School Portal

Parent User Guide V1.1

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1. Introduction

Our School Portal gives you quick and easy access to information about your child/children attending our school, including:

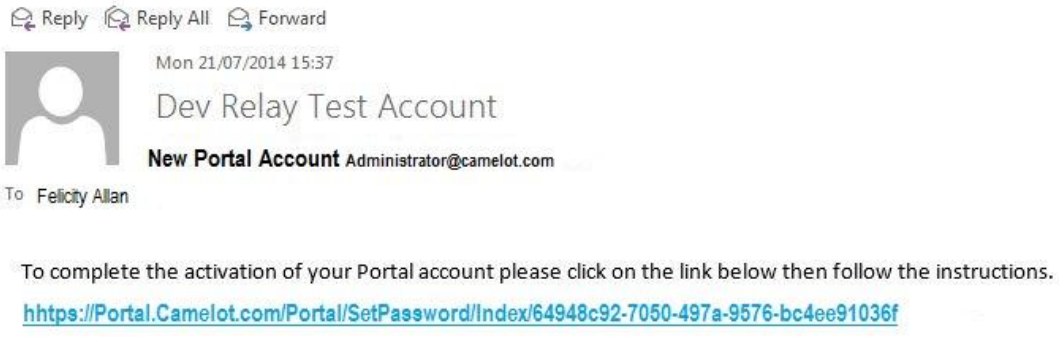
- Attendance & Calendar
- Medical
- Trips & Activities
- Absences, [redacted]
- Marks and Grades from regular assessments
- School Reports
- Public Exams
- [redacted]
- Documents
- Contact with school staff
- Links to other websites set by the school
- Find other Parents' contact details (if they have consented to share these)

2. Getting Started

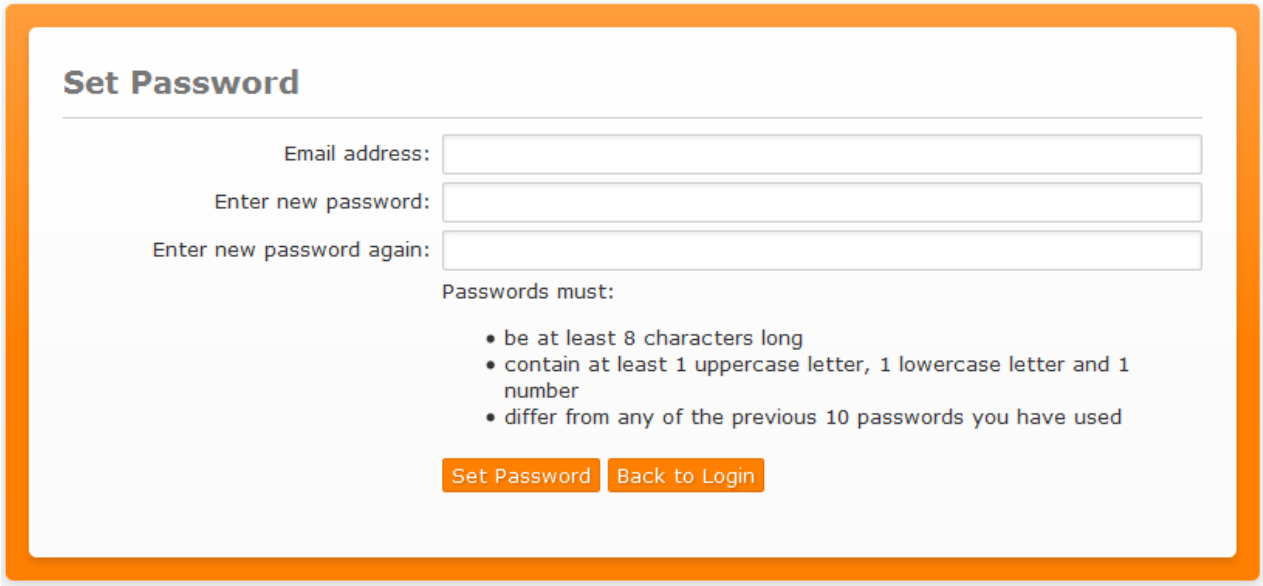
Gaining access to your School Portal account is quick and easy.

You will receive an activation email from us, similar to that shown below.

- Click on the link highlighted in the message:



You will be taken to the **Set Password** page of the School Portal:

