

THE C&M
COLLEGE
NETWORK.

THE
CHEADLE
COLLEGE.

MARPLE
SIXTH FORM
COLLEGE.

proportal

ProPortal Parent Guide

CONTENTS

What is the Parent Portal?	3
How do I access it?	3
Logging on	3
The Dashboard	5
Information	6
Reports to Parents	7
Learner ILP - Completed by students	8
Typical BTEC/vocational student grade layout	10
A Level Structure	11
Vocational and BTEC Structure	11
Changing Your Password	12
Help	13

What is the Parent Portal?

Proportal is the electronic Individual Learning Plan (ILP) system. Every student in the college has an ILP which is updated throughout the year by students and teachers. It details progress on courses, important information, achievements, and targets for development. It is used to view, record, and track a wide range of information about all our students, such as their personal details, attendance, exam timetable and assessment marks. Parent ProPortal is a place where you as a parent or carer can view much of this information.

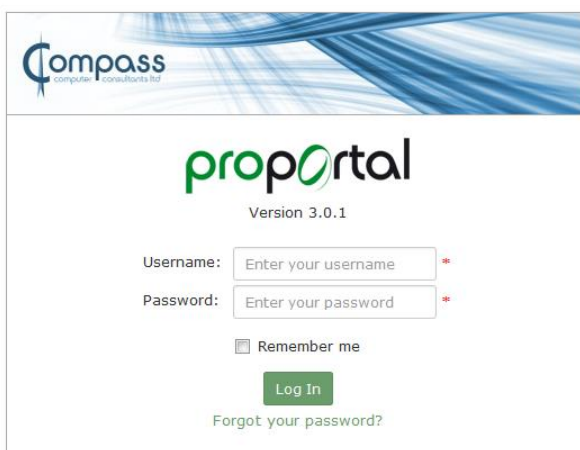
How do I access it?

Logging on

ProPortal is web-based and can therefore be accessed from anywhere with an internet connection.

Type in the web address to any browser, which is: <https://parents.cmcnet.ac.uk>

When you have accessed that you will be faced with a screen which asks you for your username and password



▼ SECURITY

Never give your password details to anyone else.

▼ CHANGE IT!

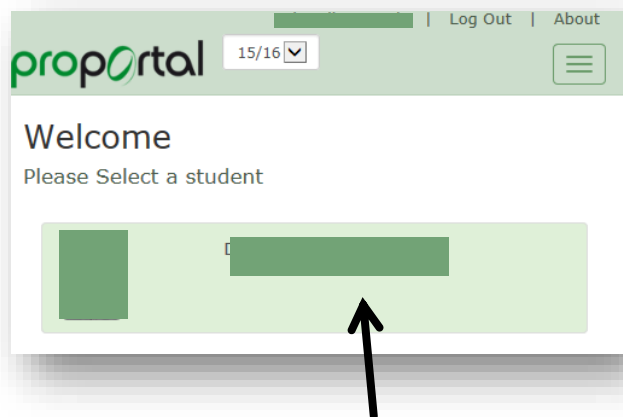
If you are concerned that someone may know your password change it by clicking the student name on the top right and select change password

Your username and password will have been emailed to you if we have been provided with a parent/carers email address.

Please check your junk email folder and contact us if you have not received your login details

proportal@cmcnet.ac.uk

After clicking 'Login' you will see the name and photograph of your son or daughter. Clicking their name will take you to their personal page.

