## Revision History

<table>
<thead>
<tr>
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<th>Change Description</th>
<th>Date</th>
</tr>
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Capita Doc Ref: SLGParents7162/HBK/290616/GM

### Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.
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Introduction

All schools have a database in which pupil/student information is stored and this information is accessed through software called a Management Information System (MIS).

The SIMS Learning Gateway (SLG) Parent site enables parent/carers to access the SIMS school database over the Internet.

NOTE: The SIMS Learning Gateway supports the use of mobile devices for parent/carers and pupil/students. For more information, please refer to the SIMS Learning Gateway Mobile Views mini guide.

Prerequisites

To access the SLG Parent site, you need an Internet connection. Basic broadband is sufficient.

Please check the following list of supported browsers to ensure that your Internet browser is compatible.

Supported Web Browsers

<table>
<thead>
<tr>
<th>Browser</th>
<th>PC</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome (latest at time of release)</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Internet Explorer 11.x</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Internet Explorer 10.x</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Internet Explorer 9.x</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Mozilla Firefox (latest at time of release)</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Safari (latest at time of release)</td>
<td>×</td>
<td>✓</td>
</tr>
</tbody>
</table>
01 Introduction

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive and therefore security must be a priority. All users must ensure that their user name and password is kept private.

**IMPORTANT NOTE:** Users must always log out of the SLG site and close the Internet browser.
02| Getting Started

Logging into the SLG Site

1. Using a web browser (please see Supported Web Browsers on page 1), enter the URL (web address) of the school’s SIMS Learning Gateway (SLG) site.

   NOTE: If you are logging into a Hosted SLG website, ensure that the URL is correct, e.g. https://hslg10.capita-cso.co.uk/schools/(shortcode)/slg.

2. A login screen is displayed. Enter the login details that have been provided to you by the school.

   NOTE: If you have not entered the correct URL, an error message will be displayed when you try to log in.
The login screen displayed varies depending on whether you are running SLG in a Hosted environment. The following graphic is displayed for Hosted SLG customers.

**IMPORTANT NOTE:** Do not select the *Remember my password* check box (if one is available) when logging into the site, because this enables anyone with access to your computer to log on to the SLG site with your user details.

3. If this is the first time you have logged into your SLG site, you may be asked to change your password.
Introduction to the Home Page of the SLG Parent Site

When you log into the SLG Parent site, the **Home** page is displayed. The layout of this page depends on how the school has configured the site, but the names of the menus and the options available will be the same.

1. **School-specific content.**
2. **Parent-specific links.**

When you are logged into the SLG Parent site, the **SIMS Learning Gateway** menu in the navigation bar on the left-hand side of the screen displays parent-specific links.

**SIMS Learning Gateway**
- My Account Page
- School Details Page
- My Children Dashboard
Logging out of the SLG Site

1. Click the Welcome <your name> link at the top of the page to display the user menu.

2. Select Sign Out to log out of the SLG site. A confirmation dialog is displayed.

3. Click the Yes button to sign out. Click the No button to stay logged in and to return to the site.

Mobile Views

SLG supports the use of mobile devices (smart phones and tablet computers) for pupil/students and parent/carers. For information on supported operating systems and full functionality, please refer to the SIMS Learning Gateway Mobile Views mini guide.

Logging into SLG Mobile Views

Using your mobile device, log into your SLG account.

1. Enter or select the URL (web address) of your school's SIMS Learning Gateway or your SLG Parent site.
   SLG redirects to the mobile version of your SLG site automatically.

2. On the login screen, enter your SLG user name and password, and then click the OK button.
Your mobile My Children Links page is displayed. This provides access to the Student Dashboard for each of your children.

Logging out

To log out of SLG, tap the Sign Out button.

**IMPORTANT NOTES:** When logging out of SLG Mobile Views, you must close the browser window on the device to fully log out. The school may require you to sign in every time you access SLG Mobile Views.

Take extra care when accessing the Internet in public places such as cafés and restaurants, because your data may not be secure. Do not access sites containing confidential information from unsecured Wi-Fi hotspots.
Managing Your User Account

Introduction

To display the My Account page, click the My Account Page link on the navigation bar on the left-hand side of the screen. From here you can:

- view your personal details
- change your password
- change your security question and answer.

Viewing Your User Account Details

The View My User Account panel displays the contact information that your school holds.

It is not possible to change this information yourself. If these details are incorrect or incomplete, please contact the school in the first instance.
03| Managing Your User Account

Change Your Password

**IMPORTANT NOTE:** If the school has set up the option to reset your password, you must do so immediately after logging into your SLG site.

