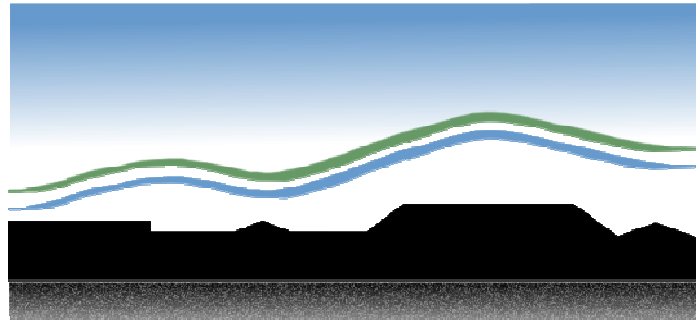


Ercall Wood Technology College



Parent Guide to the School ePortal System

Version 1: Date: March 16th 2011

1. Introduction

Data about our students is held on the schools Management Information System. Our staff access the system via a web based application known as ePortal.

The school has decided to extend the use of ePortal to allow parents or guardians of our current students to view data held about their children by accessing the system over the internet.

Using this system parents will be able to see up to date information about their children. The data which will be available to parents includes:

- Personal Details
- Students Timetables
- Attendance Details
- Progress Tracking

We believe that allowing access to this information will enable parents to take a more direct and active role in their child's education.

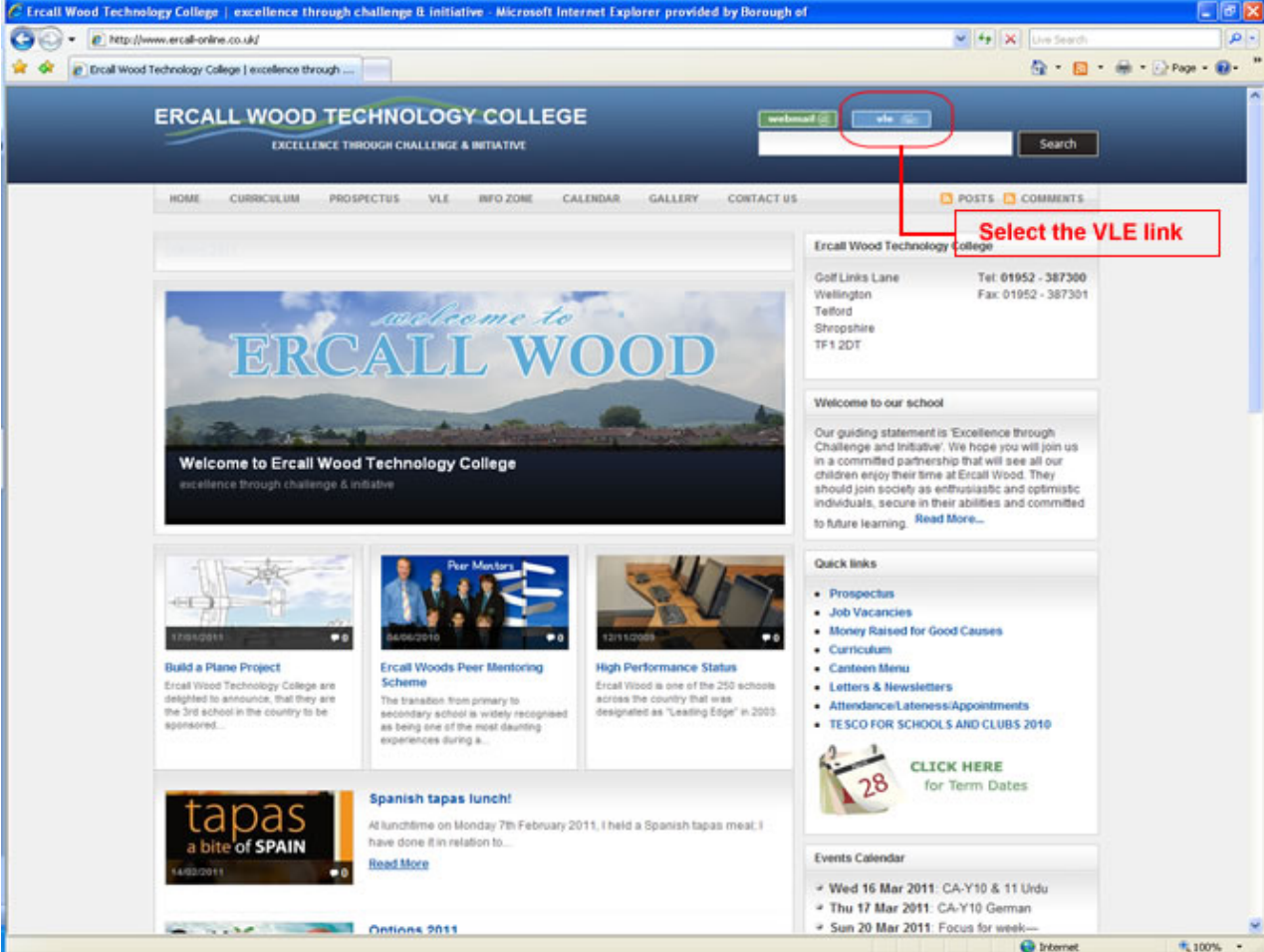
In order to access the data held about your child/children you will need access to a Personal Computer with a connection to the internet. The ePortal system is accessed via the schools internet page and requires Internet Explorer v6 or higher or another suitable Internet Browser.

