Learning Technology

User Guides
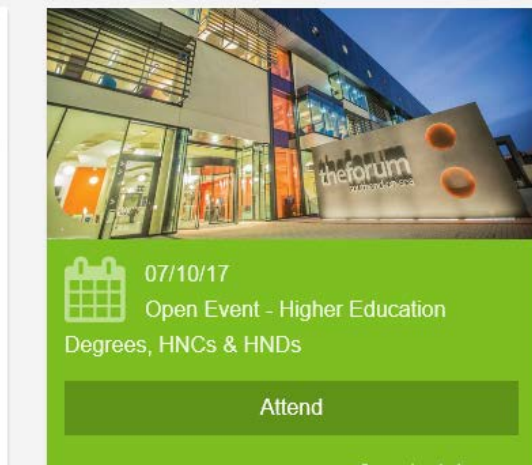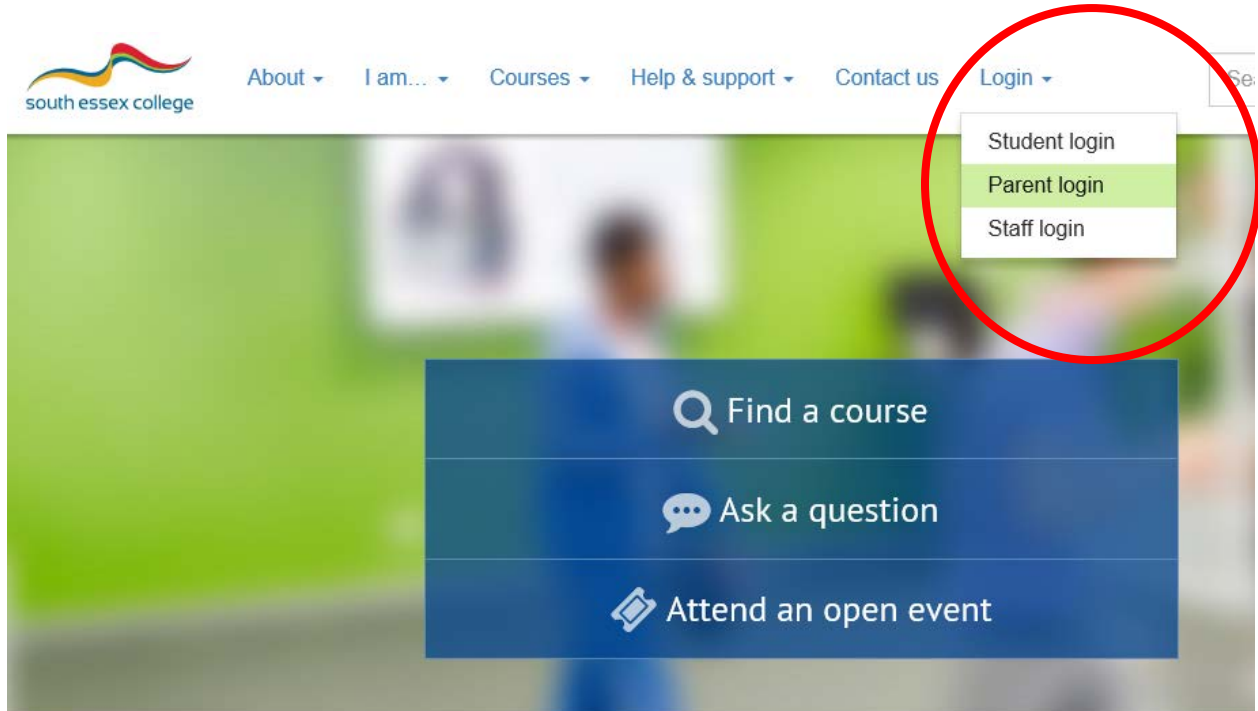
ProPortal – *for Parents*

This guide is aimed at Parents, who will use ProPortal to access their child's progress at South Essex College. It will give them all the necessary information to create an account, login and view information quickly.

