



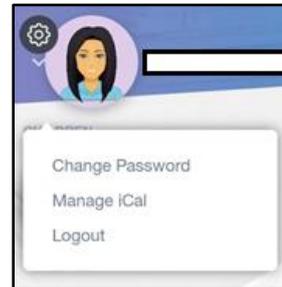
EduLink One Parent Guide

To log into our new parental engagement system (previously Insight), please follow the steps below

Using a web browser:

These steps will work on browsers including Chrome, Firefox, Safari

1. Visit <https://www.edulinkone.com/#!/login?code=tgs>
2. Enter the username and password you have been sent by email
3. Click Log in to get started
4. Click the cog icon and 'Change password'
5. Type the password from your email in the 'Old Password' box and new password in the fields below



CHANGE PASSWORD

Old Password *

New Password *

Confirm *

UPDATE

Using the mobile app:

These steps will work on iOS and Android devices

1. Ensure you have either a pin or biometric identification setup on your device, in order to be able to log into the app
2. Download the iOS app [here](#), Android app [here](#) or Amazon app [here](#)
3. Enter the School ID (tgs)
4. Enter your username (in the format tgs_name) and your password
5. Click Log in to get started

SCHOOL ID
tgs

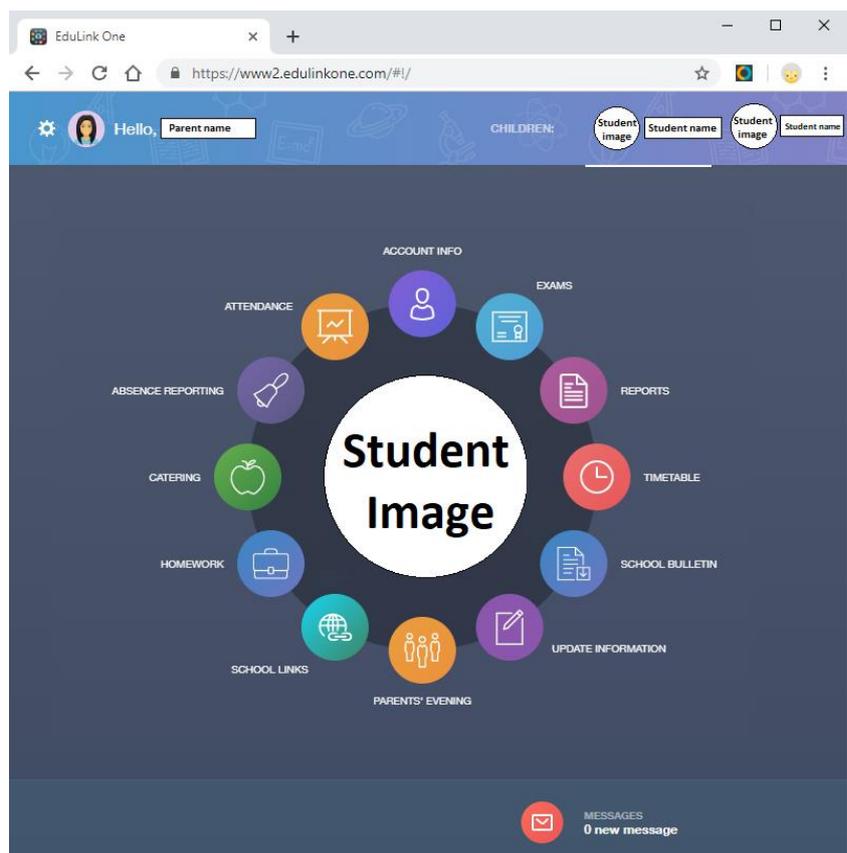
USERNAME

PASSWORD

REMEMBER ME?

LOG IN

Select the different icons to view different sections of the app. You may need to click on your child first to be able to access options relating to them. To switch between multiple children, click on their image/name at the top of the page. For security, after 30 seconds of inactivity, you will be logged out of the app/website.



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Absence Reporting

This section will allow you to notify the school of any upcoming absences. Select the date and time, the reason why, add any attachments (e.g. medical notes) and select 'Send' to send a message to the attendance officer.

Messages

The message section allows you to read any messages sent from school staff. You will be able to reply to messages or compose a new message to a member of staff.

