

SIMS

SIMS Learning Gateway for Parents & Carers

Applicable to 7.136 Onwards

**Mini
Guide**



CAPITA
CHILDREN'S SERVICES

Revision History

Version	Change Description	Date
7.136 – 1.0	Initial Release	05/10/10

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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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1 Introduction

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Introduction

All schools have a database in which 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 parents to access the SIMS school database over the Internet.

Prerequisites

In order to access the SLG Parent site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	MAC
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Internet Explorer 6.x	✓	✗
Mozilla Firefox 3.x	✓	✓
Safari 3.x	✓	✓
Safari 4.x	✓	✓

Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

2 Getting Started

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Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the SLG Parent site.
2. A login screen is displayed. Enter the login details that have been provided to you by the school.



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

3. If this is the first time you have logged into the SLG Parent site, you may be asked to change your password. If this happens, please see *Changing Your Password* on page 8.



NOTE: *If you have forgotten your password, please see* *Forgotten Your Password?* on page 9.

Introduction to the Home Page of the SLG Parent Site

When you log into the SLG Parent Site, the home page is displayed. The look and layout differs depending on how the school has configured the site but the names of the menus and the options available will be the same.

The screenshot shows the SLG Parent Site interface for Green Abbey School. At the top, it says 'Team Site > Green Abbey School' and 'Welcome Francis Abbot'. Below this is the school crest and the title 'Parent Site'. A navigation bar contains 'Home' and 'Parent Site' tabs. The left-hand navigation menu is organized into several sections: 'View All Site Content', 'Documents' (with a sub-link for 'Shared Documents'), 'Lists' (with sub-links for 'Calendar' and 'Tasks'), 'Discussions' (with a sub-link for 'Team Discussion'), 'Sites', 'People and Groups', and 'SIMS Learning Gateway' (with sub-links for 'My Account Page', 'School Details Page', and 'My Children Page'). The main content area displays an announcement titled 'Parents Evening' with a 'NEW' icon, dated 12/4/2008 5:03 AM, by administrator. The announcement text reads: 'We will be holding a pre-Christmas Parents evening on 11th December 2008. Non-alcoholic mulled wine and mince pies will be provided. We look forward to discussing the progress of your children.'

School specific content

Parent specific links

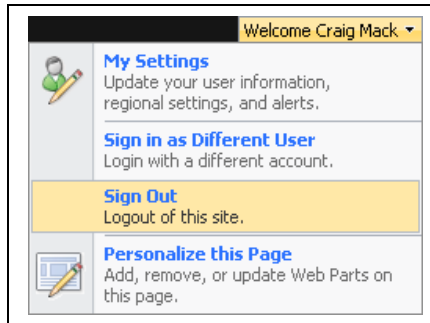
SIMS Learning Gateway

- My Account Page
- School Details Page
- My Children Page

When you are logged into the SLG Parent site, the **SIMS Learning Gateway** menu in the left-hand navigation bar displays parent-specific links as shown in the graphic opposite.

Log Out of the SLG Parent Site

1. Click on the **User Menu** (at the top of the page where it says Welcome <your name>).



2. Click **Sign Out**.
3. You are asked if you want to close the browser window. If you do, click the **Yes** button.

3

Managing Your User Account

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Introduction

Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. 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 your details as stored by the system. If any of these details are incorrect, please contact the school.

View My User Account - Francis Abbot << Back

First Name:

Last Name:

Current Home Address:

Email Address:

User Name:

User Name (pre-Windows 2000):

Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.

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



NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing Your Security Question and Answer



IMPORTANT NOTE: If the school or Local Authority has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site. Please see [Forgotten Your Password?](#) on page 9 for more information.

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.



NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

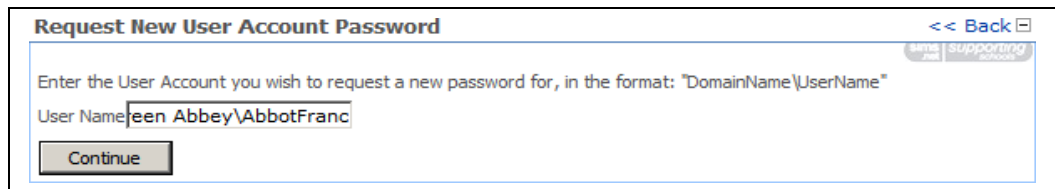
2. Enter the answer in the **Security Answer** field.

3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Forgotten Your Password?

The school may have made the **Request New User Account Password** feature available so that if you have forgotten your password, a new one can be emailed to you. If you have forgotten your password and this feature is not available, contact the school for assistance.

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.



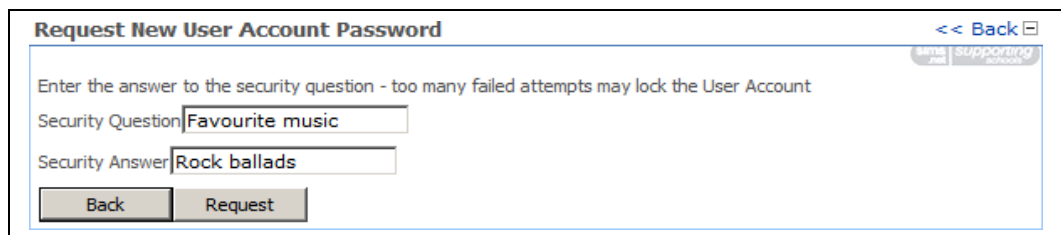
Request New User Account Password << Back