1. In the Change My User Account Password panel, enter your Old Password. This is the password you use when logging in.

2. Enter the new password in the New Password and Confirm New Password fields.

**NOTE:** To protect your information, make it as difficult as possible for others to guess your password. The school is likely to have a password policy with which you must comply. For example, your password may need to contain at least six characters, one character might have to be a capital letter and another character might have to be a number. When changing a password, the new password must generally be sufficiently different from any password you have used for this site in the past.

3. Click the Change button to submit your new password.
   - If your new password is not accepted:
     - a reason is given as to why the new password has not been accepted.
     - ensure that the new password meets all of the requirements set by the school.
     - try with a different (new) password.

Changing Your Security Question and Answer

**IMPORTANT NOTE:** If you forget the password, it is possible to request a password reset. However, this option is available only if you have set at least one Security Question and Answer. This is necessary to add security to the reset process. Until a Security Question and Answer is provided, it is not possible to request a password reset.

1. Click the My Account Page link to display the Change Security Question and Answer panel. Alternatively, click the OK button to ignore this message. You are strongly advised to provide a Security Question and Answer. If this information is not provided, you will be reminded to do so every time you access the user account pages.
2. In the **Change Security Question and Answer** panel, enter a question in the **Security Question** field.

3. Enter the answer to this question in the **Security Answer** field.

**NOTE:** The security question must be something to which only you know the answer. However, it should also be something that is relatively easy to remember. Examples include the model of your first car, your favourite childhood film or your first holiday destination abroad. Do **not** use names (e.g. of friends, family or pets) or other things that can be guessed easily.

4. Click the **Change** button.

If the change of question and answer is unsuccessful, a reason is given. You are given another opportunity to record this information.

Generally, questions that contain part of the answer are not accepted. Other rules may apply, depending on how the System Administrator has configured password requirements.

**Forgotten Your Password?**

If you have forgotten the password, SLG can send a new, temporary password via email if:

- a Security Question and a Security Answer have been set.
- the school has made the Request New User Account Password feature available.

If this feature is not available, please contact the school or the SLG Administrator.

To reset your password, proceed as follows:

1. Launch a web browser.
2. Enter the URL (web address) provided by the school for resetting your password to display the Request New User Account Password page.

3. Enter your User Name and click the Continue button to display the Security Question field with (one of) your question(s), and the Security Answer field.

4. Enter the Security Answer to the Security Question. Ensure you enter the answer exactly as you entered this previously.
   If you repeatedly attempt and fail to answer the security question correctly, your account may be locked for security purposes and you will have to contact the school for assistance.

5. Click the Request button.
   If your request is successful, the following message is displayed and a temporary password will be sent via email.

6. Follow the procedure to change your password (please see Change Your Password on page 10).
   When prompted, enter the temporary password in the Old Password field.

**Consolidating SLG User Accounts**

If you have more than one SLG account, the SLG administrator will usually combine these into a single user account. However, you can also combine these into one account yourself. The Consolidate My User Accounts panel enables the merging of accounts and the viewing of all your information using a single user name and password.

For example, a teacher whose child attends the school at which the teacher works will have a teacher account and a parent account. These can be consolidated (or combined) so that when they log into SLG, they can view the Teacher site as well as the Parent site.

If the LA hosts the SLG sites for all of its schools, a parent/carer whose child (or children) attends different schools can combine all their SLG accounts and access all their children’s information using a single login.
NOTE: Any documents you have uploaded to SLG when logged into the current user account will still be accessible after consolidation. However, you will not be able to edit or delete documents that you uploaded to SLG via your other account(s) before consolidation.

1. Log into SLG with one of the user accounts you want to consolidate.
2. In the Consolidate My User Accounts panel, enter the User Name and Password of the account that you want to consolidate with the account that you logged in with.

3. Click the Continue button to display a list of user accounts that can be consolidated.

4. Select the radio button adjacent to the user name that you want to use for the consolidated or combined user account.

5. Click the Consolidate button to consolidate the accounts under the user name selected in the previous step.
Viewing Your Child's Information

My Children Dashboard

The My Children Dashboard displays key information about your child(ren):
- Latest Announcements
- Headlines
- Today’s Attendance
- Events
- My Children Links (provides access to the Student Dashboard and the Data Collection Sheet).

Latest Announcements

The Latest Announcements panel displays school and parent/carer-related announcements.

To view a complete list of announcements, click the announcement text.

Headlines

The Headlines panel displays important information about your child or children at a glance.

Depending on the school's settings, information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators (KPIs) for the current academic year.

1. Click the arrow to play the headlines in an ordered slideshow.
2. Click a slide to stop the slideshow. Click again to restart the slideshow.
04 | Viewing Your Child’s Information

Click a circle to view an individual headline.

Today’s Attendance

The **Today’s Attendance** panel displays today’s lesson attendance information for your children.

