Using Edulink One

Shortly, you will receive an email from "OPGS Office", this email will contain your username and password that you will need to log in to Edulink One. This will be replacing the SIMS Parent App once the entire school has converted over.

To access the website, please go to the following address:
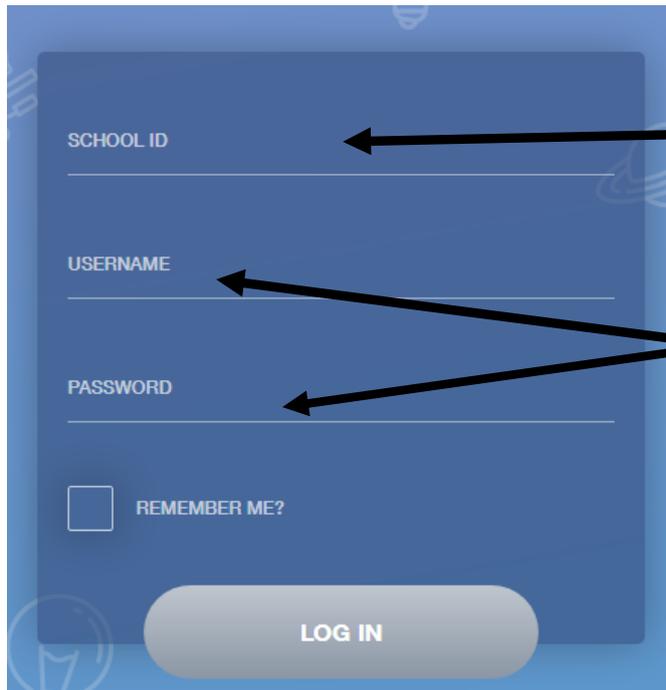
https://www2.edulinkone.com/#!/login

If you are looking to install the app on your phone. Go to your relevant app store (this app is available on both IOS and Android).

The app icon looks like:

Logging in

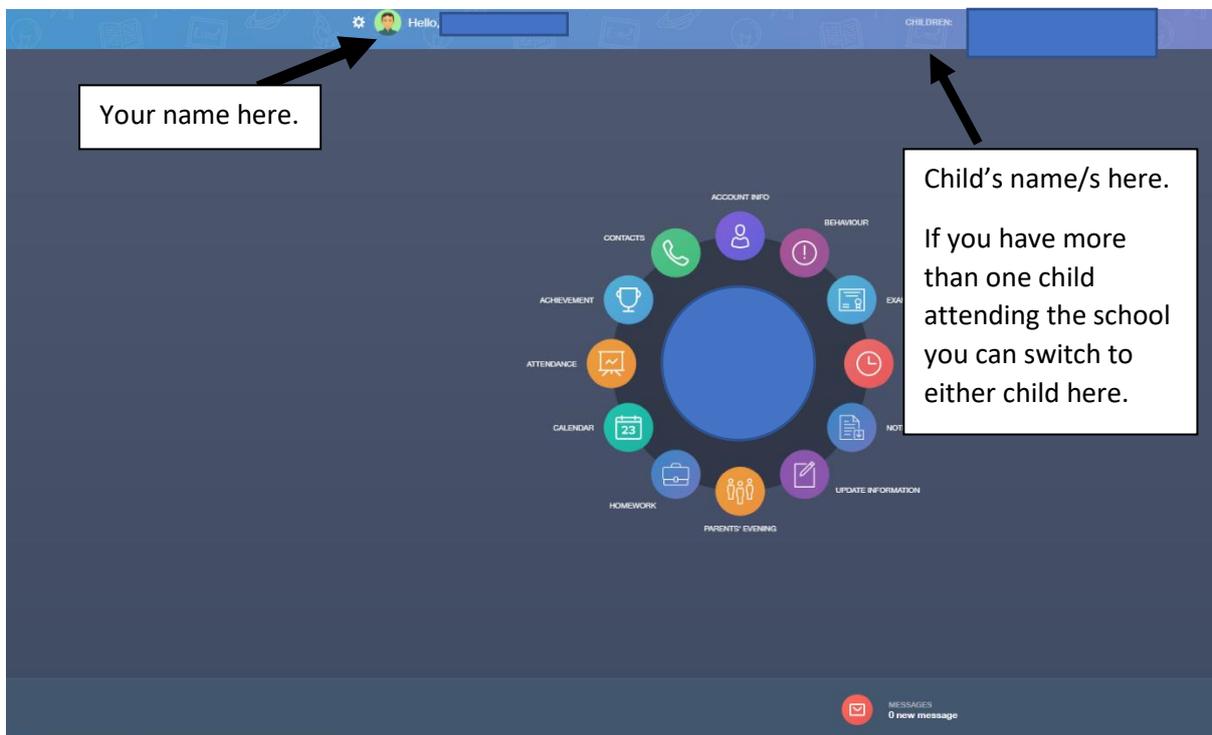To log in, you will be presented with the following login page (using the website).

