



Student Guide for Ormiston Sudbury Academy

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A Student's Guide to Getting Started with “Edulink One”

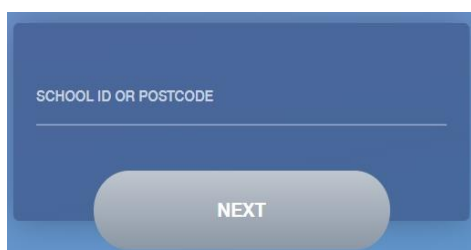
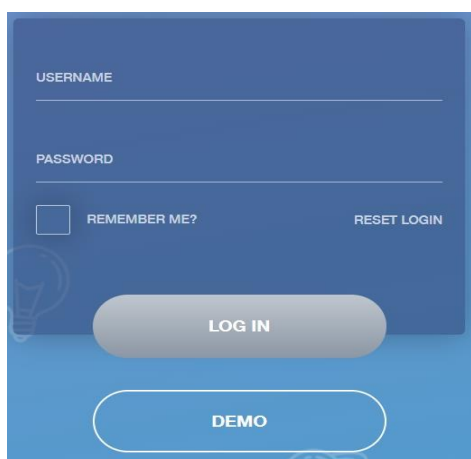
All schools have their own way of working with Edulink One. It is customisable, meaning each school can adapt the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that you contact your school directly with any questions you 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=YYYY> inputting your school's code in place of YYYY.

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 have lost, or forget, your username or password, please speak to Mrs Benson, in Reception.**



Enter your normal **Username** and **Password** that you use for your school computer. If your school uses **Google** or **Microsoft** platforms, once you log in to them, you will automatically be taken to Edulink One. Your school will let you know which method you are using to log in.

Some schools will email you a username and password; use these to log in if they have sent you the login details over email. **If you have not received an email with your login details, please speak to Mr Howkins (Vice Principal) to resolve this issue.**

It is important to note that if you are using your school login details to log in to Edulink One (known as LDAP), it is subject to the same rules as your school password. So, if your school password expires when you are on holiday, your Edulink One password will expire as well. Reset your passwords before holidays to avoid issues.

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

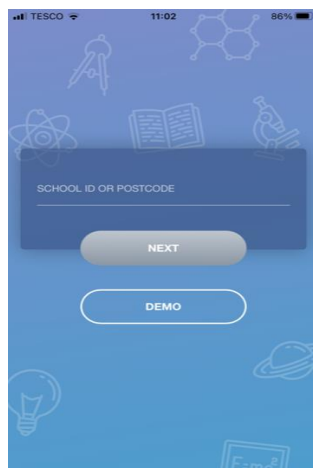
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

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

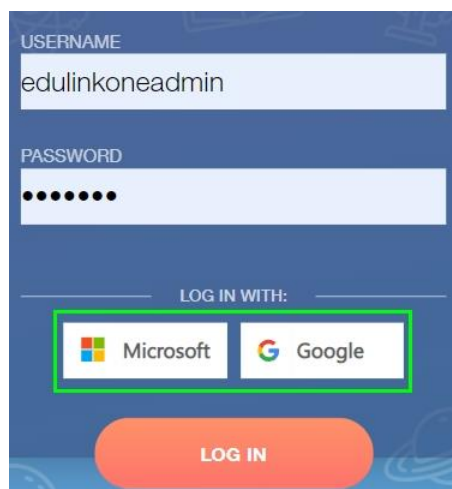
Android Google Play

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

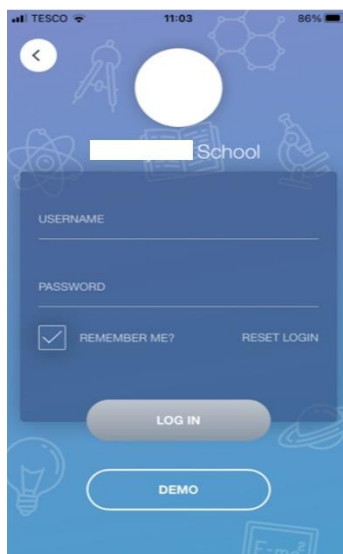


If you are using the mobile app you will see the screen to the left. You must input your **School ID** or **Postcode** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you. If you are using Google or Microsoft, click the appropriate button on the login page to log in to Edulink One.



