



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.

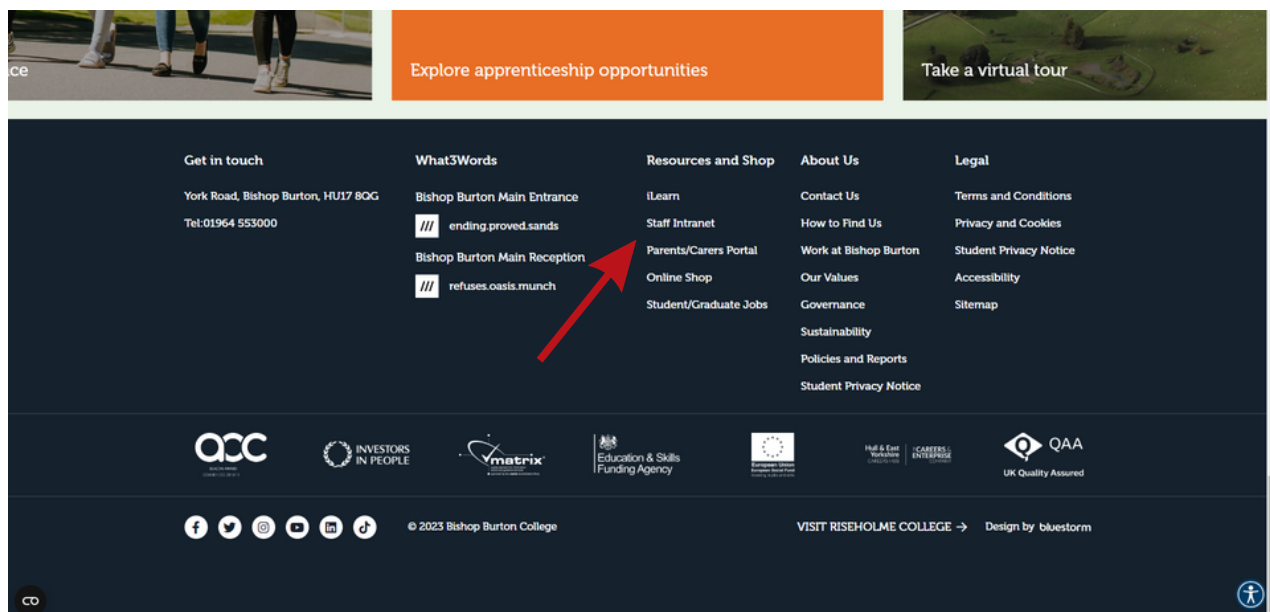
It is an integrated piece of software which both students and their parents, carers or guardians can view and holds a wealth of really important information in one place. Having access to a system of this nature means that your young adult can continue to learn independently, but they're safe in the 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.

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proportal
Version 23.1.2

Parent Portal

Please note that this portal is for parents/guardians.
Students should login via the Student Portal.

Username:

Password:

Remember me

[Forgot your password?](#)

[Submit An Account Request](#)

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

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Please enter your details. The email address you provide will be used if you need to be contacted about your account. Please note that this form is for parent / guardian access to ProPortal - students will automatically be enrolled in ProPortal during induction and therefore do not need to complete this form - Thank you

Requested Username:

Forename:

Surname:

Email:

Confirm Email:

Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:

Confirm Password:

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

Student Ref:

Forename:

Surname:

Date of Birth:

Please provide some additional information to authenticate your request.

What is your relationship to the student?

[Back](#)

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).