GETTING IN TO PROPORTAL

To access ProPortal, go to the College website at **www.southessex.ac.uk**

Then click on 'login' and select 'parent login'
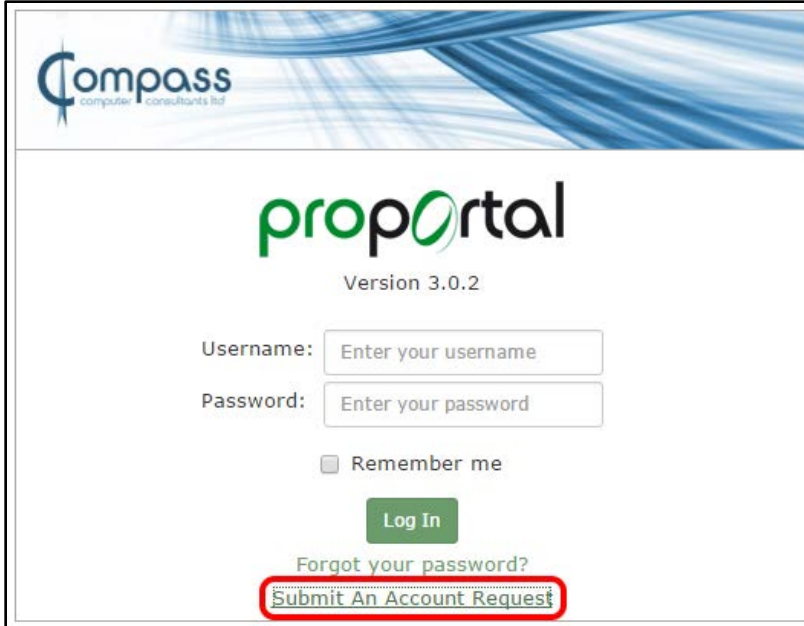
Click on 'Access parent portal'
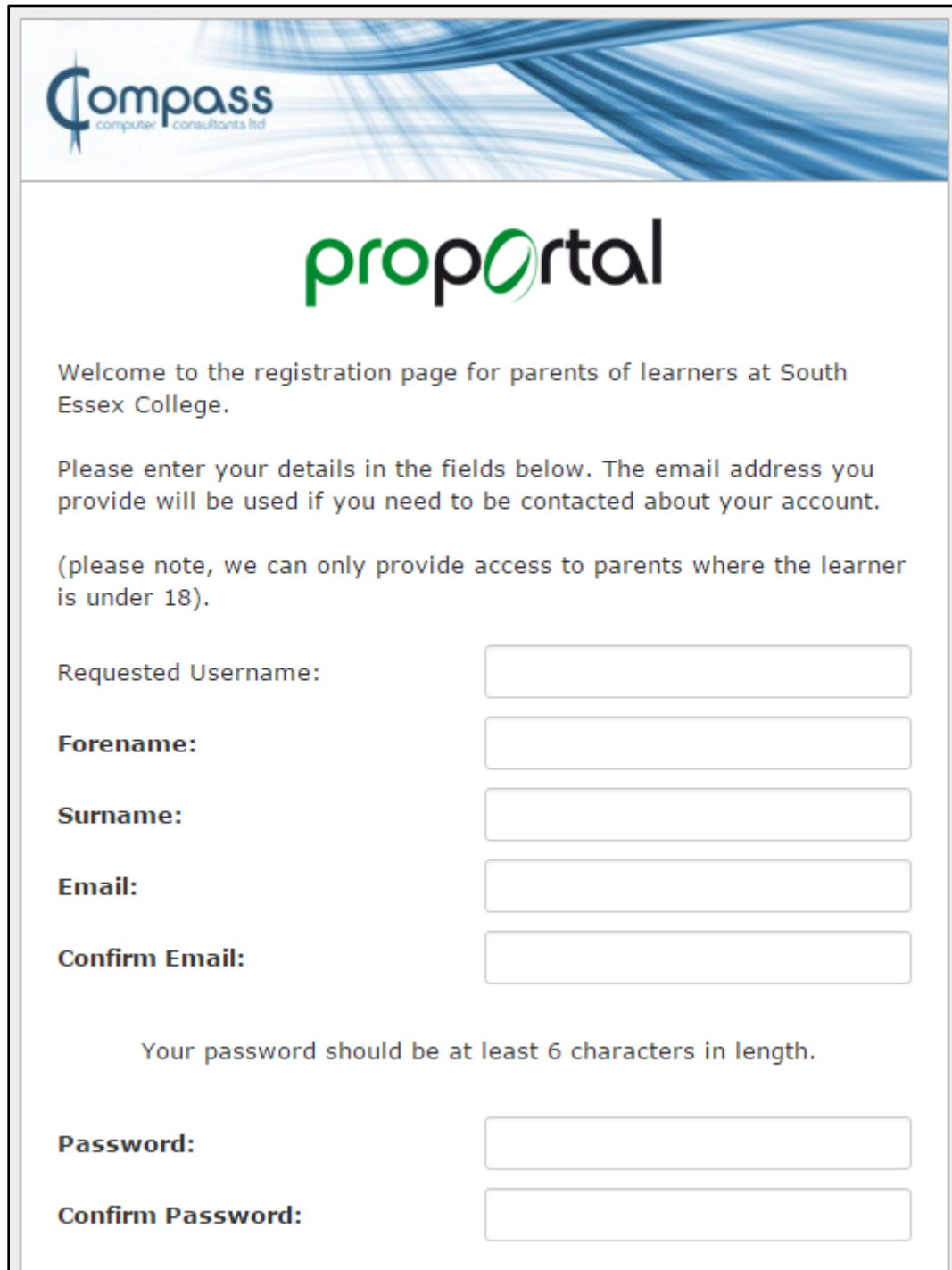
You should see the following screen: Click 'Submit account request'

REQUESTING AN ACCOUNT

Before you can access ProPortal, you will need to request an account. We do this to ensure the data is only accessible to the parents or legal guardians of the students. To request an account, click on the 'Submit An Account Request' option below the green 'Log In' button.

Please ensure this information is valid as it is used to verify that you are a parent of the student.

Enter the details of the student you would like an account to access.

Student ID (located on
their badge)

Forename:

Surname:

Date of Birth: dd/mm/yyyy

Please provide some additional information to authenticate your
request.

What is your relationship
to the student?

Submit Request

Back

Please ensure the student information you enter into these boxes is correct in order to prevent any delays with accessing ProPortal. Once you have finished entering your information, click 'Submit Request'.

