SIMS Learning Gateway for Parents and Carers

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01 | Introduction

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Security 1

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.

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, do not 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

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Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the SLG Parent site.
2. A login screen is displayed. Enter the login details that have been provided to you by the school.

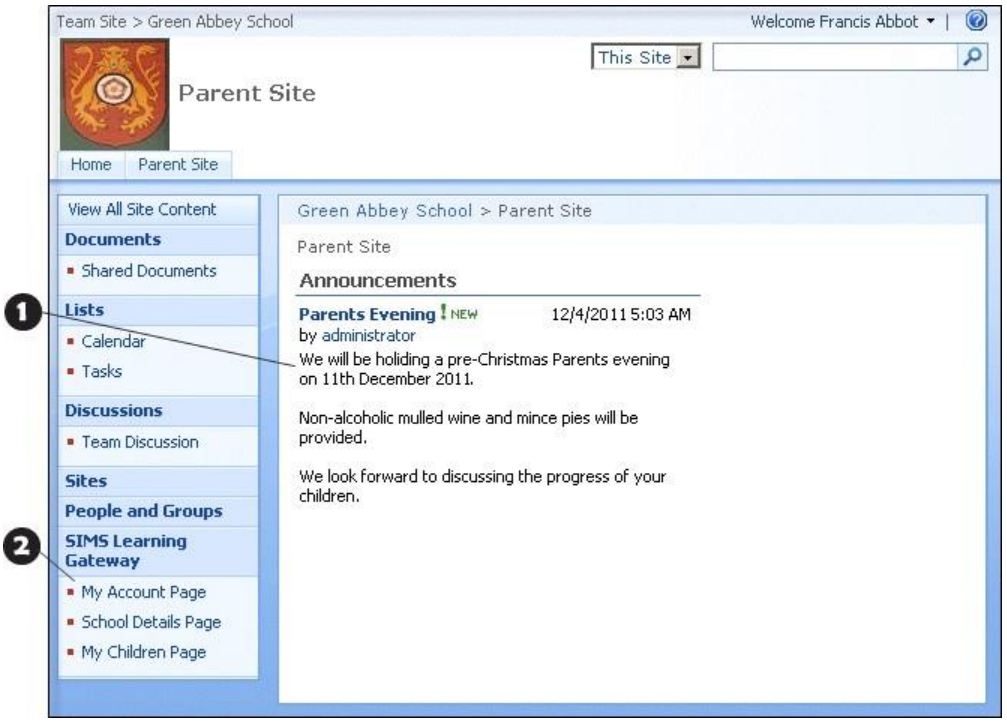
IMPORTANT NOTE: *Do not select the* ***Remember my password*** *check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.*

3. 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 *9*

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.

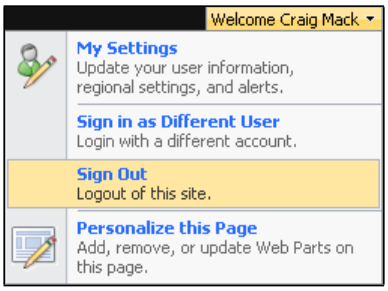


1	School specific content.
2	Parent specific links.

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

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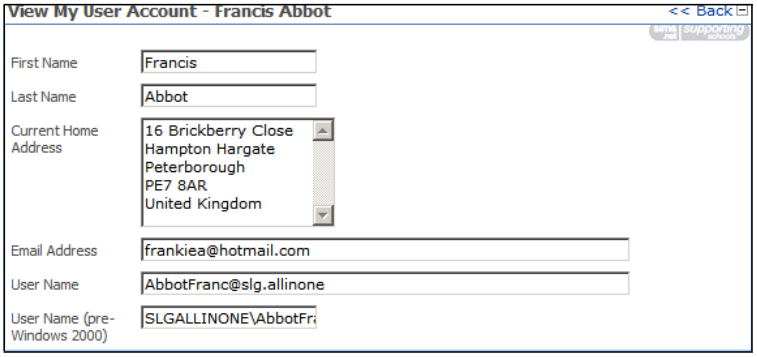
Introduction

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.

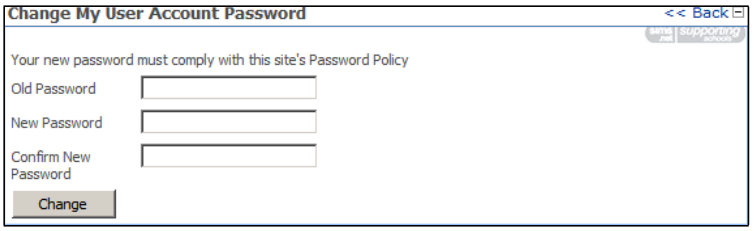
Viewing Your User Account Details

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.

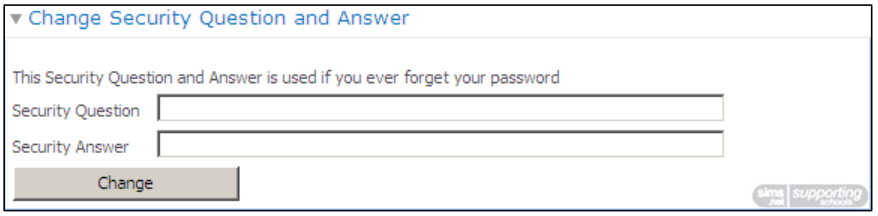
> *NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.*

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

> ***IMPORTANT NOTE:*** *If the school or Local Authority has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site.*

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.*

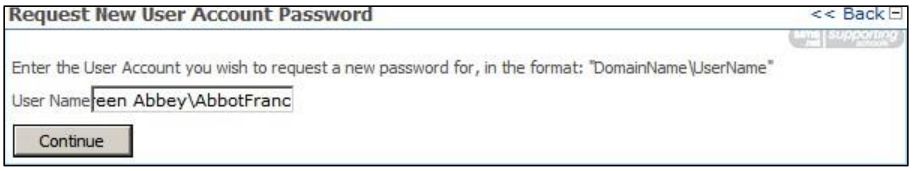
2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

More Information:
Forgotten Your Password? on page *9*

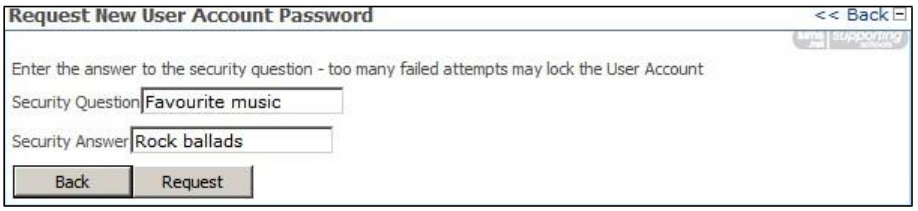
Forgotten Your Password?

The school may have made the **Request New User Account Password** feature available 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.

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.

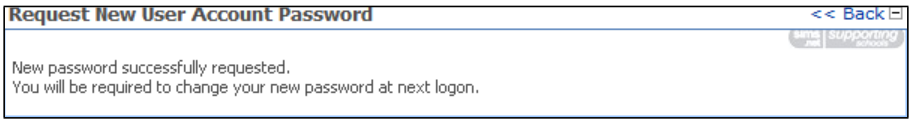


2. Enter your **User Name** and click the **Continue** button.



3. 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.*

04| Viewing Your Children's Information

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Student Session Attendance **20**
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My Children Dashboard

The **My Children Dashboard** displays key information about your children and contains five main areas:

- Latest 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.

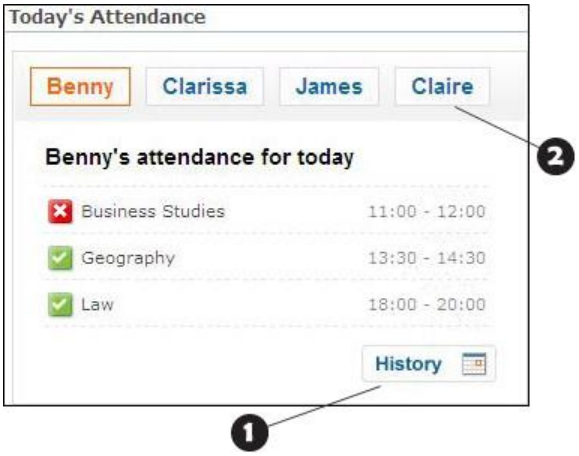
Headlines

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.

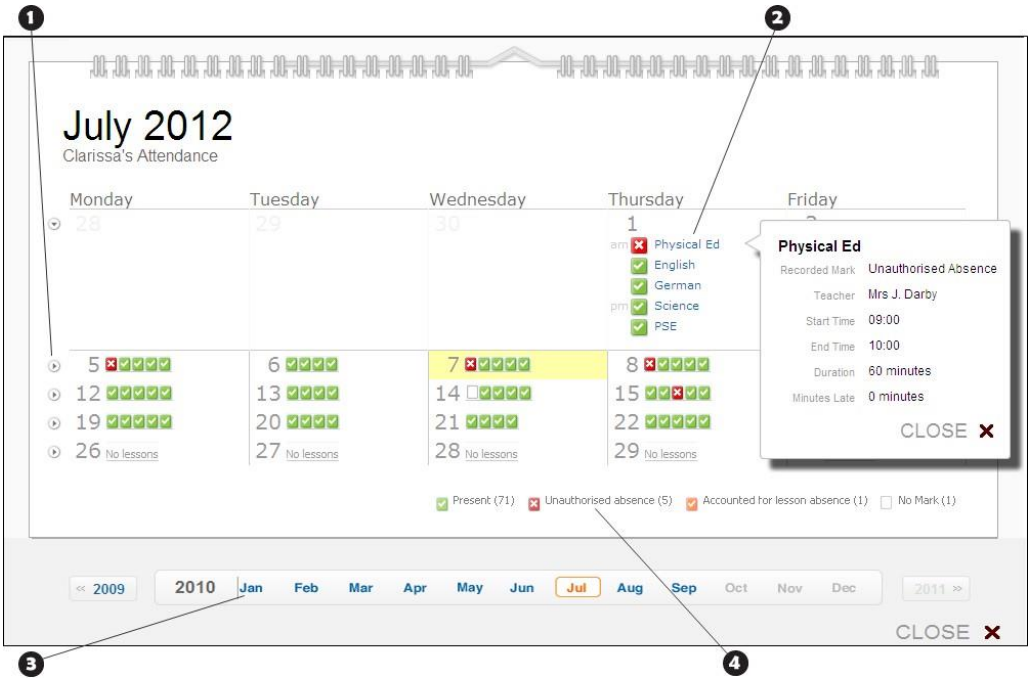
1	Click the arrow to play the headlines in an ordered slideshow.
2	Click a slide to stop the slideshow. Click again to restart the slideshow.
3	Click a circle to view an individual headline.