SCHOOL ID

USERNAME

PASSWORD

REMEMBER ME?

LOG IN

The School ID that you will need to enter is

OPGS

Your username and password that you will need to enter will be the username and password that the school have recently emailed you.

When you log in your will be presented with this screen.
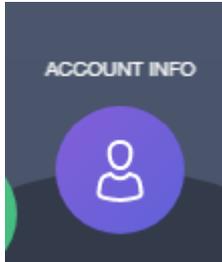

Your name here.

Child's name/s here.

If you have more than one child attending the school you can switch to either child here.

When you log in on the app, you will be presented with a different main menu screen.

Account Info

You can check that the information that we hold on your child is correct by clicking on the "Account Info" on the home page.

You will be displayed information on your child such as:

- Address
- Post Code
- Gender
- Year
- Form Group
- Form Tutor
- Date of Birth
- Phone Number (this will be the phone numbers provided when registered, normally home number)
- Email
- Community / House

To go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.
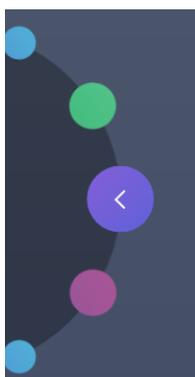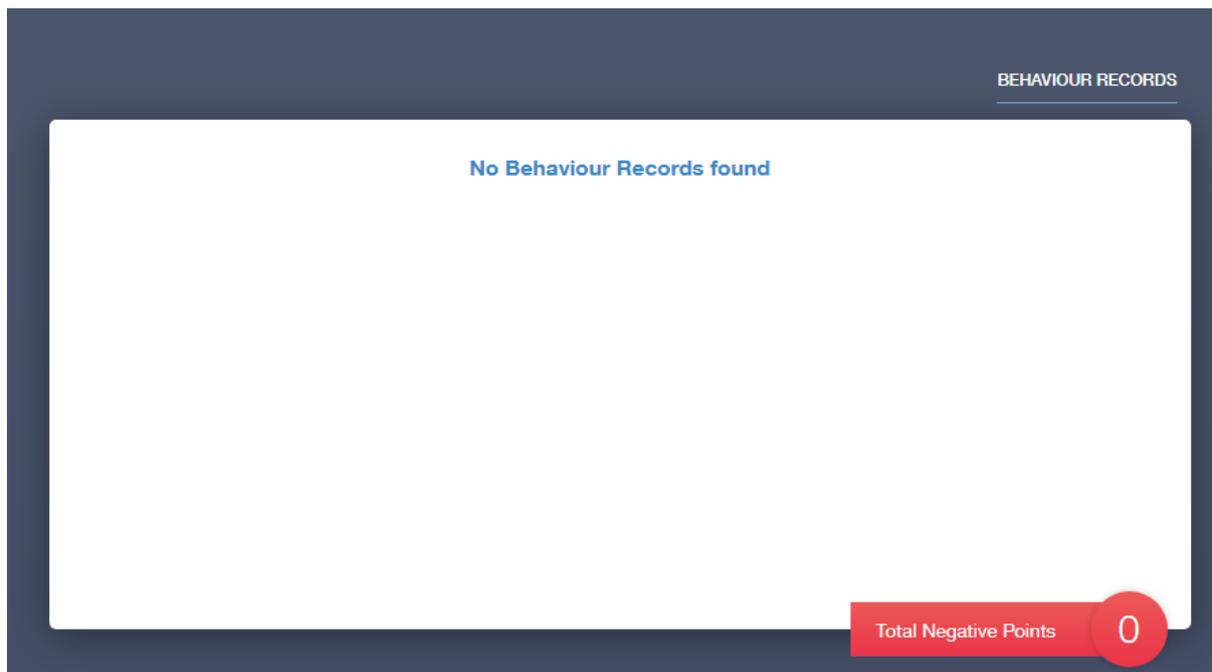
Behaviour

To view behaviour points given, on the main menu, click on the "Behaviour" icon.
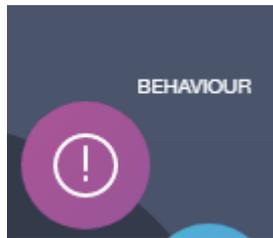
If any behaviour points have been given to your child they will be listed in this section.

