

HOW TO MAKE THE MOST OF PRO PORTAL

ProPortal is a student record system that allows parents and guardians to view live information about their son/daughter such as attendance, timetable and progress data.

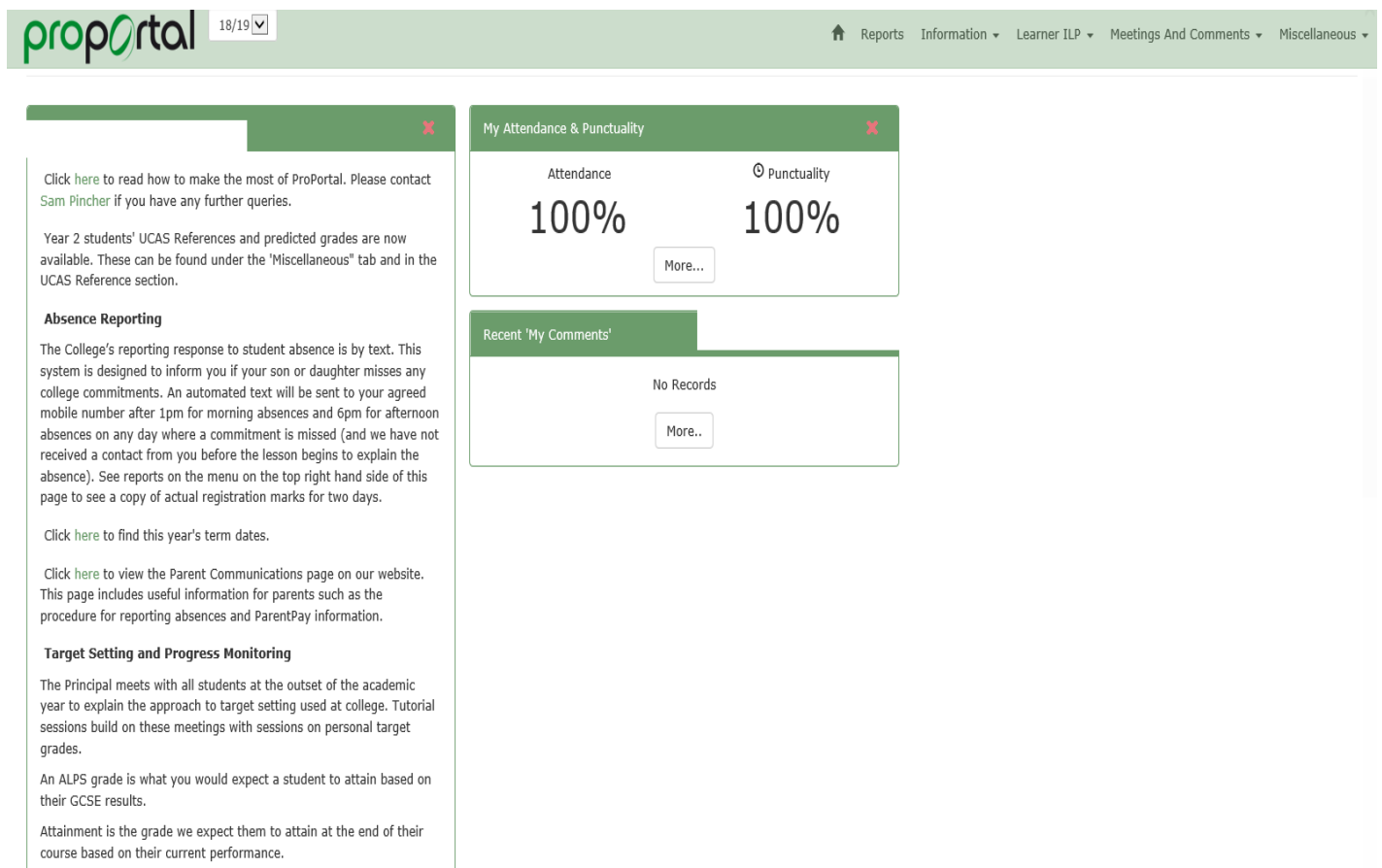
It is a self-registration system accessed via the Progress Monitoring page in the Parents section of our website <https://www.scg.ac.uk/parents/progress-monitoring>

Requests for access are handled within 24 working hours Monday - Thursday. If you have any queries on how to access and use ProPortal please contact Sam Pincher, Curriculum Support Administrator at sch@ssfc.ac.uk.

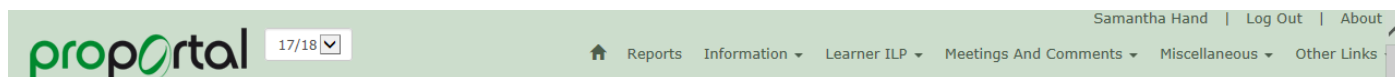
Once logged in, you should see a screen that looks similar to the image here



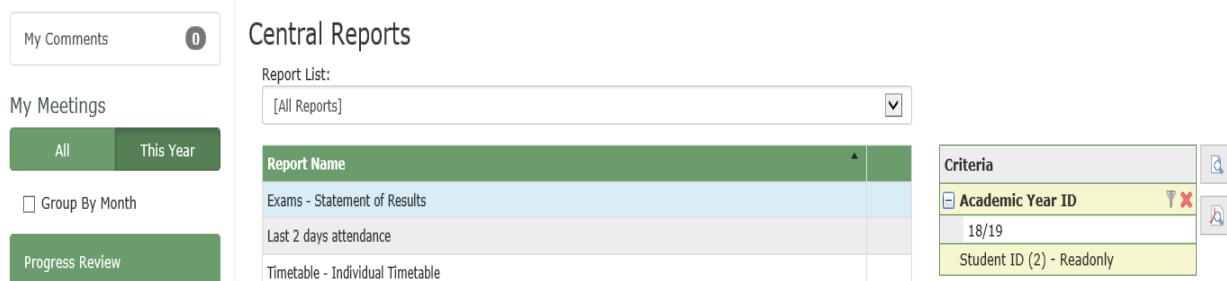
On selecting your 'student' you should see a screen with information below:



Access to student information can be made via the menu at the top of the screen:



'Reports' allows you to see your son/daughters timetable, a break down by subject of the last two days of attendance and any external exam results that have been published.