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.



1	Click a child's name to display their attendance information.
2	Click the **History** link to display more attendance information.

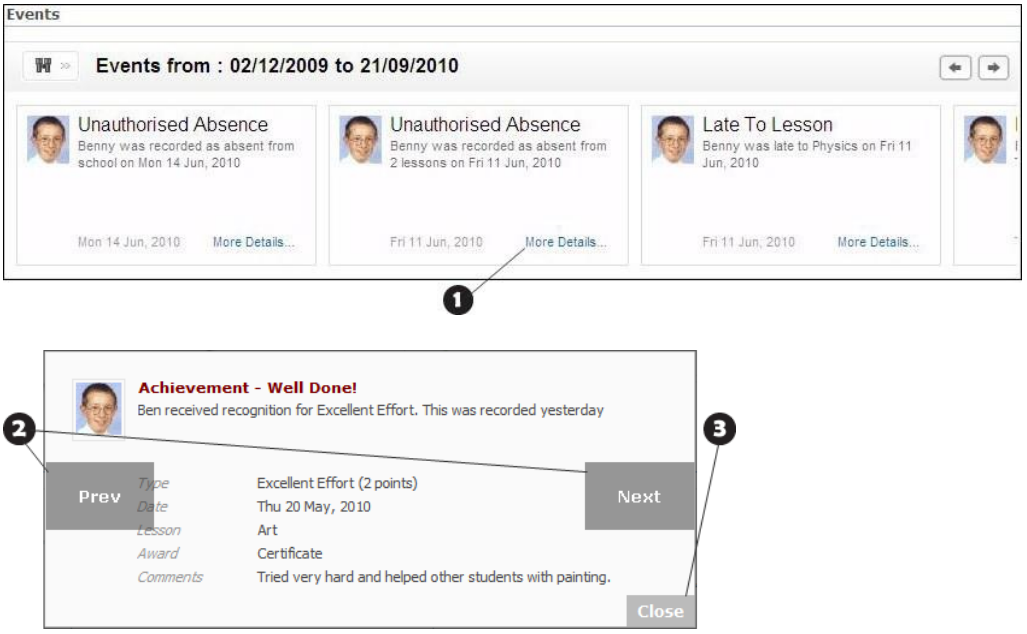


1	Click a triangle to expand the week and view the lessons.
2	Click a lesson to view the details, including the attendance mark recorded for your child.
3	Navigate to a different month or year by clicking the desired month name or year.
4	Displays the total number of attendance marks recorded in the 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.



1	Click the **More Details** hyperlink to display all the information about the event.
2	Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events
3	Click the **Close** button to return to the **My Children Dashboard**.

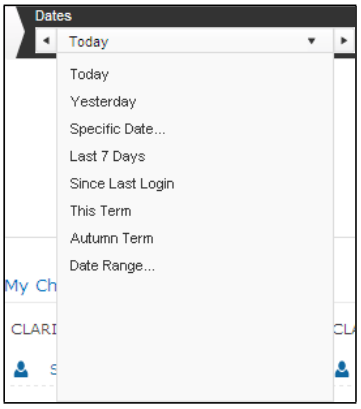
Filtering Events by Date Range

To filter events by date range:

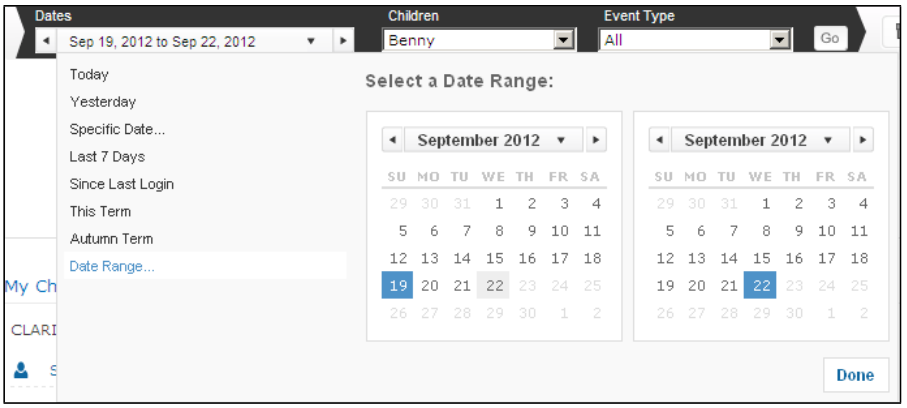
1. Click the **Filter** button.

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.



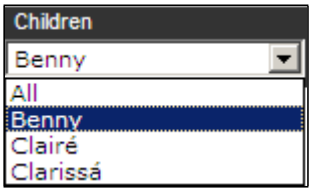
Filtering Events by Child or Event Type

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

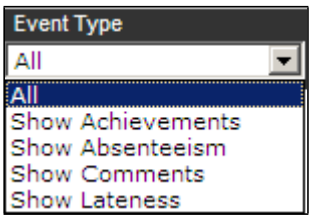
1. Click the **Filter** button.

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.

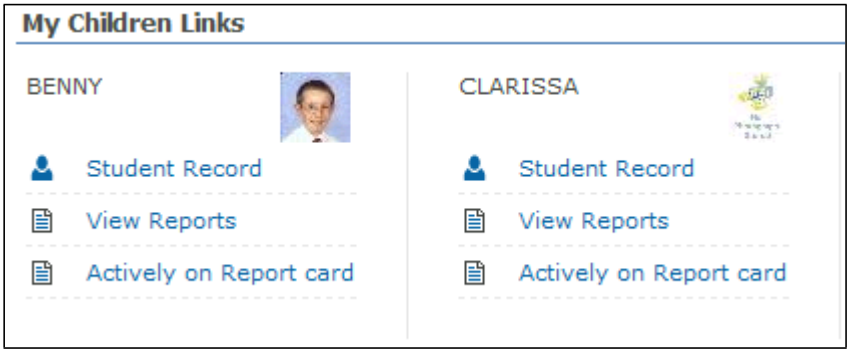


My Children Links

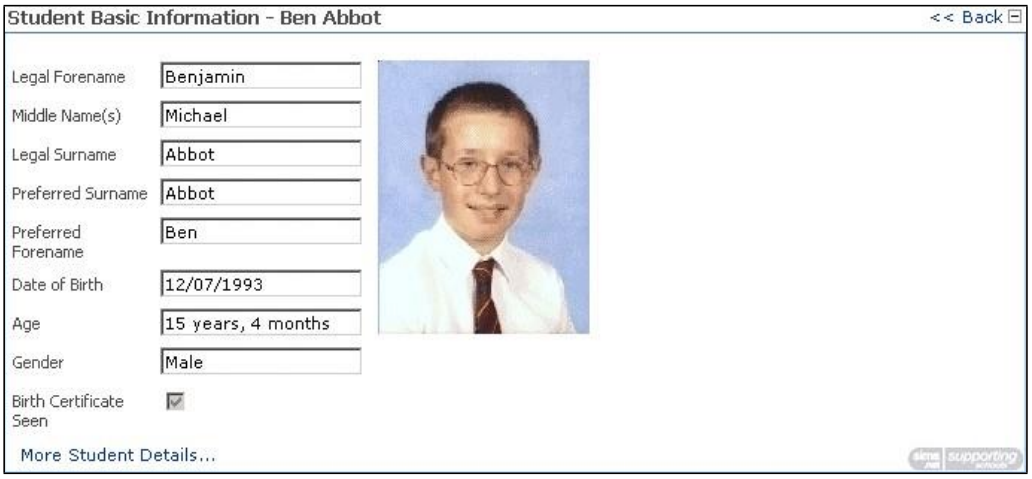
The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school. If enabled by your school, you can also see these additional links:

- **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.

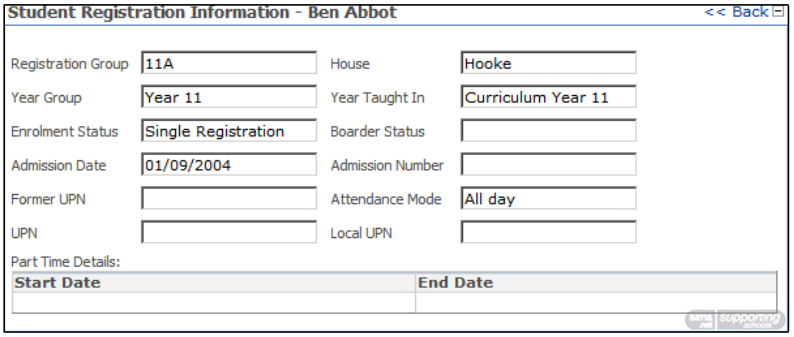


The **Student Basic Information** panel provides your child's basic details.

