

# Parent Portal User Guide

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**NEW COLLEGE, SWINDON**

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## Registering for a Parent Portal Account

When students enrol to study at New College, they sign to agree to our Partnership of Support. In doing so, they give permission for data to be disclosed to parents.

The Parent Portal is an online system containing key information about their study programme, attendance and progress.

Parents are required to register online for a Parent Account, which will allow us to:

- Authenticate your email address to ensure information is being sent to the correct person
- Authenticate that the person registering is indeed connected to the student by requesting personal data including a unique Parent Portal Reference Number

### The Parent Portal Reference Number

We generate a unique number for each student which is located on their Student Portal on the **Contact Details** page.

Students are told about this reference number on Induction and asked to give it to their parents in order they can register for an account. We also print the

They can also access the number from home by visiting **vle.newcollege.ac.uk** and selecting **Resources | Proportal | Login to Proportal**

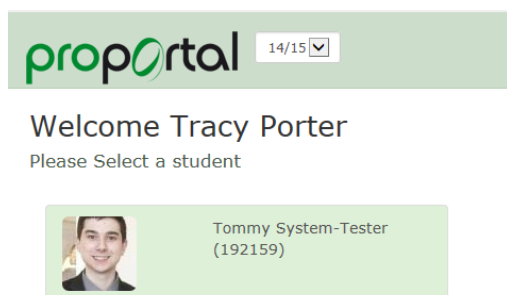
*(Students must login using their full New College address which is their student number followed by @newcollege.ac.uk – for example a student with a student number of 123456 would log in as **123456@newcollege.ac.uk**. Their password is the same one they use to log in to any computer at New College).*

### The Registration Procedure

1. Visit **www.newcollege.ac.uk** and click on **Parents | Register for a Parent Account**.
2. Complete the registration form – you will need to include the **Parent Portal Reference No** and **Student No** (*printed on Student Badge*). You will also be asked to create a password
3. Once your registration has been submitted, you will receive an automatic email asking you to authenticate your email address
4. We will manually cross-reference the details you have supplied with the data we already hold to ensure your child's data is protected. This may take 1-3 days.
5. You will receive a confirmation email containing your username and at this point you will be able to login to the Parent Portal

## Accessing the system

1. Navigate to **www.newcollege.ac.uk** and select **Parents** on the horizontal menu bar and then **Login to the Parent Portal**
2. The Parent Portal dialog will appear, type the username provided and the password you created when you registered and click on the **Login** button
3. Once logged on, the Proportal Home page is displayed showing the student's name and photograph.



4. Click on your child's name to open their ILP record  
*If you have more than one student at New College, they should be displayed here – if you have separate accounts for each – please see **contact us direct (see last page)***

## Forgotten or Changing your Password

If you have forgotten your password, you will see a **Forgotten Password** link at Step 2 (above). An automatic email will be sent to your registered email address allowing you to change the password.

If you want to change your password to something more memorable, click on your username at the top right hand side of the Parent Portal Home page.

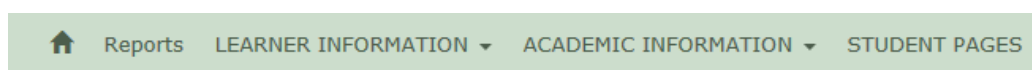
## The Dashboard

The **Dashboard** above is the first page you will see. The individual green boxes contain headline information which is stored on separate pages within your child's record. By clicking the [More..](#) button, you can navigate directly to the relevant page.