Enter the User Account you wish to request a new password for, in the format: "DomainName\UserName"

User Name: leen Abbey\AbbotFranc

Continue

2. Enter your **User Name** and click the **Continue** button.



Request New User Account Password << Back

Enter the answer to the security question - too many failed attempts may lock the User Account

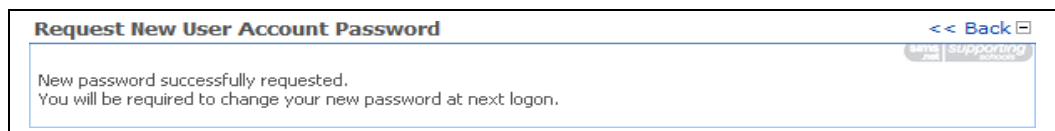
Security Question: Favourite music

Security Answer: Rock ballads

Back Request

3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

If the password is requested successfully, the following message is displayed and your new password is emailed to you:



Request New User Account Password << Back

New password successfully requested.
You will be required to change your new password at next logon.



NOTE: If your user account has no email address, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance.

Consolidating SLG User Accounts

If you have more than one SLG account, these can be consolidated using the **Consolidate My User Accounts** panel, enabling you to view all your information from use a single username and password. For example:

- A teacher whose children who attend the school that they work in will have a teacher account and a parent account. These can be consolidated so that when the teacher logs into SLG, they can simultaneously access the Teacher and Parent sites.
- If the Local Authority hosts the SLG sites for all its schools, a parent whose children attend different schools can consolidate all their SLG accounts and access all their children's information from a single login.

1. In the **Consolidate My User Accounts** web part, enter the **User Name** and **Password** of the account you wish to consolidate with the account you are currently logged in with.

2. Click the **Continue** button to display a list of user names that can be consolidated.

3. Select the user name radio button that you wish to use as the consolidated user account.
4. Click the **Consolidate** button. The accounts are now consolidated.



NOTES: Any documents you uploaded to SLG whilst logged into the current user account will still be accessible after consolidation. However, it will not be possible to edit or delete documents that you uploaded to SLG via your other accounts before consolidation.

4 Viewing Your Children's Information

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My Children Dashboard

The **My Children Dashboard** displays key information about your children and contains five main areas:

- **Lastest Announcements**
- **Headlines**
- **Today's Attendance**
- **Events**
- **My Children Links**

Latest Announcements

The **Latest Announcements** panel displays school and parent related announcements. To view a complete announcement list, click the announcement text.



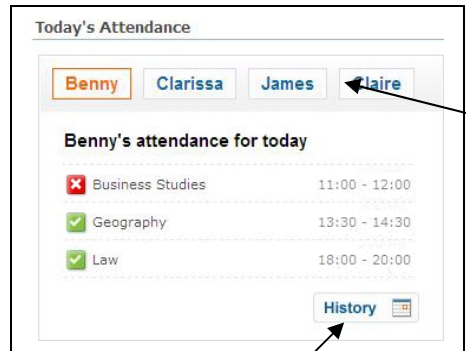
Headlines

The **Headlines** panel displays important information about your children at a glance. Information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators for the current academic year.

The 'HeadLines' panel for a child named Benny. The main display shows a blue background with a photo of Benny on the left and 'Session attendance (Current academic year) 100%' on the right. Below the main display is a navigation bar with a play button, a row of colored circles (one orange, others blue), and a left-pointing arrow. Three callout boxes provide instructions: 'Click the arrow to play the headlines in an ordered slideshow.', 'Click a slide to stop the slideshow. Click again to restart the slideshow.', and 'Click a circle to view an individual headline.'

Today's Attendance

The **Today's Attendance** panel displays the attendance information (either lesson or session) for your children for the current day. To view the attendance information for a different child, click their name. To view your child's attendance history, click the **History** link.



Click a child's name to display their attendance information.

Click the **History** link to display more attendance information.

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.

Attendance Mark	Definition
✓	Present
✓	Approved Educational Activity, Attendance Not Required, Authorised Absence
✗	Unauthorised Absence
□	No Mark Entered

Events

The **Events** panel displays as-it-happens information in a number of areas. Information that might be provided includes lateness, unauthorised absences, achievements, behaviour incidents, and any comments that teachers have entered in the register.

The screenshot shows the 'Events' panel with a filter set to 'Events from : 02/12/2009 to 21/09/2010'. It displays three event cards: 'Unauthorised Absence' (Mon 14 Jun, 2010), 'Unauthorised Absence' (Fri 11 Jun, 2010), and 'Late To Lesson' (Fri 11 Jun, 2010). A callout box points to the 'More Details...' link on the second event card, stating: 'Click **More Details** to display all the information about the event.'

The detailed view of the 'Achievement - Well Done!' event shows a student profile, the title, and a description: 'Ben received recognition for Excellent Effort. This was recorded yesterday'. Below this is a table with navigation buttons:

Prev	Type	Excellent Effort (2 points)	Next
	Date	Thu 20 May, 2010	
	Lesson	Art	
	Award	Certificate	
	Comments	Tried very hard and helped other students with painting.	

Callout boxes provide instructions: 'Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events.' and 'Click the **Close** button to return to the **My Children Dashboard**.'