To view the attendance information for your child, click their name. To view your child’s lesson attendance history, click the **History** button.

1. Click a child’s name to display their lesson attendance information.
2. Click the **History** link to display detailed attendance information for the current month.

Click a triangle to expand the week and view the lessons.

Click a lesson to view the details, including the attendance mark recorded for your child.
Navigate to a different month or year by clicking the desired month name or year.

Displays the total number of attendance marks recorded in the month.

<table>
<thead>
<tr>
<th>Attendance Mark</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Present</td>
</tr>
<tr>
<td>✓</td>
<td>Approved Educational Activity, Attendance Not Required, Authorised Absence</td>
</tr>
<tr>
<td>✗</td>
<td>Unauthorised Absence</td>
</tr>
<tr>
<td></td>
<td>No Mark Entered</td>
</tr>
</tbody>
</table>

Events

The Events panel displays real-time information for a number of areas. Depending on the school’s settings, information that might be provided includes lateness, unauthorised absences, achievements, behaviour incidents and any comments that teachers have entered in the register.

1. Click the More Details link to display all the information about the event.

2. Move your cursor over the left or right side of the box to reveal scroll buttons. Click Prev/Next to view all events.
Filtering Events by Date Range

1. Click the **Filter** button.

2. Select the required date range from the **Dates** drop-down list.

3. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.
Filtering Events by Child or Event Type

1. Click the Filter button.

2. To filter by child, select the child from the Children drop-down list and click the Go button.

   ![Children drop-down list]

3. To filter by event type, select from the Event Type drop-down list and click the Go button.

   ![Event Type drop-down list]

My Children Links

The My Children Links panel provides links to view the details of your child(ren) who attend the school. Depending on whether they have been enabled by the school, the following links may be available:

- **Student Dashboard** - view key information (attendance, conduct, current performance and assessment) for a child.

- **View Documents** - view assessment and profile reports for a child.

- **Previous Report Cards** - view previous report cards for a child (this link is visible only your child has been included on a report card).

- **Homework** - view homework assigned to a child.

- **Data Collection Sheet** - a wizard that enables you to review and change information online for a child.

   *NOTE: Some of these hyperlinks may not be enabled.*
If you have children at more than one SLG school, it is possible to consolidate your SLG accounts and view information on all of your children at all of the schools.

NOTE: Some schools may enable you to view information about a child even if they have already left the school.

More Information:
Consolidating SLG User Accounts on page 12
Viewing Homework on page 31
Viewing Student Documents on page 27
Viewing Report Cards on page 29

Student Dashboard

The Student Dashboard enables you to view essential pupil/student information at a glance. The dashboard comprises up to five web parts, depending on your school's information requirements:

- **Student Details** (incorporating a more info link to the StudentDetails page)
- **Attendance** (incorporating a more info link to a calendar popup)
- **Conduct** (incorporating a more info link to the StudentSummary page)
- **Key Performance Indicators** (incorporating a more info link to the StudentSummary page)
- **Assessment** (incorporating a more info link to the StudentSummary page)

Each web part provides access to more detailed information via the more info button. In the previous list, the names in brackets provide the name of the page that is displayed when you click the more info button at the top of the web part.
NOTE: A web part is a separate unit of information that forms the basic building block of a web part page (in this case, the Student Dashboard page).

Accessing the Student Dashboard

The Student Dashboard can be accessed as follows:

1. Log into SIMS Learning Gateway.
2. From the SIMS Learning Gateway list in the navigation bar on the left-hand side of the page, click the My Children Dashboard hyperlink.
3. In the My Children Links, click the required Student Dashboard link. You are redirected to the Student Dashboard for this pupil/student.
04 | Viewing Your Child’s Information

Using the Web Parts on the Student Dashboard

To obtain detailed and more related information, click anywhere in a web part to activate it, then:

- hover over an element (a coloured bar or heading) to display essential information, for example **points** (behaviour/achievement) or **percentage** (attendance).
- click an item in the legend to turn the corresponding information off/on.
- use the scroll buttons to view a breakdown of the information, by type (conduct <> achievement <> behaviour) for example.
- click the **more info** button. All web parts feature a **more info** button in the top right-hand corner. This button redirects you to related pages in the pupil/student record.
- click the **Calendar** button. This redirects you to calendar views for detailed information, and enables you to define a period to view.

Viewing Student Details

The **Student Details** web part provides basic pupil/student registration information such as **Preferred Name**, **Class** and **Year Group**.

Click the **more info** button in the top right-hand corner to view details of the pupil/student information held by the school on the **Student Details** page (please see **Detailed Student Information** on page 32).