LOGGING INTO PROPORTAL

Once your account request is approved, enter your username and password and then press the green 'Log In' button. Once you have logged in, you will see this screen:
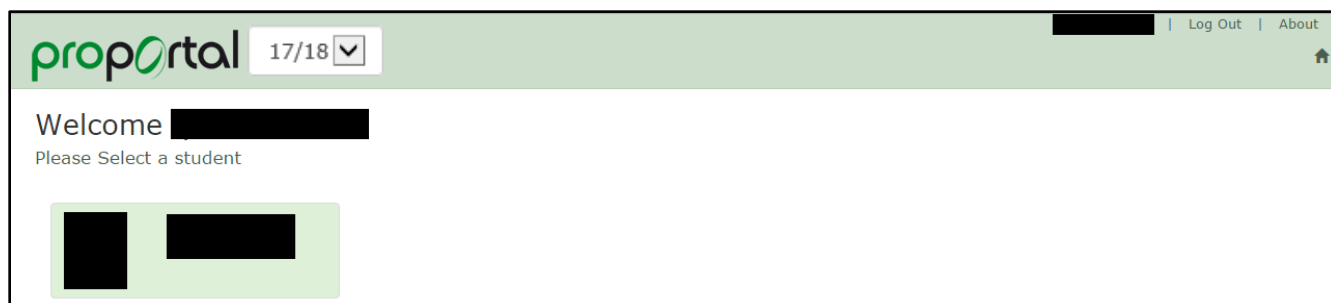
Make sure the current academic year is selected in the highlighted drop down next to the ProPortal logo. After that, click on your son or daughter's name. You will then be presneted with this screen.
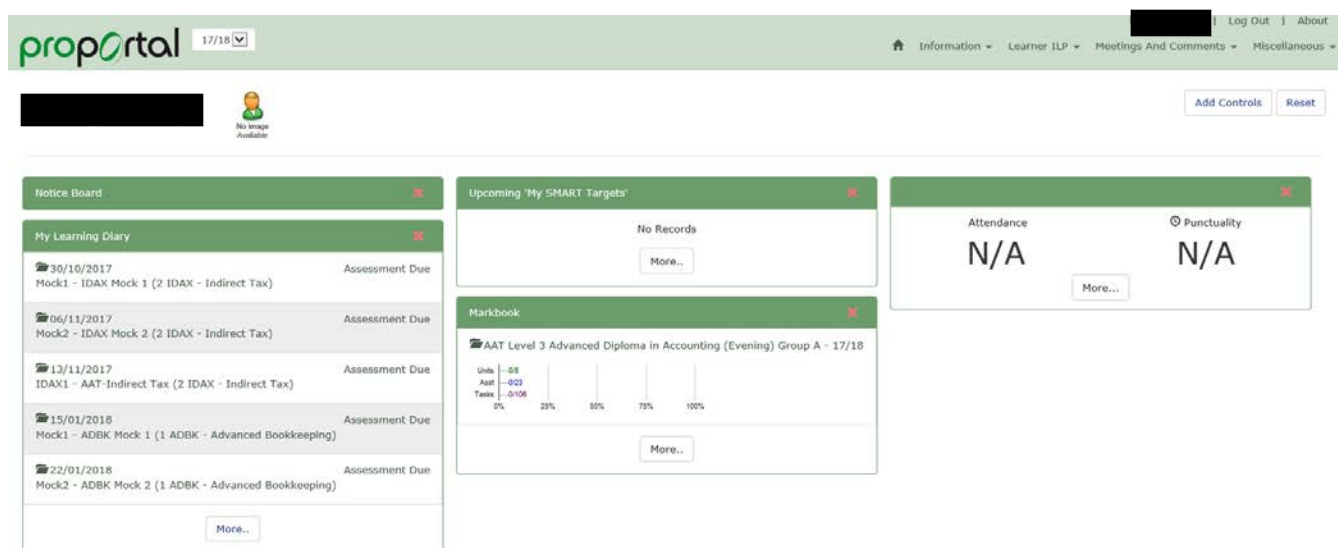
From this screen, you can now access a range of information about your childs study at South Essex College. The rest of the guide will provide you an overview of each section.
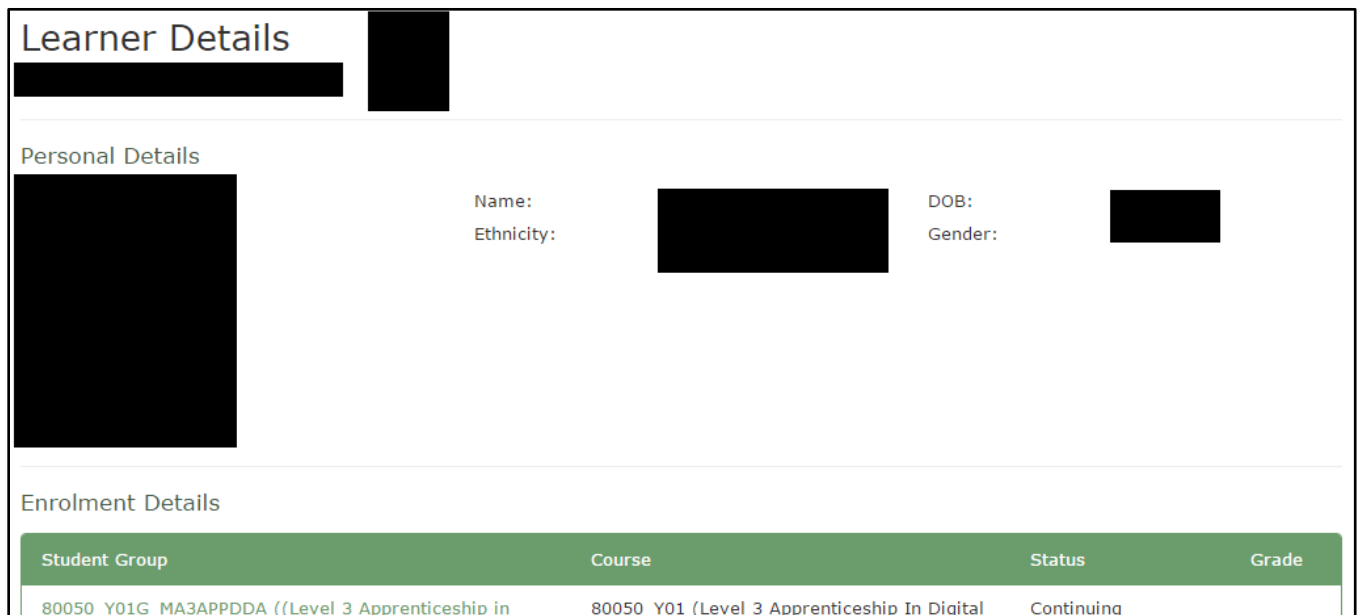
We have blocked out names on our sample images for data protection.