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 your school

Main Screen

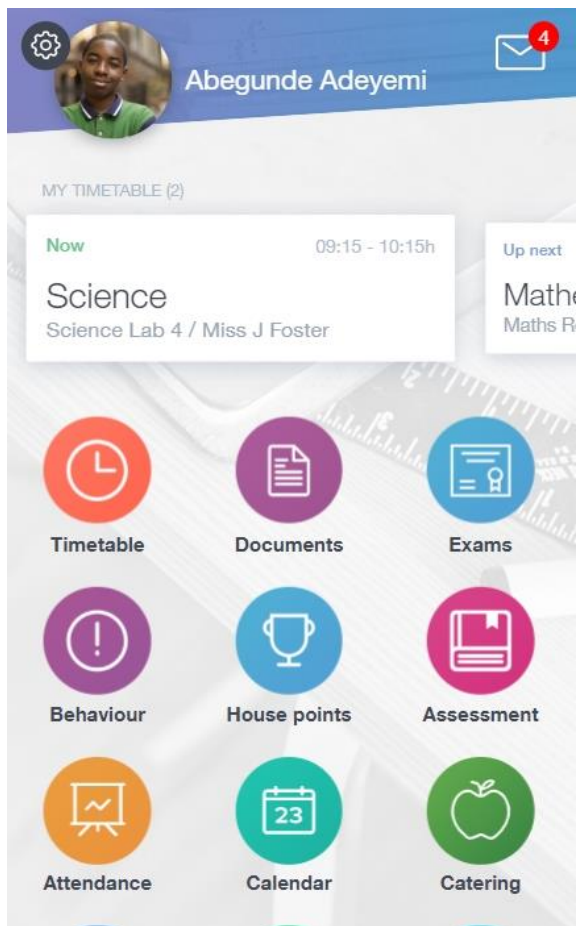
Once logged in, you will see the main screen in Edulink One. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your timetable, click the **Timetable** icon.

Please see an example of the main screen below. The options may vary between schools as not all schools use all Edulink One's functions.

App View

Web Browser View

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



Behaviour



The behaviour button will give you access to view your **behaviour records and points, detentions, report cards and lesson behaviour (only if enabled)**. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
13/03/2021 Disruptive Behaviour in Class	Decided that repeatedly discussing Love Island was more important than listening	Science - 10yz/Sc1 - Mon:4	- Resolved	10
28/02/2021 Homework Issue	Mrs A. Abell Finally ran out of excuses why he has not completed his homework	Detention Music - 10yz/Mu4 - Wed:6	- Resolved	20
28/02/2021 Disruptive Behaviour in Class	Mr A. Blacker Acting out balcony scene from on top of the table - he was Romeo!!	English - 10yz/En3 - Tue:2	- Unresolved	10
17/02/2021 Defiance	Mrs A. Abell -	Actions Agreed German - 10X/Gn2 - Tue:2	- Resolved	10
Total Negative Points				816

Detentions Tab

The detentions tab will show you any detentions you have, including the date, start and finish times, the location and whether you attended.

Date	Type	Location	Start Time	End time	Attended
06/03/2021	Creative Faculty Detention	Art Room 1	09:46:00	16:00:00	Not Attended
02/03/2021	SLT Detention	Business Studies 1	12:00:00	12:30:00	Attended

You may also see lesson behaviour and report cards, but only if your school has enabled them.

Achievement



This section is where you can view information on positive achievements that have been awarded to you. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award.

See the example below.

Type & Date ↑	Comment & Teacher ↑	Activity & Info ↑	Award ↑	Points ↑
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement	Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has	Information & Communicati		

Total Achievements Points 145

Catering



Here you can check the remaining balance of your school cashless catering account. Details of purchased items from the canteen are also broken down into a list, including dates and times, so you can see what you have purchased each day.

Date & Time	Items	Amount
08:56 14/01/2021	Parent Topup	£25.00
08:16 15/01/2021	CEREAL w/ MILK	£0.60
14:07 15/01/2021	PASTA POT	£1.50
	FRUIT YOGHURT	£0.40
	FRESH FRUIT	£0.30
	FRESH FRUIT	£0.30

Balance: £21.90

Documents



In this section you will find all your reports.

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	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

Medical Info



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

Emergency Consent: ✗

Dietary Needs

Artificial colouring allergy

Medical Notes

Summary	Last update	Attachment / note
To be obtained from previous school	2017-05-04	To be obtained from previous school

Medical Practices


Name	Phone	Email	Address
Batten Surgery	01234 856402	None recorded	20 East Street, East Town, United

Update Information

This section shows you the basic information that the school has on record.



