proportal

Parents, Carers and Guardians Guide

BISHOP BURTON
College

Dear Parents, Carers and Guardians

We understand that it's really important to keep in touch with your young adult's progress during their journey through college. This is why we have introduced the ProPortal learning system: An online, easy to use, one stop shop which you can use to check-in with your young adult's achievements and progress, whenever you deem necessary.

We firmly believe that the best experience for students relies upon a shared commitment between tutors, learners and supportive parents, carers and guardians. We all have our part to play in making sure that they achieve great things.

What is Parent Portal?

ProPortal is an electronic Individual Learning Plan (ILP) system. Every student in the college has an ILP which is continuously updated throughout the year by both students and tutors. It details important information, such as progress on coursework, achievements, and targets for development. It can also be used to view, record, and track a wide range of information about students, including personal details, attendance and assessment marks.

It is an integrated piece of software which both students and their parents, carers or guardians can view and holds a wealth of really important information in one place. Having access to a system of this nature means that your young adult can continue to learn independently, but they're safe in the knowledge that you're up to date with their progress and supporting them from behind the scenes. It's also a useful way for tutors to flag any issues for your attention.

Accessing ProPortal

ProPortal is web-based application and can therefore be accessed from any computer or electronic device with an internet connection.

To login, simply use a search engine to locate the college website via www.bishopburton.ac.uk.

You'll find the link to 'Parents/Carers Portal' in the bottom navigation.
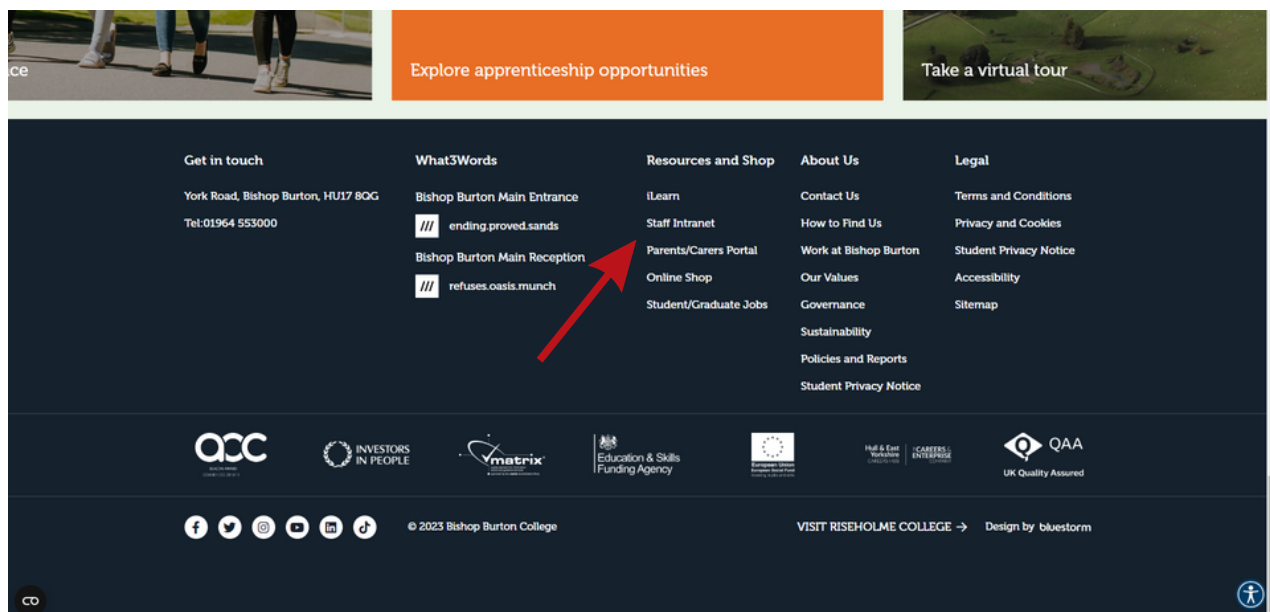
After clicking 'Parent Portal', a new page will open, displaying the ProPortal Log In page.

At this initial stage (if logging on for the first time), please select 'Submit An Account Request'and complete the details requested accordingly.

Complete the form and remember to click the 'Submit Request' button on completion.

