



Sims Learning Gateway – Parents' Guide



An Outstanding Training, Science and Sports College



Sims Learning Gateway – Parents Guide

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a Management Information System (MIS). The SIMS Learning Gateway (SLG) site enables parents and students to access the SIMS school database over the Internet.

Prerequisites

In order to access the SLG Parents site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	MAC
Internet Explorer 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 3.x	✓	✓
Mozilla Firefox 2.x	✓	✓
Safari 3.x	✗	✓
Safari 2.x	✗	✓

Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the Remember my password check box when logging into the site because this would enable anyone with access to your computer to log into the site.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

Logging into the SLG site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the SLG site.

- www.redborne.com
- <https://svlg.redborne.com/slg/default.aspx> (direct link)

Here you should see the site as shown below. Next click on the link "Parents" located towards the top right of the window just above the search box.



2. A login screen is displayed. Enter the login details that were provided to you by the school. (Password & username are all lowercase)

IMPORTANT NOTE: Do not select the Remember my password check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.

3. If this is the first time you have logged into the SLG site, you may be asked to change your password. If this happens, please see changing your password towards the back of this guide.

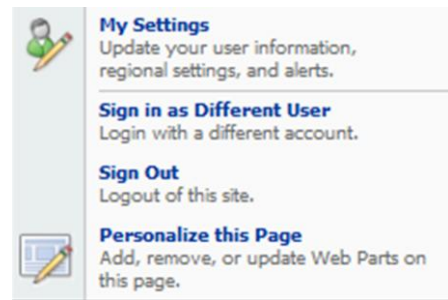
Introduction to the Home Page of the SLG Student Site

When you log into the SLG Site, the home page is displayed. The look and layout differs depending on how the school has configured the site but the names of the menus and the options available will be the same. Often the parent's site will look different to take of the student's site. Below should be a similar example of what you should see:

The screenshot shows the intranet home page for Redborne Upper School & Community College. At the top, it says 'Team Site > Redborne School - Intranet'. Below this is the school's name and address: 'REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE, Filbeck Road, Ampthill, Bedfordshire MK45 2HG, Head Teacher: Mr. R. C. Croft MA, www.redborne.com'. There is also contact information: 'Telephone: 01525 494462 North School Office Fax: 01525 541248 South School Office Fax: 01525564929'. A navigation menu on the left includes 'Home', 'Parents', 'View All Site Content', 'Documents', 'Lists', 'Discussions', 'Team Discussion', 'Sites', and 'People and Groups'. The main content area has sections for 'Announcements', 'Calendar', and 'Student Timetable'. The calendar is for September 2010, with the 21st highlighted. The student timetable is currently empty.

Log Out of the SLG Site

1. Click the User Menu (at the top of the page where it displays Welcome <your name>).
2. Click Sign Out.
3. You are asked if you want to close the browser window. If you do, click the Yes button.



My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Sign Out
Logout of this site.

Personalize this Page
Add, remove, or update Web Parts on this page.

Changing Your Password & Security Question and Answer

Click the My Account Page link on the Navigation Bar to display the My Account page. From here you can:

- Change Your Password
- Set security Question & Password

Changing Your Password

1. In the Change My User Account Password panel, enter your Old Password. As Shown Below:

▼ **Change My User Account Password**

Your new password must comply with this site's Password Policy

Old Password

New Password

Confirm New Password

2. Enter your new password in the New Password and Confirm New Password fields.

NOTE: There is a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it needs to have a minimum of six characters containing both letter, symbols and numbers.

3. Click the Change button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing Your Security Question and Answer

1. In the Change Security Question and Answer panel, enter a question in the Security Question field. As Shown Below:

▼ **Change Security Question and Answer**

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer

2. Enter the answer in the Security Answer field.
3. Click the Change button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

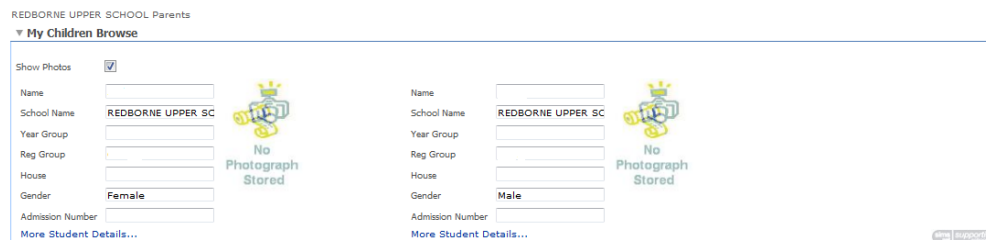
This will allow you to reset your password if for any reason you have forgotten it without having to contact the school. This isn't set up in place yet but will be shortly.