LEARNER DETAILS

Clicking on Learner Details will show you an overview of the course(s) your son or daughter is enrolled in and the tutors who teach them. It is accessed by clicking the Learner Details option in the Information drop down.
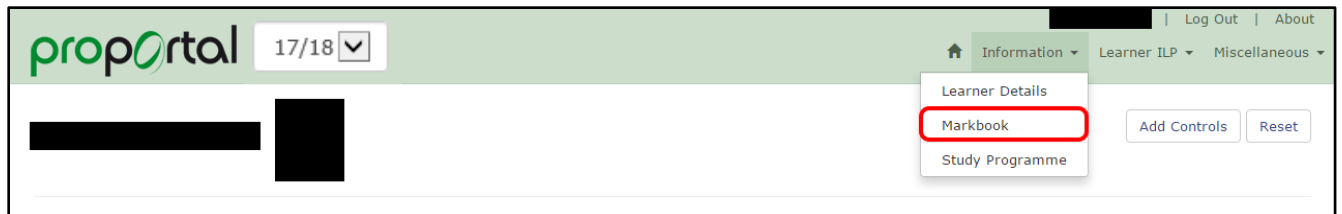

This will then take you to a page that looks like this:

Alongside this information, you will also see which tutor groups and student groups your child is in.

MARKBOOK

The Markbook is a summary of your son or daughter's performance in a course. This is accessed by clicking 'Markbook' in the information drop down.

When you first see the markbook, all you will see is a drop down that asks you to select a student group. These groups are labelled by academic year and then the group they are in. Click on the drop down and select a student group as the image below shows.
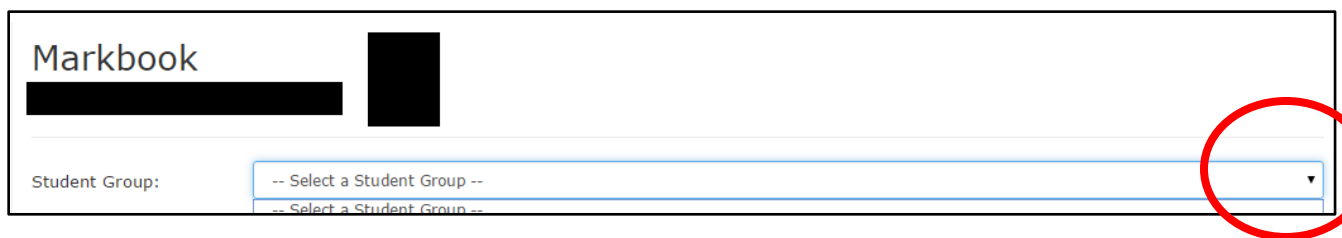
You will then see a new set of information appear on the page. This allows you to see a summary of your son or daughter's performance on the select course as well as a breakdown by Units, Assessments and Tasks.

Markbook

Student Group: - 80050_Y01G_MA3APPDDA ((Level 3 Apprenticeship in Digital Learning Design))

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

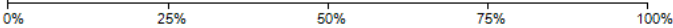| Summary | Units | Assessments | Tasks |

Targets

Minimum Target Grade	Pass
Average GCSE Point Score	0

Progress Summary

From the Unit Markbook:
Total Unit Points
Projected Points
Projected Points - Average GCSE Point Score

From the Assessment Markbook:
Average Mark (%)

Completion Progress

Units   0/0
Assessments 0/0
Tasks   0/0

0%   25%   50%   75%   100%

LEARNER ILP (INDIVIDUAL LEARNING PLAN)

