



Parent Guide for Blackrock College

Version 3

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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**

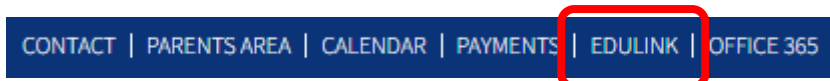
EduLink One app is available to download for free on Android or iOS.

Here are the links for the [Apple App Store](#) and [Android Google Play Store](#)



- **Using a Web Browser**

- a. Open a browser, e.g. Microsoft Edge, Chrome... 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>

Login Details

New Parents:

An email titled "EduLink One - Your login details" was sent out to parents when you joined Blackrock College, this contains your username and steps for creating your own password. If you have not received an email in your Inbox please check your Junk/SPAM folder.

NOTE: The link in the email to create your password expires after 7 days so please open and action it as soon as you receive the email. If you cannot find this email or it has expired please contact our school.

Current Parents:

- If you have never signed into EduLink, please contact our school to request login details.
- If you have forgotten your EduLink password, see the next page for instructions on how to create a new one.

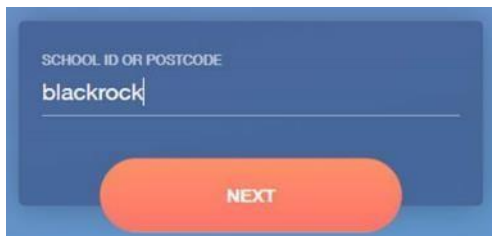
For Parent Login Queries Contact:

Elizabeth Roughneen (IT Dept.) at eroughneen@blackrockcollege.com

Signing into Edulink One

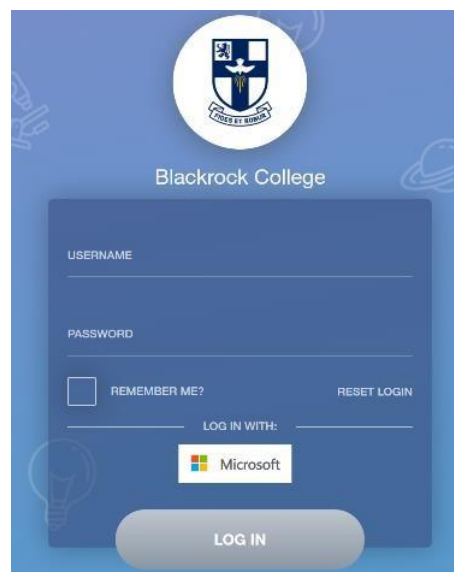
When you open the App/Webapp;

1. If asked, the School ID = **blackrock**
Click the **NEXT** button



For the Sign In screen to the right;

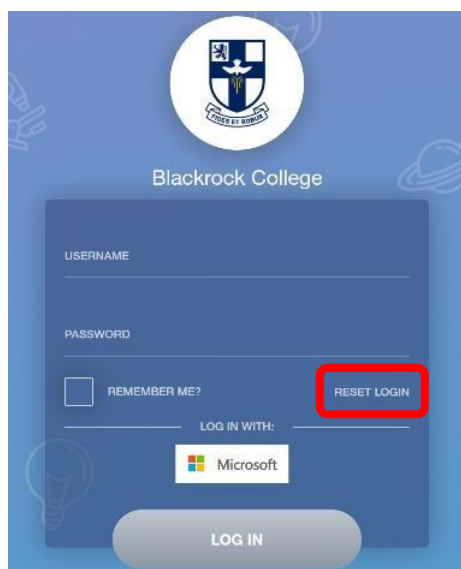
2. Enter your **USERNAME & PASSWORD**
3. Tick the **REMEMBER ME?** box (optional)
4. Click the LOG IN button



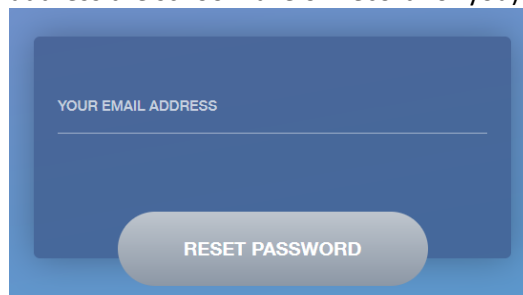
Forgotten Password?