To view certain documents stored within the system your PC also needs to have the Adobe Acrobat PDF Viewer available.

2. Accessing ePortal

Access to ePortal is made via the school internet home page. The school internet page can be found at www.ercall-online.co.uk

Select the VLE link on the right hand side of the home page:



The screenshot shows the website for Erccall Wood Technology College. The browser window title is "Erccall Wood Technology College | excellence through challenge B initiative - Microsoft Internet Explorer provided by Borough of". The address bar shows "http://www.ercall-online.co.uk/". The website header features the college name and tagline "EXCELLENCE THROUGH CHALLENGE & INITIATIVE". A navigation menu includes links for HOME, CURRICULUM, PROSPECTUS, VLE, INFO ZONE, CALENDAR, GALLERY, and CONTACT US. The "VLE" link is highlighted with a red circle and a red arrow pointing to a red box containing the text "Select the VLE link". Below the navigation menu, there is a large banner image with the text "welcome to ERCALL WOOD" and "Welcome to Erccall Wood Technology College". To the right of the banner, there is contact information for the college, including the address "Golf Links Lane, Wellington, Telford, Shropshire, TF1 2DT" and phone/fax numbers. Below the contact information, there is a "Welcome to our school" section with a guiding statement and a "Read More..." link. Further down, there are several featured articles or news items, including "Build a Plane Project", "Erccall Woods Peer Mentoring Scheme", "High Performance Status", and "Spanish tapas lunch!". On the right side of the page, there is a "Quick links" section with a list of links such as "Prospectus", "Job Vacancies", "Money Raised for Good Causes", "Curriculum", "Canteen Menu", "Letters & Newsletters", "Attendance/Lateness/Appointments", and "TESCO FOR SCHOOLS AND CLUBS 2010". Below the quick links, there is a "CLICK HERE for Term Dates" button. At the bottom right, there is an "Events Calendar" section with a list of events for March 2011.

Enter your username and password which will have been provided to you in a letter/email from the school and select the LOGIN button. The login details are case sensitive and must be entered exactly as they are shown in your letter. If you enter the password incorrectly 5 consecutive times, the account will be locked for a period of time before you will be able to try again. In the event that you should lose or forget your login details, you will need to apply to the school to have them re-set using the ePortal - New Password Request Form. Any new logon details will be sent to you in a letter or via e-mail. **Under no circumstances will new login details be sent home via the student or given over the telephone.**

Note – It is important that you keep your login details confidential. Under no circumstances should you share these details with any other person. Revealing your username and password to a third party would enable them to access personal details about your child.