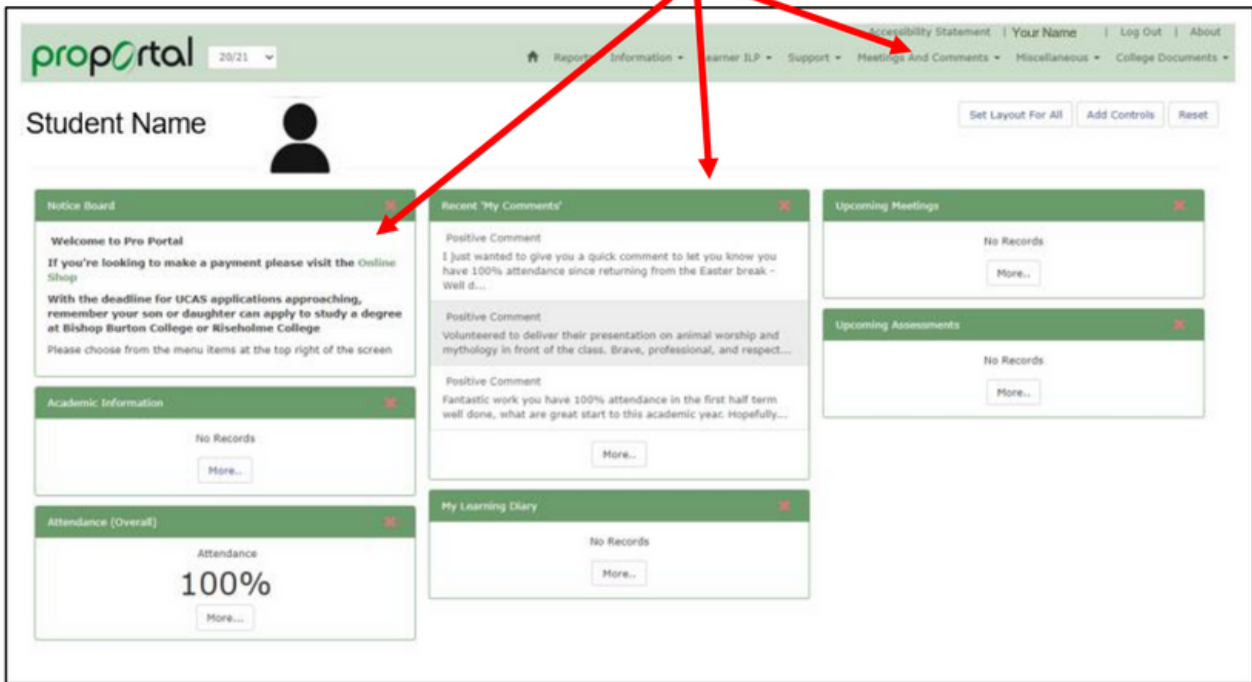
From here, click on your young person's profile to access the Parent ProPortal.



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

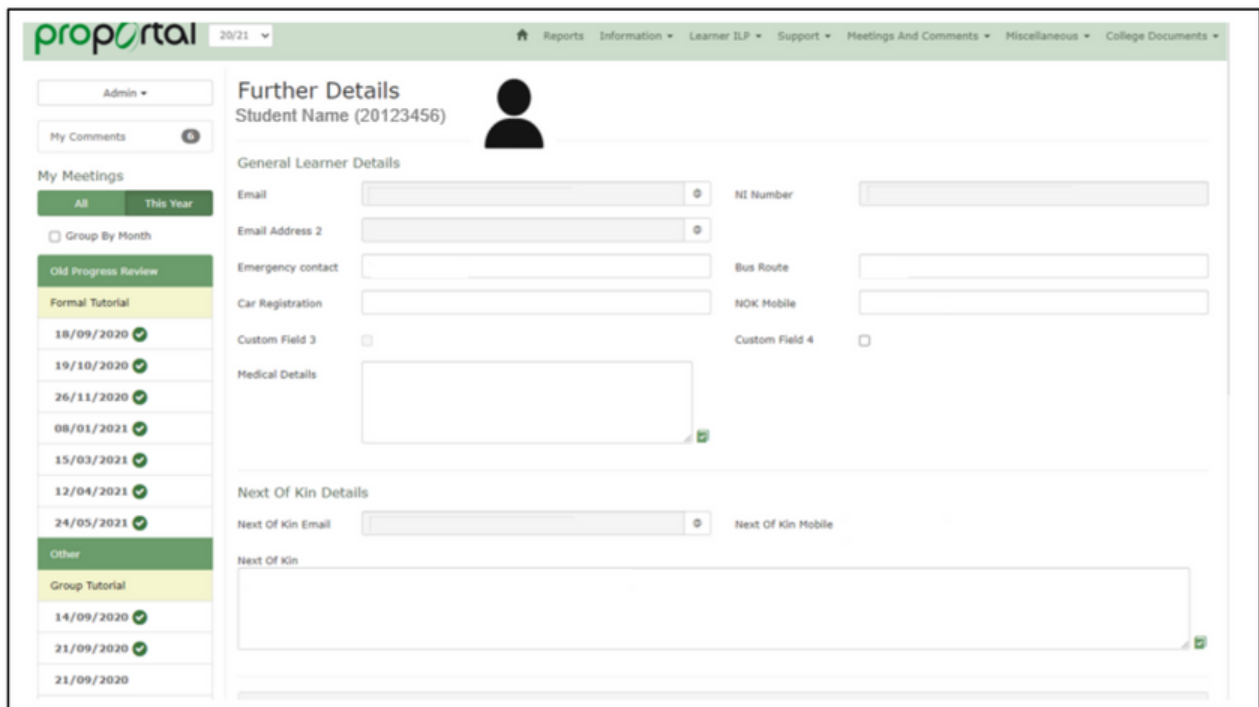
From here, you can view College updates and notifications on the 'Notice Board', as well as an overview of your young person's punctuality, attendance, academic information and learning diary.