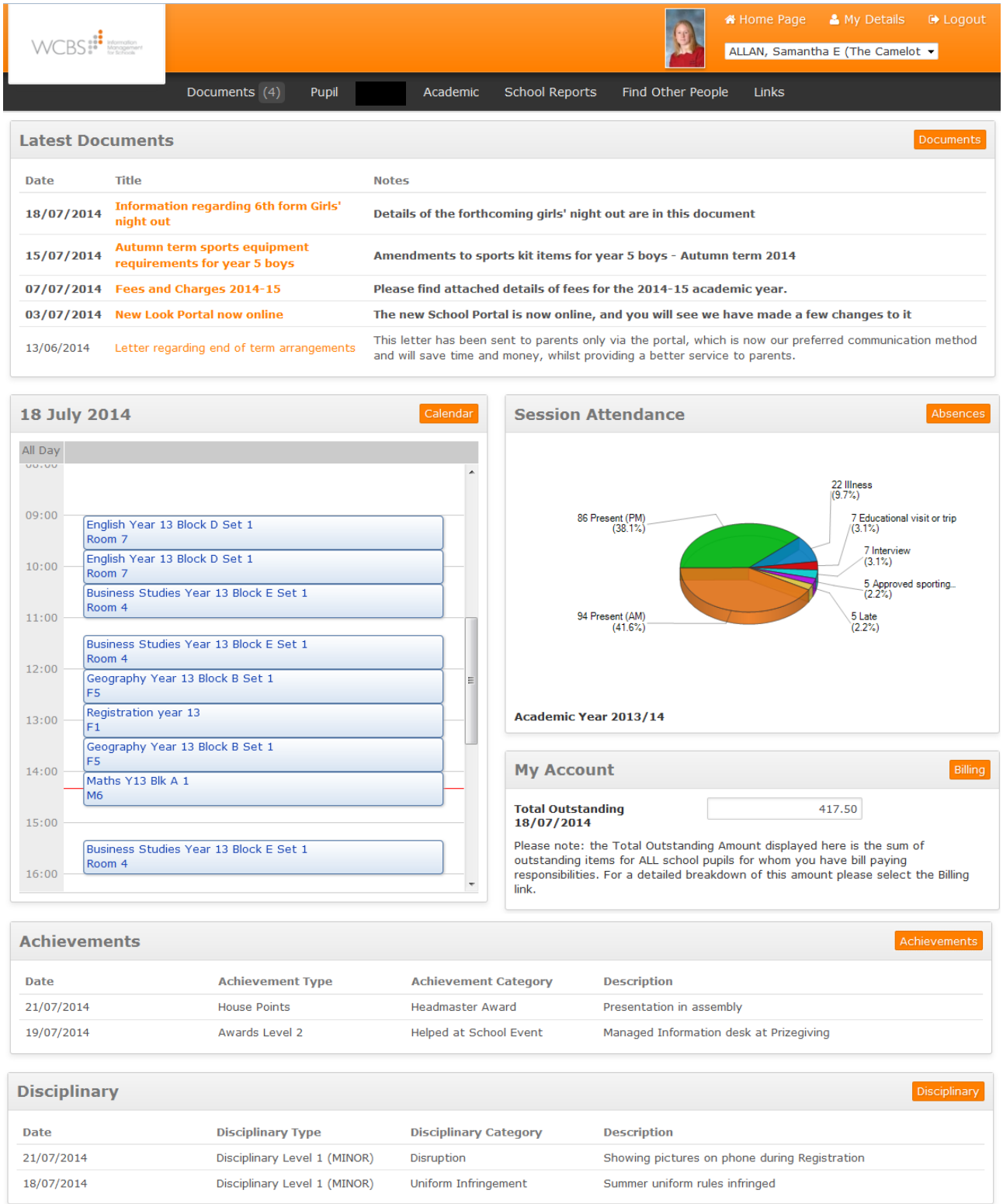


- Enter your Email address.
- Enter your new password, noting the criteria as shown above
- Enter your new password once again.
- Click on the **Set Password** button

3. Home Page

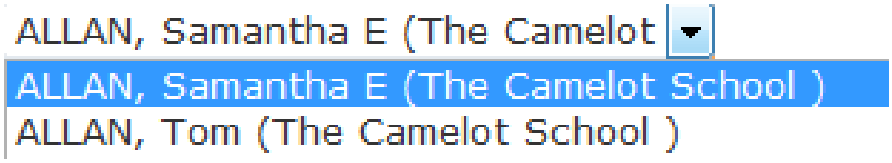
Once you've successfully entered your new password, you will be taken to your Home Page:

Please note: The data shown on this document is for example purposes only.

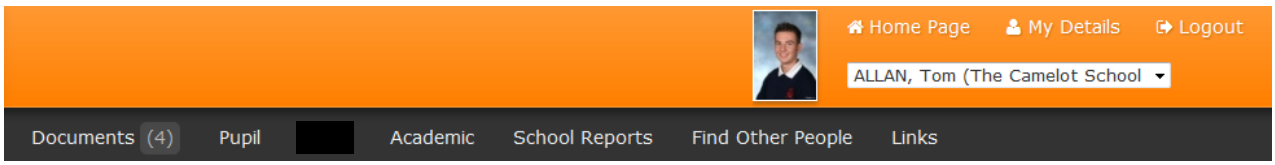


Important note: If you have more than one child at the school, the information shown on the Home Page relates only to the child selected from the dropdown list at the top of the page. [redacted]

- To view a different child's details, select the child's name from the dropdown menu:



Once you have selected a different child, your Home Page layout will look just the same as above, but the actual information will relate to this newly selected child:



Please note: Each time you log in to your Portal account, if you have more than one child at the school, the first child (in ascending, alphabetical order) will always be displayed.

Your Home Page includes menus to take you to all areas of the Portal, and additional quick reference sections for the following six areas:

- Latest Documents
- Calendar
- Session Attendance
- [redacted]
- [redacted]
- [redacted]

Latest Documents

The five most recent documents relating to your selected child are shown here (the documents in bold are unread and the total number of unread documents is shown beside the Home Page, Documents option).

- Click on the document title to view, open or save the selected document.
- Click on the **Documents** button to open the Documents page, with the full list of documents.

Please see the Documents section (4, a, page 10) for more information.

Calendar

This displays calendar details for your selected child for the day that you log on to your Portal account.

- Use the scrollbar to view the whole day.
- Click on the **Calendar** button to open the full week's calendar.

Please see the Calendar section (4, d, iv, page 17) for more details.

Session Attendance

This displays a pie chart of absence details for your selected child in the current academic year.

- Click on the **Absences** button to view details of individual absences.

Please see the Absences section (4, d, v, page 18) for more details.

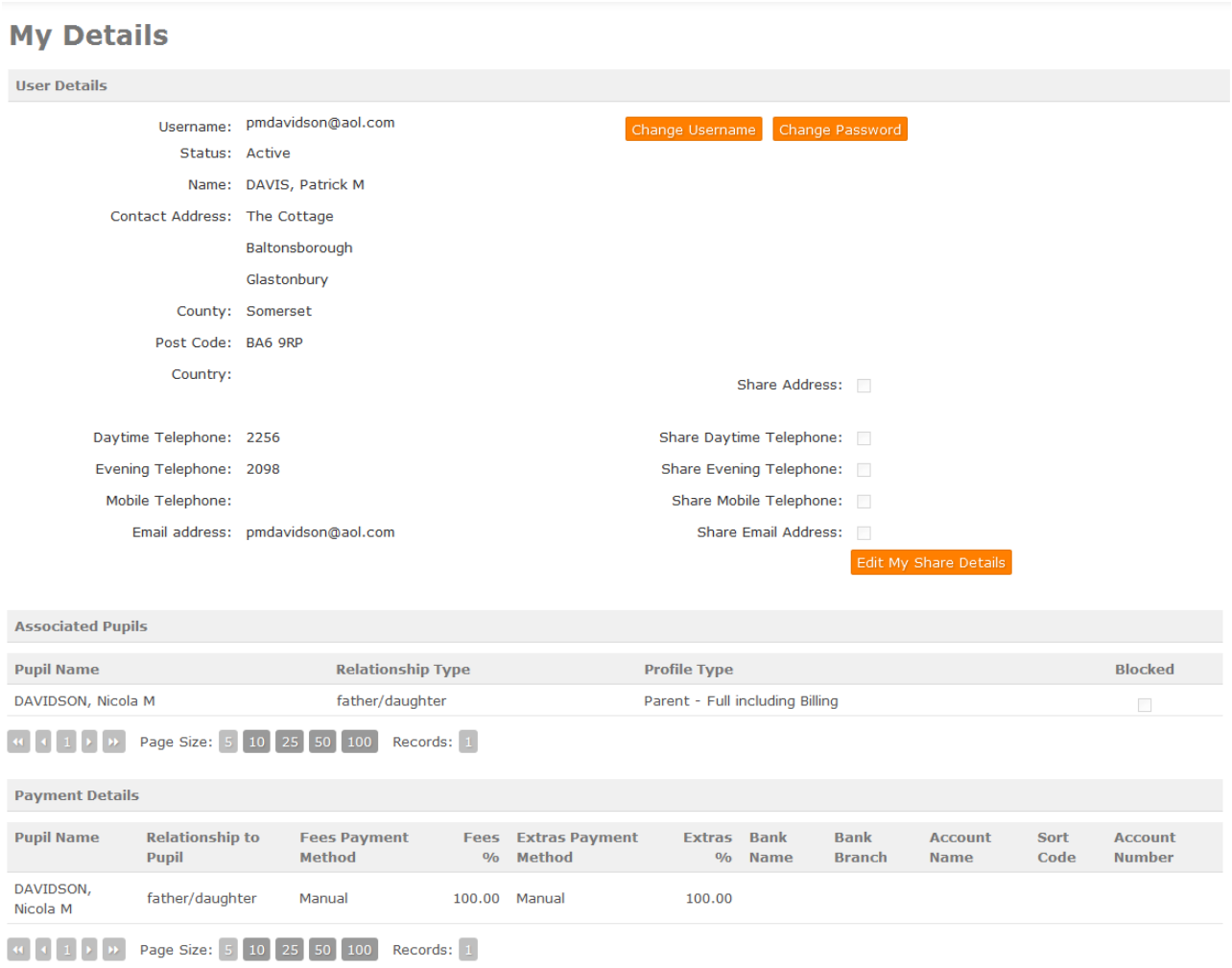
[redacted]