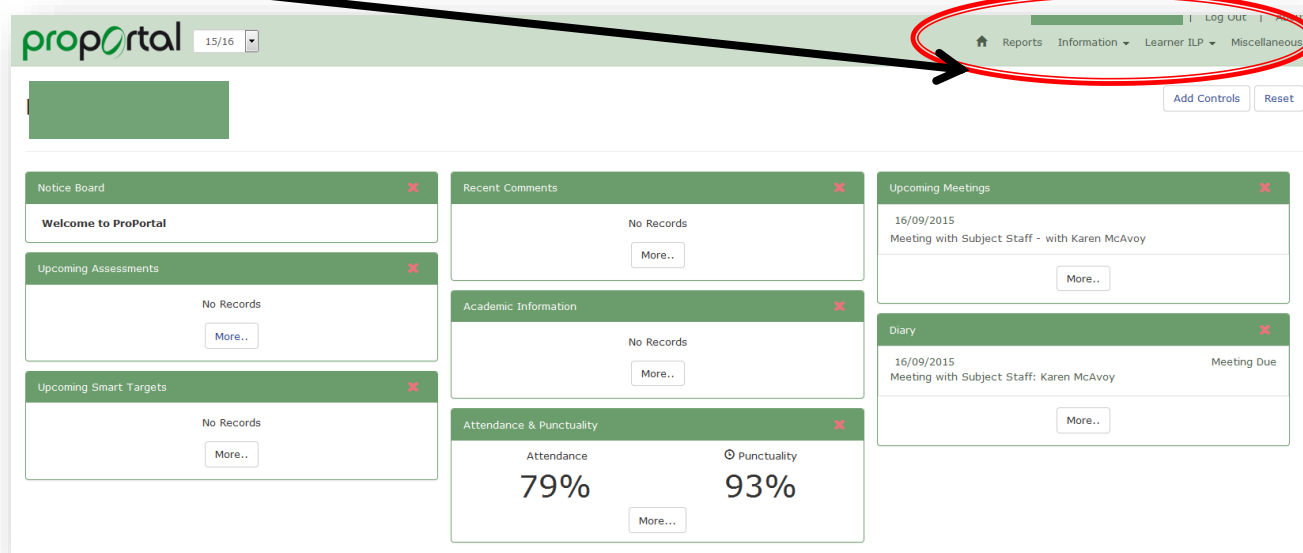


Click on student name once logged in

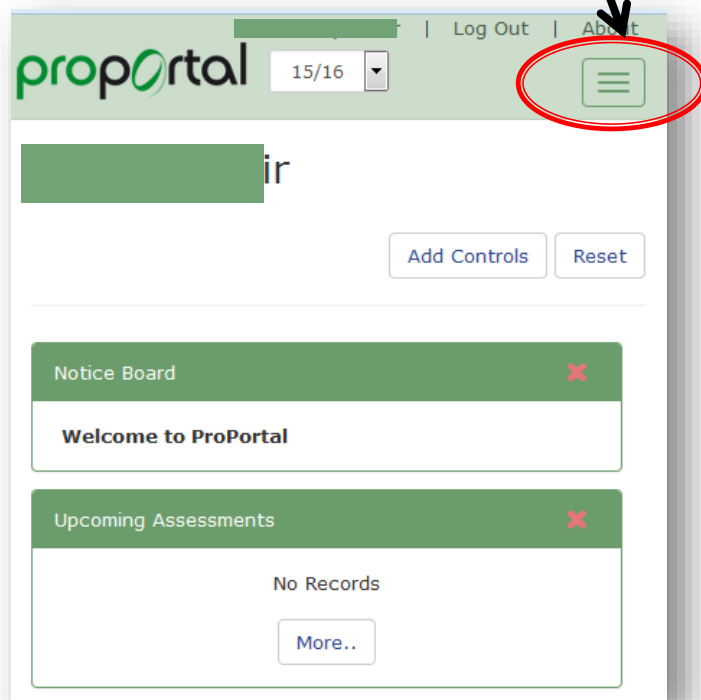
Proportal is a responsive website which means it will resize depending on the device you are accessing it on.

For example:

A normal desktop PC or laptop will most likely look like this when you log on with menu items across the top



