

# SIMS Learning Gateway for Parents and Carers

applicable to 7.146 onwards



Mini Guide

## Revision History

Version	Change Description	Date
7.146 - 1.0	Initial Release	19/06/2012

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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# 01 | Introduction

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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.

## Prerequisites

In order to access the SLG Parent site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	Mac
Internet Explorer 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 5.x	✓	✓
Mozilla Firefox 4.x	✓	✓
Safari 5.x	✓	✓

## 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.

## **01 | Introduction**

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.

**View My User Account - Francis Abbot**

First Name: Francis

Last Name: Abbot

Current Home Address: 16 Brickberry Close  
Hampton Hargate  
Peterborough  
PE7 8AR  
United Kingdom

Email Address: frankiea@hotmail.com

User Name: AbbotFranc@slg.allinone

User Name (pre-Windows 2000): SLGALLINONE\AbbotFr

## Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.

**Change My User Account Password**

Your new password must comply with this site's Password Policy

Old Password: [Text Box]

New Password: [Text Box]

Confirm New Password: [Text Box]

Change

2. Enter your new password in the **New Password** and **Confirm New Password** fields.

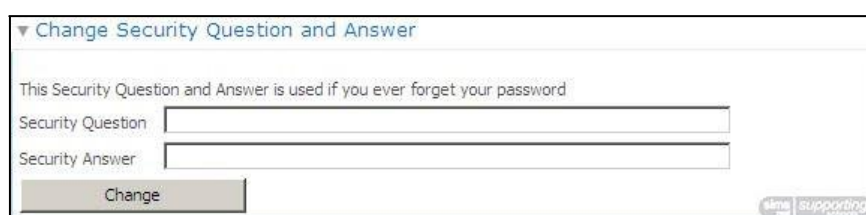
*NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.*

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.*

## Consolidating SLG User Accounts

If you have more than one SLG account, these can be consolidated using the **Consolidate My User Accounts** panel, enabling you to view all your information from use a single username and password. For example:

- A teacher whose children who attend the school that they work in will have a teacher account and a parent account. These can be consolidated so that when the teacher logs into SLG, they can simultaneously access the Teacher and Parent sites.
- If the Local Authority hosts the SLG sites for all its schools, a parent whose children attend different schools can consolidate all their SLG accounts and access all their children's information from a single login.

### 03 | Managing Your User Account

1. In the **Consolidate My User Accounts** web part, enter the **User Name** and **Password** of the account you wish to consolidate with the account you are currently logged in with.



The screenshot shows a web form titled "Consolidate My User Accounts". Below the title, it says "Enter the details of the User Account you wish to consolidate with the current one". There are two input fields: "User Name" with the text "sdsig\AddisoG" and "Password" with masked characters "\*\*\*\*\*". A "Continue" button is at the bottom left.

2. Click the **Continue** button to display a list of user names that can be consolidated.



The screenshot shows the same web form, but now it says "Choose which user name you wish the consolidated User Account to use". There are two radio button options: "Current user name (Abella)" with the subtext "This User Account is SLG Administered" and "Other user name (AddisoG)" with the subtext "This User Account is SLG Administered". At the bottom, there are "Back" and "Consolidate" buttons.

3. Select the user name radio button that you wish to use as the consolidated user account.
4. Click the **Consolidate** button. The accounts are now consolidated.

*NOTE: Any documents you uploaded to SLG whilst logged into the current user account will still be accessible after consolidation. However, it will not be possible to edit or delete documents that you uploaded to SLG via your other accounts before consolidation.*

# 04 | Viewing Your Children's Information

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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

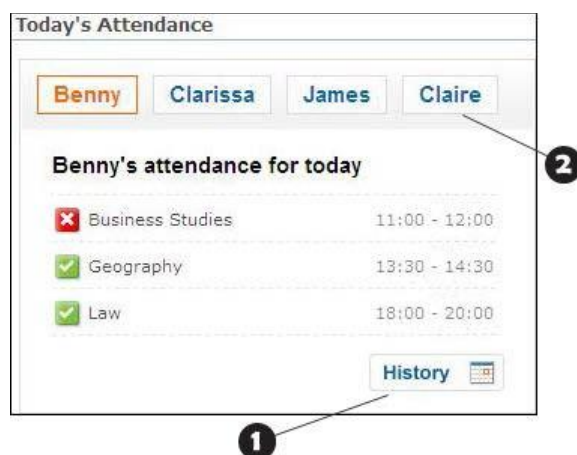
The **Headlines** panel displays important information about your children at a glance. Information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators for the current academic year.



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.