[redacted]

Clicking on the **Home Page** option from any page within the School Portal will take you back to the Home Page. The 3 further pages shown below may also be accessed from within any page of the School Portal.

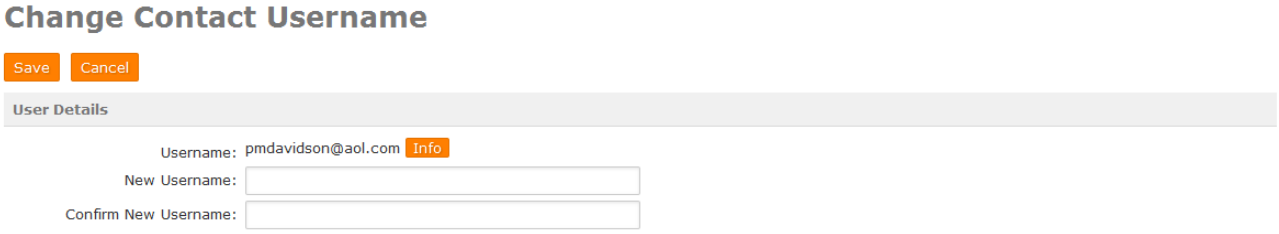
a) My Details

- Click on the **My Details** option and you will see your personal details as held by the school:



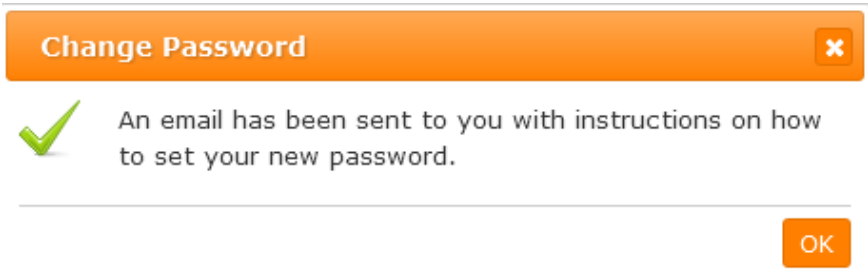
In the User Details Area, you can change your Username or Password. To do this:

- Click on the **Change Username** button and you will see the following screen:



- Type in your new Username (which must be a valid email address) and then retype it to confirm correct entry.
- Click on the **Save** button (or **Cancel** if you wish to cancel this action).
- Your new Username will then be reflected in the My Details area of your Portal account.
- Click on the **Change Password** button and you will see the following:

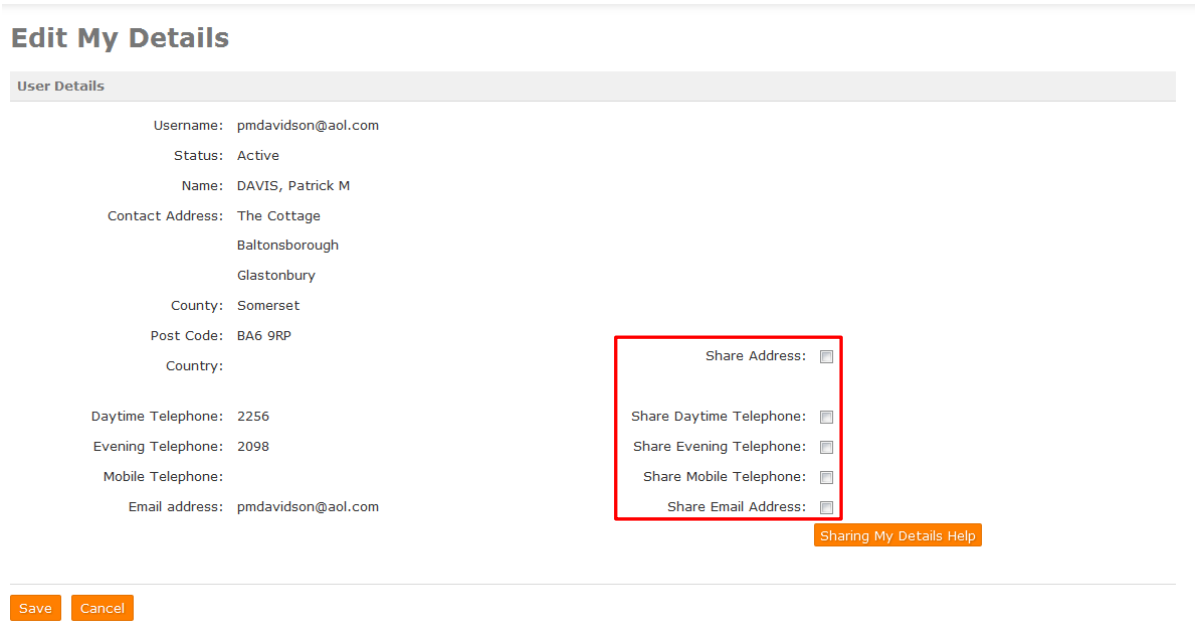
- Click on the **OK** button.



You will receive an email with a link to the School Portal.

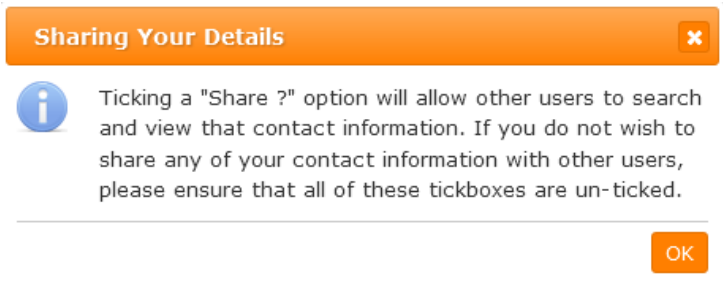
- Follow the link, which will take you to the **Set Password** screen (as shown on page 3). Type in your new Password (not forgetting that if you have changed your Username, to enter the new Username at this point also).