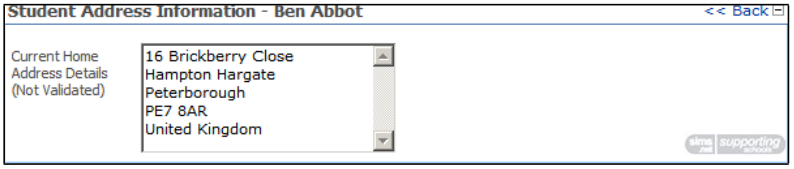


Click the **More Student Details** link to display the **Student Details** page, which contains nine further panels of information:

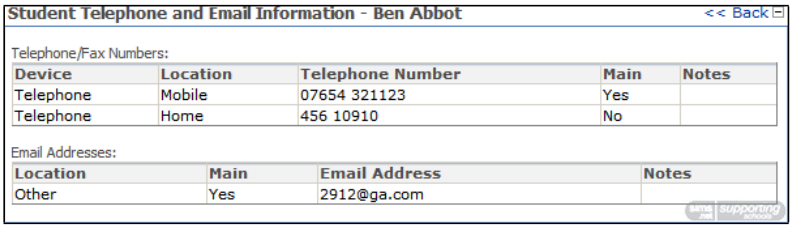
Student Registration Information



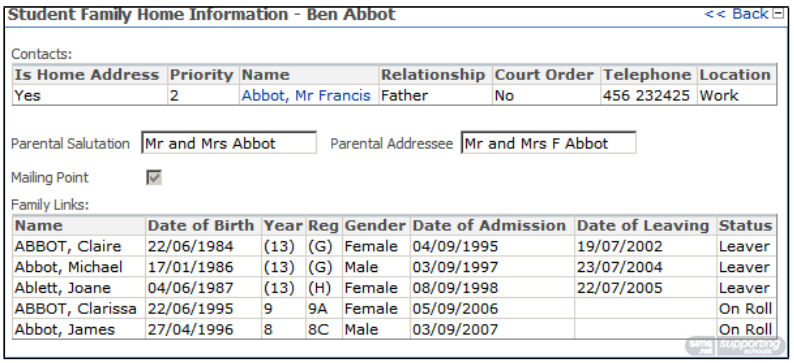
Student Address Information



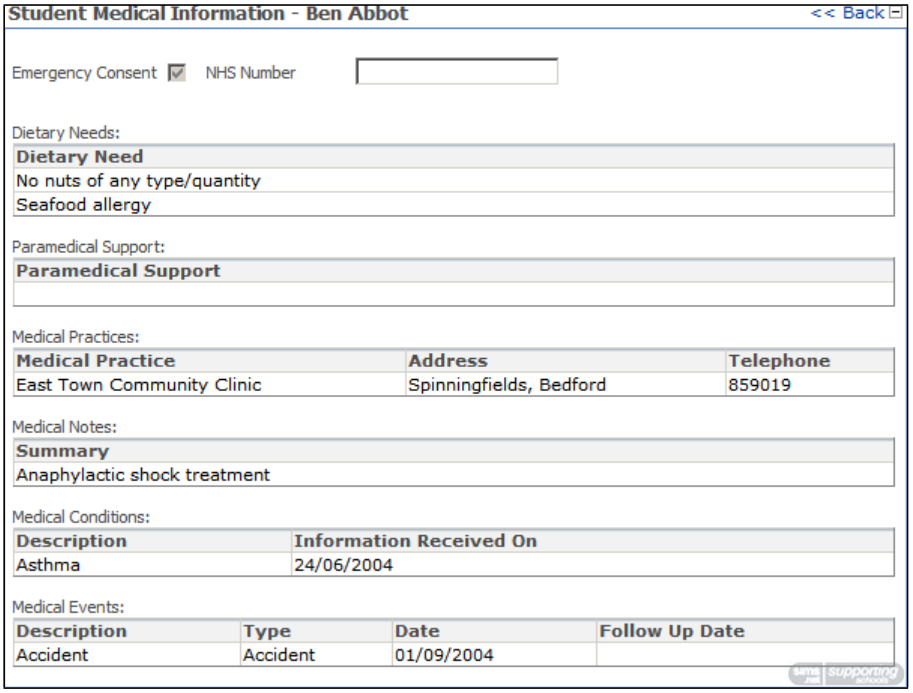
Student Telephone and Email Information



Student Family Home Information



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

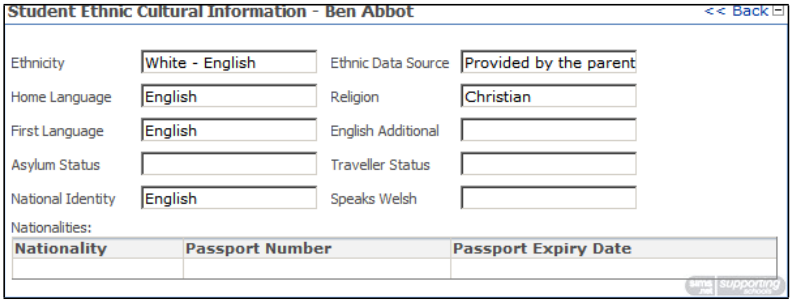
Medical Conditions:

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



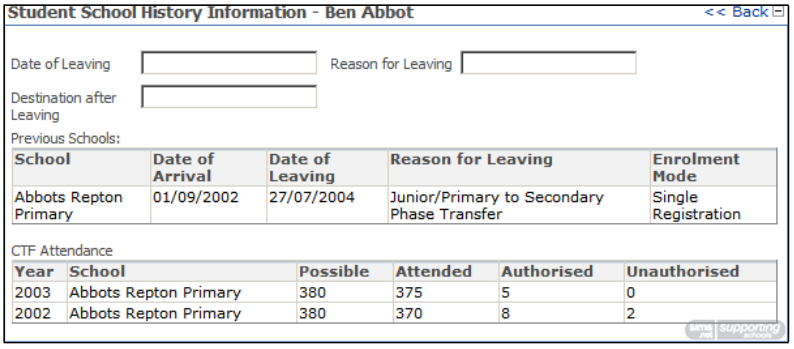
Student Ethnic Cultural Information - Ben Abbot << Back

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

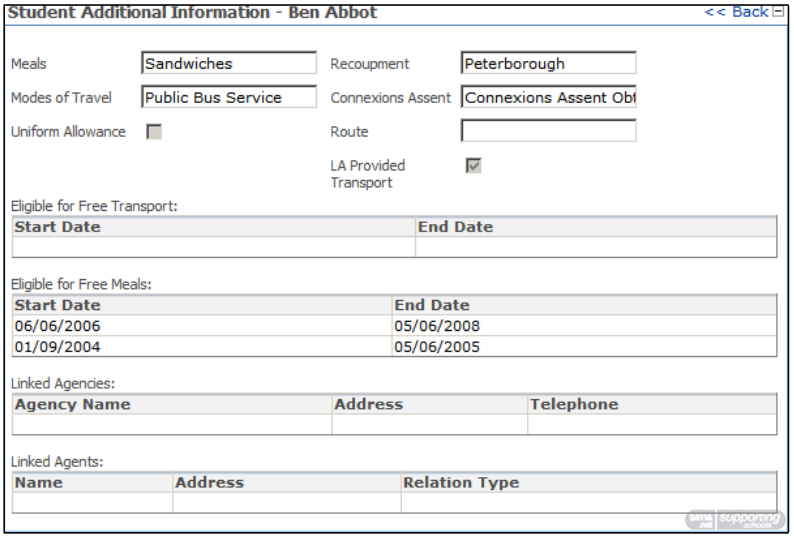
Previous Schools:

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

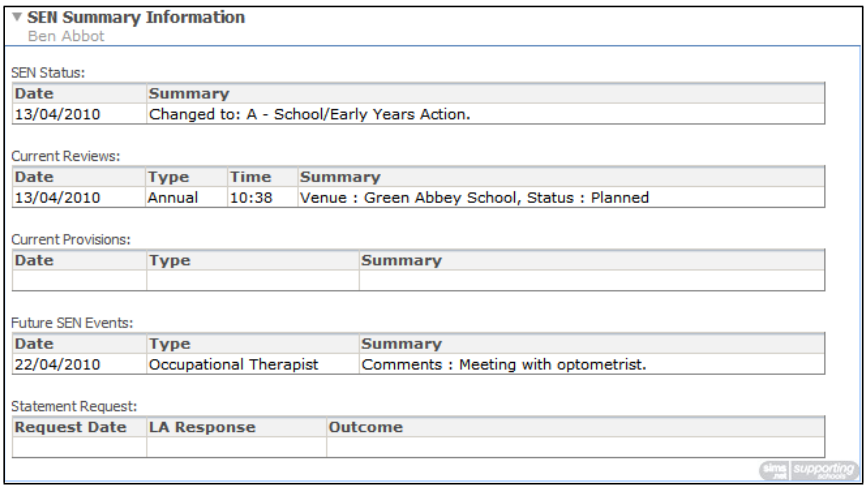
CTF Attendance

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

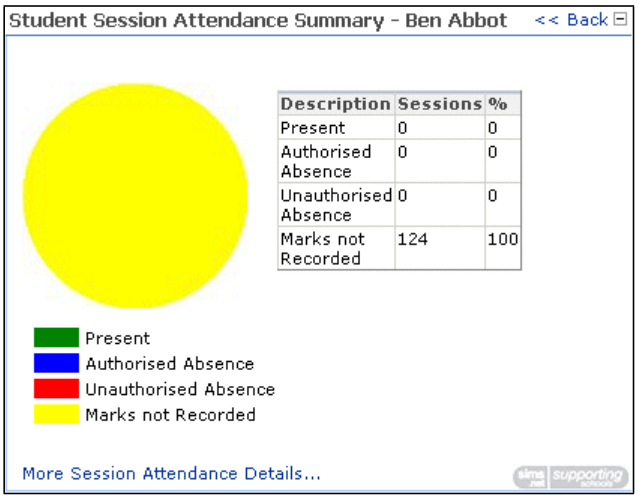


More Information:

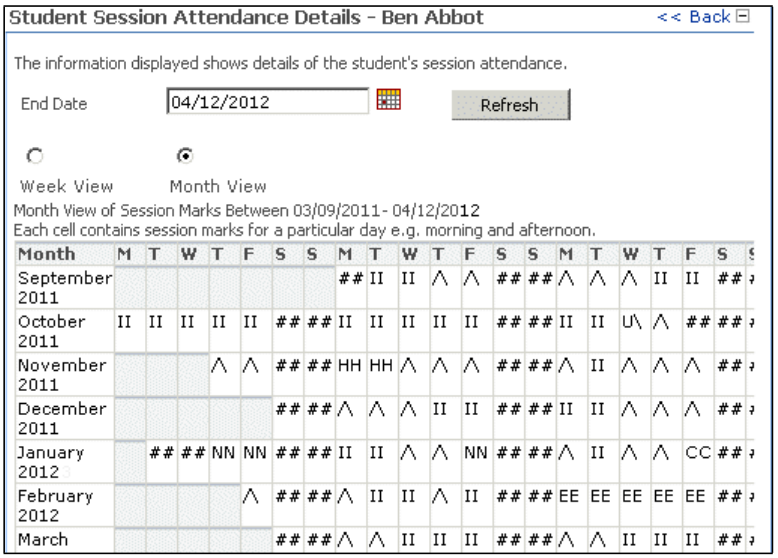
Consolidating SLG User Accounts on page *9*
Viewing Homework on page *33*
Viewing Reports on page *29*
Viewing Report Cards on page *31*

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.