If your child has any behaviour points, in this list, you will be able to see the date and time of when the behaviour point was given, the teacher that gave the child the behaviour point, the location and status of the behaviour point. Also how many behaviour points was given for the incident that occurred.
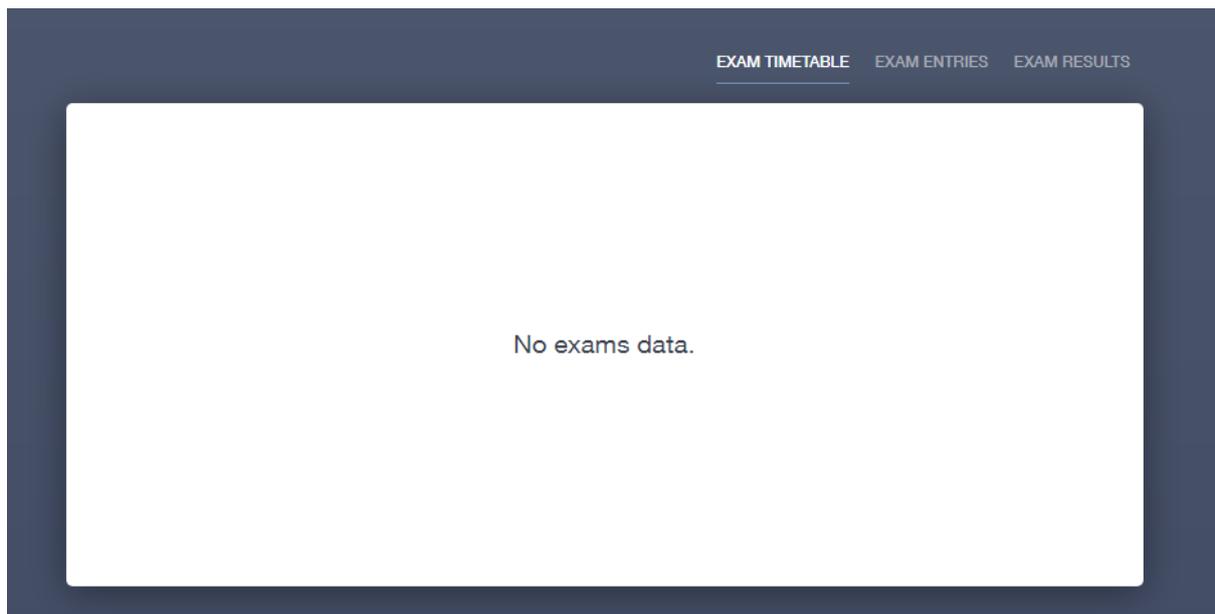
Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Exams

If your child is undertaking any exams you will be able to see these under the "Exam" section on the main menu.
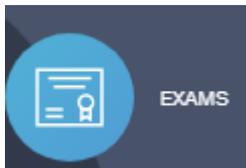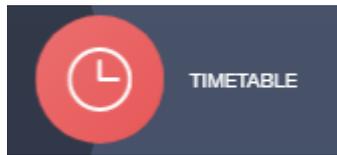

