Parent

proportal

Parent ProPortal

Parent ProPortal is the system which Christ the King Sixth Forms use to provide important information about a learner's programme throughout the year, you can access the following information;

- Personal details
- Detailed attendance
- Lesson timetables
- Progress Monitoring reports
- Exam timetables
- Tutor meetings
- Target grades

Account Creation

To create an account, you will need to submit an account request. You can do this by clicking the 'Submit An Account Request' and completing the account request form.
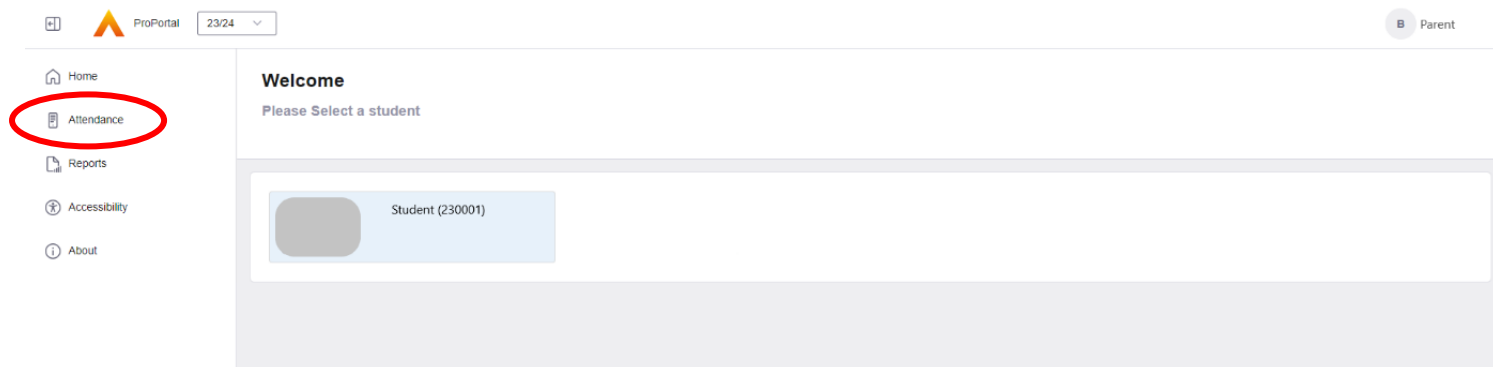

Once you have completed and submitted the form you will then receive an email to verify the email address you entered when submitting the form. Once your email address has verified your account creation request can then be processed. Once the request has been approved you will be receive an email to notify you that the account has successfully been created.
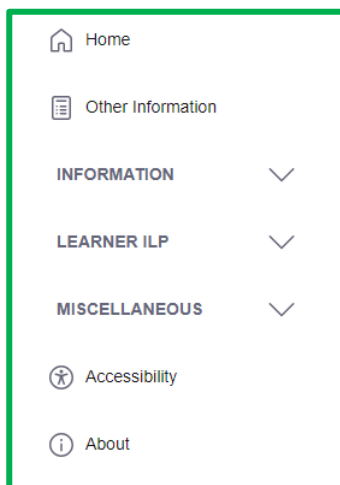
Accessing Information

- Once logged in to Parent ProPortal you will see the welcome page (below).

- <u>Student Attendance</u> – If you click 'Attendance' (circled above) you be able to see a rundown of your son/daughter's attendance for the given time frame selected.

Student Attendance

Select an Attendance Date: In the last 2 weeks

Student Name	Student Ref	Offering Name	Register Date	Time	Register Status Description
Student	230001	LRC Session	06/02/2024	10:40 - 12:10	Did not attend
Student	230001	Professional Graduate Programme	06/02/2024	13:15 - 14:15	Attended (/)
Student	230001	Tech Advanced Diploma in Business	07/02/2024	08:50 - 10:20	Did not attend
Student	230001	Tech Advanced Diploma in Business	07/02/2024	10:40 - 12:10	Did not attend
Student	230001	Tech Advanced Diploma in Business	07/02/2024	14:30 - 16:00	Did not attend
Student	230001	Tech Advanced Diploma in Business	08/02/2024	08:50 - 10:20	Did not attend
Student	230001	LRC Session	08/02/2024	12:10 - 13:40	Did not attend
Student	230001	Tech Advanced Diploma in Business	09/02/2024	08:50 - 10:20	Attended (L)
Student	230001	Tech Advanced Diploma in Business	09/02/2024	10:40 - 12:10	Attended (/)
Student	230001	Tech Advanced Diploma in Business	09/02/2024	12:10 - 13:40	Attended (/)
Student	230001	Tech Advanced Diploma in Business	19/02/2024	10:40 - 12:10	Attended (/)
Student	230001	Tech Advanced Diploma in Business	19/02/2024	14:30 - 16:00	Register Pending

- From the student dashboard page, you can use the navigation bar (highlighted below) to view various information.

- The 'Information' dropdown consists of the following pages: Learner Details, Further Details, Academic Information, Lesson Timetable, Student Handbook, Weekly Attendance Summary and Exam Timetable

INFORMATION ∧

Learner Details

Further Details

Academic Information

Lesson Timetable

Student Handbook ☑

Weekly Attendance Summary

Exam Timetable

Further Details – Contains basic contact information and other details such as Candidate Number and Head of Hall

Academic Information – Contains information by class on tasks and assessments assigned to the course

Lesson Timetable – Displays your son/daughter's timetable for that week

Weekly Attendance Summary – Contains a summary of your son/daughter's registers by week

Authorised Absence - Contains a list of all authorised absences

Exam Timetable – Contains the timetable for your son/daughter's exams

The Learner ILP dropdown consists of the following pages;

LEARNER ILP ∧

My Attendance & Punctuality

Uploaded Documents

Attendance & Punctuality – Gives a breakdown of attendance by course

Uploaded Documents – Displays any documents that have been uploaded

The Meetings and Comments dropdown consists of the following pages;

MEETINGS AND COMMENTS

My Comments

My Meetings

My Comments – Displays any comments left by teachers

My Meetings – Displays information about any meetings beheld by teachers

The Miscellaneous dropdown consists of the following pages;

MISCELLANEOUS

Published Reports to P/G

Published Reports to P/G – This page contains any previous Performance Monitoring Reports