The ILP is where a learner will go to record their plan for successfully completing their course. The various sections will allow them to record their **Goals**, their **Targets**, their **Strengths** and **areas they think need to be developed**. They will also be able set **SMART targets** which will enable them to record more specific task related targets they would like to achieve throughout their year.
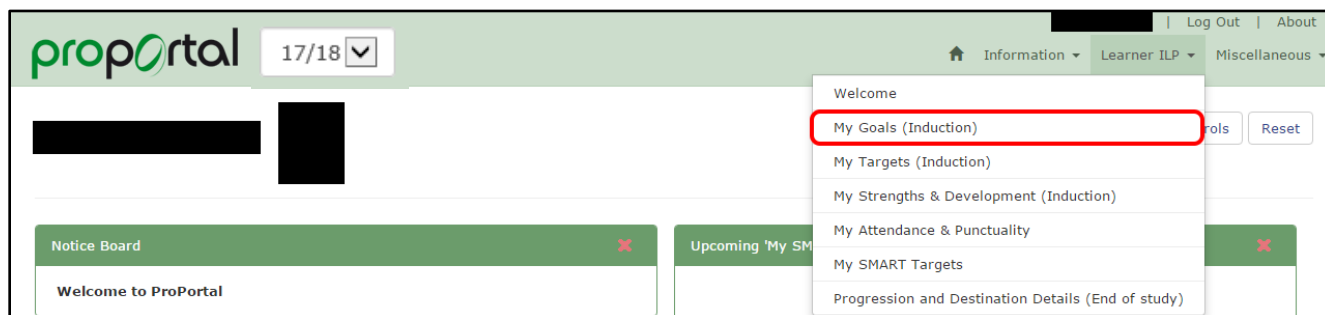
Other options in this area will also let you view their **Attendance and Punctuality**. It also includes an area for them to record their thoughts for **Progression and Destination** at the end of study giving them a head start on thinking of the future and making plans for the end of study.

The ILP is a feature that allows the learner to take responsibility for their own learning, attendance and punctuality and a means of monitoring their own performance. It is also a place where you, the parent can come in and view your son or daughter's progress and get an overview of how they are taking responsibility for their own learning and progress. ILPs are used by the teachers to get to know their students, and to assist them with planning and progression setting clear targets and goals for achievement.
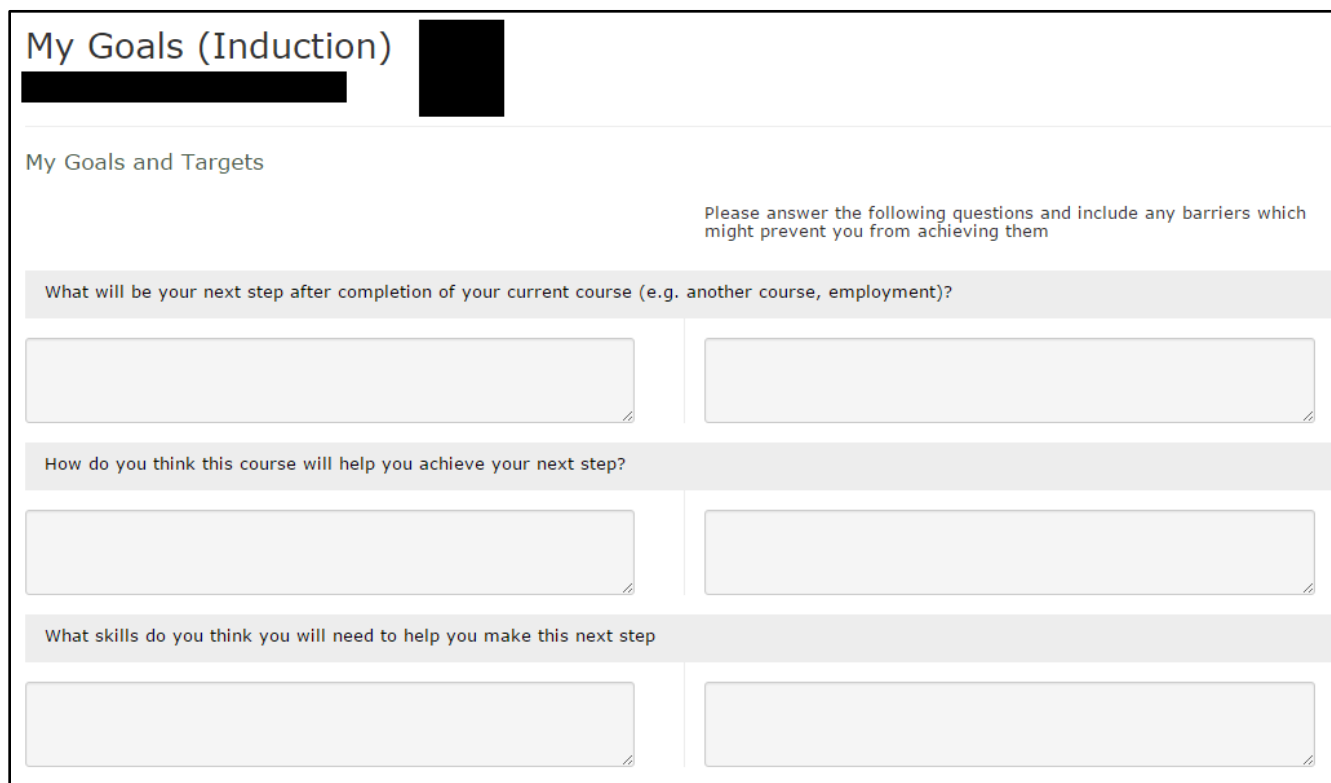
MY GOALS

In this part of the ILP learners will answer a few questions which will make them think about why they are on this particular course, what they hope to achieve at the end of it and what barriers they think they will face. This information could help the learner focus on what they need to do and help the teacher guide the learner appropriately. This information could help the parent plan for the future with their son or daughter. Both teacher and parent may use this information to help overcome any barriers identified by the learner.