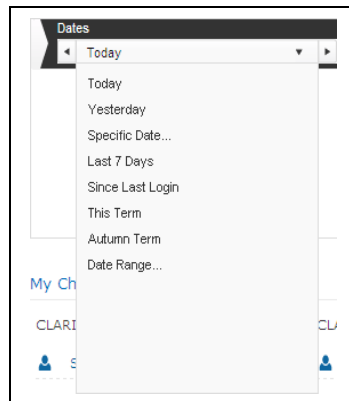
Filtering Events by Date Range

To filter events by date range:

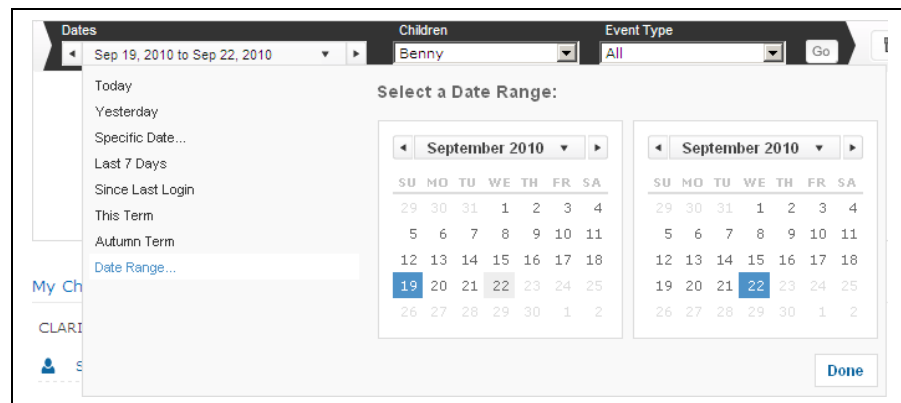
1. Click the **Filter** button.



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



- To choose an arbitrary date range, click **Date Range** and select the required start and end dates.



Filtering Events by Child or Event Type

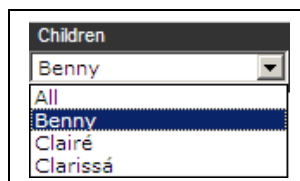
To filter the displayed events by individual child or by event type:

- Click the **Filter** button.

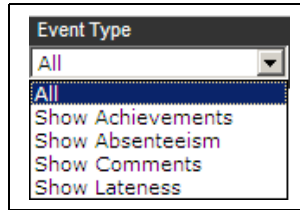


Filter button

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



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



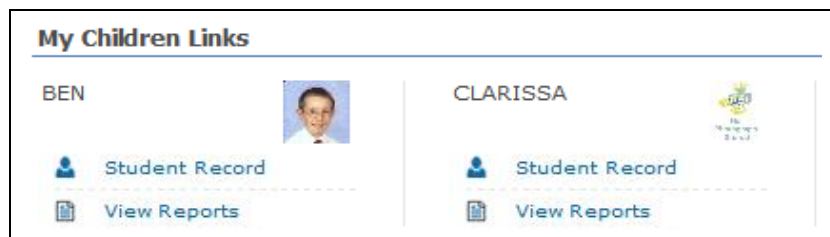
My Children Links

The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school. If enabled, you also click the **View Reports** hyperlink to view assessment and profile reports for your children. If you have children at more than one SLG school and you have consolidated your accounts, you can view information on your children at other schools. Some schools may enable you to view information on your children that have already left the school.



More Information:

Consolidating SLG User Accounts on page 10
Viewing Reports on page 29




The **Student Basic Information** panel provides your child's basic details.

Green Abbey School > Student Site > SLGPages > StudentSummary

Student Site

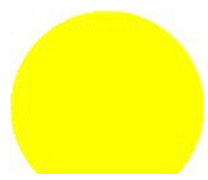
Student Basic Information - Ben Abbot << Back

Legal Forename: Benjamin
 Middle Name(s): Michael
 Legal Surname: Abbot
 Preferred Surname: Abbot
 Preferred Forename: Ben
 Date of Birth: 12/07/1993
 Age: 15 years, 4 months
 Gender: Male
 Birth Certificate Seen:



[More Student Details...](#)

Student Session Attendance Summary - Ben Abbot << Back



Description	Sessions	%
Present	0	0
Authorised Absence	0	0
Unauthorised Absence	0	0
Marks not Recorded	120	100

Click the **More Student Details** link to display the **Student Details** page, which contains nine further panels of information:

- **Student Registration Information**

Student Registration Information - Ben Abbot << Back

Registration Group: 11A House: Hooke
 Year Group: Year 11 Year Taught In: Curriculum Year 11
 Enrolment Status: Single Registration Boarder Status:
 Admission Date: 01/09/2004 Admission Number:
 Former UPN: Attendance Mode: All day
 UPN: Local UPN:
 Part Time Details:
 Start Date: End Date:

- **Student Address Information**

Student Address Information - Ben Abbot << Back

Current Home Address Details (Not Validated): 16 Brickberry Close Hampton Hargate Peterborough PE7 8AR United Kingdom

- **Student Telephone and Email Information**

Student Telephone and Email Information - Ben Abbot << Back

Telephone/Fax Numbers:

Device	Location	Telephone Number	Main	Notes
Telephone	Mobile	07654 321123	Yes	
Telephone	Home	456 10910	No	

Email Addresses:

Location	Main	Email Address	Notes
Other	Yes	2912@ga.com	

- Student Family Home Information

Student Family Home Information - Ben Abbot << Back

Contacts:

Is Home Address	Priority	Name	Relationship	Court Order	Telephone	Location
Yes	2	Abbot, Mr Francis	Father	No	456 232425	Work

