



The Aylesbury Vale Academy

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RESPECT | ASPIRATION | RESILIENCE

# The Aylesbury Vale Academy Parent Guide

**edulinkone**



## Introduction

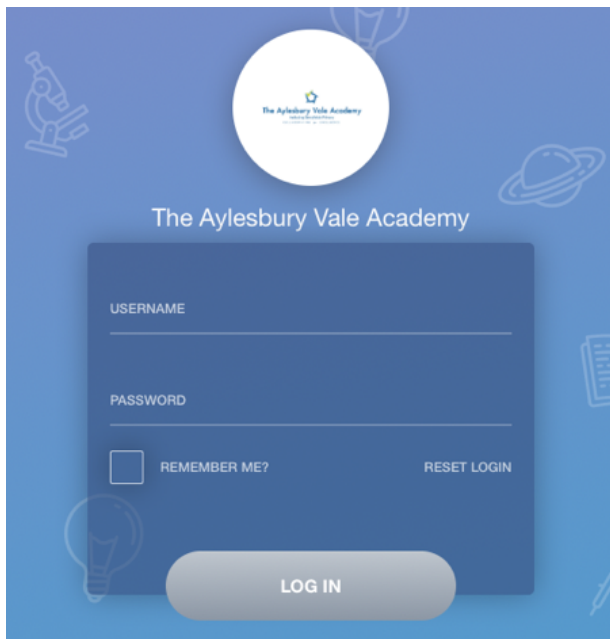
There are two ways to use EduLink One, through

- a web browser like Google Chrome.
- 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

If you do not have a device suitable for the app, you can access the same great features online at [edulinkone.com](https://www.edulinkone.com). Visit <https://www.edulinkone.com/#!/login?code=ava>



Your username and password which will have been sent out to you from the school.

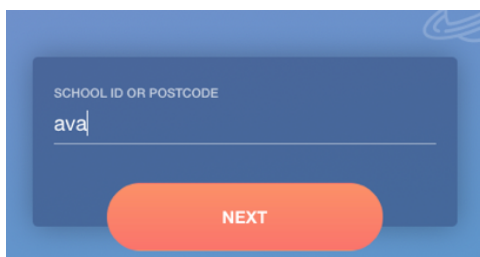
Once you have filled in all three boxes with your login details, click LOG IN to get started

## 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](#)**

**[Android Google Play](#)**





If you are using the mobile app you will see the above screen.

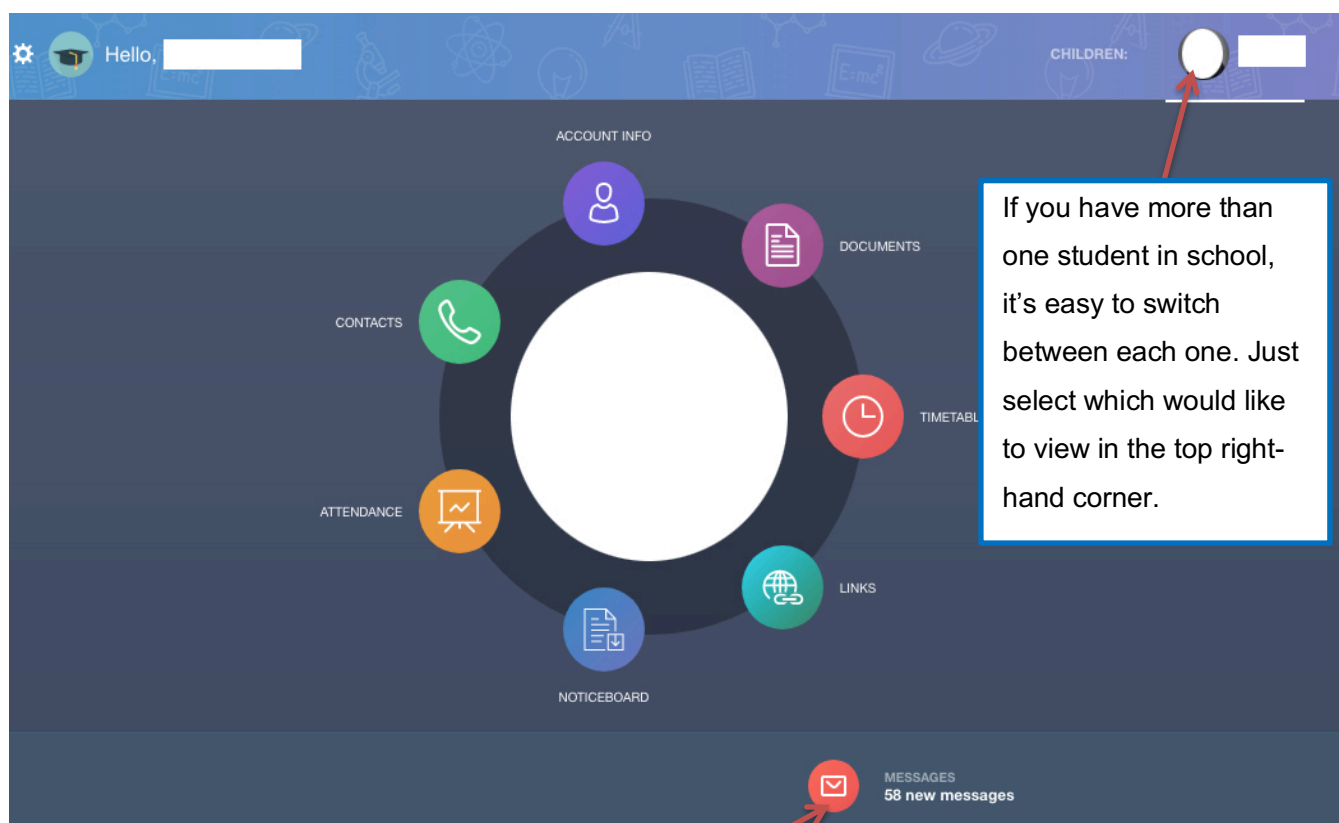
- The SCHOOL ID is **AVA**
- Followed by your **USERNAME & PASSWORD** which will have been sent out to you.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