The **Edit My Share Details** button allows you to choose what, if any, information you want to share via the School Portal with other Portal users (not pupils):



- If you would like to share some or all of the information as highlighted above, tick the appropriate boxes.
- Once complete, click on the **Save** button.
- If you don't want to share any information, leave this area unticked.

The **Sharing My Details Help** button gives the following details:

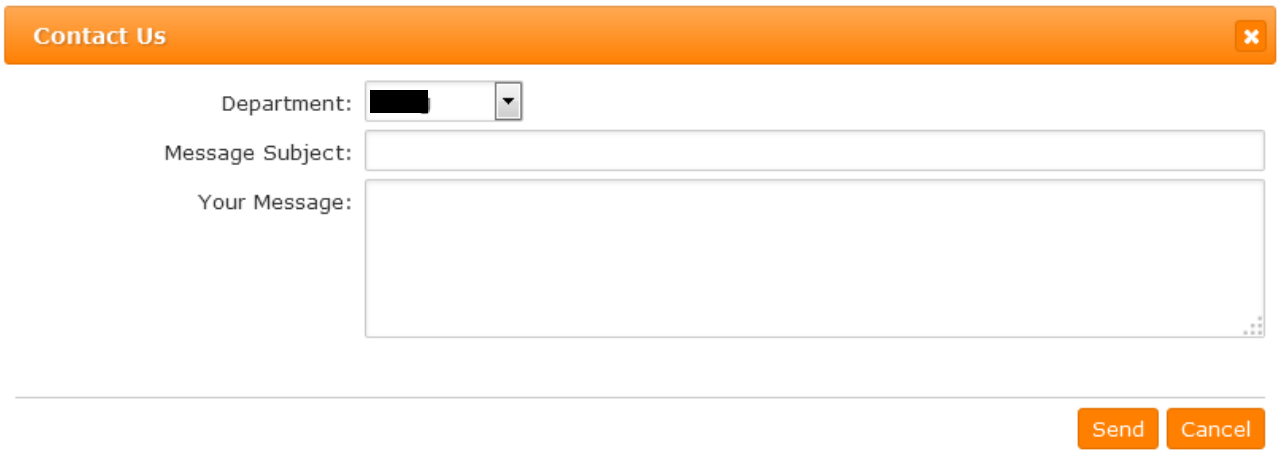


The **Associated Pupils** area shows you the pupils that you are related to or associated with at the school.

b) Contact Us

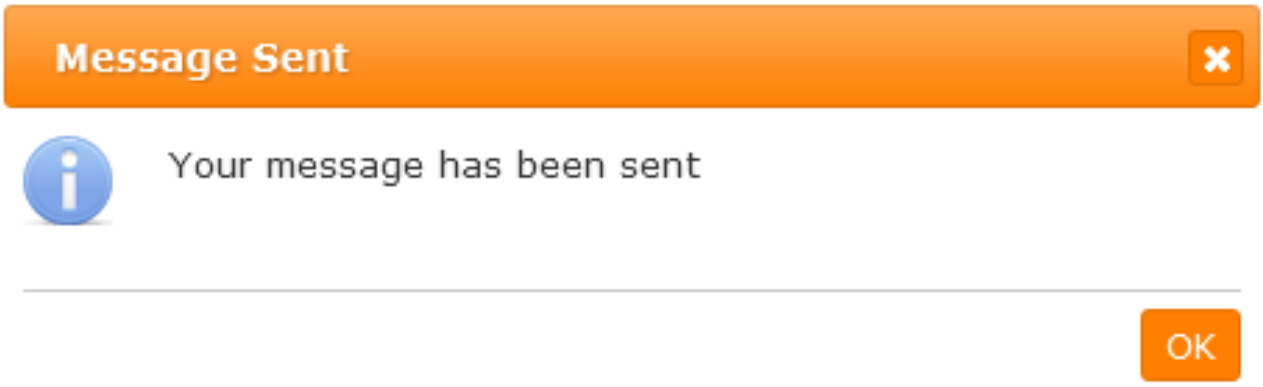
Use this area to send messages to different departments in the school. To do this:

- Click on the **Contact Us** option and you will see the following:



- In **Department**, use the dropdown list to make your selection.
- Type in a **Message Subject**.
- Type in your message.
- Click on the **Send** button.

You will receive the following confirmation message:



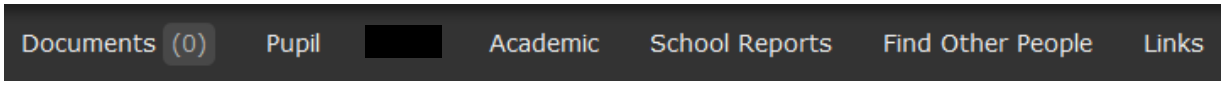
- The selected person at the school will reply to you via your email account.

c) Logout

Use the Logout options to log out of your Portal account.

4. Portal Menus

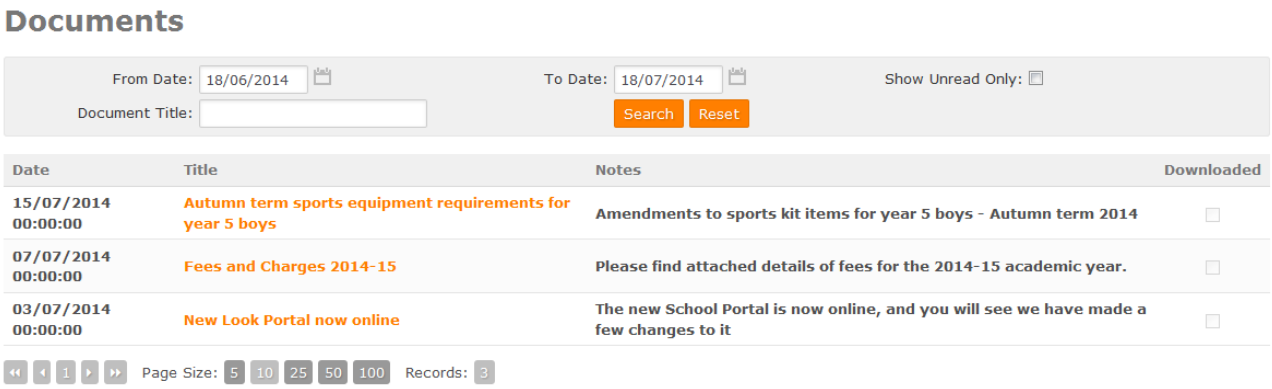
The School Portal menus are: Documents, Pupil, Academic, School Reports, Find Other People and Links:



a) Documents

This details all of the documents which we have sent to you relating to your selected child. As soon as we send you documents (via your Portal account), the number of unread documents for your selected child will be displayed. There is also a summary on the Home Page of the latest five documents. You can click on the **Title** of a document on the *Latest Documents* area of the Home Page to view, open or save the selected document. Once the document has been viewed (either via *Latest Document* or the Documents options), the number of unread documents for the selected pupil will be updated.