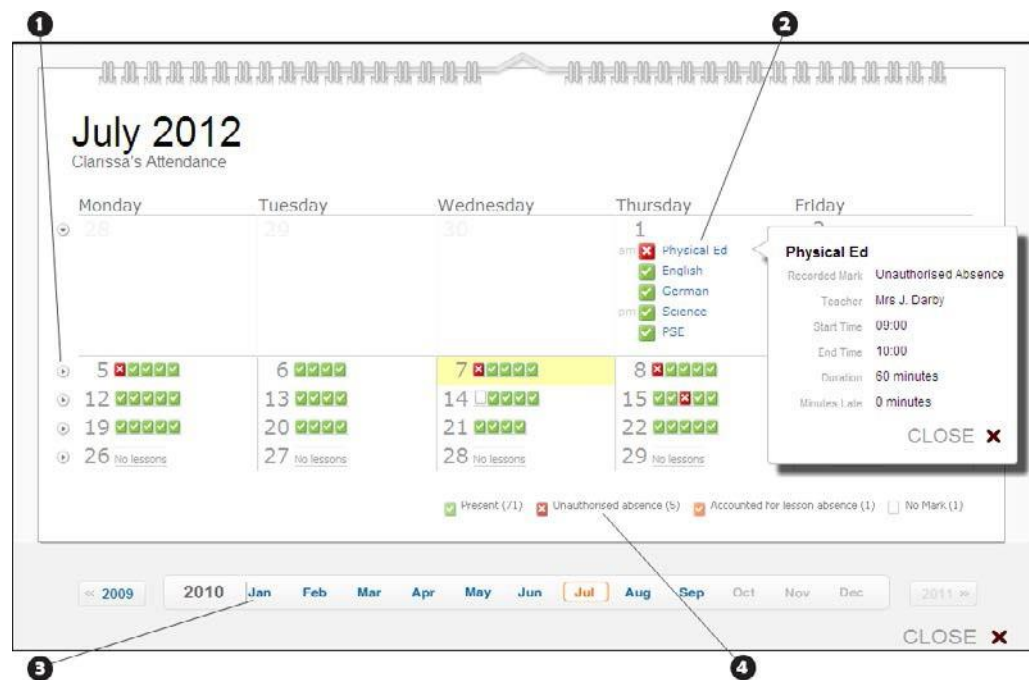
## Today's Attendance

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 <b>History</b> 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 <b>More Details</b> 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 <b>Close</b> button to return to the <b>My Children Dashboard</b> .

## Filtering Events by Date Range

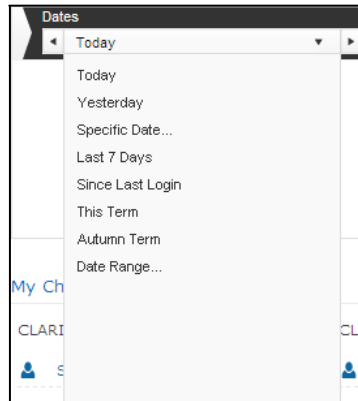
To filter events by date range:

1. Click the **Filter** button.

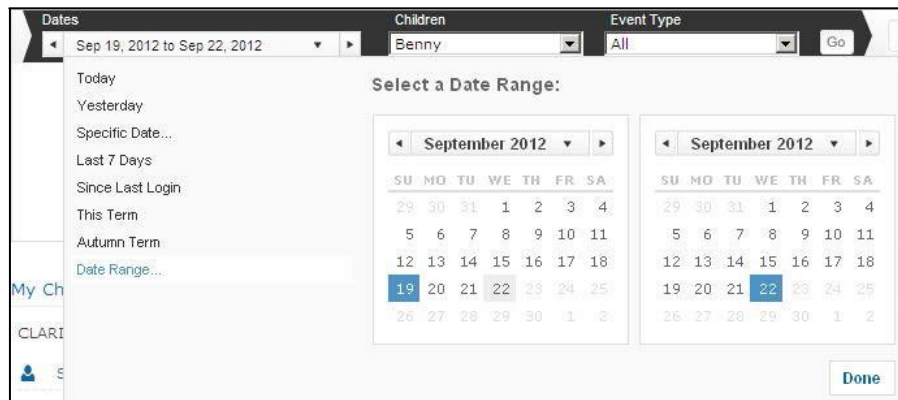


Filter button

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

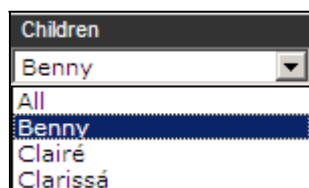
To filter the displayed events by individual child or by event type:

1. Click the **Filter** button.



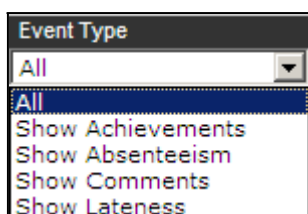
Filter button

2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.



## 04 | Viewing Your Children's Information

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.