To send a new message, click on the green 'New Message' button, select your child if you have more than one, choose the recipient(s) of the message, select or deselect the teachers you wish to send a message to (shown by a green tick) and select Next step. Compose your message then press the green 'Send' button.

Exams

This section contains detailed information about your child's upcoming exams, including the times, dates, exam name and location.

Update Information

This section shows the current data we store on you and your child/children. Changes can be made by adding a new address/telephone number/email address and clicking the green 'Save' button. When information is updated in EduLink, this will be checked and approved by the office team.

Timetable

This section allows you to view your child's timetable, including the lesson times and teachers.

School Links

This section contains links to useful resources, such as ParentPay, and other resources used by students.

Reports

This section displays all your child's reports. Historical reports will also be stored and will be available for you to download as a PDF.

Attendance

In this section, you can view your child's attendance. This is sorted by subject in the 'Lesson academic year' and type in the 'Statuary month/academic year' sections.

Catering

Your child's remaining balance can be checked here, in addition to the date, time and product purchased. Balances cannot be topped up here, you will need to visit the School Links section of the app to access ParentPay and increase the balance on the account.

School Bulletin

The Parent bulletin will be available to view and download in this section.

Parents' Evening (from September 2019)

When an event is live, you will be notified via the app and can log in to book appointments for your child. Further information and step-by-step instructions are included on the page below.

Homework (from September 2019)

This feature will list all the homework tasks set, including the date due, subject, description, any resources to aid the work and whether the task has been completed. Past homework can also be viewed.



Booking Parent's Evening Appointments

You will be notified the date and time of when an event is going live, so you can log in to book appointments for your child. Please note, slots are 5 minutes long and a 5-minute gap must be left between bookings.

Using a desktop browser: Log into EduLink and click on the Parents Evening icon. Select the event you wish to book appointments for and you will see a table layout. The top row displays all your child's teachers that are available to be booked. The first column shows the different slot times. To make a booking, click on an available slot and a popup box will appear. Select the green 'Book' button to book the appointment. To make amendments, click on the slot you have just selected and click on 'Unbook'. All booked appointments can be downloaded and printed using the 'Print' option.

Using the mobile app: Log into EduLink and click on the Parents Evening icon. Click on your child's name or photo and select the event you wish to book appointments for. You will see a list of teachers, click on their name and select the time you wish to book from the drop-down menu. Follow these steps for all staff; you may need to unbook and rebook teachers that have different slot times available.

Mobile app:

The mobile app interface shows a header with a home icon, the text "Parents' Evening", and an envelope icon. Below the header is a "PRINT" button. A date selector shows "09-05-2019". A table lists teachers and their available slots:

| Teacher | Slot |
|--------------------------|-------------|
| Teacher - Product Design | 18:00 |
| Teacher - Mathematics | 18:30 |
| Teacher - Chemistry | 18:50 |
| Teacher - PE | Tap to book |
| Teacher - English | Tap to book |

The "SLOTS MANAGING" popup box contains the following information:

- Teacher: Name of Teacher
- Subject: English
- Learner: Name of Student
- Available Slots: -
- A green "BOOK" button at the bottom.

Desktop browser:

The desktop browser interface shows a "PRINT" button in the top right corner. Below it is a table with columns for subjects and rows for time slots. The subjects are: Physics, Chemistry (checked), Theory Of Knowledge, English, Maths Studies (checked), French, and Independent Stud. The time slots range from 18:00 to 19:40. A grid shows the availability of slots, with a green "BOOKED" cell at 18:40 for Chemistry.

| Slots: | Physics Teacher: Learner: | Chemistry ✓ Teacher: Learner: | Theory Of Knowledge Teacher: Learner: | English Teacher: Learner: | Maths Studies ✓ Teacher: Learner: | French Teacher: Learner: | Independent Stud Teacher: Learner: |
|------------|---------------------------------|-------------------------------------|---|---------------------------------|---|--------------------------------|--|
| 09-05-2019 | | | | | | | |
| 18:00 | | | | | | | |
| 18:10 | | X | | | | | |
| 18:20 | | | | | | | |
| 18:30 | X | | X | X | X | X | X |
| 18:40 | X | BOOKED | X | X | X | X | X |
| 18:50 | X | | X | X | X | X | X |
| 19:00 | | | | | | | |
| 19:10 | | | | | | | |
| 19:20 | | | X | | | | |
| 19:30 | | | | | | | |
| 19:40 | X | X | X | X | | X | X |