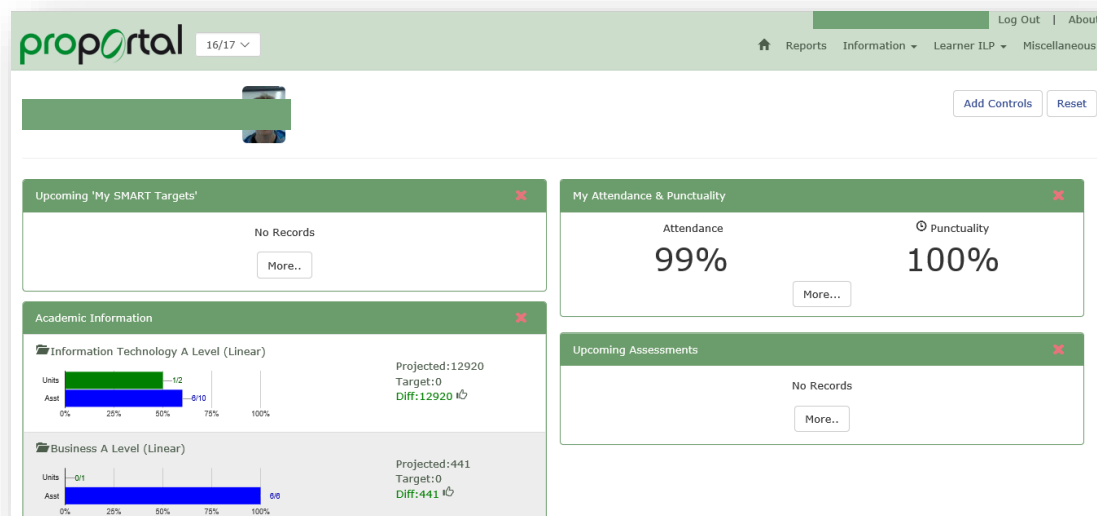
If you are on a smaller device such as a mobile phone or tablet, then the menu items will be in the drop-down list in the square on the top right



The Dashboard

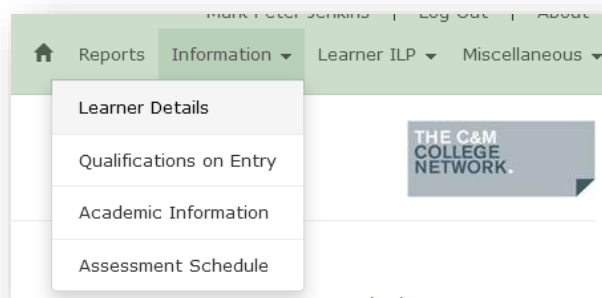
Once you have selected the student, the dashboard appears.

Here you can see upcoming SMART targets, overall attendance and punctuality and upcoming assessments. Clicking on "More" on each panel will take you to a page showing more information on that topic area.



Information

These can be found on the information menu.



- **Qualifications on Entry** – GCSE results and other qualifications
- **Academic Information** - Here you can view grades for assignments or units on courses. Please note this feature is not used by all courses.
- **Assessment Schedule** – Assessment and dates of assessments will be displayed here. Please note this feature is not used by all courses.

Learner Details

1. The learner details page shows a student's photograph, name, date of birth and other personal details. Any changes to these details can be made via the student and their tutor.
2. Courses enrolled on
3. Groups and teachers
4. Reports e.g. timetable, exams timetable, attendance (**These can only be accessed in college by students**)

Learner Details
(Katie Louise Jenkins (60904702))

Personal Details

Name: [Redacted]
Ethnicity: English/Welsh/Scottish/Northern Irish/British

Enrolment Details

Student Group	Course
#BWS-V-C3B3B (Tutor BWS Y12 BUS-3CR-C)	TUT-BR1-CEF (Tutorial - Vocational (Brunwood) YR 12)
BUS-3CR-C11MB (Business BTEC 90-Credit Diploma (Law))	BUS-3CR-CEF (Business BTEC 90-Credit Diploma (Law))
No Group	SPV-OTU-CEF (Your Future)

Tutor Group Details

Tutor Group	Tutor
#BWS-V-C3B3B (Tutor BWS Y12 BUS-3CR-C) [Main Tutor Group]	

Student Group Details

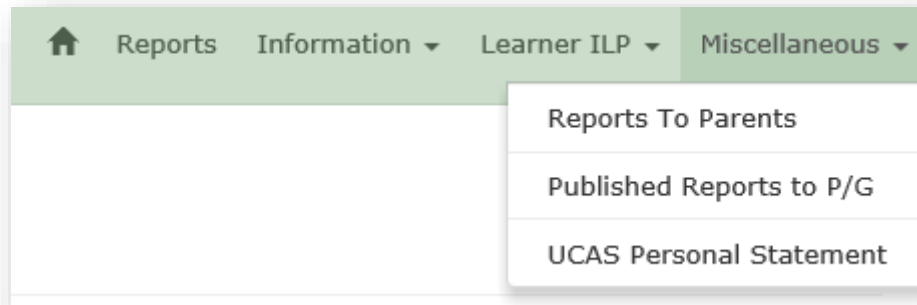
Student Group	Manager
#BWS-V-C3B3B (Tutor BWS Y12 BUS-3CR-C)	
BUS-3CR-C11MB (Business BTEC 90-Credit Diploma (Law))	
No Group	

