Teachers Guide – Edulink One

You can access the Edulink One app by using the website and the app on your phone.

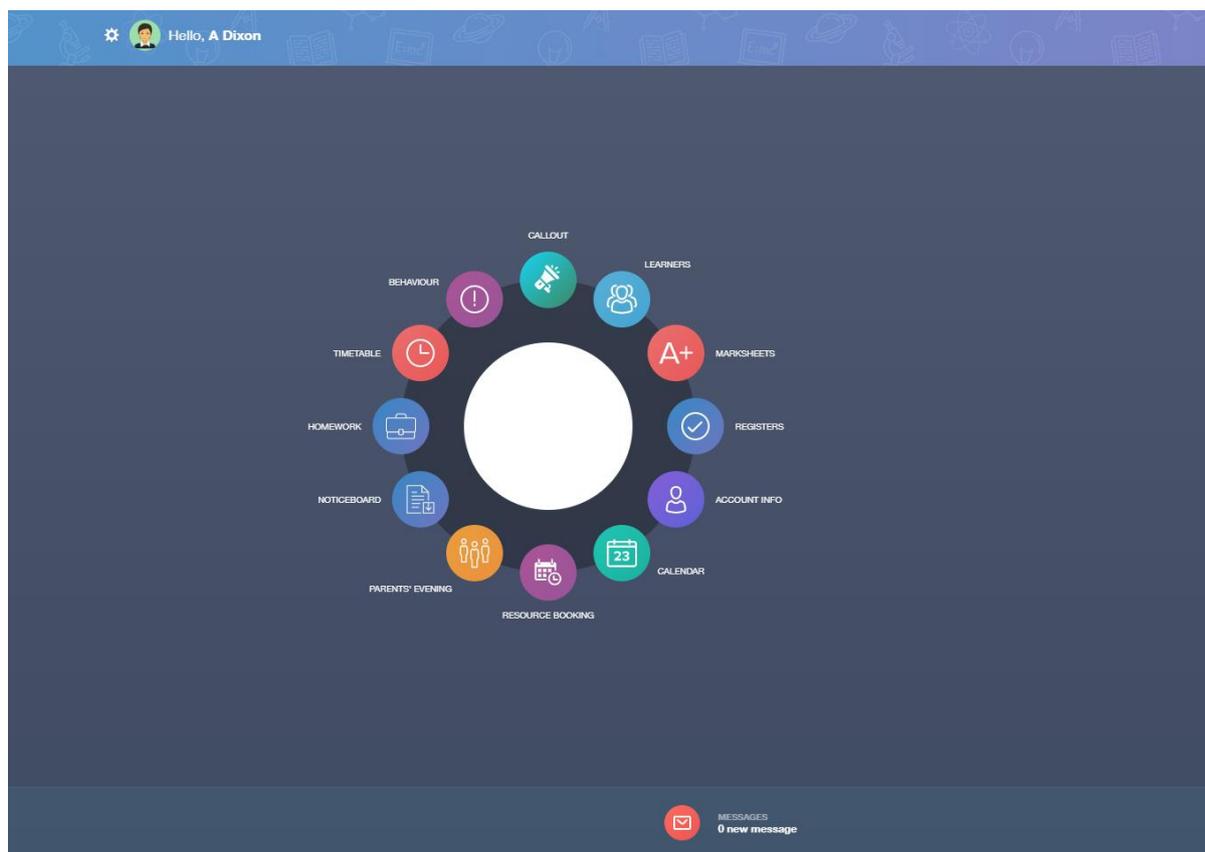https://www.edulinkone.com/#!/login

The School ID: OPGS

Username: your username, e.g. jbloggs
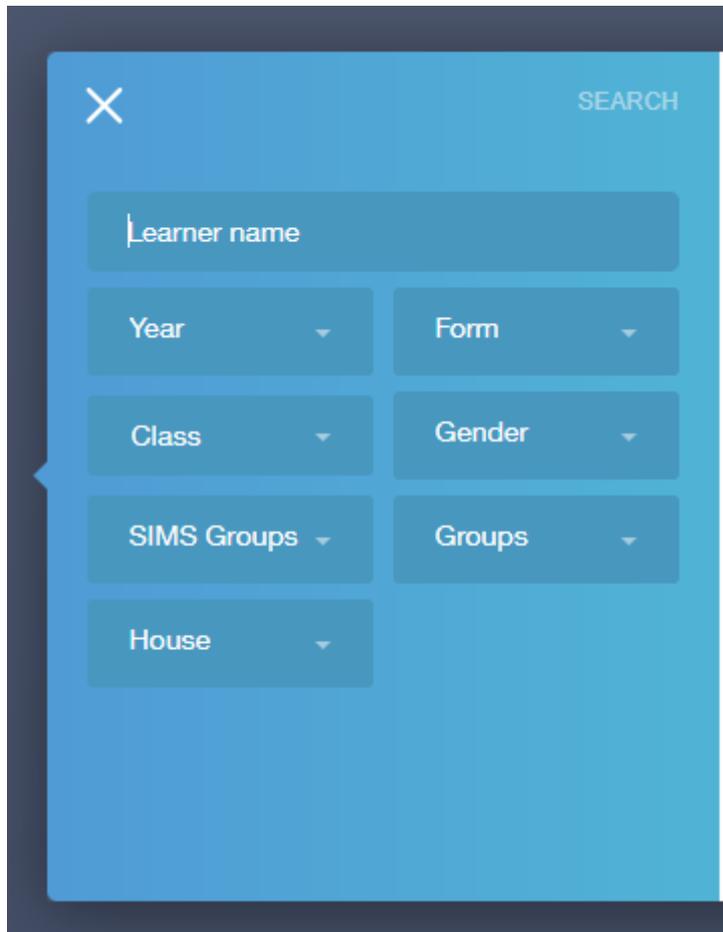
Password: your current password

Once you log in to Edulink online, you will be presented with the following screen.

