BISHOP BURTON College   RISEHOLME College

proportal

Parent, Guardians and Carers - User Guide

'Specialist, technical education'

Supporting students to achieve

Please note: ProPortal will only become available once a student has enrolled.

This guide can also be accessed as an electronic document on the website.

Dear Parents/ Guardians and Carers,

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 dependent'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.

To find out more about how ProPortal works, please continue reading.

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 parents/ guardians/ carers 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 of a tutor flagging any issues for your attention.

Parent Portal Access

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 / www.riseholme.ac.uk

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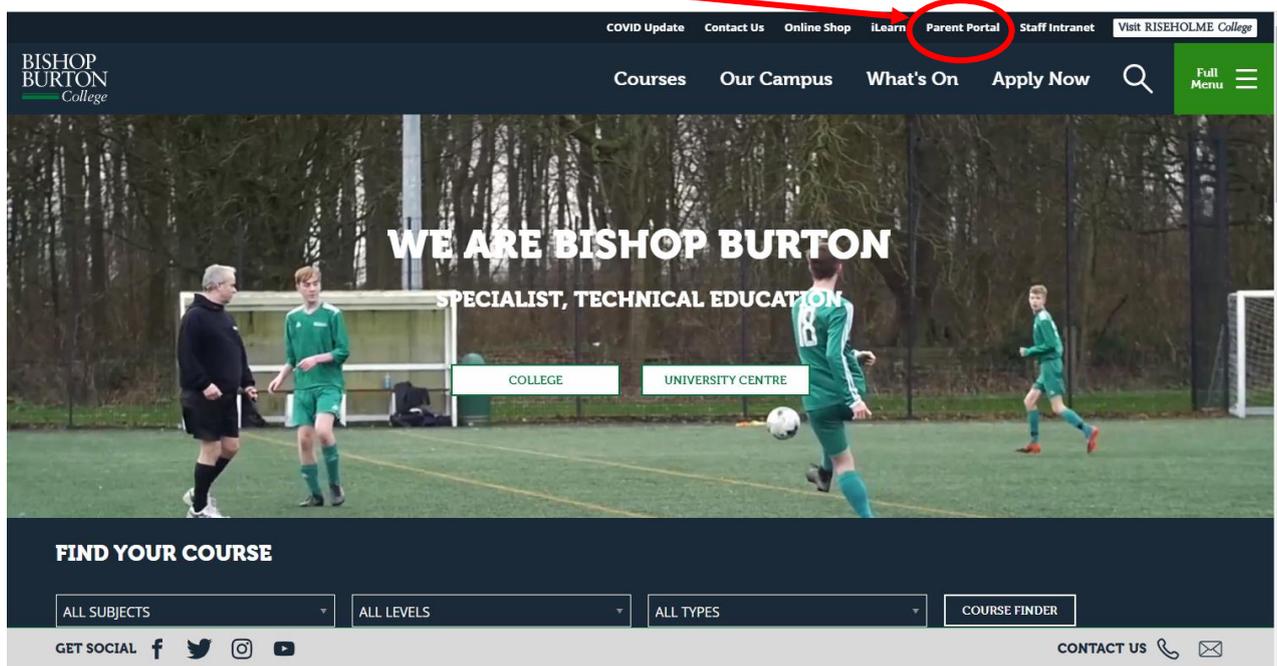
After clicking **'Parent Portal'**, a new page will open, displaying the ProPortal Log In page.

At this initial stage (if logging on for the first time), please select '**Submit An Account Request'** and complete the details requested accordingly.
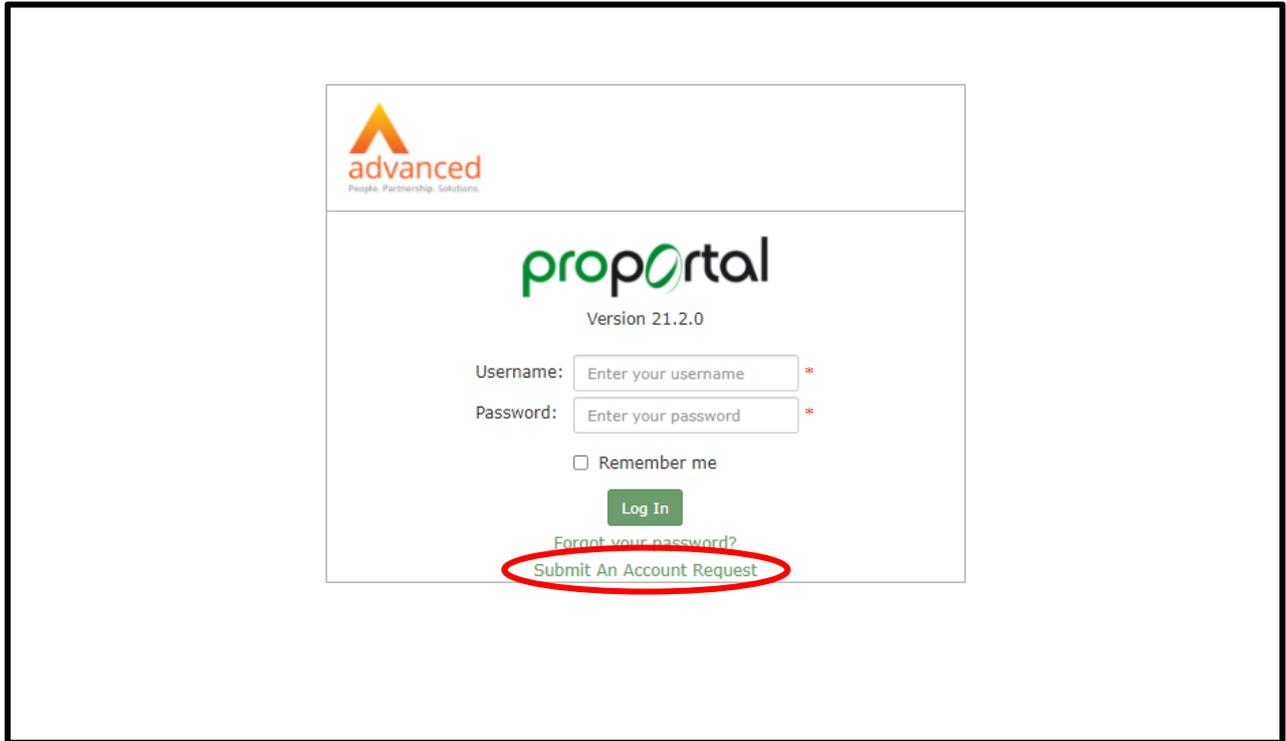
The form you'll need to complete looks a little like this…