Here you can change your preferred name, e.g. instead of Samantha you put Sam. 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.



Aleena Anwar

This is Basic information regarding your child please ensure you change this information carefully

Legal surname

Legal forename

Preferred forename

Date of birth

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

Data Collection 10

...has a duty to protect information and to keep it up to date. The school may be required to share the data with the Local Authority and with the DfE.

SAVE

Basic

This is Basic information regarding your child please ensure you change this information carefully

Legal surname
Anwar

Legal forename
Aleena

Preferred forename
Aleena

Date of birth
17/04/2008

You may not have this option

Links



This section contains links to resources for students to use.



entpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC



Foodbank

Exams



The exams section contains detailed information about your upcoming exams.

It includes the **Exam Timetable** along with the exam name and location. You may also see exam entries and a countdown clock if your school has chosen to enable this.

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As you own your results as a student, your school may decide not to display them to parents and only the students.

Exam Timetable

DOWNLOAD EXAM TIMETABLE | EXAM ENTRIES | EXAM RESULTS

235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam

Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

EXAM TIMETABLE | **EXAM ENTRIES** | EXAM

Season	Board & Level	Code & Exam
June (Summer) Exams 2022	AQA GCSE/9DA	8464H Combined Sci: Trilogy Tier H
June (Summer) Exams 2022	AQA GCSE/9FC	8100 Citizenship Studies
June (Summer) Exams 2022	AQA GCSE/9FC	8520 Computer Science
June (Summer) Exams 2022	AQA GCSE/9FC	8700 English Language
June (Summer) Exams 2022	AQA GCSE/9FC	8300H Mathematics Tier H
June (Summer) Exams 2022	OCR GCSE/9FC	J536A Music-OCR Repository

Timetable



This allows you to view your school timetable and shows you information on what lessons you have each day, including who the teachers are for those lessons.

This week ▾					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
Period	Subject	Room	Teacher	Start	End
1	German (11C/Ge1)	Language Room 7	Mr B Kinross	09:15	10:15
2	German (11C/Ge1)	Language Room 7	Mr B Kinross	10:15	11:15
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill	11:35	12:35
4	Computer Science (11B/Co1)	IT 2	Mr V Stockill	12:35	13:35
5	Citizenship (11A/Ci)	Art Room 2	Mr J Brown	14:30	15:30

Account Info



Here you can view your current address details the school has on file. Other information about your year group, house, tutor, admission date and ULN number are also available.

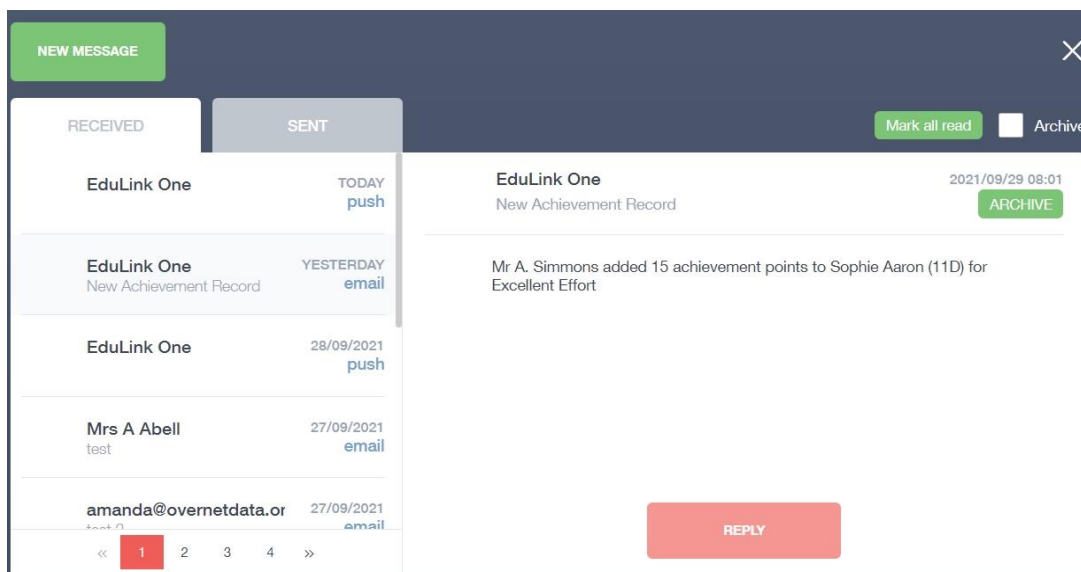
	Address	59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code	MK40 1RZ
	Gender	Male	Year	Year 13
	Form Group	G	Form Tutor	Mr Martin Unwin
	Date Of Birth	17-04-1998		

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 to messages here, if allowed. You can also write and send messages to one or more teachers, if enabled.