Learners

To quickly search for a student, click on the "Learners" icon.

You can either type in the name of the student you are searching for or you can filter the search by selecting what year group they are in, form etc.
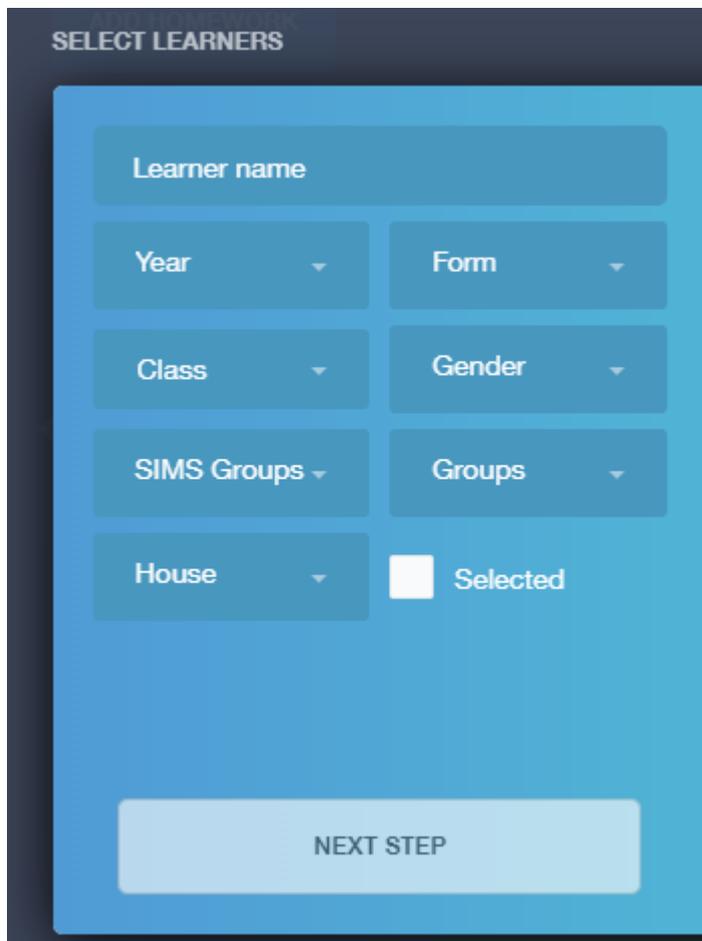

Registers

To take a register on Edulink, click on the "Registers" icon. Choose the relevant lesson and complete your register.

Homework

To set homework, click on the "Homework" icon.

Click "Add Homework".

You can select through the following tabs to select the class you would like to set homework for.

By default, the "Year" is set to Year 7, to choose other year groups, simply click the "Year" dropdown and select the year group you are after. Once you have selected the year group you will be able to select the class you would like to set homework for.

In order to proceed to setting the homework you will need to select all of the students in the class. To do this, once you have selected the class you would like to set homework for, you will be presented with a class list and an icon to "Select All" at the top (image below). Click this and then you will be able to proceed to the next step.
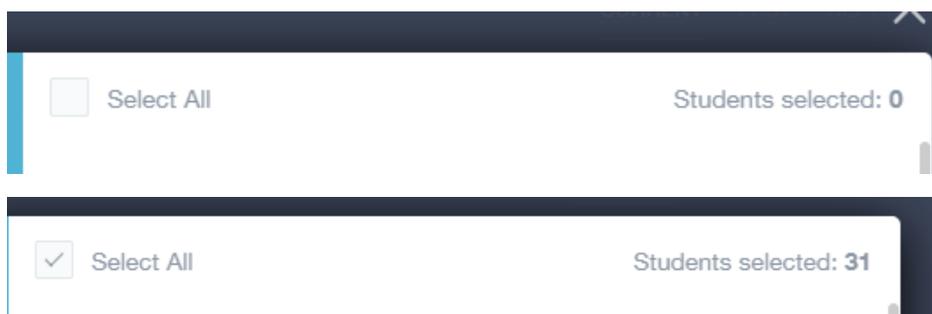
Type in instructions for the homework being set.

Click "Add Homework" to finish.,

<u>Timetable</u>

To view your timetable, click on the "Timetable" icon. Your timetable on Edulink is displayed day by day, you can toggle between the days by selecting the day at the top of your timetable.

<u>Achievement/Behaviour Points</u>

To add achievement or behaviour points, click on the "Behaviour" icon. You will then be able to search for the relevant student/s you wish you give an achievement/behaviour point to.

Click on their name and select either "Add Achievement" or "Add Behaviour"