In this section you will be able to see your child's exam timetable, their exam entries and if they have received any of their exam results, they will be displayed in this section.
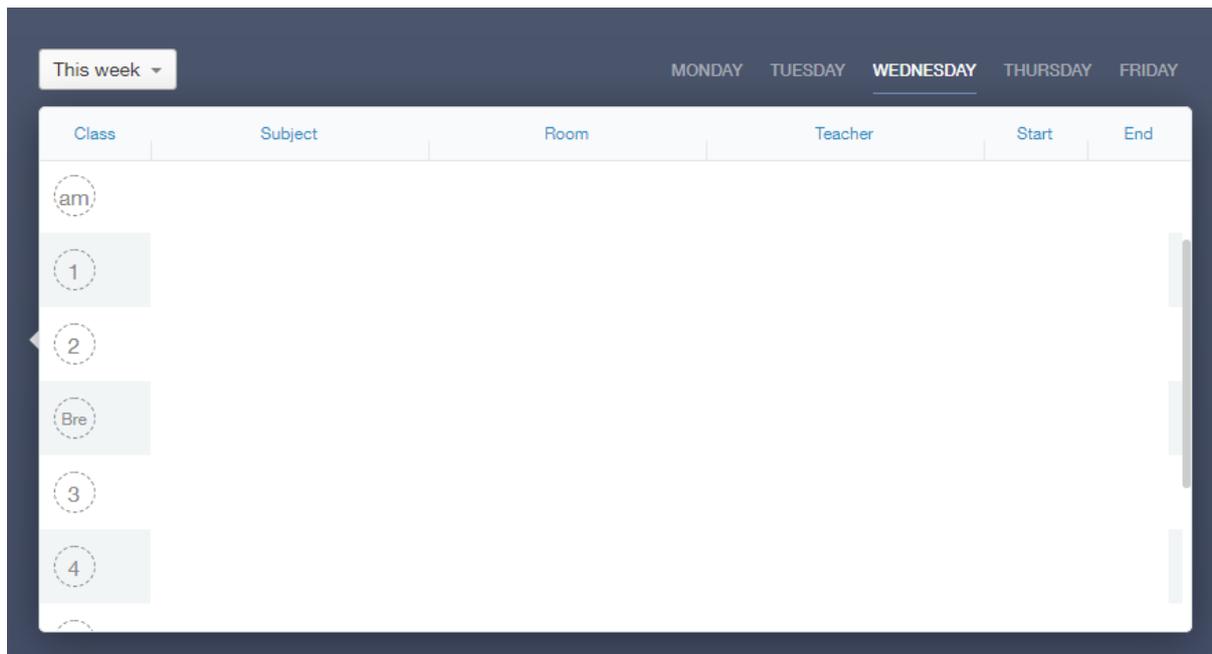

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.
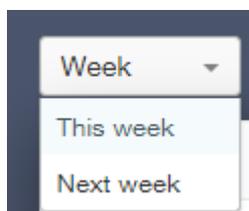
Timetable

To view your child's timetable click on the "Timetable" icon on the main menu.

Once within the timetable section you will be able to see your child's full timetable for the week.

You are also able to view the following week's timetable by clicking on the dropdown box just above the timetable.

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Noticeboard

To view any notices that have been published by the school. Click on the "Noticeboard" icon on the main homepage.

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Update Information

To update either your information or your child's information, click on the "Update Information" icon on the main menu.
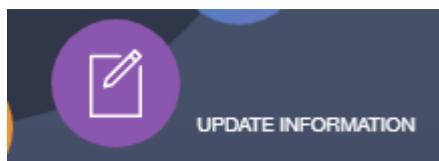
Once you are in the Update information you will see both yourself and your child/ren. You will be able to update the following information:

- Title
- Preferred forename
- Preferred surname
- Emails
- Phone numbers
- Address