If you forget your username or password, please email [enquiries@theacademy.me](mailto:enquiries@theacademy.me).

### Main Screen

Once logged in you will see the main screen in EduLink One, where you will be able to navigate through the different sections to view a selection of information about your child/children. Please see an example of the main screen below.











If you have more than one student in school, it's easy to switch between each one. Just select which would like to view in the top right-hand corner.

The messages button will let you know if you have any unread messages from the school.



## Overview

Below is an overview on what each section of EduLink offers:

	Account Information – Basic details (including address, telephone number, year, registration group and form tutor).
	Documents/Reports – Within this section you are able to download current and historical grade and written reports (view available from the 20/21 academic year). This will be downloaded as a pdf.
	Links – Links to useful websites; the academy website, ParentPay, mental health and wellbeing sites.
	Timetables – here you can view your child's daily and weekly timetable and the times of the school day.
	Noticeboard – In this section you will be able to view school notices and bulletins.
	Attendance – In this section you can see your child's daily attendance, attendance by lesson and monthly and yearly attendance.
	Contacts – Here you can view the contact information that we have on record for you. Please update your contact information using the 'Update Information' section (above) or contact the academy at <a href="mailto:enquiries@theacademy.me">enquiries@theacademy.me</a> if you have any queries.
	Messages – Here you can read any messages from school staff. You are also able to compose a new message to staff by clicking on the green 'New Message' icon where it will let you select from your child's current Teachers, Form Tutor or Head of Year.



## Account Information

Here you can view basic details we have on file for your child including current address, date of birth, year group and registration group

 Jimmy Abbey	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	



## Documents

In this section you will find all the individual documents related to your child that have been shared by The Academy, including written reports (available from the 2020/2021 academic year).

File Name	Type	Date	Download
 Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13 March 2013	
 Demo_example_document.pdf Individual Behaviour Report	General Document	8 March 2013	



## Links

This section contains specific links for parents.



## Timetable

This section allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.

This week ▾					
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY					
Class	Subject	Room	Teacher	Start	Finish
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05
TuA					



## Noticeboard

In the noticeboard section you will be able to view notices and parent bulletins posted up by The Academy.