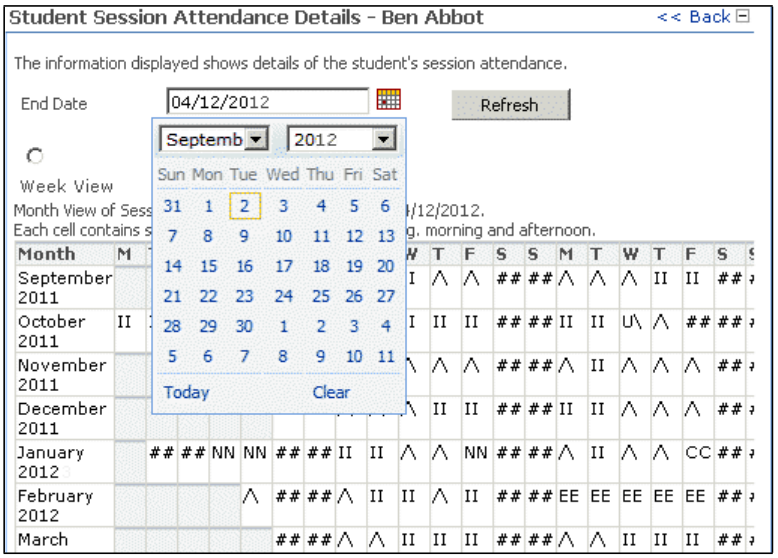


Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.



To view the session marks for another week or month:

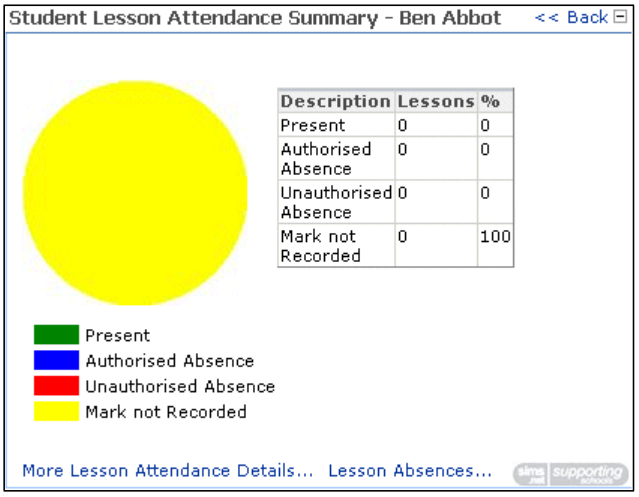
1. Click the **Calendar** icon and select an **End Date**.



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.

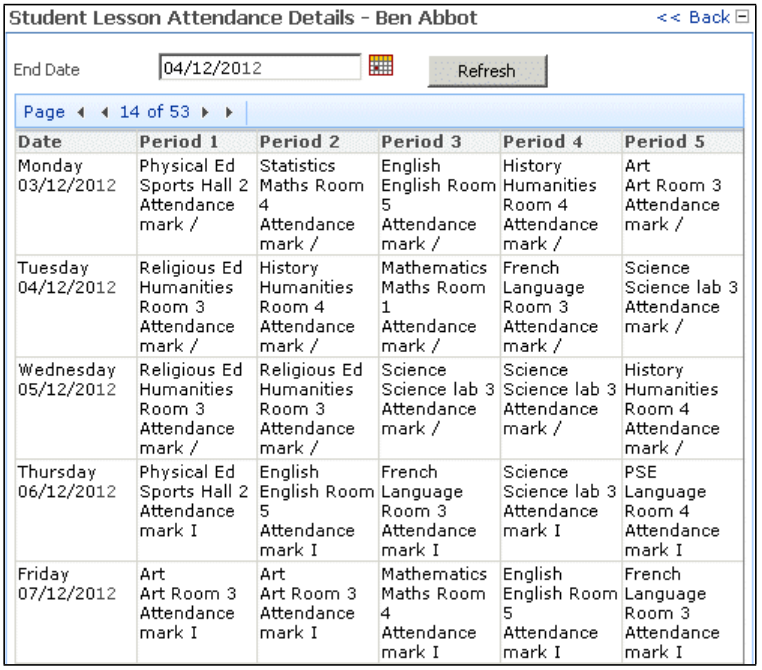


Click the **More Lesson Attendance Details** link or the **Lesson Absences** link to display the **Student Lesson Attendance Details** page, made up of two panels:

- 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.



Student Lesson Attendance Details - Ben Abbot << Back

End Date 04/12/2012 Refresh

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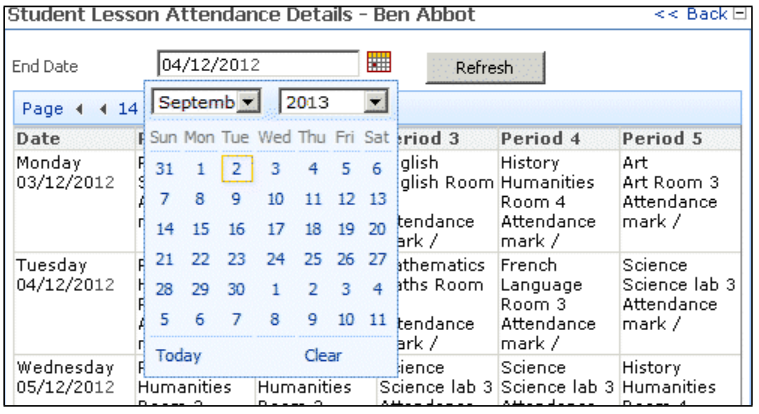
Date	Period 1	Period 2	Period 3	Period 4	Period 5
Monday 03/12/2012	Physical Ed Sports Hall 2 Attendance mark /	Statistics Maths Room 4 Attendance mark /	English English Room 5 Attendance mark /	History Humanities Room 4 Attendance mark /	Art Art Room 3 Attendance mark /
Tuesday 04/12/2012	Religious Ed Humanities Room 3 Attendance mark /	History Humanities Room 4 Attendance mark /	Mathematics Maths Room 1 Attendance mark /	French Language Room 3 Attendance mark /	Science Science lab 3 Attendance mark /
Wednesday 05/12/2012	Religious Ed Humanities Room 3 Attendance mark /	Religious Ed Humanities Room 3 Attendance mark /	Science Science lab 3 Attendance mark /	Science Science lab 3 Attendance mark /	History Humanities Room 4 Attendance mark /
Thursday 06/12/2012	Physical Ed Sports Hall 2 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance mark I	Science Science lab 3 Attendance mark I	PSE Language Room 4 Attendance mark I
Friday 07/12/2012	Art Art Room 3 Attendance mark I	Art Art Room 3 Attendance mark I	Mathematics Maths Room 4 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance mark I

To view the timetable for another week:

1. Click the **Calendar** icon and select an **End Date**.



Student Lesson Attendance Details - Ben Abbot << Back

End Date 04/12/2012 Refresh

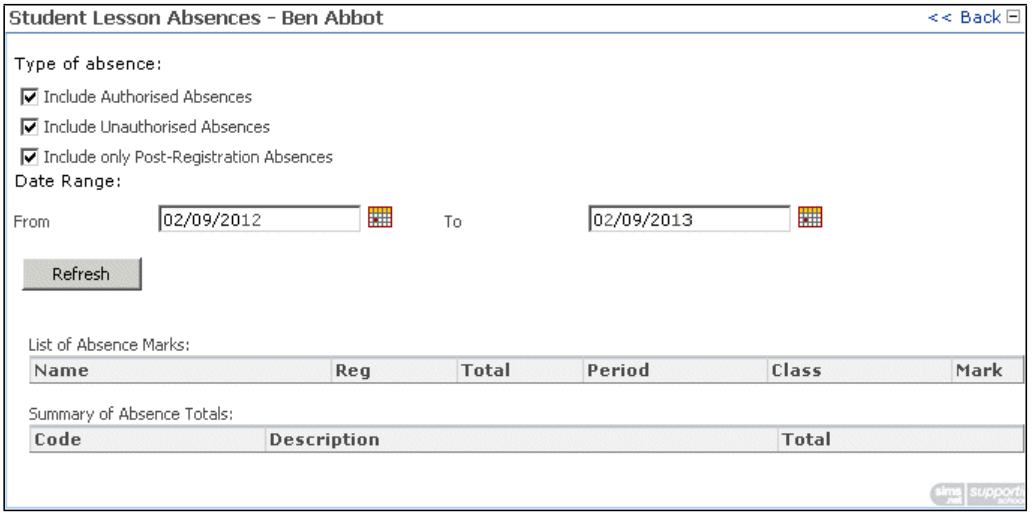
Septemb 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today Clear

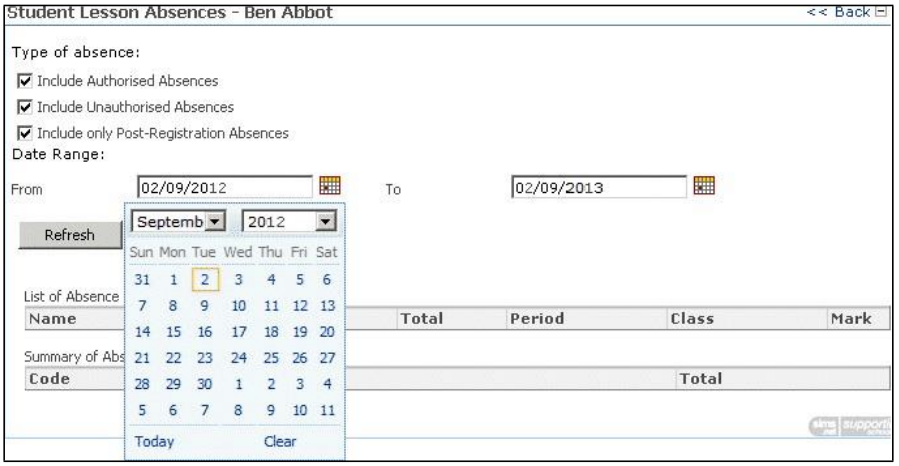
2. Click the **Refresh** button to update the display.

The **Student Lesson Absences** panel provides a search for lesson absences in the current academic year (that can be narrowed by type of absence).