A screenshot of the 'Student Basic Information' panel for a student named Ben Abbot. The panel has a title bar with '<< Back' and a close button. It contains a form with the following fields: 'Legal Forename' (Benjamin), 'Middle Name(s)' (Michael), 'Legal Surname' (Abbot), 'Preferred Surname' (Abbot), 'Preferred Forename' (Ben), 'Date of Birth' (12/07/1993), 'Age' (15 years, 4 months), 'Gender' (Male), and 'Birth Certificate Seen' (checked). To the right of the form is a large profile picture of the student. At the bottom left is a link 'More Student Details...' and at the bottom right is a 'SIMS' logo with the text 'supporting parents'.

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

- **Student Registration Information**

**Student Registration Information - Ben Abbot** << Back

Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2004	Admission Number	
Former UPN		Attendance Mode	All day
UPN		Local UPN	
Part Time Details:			
Start Date		End Date	

- **Student Address Information**

**Student Address Information - Ben Abbot** << Back

Current Home Address Details (Not Validated)	16 Brickberry Close Hampton Hargate Peterborough PE7 8AR United Kingdom
--	---

- **Student Telephone and Email Information**

**Student Telephone and Email Information - Ben Abbot** << Back

Telephone/Fax Numbers:				
Device	Location	Telephone Number	Main	Notes
Telephone	Mobile	07654 321123	Yes	
Telephone	Home	456 10910	No	
Email Addresses:				
Location	Main	Email Address	Notes	
Other	Yes	2912@ga.com		

- **Student Family Home Information**

**Student Family Home Information - Ben Abbot** << Back

Contacts:						
Is Home Address	Priority	Name	Relationship	Court Order	Telephone	Location
Yes	2	Abbot, Mr Francis	Father	No	456 232425	Work
Parental Salutation		Parental Addressee				
Mr and Mrs Abbot		Mr and Mrs F Abbot				
Mailing Point <input checked="" type="checkbox"/>						
Family Links:						
Name	Date of Birth	Year Reg	Gender	Date of Admission	Date of Leaving	Status
ABBOT, Claire	22/06/1984	(13) (G)	Female	04/09/1995	19/07/2002	Leaver
Abbot, Michael	17/01/1986	(13) (G)	Male	03/09/1997	23/07/2004	Leaver
Ablett, Joane	04/06/1987	(13) (H)	Female	08/09/1998	22/07/2005	Leaver
ABBOT, Clarissa	22/06/1995	9 9A	Female	05/09/2006		On Roll
Abbot, James	27/04/1996	8 8C	Male	03/09/2007		On Roll

- 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	

SIMS Supporting Schools

- Student Ethnic Cultural Information

**Student Ethnic Cultural Information - Ben Abbot** << Back

Ethnicity:  Ethnic Data Source:

Home Language:  Religion:

First Language:  English Additional:

Asylum Status:  Traveller Status:

National Identity:  Speaks Welsh:

Nationalities:

Nationality	Passport Number	Passport Expiry Date

SIMS Supporting Schools

- 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

SIMS Supporting Schools

- Student Additional Information

**Student Additional Information - Ben Abbot** << Back

Meals	Sandwiches	Recoupment	Peterborough
Modes of Travel	Public Bus Service	Connexions Assent	Connexions Assent Obl
Uniform Allowance	<input type="checkbox"/>	Route	
		LA Provided Transport	<input checked="" type="checkbox"/>

Eligible for Free Transport:

Start Date	End Date

Eligible for Free Meals:

Start Date	End Date
06/06/2006	05/06/2008
01/09/2004	05/06/2005

Linked Agencies:

Agency Name	Address	Telephone

Linked Agents:

Name	Address	Relation Type

SIMS Supporting Learning Gateway

- SEN Summary Information

**SEN Summary Information**  
Ben Abbot

SEN Status:

Date	Summary
13/04/2010	Changed to: A - School/Early Years Action.

Current Reviews:

Date	Type	Time	Summary
13/04/2010	Annual	10:38	Venue : Green Abbey School, Status : Planned

Current Provisions:

Date	Type	Summary

Future SEN Events:

Date	Type	Summary
22/04/2010	Occupational Therapist	Comments : Meeting with optometrist.

