

How to access the VLE & use Parent Portal

How to find the Virtual Learning Environment (VLE)

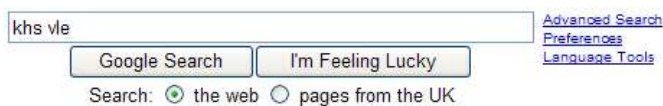
Using the school website

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.

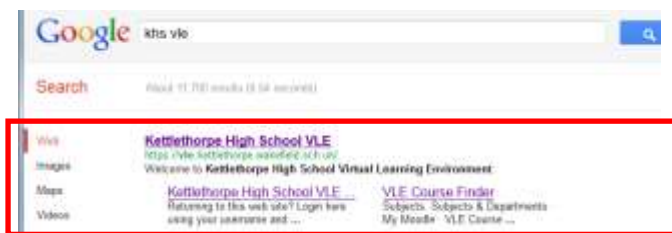


Using Google

Alternatively, you could carry out a Google search at www.google.co.uk.



Simply type **khs vle** in to the search box and click the Google search button. Choose the link that best suites your search.

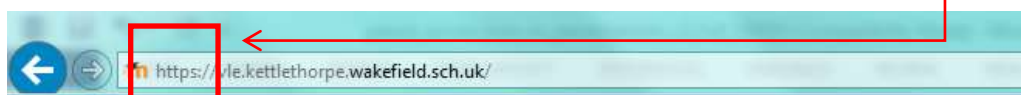


KHS VLE usually appears quite high up the search results list in Google. In the example shown above, it is the first result shown on the search results list.

Click that link and you will be taken to the VLE. You could then bookmark that page in your favourites in Internet Explorer.

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.



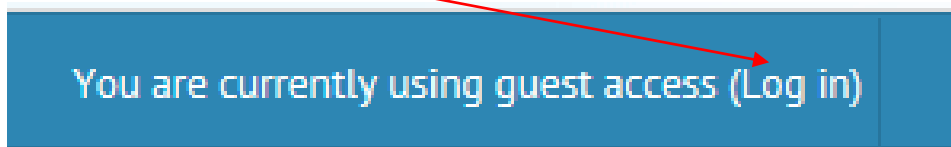
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How to log on to the VLE

This is the home page of the VLE.

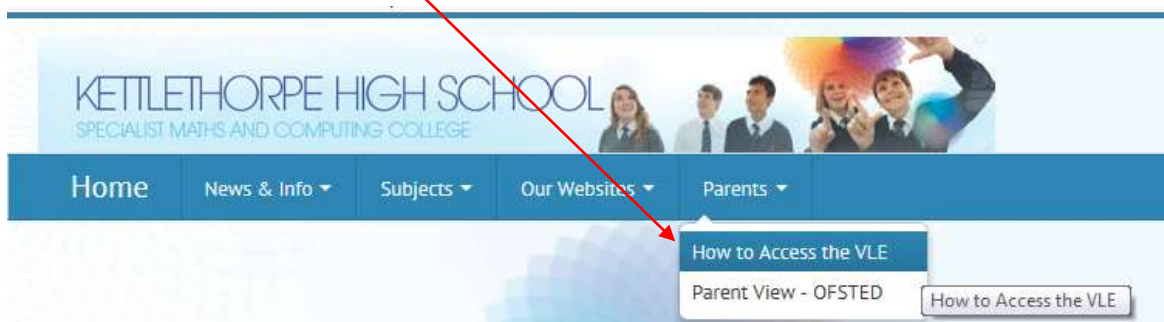


Click on the **Log in** link.



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.

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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-

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*

New password*

New password (again)*

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.

HOME MY PROFILE SETTINGS / EDIT PROFILE

- PARENT

General

First name*

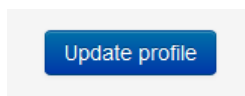
Surname*

Email address*

Email display

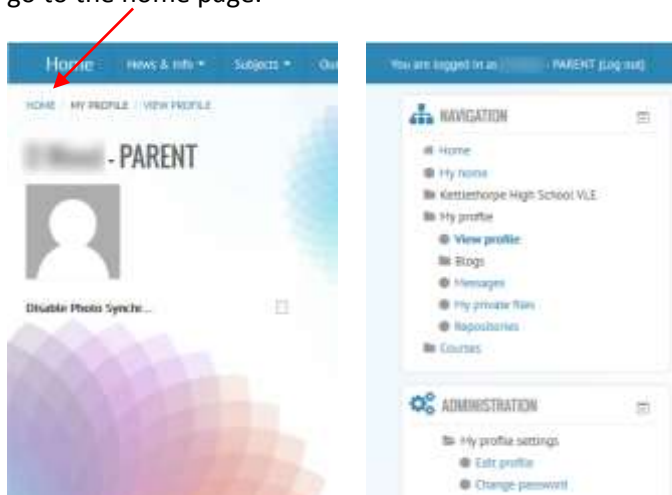
Email format

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.

