

How to access the VLE & use Parent Portal

How to find the Virtual Learning Environment (VLE)

Using the school website

Probably the easiest way to find the school's VLE is to browse to www.kettlethorpehigh.co.uk and click on the VLE link at the top of the page.



Secure access

Whichever way you access the VLE, it is important that you notice the https link shown below, which shows that the connection is trusted and protected / encrypted. This means that any information sent and received will be safe whilst being sent over the Internet.



How to log on to the VLE

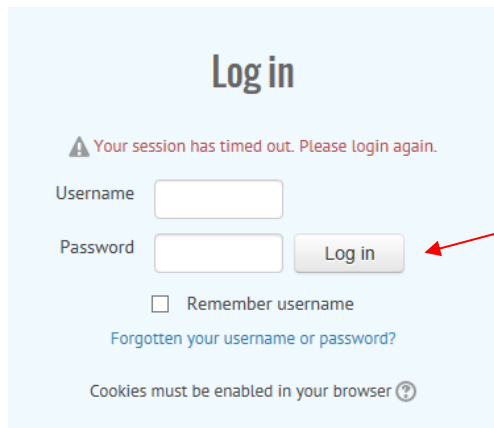
This is the home page of the VLE.



Click on the **Log in** link.



How to access the VLE & use Parent Portal



Log in

⚠ Your session has timed out. Please login again.

Username

Password

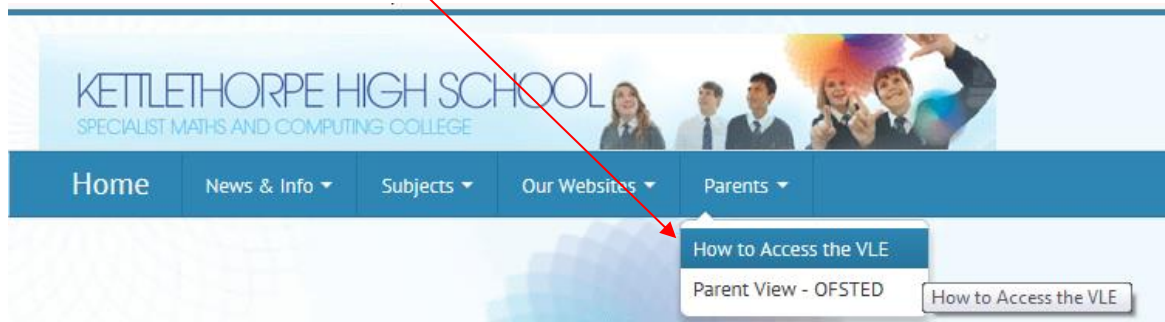
Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

Type in the username and password provided to you by the school and click the **Log in** button shown here.

For more detailed instructions on how to access the VLE, please click the Parents menu shown below and select the **How to access the VLE** link.



This will open the “How to” document on your computer with detailed instructions on how to access the VLE and use the Parent Portal.

How to access the VLE & use Parent Portal

Password change on first log on

You will be prompted to change the password provided to you by the school to one of your choice. The Change password screen is shown below.

HOME / MY PROFILE SETTINGS / CHANGE PASSWORD

You must change your password to proceed.

Change password

Username

p- [input field]

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Current password*

[input field]

New password*

[input field]

New password (again)*

[input field]

Save changes

Fill out the fields and click the **Save Changes** button.

If your password information is correct, you will see the following screen. Click the **Continue** button to move on.