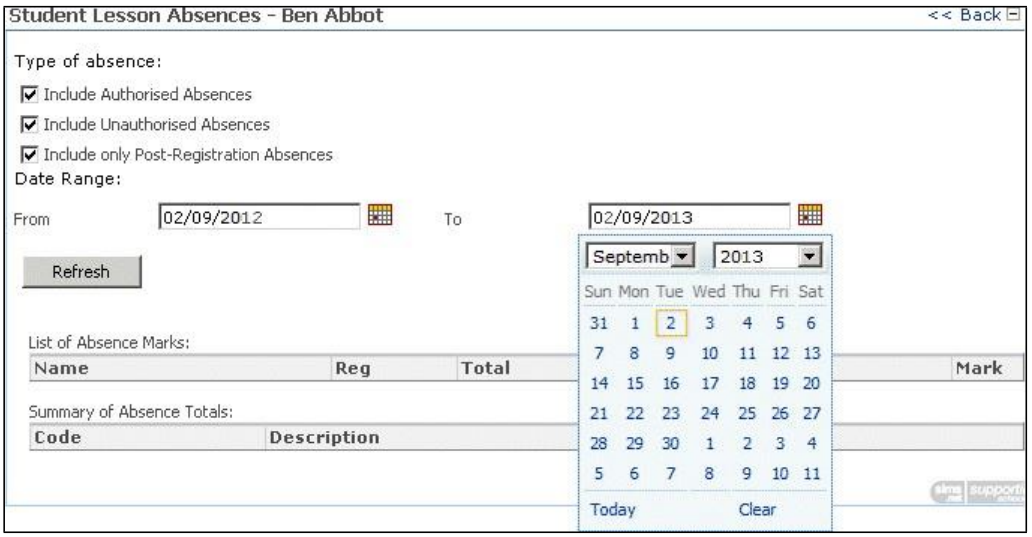


To view absences within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view absences).



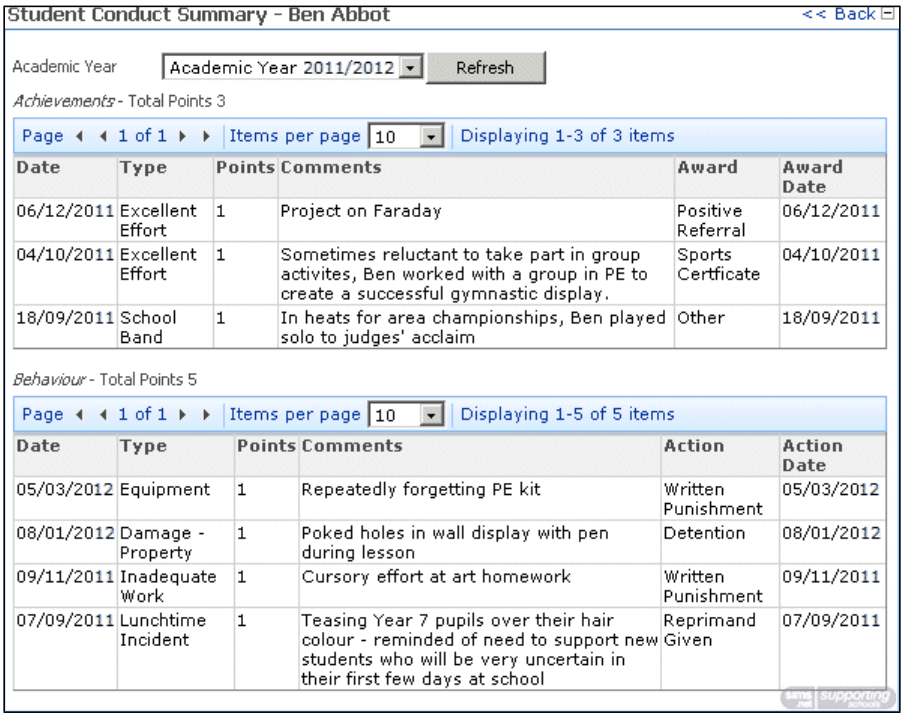
3. Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view absences).



4. Click the **Refresh** button to update the display.

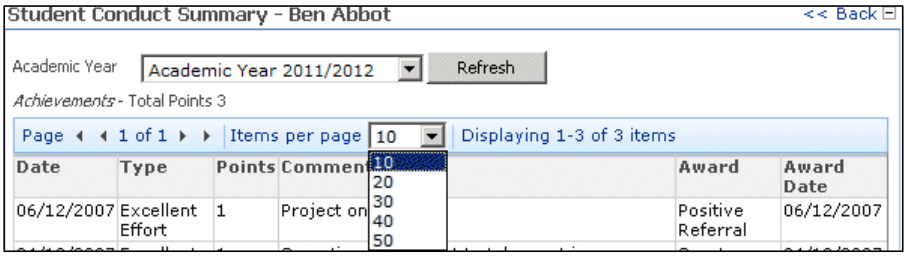
Student Conduct

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.



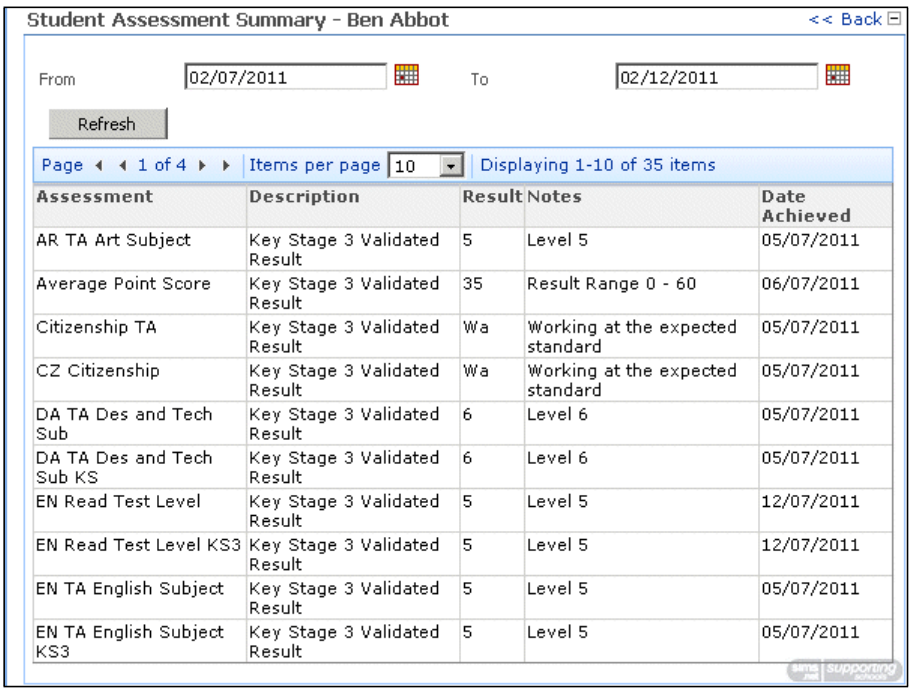
Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display.

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.



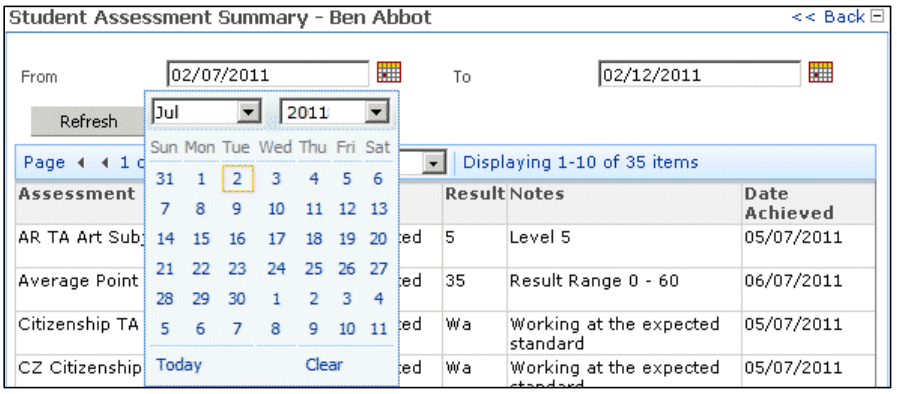
Student Assessment

The **Student Assessment Summary** panel displays all of your child's assessment results for the selected date range.

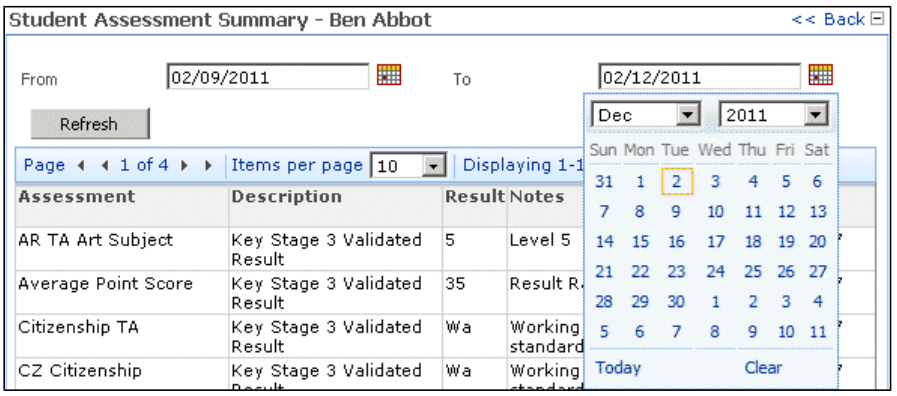


To view assessment results within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).

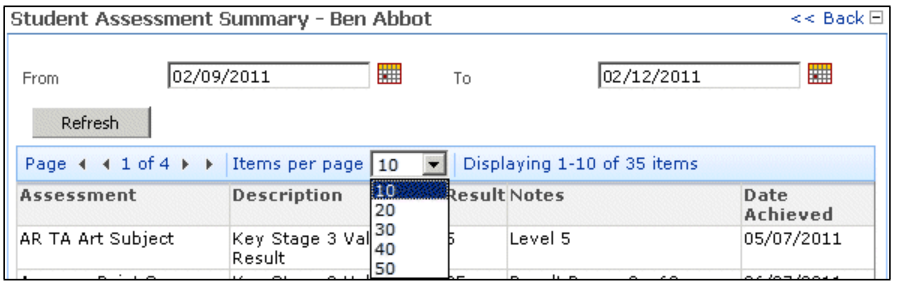


3. Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).