Statement Request:

Request Date	LA Response	Outcome

SIMS Supporting Learning Gateway



**More Information:**

Consolidating SLG User Accounts on page 9

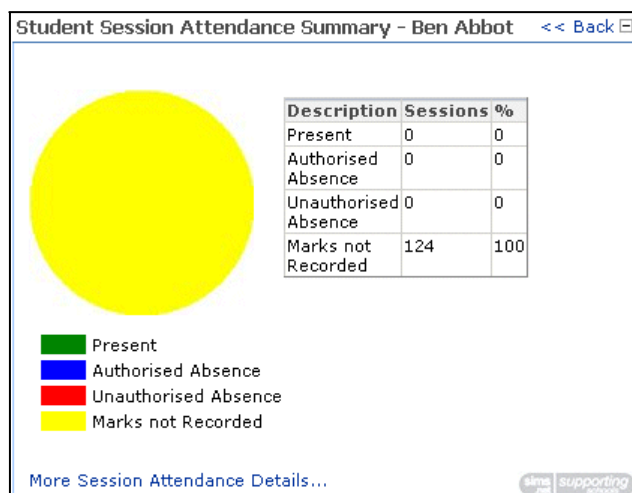
Viewing Homework on page 33

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.

Student Session Attendance Details - Ben Abbot

<< Back

The information displayed shows details of the student's session attendance.

End Date04/12/2012Refresh

Week ViewMonth View

Month View of Session Marks Between 03/09/2011 - 04/12/2012

Each cell contains session marks for a particular day e.g. morning and afternoon.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
September 2011								##	II	II	^	^	##	##	^	^	^	II	II	##	?
October 2011	II	II	II	II	II	##	##	II	II	II	II	II	##	##	II	II	U	^	##	##	?
November 2011				^	^	##	##	HH	HH	^	^	^	##	##	^	II	^	^	^	##	?
December 2011						##	##	^	^	II	II	##	##	II	II	^	^	^	##	?	
January 2012		##	##	NN	NN	##	##	II	II	^	^	NN	##	##	^	II	^	^	CC	##	?
February 2012				^	##	##	^	II	II	^	II	##	##	EE	EE	EE	EE	EE	EE	##	?
March						##	##	^	^	II	II	II	##	##	^	^	II	II	II	##	?




To view the session marks for another week or month:

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

**Student Session Attendance Details - Ben Abbot** << Back

The information displayed shows details of the student's session attendance.

End Date: 04/12/2012  Refresh

Week View ☐ Month View ☒ Each cell contains session marks for the morning and afternoon.

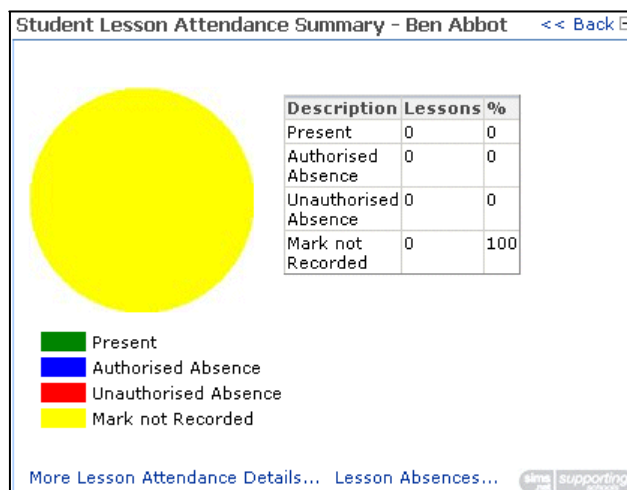
Month: September 2012

Month	M	T	W	Th	F	S	S
September 2011	31	1	2	3	4	5	6
October 2011	7	8	9	10	11	12	13
November 2011	14	15	16	17	18	19	20
December 2011	21	22	23	24	25	26	27
January 2012	28	29	30	1	2	3	4
February 2012	5	6	7	8	9	10	11
March 2012	Today Clear						

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

## 04 | Viewing Your Children's Information

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

Page < 14 of 53 >

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

Page < 14

Septemb

2013

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Period 3	Period 4	Period 5
Monday 03/12/2012	31	1	2	3	4	5	6	English English Room Attendance mark /	History Humanities Room 4 Attendance mark /	Art Art Room 3 Attendance mark /
Tuesday 04/12/2012	21	22	23	24	25	26	27	Mathematics Maths Room Attendance mark /	French Language Room 3 Attendance mark /	Science Science lab 3 Attendance mark /
Wednesday 05/12/2012	Today							Science Science lab 3 Attendance mark /	Science Science lab 3 Attendance mark /	History Humanities Room 4 Attendance mark /

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).

**Student Lesson Absences - Ben Abbot** << Back

Type of absence:

☒ Include Authorised Absences

☒ Include Unauthorised Absences

☒ Include only Post-Registration Absences

Date Range:

From  To

List of Absence Marks:

Name	Reg	Total	Period	Class	Mark
------	-----	-------	--------	-------	------

Summary of Absence Totals:

Code	Description	Total
------	-------------	-------

sim support

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).

**Student Lesson Absences - Ben Abbot** << Back

Type of absence:

☒ Include Authorised Absences

☒ Include Unauthorised Absences

☒ Include only Post-Registration Absences

Date Range:

From  To

List of Absence

Name	Reg	Total	Period	Class	Mark
------	-----	-------	--------	-------	------

Summary of Abs

Code	Description	Total
------	-------------	-------

sim support

## 04 | Viewing Your Children's Information

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).