(reset option currently only available on a browser, not available in the app)

1. Click [here to open Edulink in a browser](#)
2. Click the RESET LOGIN button



3. Enter your email address (i.e. the email address the school have on record for you).



4. You will be sent an email titled "EduLink One - Password Reset Requested" which contains a URL. Click the URL link to reset your password (check your junk folder if you don't seem to have received the email).

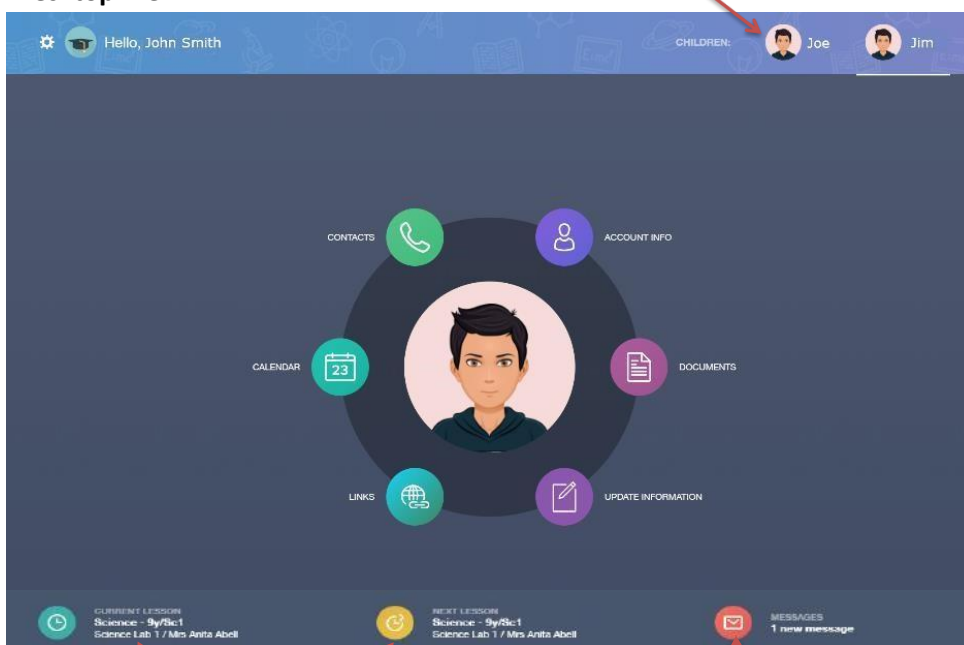


EduLink Main Screen

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.

The screenshot shows a user interface for 'Account Info'. On the left is a purple square containing a circular, pixelated student profile picture. To the right of the profile is a white form with the following fields:

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



Documents (student reports)

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

The screenshot shows a table of documents available for download. The table has columns for File Name, Type, Date, and Download.

File Name	Type	Date	Download
[Redacted]	AM Individual Report	29 March 2019	
[Redacted]	Profiles Document	25 March 2019	
[Redacted]	AM Individual Report	16 January 2019	
[Redacted]	AM Individual Report	30 November 2018	
[Redacted]	AM Individual Report	22 November 2018	
[Redacted]	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.

David Abbey

Jimmy Abbey

Grenetta Abbey

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

David Abbey

Jimmy Abbey

Grenetta Abbey

Family/Home

Family contacts

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

Addresses

Addresses +

Location	Addresses

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

Note: When updating your postal address select the appropriate option for Occupants; if only you are moving address select *"Only move this occupant"*; if all family members listed at that address are moving, select *"All occupants of old address have moved to the above address"*.



Links

This section contains links to sites such as the school website, Debitrak, Easy Payments Plus, REACH and YouTube. For students it includes Teams, Office 365 and the Wellbeing Anonymous Tool.



Contacts

This section displays the contact information that we have for you in our school system.

Mother	Parental Responsibility
Address	Phone Number
Email	Mobile Phone
Priority	



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						
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 to you from staff at the school.



Noticeboard

The noticeboard is where parents can see school documents and other useful information. Click on a file to download and open it on your device.