SIMS Learning Gateway
Mini Guide
for Parents and Carers

C| Contents

01 | **Introduction**

In This Chapter

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.

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 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 5.x	✓	✓
Mozilla Firefox 4.x	✓	✓
Safari 5.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, <u>do not</u> 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.

02|Getting Started

In This Chapter

Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of Norbury Manor's website; http://www.nmbec.org.uk/

2. On the right hand side click the tab entitled SIMs Learning Gateway

3. A login screen is displayed. Enter the login details that have been provided to you by Norbury Manor

> **IMPORTANT NOTE:** <u>Do not</u> 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.

4. If this is the first time you have logged into the SLG Parent site, you may be asked to change your password.
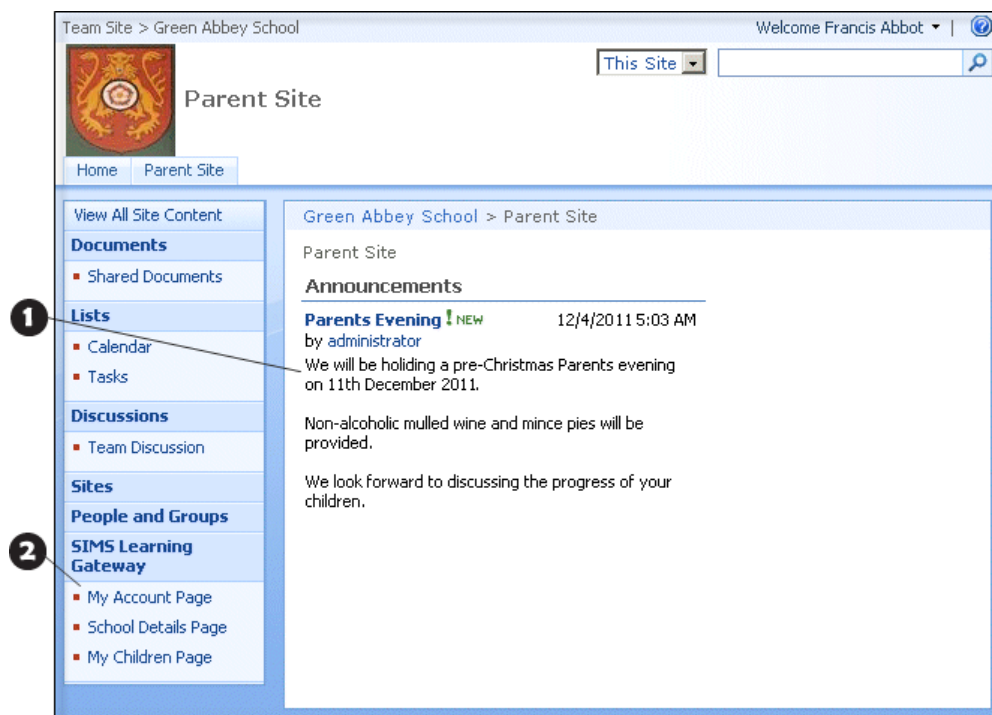
More Information:
Changing Your Password on page *7*
Forgotten Your Password? on page *8*

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.
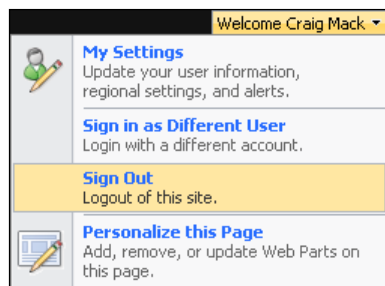

❶	School specific content.
❷	Parent specific links.

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.

03| Managing Your User Account

In This Chapter

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.

Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.
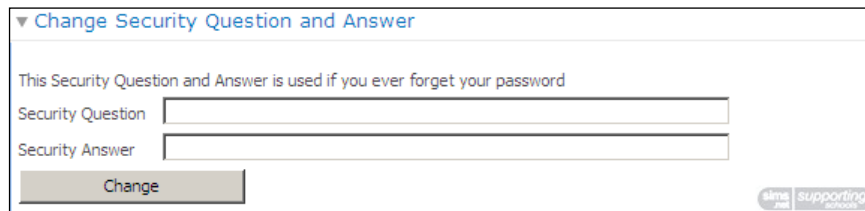
2. Enter your new password in the **New Password** and **Confirm New Password** fields.

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

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.

More Information:
Forgotten Your Password? on page *8*

Forgotten Your Password?

The school has activated the **Request New User Account Password** feature 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.

From the login page just below the logon button, click on "Click here" marked in yellow to get you on the reset password page.

The **Reset User Password** page is displayed.

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

2. 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:

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.

NOTE: 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.

04| Viewing Your Children's Information

In This Chapter

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.

| Parent News | School Dinner Improvements! |

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.
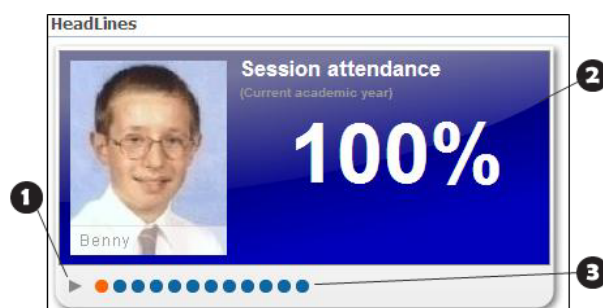
❶	Click the arrow to play the headlines in an ordered slideshow.
❷	Click a slide to stop the slideshow. Click again to restart the slideshow.
❸	Click a circle to view an individual headline.

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 hyperlink.
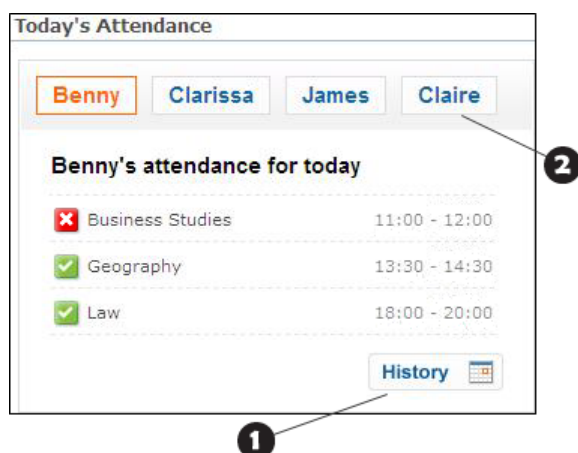
❶	Click a child's name to display their attendance information.
❷	Click the **History** link to display more attendance information.

❶	Click a triangle to expand the week and view the lessons.
❷	Click a lesson to view the details, including the attendance mark recorded for your child.
❸	Navigate to a different month or year by clicking the desired month name or year.
❹	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.
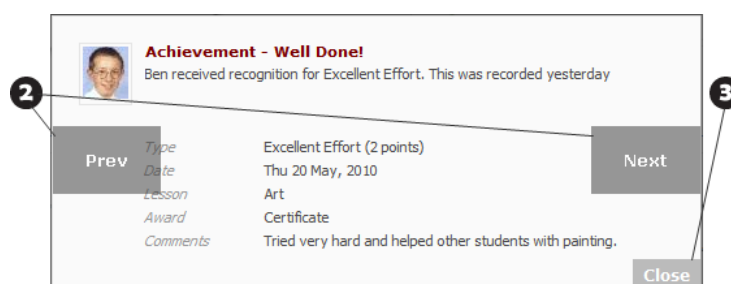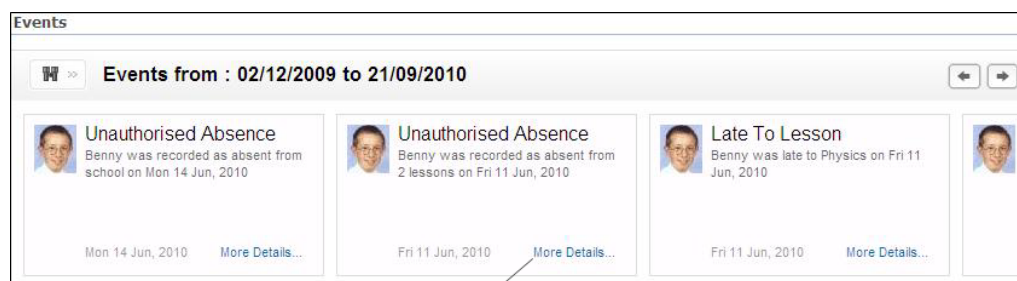
❶	Click the **More Details** hyperlink to display all the information about the event.
❷	Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events
❸	Click the **Close** button to return to the **My Children Dashboard**.