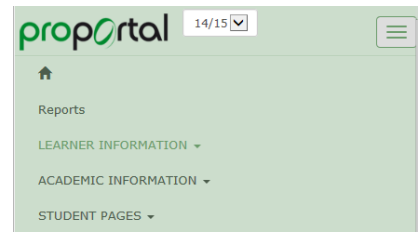
<b>Attendance</b>	This is the total attendance and punctuality percentage for all courses. The data is transferred from our main register system into the Parent Portal every evening.
<b>Markbook</b>	For most subjects, you will be able to see the current working grade based on assignments marks and grades recorded on Promonitor.
<b>My Comments &amp; Messages</b>	Comments are messages that New College staff have recorded on the system particularly for your child's attention. You can click on an individual comment to open and expand the message
<b>Upcoming Meetings</b>	We use Meetings to document staff intervention. For example: scheduled 1:1 meetings, disciplinaries, career advice, additional learning support events. You can click on each meeting to see any notes made ( <i>Parents only have access to a select number of meeting types</i> )
<b>My Smart Targets</b>	A list of recent targets agreed with either the personal tutor or subject lecturer with a review date. You can click on an individual target to open and expand the target
<b>My Student Diary</b>	The Diary combines the above upcoming meetings, smart targets due and assessment hand-ins and organises them into date order

## The Menu

The Menu Bar changes depending on the device you are using. Desktop computers and large screens will show a horizontal menu at the top of the screen



While mobiles and smaller tablets will show a menu button which when clicked will show a further choices.



## LEARNER INFORMATION MENU

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### Student Details Page

The Learner Information Menu leads to the **Student Details** page which displays an overview of the enrolments and the classes your child is enrolled on for this academic year.

The top section contains Personal Information – if any of this data requires updating, please see **Comments** section

### Learner Badges

Badges are small coloured icons, you will see at least one badge displayed next to the student picture.

#### Attendance Badge

All students will have an attendance badge, the colour indicates the overall attendance percentage for the current academic year.

100% Attendance  
between 95% and 99.9%  
between 90% and 94.99%  
between 85 and 89.99%  
less than 85%



#### Disciplinary Badge

You will only see this badge if your child has been issued with a disciplinary warning. There are four stages and our current policy states that parents will be notified at stage.

Stage 1  
Stage 2  
Stage 3  
Stage 4



#### Medical Badge

This badge should be displayed if we have notification of any medical requirements. If your child has a medical condition that you think we should know about and this badge is not displayed, please ask your child to speak to their Personal Tutor

Medical



#### Pre 16 Badge

This badge should be displayed if your child enrolled at college before they were 16. Please note that the badge will remain on the record for the whole academic year to indicate their year group to staff.

Pre 16



The **Enrolment Details** table lists the individual enrolments and the current status (*current / completed / transferred / withdrawn*). There is a shortcut to access the electronic markbook of each of the courses by clicking on the ... to the left of each enrolment.

The **Tutor Group Details** table will display the name and Tutor Group code of the Personal Tutor assigned to your child

The **Student Group Details** table lists the enrolments once again, but this table also includes the names of the lecturers assigned to the groups

## ACADEMIC INFORMATION MENU

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### Attendance & Punctuality

This page will show attendance & punctuality figures for all the main courses your child is enrolled on.

It will list each subject with

<b>Total Poss. Att.</b>	The total number of classes they should have attended
<b>No. Att.</b>	The total number of classes they actually attended
<b>Att %</b>	Attendance % = No of classes attended / No of classes x100
<b>No Lates.</b>	No of classes where arrived more than 10 mins late
<b>Punct. %</b>	Punctuality % = No. of Lates / No. Attended x 100
<b>Recent %</b>	Attendance percentage for the last 4 weeks only
<b>Last Att. Date</b>	Last date that a present mark was recorded on the register

Subject	Total Poss. Att.	No. Att.	Att. %	No. Lates	Punct. %	Recent Att. %	Last Att. Date
A2 Biology (20105-E)	44	44	100.0	0	100.0	100	15/01/2016
A2 Chemistry (20108-B)	46	45	97.8	0	100.0	83	15/01/2016
A2 Mathematics (20133-F)	46	46	100.0	0	100.0	100	15/01/2016
A2 Psychology (20144-A)	46	46	100.0	0	100.0	100	15/01/2016
AQA Extended Project (General) (Z826G-D)	9	8	88.9	0	100.0	100	14/01/2016
<b>Total\Averages</b>	<b>191</b>	<b>189</b>	<b>99.0</b>	<b>0</b>	<b>100.0</b>		<b>15/01/2016</b>

**How is the Attendance Calculated:**

Attendance % = (No. Attended / Possible Attendance) \* 100

Punctuality % = (1 - (No. of Lates / No. Attended)) \* 100

Please note that attendance figures are imported overnight, so are at least 24 hours behind. There are occasions when a tutor is unable to update the register electronically during the class and therefore attendance marks may not be updated in time for the next day.