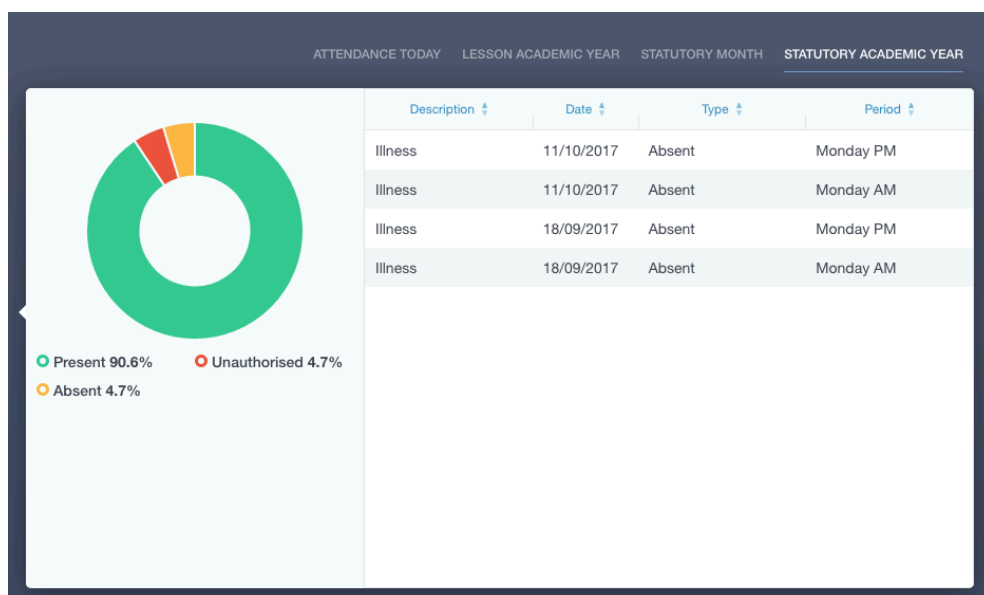
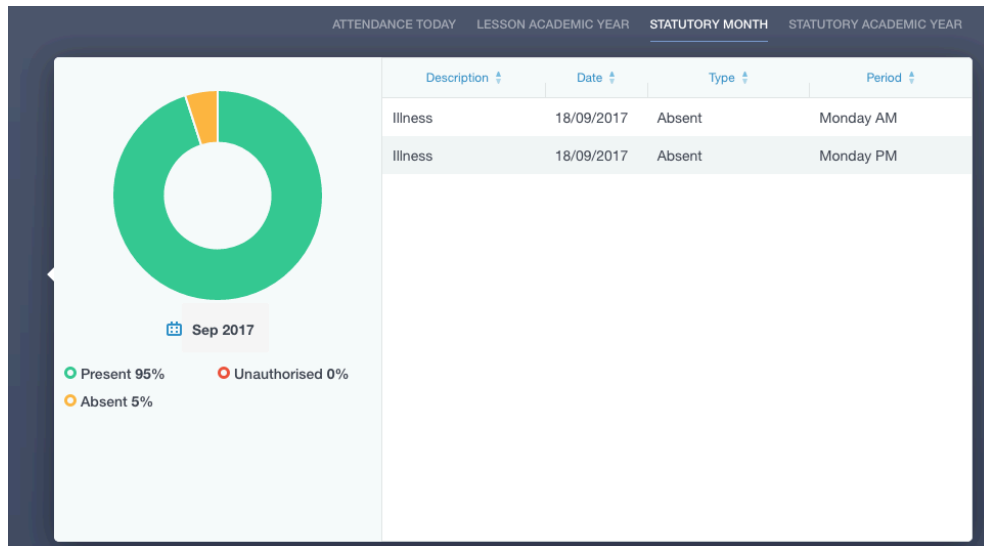
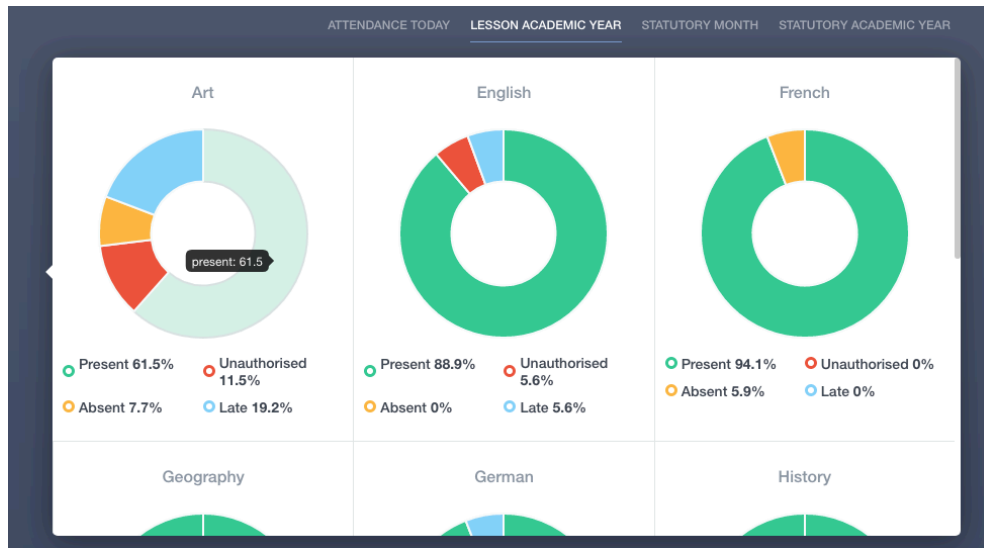
## Attendance

This section shows you attendance information for your child. You can switch between three tabs on the right.