Additional buttons at the bottom of the web part provide quick access to the pupil/student timetable (please see **Student Timetable** on page 38) and, if available, the Data Collection Sheet (please see **Entering Data Collection Sheet Information** on page 45). The Data Collection Sheet is available only to parent/carers.
**Viewing Attendance Information**

The **Attendance** web part provides information on a pupil/student’s session attendance in a colour-coded, graphical format. Hovering over an entry will display attendance details broken down by **Present** (green), **Unauthorised Absence** (red) and **Authorised Absence** (blue), the number of sessions and the percentage.

Clicking the **Calendar** button opens a drop-down menu enabling you to choose to view conduct details by year or term. Select a time period to view information for the selected period.

Clicking the **more info** button in the top right-hand corner of the web part opens the calendar.
04 Viewing Your Child’s Information

Each calendar month provides a breakdown of attendance per session per day and clicking on a session displays teacher information, recorded lesson mark and minutes late.

Viewing Conduct Information

The Conduct Web Part provides information on student conduct in colour-coded and in graphical format.

Hovering over an entry displays attendance details broken down by:

- **Achievement**: <positive number>
- **Behaviour**: <negative number>
- **Week**: <No.>

Click the Calendar button to produce a drop-down menu that enables you to view conduct details by year or term.

Click the items in the legend (in the example above: ACHIEVEMENT, BEHAVIOUR) to turn their display on/off.

Use the scroll buttons to view details by conduct type and the composition of conduct points.
Hover over each bar to display a pop-up showing **conduct type: points**.

Click the **more info** button in the top right corner of this Web Part to be redirected to the **Student Conduct Summary** panel (please see **Student Conduct** on page 42). This panel provides full details of all incidents and achievements as held by the school.

**Viewing Key Performance Indicators**

The **Key Performance Indicators** web part provides a window on the latest results (grades) attained by the pupil/student for the most recent assessment(s) of an aspect.

Hover over an entry to view the full subject title. Schools can tailor this information as required.

Clicking the **more info** button in the top right-hand corner redirects you to the **Student Assessment Summary** panel (please see **Student Assessment** on page 44), which provides full details of all assessments and achieved grades by term and date.
Viewing Assessment Information

The **Assessment** web part provides summary information about assessments in a colour-coded, graphical format. By plotting achieved grades (result sets) over one or more Aspects, it gives a clear visual indication of trends by subject. If several graphs are available, scroll buttons are displayed.

Hover over an indicator to enlarge the plotted point on a line graph and display `<aspect>: <grade>` information.

Click a name in the legend to turn on/off the corresponding graph line or bar.

Clicking the *more info* button in the top right redirects to the **Student Assessment Summary** panel (please see Student Assessment on page 44), which provides full details of all assessments and achieved grades by term and date.
Viewing Student Documents

The Student Documents panel provides access to profile and assessment reports that have been published for your child.

1. Click the triangle to display all the reports in a category.
2. Categories are assigned by the school. Similar reports are grouped together.
3. Click the List button to display all reports as a list with the most recent on top.
4. Click the By Category button to sort reports.

To view an online report, proceed as follows:

1. In the Student Documents panel, locate the report you wish to view. Use the By Category and List buttons to help locate the report you require.
2. Click the report you wish to view to display the **File Download** dialog.

   ![File Download dialog](image)

3. Click the **Open** button to display the online report.

   **IMPORTANT NOTE:** Microsoft Windows Vista, Windows 7 and Windows 8 users might be prompted for login credentials. If prompted, enter your SLG **User name** and **Password** again and then click the **OK** button to view the online report.

   **NOTES:** Schools can publish online reports as Microsoft Word documents or Adobe PDF files.

   To view Word files, Windows users need Microsoft Word or Microsoft Office installed on their computer. If you do not have Microsoft Office installed and if you are not a Windows 8 user, you can download the Microsoft Word Viewer to view, print and copy Word documents ([http://www.microsoft.com/en-gb/download/](http://www.microsoft.com/en-gb/download/)).

   Mac users need TextEdit or Microsoft Office installed on their computer.

   To view PDF files, you need Adobe Acrobat Reader installed on your computer, available from Adobe ([http://get.adobe.com/uk/reader](http://get.adobe.com/uk/reader)).
Viewing Report Cards

The Student Report Card displays any behaviour incident report cards that have been published for your child.

NOTE: You may not see all the information displayed in the following graphic because schools can choose the information that is displayed in report cards.

1. Click Basic Details to view more information.
2. To view behaviour target marks for a different date, select the date from the Targets for drop-down list.
3. Hover the cursor over a behaviour target name to view a description.
4. Initials of the member of staff who recorded the marks/comments.
5. Behaviour target not achieved.
7. The lesson or session for which the behaviour target mark was recorded.
8. Additional report cards are highlighted in grey.
9. The currently selected report card has a highlighted arrow.
10. Active report cards are highlighted in blue.