If you are unsure as to when an absence mark was recorded, you can view the Absence Record report from the report menu (page 14)

## My Markbook

My Markbook is a comprehensive electronic markbook where important assessment marks and grades are recorded. This feature is relatively new to some of our lecturing staff and although our goal is to achieve 100% participation from all lecturers and records for all in year assessment marks, it is still work in progress. If you or your child would like to see more information online, please do not hesitate to discuss this with the Personal Tutor or Subject Lecturer concerned.

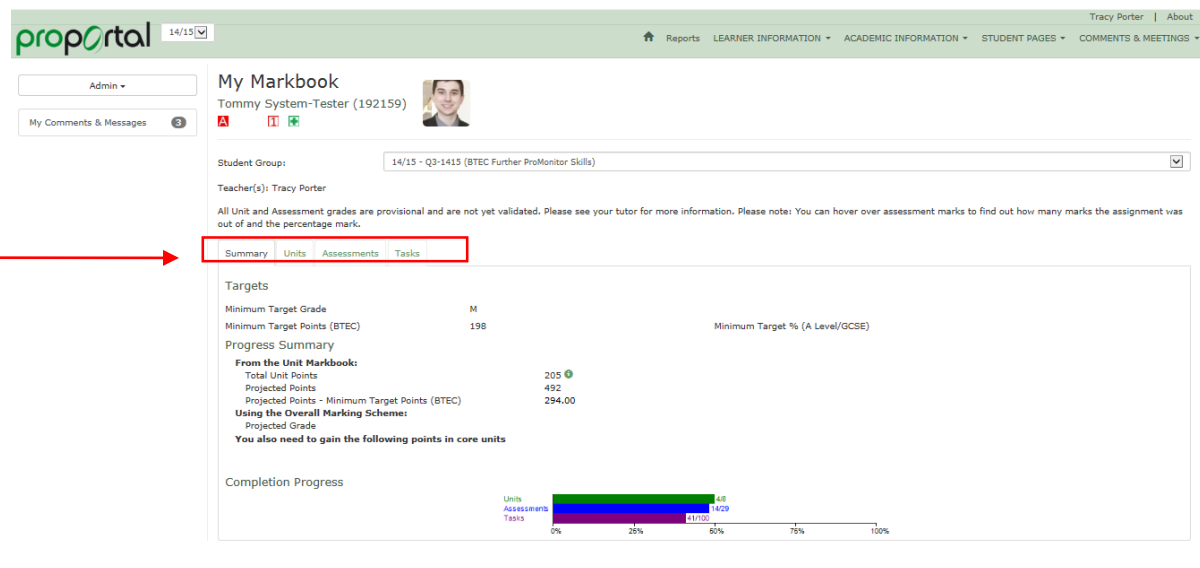
There are two ways to access My Markbook,

1. From the Academic Information menu – click **My Markbook**. Select the Student Group (the subject) that you wish to view.

*Please note that you may see more student groups than expected in the drop down box, this is due to additional or embedded qualifications that your child may study along with their main enrolments, many of these can be ignored as marks will usually be entered into the main Student Group*