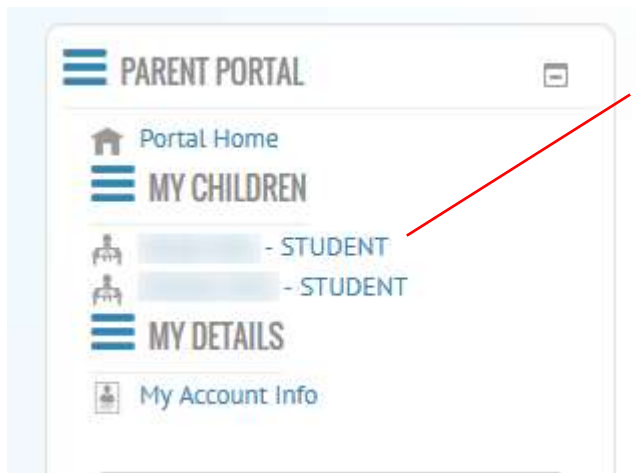
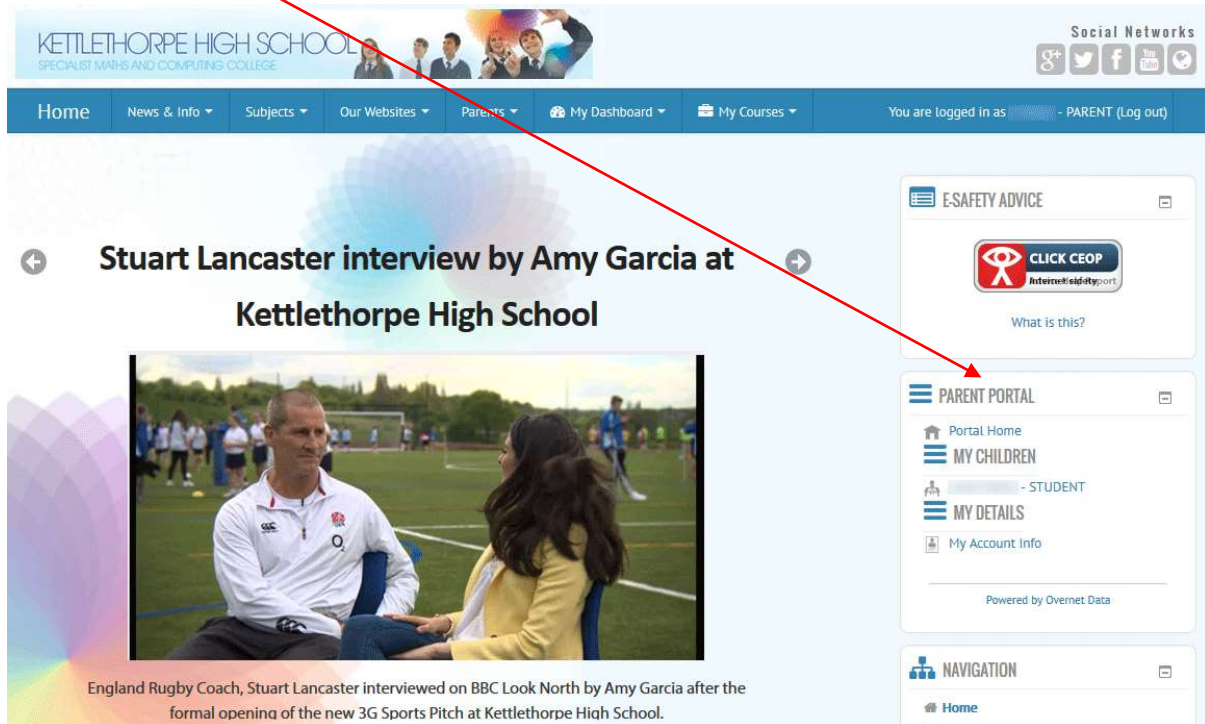


That's it! You have now logged on for the first time and reset your password. The next time you log on you will be taken directly to the VLE home page shown below.

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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.

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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.