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.



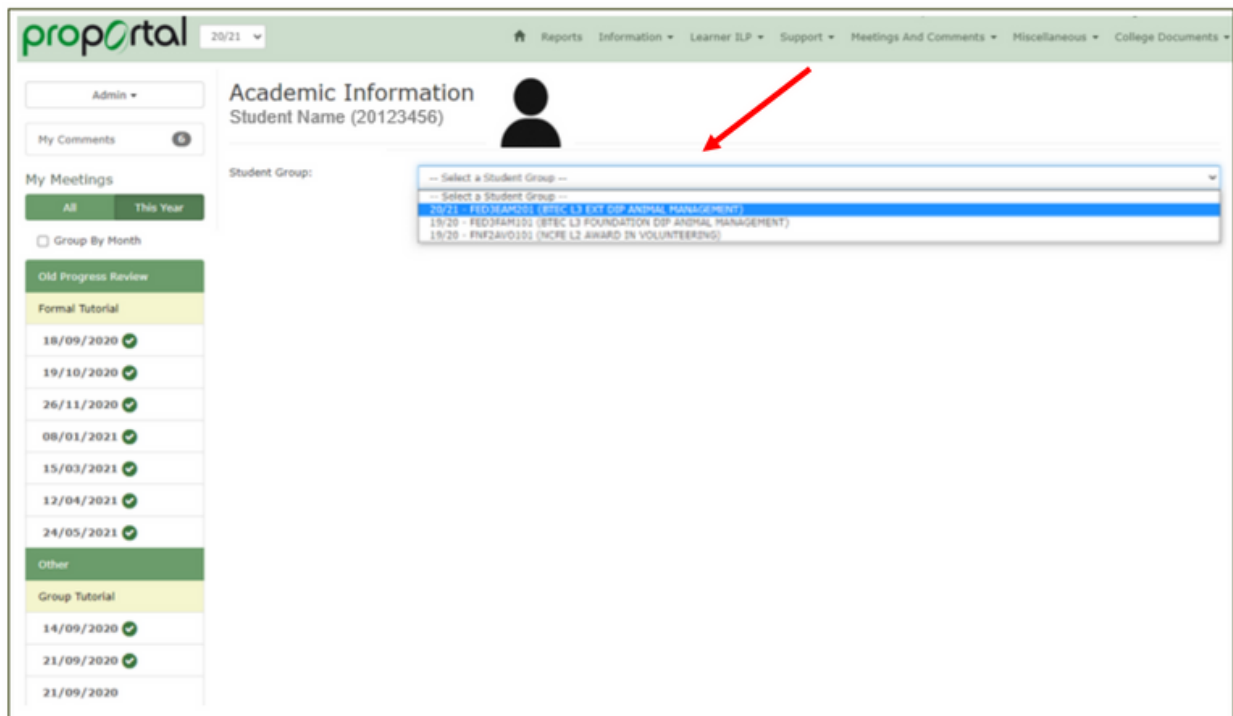
Click Information, then Further Details:

To view a student's personal details such as contact details and next of kin information.