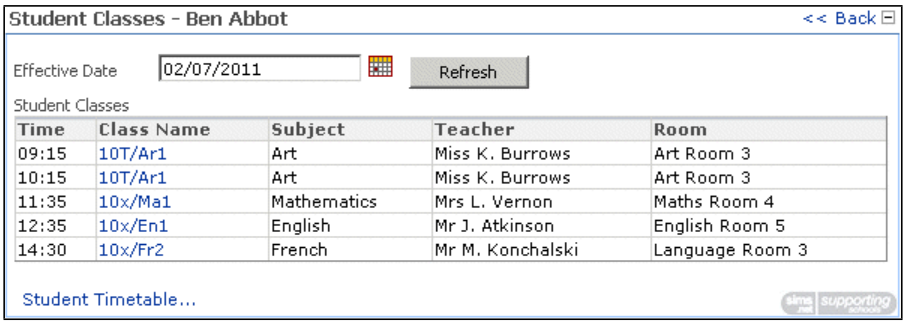
4. Click the **Refresh** button to update the display.

   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.



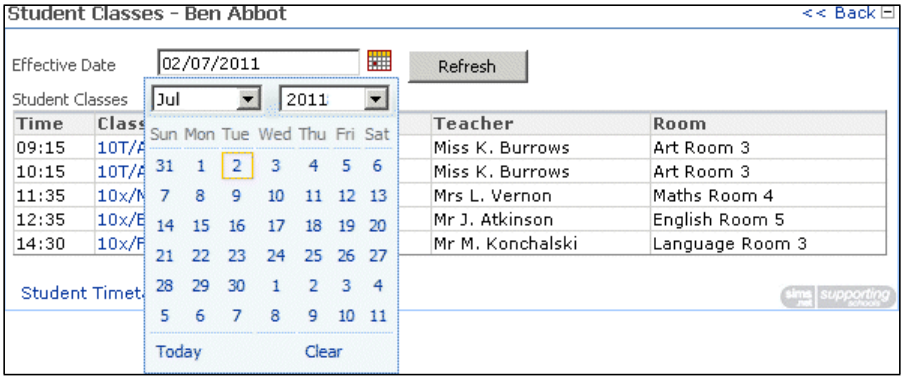
Student Classes

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**.



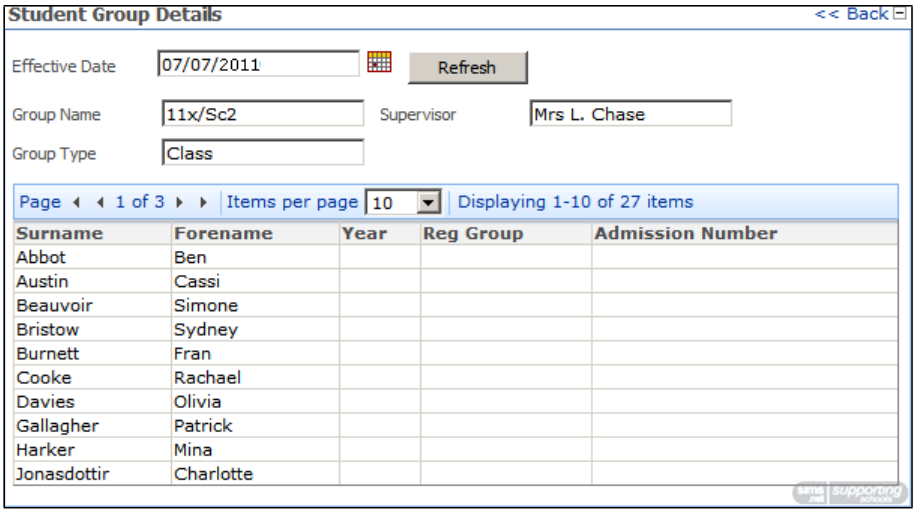
To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date



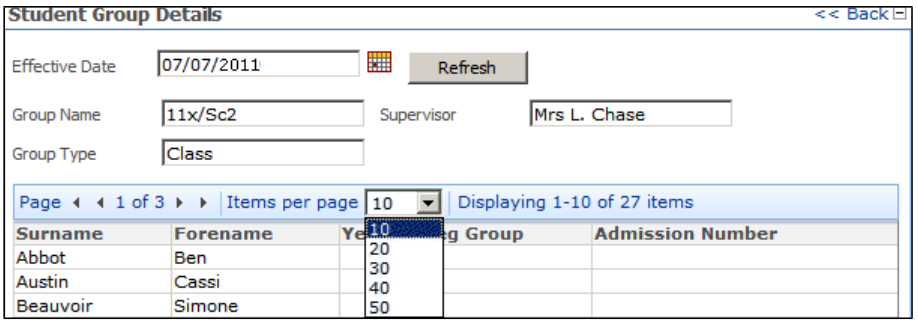
2. Click the **Refresh** button to update the display.

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.

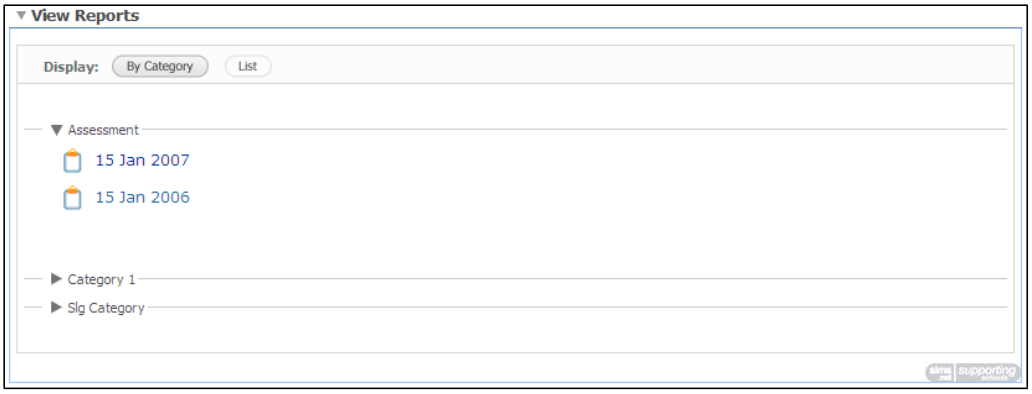
Viewing Reports

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

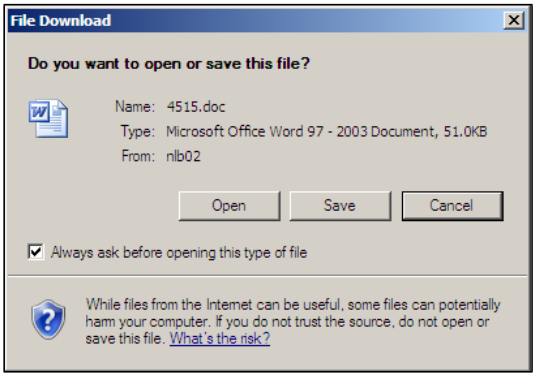
1	Click the triangle to display all the reports in the category.
2	Categories are assigned by the school. Similar reports are grouped together.
3	Click the **List** button to display all reports as a list with the most recent on top.
4	Click the **By Category** button to sort reports.

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: Schools can choose to publish online reports as Microsoft Word or Adobe PDF files.

To view Word files, Windows users will need Microsoft WordPad or Microsoft Office installed on their computer. Mac users will need TextEdit or Microsoft Office installed on their computer.

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/).

Alt

05| Entering Data Collection Sheet Information

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Introduction

When enabled by your school, you can use the **Data Collection Sheet** wizard to submit changes to important details about your children to their school. The school will review your submissions and incorporate the updates into their database. You can use SLG to update student details, contacts, medical information, meals and dietary information, travel information and ethnicity.

After submitting a data collection sheet for a child, the **Data Collection Sheet** hyperlink disappears from the **My Children Links** panel for that child. The hyperlink will become available again when the school has incorporated the changes that you submitted into the database.

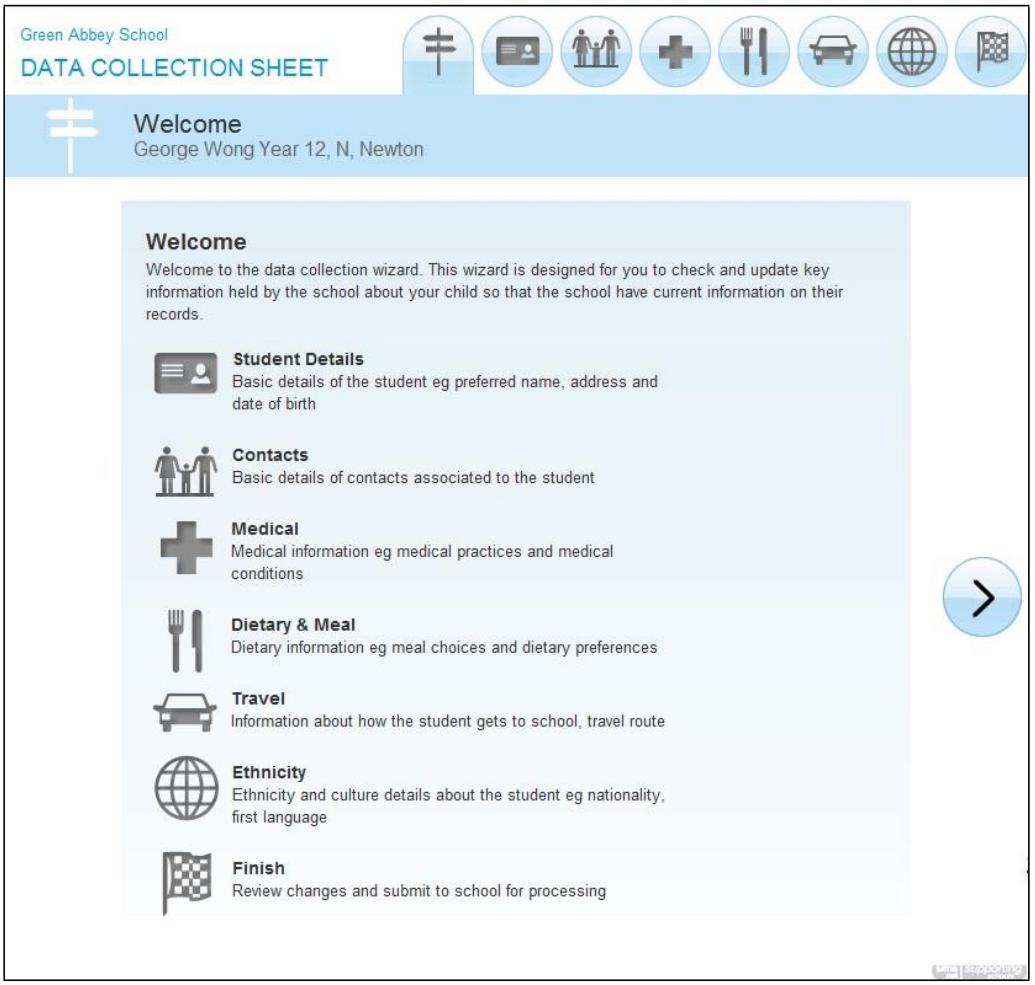
Entering Data Collection Sheet Information

The **Data Collection Sheet** wizard can be used to review and update the information that the school stores for your children.