Parental Salutation: Parental Addressee:

Mailing Point:

Family Links:

Name	Date of Birth	Year	Reg	Gender	Date of Admission	Date of Leaving	Status
ABBOT, Claire	22/06/1984	(13)	(G)	Female	04/09/1995	19/07/2002	Leaver
Abbot, Michael	17/01/1986	(13)	(G)	Male	03/09/1997	23/07/2004	Leaver
Ablett, Joane	04/06/1987	(13)	(H)	Female	08/09/1998	22/07/2005	Leaver
ABBOT, Clarissa	22/06/1995	9	9A	Female	05/09/2006		On Roll
Abbot, James	27/04/1996	8	8C	Male	03/09/2007		On Roll

- Student Medical Information

Student Medical Information - Ben Abbot << Back

Emergency Consent: NHS Number:

Dietary Needs:

Dietary Need

No nuts of any type/quantity
Seafood allergy

Paramedical Support:

Paramedical Support

Medical Practices:

Medical Practice	Address	Telephone
East Town Community Clinic	Spinningfields, Bedford	859019

Medical Notes:

Summary

Anaphylactic shock treatment

Medical Conditions:

Description	Information Received On
Asthma	24/06/2004

Medical Events:

Description	Type	Date	Follow Up Date
Accident	Accident	01/09/2004	

- **Student Ethnic Cultural Information**

Student Ethnic Cultural Information - Ben Abbot << Back

Ethnicity: Ethnic Data Source:

Home Language: Religion:

First Language: English Additional:

Asylum Status: Traveller Status:

National Identity: Speaks Welsh:

Nationalities:

Nationality	Passport Number	Passport Expiry Date

SIMS | Supporting Schools

- **Student School History Information**

Student School History Information - Ben Abbot << Back

Date of Leaving: Reason for Leaving:

Destination after Leaving:

Previous Schools:

School	Date of Arrival	Date of Leaving	Reason for Leaving	Enrolment Mode
Abbots Repton Primary	01/09/2002	27/07/2004	Junior/Primary to Secondary Phase Transfer	Single Registration

CTF Attendance

Year	School	Possible	Attended	Authorised	Unauthorised
2003	Abbots Repton Primary	380	375	5	0
2002	Abbots Repton Primary	380	370	8	2

SIMS | Supporting Schools

- **Student Additional Information**

Student Additional Information - Ben Abbot << Back

Meals: Recouperment:

Modes of Travel: Connexions Assent:

Uniform Allowance: Route:

LA Provided Transport:

Eligible for Free Transport:

Start Date	End Date

Eligible for Free Meals:

Start Date	End Date
06/06/2006	05/06/2008
01/09/2004	05/06/2005

Linked Agencies:

Agency Name	Address	Telephone

Linked Agents:

Name	Address	Relation Type

SIMS | Supporting Schools

• **SEN Summary Information**

SEN Summary Information
Ben Abbot

SEN Status:

Date	Summary
13/04/2010	Changed to: A - School/Early Years Action.

Current Reviews:

Date	Type	Time	Summary
13/04/2010	Annual	10:38	Venue : Green Abbey School, Status : Planned

Current Provisions:

Date	Type	Summary

Future SEN Events:

Date	Type	Summary
22/04/2010	Occupational Therapist	Comments : Meeting with optometrist.

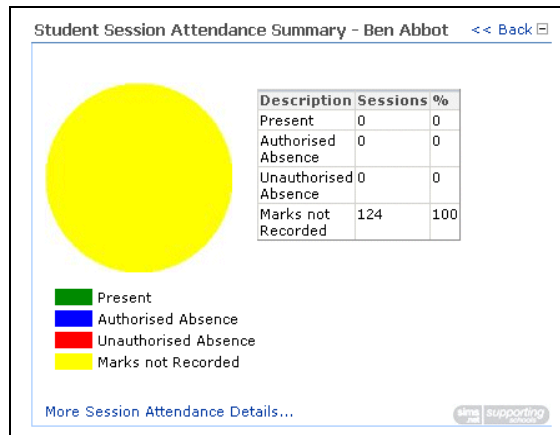
Statement Request:

Request Date	LA Response	Outcome

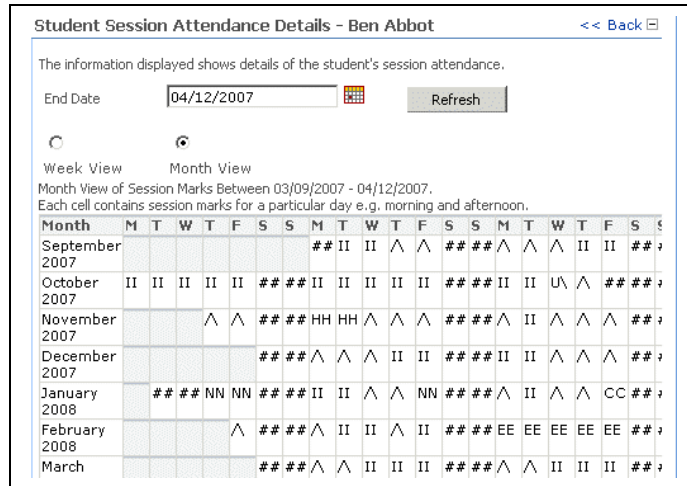
siml supporting

Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks keep a record of a child's presence at session registration.

