



Parent Guide for The Marvell College
Parents' Evening



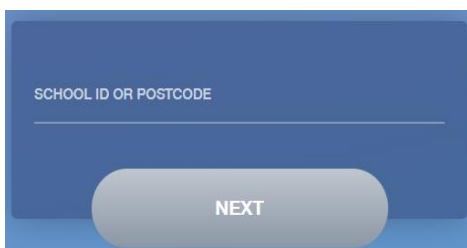
THE
MARVELL
COLLEGE

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

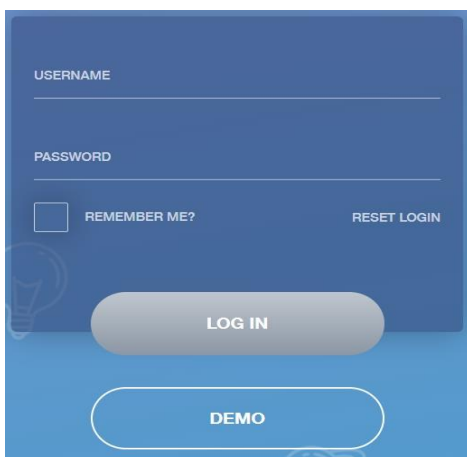
There are two ways to use EduLink One: through a web browser like Google Chrome or through an app you can download to use on your mobile device. The EduLink One app is available for iOS and Android devices.

Web Browser Instructions

To start, go to <https://www.edulinkone.com/> and input the school code – “tmc”. This would have been emailed to you when your account was created.



A screenshot of a web browser interface. It features a dark blue background with a white text input field labeled "SCHOOL ID OR POSTCODE". Below the input field is a rounded rectangular button with the text "NEXT".



A screenshot of a web browser interface for the login page. It has a dark blue background. At the top, there is a "USERNAME" label above a white input field. Below that is a "PASSWORD" label above another white input field. Under the password field, there is a checkbox labeled "REMEMBER ME?" and a link labeled "RESET LOGIN". At the bottom, there are two rounded rectangular buttons: a grey one labeled "LOG IN" and a white one with a blue outline labeled "DEMO".

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.

If you forget your username or password, please contact the school.

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>

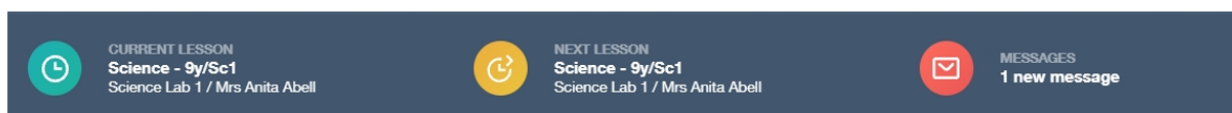
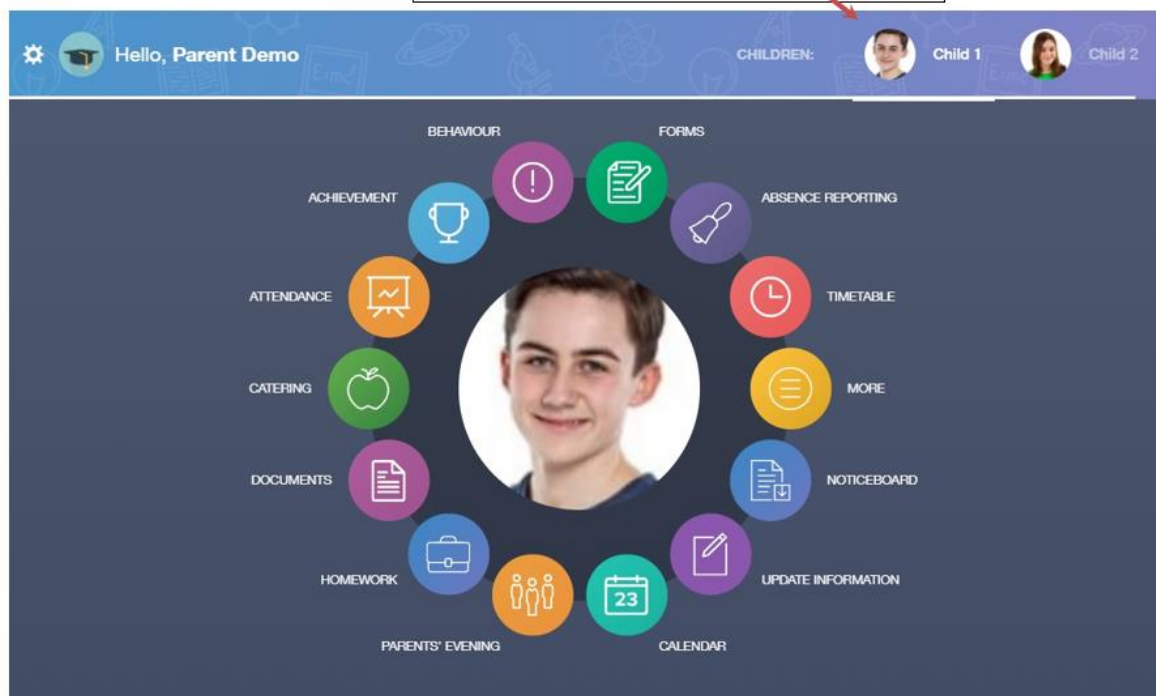
Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your child's attendance, click the **Attendance** 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.

If you have more than one student in school, it's easy to switch between each one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your school.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from 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	Geograp History Teacher: ↑ 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 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

Printing and Emailing the Parents Evening Appointments

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