Teachers can record targets for a range of behaviours. A check mark for a behaviour target indicates that the target was achieved for that lesson. A cross indicates that the behaviour target was not achieved for the lesson.

✔️ Behaviour Target Achieved

❌ Behaviour Target Not Achieved
The following table provides a brief description of the default behaviour targets, although the school may have their own behaviour targets.

<table>
<thead>
<tr>
<th>Behaviour Target Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISR</td>
<td>Student avoided disrupting other students.</td>
</tr>
<tr>
<td>PUNC</td>
<td>Student arrived to lesson on time.</td>
</tr>
<tr>
<td>HOME</td>
<td>Student supplied homework.</td>
</tr>
<tr>
<td>DISP</td>
<td>Student displayed self-discipline.</td>
</tr>
<tr>
<td>EQUI</td>
<td>Student brought the correct equipment for lesson.</td>
</tr>
<tr>
<td>STAF</td>
<td>Student followed staff instructions without question.</td>
</tr>
</tbody>
</table>

Viewing Basic Details of Report Cards

By default, the information in the **Basic Details** panel is not displayed when you view a report card. However, clicking **Basic Details** displays additional information about the incident recorded on this report card.

**NOTE:** You may not see all the information displayed in the following graphic because schools can choose to hide behaviour incident information.

1. Report card details.
2. Details of any behaviour incidents associated with the report card.
Viewing Homework

The homework timeline displays subjects, homework titles and descriptions for current, previous and (if enabled by the school) future assignments for a child. These are shown in due date order.

The current week, last week and next week are displayed by default. The current day is highlighted. If the school has enabled the functionality, homework assignments (coloured bars) are displayed according to their due date, with the nearest due date at the top of the list. If this functionality has not been enabled, all homework assignments are displayed with a blue background.

The status of homework assignments is signalled using 'traffic light' colour-coding:
- a **green** bar - the assignment was handed in on time
- a **yellow** bar - the assignment was handed in late
- a **red** bar - the homework was not handed in at all
- a **blue** bar - the assignment is current or in the future and not yet due.

Use the vertical scroll buttons to view homework assignments outside the three week period displayed. Click the **Scroll Left** button to view older assignments, click the **Scroll Right** button to view future assignments.

Viewing Details of Homework Assignments

To view details of a homework assignment, click the homework bar for a subject.

The view resets to the end of the homework bar (due day), and a pop-up window displays the following information:
- the homework title
- aspect information
- the task details
- any other supporting information (e.g. useful websites or recommended learning materials)
- lesson reference information (if this is available)
- the due date
- number of days left to complete the assignment
04 Viewing Your Child’s Information

- who set the homework task.

When the homework assignment has been handed in and graded, the pop-up also displays information such as the handed in date, the result and teacher comments.

Viewing Detailed Information for Your Child

You can use the more info buttons in the web parts on the Student Dashboard to view detailed information held by the school for each pupil/student.

Detailed Student Information

To view the Student Basic Information panel, click the more info button in the top right-hand corner of the Conduct, Key Performance Indicators or Assessment web parts on the Student Dashboard to display the Student Summary page and then scroll to the top of the page. The Student Basic Information panel provides key information on your child.
To view additional pupil/student information, click the **More Student Details** link at the bottom of the panel or the **more info** button at the top of the **Student Details** web part on the **Student Dashboard** to display the **Student Details** page. If the information held for your child is not correct or incomplete, use the **Data Collection Sheet** link on the **My Children Links** panel to submit updated information to the school. The **Student Details** page enables you to view any of the following information panels.

- **Student Registration Information**

![Student Registration Information - Ben Abbot](image)

- **Student Address Information**

![Student Address Information - Ben Abbot](image)

- **Student Telephone and Email Information**

![Student Telephone and Email Information - Ben Abbot](image)
### Student Family Home Information

<table>
<thead>
<tr>
<th>Student Family Home Information - Ben Abbot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contacts:</strong></td>
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<tr>
<td>Is Home Address</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Parental Salutation</td>
</tr>
<tr>
<td>Mr and Mrs Abbot</td>
</tr>
<tr>
<td>Making Point</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Family Links:</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Abbot, Claire</td>
</tr>
<tr>
<td>Abbot, Michael</td>
</tr>
<tr>
<td>Ablett, Jane</td>
</tr>
<tr>
<td>ABOOT, Clarissa</td>
</tr>
<tr>
<td>Abbot, James</td>
</tr>
</tbody>
</table>