Your request will first be reviewed and then accepted by the ProPortal administrator.

REMEMBER: Never give your password or login details to anyone else.

After logging in to ProPortal you will see the Welcome Page (below).

From here, click on your young person's profile to access the Parent ProPortal.

Once you have clicked through to your young person's profile, you'll see the main menu/dashboard (as below).

From here, you can view College updates and notifications on the 'Notice Board', as well as an overview of your young person's punctuality, attendance, academic information and learning diary.

Clicking on 'More' on each panel will take you to a page showing more information on the required topic area. You can also access all other areas displayed at the top of the page.
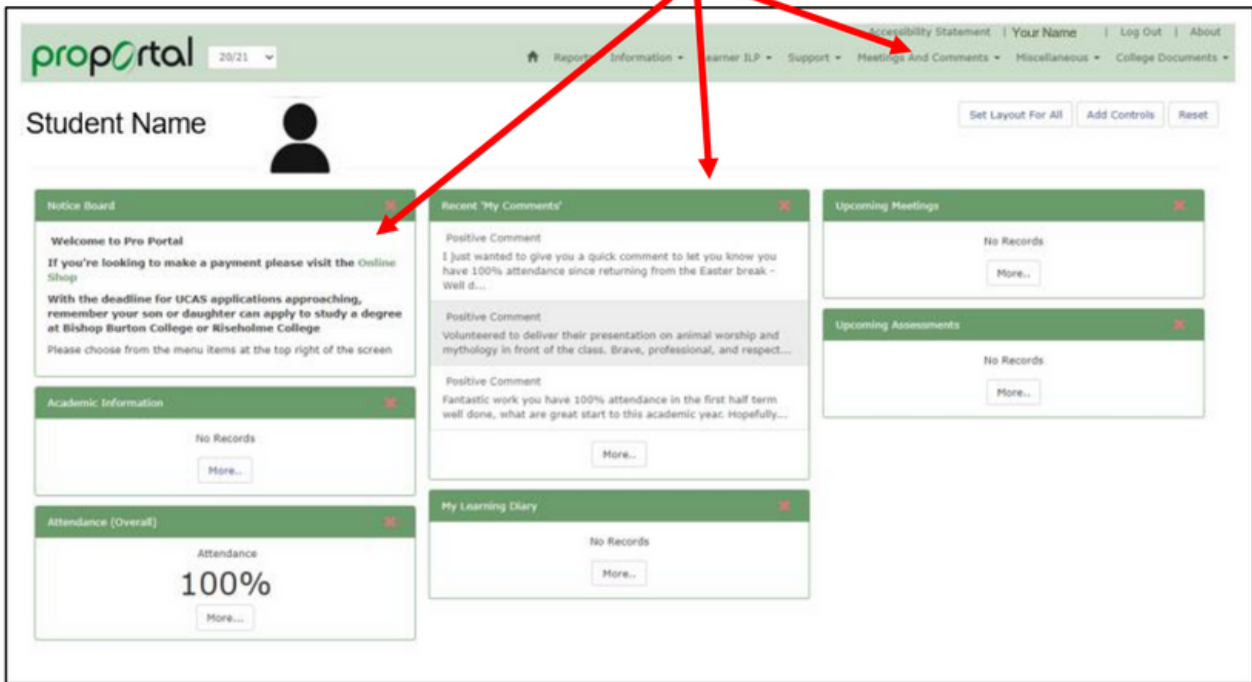
Click Information, then Further Details:

To view a student's personal details such as contact details and next of kin information.
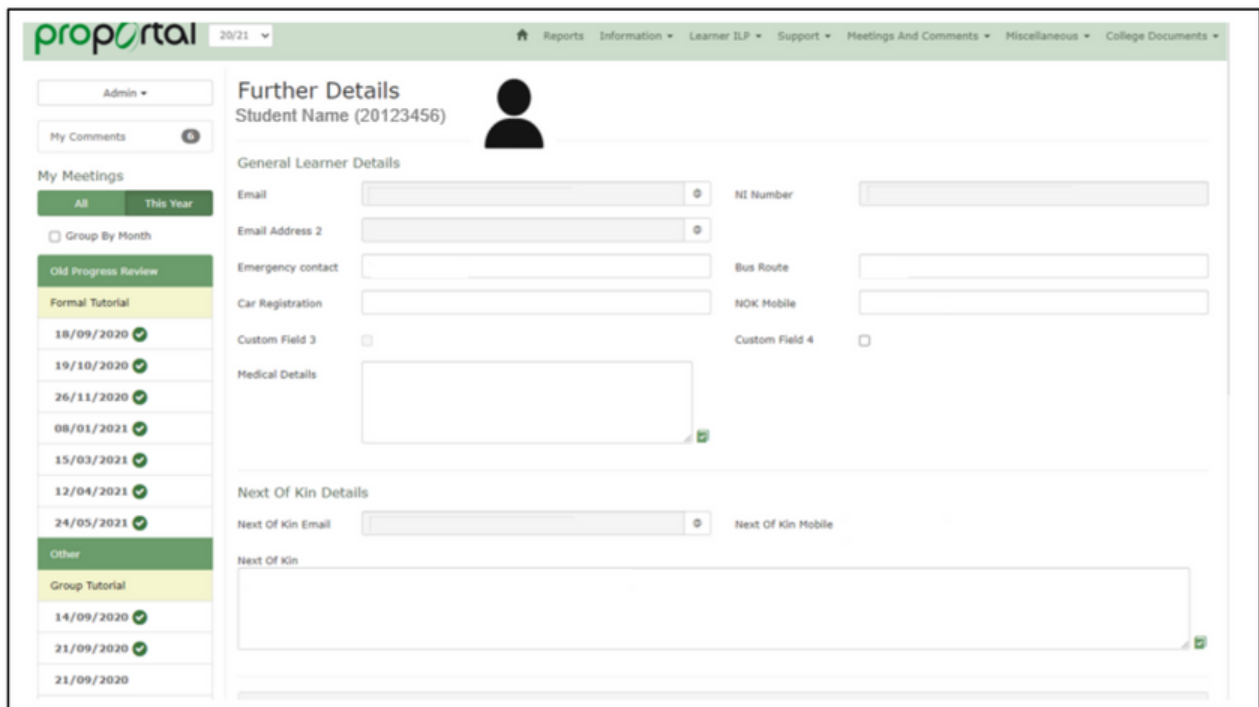
Click Information, then Academic Feedback:

Please select your young persons's course (see example below)
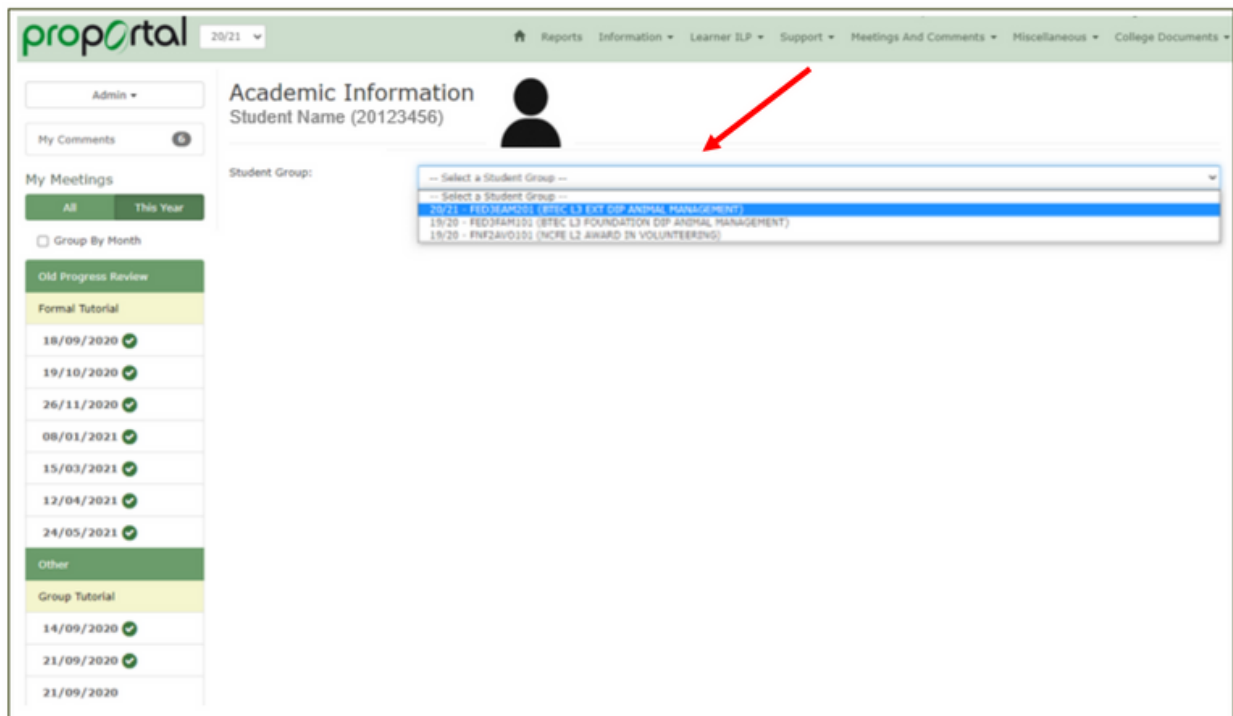
From here you can view results relating to each unit they have submitted.
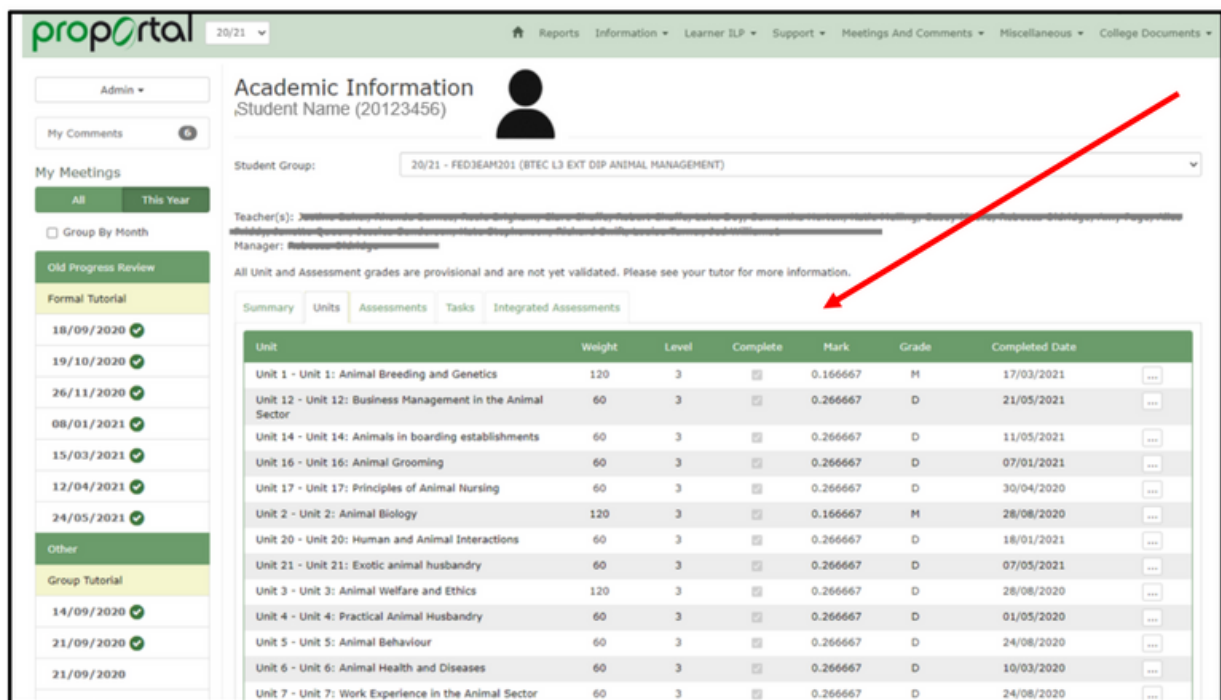
You can also view individual results for each assignment.
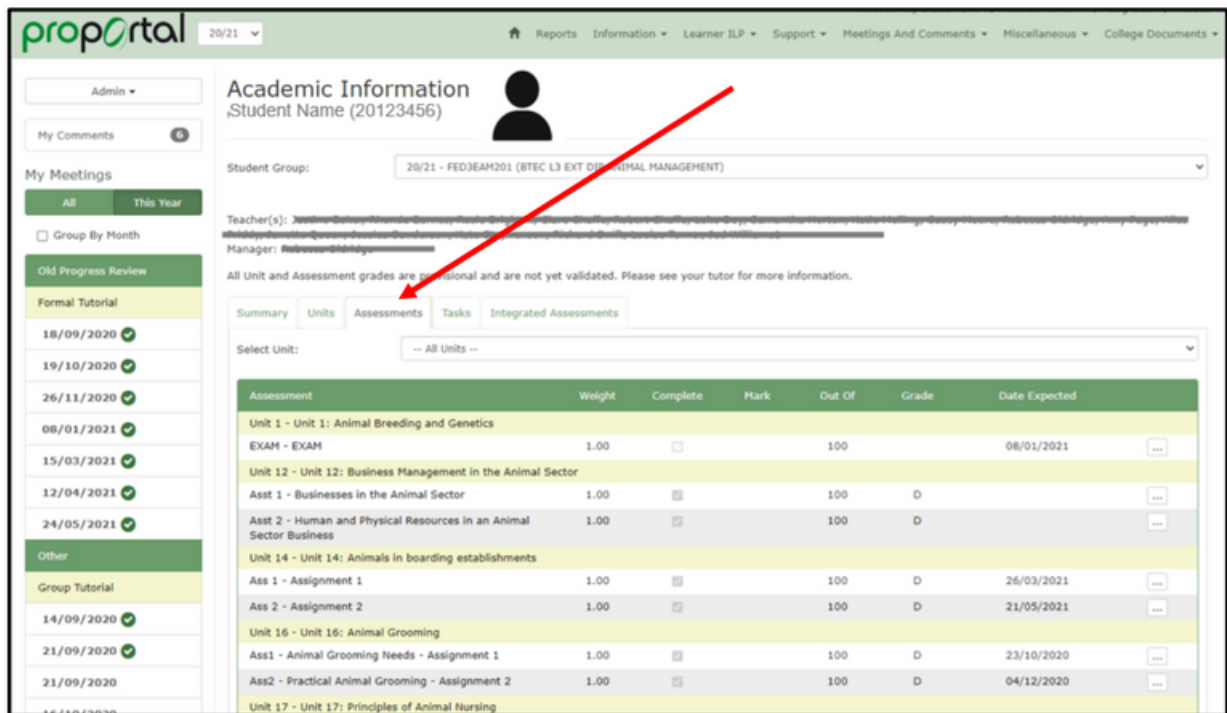
Click Information, then Academic Information.