- To view all of the documents, click on the **Documents** Option and the following screen will appear:



Documents for the selected child will be displayed here (both viewed and unread). You can click on the title of any document in the list to view, open or save the document. If you download the document, a tick will appear in the **Downloaded** area.

The documents will be displayed in descending, date order. However, you can select a **From Date** and **To Date** range. In addition, you can also check the box to **Show Unread Only** documents.

Once the number of documents builds up, you might want to search for specific document titles. To do this:

- Type in a **Document Title** and then click on the **Search** button.

The document(s) which meet your search criteria will be displayed.

- Click on the **Reset** button to clear the search criteria.

The total number of document records will also be displayed in this screen.

- Click to select the **Page Size** to: 5, 10, 25, 50 or 100.

b) Pupil

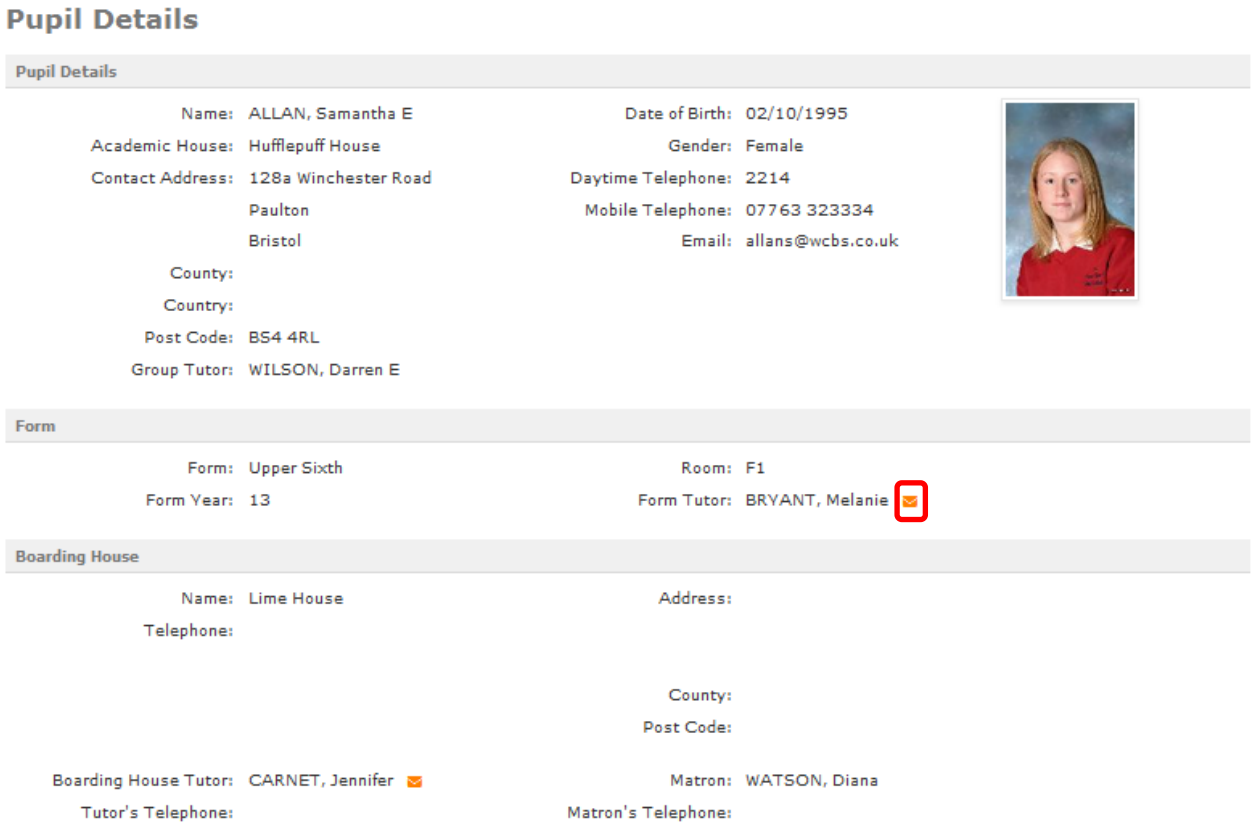
This menu gives access to your child's details, including:

- Their personal information.
- Their medical information.

[redacted]

i. Pupil Details

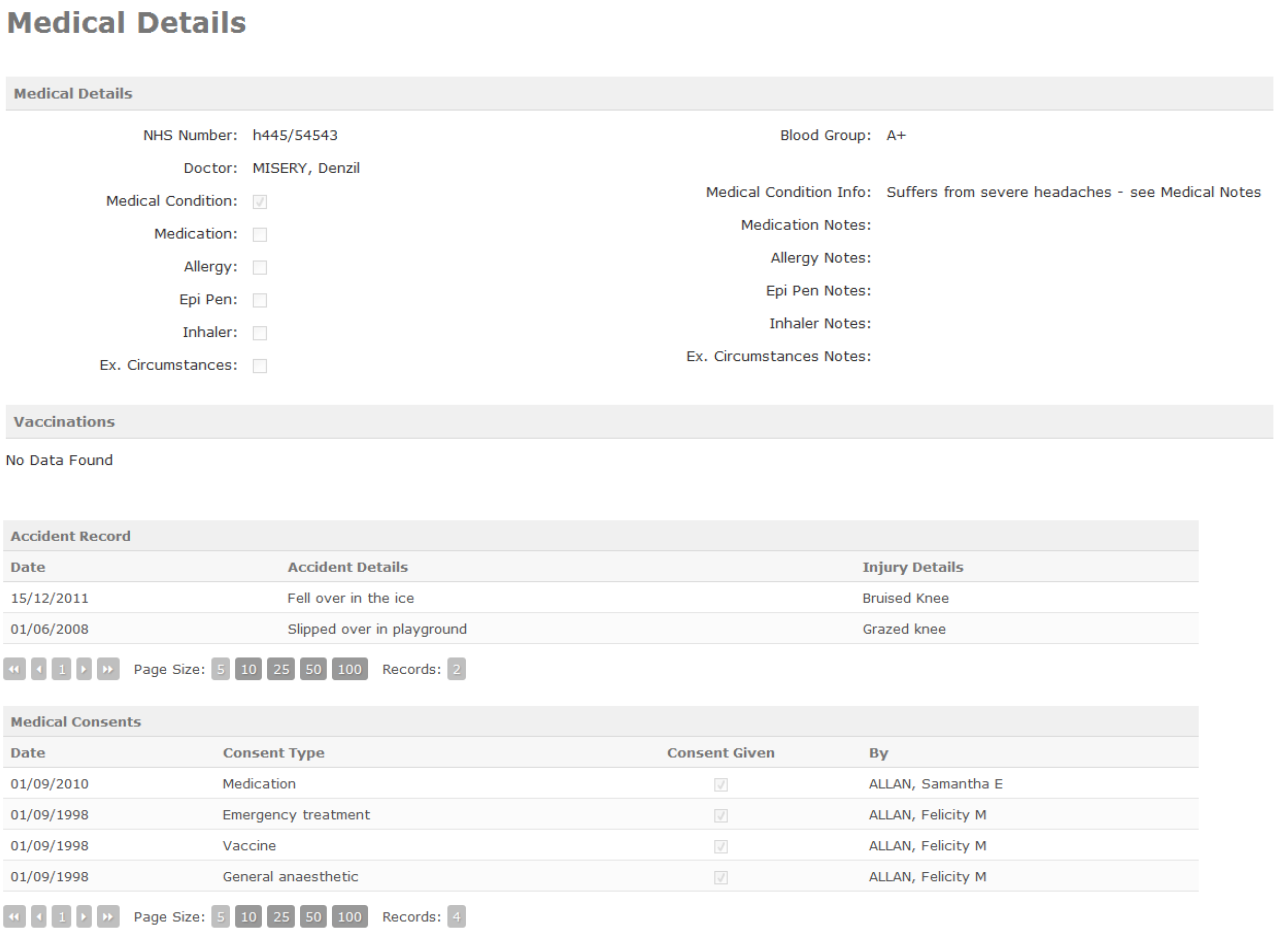
This area displays personal details about your selected child:



You'll notice the small **Email** icons (highlighted above) on this screen. If you click on one of these, they will open up a *Contact Us* screen (as detailed on page 9, section 3, b) to the person beside the icon. In the example above, the icon will automatically open up a contact for Melanie Bryant, who is this pupil's Form Tutor.

ii. Medical Details

This area displays medical information about your selected child. This includes an area for vaccinations, accident records and medical consent given:



Medical Details

Medical Details

NHS Number: h445/54543
Doctor: MISERY, Denzil
Medical Condition:
Medication:
Allergy:
Epi Pen:
Inhaler:
Ex. Circumstances:

Blood Group: A+
Medical Condition Info: Suffers from severe headaches - see Medical Notes
Medication Notes:
Allergy Notes:
Epi Pen Notes:
Inhaler Notes:
Ex. Circumstances Notes:

Vaccinations

No Data Found

Accident Record

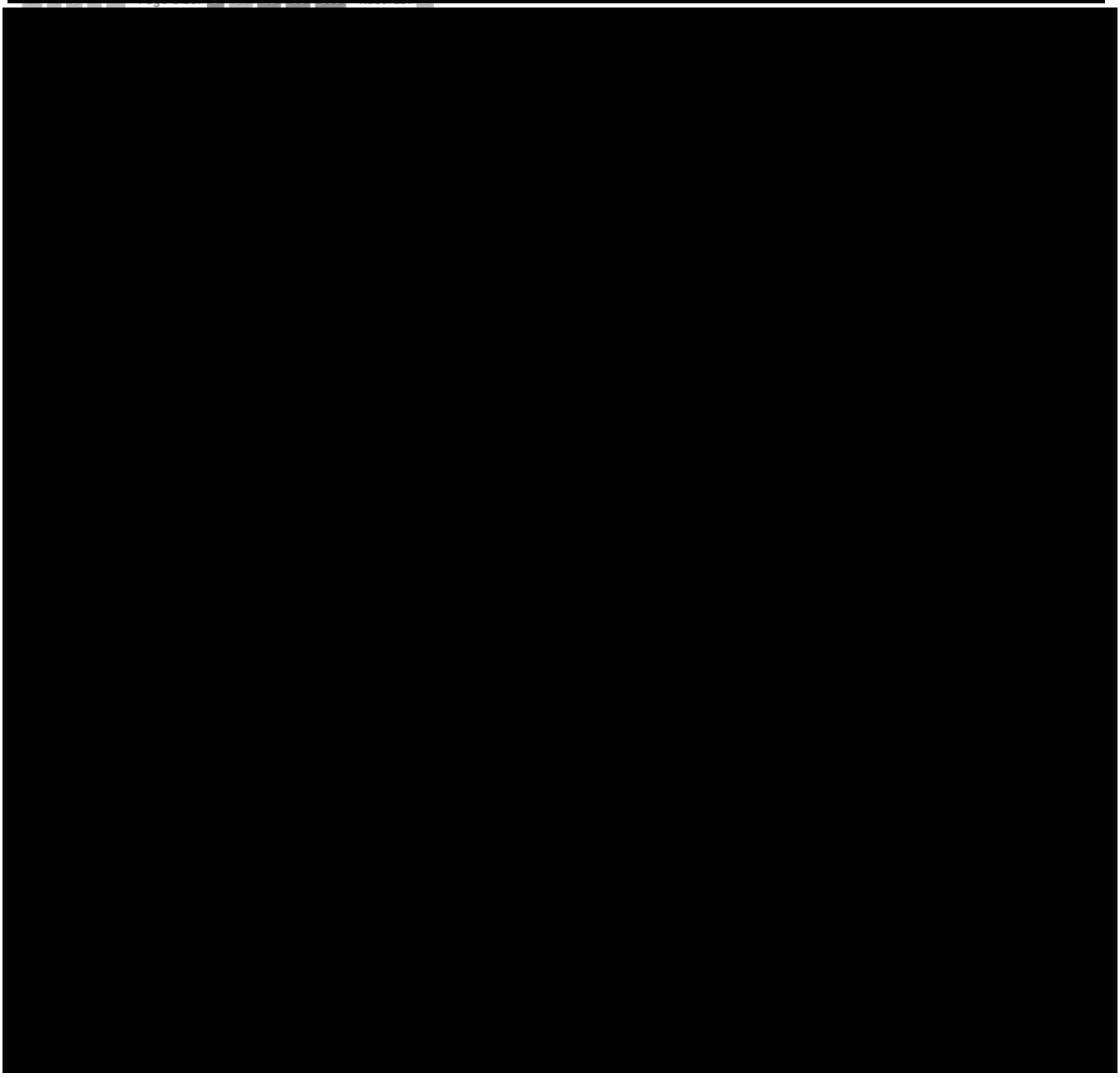
Date	Accident Details	Injury Details
15/12/2011	Fell over in the ice	Bruised Knee
01/06/2008	Slipped over in playground	Grazed knee