### Student Medical Information

<table>
<thead>
<tr>
<th>Student Medical Information - Ben Abbot</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Emergency Consent</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Dietary Needs:</td>
</tr>
<tr>
<td>Dietary Need</td>
</tr>
<tr>
<td>No nuts of any type/quantity</td>
</tr>
<tr>
<td>Seafood allergy</td>
</tr>
<tr>
<td>Paramedical Support:</td>
</tr>
<tr>
<td>Medical Practises:</td>
</tr>
<tr>
<td>Rail Town Community Clinic</td>
</tr>
<tr>
<td>Medical Notes:</td>
</tr>
<tr>
<td>Medical Conditions:</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Medical Events:</td>
</tr>
<tr>
<td>Accident</td>
</tr>
</tbody>
</table>

### Student Ethnic and Cultural Information

<table>
<thead>
<tr>
<th>Student Ethnic Cultural Information - Ben Abbot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ethnicity</strong></td>
</tr>
<tr>
<td><strong>Home Language</strong></td>
</tr>
<tr>
<td><strong>First Language</strong></td>
</tr>
<tr>
<td><strong>Asylum Status</strong></td>
</tr>
<tr>
<td><strong>National Identity</strong></td>
</tr>
<tr>
<td><strong>Nationalities:</strong></td>
</tr>
</tbody>
</table>
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- **Student Additional Information**

- **Student School History Information**
### SEN Summary Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Time</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/04/2010</td>
<td>Annual</td>
<td>10:38</td>
<td>Venue: Green Abbey School, Status: Planned</td>
</tr>
</tbody>
</table>

### Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date**. It also provides links for accessing the **Student Group Details** page and the **Student Timetable**.

To access this panel, click the **more info** button in the top right-hand corner of the **Conduct**, **Key Performance Indicators** or **Assessment** web part on the **Student Dashboard** to display the **Student Summary** page, and then scroll to the bottom of the page.

<table>
<thead>
<tr>
<th>Time</th>
<th>Class/Activity</th>
<th>Subject</th>
<th>Teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:15</td>
<td>100/Art</td>
<td>Art</td>
<td>Miss R. Burrows</td>
<td>Art Room 3</td>
</tr>
<tr>
<td>10:30</td>
<td>100/Art</td>
<td>Art</td>
<td>Miss R. Burrows</td>
<td>Art Room 3</td>
</tr>
<tr>
<td>11:35</td>
<td>100/Maths</td>
<td>Maths</td>
<td>Mrs L. Vernon</td>
<td>Maths Room 4</td>
</tr>
<tr>
<td>12:30</td>
<td>100/Eng</td>
<td>English</td>
<td>Mr J. Atkinson</td>
<td>English Room 5</td>
</tr>
<tr>
<td>13:45</td>
<td>100/Franc</td>
<td>French</td>
<td>Mr H. Kondalski</td>
<td>Language Room 3</td>
</tr>
</tbody>
</table>

To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date.
2. Click the **Refresh** button to update the display.
To display the **Student Group Details** page, click on a link in the **Class Name** column.

![Student Group Details](image)

The **Student Group Details** page displays the class **Supervisor** and a list of class members.

You can move between pages by clicking the arrows in the **Page bar** and change how many **Items per page** are displayed by selecting a number from the drop-down list.
Student Timetable

The **Student Timetable** page is accessible via the **Student Dashboard** by clicking the `<Student Name> Timetable` button on the **Student Details** web part.

1. To change the date range displayed, use the arrow buttons.
2. To change the timetable view, click the **Day**, **Week** or **Month** button.

To set an email alert for any timetable changes:
1. From **Student Timetable**, click **Actions**, **Alert Me**.
2. Provide a contact email.

You can also use this menu to remove an alert you have previously set up.

To set an email alert for a particular class:
1. From **Student Timetable**, double-click a timetable entry.

This opens the details for that class.
2. Click **Alert Me** and provide a contact email.
You can also use this menu to remove an alert you have previously set up.

**Student Session Attendance**

The **Student Session Attendance Summary** panel displays an analysis of session marks. Session attendance marks keep a record of a child’s presence at session registration. The school day is split into a morning (AM) session and an afternoon (PM) session.

You can also view the panel from the **Student Dashboard** by clicking the **more info** button in the top right corner of the any of the following web parts:

- **Conduct**
- **Key Performance Indicators**
- **Assessment**

This displays the **Student Summary** page, in which you can then scroll to the same panel.
04 | Viewing Your Child’s Information

Click the More Session Attendance Details link to display the Student Session Attendance Details page. Here you can view the marks recorded in the register for each session. The Session Code Break Down table describes what the session marks mean.