**Depending** on the type of course your child is studying, you will see between one and four tabs.

Tabs →



The screenshot shows the 'My Markbook' interface for a student named Tommy System-Tester (192159). The interface includes a navigation menu with 'Reports', 'LEARNER INFORMATION', 'ACADEMIC INFORMATION', 'STUDENT PAGES', and 'COMMENTS & MEETINGS'. The 'My Markbook' section displays the student's name, a profile picture, and the selected student group: '14/15 - Q3-1415 (BTEC Further ProMonitor Skills)'. The teacher is listed as Tracy Porter. A warning message states: 'All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information. Please note: You can hover over assessment marks to find out how many marks the assignment was out of and the percentage mark.' Below this, there are four tabs: 'Summary', 'Units', 'Assessments', and 'Tasks'. The 'Summary' tab is highlighted with a red box and a red arrow pointing to it from the word 'Tabs' on the left. The 'Summary' tab content includes 'Targets' (Minimum Target Grade: M, Minimum Target Points (BTEC): 198, Minimum Target % (A Level/GCSE): blank), 'Progress Summary' (From the Unit Markbook: Total Unit Points: 205, Projected Points: 492, Projected Points - Minimum Target Points (BTEC): 294.00; Using the Overall Marking Scheme: Projected Grade: blank), and 'Completion Progress' (Units: 4/8, Assessments: 14/29, Tasks: 41/100) with a corresponding progress bar.

### The Summary Tab

This page displays a **Target Grade** that we calculate as your child enters New College. The grade is generated by calculating the average points gained from each of their previous GCSE results. We use this point score to monitor their progress against actual and predicted grades throughout the year.

The **Target Grade** will either have **Target Points** or **Target %** depending on the type of qualification. In some cases these will be blank.

The rest of the Summary page also depends on the type of qualification, but as your child continues through the year, and data is added to the markbook there should be some indicator of their **Overall Current Working Grade (A Level and GCSE)** or **Overall Projected Grade (BTEC)**



## The Units Tab

Usually only visible to BTEC and A2 students, this tab will track then units are due to be completed and the points gained for each unit (please note that some qualifications will not allow us to display marks before external verification so this page may be blank for many units)

My Markbook  
Tommy System-Tester (192159)

Student Group: 14/15 - Q3-1415 (BTEC Further ProMonitor Skills)

Teacher(s): Tracy Porter

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information. Please note: You can hover over assessment marks to find out how many marks the assignment was out of and the percentage mark.

Summary Units Assessments Tasks

Unit	Weight	Level	Complete	Mark	Grade	Completed Date
Unit 02 - Play and Learning	0	E	<input checked="" type="checkbox"/>		P	24/06/2015
Unit01 - Principles of Anatomy and Physiology in Sport	5	3	<input type="checkbox"/>			
Unit02 - The Physiology of Fitness	5	3	<input checked="" type="checkbox"/>	7	P	26/09/2014
Unit03 - Assessing Risk in Sport	10	3	<input type="checkbox"/>			
Unit04 - Unit 4- Subject Lecturing (core)	10	3	<input checked="" type="checkbox"/>	9	D	02/06/2015
Unit05 - Unit 5 - Personal Tutoring	10	3	<input checked="" type="checkbox"/>	8	M	02/06/2015
Unit07 - Fitness Testing for Sport and Exercise	10	3	<input type="checkbox"/>		R	
Unit08 - Practical Team Sports	10	3	<input type="checkbox"/>			

The second column to the right of the Unit name labelled **Weight** allows courses to attribute importance or size to different units.

## The Assessment Tab

My Markbook  
Tommy System-Tester (192159)

Student Group: 14/15 - Q1-1415 (AS Advanced ProMonitor)

Teacher(s): Laura Covley, Roger Francis, Philippa James, Tracy Porter

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information. Please note: You can hover over assessment marks to find out how many marks the assignment was out of and the percentage mark.