To access your son or daughter's goals, click the 'My Goals' option in the Learner ILP drop down.
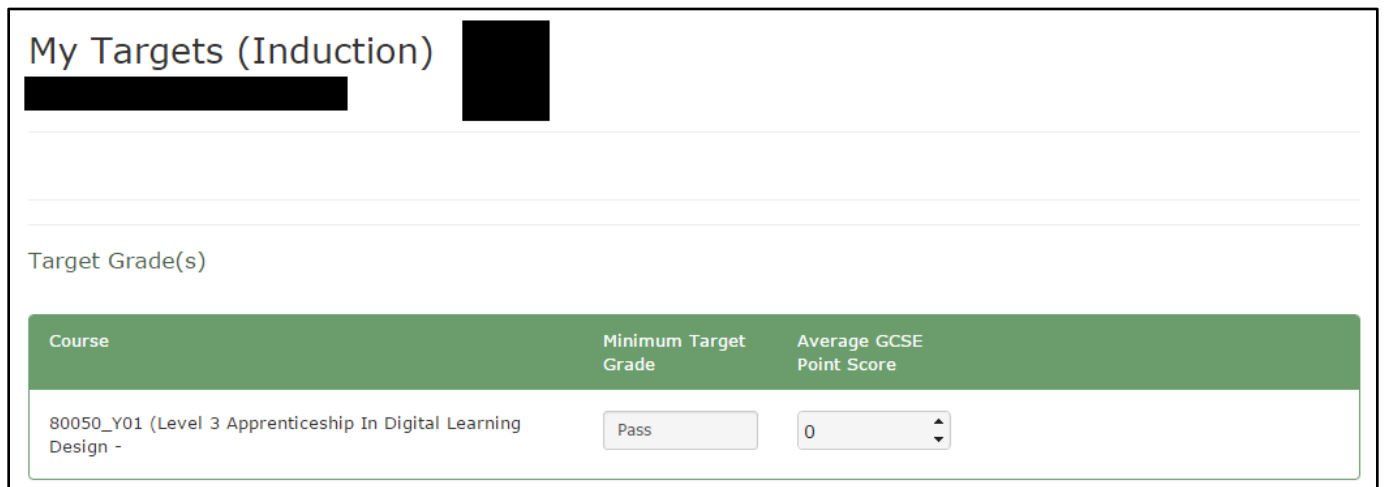

The 'My Goals' section looks like this:
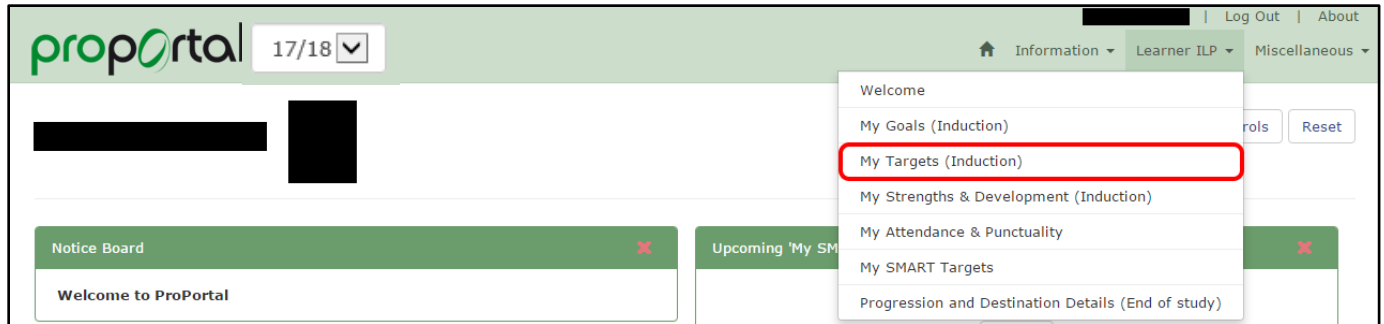
MY TARGETS

This area will show you the **minimum target grades** set based on your son or daughter's entry qualifications and the **predicted target grades** set by the Tutor.

To access your son or daughter's targets, click the 'My Targets' option in the Learner IPL drop down.

The 'My Targets' section looks like this:

MY STRENGTHS AND DEVELOPMENT

This area is a place where the learner will enter what they think are their strengths. They will also be able to specify areas they think will need to be developed by answering some of the questions here.

To access you son or daughter's strengths and development, click the 'My Strengths & Development' option in the Learner ILP drop down.

