

A Guide to Promonitor for Parents

Havering
Sixth
Form
College

I.T. Services

Havering Sixth Form College

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Accessing the system

- Go to College Website www.havering-sfc.ac.uk and select the Parent Information Option Tab and choose Student Progress.
- From the web page click on the link as indicated below



Accessing the Portal

Details of how to access Proportal and instructions are located in the attachment below.

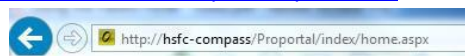
LOGIN TO PROMONITOR FOR PARENTS

If you experience any problems please contact I.T. Services Helpdesk
tel: 01708 514501.

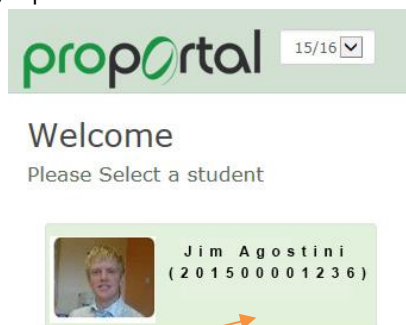
Alternatively complete the [form](#) on the contact us page

GUIDE TO PROMONITOR FOR PARENTS

- Alternatively open your web browser and type the url <http://compass.havering-sfc.ac.uk/Proportalparent> in the address bar as shown and press enter.
- From the proportal dialog box type the username and password provided and click on the Login button



- Once logged on, the Proportal Home page is displayed showing the student(s) name and photograph.



- Click on the student name and this will open the proportal.

The Dashboard

The Dashboard gives an overview of the system in one place: To Access other information choose an option from the menu options and drop down lists

Learner Badges

- Learner badges are displayed next to the student picture
- These are set to show attendance and punctuality. Below is a grid which shows an explanation of how we are using these badges.



Attendance

Learner Badge Values					
	Badge Code	Name	Tooltip	I	
▶	...	Excellent	Excellent Attendance	100% Attendance	😊
	...	High	High Attendance	Attendance on or above 95%	😊
	...	Low	Low Attendance	Attendance between 85% and...	⚠️
	...	Very Low	Very Low Attendance	Attendance below 85%	⚠️

Punctuality

	Badge Code	Name	Tooltip	I	Background Col...	Show In Pro Po...
▶	Excellent	Excellent punctuality	96-100%		#99CC00	<input checked="" type="checkbox"/>
▶	High	Good punctuality	90-95%		#FFFF00	<input checked="" type="checkbox"/>
▶	Poor	Poor punctuality	<90%		#FF0000	<input checked="" type="checkbox"/>

Personal Details/Enrolment

- Information such as Enrolment and Tutor group details are available by selecting the option from the drop down menu bar at the top of the screen

The screenshot shows the ProPortal interface for user Jim Agostini. At the top, there is a navigation bar with 'Information' selected. A dropdown menu is open, showing options: 'Personal Details / Enrolments' (highlighted in yellow), 'Qualifications On Entry', 'Assignment and Test Marks', and 'Assessment Schedule'. Below the menu, there are sections for 'Notice Board', 'Upcoming Assessments', and 'Academic Information', each showing 'No Records'.

Student ILP

- Information such as Attendance and Punctuality are available by selecting the option from the drop down menu at the top of the screen. My Attendance and Punctuality screen is displayed.

The screenshot shows the 'Student ILP' dropdown menu. The options are 'My Documents' and 'My Attendance & Punctuality' (highlighted in yellow).

My Attendance & Punctuality

Jim Agostini (11120001)

A P W C



Attendance Last Updated 7/8/2014 12:14

Code	Att	Att%	Auth	Auth%	Lates	Punct	Recent	Last Att
123456 - Mon 9.00am	16 / 20	80.0	1	85.0	3	81.3	100	
124563 - Mon 11.00am	14 / 20	70.0	1	75.0	2	85.7	75	
164736 - Mon 3.00pm	18 / 20	90.0	1	95.0	1	94.4	75	
271829 - Wed 2.00pm	18 / 20	90.0	2	100.0	3	83.3	100	
372617 - Wed 11.00am	20 / 20	100.0	0	100.0	0	100.0	100	
374839 - Thur 9.00am	18 / 20	90.0	1	95.0	3	83.3	75	
382718 - Tues 3.00pm	15 / 19	78.9	0	78.9	2	86.7	75	
382728 - Thur 11.00am	18 / 20	90.0	1	95.0	0	100.0	75	
384738 - Fri 11.00am	16 / 19	84.2	2	94.7	3	81.3	75	
473829 - Tues 11.00am	19 / 19	100.0	0	100.0	1	94.7	100	
483738 - Fri 3.00pm	15 / 19	78.9	2	89.5	0	100.0	75	
Total/Averages	187 / 216	86.6	11	91.7	18	90.4	84	

