



PARENT EVENING GUIDE FOR ALAMEDA MIDDLE SCHOOL PARENTS

A Parent's Guide to Getting Started with “EduLink One”

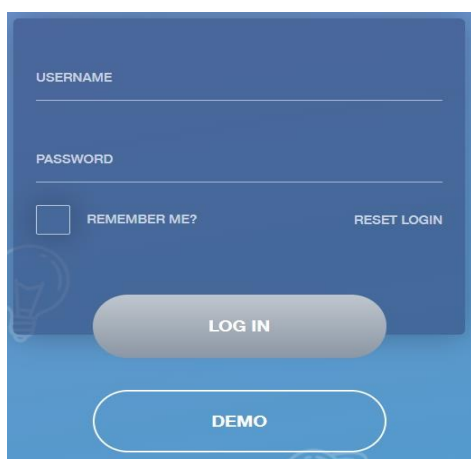
All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users contact their school directly with any questions they may have.

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.

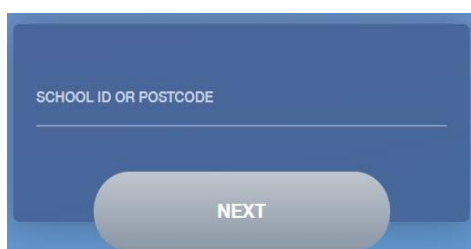
Web Browser Instructions

To start, go to <https://www.edulinkone.com/> and input your school's code. 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=alameda>

If you do not have a direct link, you will need to enter your **School ID** or **Postcode** 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.**



A screenshot of the login page. It features a dark blue header with the 'edulinkone' logo. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. To the left of the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME?'. To the right of the 'PASSWORD' field is a link labeled 'RESET LOGIN'. Below these fields are two buttons: a grey 'LOG IN' button and a white 'DEMO' button with a blue outline.



A screenshot of the 'School ID or Postcode' page. It features a dark blue header with the 'edulinkone' logo. Below the header, there is a single input field labeled 'SCHOOL ID OR POSTCODE'. Below this field is a grey 'NEXT' button.

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 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

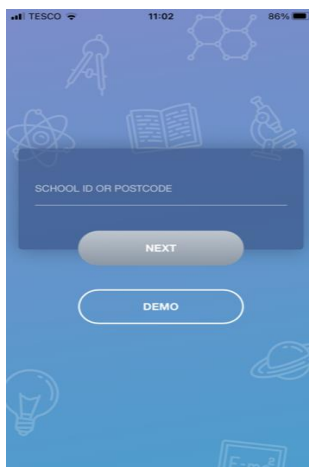
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

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

Android Google Play

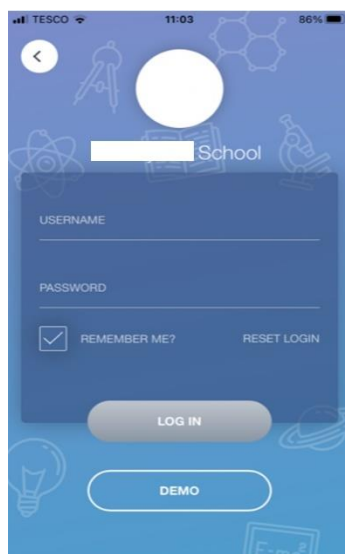
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input your **School ID** 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

Parents' Evening

**Please contact your school if there are Parents' Evening issues.*



The parents' evening area in Edulink One allows parents to see the details about a parents' evening and to book appointments.

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.

Time slots appear
along the left hand side

Teachers and subjects
along the top

Slots:	French ✓ Teacher: Roger Monamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo	Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geography Teacher: b Learner: C
23/01/2020						
17:00	BOOKED	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
17:30						
17:40						

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

BOOK SLOT

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCEL

BOOK