Page Size: 5 10 25 50 100 Records: 2

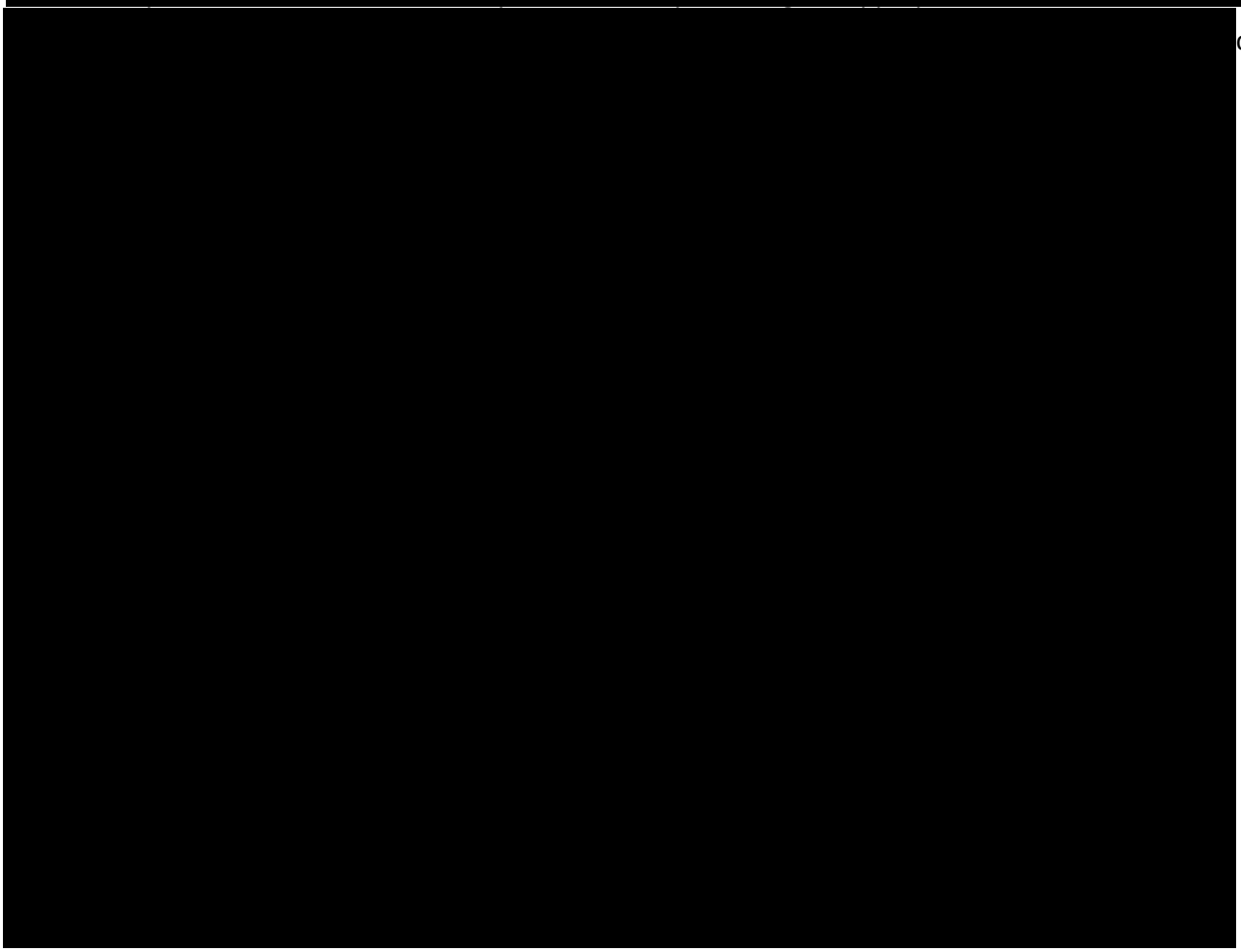
Medical Consents

Date	Consent Type	Consent Given	By
01/09/2010	Medication	☑	ALLAN, Samantha E
01/09/1998	Emergency treatment	☑	ALLAN, Felicity M
01/09/1998	Vaccine	☑	ALLAN, Felicity M
01/09/1998	General anaesthetic	☑	ALLAN, Felicity M

Page Size: 5 10 25 50 100 Records: 4



d’s



d) Academic

This menu gives access to academic information about your selected child, including:

- Subject Sets
- Assessments
- Public Exams
- Calendar
- Absences

i. Subject Sets

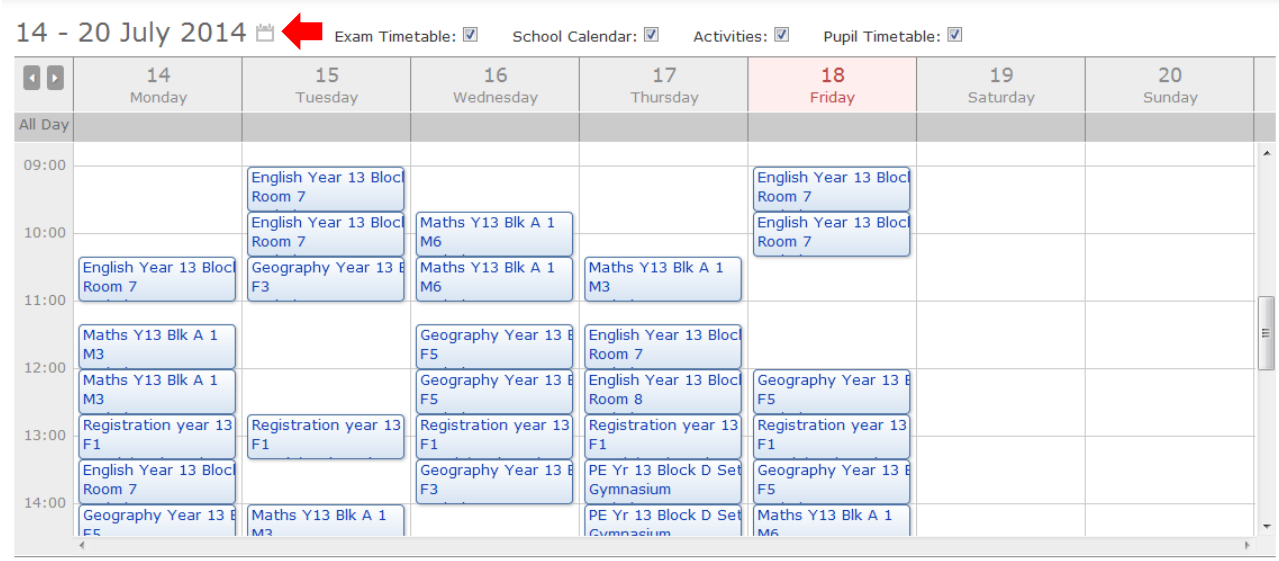
This area displays each of your selected child's Subject Sets:

Subject Sets

Subject	Set Code	Set Description	Teacher	Teacher
Geography	13B1	Geography Year 13 Block B Set 1	Mrs [redacted]	Miss [redacted]
Information Technology	13C2	ICT Year 13 Block C Set 2	Mr C [redacted]	
Mathematics	13A1	Maths Y13 Blk A 1	Mr B [redacted]	Mrs
PE	13D1	PE Yr 13 Block D Set 1	Mrs [redacted]	Mr F
English	13D1	English Year 13 Block D Set 1	Mrs [redacted]	Mr N
PM Registration	13	Registration year 13	Miss [redacted]	

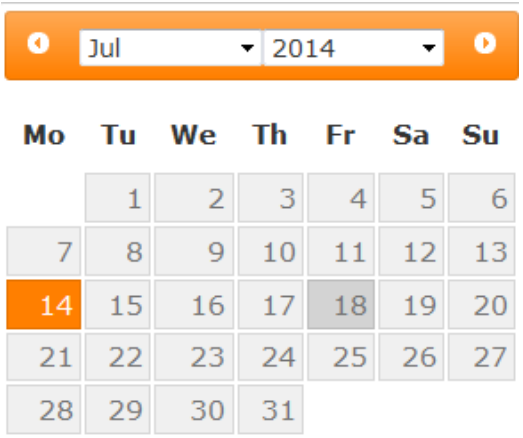
iv. Calendar

This area displays your selected child's calendar for the current week:



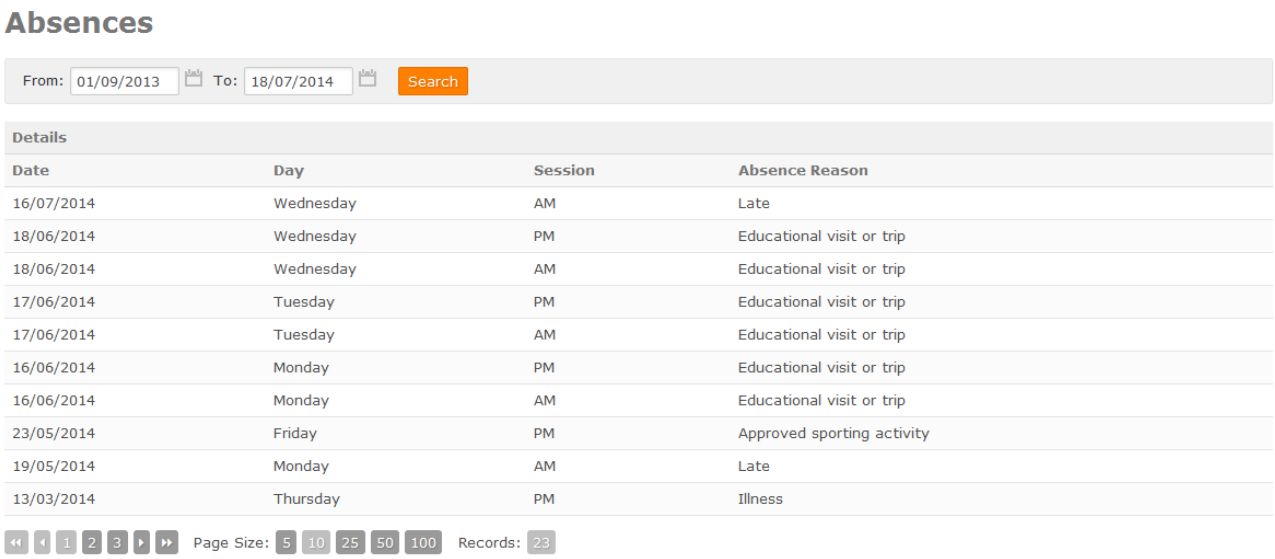
- Use the scroll on the right-hand side of the screen to view different hours of the day.
- The Exam Timetable, School Calendar, Activities, and Pupil Timetable checkboxes may be deselected as required to view more specific calendar information.

- Use the date selector button (arrowed above) to select a different week, month or year.



v. Absences

This area displays each of your selected child's absences:



Absences

From: 01/09/2013 To: 18/07/2014 Search

Details

Date	Day	Session	Absence Reason
16/07/2014	Wednesday	AM	Late
18/06/2014	Wednesday	PM	Educational visit or trip
18/06/2014	Wednesday	AM	Educational visit or trip
17/06/2014	Tuesday	PM	Educational visit or trip
17/06/2014	Tuesday	AM	Educational visit or trip
16/06/2014	Monday	PM	Educational visit or trip
16/06/2014	Monday	AM	Educational visit or trip
23/05/2014	Friday	PM	Approved sporting activity
19/05/2014	Monday	AM	Late
13/03/2014	Thursday	PM	Illness

1 2 3 Page Size: 5 10 25 50 100 Records: 23

- Use the date selector buttons on the **From** and **To** dates to select a different week, month or year. By default all absences for the current Academic Year will be displayed.
- A summary of the total number of each type of absence is shown at the bottom of the page.

Summary

Absence Reason	Total Sessions Absent
Approved sporting activity	5
Educational visit or trip	7
Illness	22
Interview	7
Late	5

1 Page Size: 5 10 25 50 100 Records: 5

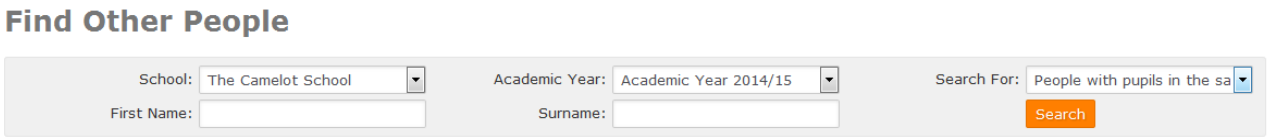
e) School Reports

This area displays each of your selected child's school reports, once they have been published by the school:

- Click on Report title to open or save the report.

f) Find Other People

This area allows you to search for other Portal users (not pupils) in the school:



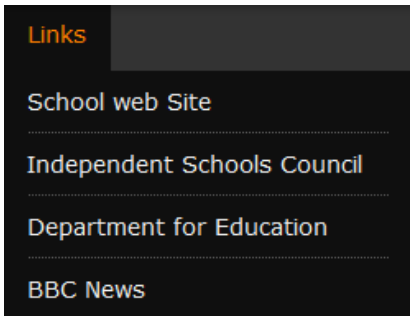
- Set your search criteria by selecting or entering the relevant information.
- Once complete, click on the **Search** button.

If no people meet your search criteria, you will receive the following message:

If there are people who meet your search criteria, you will see a list displayed with the contact information that they are happy to share:

g) Links

Hover over this area and a list of links will be shown.



- Click on any of the links and you'll be taken to their website (the above are for demonstration purposes only).

This concludes our *School Portal Parent User Guide* and we would like to take this opportunity to thank you for reading this information.

If you would like further details, or have any questions or queries, please do not hesitate to contact us:

Training & Implementation:

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- E-mail: implementation@wcbs.co.uk

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