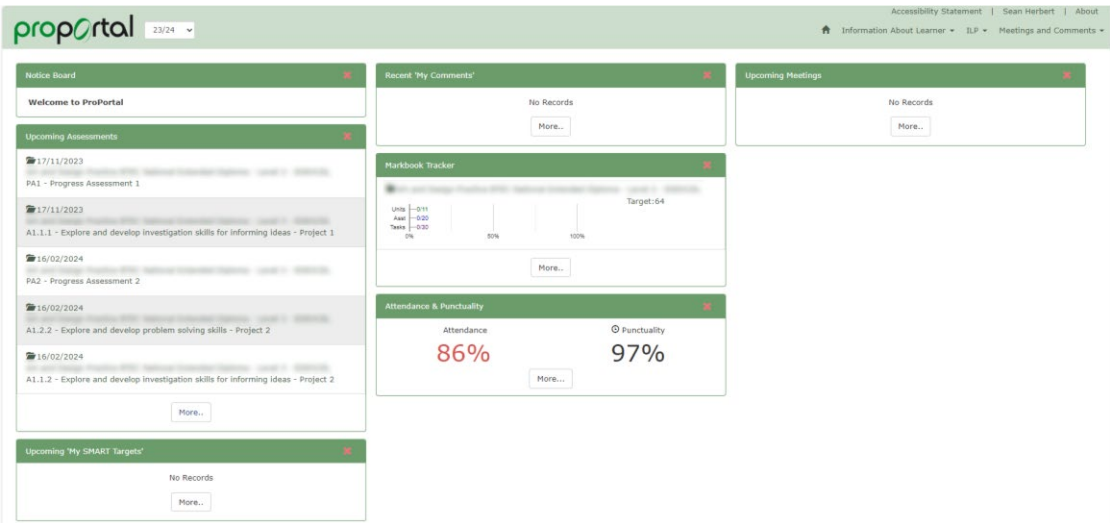


Parent Portal User Guide

When you log in to Parent Portal you will land at the Home Page. From this page you can view the following

- Expected Grades and Progress Assessment Grades
- Upcoming Assessments
- Upcoming My SMART Targets
- Recent My Comments
- Markbook Tracker
- Attendance & Punctuality
- Upcoming Meetings.

Clicking on one of these boxes will give you more detailed information.



Expected Grades and Progress Assessment Grades

An expected grade is the grade that we believe that a student should be working towards, based on historical achievements. At set points during the year, all fulltime students have Performance Assessments. These Assessments are based on the content of the course delivered to that date. A list of Expected Grades and Progress Assessment Grades for each subject can be found via the “ILP” drop-down menu and clicking on “My Study Programme”.

Expected Grades

Course	Progress Assessment Grade	Expected Grade	Expected Percent	Expected Points
(Maths GCSE (9-1) - AQA - Cross College)	5	4		
(Health and Social Care Extended Diploma (VRQ) - Level 3 - CACHE/NCFE (Top Up))	A*	A		225

Upcoming Assessments

Throughout their study, students are set assessments that they are required to be completed by a set date. These could include coursework, practical assessment or exams. A list of these Assessments, along with the Expected Completion Dates, can be found by clicking on the “More” button in the

Upcoming Assessments box on the Home Page, or via the “Information About Learner” drop-down menu and clicking on “Assessment Schedule”.

The screenshot shows the 'proportal' website interface. The top navigation bar includes links for Accessibility Statement, Sean Herbert, and About. The main header area displays the user's name, 'Liam Bailey (20202021) (Student)', and the Cheshire College South & West logo. The left sidebar contains a 'My Meetings' section with a list of upcoming meetings, including 'ALS Exam Access Arrangements Meeting' on 24/01/2023, 'Careers' on 02/05/2023, 'Personal Development Tutor' on 01/09/2023, 'PDT Right Choice Review (42 days)' on 20/09/2023, and 'Tuition Fund' on 20/09/2023. The main content area is titled 'Assessment Schedule' and shows a table of assessments for 'BTEC National Extended Diploma - Level 3 - EDEXCEL'. The table has columns for 'Assessment', 'Date Set', 'Date Exp'd', 'Retake Launch', 'Retake Hand In', and 'Teacher'. The table lists several assessments, including 'BTEC National Extended Diploma - Level 3 - EDEXCEL' and 'BTEC National Extended Diploma - Level 3 - EDEXCEL', with dates ranging from 30/10/2023 to 16/02/2024.

My Upcoming SMART Targets

At specific points during the year, SMART Targets will be set, and then reviewed. These SMART Targets can be personal targets, careers targets, or curriculum targets. Tutors and Personal Development Tutors will review these SMART Targets to ensure that they are achievable and being met.

A list of these SMART Targets can be found by clicking on the “More” button in the My SMART Targets box on the Home Page, or via the “ILP” drop-down menu and clicking on “My SMART Targets”.

Recent My Comments

Students can create comments that are visible to their Tutors and PDTs. These comments appear in the Recent My Comments box.

Markbook Tracker

The Markbook Tracker is where grades are recorded by Tutors. These grades allow students to see their progress throughout the year, and their overall predicted grades.

The predicted grades can be found on the “Summary” page for each Qualification, along with an “Expected Grade”. An expected grade is the grade that we believe that a student should be working towards, based on historical achievements. A List of Expected Grades can be found via the “ILP” drop-down menu and clicking on “My Study Programme”.

The Markbook Tracker can be found by clicking on the “More” button in the Markbook Tracker box on the Home Page, or via the “Information About Learner” drop-down menu and clicking on “Markbook Tracker”. You will then be required to choose the course that you wish to see the tracking for.

