Edulink One
Parent User Guide

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BRADFORD GIRLS' GRAMMAR SCHOOL

Co-educational up to 11, Girls only 11-16

Logging In

EduLink One can be accessed via a web browser such as Internet Explorer or Google Chrome. Alternatively, you can download an App to use on your mobile device. The Mobile App for Edulink One is available for iOS and Android devices.

The links for these are as follows:

Website: www.edulinkone.com

Mobile Apps: EduLink One is available on both Google Play and the App Store, search "**EduLink One**" and look for the following logo:
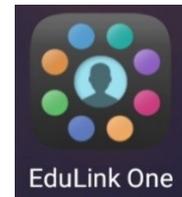
Username and Password

You will be provided with your own unique username and password.

After accessing the system, you will be taken straight to the Edulink log-in page for the school.

Here you will need to enter the school ID which is '**bggs'** and your username and password —then click 'LOG IN'.

Changing your password

After logging in, you can change your password by clicking the cog by your name and then clicking "Change Password".
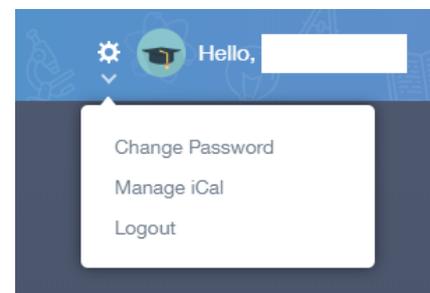
Forgotten your password? Have a query?

If you have forgotten your password, or have a query, please email us at communications@bggs.com

Using Edulink One

Once you have logged in you will be presented with a photo of your child and a series of menus. If you have more than one child at the school, you will be able to change between them by selecting the specific child as listed at the top right of the page.
The following sections are available:

Absence Reporting

Allows you to send a direct message to the attendance officer, to notify of any planned absence. Select the date and time of absence and provide a reason for the absence. Medical letters or appointment cards can also be uploaded.

Attendance

Gives you access to attendance data.

Achievement

This area allows you to see all achievement awards recorded, this includes which subject and how many points that have been awarded.

Contacts

Shows the contact information for you which is currently held by the school.

Account Info

Allows you to see the general information held about your child, such as contact information, Date of Birth, tutor etc.

Medical Info

Displays all the medical information we have on file for your child.

Behaviour

Allows you to see all the behaviour incidents recorded for your child, including non-attendance of live lessons. The detention tab also shows any previous or upcoming detentions for your child.

Exams

Provides detailed information about upcoming exams your child may be sitting. You will find the exam timetable as well as exam entries.

Student Reports

View all of your child's school reports to date.

Important Documents

This allows the school to share important documents to view and download.

Forms

This screen will have forms which the school may require you to complete.

Timetable

View details of your child's timetable including lessons planned and assigned teacher.

Update Information

Allows you to inform the school of any changes to the information held about yourself or your child.

Links/Resources

Links to useful resources and websites including ParentPay.

Calendar

Populates with upcoming events, parents' evenings and school holidays. A dot under a date indicates that there are further events scheduled for that day. Click on the date to find out more information.

NOTE: Your own contact details do not need to be added under your child's information, instead, make sure they are up to date under your name.