



Parent Guide for Blackrock College

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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.

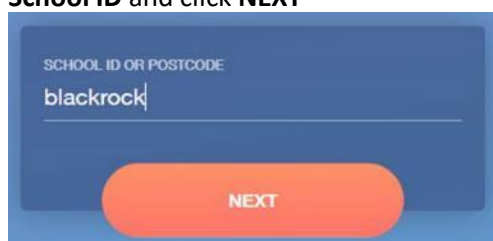


- b. Or, Go directly to <https://www.edulinkone.com/#!/login?code=blackrock>

Logging into EduLink One

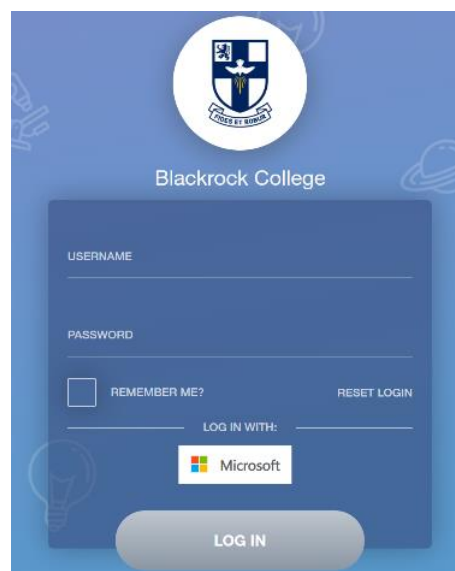
When you open the App/ Webapp;

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

A screenshot of the EduLink One app's School ID input screen. It has a dark blue background. At the top, it says "SCHOOL ID OR POSTCODE". Below that is a text input field containing "blackrock". At the bottom is a large orange button labeled "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

A screenshot of the EduLink One app's user login screen. It has a blue background with the Blackrock College crest at the top. Below the crest is the text "Blackrock College". The login form includes fields for "USERNAME" and "PASSWORD". There is a "REMEMBER ME?" checkbox and a "RESET LOGIN" link. Below these is a "LOG IN WITH:" section with a Microsoft logo. At the bottom is a large grey button labeled "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

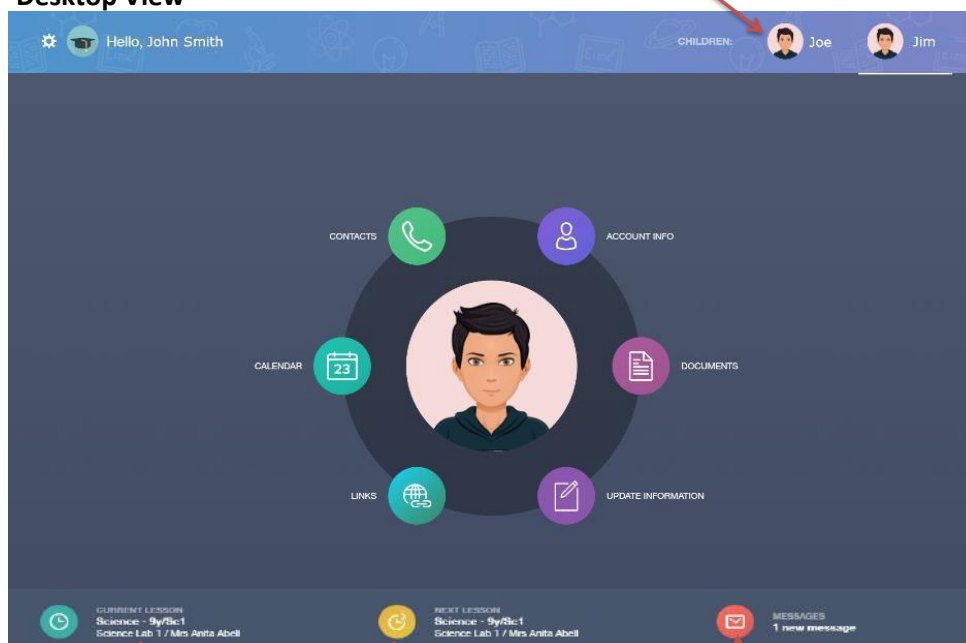


Main Screen

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



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.

Mobile View



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.

Address	Post Code
Gender Female	Year Year 11
Form Group 11H	Form Tutor
Date Of Birth	



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 

File Name	Type	Date	Download
AM Individual Report	AM Individual Report	29 March 2019	
Profiles Document	Profiles Document	25 March 2019	
AM Individual Report	AM Individual Report	16 January 2019	
AM Individual Report	AM Individual Report	30 November 2018	
AM Individual Report	AM Individual Report	22 November 2018	
AM Individual Report	AM Individual Report	12 October 2018	

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.

Contact Details

Emails +

Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Telephones +

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

SAVE

Family/Home

Family contacts

Priority	Name	Relationship	Phone
1	David Abbey	Father	
2	Pip Americana	Mother	

Addresses

Addresses +

Location	Addresses
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General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

SAVE



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.

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	



Messages

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