Student Lesson Absences - Ben Abbot << Back

Type of absence:  
☒ Include Authorised Absences  
☒ Include Unauthorised Absences  
☒ Include only Post-Registration Absences

Date Range:  
From 02/09/2012 To 02/09/2013

Refresh

List of Absence Marks:

Name	Reg	Total	Mark
Summary of Absence Totals:			
Code	Description		

Calendar: 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			

sim support

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.

Student Conduct Summary - Ben Abbot << Back

Academic Year Academic Year 2011/2012 Refresh

Achievements - Total Points 3

Page 1 of 1 Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2011	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2011
04/10/2011	Excellent Effort	1	Sometimes reluctant to take part in group activities, Ben worked with a group in PE to create a successful gymnastic display.	Sports Certificate	04/10/2011
18/09/2011	School Band	1	In heats for area championships, Ben played solo to judges' acclaim	Other	18/09/2011

Behaviour - Total Points 5

Page 1 of 1 Items per page 10 Displaying 1-5 of 5 items

Date	Type	Points	Comments	Action	Action Date
05/03/2012	Equipment	1	Repeatedly forgetting PE kit	Written Punishment	05/03/2012
08/01/2012	Damage - Property	1	Poked holes in wall display with pen during lesson	Detention	08/01/2012
09/11/2011	Inadequate Work	1	Cursory effort at art homework	Written Punishment	09/11/2011
07/09/2011	Lunchtime Incident	1	Teasing Year 7 pupils over their hair colour - reminded of need to support new students who will be very uncertain in their first few days at school	Reprimand Given	07/09/2011

sim support

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

Student Conduct Summary - Ben Abbot << Back

Academic Year Academic Year 2011/2012 Refresh

Achievements- Total Points 3

Page 1 of 1 Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2011	Excellent Effort	1	Project on	Positive Referral	06/12/2011
04/10/2011	Excellent Effort	1	Want to take part in group work with a group in PE to full gymnastic display.	Sports Certificate	04/10/2011
18/09/2011	School Band	1	championships, Ben played claim	Other	18/09/2011

Behaviour- Total Points 0

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 Conduct Summary - Ben Abbot << Back

Academic Year Academic Year 2011/2012 Refresh

Achievements- Total Points 3

Page 1 of 1 Items per page 10 Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on	Positive Referral	06/12/2007



#### More Information:

Viewing Report Cards on page 31

## Student Assessment

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

Student Assessment Summary - Ben Abbot					<< Back
From	02/07/2011		To	02/12/2011	
Refresh					
Page	< 1 of 4 >	Items per page	10	Displaying 1-10 of 35 items	
Assessment	Description	Result	Notes	Date Achieved	
AR TA Art Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2011	
Average Point Score	Key Stage 3 Validated Result	35	Result Range 0 - 60	06/07/2011	
Citizenship TA	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2011	
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2011	
DA TA Des and Tech Sub	Key Stage 3 Validated Result	6	Level 6	05/07/2011	
DA TA Des and Tech Sub KS	Key Stage 3 Validated Result	6	Level 6	05/07/2011	
EN Read Test Level	Key Stage 3 Validated Result	5	Level 5	12/07/2011	
EN Read Test Level KS3	Key Stage 3 Validated Result	5	Level 5	12/07/2011	
EN TA English Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2011	
EN TA English Subject KS3	Key Stage 3 Validated Result	5	Level 5	05/07/2011	

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).

Student Assessment Summary - Ben Abbot					<< Back
From	02/07/2011		To	02/12/2011	
Refresh					
Page	< 1 of 4 >	Items per page	10	Displaying 1-10 of 35 items	
Assessment	Description	Result	Notes	Date Achieved	
AR TA Art Subj	Key Stage 3 Validated Result	5	Level 5	05/07/2011	
Average Point	Key Stage 3 Validated Result	35	Result Range 0 - 60	06/07/2011	
Citizenship TA	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2011	
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2011	

- 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).

Student Assessment Summary - Ben Abbot << Back

From 02/09/2011 To 02/12/2011

Refresh

Page 1 of 4 Items per page 10 Displaying 1-10 of 35 items

Assessment	Description	Result	Notes
AR TA Art Subject	Key Stage 3 Validated Result	5	Level 5
Average Point Score	Key Stage 3 Validated Result	35	Result R
Citizenship TA	Key Stage 3 Validated Result	Wa	Working standard
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working standard

Calendar: Dec 2011

- 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 Summary - Ben Abbot << Back

From 02/09/2011 To 02/12/2011

Refresh

Page 1 of 4 Items per page 10 Displaying 1-10 of 35 items

Assessment	Description	Result	Notes	Date Achieved
AR TA Art Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2011

## 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**.

Student Classes - Ben Abbot << Back

Effective Date 02/07/2011 Refresh

Student Classes

Time	Class Name	Subject	Teacher	Room
09:15	10T/Ar1	Art	Miss K. Burrows	Art Room 3
10:15	10T/Ar1	Art	Miss K. Burrows	Art Room 3
11:35	10x/Ma1	Mathematics	Mrs L. Vernon	Maths Room 4
12:35	10x/En1	English	Mr J. Atkinson	English Room 5
14:30	10x/Fr2	French	Mr M. Konchalski	Language Room 3

Student Timetable...