Reports (currently only available in-college)

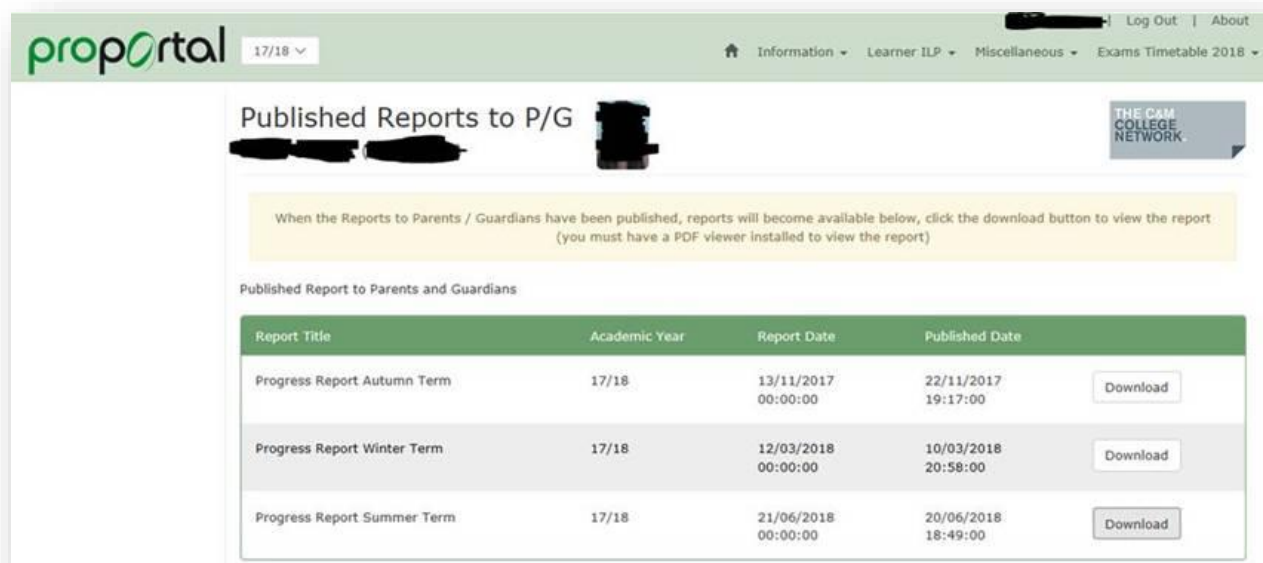
My Attendance: Attendance for current year
My Lessons: Timetable List

Reports to Parents

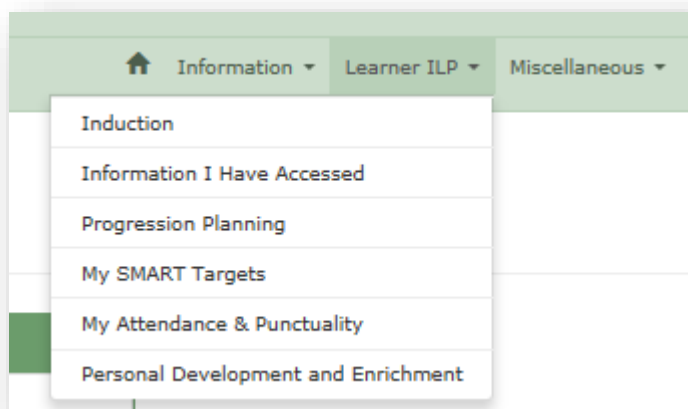
Under Miscellaneous on the top left menu click on **“Published Reports to P/G”**



Then click on the download button next to the current report (this will be downloaded as a PDF document).