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.

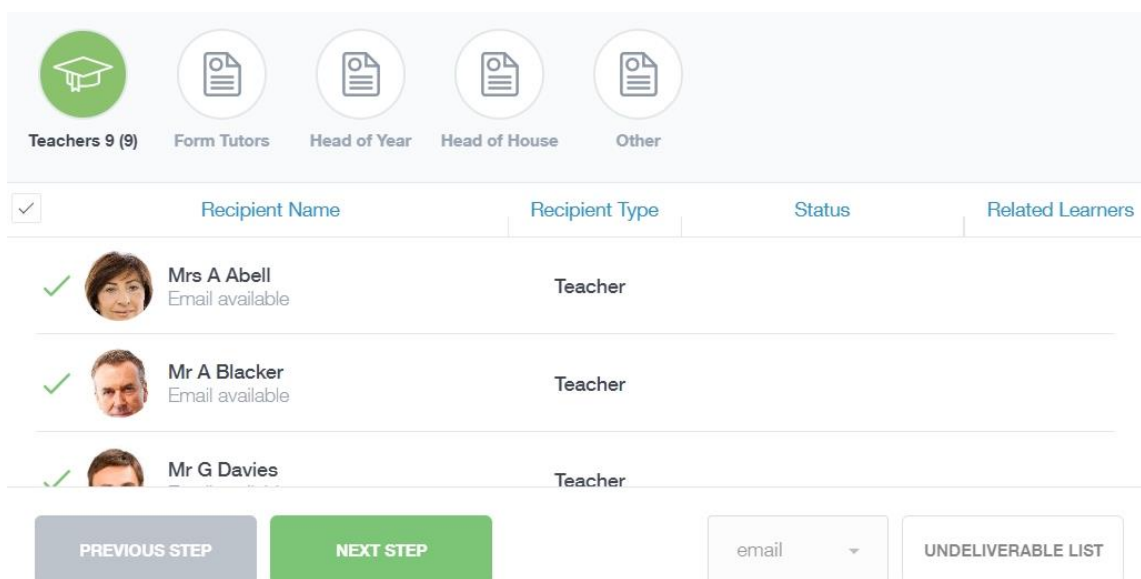


Sending a new message

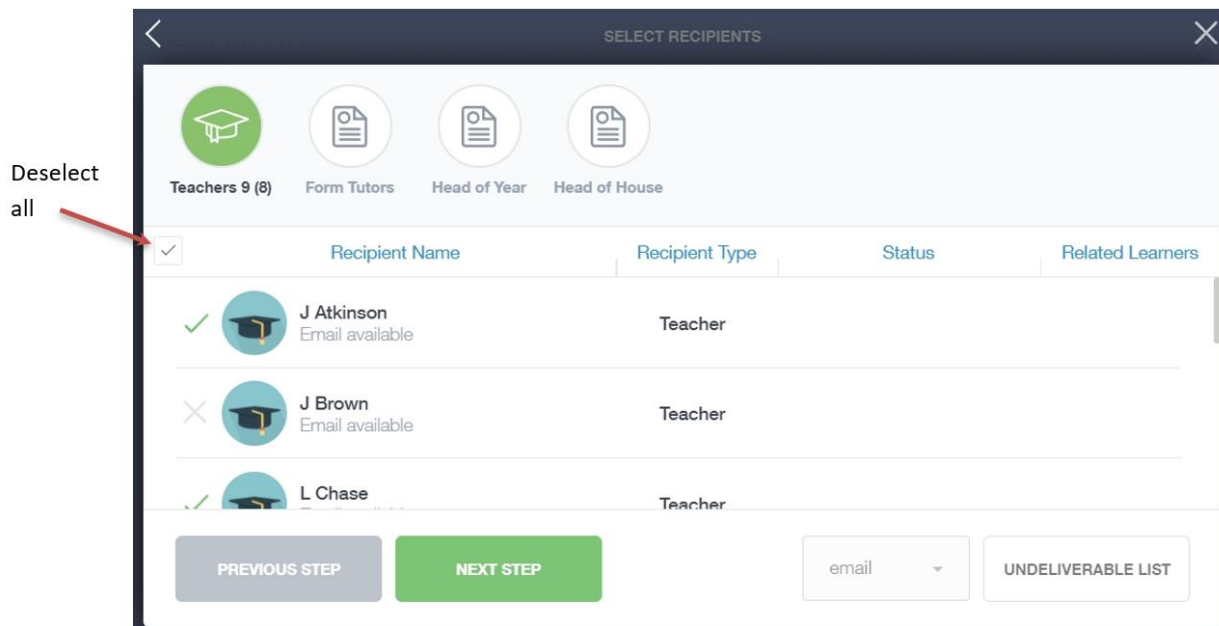
To begin sending a new message you will need to click the green **new message** button.