Key

Att = Attendance (No. Attended / Total)

Att% = Attendance %

Auth = Authorised Absence

Auth% = Authorised Absence %

Punct = Punctuality

Recent = Recent Attendance %

Assessment and Marks

Assessment Schedule

Jim Agostini (11120001)



Only show incomplete assessments

View As Chart

123512-03-/MA/001 (GCSE English for full time vocational students)

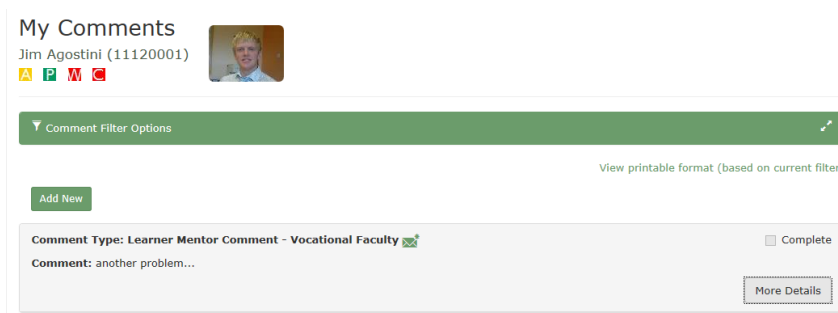
Assessment	Out of	Weight	Date Set	Date Exp'd	Teacher
ET1 - English Today assmt 1	25	1.00			
ET2 - English Today assmt 2	40	1.00			
ET3 - English Today assmt 3	60	1.00			
ET4 - Mock exam	60	1.00			
WC1 - Writer's Craft assmt 1	50	1.00			
WC2 - Writer's Craft assmt 2	60	1.00			
WC3 - Writer's Craft assmt 3	50	1.00			
CE1 - Creative English 1	50	1.00			
CE2 - Creative English 2	50	1.00			
CE3 - Creative English 3	50	1.00			

- To view assessments given to the student, click on Assessment Schedule. This displays a summary of all course assessments and shows the title, maximum mark, date set and expected.
- To view individual assessments click on Assignment and Test Marks from the Information Menu and select the student group (class code). The summary page is displayed.
- Click on the Assessment tab to view actual marks/grade for an individual assessment.

Summary	Units	Assessments
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Assessment	Comp.	Marks	Grade	% Prog.	Date Submitted	Date Marked	Resub.
U1 - Planning and Financing a Business							
U1A1 - Types of Business	<input checked="" type="checkbox"/>	68	B/C		20/09/2011	23/09/2011	
U1A2 - Business Markets	<input checked="" type="checkbox"/>	55	C/D		30/09/2011	30/09/2011	
U1A3 - Planning for Success	<input checked="" type="checkbox"/>	54	D		04/10/2011	08/10/2011	
U1A4 - Show me the Money	<input checked="" type="checkbox"/>	67	B/C		18/10/2011	25/10/2011	
U1A5 - Business Planning	<input type="checkbox"/>		NS				
U1A6 - Outside Influence	<input type="checkbox"/>		NS				

Comments

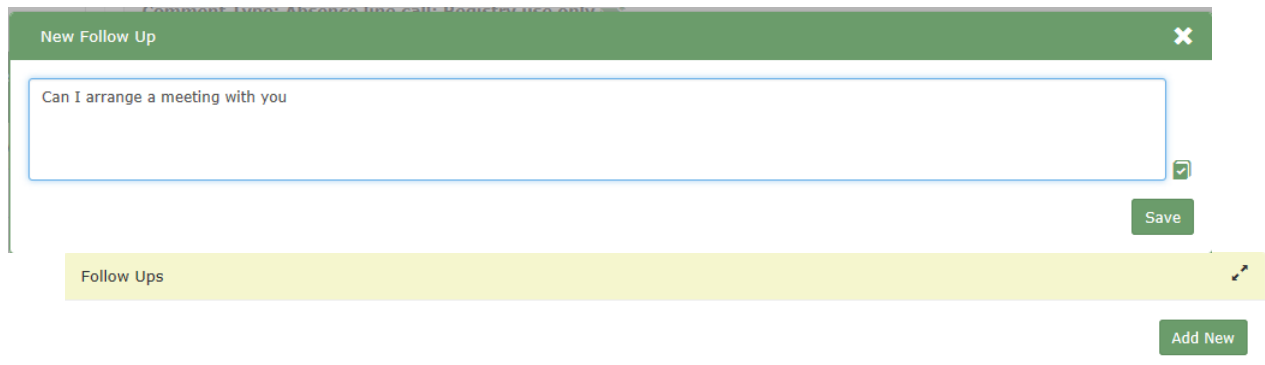


Students and parents can now create and respond to comments in Promonitor. To view, select Meetings and Comments and choose My Comments. A list of comments will be displayed