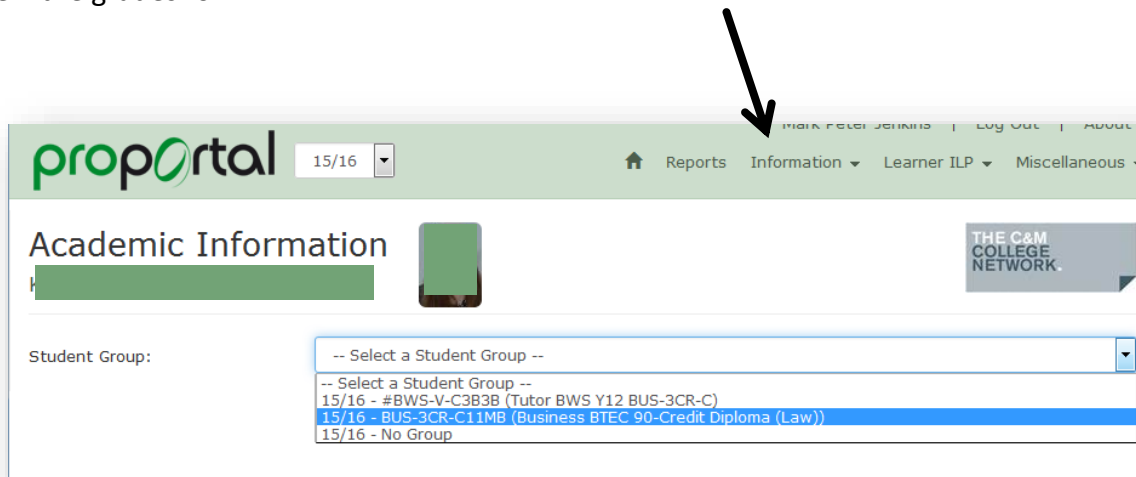
Learner ILP - Completed by students



1. **Induction** – Students can record any factors which may affect their learning progress such as additional support requirements.
2. **Information I have accessed** – This is a reference to important information that every student should read within the first few weeks of their course – the student handbook. They should tick to confirm that they know how to access the student handbook before clicking “Save”.
3. **Progression Planning** – This area will contain the UCAS passport which students applying to university will need to complete before their meeting with a careers advisor to confirm their choices. All students will complete progression planning in a separate system called UniFrog.
4. **My SMART targets** – Here students can see a copy of all of the SMART targets currently set. Students can add their own. This can be modified by students at any time.
5. **My Attendance and Punctuality** – This shows a summary of attendance and punctuality by group
6. **Personal Development & Enrichment Evidence** – Here students can record any activity that comes under any of the 6 themes of Every Child Matters these are: Stay Safe, Be Healthy, Enjoy and Achieve, Achieve Economic Well Being, Make a Positive Contribution & Equality and Diversity. This can be added to by students at any time

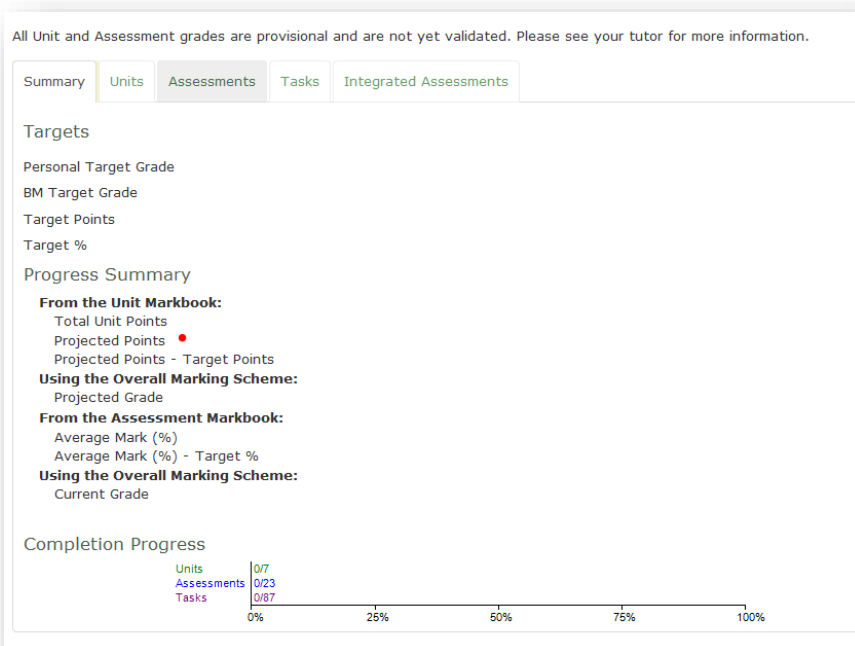
As mentioned briefly above you can view various details about a student’s progress through the course:

To view grades, select **academic information** from the **information** menu and select a subject to view the grades for.