For your child you will be able to change the following information:
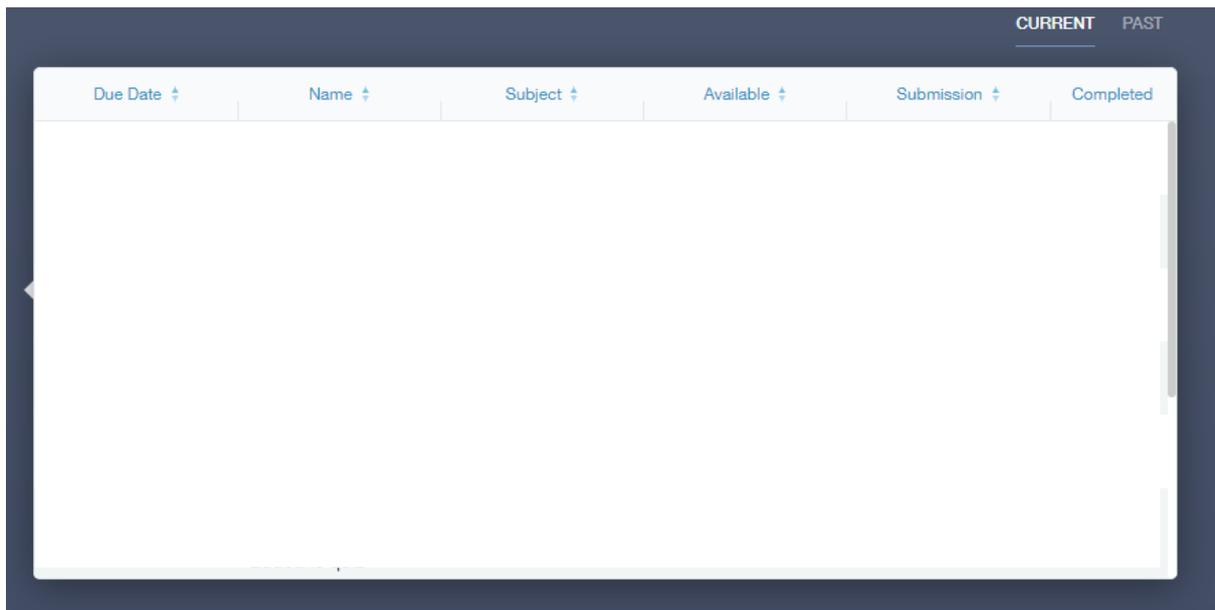
- Legal surname
- Legal forename
- Preferred forename
- Preferred surname
- Date of birth
- Email address (this includes school and personal email addresses)
- Telephone numbers
- Contacts
- Address
- Their dietary needs
- Medical practice registered at
- Medical conditions
- Any disabilities
- Ethnicity
- Religion
- Language
- Travel modes
- Parental consents
- Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Homework

To view your child's homework that has been set by their teachers, click on the "Homework" icon on the main menu.
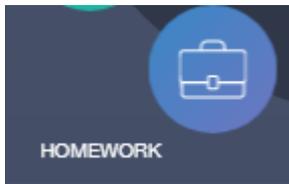
In this section you will be able to see homework set for your child.

Due Date ⇕	Name ⇕	Subject ⇕	Available ⇕	Submission ⇕	Completed

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Calendar

To check any upcoming events happening, term dates or parents' evenings, click on the "Calendar" icon on the main menu.
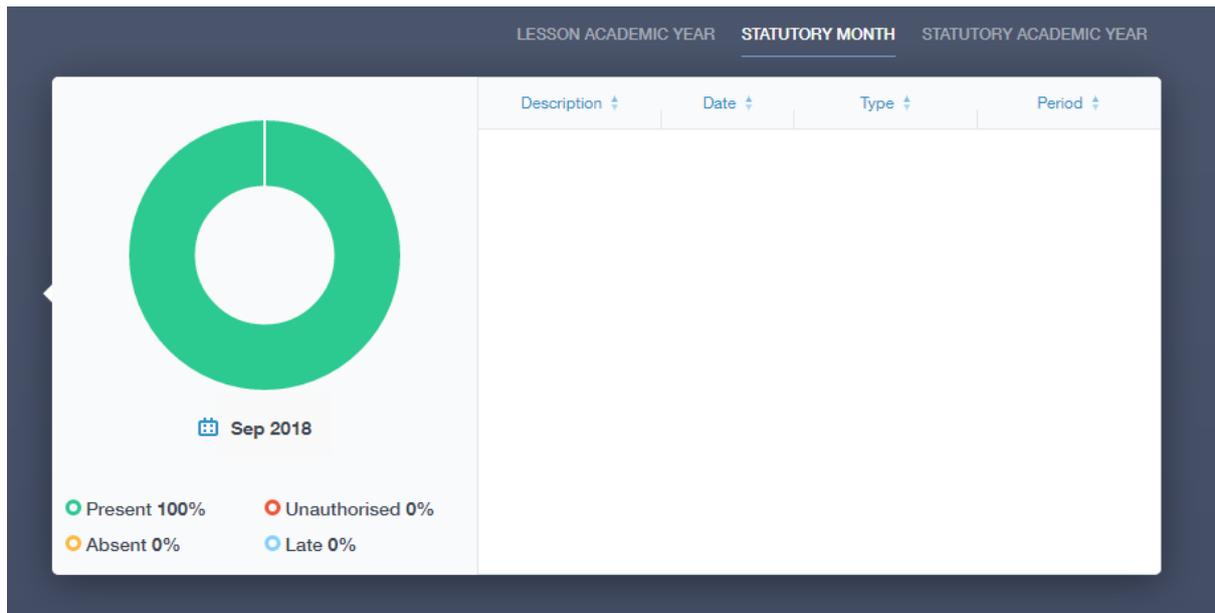

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Attendance

To view your child's attendance, click on the "Attendance" icon on the main menu.

