ProPortal for Parents

This document is designed for parents, guardians, employers and schools, who use ProPortal to access learner information. ProPortal provides access to information relating to learner's progression and achievement, including attendance, reports, comments/meetings and much more.

If, at any point, you have any queries relating to a learners details/information or study programme, then please don't hesitate to contact the Learner Services helpdesk on 01772 225342 or e-mail studentservices@preston.ac.uk.

Accessing ProPortal

Parents, guardians, employers and schools wanting to use ProPortal must complete and return request form. Forms are typically available at parent evenings, are posted with other correspondence or are available on demand. If you would like to request a form for ProPortal access, please contact the Learner Services helpdesk on 01772 225342 or e-mail studentservices@preston.ac.uk.

Once we receive the form and process it (typically within 2 working days), a username and password will be e-mailed automatically to the e-mail address specified on the form. Parents can use these details to login at https://proportal.preston.ac.uk. A link to this page is also available under the Parent section of the Preston's College website at http://www.preston.ac.uk.

The Home Screen

Once you've successfully logged on, the home screen shows a list of all learners assigned to your account. This will typically be your child or children, or learners who you employ.
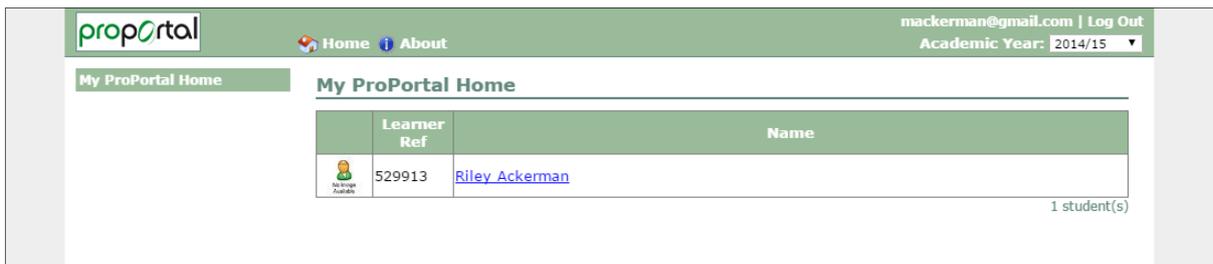
Click the name of the learner to access their profile (ILP).

If you would like to change your password, click your e-mail address in the top right corner of the page.

The Learner ILP

The Learner ILP page is the gateway to all the information available on ProPortal. There is lots of information available via ProPortal and this guide will clarify some of the key areas, including:

- Attendance and punctuality
- Study programme and progression, achievement and success
- Meetings and comments
- SMART targets
- Report to Parents

All areas of ProPortal are accessible via the menu on the left side of the page.

Personal Details, including enrolments

The first page on the learner ILP is Personal Details. This page lists the learner's contact information, demographic details, enrolment information and the name of the achievement tutor.

The Enrolment Details grid shows each element which comprises a learner's study programme. A study programme is a collection of enrolments which include qualifications, enrichment and pastoral activities, and work experience.

Enrolment Details

Student Group	Course	Status
29549 75583 L3 T&T Yr1 (Tutorial - PHT (PC29549-1415))	PC29549-1415 (Tutorial - PHT)	Completed
All-PC22257-1415	PC22257-1415 (Alton Towers (SSP))	Completed
All-PC23741-14RO	PC23741-14RO (Work Experience (0 - 49 hours))	Completed
All-PC26094-1415	PC26094-1415 (Chester Zoo - Cheshire Oaks (PHT))	Completed
All-PC29549-1415	PC29549-1415 (Tutorial - PHT)	Completed
All-PC75583-1415 (L3 TT Yr1)	PC75583-1415 (Travel & Tourism - Level 3 Diploma Yr 1)	Completed
	PC91926-1415 (Visitor Attractions to	

The grid shows the name of the activity and the status of that course. Active means it is on-going, withdrawn means the learner has chosen not to continue, and complete means the course has finished.

The tutor group and student group tables help to identify which subject tutors teach which courses. Each learner is assigned an achievement tutor to help them progress and succeed, by overseeing their learning activity. The achievement tutor is identified with the [Primary tutor] tag next to their name.

Tutor Group Details

Tutor Group	Tutor
Fri 9am (L3 Tourism Yr1 PC75583-1415)	Nichola Scambler [Primary Tutor]

Student Group Details

Student Group	Manager	Teacher(s)
29549 75583 L3 T&T Yr1 (Tutorial - PHT (PC29549-1415))		
All-PC75583-1415 (L3 TT Yr1)	Claire Brown	Claire Brown; Samantha Wilkinson; Liz Walker; Nichola Scambler; Jenny Haslam; Sophie Worthington
All-PC91926-1415		

Attendance and Punctuality

To view attendance and punctuality information, select the **My Attendance & Punctuality** option from the menu. This page will show you a break down of attendance and punctuality for each register. Typically a register reoccurs for the same event each week. For example, if a learner has A Level Maths at 10am every Monday, that is one register. If a learner also has A Level Maths at 2pm every Thursday, that is a separate register.