<table>
<thead>
<tr>
<th>Month</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>N</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2014</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
<td>II</td>
</tr>
<tr>
<td>November 2014</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>HH</td>
<td>HH</td>
</tr>
<tr>
<td>December 2014</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>January 2015</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>NN</td>
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</tr>
<tr>
<td>February 2015</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>EE</td>
<td>EE</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view the session marks for another week or month:
1. Click the Calendar button and select an End Date.
2. Select the Week View or Month View radio button.
3. Click the Refresh button to update the display.

**Student Lesson Attendance**

The Student Lesson Attendance Summary panel displays an analysis of lesson marks. Lesson attendance marks are used by secondary schools to keep a record of a student’s attendance at each lesson.

You can also view the panel from the Student Dashboard by clicking the more info button in the top right corner of the any of the following web parts:
- Conduct
- Key Performance Indicators
- Assessment
This displays the **Student Summary** page, in which you can then scroll to the same panel.

Click the **More Lesson Attendance Details** link or the **Lesson Absences** link at the bottom of the panel to display the **Student Lesson Attendance Details** page, which provides access to the panels:

- **Student Lesson Attendance Details**
- **Student Lesson Absences**.

The **Student Lesson Attendance Details** panel displays your child’s timetable, with the marks recorded in the register for each lesson. The **Lesson Codes** table describes what the various lesson marks mean.

You can move between pages by clicking the double forward/backward arrows in the **Page** bar.
To view the timetable for another week:

1. Click the **Calendar** button and select an **End Date** from the calendar.
2. Click the **Refresh** button to update the display.

The **Student Lesson Absences** panel provides a search for lesson absences in the current academic year (that can be narrowed by type of absence).

<table>
<thead>
<tr>
<th>Student Lesson Absences - Ben Abbot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of absence:</strong></td>
</tr>
<tr>
<td>Include Authorised Absences</td>
</tr>
<tr>
<td>Include Unauthorised Absences</td>
</tr>
<tr>
<td>Include only Post-Registration Absences</td>
</tr>
<tr>
<td><strong>Date Range:</strong></td>
</tr>
<tr>
<td><strong>From</strong></td>
</tr>
<tr>
<td>02/09/2013</td>
</tr>
<tr>
<td><strong>Refresh</strong></td>
</tr>
</tbody>
</table>

To view absences within a specific date range:

1. Select the check boxes for the type(s) of absence you want to view.
2. Click the **Calendar** button next to the **From** field and select the date from which you want to view absences.
3. Click the **Calendar** button next to the **To** field and select the date up to which you want to view absences.
4. Click the **Refresh** button to update the on-screen results.

**Student Conduct**

The **Student Conduct Summary** panel provides a list with details of **Achievements** and **Behaviour** events for the selected **Academic Year**. It is accessible via the **more info** button on the **Assessment** web part of the **Student Dashboard**.

You can also view any current or previous report cards by clicking the **Actively on Report** or **Previous Report Cards** hyperlinks in the **Behaviour** section.

You can also click these hyperlinks on the **Student Dashboard**. The links are displayed only if your child is, or ever has been, put on report.
Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display.

Move between pages by clicking the arrows in the **Page** bar. Change how many **Items per page** are displayed by selecting a number from the drop-down list.

**More Information:**
*Viewing Report Cards* on page 29
Student Assessment

The **Student Assessment Summary** panel displays all of your child’s assessment results for the selected date range. This panel is accessible via the **more info** button on the **Assessment** web part of the **Student Dashboard**.

To view assessment results within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** button adjacent to the **From** field and select the date from which you want to view assessment results.
3. Click the **Calendar** button adjacent to the **To** field and select the date up to which you want to view assessment results.
4. Click the **Refresh** button to update the display.
5. To move between pages, click the arrows in the **Page** bar.
6. To change how many **Items per page** are displayed, select a number from the drop-down list.
Introduction

If enabled by the school, the Data Collection Sheet wizard can be used to make changes to important details about your children, and submit them to the school for review.

**IMPORTANT NOTE:** The Data Collection Sheet functionality is available only to parent/carers who are recorded as having parental responsibility for the child and who live at the same address as the child.

After review, the school incorporates updates into their database. You can use Data Collection Sheet to update student details, contact information, medical information, meals and dietary information, travel information, ethnic and cultural information and parental consent information. Contact information can be viewed and edited only if this facility has been enabled by the school.

**NOTE:** You may not see all the items listed because the school may choose to prevent some pupil/student information from being updated online.

After submitting a data collection sheet for a child, the Data Collection Sheet hyperlink disappears from the My Children Links panel for that child. The hyperlink becomes available again when the school has incorporated the last submitted changes to the database.

**Entering Data Collection Sheet Information**

The Data Collection Sheet wizard can be used to review and update the information that the school stores for your child.

**IMPORTANT NOTES:** If you have previously submitted changes to the school, it will not be possible to make any further updates until the school has reviewed and approved the last changes submitted. The Data Collection Sheet option will not be displayed until the last changes have been processed by the school.