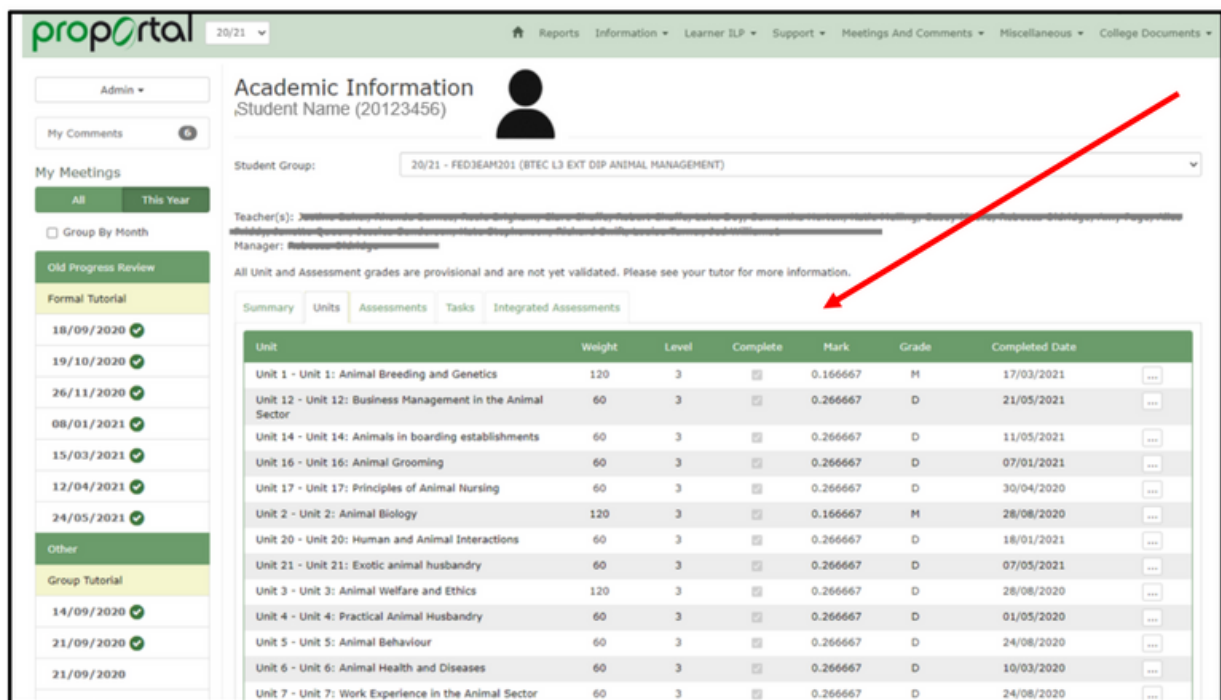


Click Information, then Academic Feedback:

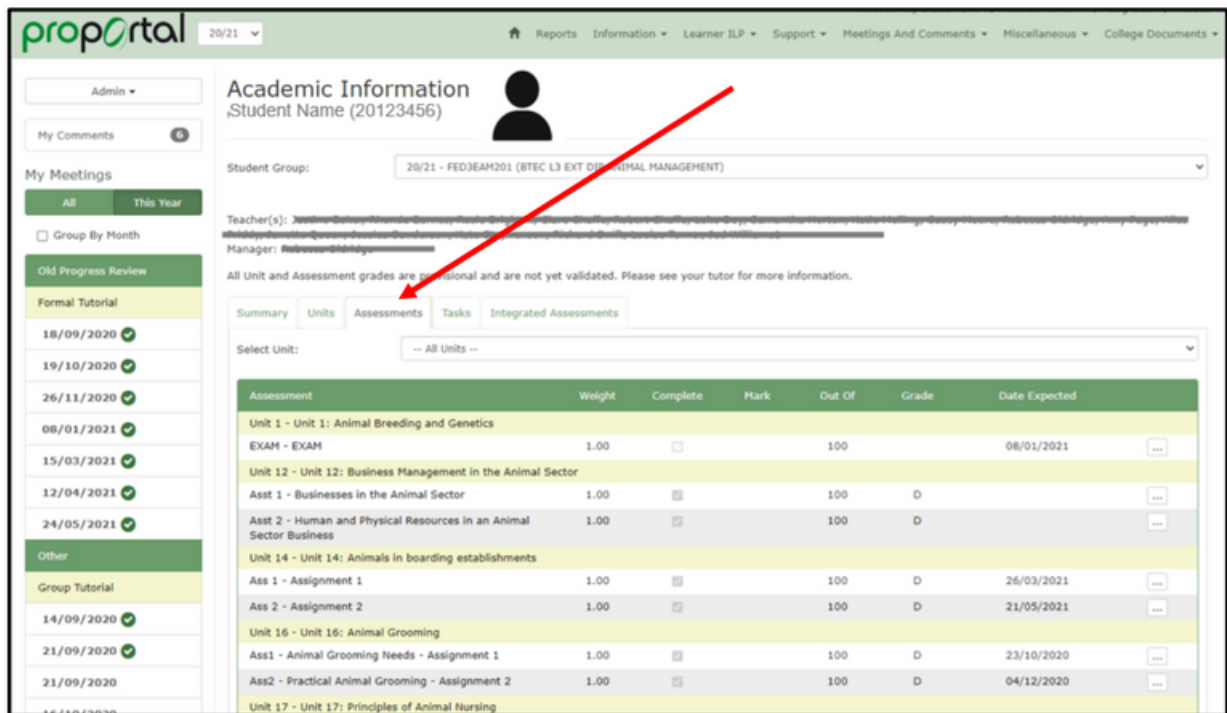
Please select your young persons's course (see example below)



From here you can view results relating to each unit they have submitted.