To access the **Data Collection Sheet** wizard, click the **Data Collection Sheet** hyperlink displayed in the **My Children Links** panel on the **My Children Dashboard** page.

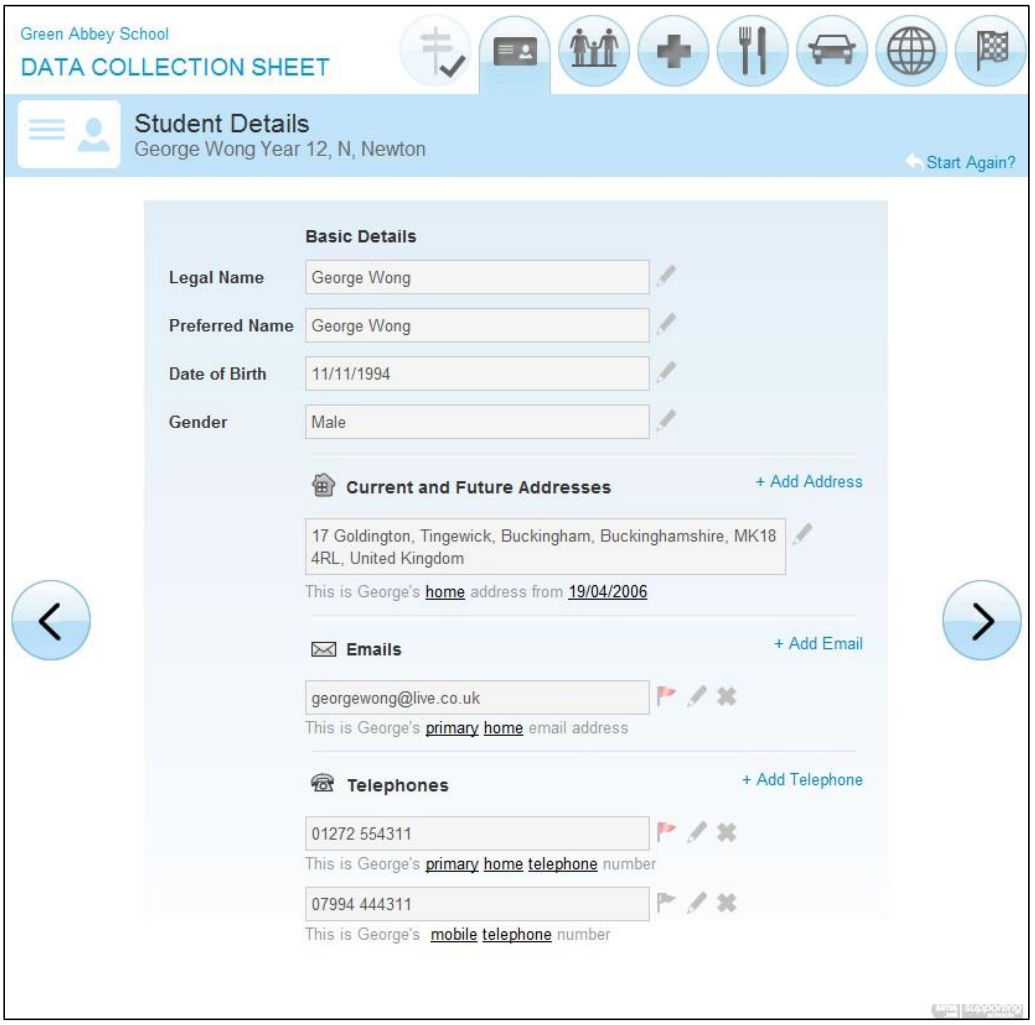
You must complete each step of the wizard in order. If there are no updates required for a particular page of the wizard, click the **Save and Continue** button to advance to the next page.

1. Log into the SIMS Learning Gateway site for your child's school.
2. From the the navigation panel, click the **My Children Dashboard** hyperlink.
3. From the **My Children Links** panel, click the **Data Collection Sheet** hyperlink to display the **Welcome** page of the **Data Collection Sheet** wizard.



Entering Student Details

The **Student Details** page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses and telephone numbers.

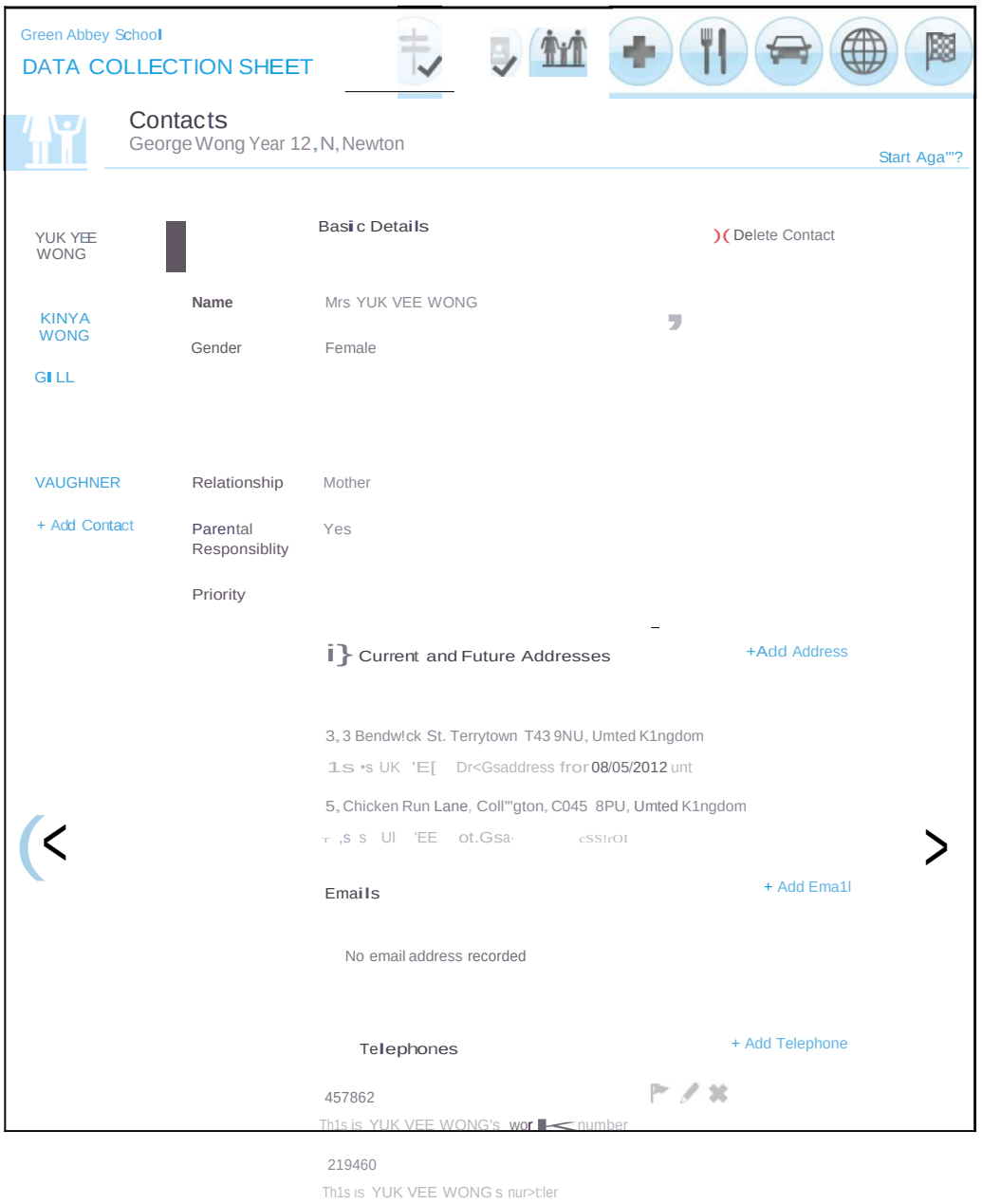


*NOTES: All students require a current home address. It is not possible to have multiple home addresses at the same time. However, you can add a home address with a future **Start Date** if, for example, you know that you will be moving house on a specific day.*

If you choose to edit a home address, you will be asked if you would like to update all the contacts that also live at the current address. Select the check box next to each person to whom you wish to apply the address changes.