Initial Assessment

Type	Mark/Grade	Date
No Records		

My Part Time Job

	Please answer the questions below	Please give details about your part time job
☐	Do you have a part time job? (please tick the box to the left if you do)	
☐	If you do have a part-time job would you tell us the name of the company/organisation you are working for?	
☐	If you do have a part time job would you mind if we contacted your employer to find out what your job involves? (please state Yes or No)	

Additional Support

Have you received support for any of the following in the past?

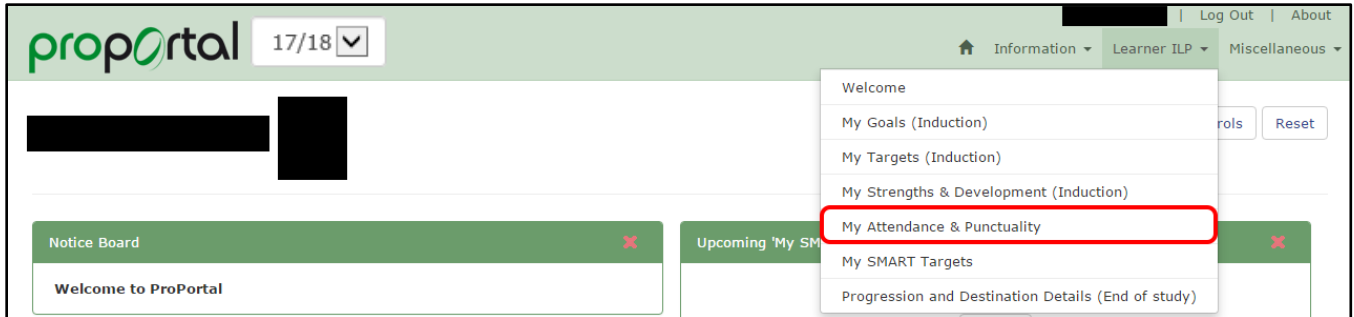|			
Personal Care	☐	Visual Impairment	☐
Hearing Impairment	☐	Specialist Equipment	☐
Literacy Skills	☐	Numeracy Skills	☐
Language Skills	☐	Dyscalculia Support	☐
Preparation for exams	☐	Extra time in exams	☐
Dyslexia Support	☐		

Other (please specify):

Which of the above do you still need support for?

MY ATTENDANCE AND PUNCTUALITY

This is an area which displays a Learner's **Possible attendance, Actual attendance** and **no of days they came in late**. Based on this the student will be given an attendance rating and a punctuality rating. A good way for Teachers and Parents to keep an eye on attendance to lessons but also more importantly a good way for Learners to take responsibility for their attendance and punctuality.

To access your son or daughter's attendance and punctuality, click on the 'My Attendance & Punctuality' option in the Learner ILP drop down.

You will then see a screen that looks like this:

My Attendance & Punctuality

| Code	Att%	Lates	Punct
80050_Y01G_MA3APPDDA	100.0	0	100.0

Key

Att% = Attendance %

Punct = Punctuality

How is the Attendance Calculated:

Attendance % = (No. Attended / Possible Attendance) * 100

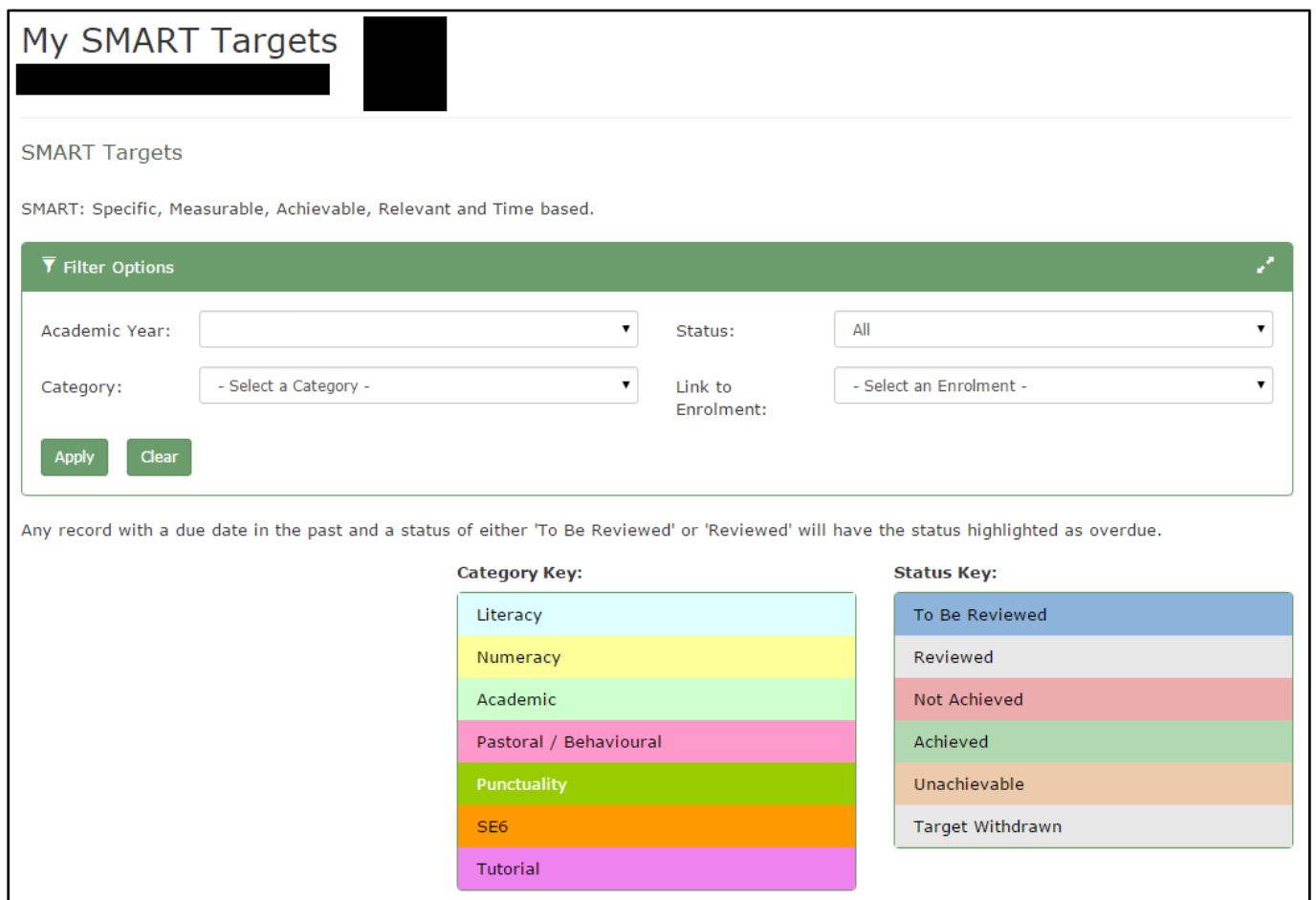Punctuality % = (1 - (No. of Lates / No. Attended)) * 100