HOME / MY PROFILE SETTINGS / CHANGE PASSWORD

Password has been changed

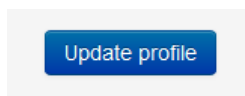
Continue

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Your VLE Profile

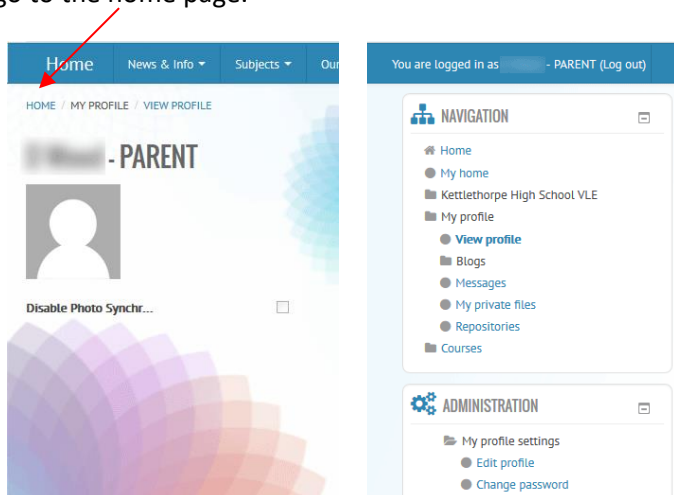
As this is the first time you have logged on, you may need to enter your personal email address into the field shown below. This will only be the case if you have not provided the school with an email address. Please note, an email address is required in order to use the VLE.

Scroll to the bottom of the screen and click the **Update profile** button.



This shows your newly updated profile page.

Use the **breadcrumbs** to navigate to the home page of the VLE. Click the KHS VLE breadcrumb link to go to the home page.

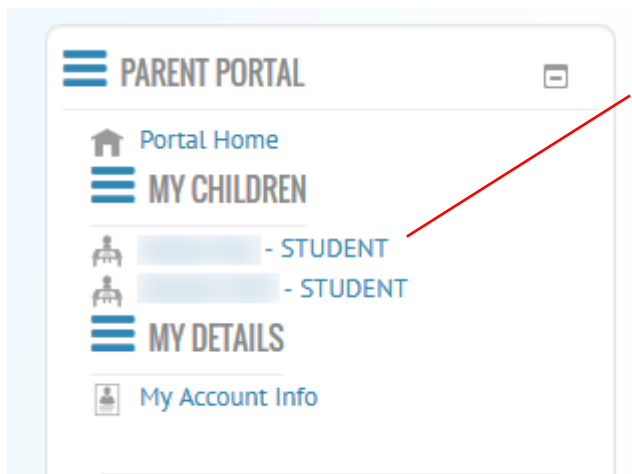
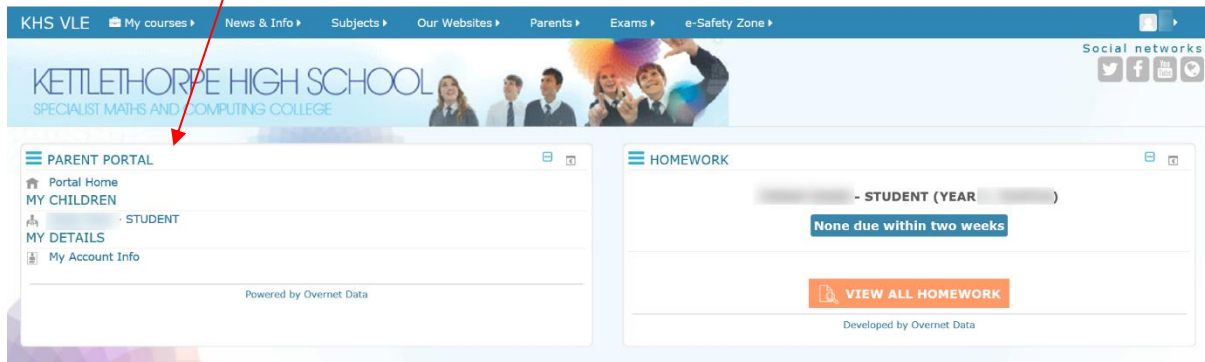


That's it! You have now logged on for the first time and reset your password. The next time you log on you will be taken directly to the VLE home page shown below.

How to access the VLE & use Parent Portal

Accessing the Parent Portal – Online Reporting

The **Parent Portal** block allows parents to view information on their children.



Here, two children are listed. Click on a child's name to view their information.

How to access the VLE & use Parent Portal

The Welcome tab

This offers an overview of the pupil's record and access to other tabs. Click on the various tabs for more information. Here is an overview.