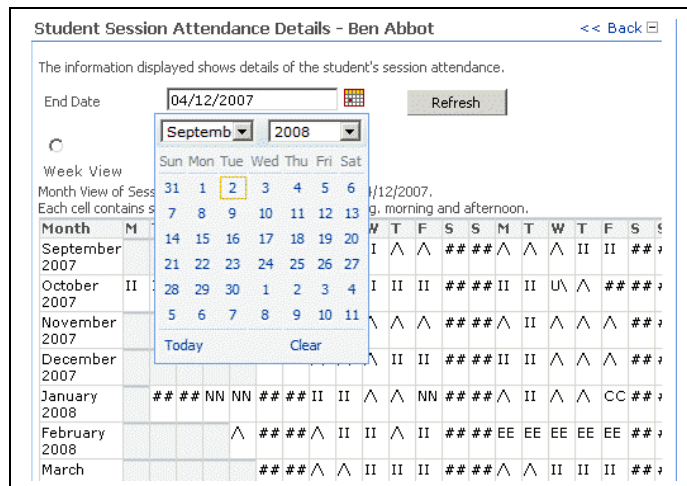


Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.



To view the session marks for another week or month:

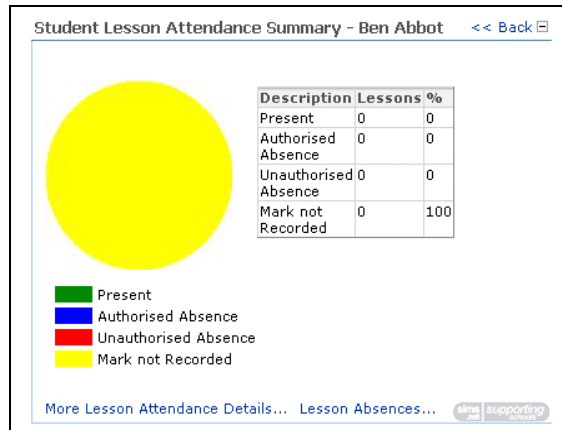
1. Click the **Calendar** icon and select an **End Date**.



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 child's attendance at each lesson.



Click the **More Lesson Attendance Details** link or the **Lesson Absences** link to display the **Student Lesson Attendance Details** page, made up of two panels:

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

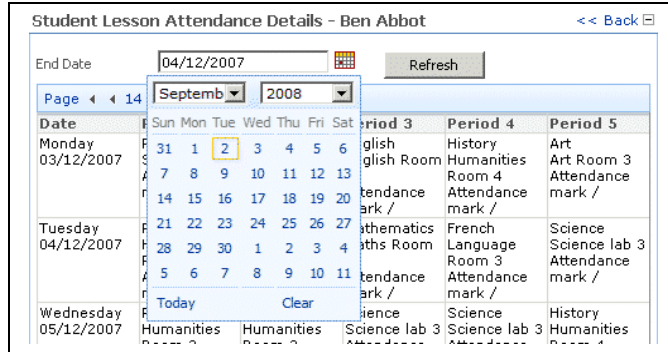
The **Student Lesson Attendance Details** panel displays your child's timetable, with the marks recorded in the register for each lesson. The **Lesson Codes** table describes what the various lesson marks mean.

You can move between pages by clicking the arrows in the **Page** bar.

Date	Period 1	Period 2	Period 3	Period 4	Period 5
Monday 03/12/2007	Physical Ed Sports Hall 2 Attendance mark /	Statistics Maths Room 4 Attendance mark /	English English Room 5 Attendance mark /	History Humanities Room 4 Attendance mark /	Art Art Room 3 Attendance mark /
Tuesday 04/12/2007	Religious Ed Humanities Room 3 Attendance mark /	History Humanities Room 4 Attendance mark /	Mathematics Maths Room 1 Attendance mark /	French Language Room 3 Attendance mark /	Science Science lab 3 Attendance mark /
Wednesday 05/12/2007	Religious Ed Humanities Room 3 Attendance mark /	Religious Ed Humanities Room 3 Attendance mark /	Science Science lab 3 Attendance mark /	Science Science lab 3 Attendance mark /	History Humanities Room 4 Attendance mark /
Thursday 06/12/2007	Physical Ed Sports Hall 2 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance mark I	Science Science lab 3 Attendance mark I	PSE Language Room 4 Attendance mark I
Friday 07/12/2007	Art Art Room 3 Attendance mark I	Art Art Room 3 Attendance mark I	Mathematics Maths Room 4 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance mark I

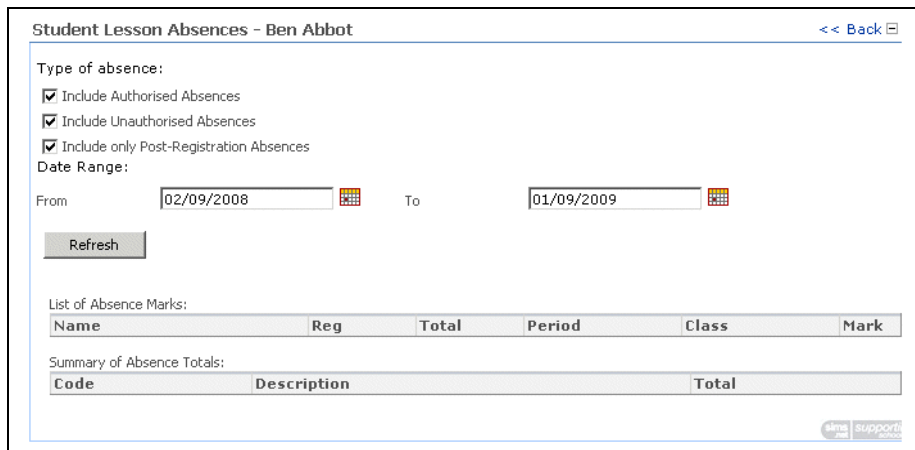
To view the timetable for another week:

1. Click the **Calendar** icon and select an **End Date**.



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).