## 04 | Viewing Your Children's Information

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

Time	Class	Teacher	Room
09:15	10T/A	Miss K. Burrows	Art Room 3
10:15	10T/A	Miss K. Burrows	Art Room 3
11:35	10x/E	Mrs L. Vernon	Maths Room 4
12:35	10x/E	Mr J. Atkinson	English Room 5
14:30	10x/F	Mr M. Konchalski	Language Room 3

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.

Surname	Forename	Year	Reg Group	Admission Number
Abbot	Ben			
Austin	Cassi			
Beauvoir	Simone			
Bristow	Sydney			
Burnett	Fran			
Cooke	Rachael			
Davies	Olivia			
Gallagher	Patrick			
Harker	Mina			
Jonasdottir	Charlotte			

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.

Surname	Forename	Year	Reg Group	Admission Number
Abbot	Ben	10		
Austin	Cassi	20		
Beauvoir	Simone	30		



## 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.

Student Timetable							
<div> <div>New</div> <div>Actions</div> <div>Settings</div> </div>							
<div> <div> <div>←</div> <div>→</div> </div> <div>July 13 - July 19 2021</div> </div>						<div> <div>11</div>Day           <div>7</div>Week           <div>31</div>Month         </div>	
	13 Sunday	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday	19 Saturday
7 AM							
8							
9		9:15 AM Mon:1 - Physical Ed - RD - SH2	9:15 AM Tue:1 - Religious Ed - BPA - H3	9:15 AM Wed:1 - Religious Ed - BPA - H3	9:15 AM Thu:1 - Physical Ed - RD - SH2	9:15 AM Fri:1 - Art - KB - A3	
10		10:15 AM Mon:2 - Statistics - LV - M4	10:15 AM Tue:2 - History - EP - H4	10:15 AM Wed:2 - Religious Ed - BPA - H3	10:15 AM Thu:2 - English - JA - E5	10:15 AM Fri:2 - Art - KD - A3	
11							
12 PM		11:35 AM Mon:3 - English - JA - E5	11:35 AM Tue:3 - Mathematics - LV - M1	11:35 AM Wed:3 - Science - SM - S3	11:35 AM Thu:3 - French - MK - L3	11:35 AM Fri:3 - Mathematics - LV - M4	
1		12:35 PM Mon:4 - History - EP - H4	12:35 PM Tue:4 - French - MK - L3	12:35 PM Wed:4 - Science - SM - S3	12:35 PM Thu:4 - Science - SM - S3	12:35 PM Fri:4 - English - JA - E5	
2							
3		2:30 PM Mon:5 - Art - KB - A3	2:30 PM Tue:5 - Science - SM - S3	2:30 PM Wed:5 - History - EP - H4	2:30 PM Thu:5 - PSE - RM - L4	2:30 PM Fri:5 - French - MK - L3	
4							

## 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 <b>List</b> button to display all reports as a list with the most recent on top. |
| 4 | Click the <b>By Category</b> button to sort reports.                                       |

## 04 | Viewing Your Children's Information

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/>).*

# 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.

Green Abbey School

**DATA COLLECTION SHEET**

**Welcome**  
George Wong Year 12, N, Newton

**Welcome**  
Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

- Student Details**  
Basic details of the student eg preferred name, address and date of birth
- Contacts**  
Basic details of contacts associated to the student
- Medical**  
Medical information eg medical practices and medical conditions
- Dietary & Meal**  
Dietary information eg meal choices and dietary preferences
- Travel**  
Information about how the student gets to school, travel route
- Ethnicity**  
Ethnicity and culture details about the student eg nationality, first language
- Finish**  
Review changes and submit to school for processing

## 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.

Green Abbey School  
DATA COLLECTION SHEET

**Student Details**  
George Wong Year 12, N, Newton

Start Again?