The screenshot shows the 'Welcome' tab of the VLE Parent Portal. It features a navigation bar with tabs for 'Welcome', 'Attendance', 'Account Info', 'Timetable', 'Calendar', and 'Contacts'. The main content area is divided into four sections:

- Personal Details:** A form containing fields for Name, UPN, Date Of Birth, Gender, Year, and Form Group. A red box with the text "Your child's personal details are shown here." points to this section.
- Today's Timetable:** A table showing the current day's lessons. A red box with the text "Today's timetable..." points to this section.
- Attendance Overview:** A 3D pie chart titled "This Month's Attendance" showing the following data:

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

A red box with the text "Attendance summary..." points to this section.
- Calendar:** A calendar for May 2015 showing dates from 1 to 31. A red box with the text "This is the VLE Calendar which shows school events and any homework set up for pupils on the VLE." points to this section.

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The Attendance tab

The screenshot shows the 'Attendance' tab in a VLE. At the top, there are navigation tabs: 'Welcome', 'Attendance', 'Account Info', 'Timetable', 'Calendar', and 'Contacts'. The main content area is divided into several sections:

- Today's Attendance:** Shows the current date and time. A callout box points to this section with the text: "Today's attendance is shown here."
- Statutory Attendance Figures:** Contains two pie charts. The left chart is for '2015 May' and the right is for 'Current Academic Year'. A callout box points to the month selector with the text: "Use this menu to view attendance for previous months." Another callout box points to the 'Current Academic Year' pie chart with the text: "Click through on graphs to view more details." The data for the 'Current Academic Year' is as follows:

Category	Percentage
Present	64.35%
Absent	4.62%
Unauthorised	1.60%
Late	29.37%
- Attendance Events:** A table listing individual attendance events. A callout box points to this table with the text: "Attendance Events are shown here." The table data is:

Date	Description	Type	Period
14/05/2015	Other Authorised Circumstances	Absence (authorised)	PH
14/05/2015	Other Authorised Circumstances	Absence (authorised)	PH
12/05/2015	Late	Late	PH
05/05/2015	Late	Late	PH
05/05/2015	Late	Late	PH
- Lesson Level Attendance Figures:** A bar chart showing attendance percentages for various lessons. A callout box points to the 'ICT 002E, Late RESS' bar with the text: "Click through on graphs to view more details." The chart shows attendance for lessons: Physical Education, Music, ICT 002E, Design Technology, Geography, Science, English, and Mathematics.

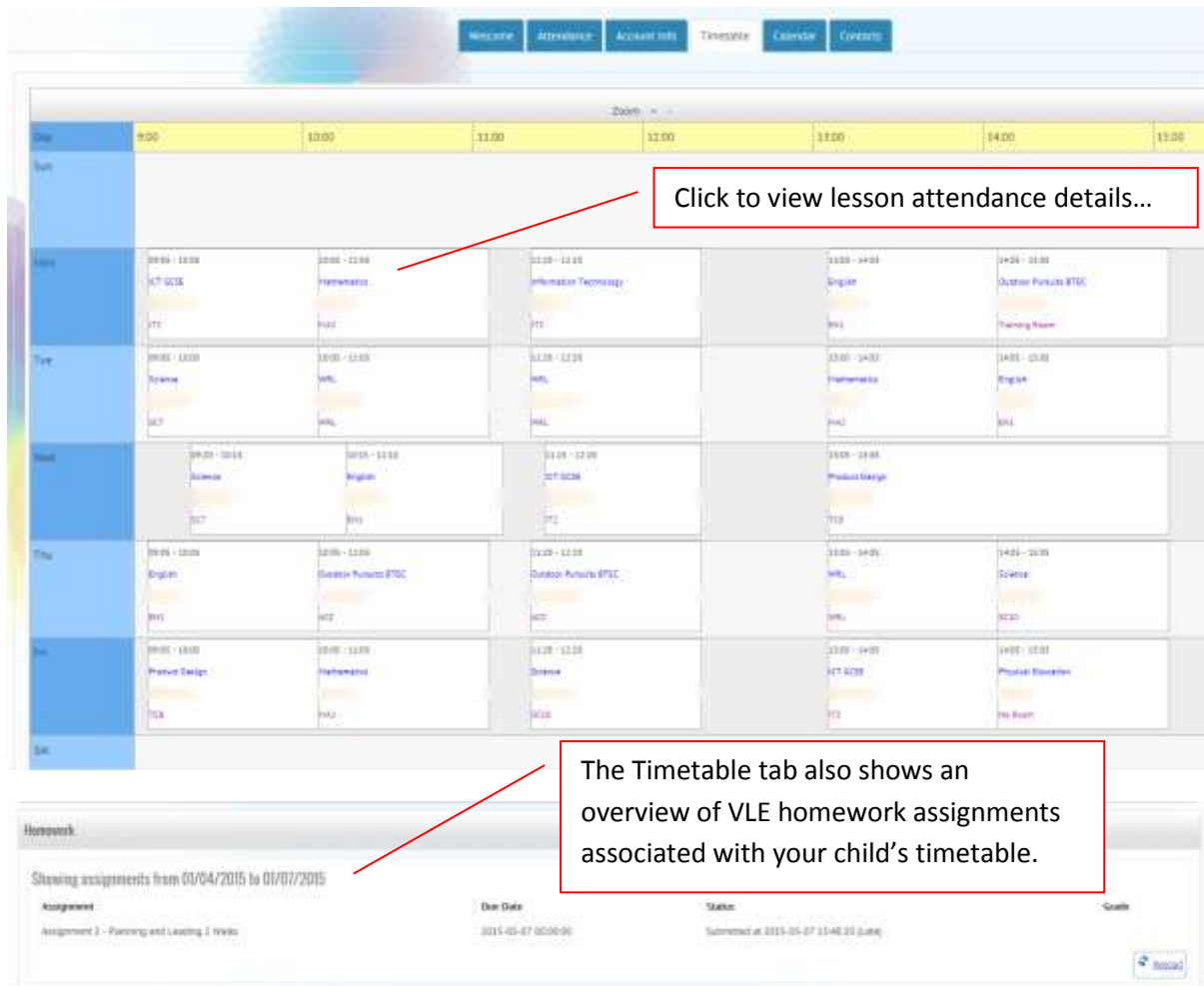
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Account info tab

