Parent Guide for Blackrock College

Contents

A Parents' 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.

How to Access Edulink One

- **Download the Edulink One App**
  EduLink One app is available to download for free on Android or iOS.
  Here are the links for the Apple App Store and Android Google Play Store

- **Using a Web Browser**
  a. Open a browser, e.g. Chrome, Firefox and go to the Blackrock College website (https://www.blackrockcollege.com/). Click on the EDULINK button on the top right-hand menu.

  CONTACT | PARENTS AREA | CALENDAR | PAYMENTS | EDULINK | OFFICE 365

  b. Or, Go directly to https://www.edulinkone.com/#!/login?code=blackrock
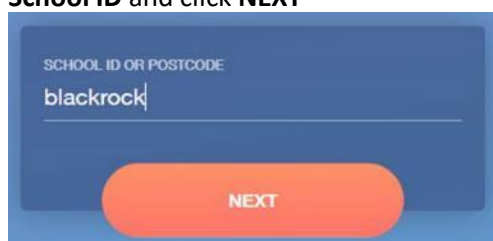
Logging into Edulink One
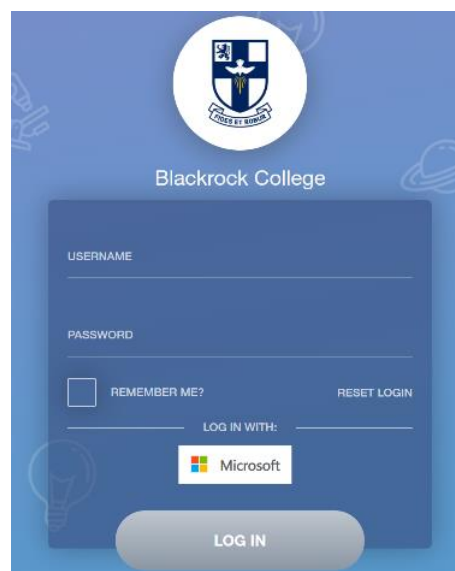
When you open the App/ Webapp;

a. For this screen, enter "**blackrock**" for the **School ID** and click **NEXT**

SCHOOL ID OR POSTCODE
blackrock

NEXT

For the sign in screen to the right;

b. Enter your **USERNAME** & **PASSWORD**

c. Tick the **REMEMBER ME** box (Optional)

d. Click the **LOG IN** button

Blackrock College

USERNAME

PASSWORD

REMEMBER ME? RESET LOGIN
LOG IN WITH:
Microsoft

LOG IN

An email titled **"EduLink One - Your login details"** was sent out to parents, this contains your username and steps for creating your own password. If you have not received an email into your Inbox please check your Junk/SPAM folder. If you cannot find this email please contact our school.

For Parent Login Queries contact:
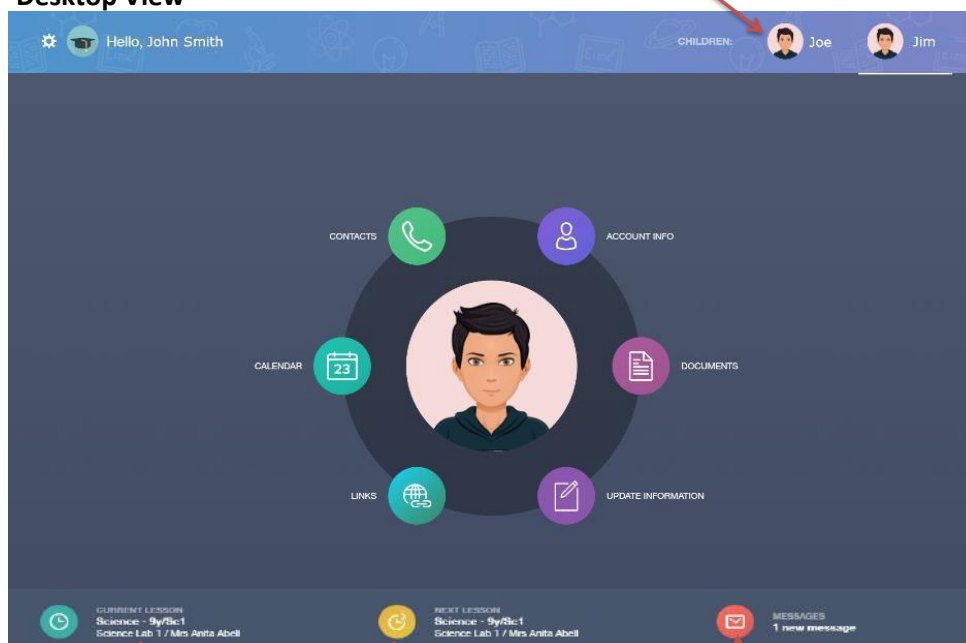Elizabeth Roughneen (IT Dept.) at eroughneen@blackrockcollege.com

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 of Edulink One to view information about your child/children.

If you have more than one student in school, it's easy to switch between each one's information by clicking on their student picture in the top right-hand corner.

Desktop View

Mobile View

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.

On the following pages you will see some examples and brief descriptions of the information available to you on the EduLink One platform.

Account Info

Here you can view the current address details we have on file for your child, other information on your child's year group, house and tutor are also available.

Documents

In this section you will find student school reports. This includes profile reports (end of term) and progress checks (weekly/monthly). They will be available for you to download in PDF format whenever you choose by clicking the download button

Calendar We have added the college calendar into the Edulink calendar link

Update Information

This section shows you the contact information that the school has on record for you and your children. You can update this information when changes occur, e.g. change of address, email or phone number.

When updated information is submitted through EduLink One it is picked up by the designated person within the school responsible for updating records. The system will be updated after the information has been checked and approved. See below for examples of what you will see in this section.

Below is where you can select yourself (highlighted in blue) or any of your children which are displayed in the left-hand column below. To the right is where you can read and edit contact information we have stored for you.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

Links

This section contains links to sites such as the school website, Easy Payments Plus and REACH Boarding School. It includes Teams for Students to us

Contacts

This section will display your own contact information that we hold on our system for you.

Timetable

Parents and students both have access to this section, which 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.

Messages

Here you can read messages that have been sent through to you from staff at the school.