SMART TARGETS

SMART Targets are Specific, Measurable, Achievable, Relevant and Time Based.

To access your son or daughter's SMART Targets, click on the 'My SMART Targets' option in the Learner ILP drop down.
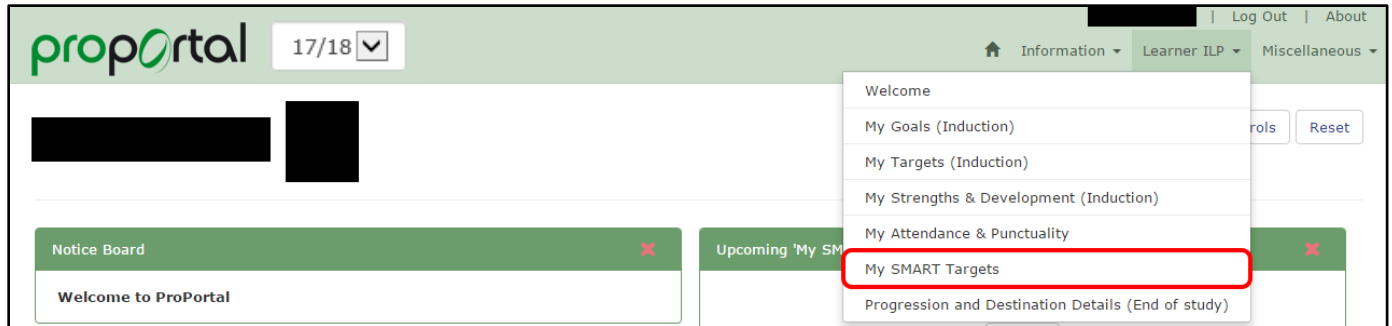

The SMART Targets section looks like this:

SMART Targets can be filtered by academic year, category, status and enrolment.

PROGRESSION AND DESTINATION DETAILS (END OF STUDY)

Learners will plan what they would like to do with regards to employment or further study. By answering a few simple questions they will think about the new skills they have developed in their time at college and what they would like to develop further.

To access your son or daughter's progression and destination details, click on the 'Progression and Destination Details' option on the Leaner ILP drop down.
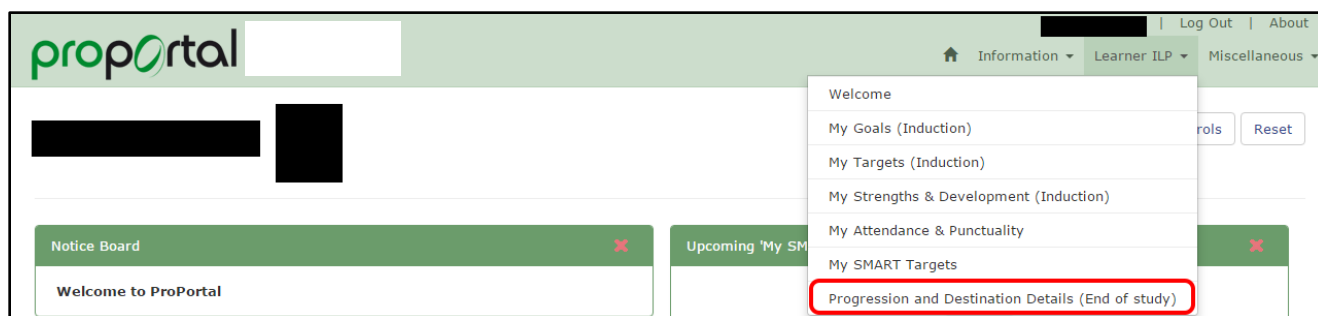
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