To view absences within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view absences).

Student Lesson Absences - Ben Abbot

Type of absence:

Include Authorised Absences

Include Unauthorised Absences

Include only Post-Registration Absences

Date Range:

From: 02/09/2008 To: 01/09/2009

Refresh

Septemb 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today Clear

List of Absence

Name	Total	Period	Class	Mark

Summary of Abs

Code	Total

3. Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view absences).

Student Lesson Absences - Ben Abbot

Type of absence:

Include Authorised Absences

Include Unauthorised Absences

Include only Post-Registration Absences

Date Range:

From: 02/09/2008 To: 01/09/2009

Refresh

Septemb 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today Clear

List of Absence Marks:

Name	Reg	Total	Mark

Summary of Absence Totals:

Code	Description

4. Click the **Refresh** button to update the display.

Student Conduct

The **Student Conduct Summary** provides a list of **Achievements** and **Behaviour** events for the selected **Academic Year**.

Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2007/2008 Refresh

Achievements - Total Points 3

Page << 1 of 1 >> Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2007
04/10/2007	Excellent Effort	1	Sometimes reluctant to take part in group activities, Ben worked with a group in PE to create a successful gymnastic display.	Sports Certificate	04/10/2007
18/09/2007	School Band	1	In heats for area championships, Ben played solo to judges' acclaim	Other	18/09/2007

Behaviour - Total Points 5

Page << 1 of 1 >> Items per page 10 Displaying 1-5 of 5 items

Date	Type	Points	Comments	Action	Action Date
05/03/2008	Equipment	1	Repeatedly forgetting PE kit	Written Punishment	05/03/2008
08/01/2008	Damage - Property	1	Poked holes in wall display with pen during lesson	Detention	08/01/2008
09/11/2007	Inadequate Work	1	Cursory effort at art homework	Written Punishment	09/11/2007
07/09/2007	Lunchtime Incident	1	Teasing Year 7 pupils over their hair colour - reminded of need to support new students who will be very uncertain in their first few days at school	Reprimand Given	07/09/2007

Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display.

Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2007/2008 Refresh

Achievements - Total Points 3

Page << 1 of 1 >> Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2007
04/10/2007	Excellent Effort	1	Sometimes reluctant to take part in group activities, Ben worked with a group in PE to create a successful gymnastic display.	Sports Certificate	04/10/2007
18/09/2007	School Band	1	In heats for area championships, Ben played solo to judges' acclaim	Other	18/09/2007

Behaviour - Total Points 5

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 Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2007/2008 Refresh

Achievements - Total Points 3

Page << 1 of 1 >> Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2007

Student Assessment

The **Student Assessment Summary** panel displays all of your child's assessment results for the date range provided in the **From** and **To** fields.

Student Assessment Summary - Ben Abbot << Back

From: 02/09/2004 To: 04/12/2008

Refresh

Page << 1 of 4 >> Items per page 10 Displaying 1-10 of 35 items

Assessment	Description	Result	Notes	Date Achieved
AR TA Art Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2007
Average Point Score	Key Stage 3 Validated Result	35	Result Range 0 - 60	06/07/2007
Citizenship TA	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007
DA TA Des and Tech Sub	Key Stage 3 Validated Result	6	Level 6	05/07/2007
DA TA Des and Tech Sub KS	Key Stage 3 Validated Result	6	Level 6	05/07/2007
EN Read Test Level	Key Stage 3 Validated Result	5	Level 5	12/07/2007
EN Read Test Level KS3	Key Stage 3 Validated Result	5	Level 5	12/07/2007
EN TA English Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2007
EN TA English Subject KS3	Key Stage 3 Validated Result	5	Level 5	05/07/2007

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** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).

Student Assessment Summary - Ben Abbot << Back

From: 02/09/2004 To: 04/12/2008

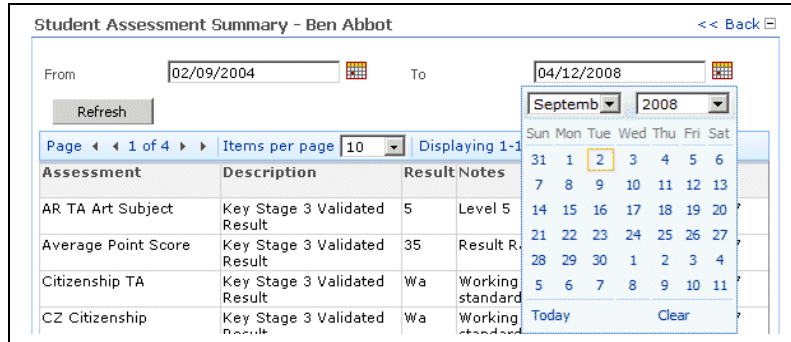
Refresh

Septemb 2008

Page << 1 of 4 >> Items per page 10 Displaying 1-10 of 35 items

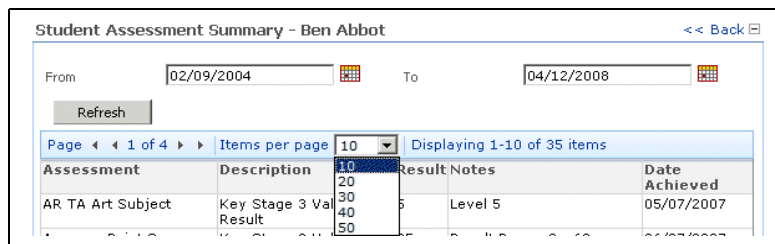
Assessment	Description	Result	Notes	Date Achieved
AR TA Art Sub	Key Stage 3 Validated Result	5	Level 5	05/07/2007
Average Point	Key Stage 3 Validated Result	35	Result Range 0 - 60	06/07/2007
Citizenship TA	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007

- Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).



