

Edulink - Getting Started Guide for Parents/Guardians

Edulink is a parent information and communication system which provides important information from Ousedale School. The Edulink app can be used on an iOS or Android mobile device but can also be accessed through a website.

Your user name and initial password will be sent to you via email using the following address: edulinkone@ousedale.org.uk. Please check your junk folder if it does not arrive in your inbox.

To install the app to a mobile device search for Edulink (Overnet Data Ltd) from the Apple App Store or Google Play Store or use the following links:

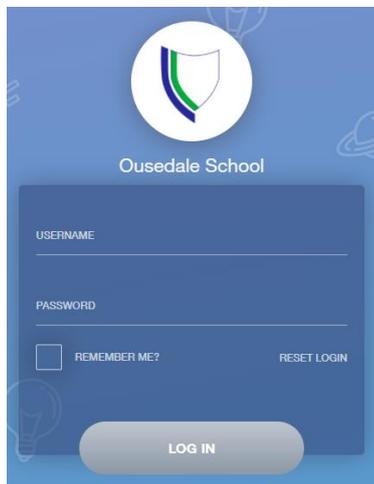
Android: <https://play.google.com/store/search?q=Edulink+one>

IOS: <https://itunes.apple.com/gb/app/Edulink-one/id1188809029?mt=8>

You can also access Edulink using the following web address:

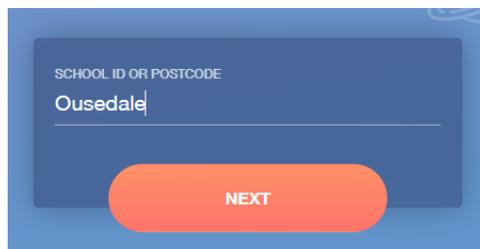
<https://www.Edulinkone.com/#!/login?code=ousedale>

This will show the following window:



The image shows the Edulink login interface. At the top, there is the Ousedale School logo and name. Below this, there are two input fields: 'USERNAME' and 'PASSWORD'. There is a 'REMEMBER ME?' checkbox and a 'RESET LOGIN' link. At the bottom, there is a 'LOG IN' button.

If you are using the app, you will first be presented with the following window:



The image shows the initial screen of the Edulink app. It has a dark blue background with a white input field labeled 'SCHOOL ID OR POSTCODE' containing the text 'Ousedale'. Below the input field is a red 'NEXT' button.

Please enter **Ousedale** for the School ID.

The Post Code is not a valid option for our school.

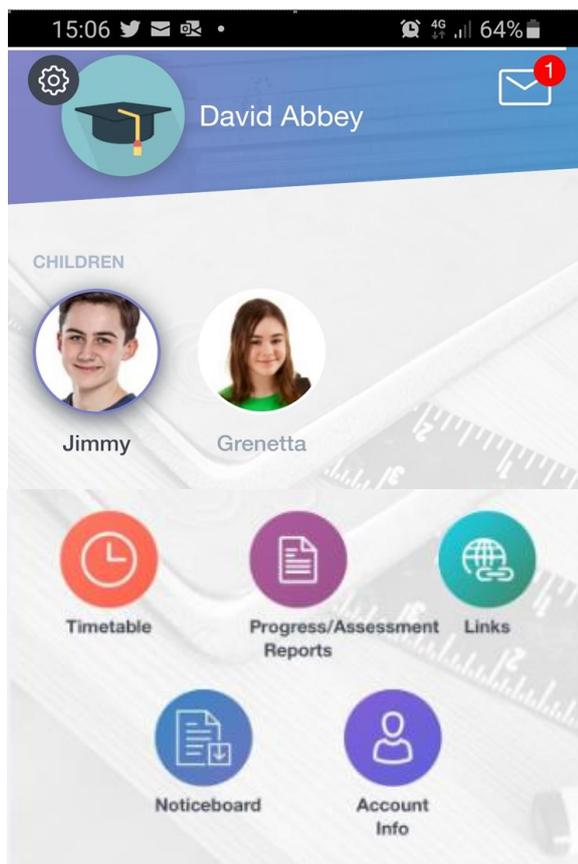
We recommend that you change your password after your first login. The "Change Password" option can be found by clicking on the cog icon in the top left of the app next to your name.

If you have queries regarding Edulink, you can email the Ousedale IT Help Desk at itsupport@ousedale.org.uk.

Main Menu

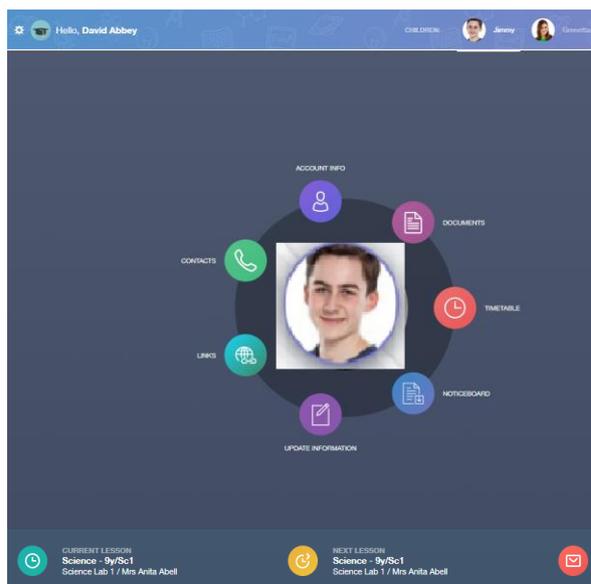
When you have successfully logged in, the screens will have the following layout:

App



Messages can be accessed by clicking on the Envelope in the **top right** corner.

Desktop Version



Messages can be accessed by clicking on the envelope in the **bottom right** corner.

Menu Options

Absence Reporting – You can report your child absent using Absence Reporting. The calendar allows you to select dates and times ‘from’ the beginning of the absence to the expected return date ‘to’ school. It also requires you to input a reason for absence. You can be as detailed as you wish in explaining the reason for your child’s absence.

Forms – The Forms option allows Ousedale School to collect information from you regarding your child or anything else that is relevant. New forms that are to be completed are indicated by a red circle on the Form’s icon on your Edulink home page. The circle will show the number of forms waiting to be filled in.

Links – This provides links to various sites used by the school and includes the Ousedale home page, our Careers website and Parent Pay.

Parents’ Evening & SEN Meetings – You will be able to book appointments for parents’ evenings and meetings with SEN staff via this option. It allows you to view your timetable for the evening and to print it off. Parents’ evenings appointments can take place via video conferencing on the Edulink App. You will be provided with further details and instructions before each parents’ evening.

Progress/Assessment Reports – Your child’s progress reports will be emailed to you but you will also be able to download the reports via this option.

Timetable – The timetable information for each day of the week includes the period, subject, teacher’s name and the start and end times.

Messages – Emails from Ousedale staff sent via Edulink are delivered to your personal email address but can also be viewed here.

Update Information – This option allows you to update your personal details currently held on our school systems which includes your name, email addresses, telephone numbers and your address.