- The **Lesson Academic Year** tab will show you an attendance breakdown by subject.
- The **Statutory Month** tab will show a breakdown of attendance over a chosen month. (Click the month below the chart to change the month displayed).
- The **Statutory Academic Year** tab, similar to the monthly breakdown but shows attendance overall for the current academic year.



## A Parents' Guide to Getting Started with Edulink One





## Contacts

This section will display your own contact information that we hold on our system for you. Please update your contact information using the 'Update Information' section. It is very important that we hold up to date contact information for parents/carers and emergency contacts for all students at the Academy.



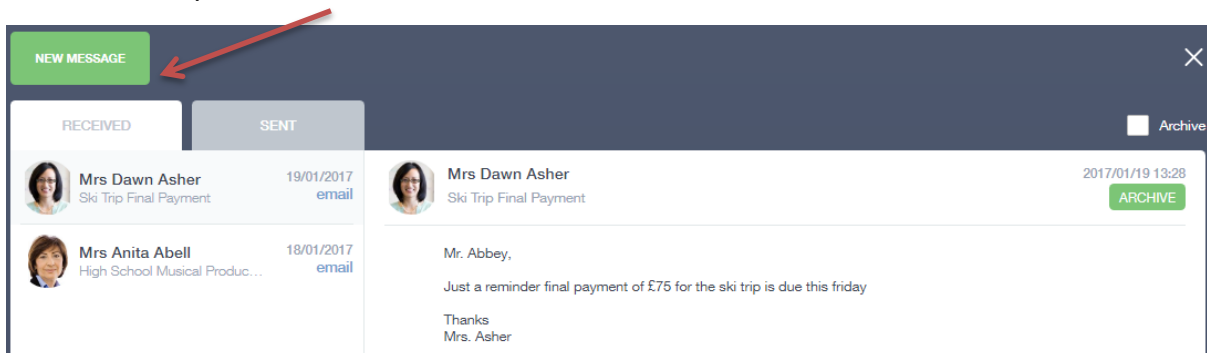
## Messages

The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school. You can reply back to messages here directly. You can also write and send messages to one or more teachers and your child's tutor.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously

### Sending a new message

To begin sending a new message you will need to click the green new message button as shown in the picture below.



Next select your child/children.





SELECT USERS

Learner name

Select All

Students selected: 0

JIMMY ABBEY (-)

GRENETTA ABBEY (-)

NEXT STEP

Chose the person to send your message to. As you can see in the example below it is broken down into teachers and form tutors.

SELECT RECIPIENTS

Teachers Form Tutors Head of Year Head of House

Recipient Name Recipient Type Status Related Learners

Please select a recipient type

PREVIOUS STEP NEXT STEP email UNDELIVERABLE LIST

Depending on who you want to send to, you can pick from the relevant boxes. The default option is to pre-select all teachers. You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers just click on the green tick or unselect all using the smaller black tick. Click next when done.

SELECT RECIPIENTS

Teachers 94 (91) Form Tutors Head of Year Head of House

Recipient Name Recipient Type Status Related Learners

Anita Abell Abell@Hotmail.com Teacher

Mary Anderson MAnderson@ga.com Teacher

Selina Andrews Teacher

PREVIOUS STEP NEXT STEP email UNDELIVERABLE LIST



You will now see a message box – see below. Here is where you write your message and message subject. You can also click the paper clip to attach files if needed. Once completed, click send.

The screenshot shows a message composition window with a dark blue header bar containing a close button (X). The main area is divided into two sections. On the left, there is a light blue sidebar with a 'Message Subject:' input field at the top and two buttons, 'BACK' (grey) and 'SEND' (green), at the bottom. The right section has a rich text editor toolbar with buttons for bold (B), italic (I), underline (U), strikethrough (ABC), font size (14), background color (yellow), font color (dropdown), font family (HELVETICA NEUE), list (bulleted), and link (chain). Below the toolbar is a large text area labeled 'Text'. At the bottom right of the text area is a paperclip icon for attaching files.

If you have any queries or concerns regarding Edulink please contact us on [enquiries@theacademy.me](mailto:enquiries@theacademy.me)