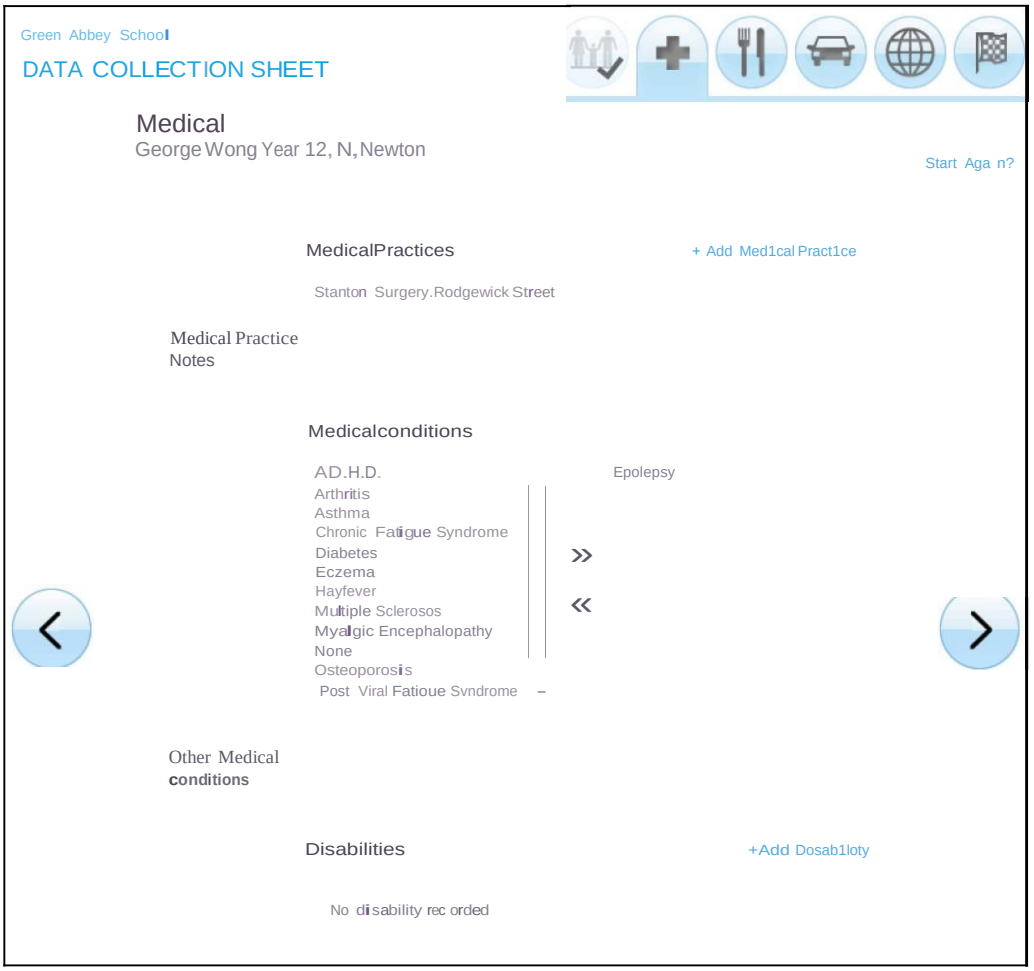
Entering Contact Information

The **Contacts** page enables you to review and edit the basic details, addresses, email addresses and telephone numbers of the contacts for your child.



Entering Medical Information

The **Medical** page enables you to review and edit the information about the medical practice with which your child is registered and any medical conditions or disabilities that your child has.

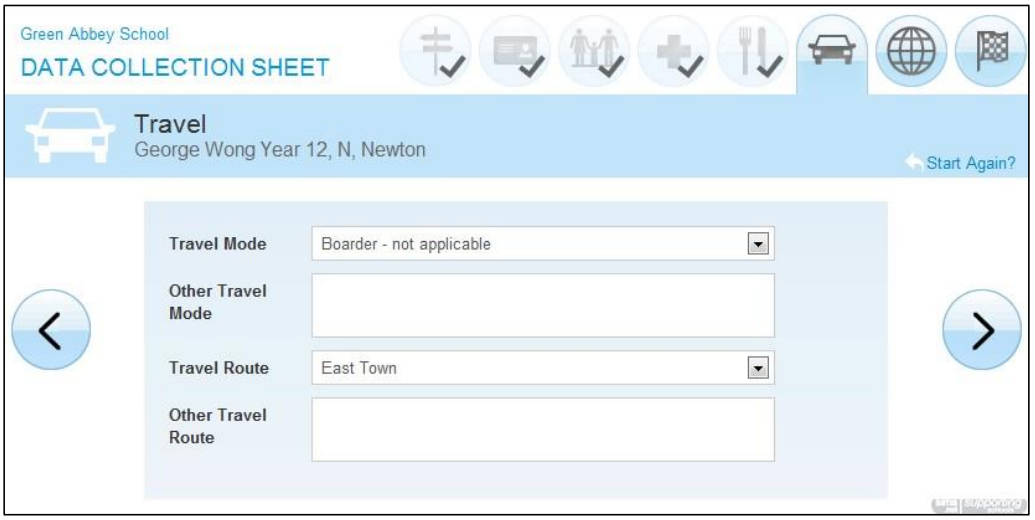


Entering Meals and Dietary Information

The **Meals and Dietary** page enables you to review and edit your child's meal schedule (e.g. Home, Packed Lunch, Other School etc.) for each day of the week as well as to enter other dietary requirements.

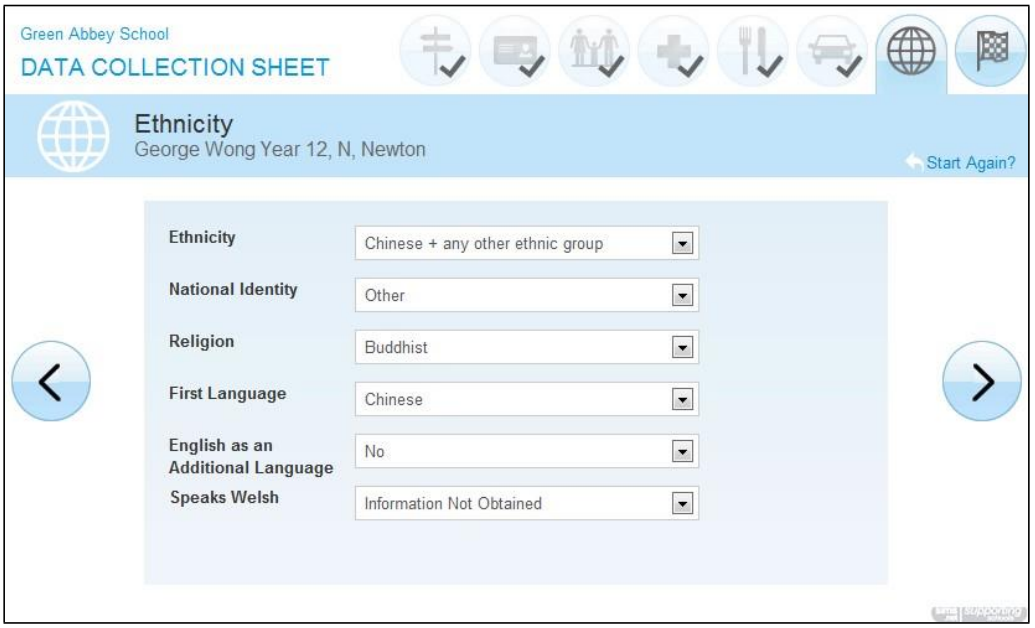
Entering Travel Information

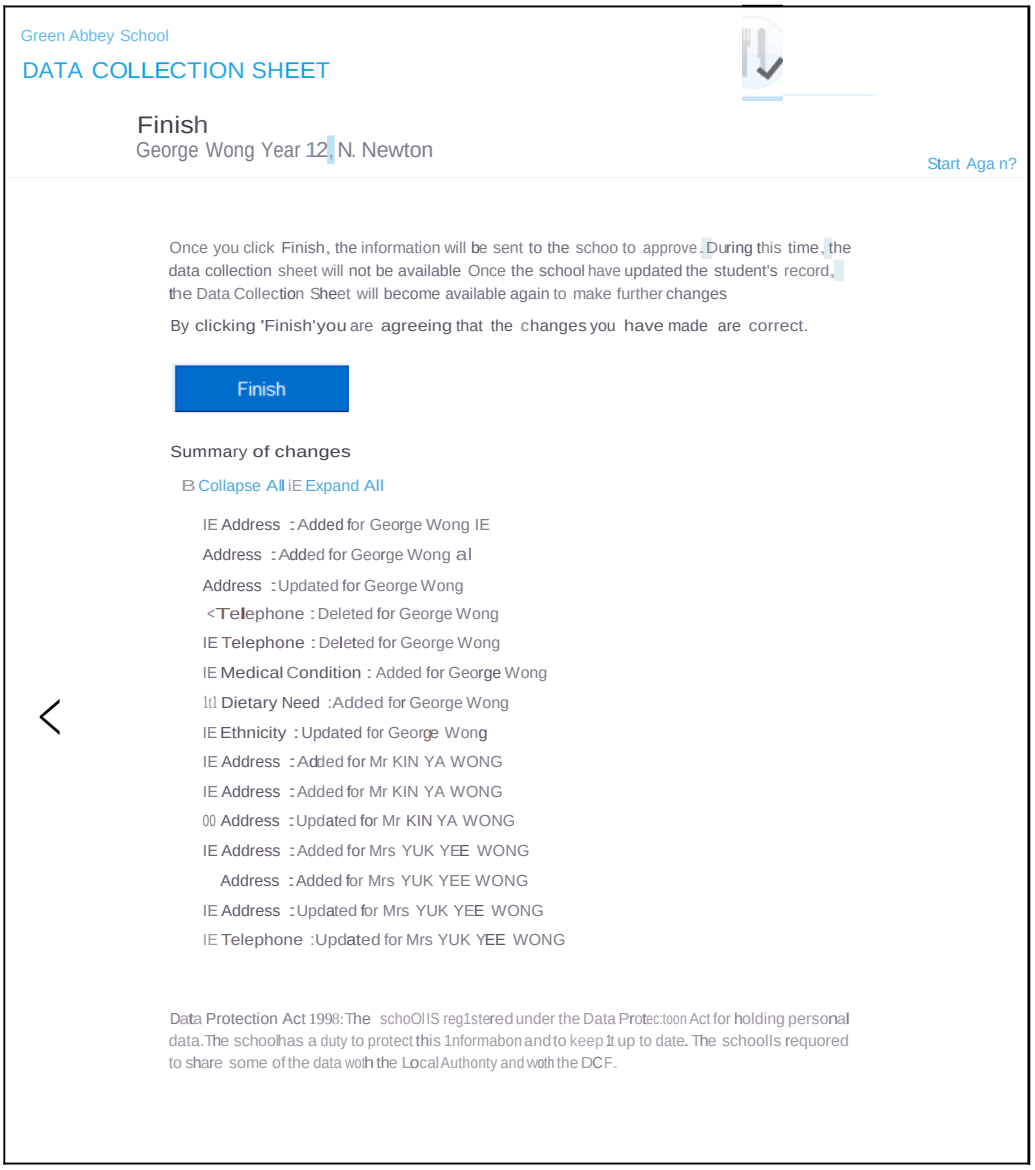
The **Travel** page enables you to review and edit your child's travel information, including **Travel Mode** and **Travel Route**.



Entering Ethnicity Information

The **Ethnicity** page enables you to review and edit details of your child's ethnic and religious background.



Reviewing and Submitting Data Sheet Information

The **Finish** page enables you to review the changes that you have made throughout the wizard before submitting them to the school.