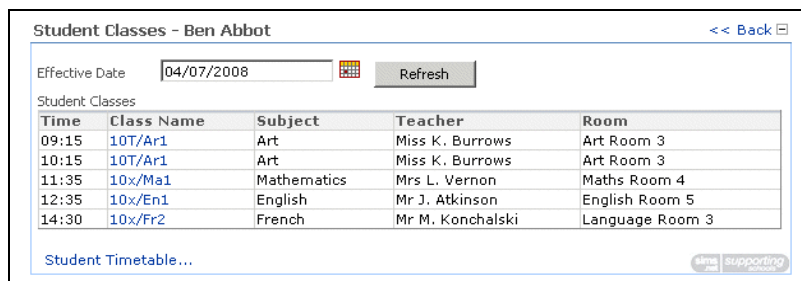
- Click the **Refresh** button to update the display.

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.



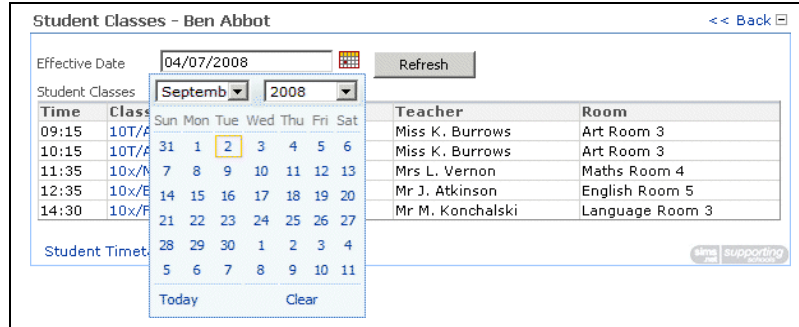
Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date** in a similar way to the **Classes** screen in SIMS. It also provides links to access the **Student Group Details** page and the **Student Timetable**.



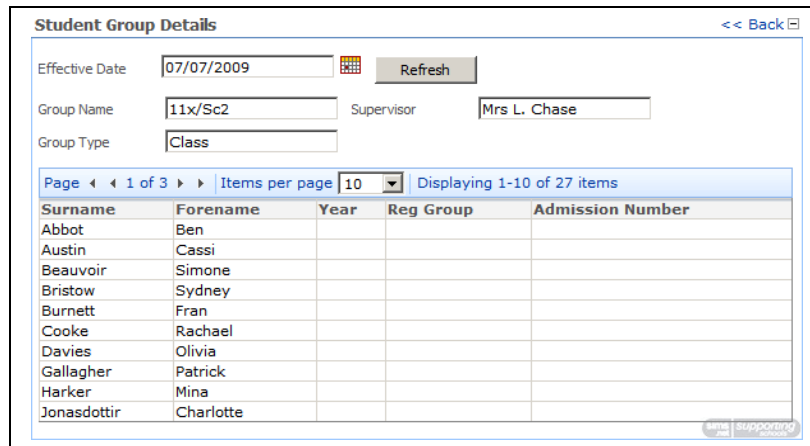
To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date



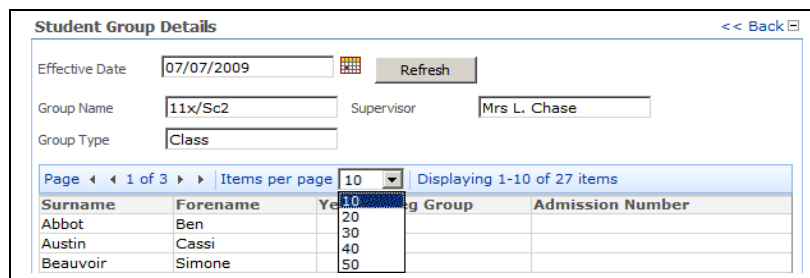
2. Click the **Refresh** button to update the display.

To display the **Student Group Details** page, click on a link in the **Class Name** column.



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 provides a calendar function containing the student's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date.