Please remember to click the 'Submit Request' button upon 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 dependent'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 adult'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.
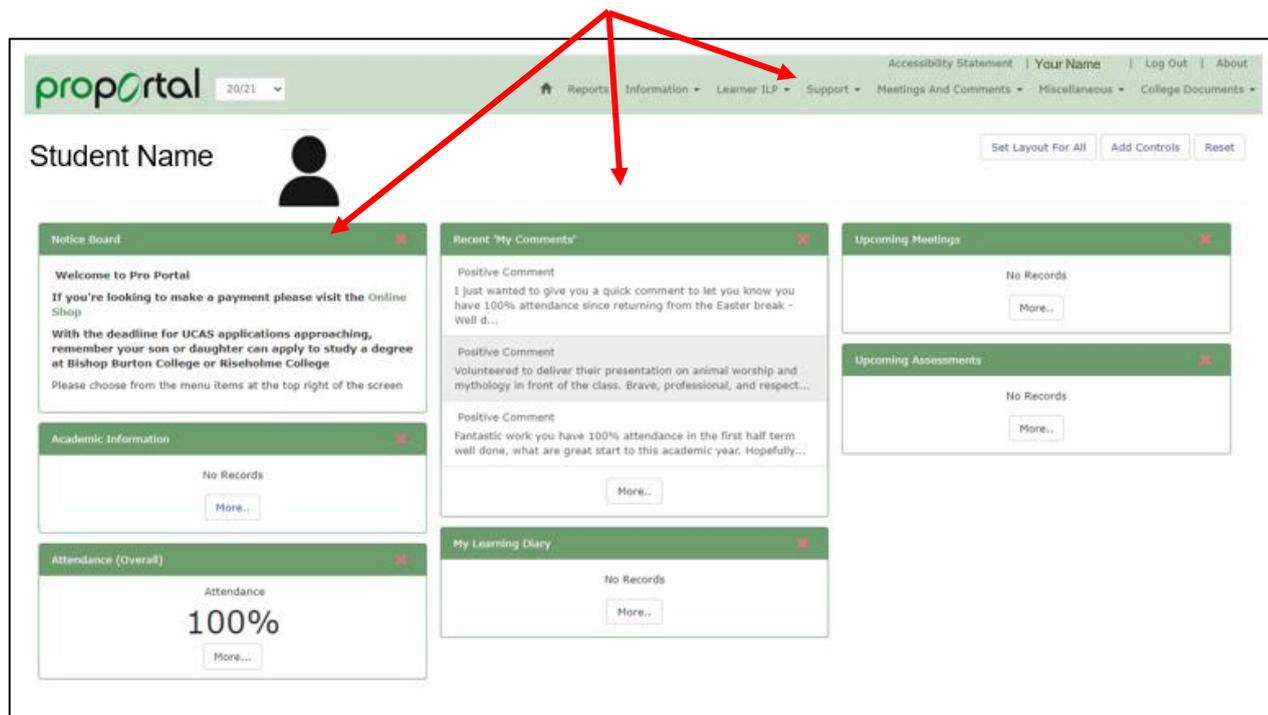
Information > Further Details:

This section displays a student's personal details such as contact details and next of kin information.

Information > Academic Feedback:

Please select your dependant'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.

Information > Academic Information:

Here, you can view target grades and see how your young adult 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-by-assignment level and what grade they received.

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

Information > Assessment Schedule:

In the schedule section, you can view your young adult's hand in date information.

Learner ILP > My Plans After My Course:

In this section, you can get a sense of plans for progression after finishing the selected course.

Learner ILP > Attendance:

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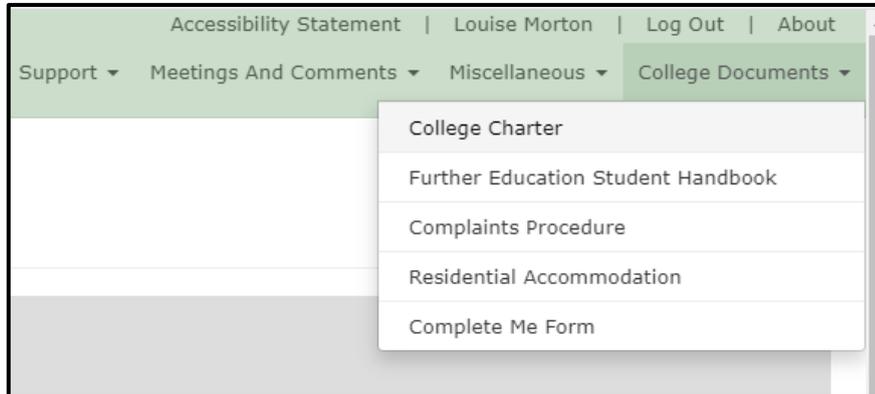
College Documents:

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

Riseholme College:
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E. enquiries@riseholme.ac.uk