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



The Timetable tab



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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 for 'All courses'. The events include: 'Y10 exam weeks' (Thursday, 6 May, 08:00 AM to Friday, 14 May, 03:05 PM); 'Writing Year 10 Full Reports' (Monday, 10 May, 08:00 AM to Friday, 28 May, 03:05 PM); 'No Y10/11 trips or interventions - maths protected time' (Monday, 10 May, 08:00 AM to Friday, 28 May, 03:05 PM); 'Analysis - Problem Description' (Friday, 14 May) with a sub-item 'Assessment For Learning' and a note 'Please upload your Problem Description here'; 'GCSE PE Revision Day' (Saturday, 15 May); and 'Y7 exam week' (Monday, 17 May, 08:00 AM to Friday, 21 May, 03:05 PM). On the right, an 'Events Key' identifies icons for Global, Course, Group, and User. Below it, a 'Monthly View' shows two calendar grids for April 2010 and 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.

This close-up shows the 'May 2010' calendar grid. The days of the week are labeled Mon through Sun. The dates 1 through 31 are displayed in a grid. A pop-up window titled 'Friday, 14 May events' is overlaid on the date 14. The pop-up contains a small icon and the text 'Analysis - Problem Description'. A red box highlights the calendar grid and the pop-up window.

VLE homework assignments set up in courses by teachers are automatically added to a pupil's calendar if they are members of that course.

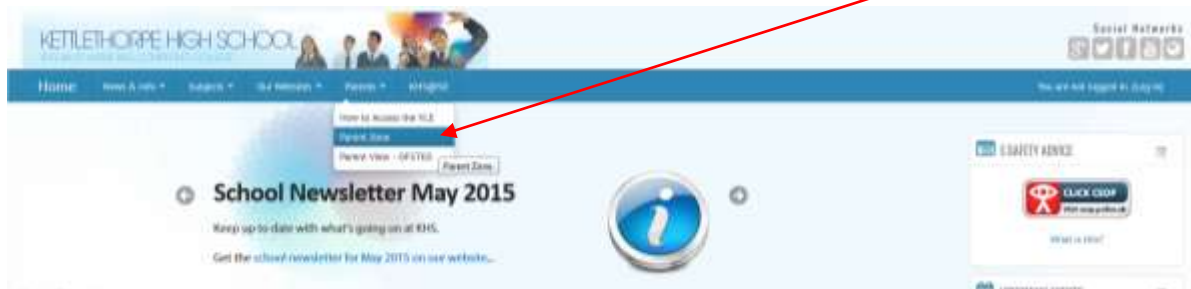
By checking the calendar, parents will be able to see any forthcoming homework deadlines for their children.

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Accessing the Parent Zone area on the VLE

The **Parent Zone** area has been created on the VLE to offer parents a place to engage with the school. In there, you will find the latest news from the school on the Noticeboard and links to important documents and information for parents.

On the VLE home page, we have set up a special menu for parents which contains links to information we would like to bring to your attention. This is called the **Parents** menu.



Click on the **Parent Zone** link (shown above) to enter.