Only parent/carers who have parental responsibility and who live at the same address as the child have access to the Data Collection Sheet wizard.
To access the Data Collection Sheet wizard, click the Data Collection Sheet button in the top right-hand corner of the Student Details web part on the Student Dashboard or select the relevant hyperlink displayed on the My Children Links panel on the My Children Dashboard page.

NOTE: If a child attends another SLG school, click the Take me to <Student Preferred Name>'s School Site link to switch to their school.

To edit and submit updated information about your child:

1. In the navigation bar on the left-hand side of the Home page, click the My Children Dashboard hyperlink.
2. From the My Children Links panel, click the Data Collection Sheet hyperlink to display the Welcome page of the Data Collection Sheet wizard.

3. To add information, click the large right-arrow button (>).
4. Complete each step of the wizard in order.
05 | Entering Data Collection Sheet Information

1. **Start Again?**
   Click this hyperlink to cancel the changes made without saving and then return to the Welcome page.

2. **Save & Back** scroll button (<).
   Use this button to save your changes and return to the previous step.

3. **Save & Continue** scroll button (>).
   Use this button to save your changes and advance to the next step.
**Entering Student Details**

The **Student Details** page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses, telephone numbers and passport details.

<table>
<thead>
<tr>
<th><strong>Basic Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Name</strong></td>
</tr>
<tr>
<td><strong>Preferred Name</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
</tr>
</tbody>
</table>

**Current and Future Addresses**

16 Blackberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom

This is Paul’s **home** address from **01/09/2014**

**Emails**

*2612@ps.com*

This is Paul’s **primary home** email address

**Telephones**

*07854 321123*

This is Paul’s **mobile phone** number

**Passports**

- **Nationality:** Irish
- **Passport Number:** IREU 234567
- **Issue Date:** 11/09/2005
- **Expiry Date:** 10/09/2016
- **Name on Passport:** Benjamin Abbot

*NOTES: All pupil/students must have a current home address. It is not possible to have multiple home addresses at the same time, but it is possible to add a home address with a **Start Date** in the future. This might be useful if you have planned a date on which you will be moving house, for example.*

*If you edit a home address, you will be asked if the address details for all registered contacts living at the same address should also be updated. Select the check box for each person who will also be moving to the new address.*
Entering Contact Information

The **Contacts** page enables you to review, edit and delete basic details of the contacts for your child, including addresses, email addresses and telephone numbers.

**Basic Details**

- **Name:** Mrs Rachael Abbet
- **Gender:** Female
- **Relationship:** Mother
- **Parental Responsibility:** Yes
- **Priority:** 1

**Current and Future Addresses**

- **16 Brickberry Close, Hampton Hargate, Peterborough, PE7 9AR, United Kingdom**
- **This is Rachael Abbet’s home address from 01/01/2004**

**Emails**

- **No email address recorded**

**Telephones**

- **056 10810**
  - **This is Rachael Abbet’s home telephone number**
- **078 06432**
  - **This is Rachael Abbet’s home telephone number**
Entering Medical Information

The **Medical** page enables you to review, edit and delete any medical conditions or disabilities that your child has. It also enables the entering of information about the medical practice with which your child is registered.
Entering Meals and Dietary Information

The **Meals and Dietary** page enables you to review and edit your child’s meal schedule (such as **Home, Packed Lunch, Other School**, etc.) for each day of the week. It is also possible to enter any dietary requirements.

![Meals and Dietary Information](image)

Entering Travel Information

The **Travel** page enables you to review and edit your child’s travel information, e.g. **Travel Mode** and **Travel Route**.

![Travel Information](image)
Entering Cultural Information

The *Ethnicity* page enables you to review and edit details of your child’s ethnic and cultural background.

![Ethnicity Page](image)

Entering Parental Consent Information

The *Parental Consent* page enables you to review and edit the consent you have given for your child to take part in certain activities.

![Parental Consent Page](image)
Reviewing and Submitting Data Sheet Information

**IMPORTANT NOTE:** When you have submitted the changes to the school, it will not be possible to make any further updates until the school has reviewed and approved the last changes submitted. The Data Collection Sheet option will not be displayed until the last changes have been processed by the school.

The Finish page allows you to review all changes made before submitting them to the school.

Click the links at the top to collapse or expand the tree view or click a plus (+) sign or step, such as Parental Consent, to view details of the change.

Select the Start Again? link in the top right-hand corner of the page to cancel all changes without saving and return to the Welcome page.

By clicking Finish you are agreeing that the changes you have made are correct.

Click the Finish button to submit your changes. You will be reminded that further changes cannot be made until the current changes have been reviewed by the school.
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