**Basic Details**

Legal Name: George Wong

Preferred Name: George Wong

Date of Birth: 11/11/1994

Gender: Male

**Current and Future Addresses** + Add Address

17 Goldington, Tingewick, Buckingham, Buckinghamshire, MK18 4RL, United Kingdom

This is George's home address from 19/04/2006

**Emails** + Add Email

georgewong@live.co.uk

This is George's primary home email address

**Telephones** + Add Telephone

01272 554311

This is George's primary home telephone number

07994 444311

This is George's mobile telephone number

**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.

The screenshot shows the 'Contacts' page for 'YUK YEE WONG' in the 'DATA COLLECTION SHEET' section. The page is titled 'Contacts' and includes a subtitle 'George Wong Year 12, N, Newton'. A 'Start Again?' link is visible in the top right corner. The left sidebar lists the contact's name 'YUK YEE WONG' and other contacts 'KIN YA WONG' and 'GILL VAUGHNER', along with a '+ Add Contact' button. The main content area is divided into sections: 'Basic Details', 'Current and Future Addresses', 'Emails', and 'Telephones'. Each section has a '+ Add' button and a 'Delete' button. The 'Basic Details' section includes fields for Name, Gender, Relationship, Parental Responsibility, and Priority. The 'Current and Future Addresses' section shows two addresses with their respective validity dates. The 'Emails' section shows no email address recorded. The 'Telephones' section shows two telephone numbers with their respective types (work and home).

Green Abbey School  
DATA COLLECTION SHEET

**Contacts**  
George Wong Year 12, N, Newton

Start Again?

YUK YEE WONG >

KIN YA WONG

GILL VAUGHNER

+ Add Contact

**Basic Details** ✖ Delete Contact

Name Mrs YUK YEE WONG

Gender Female

Relationship Mother

Parental Responsibility Yes

Priority 1

**Current and Future Addresses** + Add Address

3, 3 Bendwick St, Terrytown, I43 9NU, United Kingdom ✖  
This is YUK YEE WONG's home address from 08/05/2012 until 22/05/2012

5, Chicken Run Lane, Collington, CO45 8PU, United Kingdom ✖  
This is YUK YEE WONG's home address from 23/05/2012

**Emails** + Add Email

No email address recorded

**Telephones** + Add Telephone

457862 ✖  
This is YUK YEE WONG's work telephone number

219460 ✖  
This is YUK YEE WONG's home telephone number

## 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.

The screenshot displays the 'Medical' page within the SIMS Learning Gateway for Parents and Carers. The page is titled 'Medical' and shows information for 'George Wong Year 12, N, Newton'. The page includes a 'Start Again?' link in the top right corner.

The main content area is divided into four sections:

- Medical Practices:** This section includes a '+ Add Medical Practice' link and a text input field containing 'Stanton Surgery, Ridgewick Street'. Below this is a 'Medical Practice Notes' section with a text input field.
- Medical Conditions:** This section features a list of medical conditions on the left, a list of selected conditions on the right, and a '+ Add Medical Condition' link. The list of conditions includes: A.D.H.D., Arthritis, Asthma, Chronic Fatigue Syndrome, Diabetes, Cczema, Hayfever, Multiple Sclerosis, Myalgic Encephalopathy, None, Osteoporosis, and Post Viral Fatigue Syndrome. The selected conditions list contains 'Epilepsy'.
- Other Medical conditions:** This section includes a text input field.
- Disabilities:** This section includes a '+ Add Disability' link and a text input field containing 'No disability recorded'.

The page also features a navigation bar at the top with icons for various data collection sheets: Medical, Personal, Academic, and others. The 'Medical' icon is highlighted.

## 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.

Green Abbey School  
DATA COLLECTION SHEET

**Meals and Dietary**  
George Wong Year 12, N, Newton [Start Again?](#)

**Meal Choices**

Monday	Home
Tuesday	Home
Wednesday	Home
Thursday	Home
Friday	Home

**Dietary Needs**

Artificial colouring allergy  
Gluten free  
Halal  
Kosher foods only  
No dairy produce  
No nuts of any type/quantity  
Seafood allergy  
Vegetarian

>>  
<<

No pork

Additional Needs



## Entering Travel Information

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

Green Abbey School  
DATA COLLECTION SHEET

**Travel**  
George Wong Year 12, N, Newton

Start Again?

Travel Mode: Boarder - not applicable

Other Travel Mode:

Travel Route: East Town

Other Travel Route:

## Entering Ethnicity Information

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

Green Abbey School  
DATA COLLECTION SHEET

**Ethnicity**  
George Wong Year 12, N, Newton

Start Again?