Viewing Your Children's Information

- My Children Page
- Student Summary Page
- Student Session Attendance
- Student Lesson Attendance
- Student Assessment
- Student Classes

My Children Page

1. Click the **My Children Page** link to display the **My Children Browse** page.



The screenshot shows the 'My Children Browse' page for Redborne Upper School. At the top, it says 'REDBORNE UPPER SCHOOL Parents' and 'My Children Browse'. There is a 'Show Photos' checkbox which is checked. Below this, there are two columns of student information. Each column has a 'No Photograph Stored' icon. The fields for each student are: Name, School Name (REDBORNE UPPER SC), Year Group, Reg Group, House, Gender (Female for the first, Male for the second), and Admission Number. There are 'More Student Details...' links at the bottom of each profile.

The **My Children Browse** page displays basic information about your children who attend the school. Select the **Show Photos** check box to display their photo (If photos have been taken).

2. Click the **More Student Details** link to display more details about a child, as described in the *Student Summary Page*

Student Summary Page

The **Student Summary** page contains five panels:

- **Student Basic Information**
- **Student Session Attendance Summary**
- **Student Lesson Attendance Summary**
- **Student Assessment Summary**
- **Student Classes**

The **Student Basic Information, Student Session Attendance Summary, Student Lesson Attendance Summary** and **Student Classes Panels** provide links that when clicked, display detailed information about the child

Student Basic Information

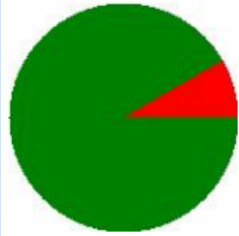
Click the **More Student Details** link to display the **Students Details** page, which contains more information. The information available may vary between schools depending on what the school seems fit to show

Student Session Attendance

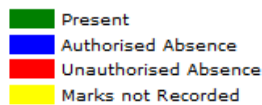
The **Student Session Attendance Summary** panel displays an analysis of session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks keep a record of a child's presence at registration periods.

▼ Student Session Attendance Summary

The information displayed shows a summary of the student's attendance of sessions between 01/09/2010 and 21/09/2010



Description	Sessions	%
Present	22	91.7
Authorised Absence	0	0
Unauthorised Absence	2	8.3
Marks not Recorded	0	0



[More Session Attendance Details...](#)

Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.

▼ Student Session Attendance Details

The information displayed shows details of the student's session attendance.

End Date



Week View



Month View

Month View of Session Marks Between 01/09/2010 - 21/09/2010.

Each cell contains session marks for a particular day e.g. morning and afternoon.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
September 2010			##	ZZ	ZZ	##	##	N\	/	/	/	/	##	##	/	/	/	/	/	##	##	/
October 2010					--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
November 2010	##	--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
December 2010					--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	##
January 2011						##	##	##	##	--	--	--	##	##	--	--	--	--	--	##	##	--
February 2011		--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	##
March 2011		--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
April 2011					--	##	##	--	--	--	--	--	##	##	##	##	##	##	##	##	##	##
May 2011						##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
June 2011			##	##	##	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
July 2011					##	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--
August 2011	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##

Session Code Break Down Between 01/09/2010 - 21/09/2010

Code	Description	Sessions	%
/	Present (AM)	11	45.8
\	Present (PM)	11	45.8
N	No reason yet provided for absence	2	8.3

[Session Attendance Summary...](#)

NOTE: The Attendance Code # represents a Non-Pupil day e.g. School Holiday or Staff Training Day.

To view the session marks for another week or month:

1. Click the **Open Date Picker** icon and select an **End Date**.

The information displayed shows details of the student's session attendance.

End Date

Week View
 Month View of Session
 Each cell contains session marks.