Once you select a subject you will see a list of the grades for work completed on that course. The summary shows progress so far with the average mark, current grade, and target grades

The format of this will vary from course to course but typically you will see a list of units, the assessments within those units and the grades achieved so far. For BTEC qualification you will see a tasks tab where you can see P (pass), M (Merit), D (Distinction) achievement.



Typical BTEC/vocational student grade layout

The summary tab will show overall progress.

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary Units Assessments Tasks

Targets

Personal Target Grade	D	BM Target Grade	D
Target Points	510	Target %	55

Progress Summary

From the Unit Markbook:		From the Assessment Markbook:	
Total Unit Points	505	Average Mark (%)	70.37
Projected Points	505	Average Mark (%) - Target %	15.37
Projected Points - Target Points	-5.00	Using the Overall Marking Scheme:	
Using the Overall Marking Scheme:		Current Grade	NYP
Projected Grade	D		

Completion Progress

Category	Completed	Total
Units	7/7	7/7
Assessments	24/24	24/24
Tasks	62/72	62/72

BM target grade is a grade they should be achieving based on previous educational history and grades

Projected grade is the grade which based on completed items so far, is the grade they are expected to achieve (as a predication)

Units Tab will show the grade achieved for each unit.

Student Group: 16/17 - CMP-3SD-M11MB (Creative Media BTEC Subsidiary Diploma ())

Teacher(s): Linda Griffiths, Michael Lott

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary Units Assessments Tasks

Unit	Weight	Level	Complete	Mark	Grade	Completed Date
KA 16/17 Voc - Key Assessments 16/17 Vocational	0	3	<input type="checkbox"/>			
Unit 1 - Pre-Production Techniques	5	3	<input checked="" type="checkbox"/>	9	D	19/06/2017
Unit 19 - Digital Graphics for Interactive Media	10	3	<input checked="" type="checkbox"/>	8	M	10/05/2017
Unit 2 - Communication Skills for CM Production	5	3	<input checked="" type="checkbox"/>	8	M	19/06/2017
Unit 3 - Research Techniques for Creative Media	10	3	<input checked="" type="checkbox"/>	8	M	19/06/2017
Unit 58 - DVD Menu Design & Authoring	10	3	<input checked="" type="checkbox"/>	8	M	28/03/2017
Unit 60 - Interactive Media Authoring	10	3	<input checked="" type="checkbox"/>	9	D	13/06/2017
Unit 62 - Video Production	10	3	<input checked="" type="checkbox"/>	9	D	13/06/2017

A Level Structure

For A Level courses you will see three tabs, a summary tab, units tab and assessments tab. The summary tab is the most useful as it shows their average mark and current progress grade. Here you can compare the student's current progress with their target grades.

Grade	Target %
A	80
B	70
C	60
D	50
E	40

For GCE A level courses, the following boundaries shown on the left apply. These are automatically worked out from homework and test marks that the teachers enter. Please note that early on when there are not many marks in the Mark Book, a very good or very poor **result** can skew the progress grade making it appear better or worse than it is. Internal assessment marks will be superseded by the outcomes from external module (unit) examinations. Most A Level courses are assessed by two modules.