Once you are in this section you will be able to view your child's attendance per lesion, their attendance for the month and their attendance for the academic month.

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Achievement

This section is very much the same as viewing the behaviour points.

To view achievement points given, on the main menu, click on the "Achievement" icon.

If any achievement points have been given to your child they will be listed in this section.


If your child has any achievement points, in this list, you will be able to see the date and time of when the achievement point was given, the teacher that gave the child the achievement point, the location and status of the achievement point. Also how many achievement points was given for the incident that occurred.

Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Contacts

To view your current information the school holds for you. Click on the "Contact" icon on the main menu.
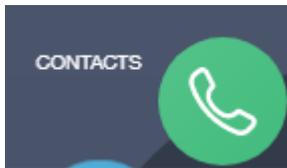
Within the contacts section you will be able to view:

- Your relation to the student
- Your name
- Parental responsibility
- Address
- Phone number
- Email address
- Mobile phone number
- Your priority in the contact list

Once you are in this section you will be able to check all information is up to date. If you are unsure or need to change any information that the school holds for you, then you will need to go to the "Update Information" section on the main menu.
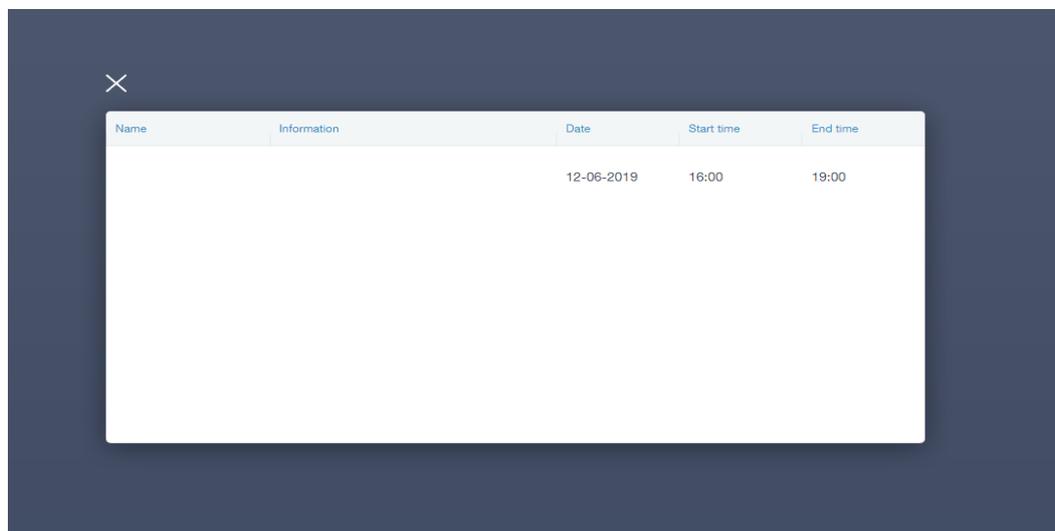
Again, to go back to the main menu there is a left arrow on the left hand side of the screen to take you back to the main menu.

Parents' Evening

We are introducing the facility to book your Parents' Evening slots via Edulink One. To do this you click on the Parents' Evening icon on the home page for your child.
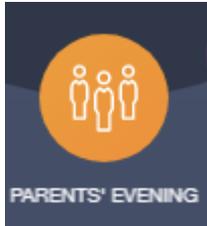

You will then be presented with this screen.

Click on the relevant even that you would like to book the parents evening for. A quick reminder that certain forms have their parents evenings different to others. Once you have clicked on the event