Filtering Events by Date Range

To filter events by date range:

1. Click the **Filter** button.

 Filter button

2. Select the desired date range from the **Dates** drop-down list.
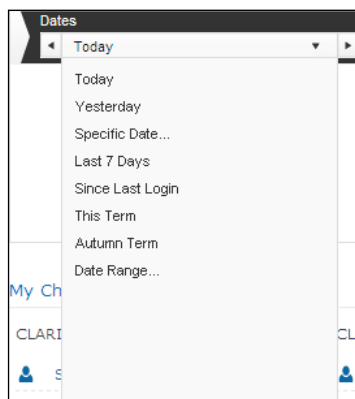
3. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.
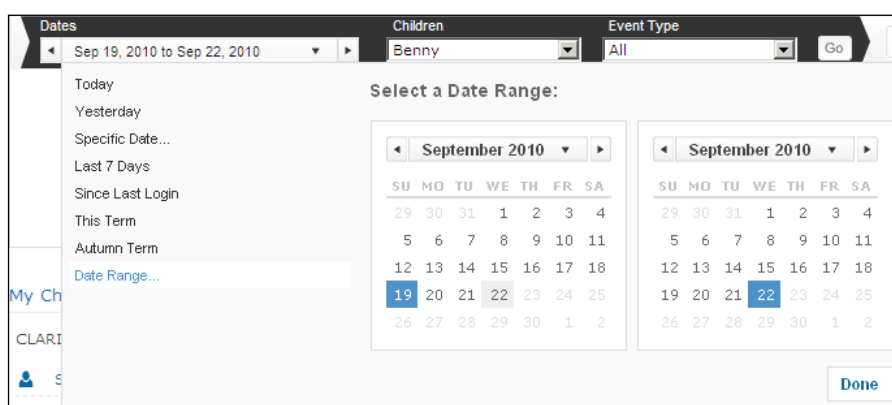
Filtering Events by Child or Event Type

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

1. Click the **Filter** button.

 Filter button

2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.
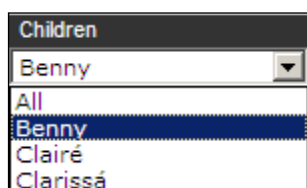
3. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.
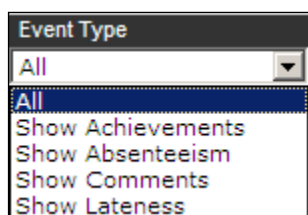
My Children Links

The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school. If enabled by your school, you can also see these additional links:

- **View Reports** - View assessment and profile reports for your children.
- **Actively on Report** - View current report cards for your children.
- **Previous Report Cards** - View previous report cards for your children.
- **Homework** - View homework assigned to 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.
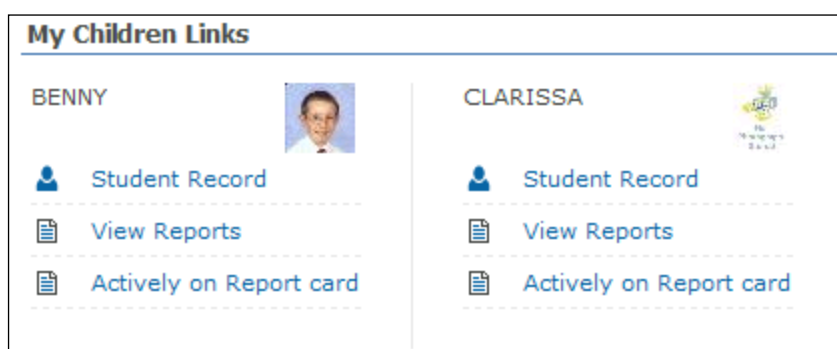
The **Student Basic Information** panel provides your child's basic details.

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: Mr and Mrs Abbot   Parental Addressee: Mr and Mrs F Abbot

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	White - English	Ethnic Data Source	Provided by the parent
Home Language	English	Religion	Christian
First Language	English	English Additional	
Asylum Status		Traveller Status	
National Identity	English	Speaks Welsh	

Nationalities:

Nationality	Passport Number	Passport Expiry Date

- **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

- **Student Additional Information**

- **SEN Summary Information**

More Information:
Consolidating SLG User Accounts on page *10*
Viewing Homework on page *33*
Viewing Reports on page *29*
Viewing Report Cards on page *31*

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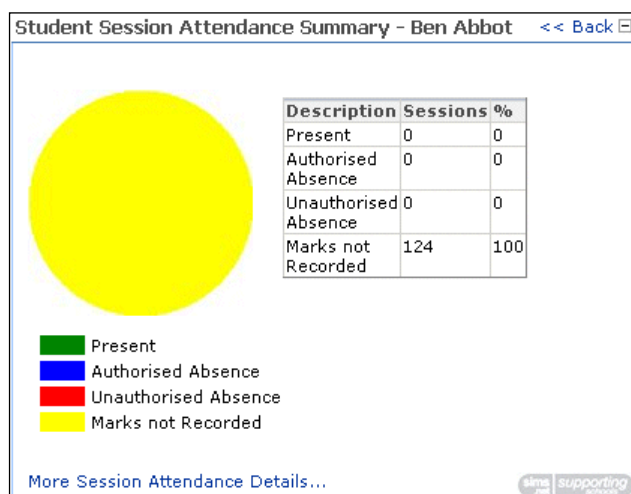
Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.

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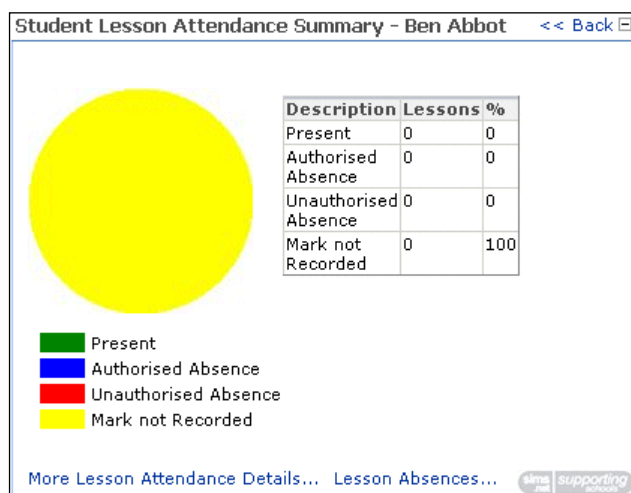
Click the **More Lesson Attendance Details** link or the **Lesson Absences** link to display the **Student Lesson Attendance Details** page, made up of two panels:

- 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.

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:

3. Select the check boxes for the type of absence you wish to view.

4. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view absences).