The screenshot shows the 'Welcome' tab of the VLE Parent Portal. At the top, there are navigation tabs: Welcome, Attendance, Account Info, Timetable, Calendar, and Contacts. The 'Welcome' tab is active. The page is divided into several sections:

- Personal Details:** A box containing a placeholder for a profile picture and fields for Name, UPN, Date Of Birth, Gender, Year, and Form Group. A 'Reload' button is at the bottom right.
- Today's Timetable:** A table showing the current day's lessons. A red box with an arrow points to the 'Contacts' tab and the 'Today's timetable...' text.
- Attendance Overview:** A section titled 'This Month's Attendance' featuring a 3D pie chart and a legend. A red box with an arrow points to the 'Attendance summary...' text.
- Calendar:** A calendar for May 2015 showing dates from 1 to 31. A red box with an arrow points to the 'Calendar' tab and the 'This is the VLE Calendar...' text.

Today's timetable...

Period	Lesson
09:05 - 10:05	English EN6
10:05 - 12:20	ICT GCSE IT4
13:05 - 14:05	Child Development SCC
14:05 - 15:05	Science SC4

Attendance summary...

This Month's Attendance

Category	Percentage
Present	71.43%
Absent	9.52%
Unauthorised	4.76%
Late	14.29%

This is the VLE Calendar which shows school events and any homework set up for pupils on the VLE.

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The Attendance tab

The screenshot shows the 'Attendance' tab in a VLE system. It features several sections: 'Today's Attendance', 'Statutory Attendance Figures', 'Attendance Events', and 'Lesson Level Attendance Figures'. Red callout boxes provide instructions on how to interact with these sections.

Today's Attendance
AM: Unauthorised absence PM: Missing Mark
Today's attendance is shown here.

Statutory Attendance Figures
2015 May
Use this menu to view attendance for previous months.

Current Academic Year
Click through on graphs to view more details.

- Present = 71.43%
- Absent = 9.52%
- Unauthorised = 4.76%
- Late = 14.29%

- Present = 64.36%
- Absent = 4.62%**
- Unauthorised = 1.65%
- Late = 29.37%

Attendance Events
Attendance Events are shown here.

Date	Description	Type	Period
14/05/2015	Other Authorised Circumstances	Absence (authorised)	AM
14/05/2015	Other Authorised Circumstances	Absence (authorised)	PM
12/05/2015	Late	Late	PM
05/05/2015	Late	Late	AM
05/05/2015	Late	Late	PM

Lesson Level Attendance Figures
Current Academic Year
Click through on graphs to view more details.

