



PROPORTAL

ProPortal is a student record system that allows parents and guardians to view live information about their son/daughter such as attendance, timetable and progress (key assessment) data.

It is a self-registration system accessed via the website home page (ssfc.ac.uk – scroll to the bottom of the page) or the Parent Communications page (<http://ssfc.ac.uk/parents/parent-communications>).

Requests for access are handled within 24 working hours. Any queries on how to access and use ProPortal please contact Laurina Rushworth, Marketing & Communications Manager at ssfc_news@ssfc.ac.uk.

Once logged in, you should see a screen that looks similar to the image here



On selecting your 'student', you should see a screen with information as below.



The Upcoming Assessments links will take you to Key Assessment information but may be blank depending on when you look on ProPortal. Page 2 of this document explains how to find out grades, key assessment information etc.

We will add items for you to note relevant to ProPortal in the 'Notice Board'.

Clicking on the more buttons in each box gives more information on the topic eg. Attendance & Punctuality

Attendance Last updated 13/1/2016 01:18

Code	Att	Att%	Auth	Lates	Punct	Recent	Last Att.
BID-AL	38 / 37	102.7	1	0	100.0	100	
PED-AL	57 / 59	96.6	2	0	100.0	100	
PSY-AL	37 / 39	94.9	0	0	100.0	100	
TSP-BC	12 / 12	100.0	0	0	100.0	100	
TU-1-S2	12 / 12	100.0	1	0	100.0	100	

Key

Att = Attendance (No. Attended / Total)

Att% = Attendance %

Auth = Authorised Absence

Punct = Punctuality

Recent = Recent Attendance %

Last Att = Date of Last Attendance

How is the Attendance Calculated:

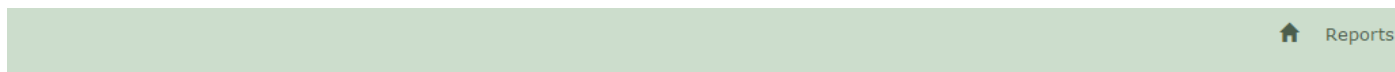
Attendance % = (No. Attended / Possible Attendance) * 100

Punctuality % = (1 - (No. of Lates / No. Attended)) * 100

The menu starting at the top right of your screen ...



Clicking on 'Reports' allows you to see your son/daughters timetable and a break down by subject of the last two days of attendance.



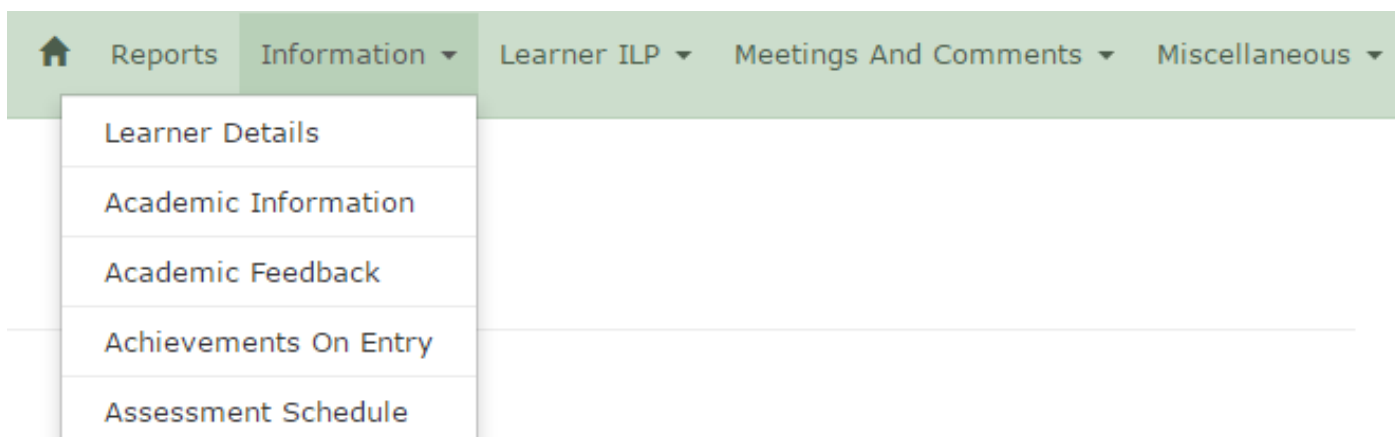
Central Reports

Report List:

Report Name	
Individual Timetable	
Last 2 days attendance	
2 Reports	

Criteria
Student ID
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Note that you need to click on the  icon to actually view the report.



'**Information**' allows you to view the other information that is held eg. Achievements on entry, address on record etc.

'**Academic Information**' and '**Academic Feedback**' is where you will find grade, progress and assessment marks.

Any formal reports will be found under Miscellaneous.

'**Learner ILP**' is another route to attendance information.

'**Meetings and Comments**' will be displayed on the student home page of ProPortal shown on Page 1 here. The item on the menu here is another route to view this information. These are comments that are visible to students made by staff eg. congratulations on attendance or achievement, notifications of texts sent etc.