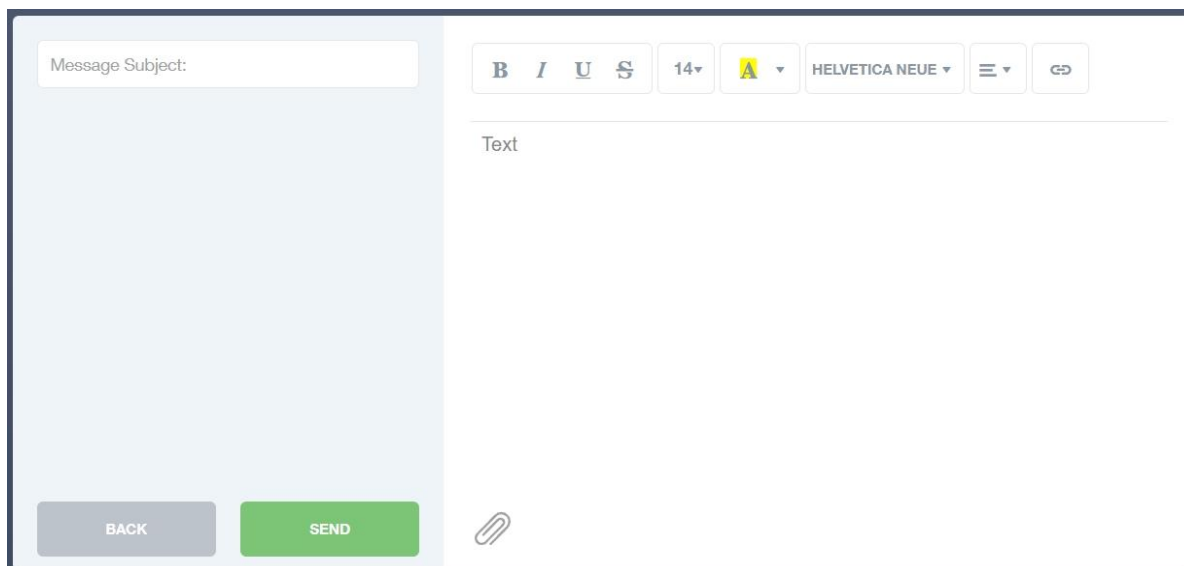
Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.



It will 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 deselect all using the smaller black tick. Click **Next** when done.



Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.



Homework



The homework section operates as a standalone homework system where teachers can set homework through Edulink One. Teachers have the ability to upload homework using Google Classroom or Microsoft if this has been enabled by their school. However, this is a visual of the homework only. You can see what homework has been set, when it is due and mark it as completed.

You will see the homework in a list format; this can be organised by clicking on the headings.

CURRENT PAST						
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
Today 30/09/2021	Test Notification	Citizenship	28/09/2021 08:50 2 days ago	Not submitted	✗	
Today 30/09/2021	test to google drive	Citizenship	30/09/2021 00:00 today	Not submitted	✗	
In 3135 days 01/05/2030	A future Assignment	edulink class 1	21/07/2021 11:36 71 days ago	Not submitted	✗	

Click on the homework to read it and click on the **X** in the top right corner to close it.

HOMWORK DETAIL ✗

Science Homework
30/06/2020
Science

Set by:
A. Abell

Submission type:
Not submitted

Description:
Please read chapter two of your Science book 2 and complete the question and answer section at the back.