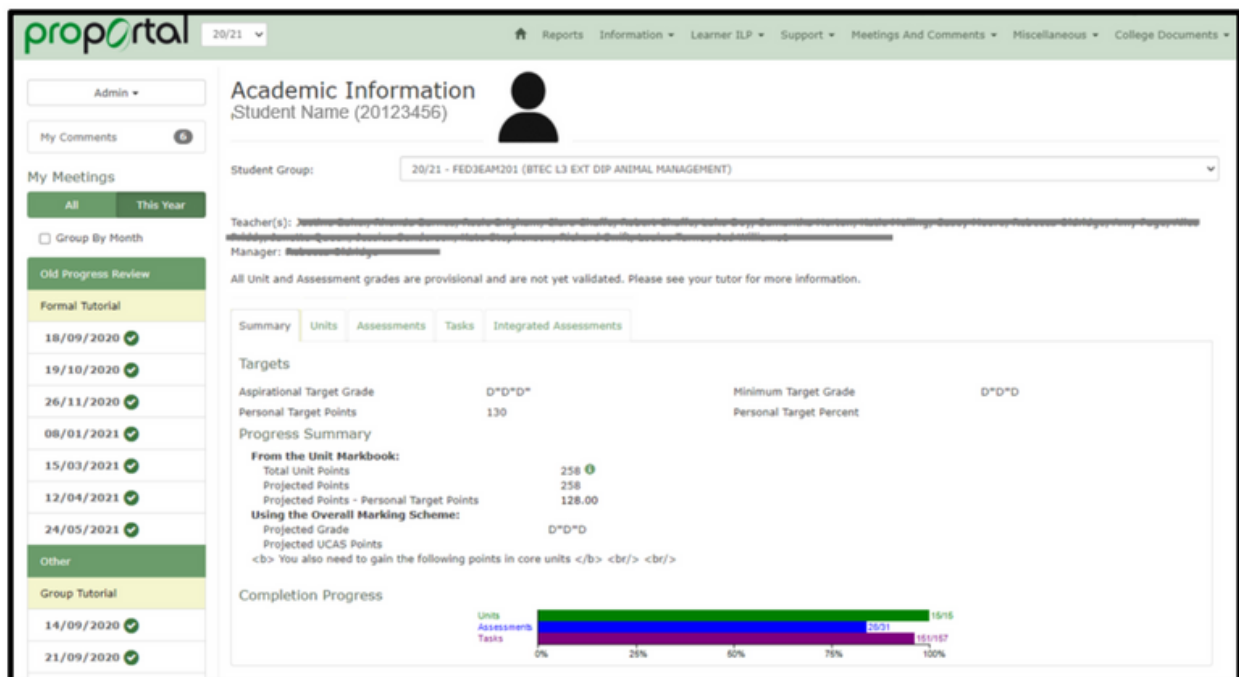


You can also view individual results for each assignment.



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.

The screenshot shows the 'Academic Information' page for a student. The 'Units' tab is selected, displaying a table of completed units. The table has the following columns: Unit, Weight, Level, Complete, Mark, Grade, and Completed Date. The data is as follows:

Unit	Weight	Level	Complete	Mark	Grade	Completed Date
Unit 1 - Unit 1: Animal Breeding and Genetics	120	3	<input checked="" type="checkbox"/>	0.166667	M	17/03/2021
Unit 12 - Unit 12: Business Management in the Animal Sector	60	3	<input checked="" type="checkbox"/>	0.266667	D	21/05/2021
Unit 14 - Unit 14: Animals in boarding establishments	60	3	<input checked="" type="checkbox"/>	0.266667	D	11/05/2021
Unit 16 - Unit 16: Animal Grooming	60	3	<input checked="" type="checkbox"/>	0.266667	D	07/01/2021
Unit 17 - Unit 17: Principles of Animal Nursing	60	3	<input checked="" type="checkbox"/>	0.266667	D	30/04/2020
Unit 2 - Unit 2: Animal Biology	120	3	<input checked="" type="checkbox"/>	0.166667	M	28/08/2020
Unit 20 - Unit 20: Human and Animal Interactions	60	3	<input checked="" type="checkbox"/>	0.266667	D	18/01/2021
Unit 21 - Unit 21: Exotic animal husbandry	60	3	<input checked="" type="checkbox"/>	0.266667	D	07/05/2021
Unit 3 - Unit 3: Animal Welfare and Ethics	120	3	<input checked="" type="checkbox"/>	0.266667	D	28/08/2020
Unit 4 - Unit 4: Practical Animal Husbandry	60	3	<input checked="" type="checkbox"/>	0.266667	D	01/05/2020
Unit 5 - Unit 5: Animal Behaviour	60	3	<input checked="" type="checkbox"/>	0.266667	D	24/08/2020
Unit 6 - Unit 6: Animal Health and Diseases	60	3	<input checked="" type="checkbox"/>	0.266667	D	10/03/2020
Unit 7 - Unit 7: Work Experience in the Animal Sector	60	3	<input checked="" type="checkbox"/>	0.266667	D	24/08/2020

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

The screenshot shows the 'Academic Information' page with the 'Assessments' tab selected. A red arrow points to the 'Select Unit' dropdown menu. The table below shows the progress of assessments for various units. The table has the following columns: Assessment, Weight, Complete, Mark, Out Of, Grade, and Date Expected.