Summary Assessments

Select Unit: -- All Units --

Assessment	Weight	Complete	Mark	Out Of	Grade	Date Expected
U001 - Unit 1 - Promonitor Theory						
fghgh - fghgh	1.00	<input type="checkbox"/>		100		
I1006 - Test on the rain	1.00	<input type="checkbox"/>	35	50	B	01/09/2014
U1001 - Essay - Setting in	1.00	<input checked="" type="checkbox"/>	45	55	A	09/10/2014
U1002 - Test 1- Student ILP Test	1.00	<input type="checkbox"/>		100		
U1003 - Research Task - What is a good Smart Target	1.00	<input type="checkbox"/>		35		
U1004 - Homework Week 5	1.00	<input type="checkbox"/>		60		22/09/2014
U1005 - Presentation - National Targets	1.00	<input type="checkbox"/>		100		
U1007 - Another Test	1.00	<input type="checkbox"/>	42	70	C	24/10/2014
U1008 - a further test	1.00	<input type="checkbox"/>	17	35	D/E	
U1009 - Phils Test #1	1.00	<input type="checkbox"/>	12	100	U	
U10091 - Phils Test #2	1.00	<input checked="" type="checkbox"/>	72	100	B	
U002 - Unit 2 - Promonitor Coursework						
TP1.1 - In class test	1.00	<input type="checkbox"/>		20		
U002.1 - Task 1 Create Smart Targets	1.00	<input type="checkbox"/>	54	90	C	
U002.2 - Task 2 Create a Subject Review	1.00	<input type="checkbox"/>		75		
U002.3 - Task 3 Follow up a Comment	1.00	<input checked="" type="checkbox"/>	89	100	A*/	
U002.4 - Task 4 Create a UCAS Reference	1.00	<input type="checkbox"/>		10		
U002.5 - Task 5 Check Final Destinations	1.00	<input type="checkbox"/>		25		


On or Above Target  
Just Below Target  
Below Target

You will find most of the markbook data recorded on this page. Assessments can track any type of marked work: e.g. homework, essays, assignments, tests, quizzes, mock exams.

The **Assessment** name will appear grouped by the Unit and ticks in the **Complete** column indicates that assessment has been completed (*note: some lecturers do not routinely use this column*)

Lecturers may enter either a Mark, Grade or both. There is also a column called Out of which displays the total marks available for the assignment. Some qualifications (A Level & GCSE) will have the Marks or Grades colour coded – this ascertains whether or not the student is below, just below or over the Target Grade shown on the Summary page. There is a key at the bottom of the page.

**Date Expected, & Date Submitted** dates may be present depending on the course.

If you can see an  icon to the right of the **Date Expected** column – click on it to view further information such as feedback (*NB: there is a separate Feedback page which may be easier to view*)

## The Tasks Tab

Only BTEC type courses will have this tab, it tracks the performance criteria required for each unit based on Pass Merit and Distinction criteria (eg: P1, M1, D1).

My Markbook  
Tommy System-Tester (192159)

Student Group: 14/15 - Q3-1415 (BTEC Further ProMonitor Skills)

Teacher(s): Tracy Porter

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information. Please note: You can hover over assessment marks to find out

Summary Units Assessments Tasks

Task Description

Tasks

Unit01 - Principles of Anatomy and Physiology in Sport

Not Assigned to Assessment

P1

01.1 - Anatomy Assignment 1

P1 <input checked="" type="checkbox"/>	P2 <input type="checkbox"/>	P3 <input checked="" type="checkbox"/>	P4 <input type="checkbox"/>	M1 <input type="checkbox"/>	D1 <input type="checkbox"/>
----------------------------------------	-----------------------------	----------------------------------------	-----------------------------	-----------------------------	-----------------------------

01.2 - Anatomy Assignment 2

P5 <input type="checkbox"/>	P6 <input type="checkbox"/>	P7 <input type="checkbox"/>	M2 <input type="checkbox"/>	M3 <input type="checkbox"/>	M4 <input type="checkbox"/>	D2 <input type="checkbox"/>
-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Unit02 - The Physiology of Fitness

02.1 - The body's response to acute exercise

P1 <input checked="" type="checkbox"/>	P2 <input checked="" type="checkbox"/>	M1 <input checked="" type="checkbox"/>
----------------------------------------	----------------------------------------	----------------------------------------

02.2 - The body's response to chronic exercise


P3 <input checked="" type="checkbox"/>	P4 <input checked="" type="checkbox"/>	M2 <input checked="" type="checkbox"/>
----------------------------------------	----------------------------------------	----------------------------------------

02.3 - The effects of exercise on the body

P5 <input checked="" type="checkbox"/>	P6 <input checked="" type="checkbox"/>	M3 <input type="checkbox"/>	M4 <input type="checkbox"/>	D1 <input type="checkbox"/>	D2 <input type="checkbox"/>
----------------------------------------	----------------------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

U2.01 - Linking Play and Development

P1 * <input checked="" type="checkbox"/>	P2 * <input checked="" type="checkbox"/>	M1 * <input checked="" type="checkbox"/>
------------------------------------------	------------------------------------------	------------------------------------------

If the Performance criteria has been met, a tick will appear in the checkbox, there may also be a green  icon alongside holding further information or feedback. There is a key at the bottom of the page to explain any coloured boxes alongside the criteria boxes.