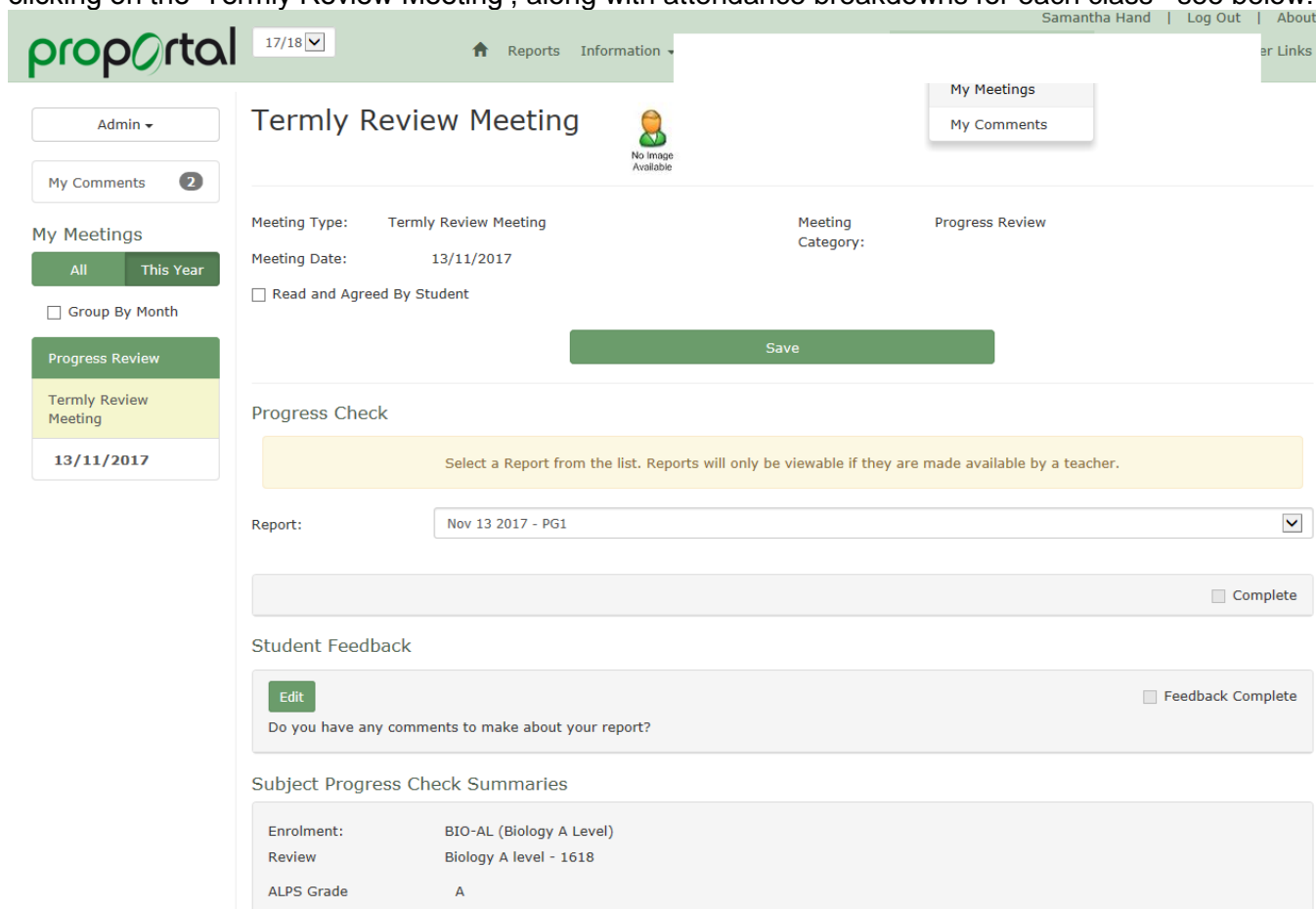


Note that you need to click on the  icon to actually view the report.

'Information' allows you to view the other information that is held eg. Achievements on entry, address on record etc.

'Learner ILP' is another route to attendance information.

Progress Review Grades – These will be found under the 'Meetings and Comments' section and by clicking on the 'Termly Review Meeting', along with attendance breakdowns for each class– see below:



Students will also discuss their progress grades with their tutors and comments will be left at the bottom of the same page:

proportal 17/18

Samantha Hand | Log Out | About

Home Reports Information Learner ILP Support Meetings And Comments Miscellaneous Other Links

Any record with a due date in the past and a status of either 'To Be Reviewed' or 'Reviewed' will have the status highlighted as overdue.

How I'm doing so far...

How I feel about my progress at the moment :

Exams or coursework commitments that I have coming up :

A summary of positive feedback and suggestions for improvement that I have received :

My current career plans and what I need to do in order to make progress towards them (including any applications for next year) :

Save

Comments resulting from this meeting

No Records

Comments from previous reviews that are still outstanding:

No Records

Save

UCAS references and predicted grades can be found under the Miscellaneous section. These give a commentary and predicted grade at the start of year 2 of a 2 year academic or vocational Study Programme and are used as the basis for the eventual UCAS reference.