Each register is itemised like this to help identify any patterns with absence or lateness.

My Attendance & Punctuality

Code	Total Poss. Att.	No. Att.	Att. %	No. Lates
Alton Towers (SSP) (177255 -- Tue 08:00-18:30)	1	1	**100.0**	0
Chester Zoo- Cheshire Oaks (PHT) (178888 -- Fri 09:00-17:00)	1	1	**100.0**	0
Travel & Tourism - Level 3 Diploma Yr 1 (171173 -- Wed 09:30-11:30)	32	31	**96.9**	0
Travel & Tourism - Level 3 Diploma Yr 1 (171178 -- Fri 12:30-15:00)	9	9	**100.0**	0
Travel & Tourism - Level 3 Diploma Yr 1 (174661 -- Wed 10:00-16:00)	30	28	**93.3**	1
Travel & Tourism - Level 3 Diploma Yr 1 (174899 -- Thu 09:00-				

The attendance percentage for each register is calculated by taking the number of classes attended and comparing them to the number of possible classes which could be attended.

The attendance grid is not intended to be used as a timetable, but each learner has access to their own up-to-date, live timetable via their own Proportal login.

Study Programme Progress

Monitoring or academic progress and achievement is available by selecting Study Programme Progress from the menu. Preston's College delivers hundreds of qualifications to it's learners each year and the structure of those can vary. Study Programme Progress will show you the units, assessments and tasks which have been identified as forming a qualification, forming a markbook for each learner.

After opening this page, select the relevant enrolment (course) from the dropdown menu. This section lists each element of the learners study programme, but only those elements which directly relate to a specific qualification are monitored. You'll see a summary of the learner's status on that course, including completion progress and target grades.

Summary | Units | Assessments | Tasks

Targets

	Target Grade	M

Progress Summary

From the Unit Markbook:

Total Unit Points	
Projected Points	

From the Assessment Markbook:

Average Mark (%)	

Completion Progress

Units	1/9
Assessments	3/29
Tasks	115/216

0%   25%   50%   75%   100%

Summary | Units | Assessments | Tasks

Unit	Target Date	Targ. Grade	Pred. Grade	Comp.	Marks	Grade	Effort Grade	Date Completed	IV	EV	
301 - Worldwide Travel and Tourism Destinations				☐		M			☐	☐	
303 - Promotions and Sales in Travel and Tourism				☐					☐	☐	
317 - Overseas Representatives				☐		M			☐	☐	
318 - Overseas Resort Operations				☐					☐	☐	
319 - Planning and Delivering Guided Tours	16/01/2015	M	M	☑		P		16/01/2015	☐	☐	
323 - Conferences and Events				☐					☐	☐	
324 - Developing People											

Summary | Units | Assessments | Tasks

Select Unit: 319 - Planning and Delivering Guided Tours ▼

Assessment	Comp.	Marks	Grade	% Prog.	Date Expected	Date Submitted	Date Marked		Resub.
319 - Planning and Delivering Guided Tours									
Ai - Itineraries	☑		P	25	21/11/2014				
Aii - Prepare a commentary	☐				21/11/2014				
B - Conduct a guided tour	☐								
C - Evaluation	☐								

Below Target
Just Below Target
On or Above Target

Meetings and Comments

All comments and meetings relating to individual learner progress and behaviour are available for review in ProPortal. All meetings and comments are categorised, time stamped, and used by staff in the monitoring and tracking of each learner.

To access comments, choose **My Comments** from the menu.

All learner meetings are itemised on the ProPortal menu as a separate item. Click the date of any meeting items under the **Meetings And Comments** heading to view the content. Meetings are also used to record one-to-one tutorials, progress reviews, and disciplinary action.

The default option is to show all meetings within the current academic year (August to July). To review meetings from previous years, click the **All Meetings** radio button.

Meetings also provide staff and learners to set SMART targets.

SMART Targets

SMART targets are tasks which have been identified as requiring action from the learner, and can be created by both staff and learners. SMART is an acronym for specific, measurable, achievable, relevant and time based. Actions are typically agreed with a learner during meetings and typically form steps to help reach a desired outcome.

SMART targets are set, revised and reviewed periodically between the learner and their achievement tutor.

Report To Parents

The College operates a Report to Parents service, operating within 3 intervals throughout the academic year. During these times subject tutors and achievement tutors will review the progress made by each learner. These assessments are based on current learner attainment, attitude, behaviour and attendance.

All reports are posted and addressed to the parent/guardian of each learner, but an electronic copy is also available under the **Published Report to P/G** menu in ProPortal.

All published reports are in PDF format, so you will need to have software installed to read these files. Some software which will help you is Foxit Reader or Adobe Reader.