Summary	Units	Assessments	Tasks	English and Maths
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Select Unit:	-- All Units --
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Assessment	Weight	Complete	Mark	Out Of	Grade	Date Expected
Unit 1 - Skills Development: Reflecting Skills						
AS 1.1 - Reflect and develop investigation skills for reflecting skills - Project 1	0.00	<input type="checkbox"/>		100		17/11/2023
AS 1.2 - Reflect and develop investigation skills for reflecting skills - Project 2	0.00	<input type="checkbox"/>		100		16/02/2024
AS 1.3 - Reflect and develop investigation skills for reflecting skills - Final Task	1.00	<input type="checkbox"/>		100		
Unit 2 - Skills Development: Problem Solving						
AS 2.1 - Reflect and develop problem solving skills - Project 1	0.00	<input type="checkbox"/>		100		
AS 2.2 - Reflect and develop problem solving skills - Project 2	0.00	<input type="checkbox"/>		100		16/02/2024
AS 2.3 - Reflect and develop problem solving skills - Final Task	1.00	<input type="checkbox"/>		100		
CCSW-PA - Progress Assessment						
IA - Initial Assessment	0.00	<input type="checkbox"/>		100		15/09/2023
PA1 - Progress Assessment 1	0.00	<input type="checkbox"/>		100		17/11/2023
PA2 - Progress Assessment 2	0.00	<input type="checkbox"/>		100		16/02/2024
PA3 - Progress Assessment 3	0.00	<input type="checkbox"/>		100		10/05/2024

At set points during the year, all fulltime students have Performance Assessments. These Assessments are based on the content of the course delivered to that date. The grade is then used to predict progress against the student's target. The Assessment gives a good indication of how a student is progressing. SMART Targets can then be created based on this outcome.

Attendance and Punctuality

The College expects all students to attend all lessons.

A breakdown of attendance per lesson can be found by clicking on the “More” button in the Attendance & Punctuality box or vial the “Information About Learner” drop-down menu and clicking on “Attendance & Punctuality”.

The columns are abbreviated to the following:

- Att - The number of sessions attended / the number of sessions that have occurred.
- Att% - The in-class attendance percentage for the session.
- Auth% - The authorised attendance percentage for this session. This will include sessions where the student was not in class, but a valid reason for not attending was communicated to the tutor.
- Lates - The number of times a student has been late for the session.
- Punct - The punctuality percentage for the session.
- Recent – The in-class attendance percentage for the previous 4 weeks.
- Last Att – The last time the student was marked as attended for the session.

Code	Alt	Alt%	Auth%	Lates	Punct	Recent	Last Alt
W001-00000000-0000-0000-0000-000000000000	3 / 3	100.0	100.0	0	100.0	100	2/10/2023
W001-00000000-0000-0000-0000-000000000000	4 / 4	100.0	100.0	1	75.0	100	2/10/2023
W001-00000000-0000-0000-0000-000000000000	2 / 3	66.7	66.7	0	100.0	66	3/10/2023
W001-00000000-0000-0000-0000-000000000000	2 / 3	66.7	66.7	0	100.0	66	3/10/2023
W001-00000000-0000-0000-0000-000000000000	4 / 4	100.0	100.0	0	100.0	100	4/10/2023
W001-00000000-0000-0000-0000-000000000000	3 / 4	75.0	75.0	0	100.0	75	6/10/2023
W001-00000000-0000-0000-0000-000000000000	3 / 4	75.0	75.0	0	100.0	75	4/10/2023
W001-00000000-0000-0000-0000-000000000000	2 / 3	66.7	66.7	0	100.0	66	29/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0		4/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0		4/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0		5/9/2023
W001-00000000-0000-0000-0000-000000000000	0 / 0			0			
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0		5/9/2023
W001-00000000-0000-0000-0000-000000000000	0 / 0			0			
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0	100	11/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0	100	12/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0	100	11/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0	100	12/9/2023
W001-00000000-0000-0000-0000-000000000000	1 / 1	100.0	100.0	0	100.0	100	12/9/2023
Total/Averages	32 / 37	86.5	86.5	1	96.9	88	6/10/2023

A timetable for the sessions can be found via the “Information About Learner” drop-down menu and clicking on “Lesson Timetable”.

	Mon 09/10/23	Tue 10/10/23	Wed 11/10/23	Thu 12/10/23	Fri 13/10/23
9 00	09:00 - 10:30	09:00 - 11:15	09:00 - 12:00		
15					
30					
45					
10 00					
15					
30					10:30 - 12:00
45					
11 00					
15					
30					
45					
12 00		12:00 - 12:45			

Upcoming Meetings

Throughout the year, students have regular meetings with their Personal Development Tutor, or the Careers Team. These, along with other meetings, are recorded on ProPortal.

A list of these Meetings can be found by clicking on the “More” button in the Upcoming Meetings box or via the “Meetings and Comments” drop-down menu and clicking on “My Meetings”.

Meeting Date:	Pinned	Time:	Meeting Type	Meeting Category	Status
20/09/2023			PDT Right Choice Review (42 days)	Personal Development Tutor	✓
01/09/2023			Careers Action Plan	Careers	✓
29/08/2023			Careers Action Plan	Careers	✓
15/06/2023			Tuition Fund - Academic	Tuition Fund	✓
13/06/2023			Careers Action Plan	Careers	✓

Personal Development Tutor

All students aged 16-18 are assigned a Personal Development Tutor (PDT). The PDT is your first point of contact for any concerns or queries.

You can find the name of the PDT found via the “ILP” drop-down menu and clicking on “My Study Programme”.