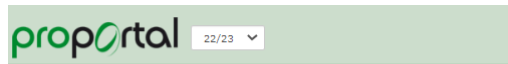


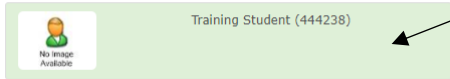
Navigation

On successful login, you will automatically land on the homepage of ProPortal:



Welcome Test SGS
Please Select a student

Click on your child's name to open their record



There is a selection of widgets on the Homepage which give you a quick overview of attendance, markbook completion and SMART targets – to access more detailed information, click on “More” that can be seen in any of the boxes.

Your child will be set targets by their tutor and their progress can be checked here

Clicking on this icon will always bring you back to the Home Screen



Training Student (They)



Add Controls Reset

Notice Board

Welcome to Parent Portal!

ProPortal is where all your child's progress at SGS is tracked and monitored.

As an SGS student, your child is expected to complete a minimum of 54 hours of enrichment and minimum of 84 hours of work placement alongside their academic qualification.

Using Parent Portal you can:

- Track your child's academic progress using 'Markbook'
- Track achievement of enrichment hours
- View their work placement logbook
- Track your child's attendance, punctuality and target grades
- Track your child's SMART targets with their future as the focus

Upcoming 'My Targets'

No Records

More..

My Attendance & Punctuality

Attendance	Punctuality
N/A	N/A

More...

Upcoming Assessments

No Records

More..

Academic Information

CG Diploma in Plumbing Studies L1 - Gp.A

Units	0/10
Ass	0/21
Tasks	0/31

0% 25% 50% 75% 100%

More..

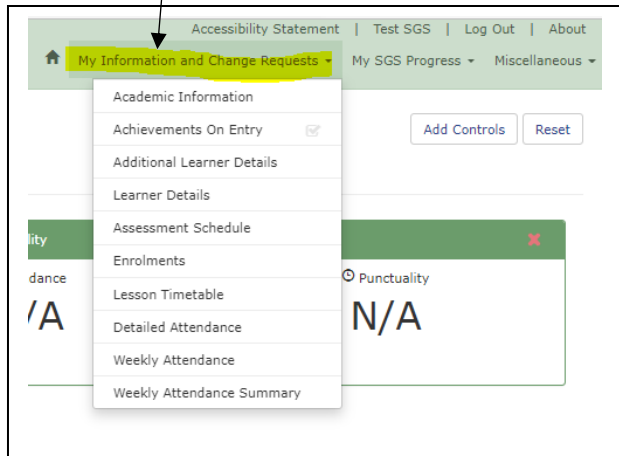
This will give you access to upcoming assessments your child has – this is driven by markbook data that is controlled by your child's tutor

Academic Information provides you with your child's progress to date

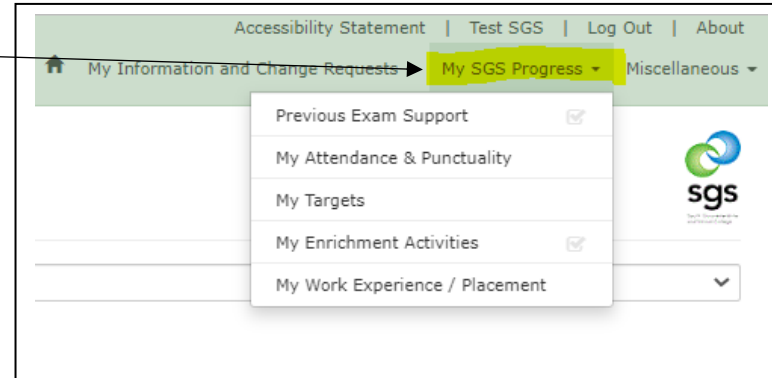
This is your child's attendance and punctuality

Navigation

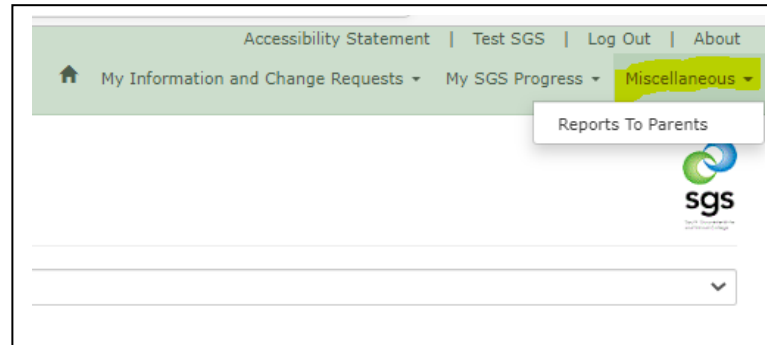
By clicking on these tabs will open up additional menu options



This screenshot shows the 'My Information and Change Requests' menu open. The menu items are: Academic Information, Achievements On Entry (with an envelope icon), Additional Learner Details, Learner Details, Assessment Schedule, Enrolments, Lesson Timetable, Detailed Attendance, Weekly Attendance, and Weekly Attendance Summary. The background shows a 'Punctuality' section with an 'N/A' value.



This screenshot shows the 'My SGS Progress' menu open. The menu items are: Previous Exam Support (with an envelope icon), My Attendance & Punctuality, My Targets, My Enrichment Activities (with an envelope icon), and My Work Experience / Placement (with a dropdown arrow).