Month	Su	Mo	Tu	We	Th	Fr	Sa	S	M	T	W	T
September 2010	5	6	7	8	9	10	11	##	N\	/\	/\	/\
October 2010	12	13	14	15	16	17	18	##	--	--	--	--
November 2010	19	20	21	22	23	24	25	##	--	--	--	--
December 2010	26	27	28	29	30			##	--	--	--	--
January 2011								##	##	##	--	--
February 2011		--	--	--	--	--	##	##	--	--	--	--
March 2011		--	--	--	--	--	##	##	--	--	--	--

2. Select the **Week View** or **Month view** radio button.
3. Click the **Refresh** button to update the display.

Student Lesson Attendance

The **Student Lesson Attendance Summary** panel displays an analysis of lesson marks. The school day is split into five periods. Session attendance marks keep a record of a child's presence at each individual lesson registration.

▼ Student Lesson Attendance Summary

The information displayed shows a summary of the student's attendance of lessons between 01/09/2010 and 21/09/2010


Description	Lessons	%
Present	41	80.4
Authorised Absence	1	2
Unauthorised Absence	0	0
Mark not Recorded	9	17.6

Present
 Authorised Absence
 Unauthorised Absence
 Mark not Recorded

[More Lesson Attendance Details...](#)
[Lesson Absences...](#)

Click the **More Lesson Attendance Details** link to display the **Student Lesson Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.

▼ Student Lesson Attendance Details

End Date 

Page << 4 of 53 >>

Date	Period 1	Period 2	Period 3
Monday 20/09/2010	Geography 72 Attendance mark -	English 2 Attendance mark /	
Tuesday 21/09/2010	Maths 33 Attendance mark /	Geography 72 Attendance mark -	English 2 Attendance mark -
Wednesday 22/09/2010	Geography 72 Attendance mark -		Maths 34 Attendance mark -
Thursday 23/09/2010	Biology 61 Attendance mark -		English 2 Attendance mark -
Friday 24/09/2010	Maths 44 Attendance mark -		Biology 55 Attendance mark -
Saturday 25/09/2010			
Sunday 26/09/2010			

Lesson codes


Code	Description
/	Present (AM)
S	Study leave
-	All should attend / No mark recorded

[Lesson Attendance Summary...](#)

NOTE: The Attendance Code # represents a Non-Pupil day e.g. School Holiday or Staff Training Day.

To view the session marks for another week or month:

1. Click the **Open Date Picker** icon and select an **End Date**.

End Date 

Page << 4 of 53 >>

Date	Period 1	Period 2	Period 3
Monday 20/09/2010			English 2 Attendance mark -
Tuesday 21/09/2010		Geography 72 Attendance mark /	
Wednesday 22/09/2010			
Thursday 23/09/2010		61 Attendance mark -	
Friday 24/09/2010		Maths 44 Attendance mark -	
Saturday 25/09/2010			

Sep 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2. Click the **Refresh** button to update the display.

Student Assessment Summary

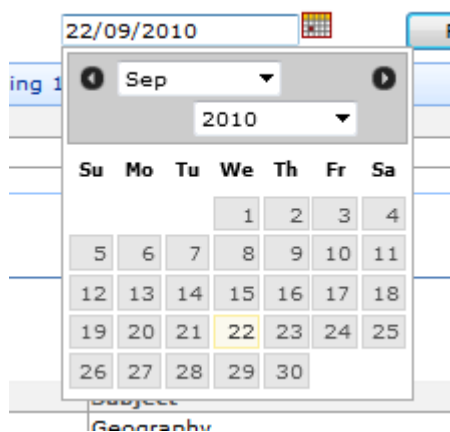
The **Student Assessment Summary** panel displays all of your child's assessment results for the date range provided in the **From** and **To** fields.

▼ Student Assessment Summary

Assessment	Description	Result	Notes
Average GCSE Score		46.55	Result Range 0 - 100
El English Lit (GCSE)	GCSE/BTEC Result	B	
En English Lan (GCSE)	GCSE/BTEC Result	B	
Fr French (GCSE)	GCSE/BTEC Result	C	
Gg Geography (GCSE)	GCSE/BTEC Result	A	
Ma Mathematics (GCSE)	GCSE/BTEC Result	A	
Mean GCSE Result Score		46.55	Result Range 0.00 - 100.00
Mean GCSE Result Score		46.55	Result Range 0.00 - 100.00
Mean GCSE Result Score		46.55	Result Range 0.00 - 100.00
PeN PE Applied (GCSE)	GCSE/BTEC Result	A	

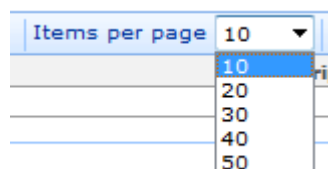
To view assessment results within a specific date range:

- 1 Click the **Open Date Picker** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).