Here, you can view target grades and see how your young person is progressing in terms of Unit, Assessment and Task completion
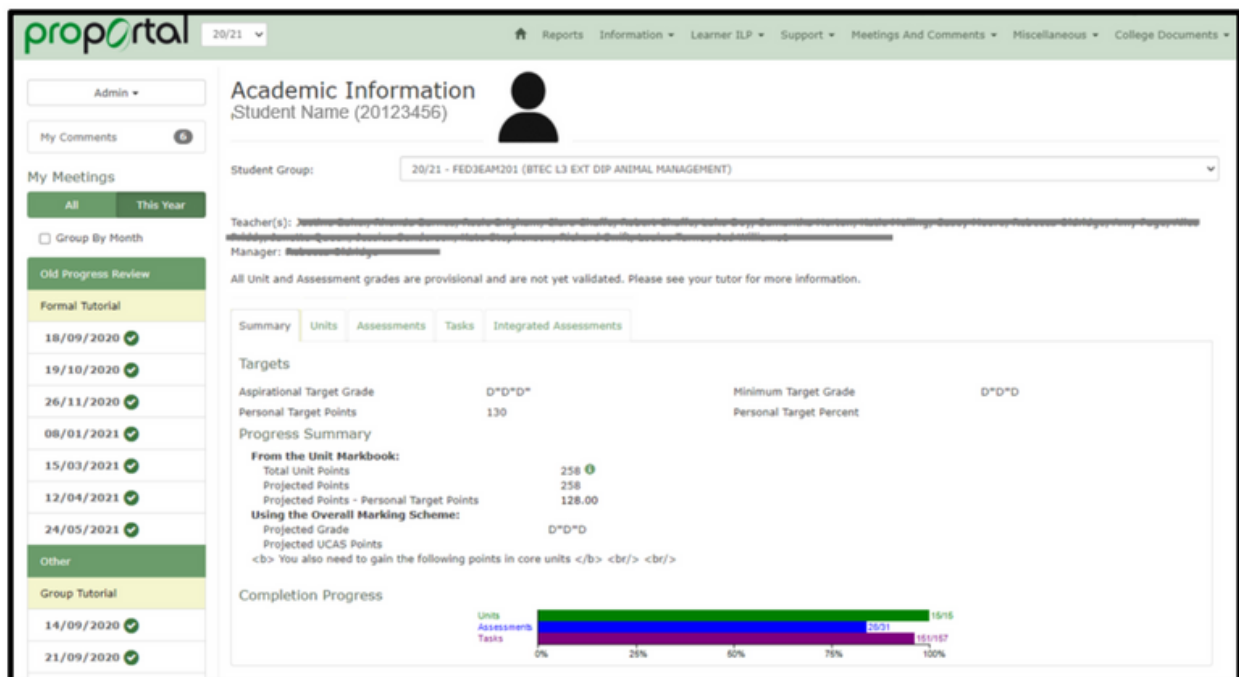
You can also see which units they have fully completed to date and what grades they received.