[Completed](#)

Once you have completed the homework assignment, click the **Completed** button to notify your teacher the work has been done. It is important to note that you can only view set homework.

For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams or Google Classroom location or any shared drive solution the school may use.

CURRENT PAST						
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	

Once you have clicked completed, you will need to wait for your teacher to review the work.

If the teacher has an issue with the homework, then they will contact you and mark the work as received but not completed as per below.

ADD HOMEWORK							CURRENT	PAST
Due Date	Name	Subject & Class	Available	Submission	Completed	Received		
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✗		

If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.

ADD HOMEWORK							CURRENT	PAST
Due Date	Name	Subject & Class	Available	Submission	Completed	Received		
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓		

Please Note: You can add their own homework using the **Add Homework** option, if enabled. This will not be reviewed by the teacher but can be used to help you create a study plan, self-assessments, etc...

ADD HOMEWORK ✕

Homework title *

Subject

Due date * 📅

ADD HOMEWORK

B *I* U ~~S~~ | 10 | 🎨 | HELVETICA NEUE | ☰ | 🔗

Text

📎

Provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received		
In 13 days 28/06/2020	Science	Chemistry	15/06/2020 19:47 today	Not submitted	✗			
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓		

Forms



You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, meal selection, permission forms etc...

The forms screen is created as a list, providing details about the due date and whether you have completed the form or not. You need to click on a form to fill it out.

Form Name	Due Date	Completed
Meal Options	19/08/2023 09:25	✕

A new window opens where you can read the details regarding the form and make any necessary selections or comments.

FORM ✕

Meal Options

Choose one of the following options: *

Select ▼

a

b

To fill in a form, select an answer from the dropdown list, e.g. A or B. Then press Submit.

FORM ✕

Meal Options

Choose one of the following options: *

b ▼

CANCEL

SUBMIT

You might be asked to fill in other details depending on the form.

SEN



If you have a Special Educational Need or Disability, information on your SEN details can be found in the SEN icon.

Status: K - SEN Support

Current Needs

Rank	Start date	Need Type	Description
2	2015-02-05	Speech, Language or Communication Need	
1	2016-04-19	Vision Impairment	

If your school has enabled the **Strategies** portion of the SEN screen, you can view the strategies the school uses to help you.

Strategies +

Title	Strategy
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Attendance

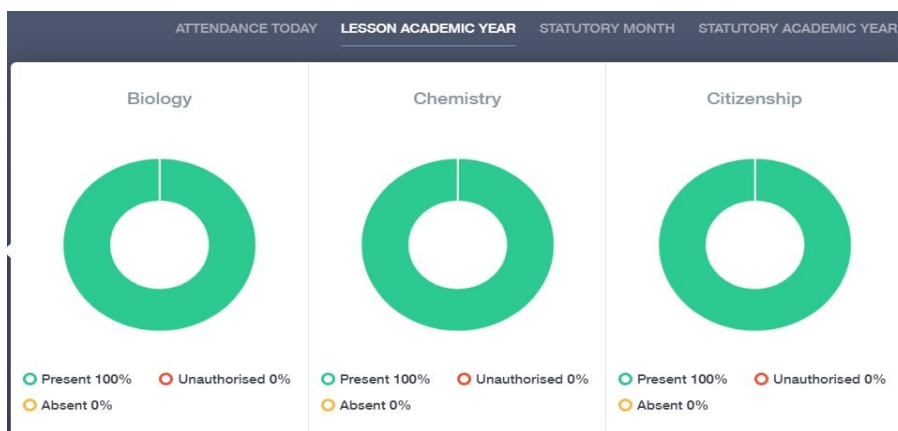


The attendance area lets you see which lessons you have attended that day and whether you have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of your lessons for each period of the day.

ATTENDANCE TODAY				LESSON ACADEMIC YEAR	STATUTORY MONTH	STATUTORY ACADEMIC YEAR
Statutory						
Session	Mark	Present				
AM	/ Present (AM)	✓				
PM	\ Present (PM)	✓				
Lessons						
Period	Lesson	Mark	Present			
Fri:1 9:15 - 10:15	Religious Education (11y/Re2) Mrs J. Darby	- All should attend / No mark recorded	...			

Additionally, the school has the option to allow you to see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.