2. Click the **Open Date Picker** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).
3. Click the **Refresh** button to update the display.


You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date**. It also provides links to access the **Student Group Details** page and the **Student Timetable**.

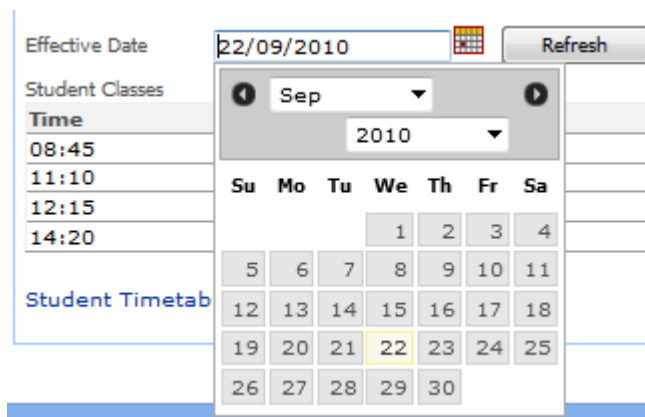
▼ Student Classes

Effective Date	22/09/2010		Refresh
Student Classes			
Time	Class Name	Subject	Teacher
08:45	12D/Gg1	Geography	Mrs K. Wheeler
11:10	12E/Ma1	Maths	Mr P. Grimshaw
12:15	12E/Ma1	Maths	Mr P. Grimshaw
14:20	12B/En1	English	Miss K. Turney

[Student Timetable...](#)

To select a date for the classes you wish to view:

1. Click the **Open Date Picker** icon adjacent to the **Effective Date** field and select a date.



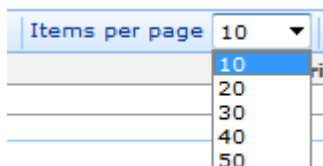
The screenshot shows the 'Effective Date' field set to '22/09/2010' with a calendar icon to its right. The 'Student Classes' table is visible below. The date picker is open, showing 'Sep' and '2010'. The calendar grid shows the date '22' is selected.

2. Click the **Refresh** button to update the display.

To display the **Student Group Details** page, click on a link in the **Class Name** column.

The **Student Group Details** page displays the class **Supervisor** and a list of class members.

You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



The screenshot shows a dropdown menu for 'Items per page' with the current selection '10'. The menu is open, showing options: 10, 20, 30, 40, and 50.

Student Timetable

The **Student Timetable** page provides a calendar function containing the student's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date.

REDBORNE UPPER SCHOOL Parents

Student Timetable

New Actions

September 19 - September 25 2010

	19 Sunday	20 Monday	21 Tuesday	22 Wednesday	23 Thursday
7 AM					
8					
9		8:45 AM BMon:1 - Geography - KW - 72	8:45 AM BTue:1 - Maths - PG - 33	8:45 AM BWed:1 - Geography - CB - 72	8:45 AM BThu:1 - Biology - MJH - 61
10		9:50 AM BMon:2 - English - KJT - 2	9:50 AM BTue:2 - Geography - CB - 72		
11			11:10 AM BTue:3 - English - CAL - 2	11:10 AM BWed:3 - Maths - JBF - 34	11:10 AM BThu:3 - English - CAL - 2
12 PM			12:15 PM BTue:4 - English - KJT - 2	12:15 PM BWed:4 - Maths - PG - 33	12:15 PM BThu:4 - Geography - KW - 77
1					
2		2:20 PM BMon:5 - Biology - MJH - 61	2:20 PM BMon:5 - Biology - JAB - 61	2:20 PM BTue:5 - Biology - AJH - 55	2:20 PM BWed:5 - English - KJT - 2
3					

Notes

- The look and appearance of this site may change from time to time
- This site goes offline daily from 11pm to 3am

If you have any technical problems please fill free to email us: support@redborne.beds.sch.uk

If you have any comments please fill free to email us: admin@redborne.beds.sch.uk