Green Abbey School > Student Site > SLGPages							
Student Site							
Student Timetable							
New		Actions		Settings			
←		July 13 - July 19 2008				Day	
		Week				Month	
	13 Sunday	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday	19 Saturday
7 AM							
8							
9		9:15 AM Mon:1 - Physical Ed - RD - 5H2	9:15 AM Tue:1 - Religious Ed - BPA - H3	9:15 AM Wed:1 - Religious Ed - BPA - H3	9:15 AM Thu:1 - Physical Ed - RD - 5H2	9:15 AM Fri:1 - Art - KB - A3	
10		10:15 AM Mon:2 - Statistics - LV - M4	10:15 AM Tue:2 - History - EP - H4	10:15 AM Wed:2 - Religious Ed - BPA - H3	10:15 AM Thu:2 - English - JA - E5	10:15 AM Fri:2 - Art - KB - A3	
11							
12 PM		11:35 AM Mon:3 - English - JA - E5	11:35 AM Tue:3 - Mathematics - LV - M1	11:35 AM Wed:3 - Science - SM - S3	11:35 AM Thu:3 - French - MK - L3	11:35 AM Fri:3 - Mathematics - LV - M4	
1		12:35 PM Mon:4 - History - EP - H4	12:35 PM Tue:4 - French - MK - L3	12:35 PM Wed:4 - Science - SM - S3	12:35 PM Thu:4 - Science - SM - S3	12:35 PM Fri:4 - English - JA - E5	

Viewing Reports

The **View Reports** panel provides access to profile and assessment reports that have been published for your child.

Click the triangle to display all the reports in the category.

Click the **List** button to display all reports as a list with the most recent on top.

View Reports

Display: By Category List

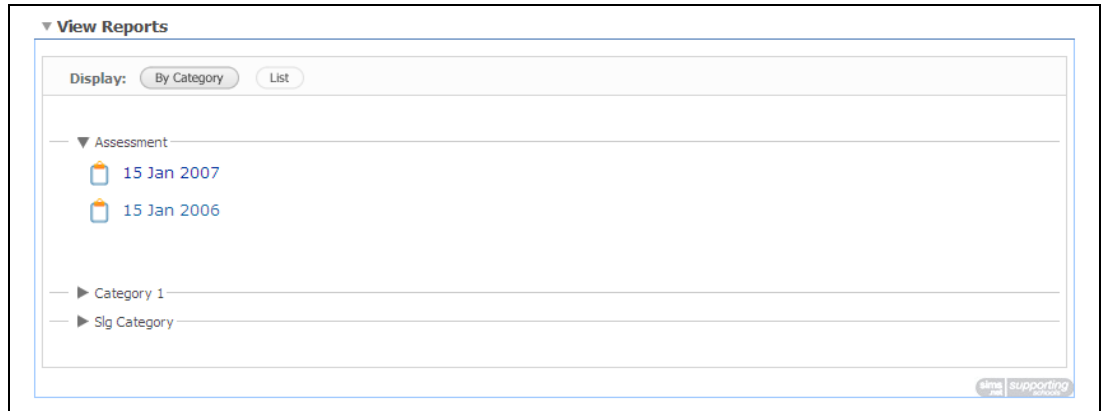
- ▶ Assessment
- ▶ Category 1
- ▶ Slg Category

Categories are assigned by the school. Similar reports are grouped together.

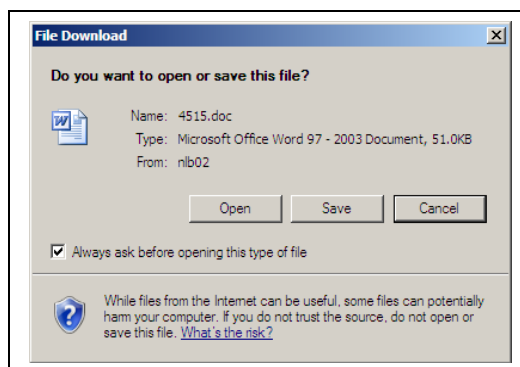
Click the **By Category** button to sort reports.

To view an online report:

1. In the **View Reports** 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.



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



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



NOTE: Schools can choose to publish online reports as Microsoft Word or Adobe PDF files.

To view Word files, Windows users will need Microsoft WordPad or Microsoft Office installed on their computer. Mac users will need TextEdit or Microsoft Office installed on their computer.

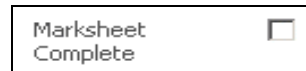
To view PDF files, you will need Adobe Acrobat Reader installed on your computer, available here:

<http://get.adobe.com/uk/reader/>

G Glossary

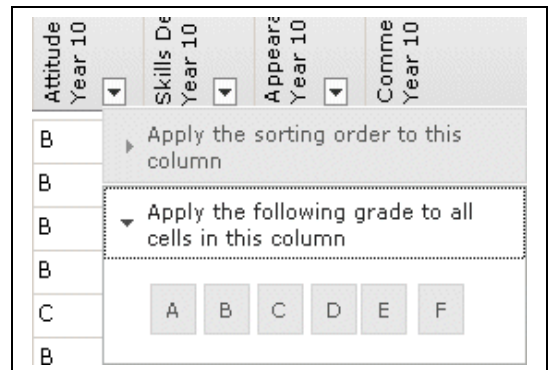
Check box

An on-screen equivalent to a tick box, which can be selected or deselected by clicking it. If there are several check boxes, you can select as many as you like.



Drop-down menu

Like a field, but has an arrow beside it that you can click to display a menu of options. If there are a lot of options, there may also be a scroll bar so that you can move up and down the menu. Click a menu option to select it.



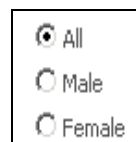
Field

A box into which you can enter information. Click in a field to activate the flashing cursor before you begin typing.



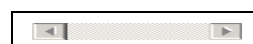
Radio button

Like a check box, but you can make only one selection at a time. You cannot select and deselect an individual radio button – they are designed to make you choose between the available options. Click a radio button to select it.



Scroll bar

If there is too much information to fit in a space, a scroll bar is provided. Click the arrows to display the hidden information.



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