## My Feedback

This page may contain feedback although many courses select to give feedback either verbally, directly or via our VLE.

My Feedback  
Tommy System-Tester (192159)

Student Group: 14/15 - Q1-1415 (AS Advanced ProMonitor)

Assessments  
Select Units: - All Units -

(Unit Code) - Assessment Title	Grade	Marks	Staff Comment	Student Comment
(U001) - a further test	D/E	17		
(U001) - Another Test	C	42		
(U001) - Essay - Settling in	A	45		
(U001) - fghfgh				
(U001) - Homework Week 5				
(U001) - Phils Test #1	U	12		
(U001) - Phils Test #2	B	72		
(U001) - Presentation - National Targets				

Select a Student Group, you will see the same tabs available on My Markbook, in fact, it is the same pages, less cluttered. If feedback is available, click on any green box in the Staff Comment column to view the feedback

## My Diary

This pages allows you to scroll through the academic weeks. All term dates are listed and important college events. However, the Dashboard is a more convenient way of viewing dates which relate to your child.

## Published Subject Reviews: Parent/Carers

Your child will receive a Progress Report twice a year (December and March). The report will contain progress advice and targets from each subject together with marks from the markbook, attendance summary and either current working or predicted grade.

To view Progress Review reports, Click on the download icon located to the right of the current report to open and view the file.

### Published Subject Reviews: Parents/Carers

Tommy System-Tester (192159)



When the Reports to Parents / Guardians have been published, reports will become available below, click the download button to view the report (you must have a PDF viewer installed to view the report)

Published Report to Parents and Guardians

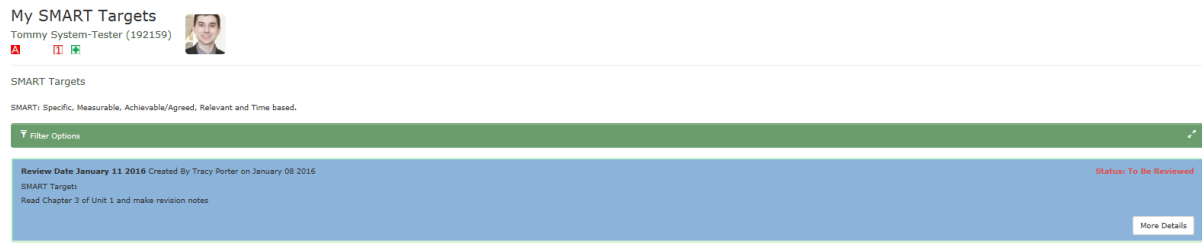
Report Title	Academic Year	Report Date	Published Date	
Autumn Progress Review 2014	14/15	01/12/2014	09/12/2014	
Spring Progress Review 2015	14/15	16/03/2015	16/06/2015	

If you have problems opening the report file, you may need to install Adobe Reader from <http://get.adobe.com/reader>.