The first 2 key assessments may not be marked with a grade

Vocational and BTEC Structure

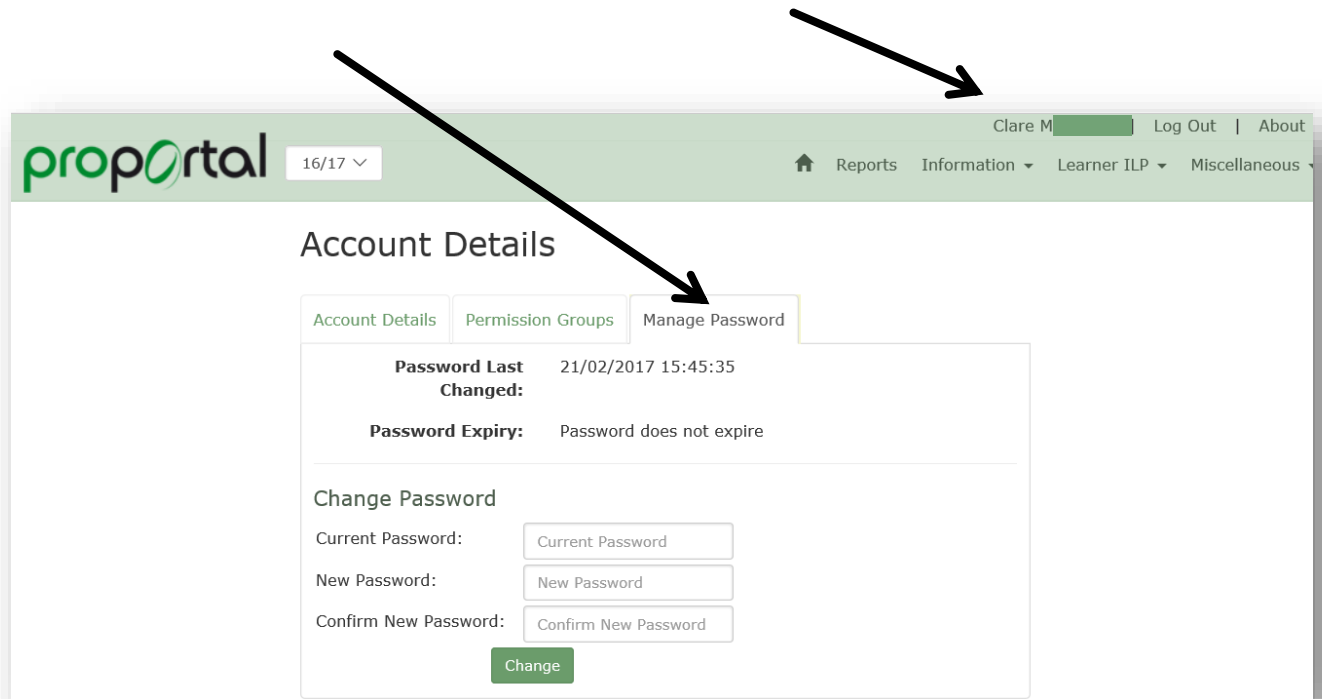
For vocational and BTEC courses, you will see 4 tabs, a summary, units, assessments, and tasks tab. The summary tab is the most useful as it shows the overall progress of the student. In class students' complete units which are then graded as **Pass, Merit or Distinction**.

Each unit grade is awarded several points (this varies depending on the course and if L1, L2 or L3) which are multiplied by the weighting of the unit. All these points add together to make the total unit points. These total unit points determine the overall student grade. To gauge a student's progress, you should compare the projected grade with their national average and target grade. The projected points and grade is based on how well the student has done so far and if they were to continue at that level for the rest of the course, they should achieve.

If you require any subject specific information, please ask your son/daughter to contact their subject teacher.

Changing Your Password

To change your password, click on your name on the top right corner
Then select the manage password tab.



The screenshot shows the ProPortal interface. At the top right, the user's name 'Clare M' is visible next to 'Log Out' and 'About' links. Below the navigation bar, the 'Account Details' page is displayed. It has three tabs: 'Account Details', 'Permission Groups', and 'Manage Password'. The 'Manage Password' tab is selected. Under this tab, there are two sections: 'Password Last Changed:' with the value '21/02/2017 15:45:35' and 'Password Expiry:' with the value 'Password does not expire'. Below these is a 'Change Password' section with three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Each field has a placeholder text matching the label. A green 'Change' button is located at the bottom of the form. Two black arrows point to the user's name and the 'Manage Password' tab.

Enter your current password in once then new one in two times

Click Change

Help

If you need help with the ProPortal please contact a member of the ProPortal support team at:

proportal@cmcnet.ac.uk

Privacy Notice:

The Cheadle and Marple College Network is committed to compliance and protection of personal data as specified in the General Data Protection Regulations (GDPR). We will only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. In order to comply with statutory or legal obligations or in the legitimate interests of the organisation or individual, your information may be shared with and processed by third parties. The Cheadle and Marple College Network also use software supplied by third parties. These third parties will have separate privacy and data policies and practice independent of those of The Cheadle and Marple College Network, however we will seek assurance that they have equivalent levels of protection for your personal data. The Cheadle and Marple College Network will, in all circumstances, aim to safeguard the vital interest of the individual. Our full Privacy Statement is available on our website