You can keep track of how they are progressing towards completing each unit on an assignment, as well as what grade they received.

You can keep track of how they are progressing towards completing each assignment on a task-by-task level and what grade they received.

Click Information, then Assessment Schedule.

In this section, you can view your young adult's hand in dates.

Click Learner ILP, then My Plans After My Course.

In this section, you can get a sense of your young persons' plans for progression after finishing their selected course.

Click Learner ILP, then Attendance.

You can use this section to view attendance information. The stats are provided per unit (lesson) and as an overall figure.
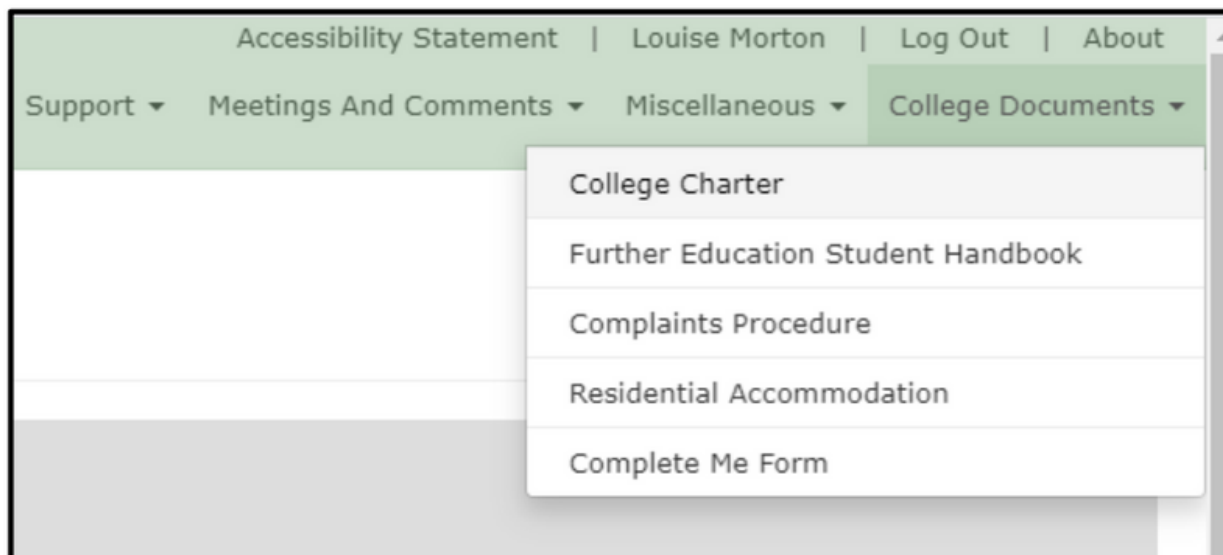
Click College Documents

In this section you can view a range of College documents like handbooks, policies and charters.

We hope you have found this step-by-step user guide useful.

If you have any further queries about accessing ProPortal, please see below for the relevant contact details.

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