Assessment	Weight	Complete	Mark	Out Of	Grade	Date Expected
Unit 1 - Unit 1: Animal Breeding and Genetics						
EXAM - EXAM	1.00	<input type="checkbox"/>		100		08/01/2021
Unit 12 - Unit 12: Business Management in the Animal Sector						
Asst 1 - Businesses in the Animal Sector	1.00	<input checked="" type="checkbox"/>		100	D	
Asst 2 - Human and Physical Resources in an Animal Sector Business	1.00	<input checked="" type="checkbox"/>		100	D	
Unit 14 - Unit 14: Animals in boarding establishments						
Ass 1 - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	26/03/2021
Ass 2 - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	21/05/2021
Unit 16 - Unit 16: Animal Grooming						
Ass1 - Animal Grooming Needs - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	23/10/2020
Ass2 - Practical Animal Grooming - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	04/12/2020
Unit 17 - Unit 17: Principles of Animal Nursing						

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

The screenshot shows the 'proportal' Academic Information page for a student named (20123456). The page is for the course '20/21 - FED3EAM201 (BTEC L3 EXT DIP ANIMAL MANAGEMENT)'. The 'Assessments' tab is selected, showing a table of tasks and their progress. A red arrow points to the 'Assessments' tab in the navigation bar.

Tasks	Weight	Mark	Grade
Unit 1 - Unit 1: Animal Breeding and Genetics	120	0.166667	M
Unit 12 - Unit 12: Business Management in the Animal Sector	60	0.266667	D
Unit 14 - Unit 14: Animals in boarding establishments	60	0.266667	D
Unit 16 - Unit 16: Animal Grooming	60	0.266667	D

Click Information, then Assessment Schedule.

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

The screenshot shows the 'proportal' Assessment Schedule page for a student named (20123456). The page is for the course 'FED3EAM201 (BTEC L3 EXT DIP ANIMAL MANAGEMENT)'. The page shows a table of assessments with columns for Assessment, Out of, Weight, Date Set, Date Exp'd, Resub. Launch, Resub. Hand In, and Teacher.

Assessment	Out of	Weight	Date Set	Date Exp'd	Resub. Launch	Resub. Hand In	Teacher
EXAM - EXAM	100	1.00	01/10/2020	08/01/2021			
Asst 1 - Businesses in the Animal Sector	100	1.00					
Asst 2 - Human and Physical Resources in an Animal Sector Business	100	1.00					
Ass 1 - Assignment 1	100	1.00	25/01/2021	26/03/2021			
Ass 2 - Assignment 2	100	1.00	22/02/2021	21/05/2021			
Ass1 - Animal Grooming Needs - Assignment 1	100	1.00	14/09/2020	23/10/2020			
Ass2 - Practical Animal Grooming - Assignment 2	100	1.00	14/09/2020	04/12/2020			
Ass 1 - Assignment 1	100	1.00	08/09/2019	30/07/2020			
Ass 2 - Assignment 2	100	1.00	08/09/2019	30/07/2020			
Ass1 - Know Your Vets	100	1.00	09/09/2019	29/11/2019			
Ass2 - Patient Care and Recovery	100	1.00	02/12/2019	08/05/2019			

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.

My Plans After My Course
Student Name (20123456)

Progression and Destination Details

Why do you want to attend college? (This may be for social and/or academic aims)

I feel that going to Bishop Burton College allows me to have a greater social life as I live about an hour away so I can meet people from different towns/cities. It also gives me further qualifications to get into Uni and I can have a feel for what working with animals may be like.

What would you like to achieve at college?

I would like to achieve the necessary grades and UCAS points to get me into Uni whilst also making life long friends that can support me.

What would you like to achieve beyond college?

I would like to achieve an animal behaviour degree at Uni before going into Canine behaviour specifically and have a range of knowledge on modules related to dogs (eg health, grooming, welfare, training).

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.