## STUDENT PAGES MENU

### My Smart Targets

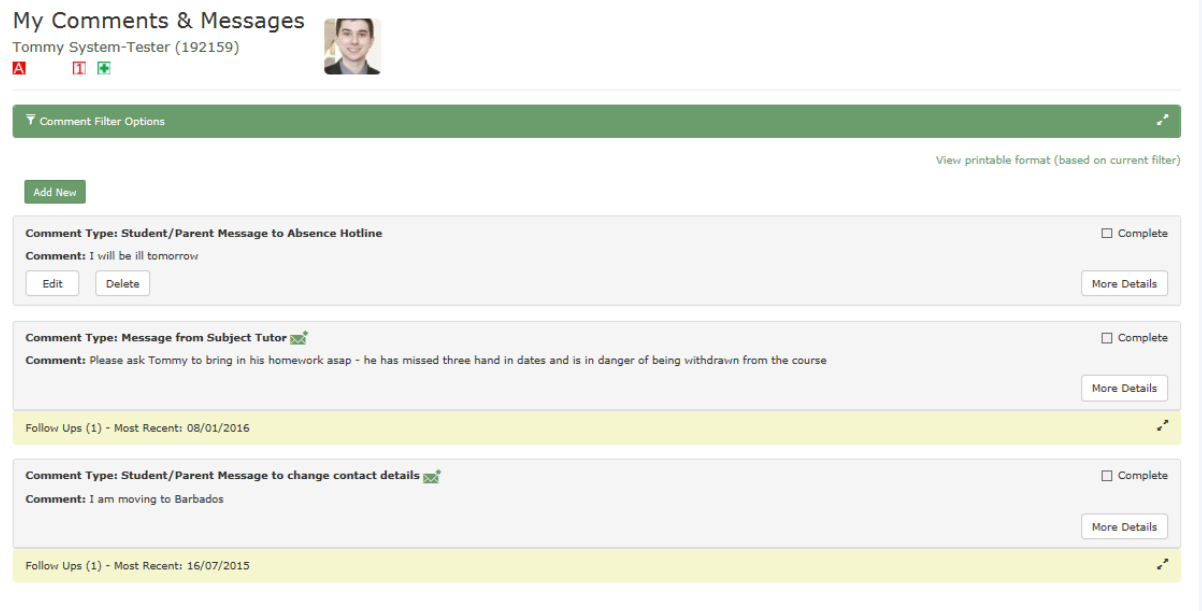
This menu is exclusively for Student use however you can view Smart Targets which are set and agreed by either subject lecturers, personal tutors or additional learning support staff.



Students can also create and monitor their own personal targets. Each target is colour coded, you will find a key at the bottom of the page.

## COMMENTS AND MEETINGS MENU

### My Comments & Messages




### Receiving Messages

We use the Student Portal as one method of communication with our students. Selecting this page will display a preview of all messages. Important messages are also emailed to the student.

You can view the full message by selecting [More Details](#)

## Following up Messages

Some messages will allow you to post a reply, click the yellow box at the bottom of each message labelled **Follow Ups** – then click  Add your reply and click on



## Creating Messages

You can send messages to New College staff using the Parent Portal

Currently, there are three different types of message

- **Student/Parent Message to Personal Tutor**

Use this message to contact teaching staff or the Personal Tutor with queries relating to teaching, tutoring, attendance and enrolments.

Please be aware that all lecturers who teach your student will automatically have access to the message contents but if the message content is important – you are advised to add individual staff members to the **FAO** box – any staff member in this box will also receive an email alert.

- **Student/Parent Message to Absence Line**

You can use this method to inform our Absence Hotline of any absences, you may wish to add certain teachers to the FAO box if you want them to also receive an email alert.

In the comment text box please include:

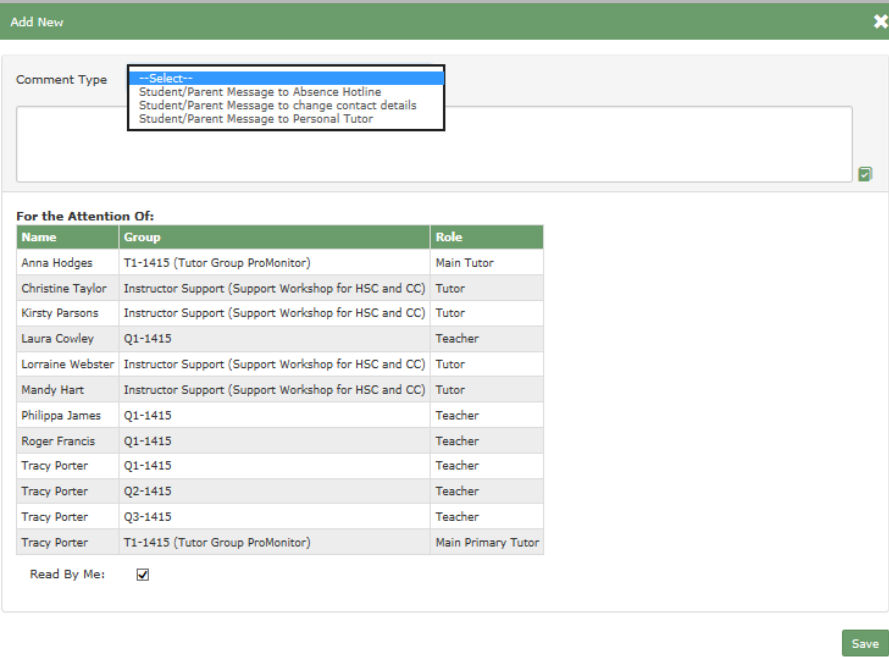
- Day & Date of Absence
- Lessons missed ( if one day or less)
- Reason Expected date of return (if expected to be longer than one day)
- Time (only required if the absence is for less than one full day)
- Portal – Message to College Information System
  