You will be taken to a calendar with all the teachers that teach your child and time slots from the start to end of the parents evening.
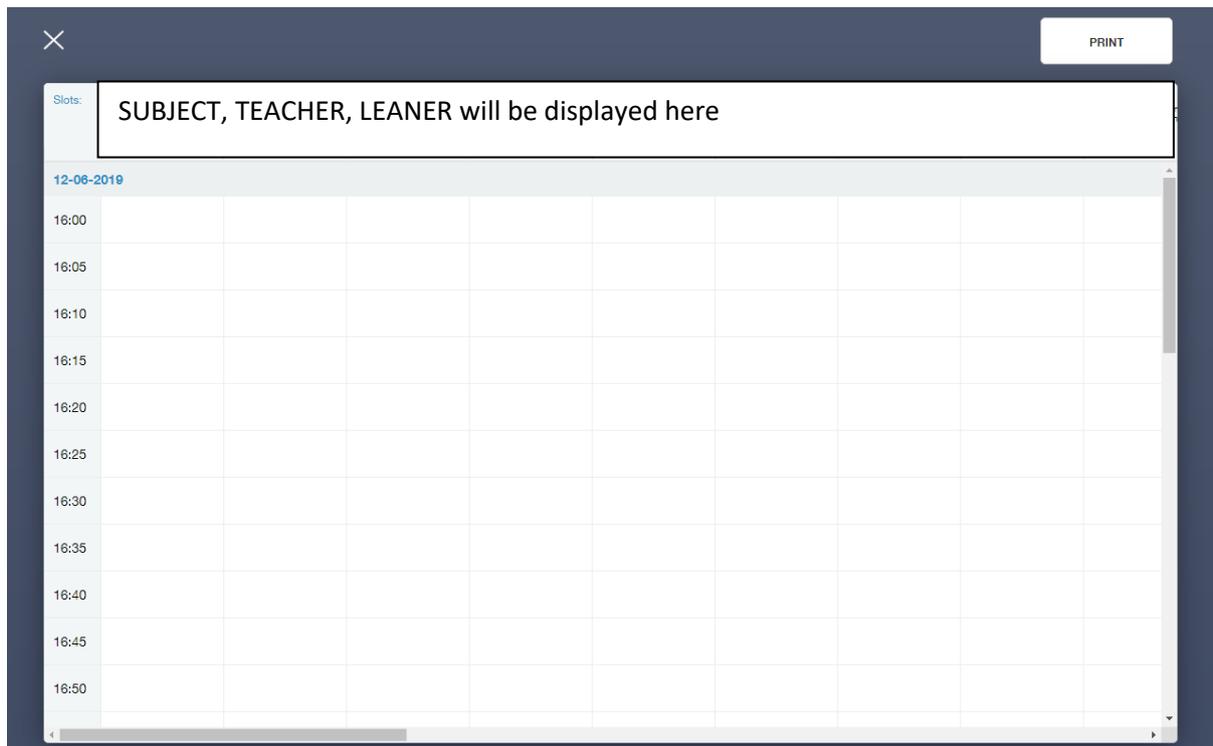
Once you have selected a time for a certain teacher you will be shown a confirmation screen, as shown in the example below.
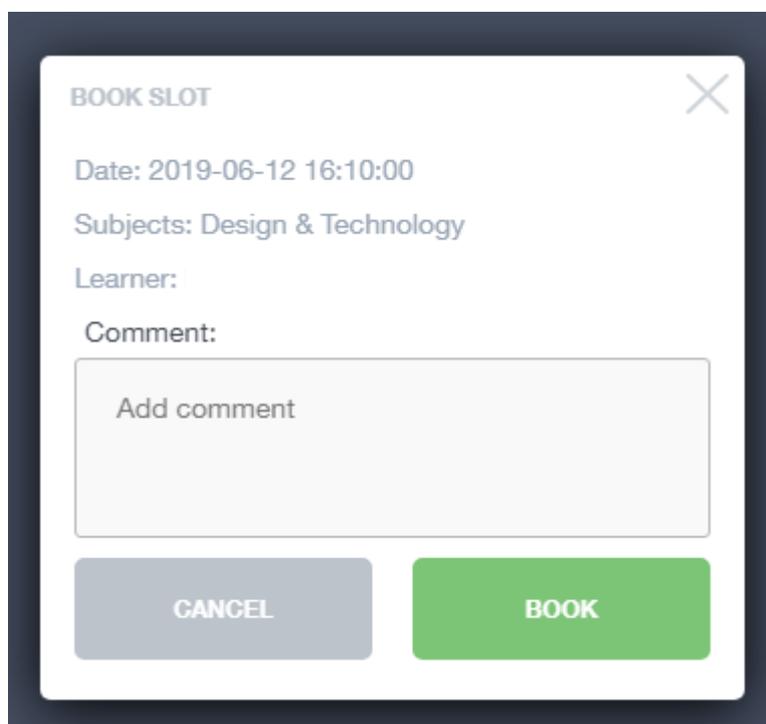
Once you have confirmed all of your bookings you will be able to see these in the calendar. You can also print the itinerary once completed all bookings.