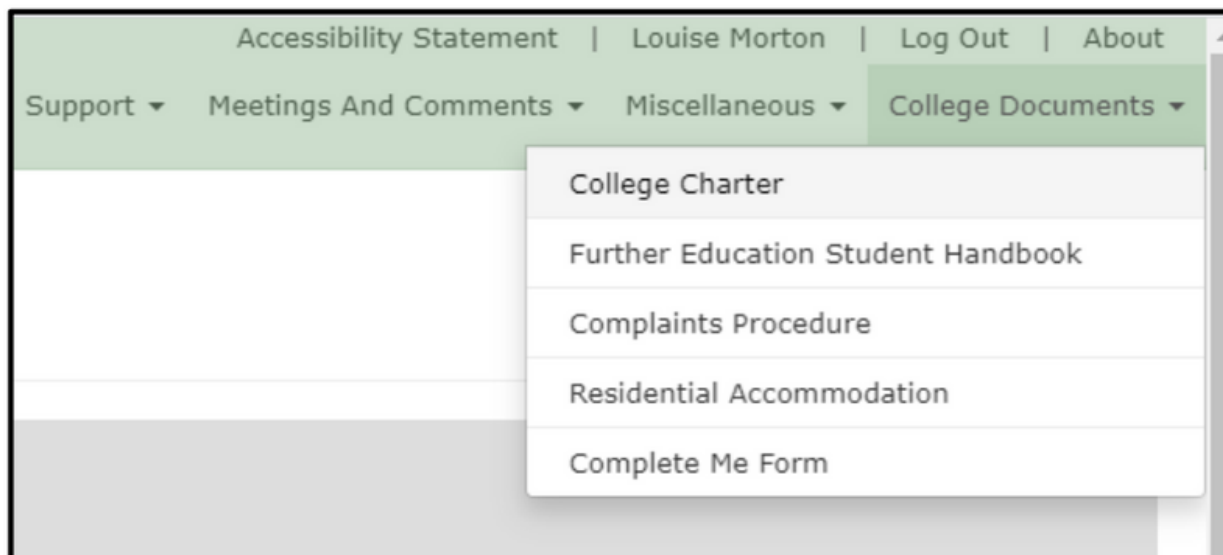
Assessment Schedule
Student Name (20123456)

Attendance Last Updated 30/6/2021 04:11

Code	Att	Att%	Auth	Auth%	Lates	Recent	Last Att
Enrichment - FE	4 / 4	100.0	0	100.0	0	100	24/6/2021
Farm Livestock - Practical	2 / 2	100.0	0	100.0	0	100	18/6/2021
FE2HE	0 / 0		0		0		
First Aid Course	1 / 1	100.0	0	100.0	0	100	17/6/2021
HE Study Skills	2 / 2	100.0	0	100.0	0	100	18/6/2021
L2 CoTC Dog Walking	12 / 12	100.0	0	100.0	0		27/5/2021
L3 Animal Grooming (P)	12 / 12	100.0	0	100.0	0		7/12/2020
L3 Animal Grooming (T)	25 / 25	100.0	0	100.0	0		8/1/2021
L3 Animal Metabolism (T)	0 / 0		0		0		
L3 Animals in Boarding Establishments (T)	34 / 34	100.0	0	100.0	0		27/5/2021
L3 Breeding & Genetics (T)	30 / 30	100.0	0	100.0	1		15/1/2021
L3 Business Management (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Exotic Animal Husbandry (P)	11 / 11	100.0	0	100.0	0		24/5/2021
L3 Exotic Animal Husbandry (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Farm Livestock Husbandry (P)	2 / 2	100.0	0	100.0	0	100	24/6/2021
L3 Human & Animal Interactions (P)	12 / 12	100.0	0	100.0	0		7/12/2020
L3 Human & Animal Interactions (T)	27 / 27	100.0	0	100.0	0		15/1/2021
L3 Investigative Research Project (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Practical Skills in Animal Science (T)	50 / 50	100.0	0	100.0	1		27/5/2021
L3 Wildlife Ecology and Conservation Management (T)	2 / 2	100.0	0	100.0	0	100	24/6/2021
Personal & Prof Dev - Group	28 / 28	100.0	0	100.0	0	100	25/6/2021

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.

Bishop Burton College

T. 01964 55300

E. enquiries@bishopburton.ac.uk