Assessment



The assessment screen is customisable for every school, so most schools' assessments will not look the same. If you are struggling to understand the assessment data, it is best you talk to your teachers so they can explain their assessment process.

You can see your grades, targets, attitude to learning and other aspects that the school wants you and your parents to see in Assessments. Some schools colour code data to tell you if you are working at the expected level. Many schools also provide a written explanation about the assessment, like what each effort grade means.

Also, you can view other assessments, including past assessments, and some schools may make KS2, KS3 or KS4 data available for parents to view.

Below is an example of what an assessment could look like in Edulink One.

Attainment Summary

The information below provides current data on the progress of your child in Attainment Summary. The table shows their KS2 attainment level as well as their Attainment grade and Effort grade for each term, the final column shows your child's current target level which is colour coded according to the below key.

	KS2 Level	Autumn - Attainment Level	Autumn - Effort Level	Spring - Attainment Level	Spring - Effort Level	Summer - Attainment Level	Summer - Effort Level	Current Target
English	3	3A	C	4C	C	4B	C	5B
Mathematics	3	3B	C	3A	C	4C	B	4
Science	2	2A	C	3C	C	3B	C	3B
Geography	2	6B	B	6B	B	6B	C	7
French	4	A	C	A	C	A	C	A
History	2	3A	C	3A	C	3B	D	3B
Art	2	5A	B	5A	B	3A	B	5A

	Working below Target
	Working on Target
	Working Above Target

Noticeboard



The noticeboard is where you can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.


There is also a snippet section at the top that displays important announcements, like the date of the school panto.


NOTICEBOARD


School Panto


Don't forget tonight is the rehearsals for Snow White


Home


Newsletters


ond logos


Quote template


Data Processing Agreement


Contacts

Calendar



If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed, linking the calendar up with the homework area in Edulink One.


×
CALENDAR

< September 2021 >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Start Date: 08/09/2021 **End Date:** 08/09/2021

Science Homework



Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.



In **Exports**, you can export your Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link to your personal calendar.

Exports

Name	Toggle	Copy
Timetable	<input checked="" type="checkbox"/>	
Calendar	<input checked="" type="checkbox"/>	

You may also be able to import your own calendar to Edulink One using **Imports**. Press the **+Add** button to add a calendar.

Imports



Import your personal calendar, such as Microsoft 365, by pasting a link to it in the URL field. Give the calendar a

ADD IMPORT ✕

Name *

Url *

name and click the 'Add' button.

Clubs



Clubs are a great way for you to get involved in extracurricular activities. You and your parents can use the Clubs area to sign up for open clubs the school is running. For any invitation only clubs, you will see these under the **My Clubs** tab.

MY CLUBS		ALL CLUBS	
Name	Location	Capacity	Next Session
Film Club	EN1	0/30	15:20 pm Tuesday, 5 October

To join a club, click on the club in the **All Clubs** tab.

Name	Location	Capacity	Next Session
Film Club	EN1	0/30	15:20 pm Tuesday, 5 October

Click on Club

Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

✕

CLUB DETAILS

Film Club

Location: EN1 Leaders: Mrs A. Abell, Miss H. Green

Description:
Learn to watch films critically and eventually make your own!
This club is perfect for the young director, actor or film buff.

All Dates:

Date	Attendance	Start	End
Tuesday, 5 October		15:20	16:20
Tuesday, 12 October		15:20	16:20
Tuesday, 19 October		15:20	16:20

[JOIN CLUB](#)

To join the club, click on the **Join Club** button. It will now appear in your **My Clubs** tab.

✕

CLUB DETAILS

Year 8 Girls Hockey Training

Location: Field Leaders: Mrs A. Abell

Description:
This club is for girls in year 8 who wish to join our hockey team.
Training takes place Wednesday lunch times and Friday's after school.
Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

Date	Attendance	Start	End
Wednesday, 20 February		13:00	13:45
Wednesday, 27 February		13:00	13:45
Wednesday, 6 March		13:00	13:45

If you have not been joined to a club by a teacher (such as revision sessions), you can choose to unbook a club. If a teacher signed you up, you will need to attend the club and must ask the teacher to leave, e.g. your exam is now over so you no longer need to attend the revision sessions.

You can also view your attendance at a club. This appears after the fact and not during the session of the club.

Date	Attendance	Start	End
Monday, 6 September	✓	17:00	17:30
Friday, 24 September	✓	14:45	15:15