- *Please note that in the majority of situations, the absence will be marked as **Notified** and not marked as **Authorised** until suitable evidence is produced on return to college*

- **Student/Parent Message to change contact details**

Use this message to contact our information department if there are any changes needed to Home address, Next of Kin addresses, Emails, Doctors or telephone contact numbers.

## Creating a Comment

Select the  button.



Comment Type

--Select--  
Student/Parent Message to Absence Hotline  
Student/Parent Message to change contact details  
Student/Parent Message to Personal Tutor

**For the Attention Of:**

Name	Group	Role
Anna Hodges	T1-1415 (Tutor Group ProMonitor)	Main Tutor
Christine Taylor	Instructor Support (Support Workshop for HSC and CC)	Tutor
Kirsty Parsons	Instructor Support (Support Workshop for HSC and CC)	Tutor
Laura Cowley	Q1-1415	Teacher
Lorraine Webster	Instructor Support (Support Workshop for HSC and CC)	Tutor
Mandy Hart	Instructor Support (Support Workshop for HSC and CC)	Tutor
Philippa James	Q1-1415	Teacher
Roger Francis	Q1-1415	Teacher
Tracy Porter	Q1-1415	Teacher
Tracy Porter	Q2-1415	Teacher
Tracy Porter	Q3-1415	Teacher
Tracy Porter	T1-1415 (Tutor Group ProMonitor)	Main Primary Tutor

Read By Me:

Save

Select a **Comment Type** to match the reason for the comment and enter your message into the white text box.

If you would also like other teaching staff to receive an email alert, you can select individual staff members to receive an email alert by clicking on their individual name in the **For the Attention of** box. Personal Tutors are identified by their role of **Main Primary Tutor**. *Absence and Change of Contact Details messages will automatically be sent to the correct team.*

Click on  to send and save a copy of the comment.

## REPORTS:- TIMETABLES & ABSENCE

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There are two useful reports available to parents although more are planned for the academic year.

To access, click on  located at the top of the menu bar.

Select a Report and click on the Adobe icon  to open a pdf version which you can print

Report Name	Information
1. Student Timetable	A document listing all current classes rooms and teachers
2. Learner Support Recommendations <i>(Only available on the Student Portal)</i>	A list of recommendations highlighted by our Support Team
3. Absence Record	A list of absences for the current academic year (please note 24 delay)

## Contacting New College

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If you wish to contact a member of staff you can either phone 01793 611470 and ask for them directly or email by using the following format

**firstname.surname@newcollege.ac.uk.**

Contact Type	Staff Member	Contact Information
Questions regarding Markbook entries	The Subject Lecturer	Names can be found on the Student Details form within the Student Group Details box
Queries regarding general progress, attendance, subject reviews or complaints	The Personal Tutor	Names can be found on the Student Details form within the Tutor Group Details box
Queries regarding the Parent Portal and how it works	Tracy Porter	tracy.porter@newcollege.ac.uk, or Tel: 01793 611470 x1209
Serious concerns regarding Child Welfare	Duncan Webster (Student Services & Safeguarding Manager)	duncan.webster@newcollege.ac.uk or Tel: 01793 611470 x 5201