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

6. 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**. 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.

Select an **Academic Year** from the drop-down list and 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.

> **More Information:**
> *Viewing Report Cards* on page *31*

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.

Viewing Reports

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

|	
❶	Click the triangle to display all the reports in the category.
❷	Categories are assigned by the school. Similar reports are grouped together.
❸	Click the **List** button to display all reports as a list with the most recent on top.

> ❹   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.
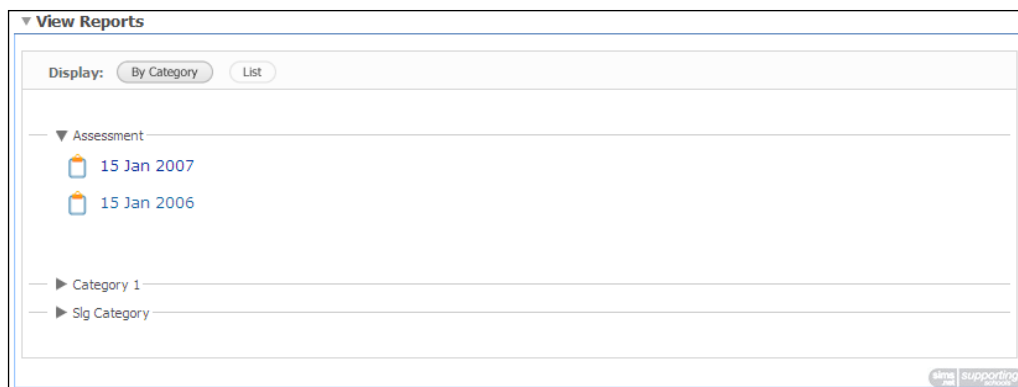
2. Click the report you wish to view to display the **File Download** dialog.
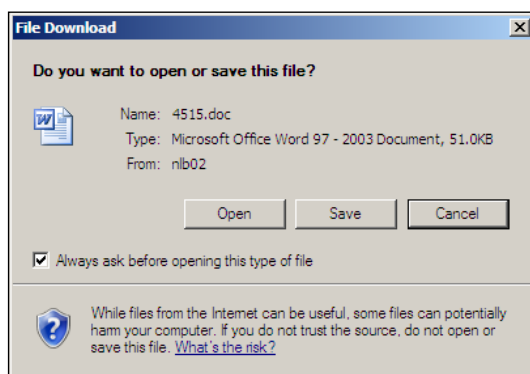
3. Click the **Open** button to display the online report.

> *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.*

> *NOTES: We have chosen to upload the reports as a PDF file.*
>
> *To view PDF files, you will need Adobe Acrobat Reader installed on your computer, available from the Adobe website (http://get.adobe.com/uk/reader/).*

Viewing Report Cards

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

NOTE: You may not see all the information displayed below. Each school can choose which details are displayed in report cards.

❶	Click Basic Details to view more information
❷	To view behaviour target marks for a different date, select the date from the **Targets for** drop-down list.
❸	Place the cursor over a behaviour target name to read a description.
❹	Initials of member of staff that recorded the marks/comments.
❺	Behaviour target not achieved.
❻	Behaviour target achieved.
❼	The lesson or session for which the behaviour target mark was recorded.
❽	Additional report cards are highlighted in grey.
❾	The currently selected report card has a highlighted arrow.
❿	Active report cards are highlighted in blue.

Teachers can record targets for a range of behaviours. A check 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

Although your child's school might have their own behaviour targets, the following table provides a brief description of the default behaviour targets.

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

Viewing Basic Details of Report Cards

By default, when a report card is viewed, the information in the **Basic Details** panel is not displayed. However, clicking **Basic Details** displays additional information about the report card.

> NOTE: *You may not see all the information displayed below as schools can choose to hide behaviour incident information.*

❶	Report card details.
❷	Details of any behaviour incidents associated with the report card.

Index