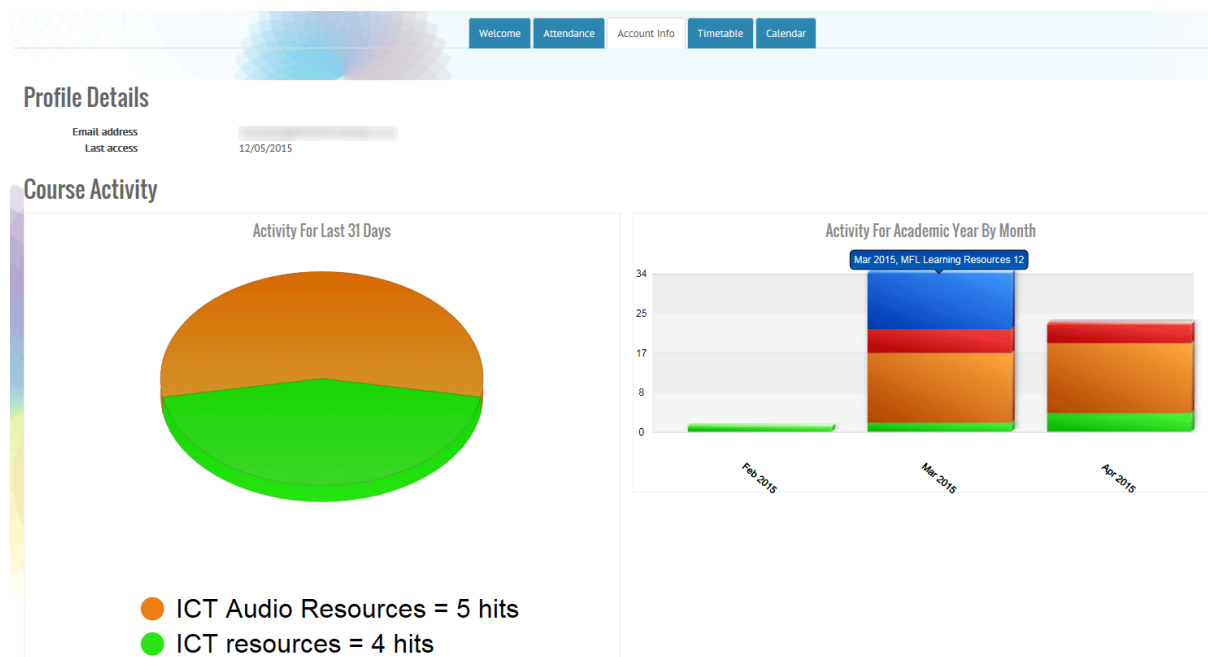
ICT GCSE, Late 10.59

Subject	Present	Absent	Unauthorised	Late
Physical Education	100%	0%	0%	0%
History	~75%	~15%	~5%	~5%
ICT GCSE	~75%	~10%	~5%	~10.59%
Child Development	~75%	~15%	~5%	~5%
Geography	~55%	~25%	~10%	~10%
Science	~75%	~15%	~5%	~5%
English	~75%	~15%	~5%	~5%
Mathematics	~75%	~15%	~5%	~5%

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Account info tab

This allows parents to view their child's VLE course activity.



The Timetable tab

The Timetable tab includes a navigation menu with 'Welcome', 'Attendance', 'Account Info', 'Timetable', 'Calendar', and 'Contacts'. The main area displays a weekly timetable from Sunday to Saturday. A red box highlights a cell with the text 'Click to view lesson attendance details...'. Below the timetable, a homework table shows assignments from 01/04/2015 to 01/07/2015. A red box highlights the homework table with the text 'The Timetable tab also shows an overview of VLE homework assignments associated with your child's timetable.' A 'Reload' button is visible at the bottom right of the homework table.

Day	9:00	10:00	11:00	12:00	13:00	14:00	15:00
Sun	[Blank]						
Mon	ICT GCSE IT2	Mathematics MA2	Information Technology IT2		English EN1	Outdoor Pursuits BTEC Training Room	
Tue	Science SC7	WRL WRL	WRL WRL		Mathematics MA2	English EN1	
Wed	Science SC7	English EN1	ICT GCSE IT2		Product Design TC8		
Thu	English EN1	Outdoor Pursuits BTEC ACC	Outdoor Pursuits BTEC ACC		WRL WRL	Science SC10	
Fri	Product Design TC8	Mathematics MA2	Science SC10		ICT GCSE IT2	Physical Education No Room	
Sat	[Blank]						

Assignment	Due Date	Status	Grade
Assignment 2 - Planning and Leading 2 Walks	2015-05-07 00:00:00	Submitted at 2015-05-07 13:48:20 (Late)	

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The VLE Calendar tab

This shows school events throughout the year. Users may set up their own personal/private calendar items.

The screenshot displays the VLE calendar interface. On the left, a list of 'Upcoming Events' is shown, including 'Y10 exam weeks', 'Writing Year 10 Full Reports', 'No Y10/11 trips or interventions - maths protected time', 'Analysis - Problem Description', 'GCSE PE Revision Day', and 'Y7 exam week'. On the right, there are 'Events Key' and 'Monthly View' sections. The 'Monthly View' shows two calendar grids: one for April 2010 and one for May 2010. A red arrow points from the 'Analysis - Problem Description' event in the list to a pop-up window in the May 2010 calendar grid, which shows the event details for Friday, 14 May.

May 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11					
17	18					
24	25	26	27	28	29	30
31						

Friday, 14 May events

- Analysis - Problem Description

VLE homework assignments set up in courses by teachers are automatically added to a pupil's calendar if they are members of that course. By checking the calendar, parents will be able to see any forthcoming homework deadlines for their children.