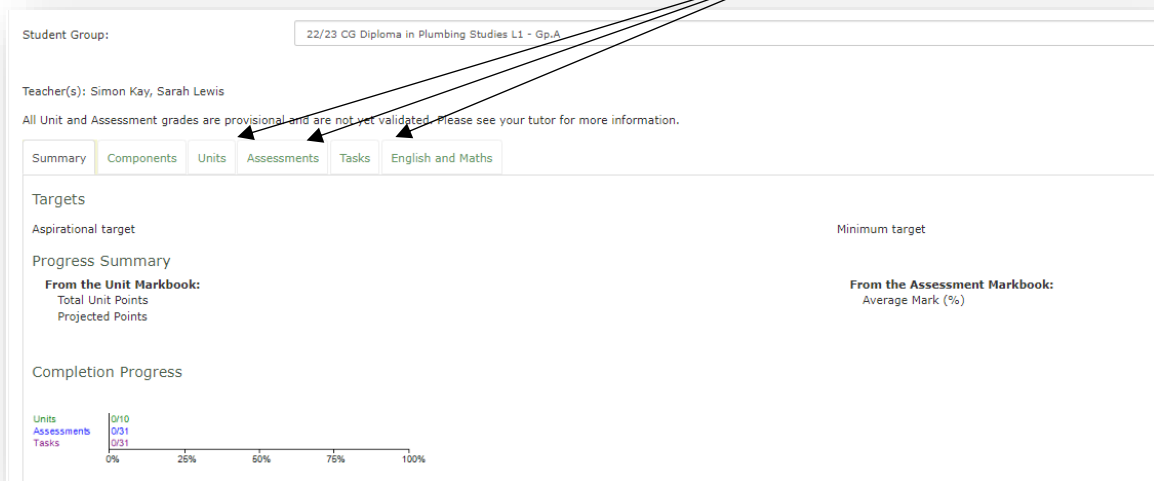


This screenshot shows the 'Miscellaneous' menu open. The menu item is: Reports To Parents.

Navigation

Under “**My Information and Change Requests**” you can navigate through a variety of options including;

Academic Information that is populated by your child’s tutors and is linked to the markbook. Navigate around the units/assessments/tasks tabs for more detailed information



Achievement on Entry are the qualifications your child has achieved prior to attending SGS College.

Learner Details and **Additional Learner Details** are the contact details we hold on the system for your child, Next of Kin information and brief enrolment details.

The **Assessment Schedule** (sample below) are the assessments that your child is expected to complete and is populated by the markbook. If you only want to view incomplete assessments, you can tick here .

The screenshot shows the 'Assessment Schedule' for 'Training Student (444238) (They)'. It includes a checkbox for 'Only show incomplete assessments' and a 'View As Chart' button. The assessment schedule is as follows:

Assessment	Out of	Weight	Date Set	Date Exp'd	Teacher
CI 1 - Knowledge Assessment	3	1.00			
SWP 1 - Manual Handling	100	1.00			
SWP 2 - Access Equipment	100	1.00			
SWP 3 - Knowledge Assessment	100	1.00			
ES 1 - Knowledge Assessment	100	1.00			

Navigation

Enrolments details all courses that your child is enrolled on:

Enrolments

Training Student (444238) (They)



Course Code	Course Name	Group Code	Completion Status	Grade	Outcome	Start Date	Expected End Date
TEST SLL10LYA	CG Diploma in Plumbing Studies L1	A	Continuing			06/9/2022	24/06/2023

The **Lesson Timetable** provides an overview of your child’s timetable.

The final 3 options in the drop down menu, **Detailed Attendance**, **Weekly Attendance** and **Weekly Attendance Summary** give you the choice of how you want to view your child’s attendance.

From the “**My SGS Progress**” tab, your child is expected to complete the section **Previous Exam Support** and this enables tutors to be able to support your child moving forward – this area records support that your child received at previous education providers.

Previous Exam Support

Training Student (444238) (They)



Previous Support for Exams

Have you received support for any of the following in the past for exams? Any support need you have will be discussed with your tutor although there are no guarantees that you will receive the same level of support you received at your previous school.

Visual Impairment	<input type="checkbox"/>	Specialist Equipment	<input type="checkbox"/>
Reader	<input type="checkbox"/>	Scribe	<input checked="" type="checkbox"/>
Computer	<input type="checkbox"/>	Extra time	<input checked="" type="checkbox"/>
Coloured paper or overlay (supporting medical paperwork required)	<input type="checkbox"/>	Other	<input type="checkbox"/>
No previous support	<input type="checkbox"/>	Had previous support, no longer required	<input type="checkbox"/>

My Attendance & Punctuality provides another overview of attendance, records the number of times your child has been marked as arriving late and the date of last attendance.

My Targets will display all targets that have been set by the tutor – it will display whether they have been achieved or not and the relevant due dates.

My Targets

Training Student (444238) (They)



Targets

SMART: Specific, Measurable, Achievable, Relevant and Time based.

Filter Options

Review Date October 03 2022 Created By Sarah Lewis on September 15 2022 Status: To Be Reviewed

Target:
To demonstrate knowledge of Health and Safety in the workplace.

[More Details](#)

Any record with a due date in the past and a status of either 'To Be Reviewed' or 'Reviewed' will have the status highlighted as overdue.

My Enrichment Activities and **My Work Experience / Placement** details time spent completing Enrichment and Work Placement activities.

Under the miscellaneous tab you can view **Report To Parents** which are completed during the course of the year and records your child’s progress.