- Click on more details to view the whole comment and to mark as Read

Follow up Comments

- Click on Double headed arrow for follow up to the comment



- Click on **Add** to enter a follow up comment and then on the Save button to store

Adding comments

- Click on the **Add** button and the comment dialog is displayed
- Choose a **Comment Type** from the drop down list
- Type your message
- Click to choose a **Teacher/Manager** from the list. You can click on more than one option) and then click on **Save** button
- Your message will now appear under my messages

Comment Type: Notice to student/parent/guardian Complete
Comment: This is a test my daughter needs to be absent
Edit Delete More Details

Follow Ups ↗

Progress Review Reports

- To view Progress Review reports, click on Miscellaneous and choose Half Term Reports published version. Reports that are available will be listed here. Click on the Download icon to open and view the file.

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	
First Half Autumn Term	14/15	24/10/2014	11/11/2014	Download
Second Half Autumn Term	14/15	19/12/2014	07/01/2015	Download
First Half Spring Term	14/15	13/02/2015	24/02/2015	Download
Second Half Spring Term	14/15	15/04/2015	30/04/2015	Download
First Half Summer Term	14/15	22/05/2015	10/06/2015	Download

If you have problems opening the report file, you may need to install Adobe Reader. Browse to the Adobe site at <http://get.adobe.com/reader> and proceed to download.

Change Password

- To change your password click on your name in to top right corner of the screen. Your Account Details are displayed

Account Details

Account Details	Permission Groups	Manage Password
<p>Password Last Changed: 17/01/2014 10:57:15</p> <p>Password Expiry: Password does not expire</p>		
<p>Change Password</p> <p>Current Password: <input type="text" value="Current Password"/></p> <p>New Password: <input type="text" value="New Password"/></p> <p>Confirm New Password: <input type="text" value="Confirm New Password"/></p> <p><input type="button" value="Change"/></p>		

- Click on the Manage Password tab. Enter a new password and confirm password and click Change. Click on home icon to return to main page

Forgotten Password

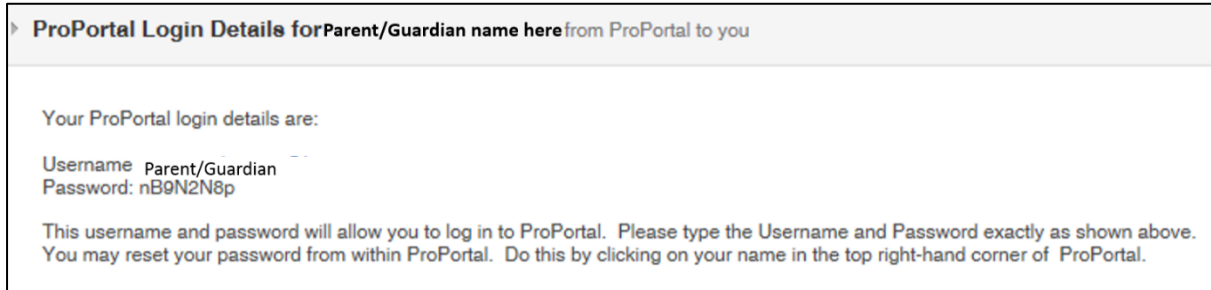
- Type your username (this will be the email address you provided to the college)
- Click on the Forgotten link at the bottom of the screen to display the Reset Password dialog box



- Enter your username (email address) and email address in the box as indicated and click on the Reset button.
- Confirmation that the email address was correct and an email containing the

new password will be sent to your email account.

- The message will appear in your inbox of your email account – an example is shown below:



- Once this password has been changed the password we have provided you will no longer be valid.

If you have any problems with access or using Proportal (Promonitor for Parents) please contact I.T. Services Helpdesk on 01708 514501 or email helpdeskaccount@havering-sfc.ac.uk stating the name or reference of the student.