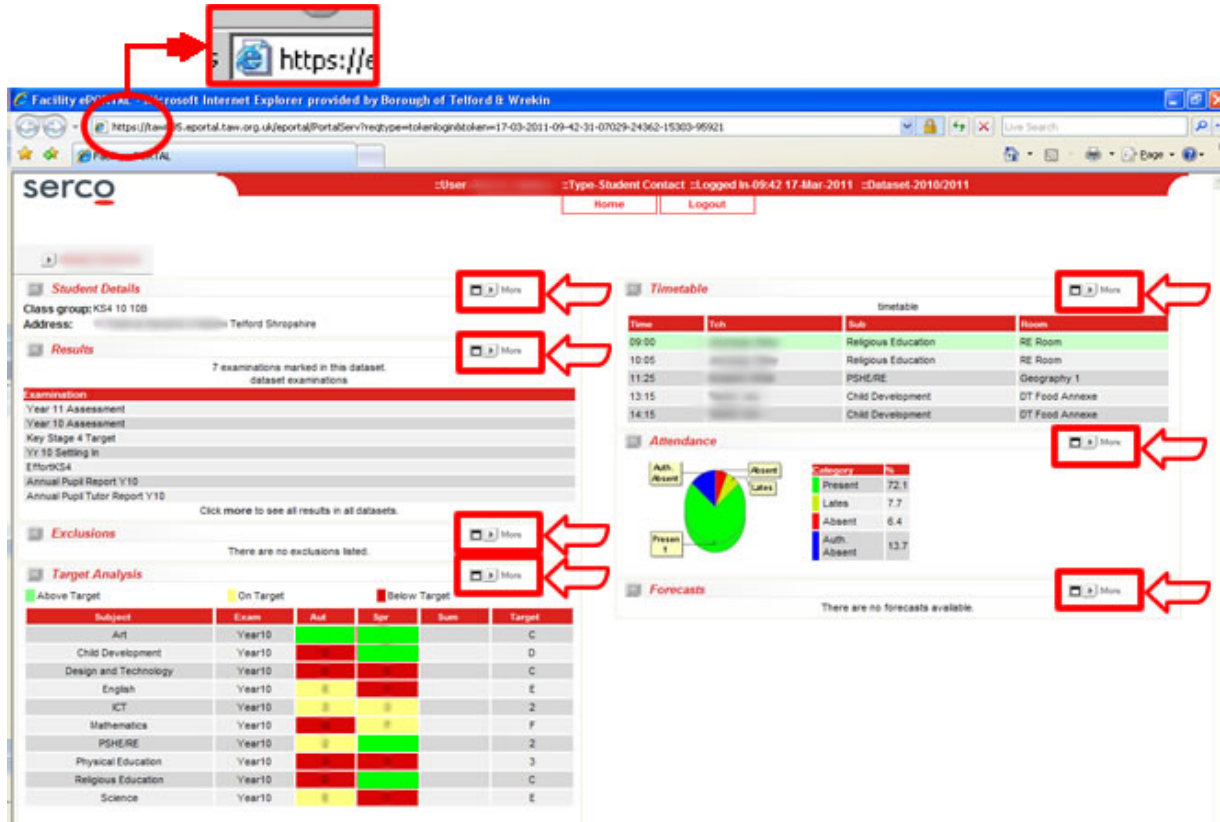


Once you have logged into the VLE you will be presented with a menu on the left hand side with a link to eportal.



Clicking on the link will open the ePortal logon screen in a new window as shown below. Check that the URL contains **https://** at the start of the address. This indicates that you are accessing a secure web address.

When you have successfully logged into ePortal you will be presented with a screen containing various panels of data about your child (or children). The picture below shows the general layout of the home screen and the various features it contains.



Panel Details

The following paragraphs briefly describe the data available in each panel.



Selecting the More Button next to any panel will open up a new screen with additional detailed information about that topic.



Selecting the Back Button from any new screen will return to the main ePortal home screen.

Students Details

Listed here are the basic details about the student. Select the More Button to show a more comprehensive list of the data we hold. This includes:

- Address details
- Date of Birth
- Contact phone numbers
- Doctors notes

We would encourage parents to check this panel of data and to inform the school if they believe anything is incorrect or missing. Please notify the appropriate Year Office with any changes.

Target Analysis

This panel shows the students targets for each subject along with the current assessment data against those targets. For KS3 and KS4 students, assessments are carried out 3 times per year (Autumn, Spring and Summer). For The colour coding indicates whether the assessment is on target (Yellow), above target (Green) or below target (Red) against the target for the current year.

Timetable

Shown on the ePortal home page you will find the student timetable for the current DAY. The time highlighted in green indicates the lesson the student should be in at the time the screen is being viewed.

Selecting the More Button will display the complete student timetable for the whole WEEK.

Attendance

Shown here is a summary of your child attendance for the CURRENT SCHOOL YEAR so far. A small pie chart shows the attendance in graphical form.

Selecting the More Button will open up a screen with the detail behind the summary and a breakdown of any absence, together with reasons for absence.

Additional absence data can be viewed by selecting the small tick boxes to the right of the Attendance screen to show Non-Statistical Absence and/or Lates.

Please remember to logout of ePortal and the VLE