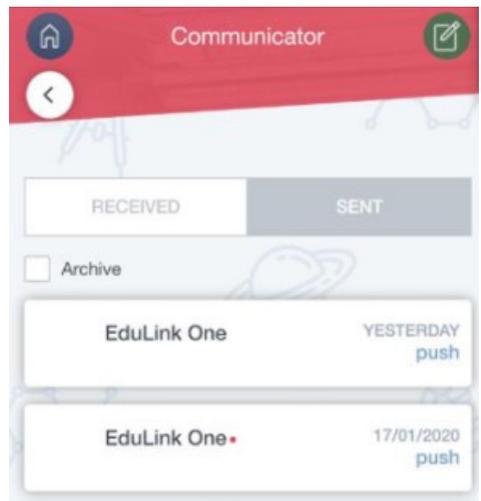
This is found in the top right corner of the app, or at the bottom of the page if using the website.

The communicator is how you as a parent can get in contact with your child's teachers. You can reply back to any message a teacher sends you here, as well as create a message to teachers.

It is very intuitive, you can select a type of staff member to send a message to, and select certain, or all teachers, all messages are recorded in the sent or received sections of the communicator.



Please select a recipient type





15) Student Progress Evening



Here you can see if there is an upcoming Student Progress evening. The booking system will have a date and time when bookings will be closed (normally around midday on the same day of the evening).

Appointments can only be booked for teachers that teach your child. Bookings are made on a first come, first served basis, if the teacher is fully booked, you will have the option of being added to the waiting list.

When you go into the event that has been created, you will see a timetable view, click on a desired empty slot to book.

Slots:	RE Teacher: N MOORHOUSE Learner: [REDACTED]	Dance, Drama Teacher: H WILLIAMS Learner: [REDACTED]	Art Teacher: L HOOK Learner: [REDACTED]	Maths Teacher: C QUINNELL Learner: [REDACTED]
23-04-2020				
17:00				
17:05				

Next you can confirm the booking, and add a comment if you wish

BOOK SLOT ✕

Date: 2020-04-23 17:05:00

Subjects: Art

Learner: [REDACTED]

Comment:

CANCEL BOOK