Ethnicity: Chinese + any other ethnic group

National Identity: Other

Religion: Buddhist

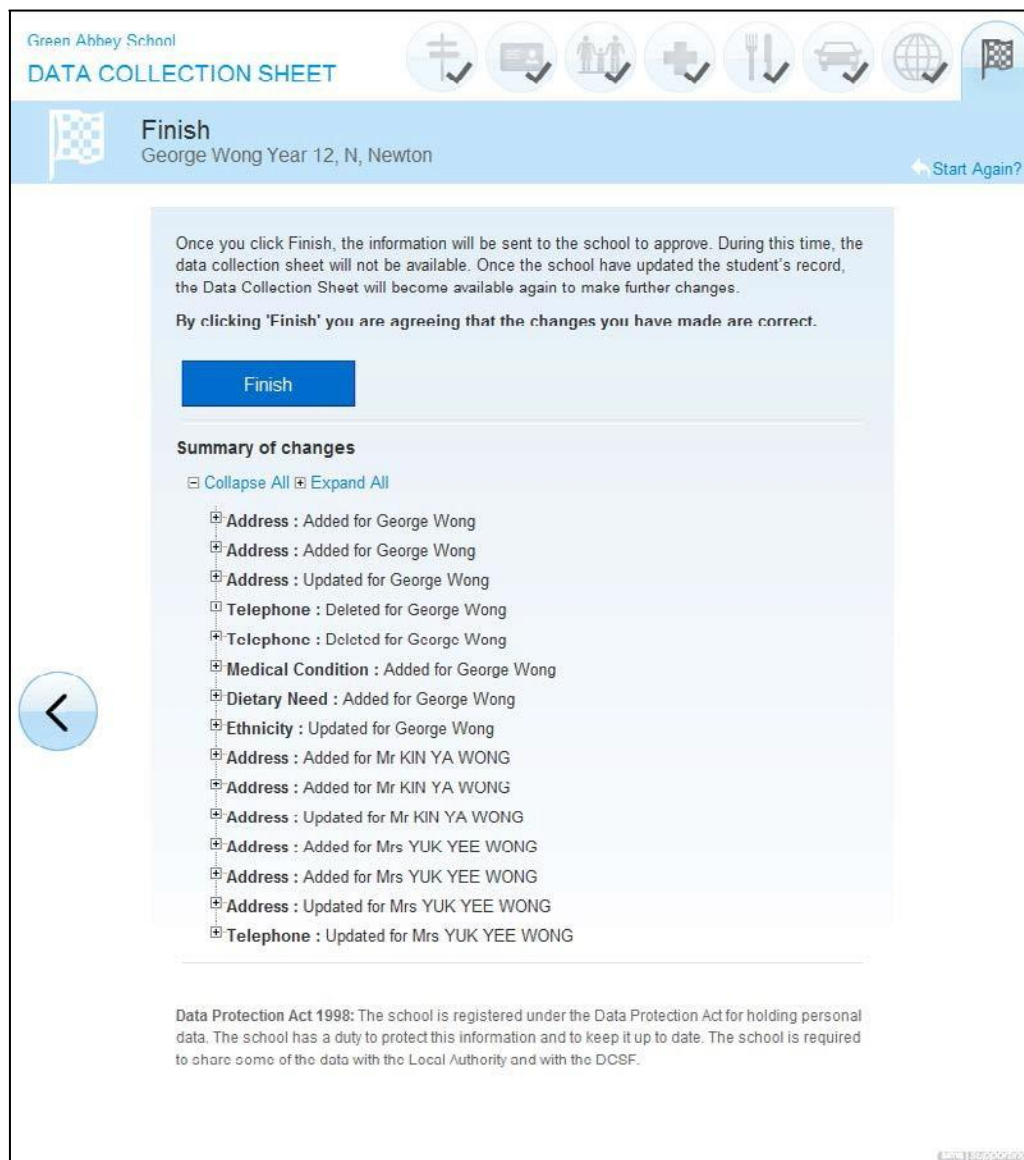
First Language: Chinese

English as an Additional Language: No

Speaks Welsh: Information Not Obtained

## 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.



Green Abbey School  
DATA COLLECTION SHEET

**Finish**  
George Wong Year 12, N, Newton

[Start Again?](#)

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.

By clicking 'Finish' you are agreeing that the changes you have made are correct.

**Finish**

**Summary of changes**  
[Collapse All](#) [Expand All](#)

- ☒ Address : Added for George Wong
- ☒ Address : Added for George Wong
- ☒ Address : Updated for George Wong
- ☐ Telephone : Deleted for George Wong
- ☒ Telephone : Deleted for George Wong
- ☒ Medical Condition : Added for George Wong
- ☒ Dietary Need : Added for George Wong
- ☒ Ethnicity : Updated for George Wong
- ☒ Address : Added for Mr KIN YA WONG
- ☒ Address : Added for Mr KIN YA WONG
- ☒ Address : Updated for Mr KIN YA WONG
- ☒ Address : Added for Mrs YUK YEE WONG
- ☒ Address : Added for Mrs YUK YEE WONG
- ☒ Address : Updated for Mrs YUK YEE WONG
- ☒ Telephone : Updated for Mrs YUK YEE WONG

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

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