

Grobby Community College



**Guidance for parents using
SIMS Learning Gateway for**

Parental Online Access

What is SIMS Learning Gateway?

At Groby College, we have renamed this service **Parental Online Access (POA)**, and it will be called this throughout these instruction pages.

A government initiative states that schools need to provide parents with secure online access to information a school holds about their children. For example, attendance, behaviour, attainment and special needs. Parental Online Access (POA) is a web based system that will enable parents/carers to access data that the school holds about your son/daughter. Access is strictly controlled and only adults with parental responsibility will be allowed access to this data. It is important that you inform the school if for some reason an adult's access to a student's data changes.

USER ID AND PASSWORD

The school will provide you with a User ID and Password. The first password will be complex (made up of different characters). When you log on for the first time the system will force you to change this password to one of your choosing. It is very important that this password is not revealed to anyone else.

How to get Parental Online Access

Using a computer, log on to the Groby College website:

www.grobycoll.com

Click on the link for Parental Online Access at the bottom of the homepage, a log on page is then displayed:



The screenshot shows a login page for Leicestershire County Council. At the top left is the council's logo, featuring a white silhouette of a stag on a green background. To the right of the logo, the text "Leicestershire County Council" is written in white. Below the logo and text, there is a section for security settings. It starts with "Security (show explanation)" in yellow. There are two radio buttons: the first is selected and labeled "This is a public or shared computer", and the second is unselected and labeled "This is a private computer". Below this, there is a checkbox labeled "I want to change my password after logging on". Underneath the security settings are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a "Log On" button. At the bottom left of the page, the text "Leicestershire County Council" is repeated in a smaller font.

Logging on for the first time

Go to the Groby College website, and click on the link for **Parental Online Access**.
Change the default security choice from public to private.

Click with the mouse in the **Username** box

Type your **User ID** supplied by the school into the Username box

Click with the mouse into the **Password** box

Type in your password provided by the school - take care to type this in accurately

Click on the **Log On** button

Click in the **Old Password** box and enter the password again

Click in the **New Password** box and enter the password you wish to use

Your new password has to meet certain requirements in order to comply with security rules for logging on. These are:

- Your password must contain at least one number
- Your password must contain at least one capital letter
- Your password must contain at least one number
- Your password must **NOT** contain any part of your user ID

Click in the **Confirm new password** box and type this new password in again

Click on the button **Change Password**

Should you encounter difficulties of any kind logging on please contact your school. It is important to remember that you should **not** include your User ID and password together in any communication to the school.

Logging on after the first time

Go to the Groby College website, and click on the link for **Parental Online Access**.

Again, change the default security choice from public to private.

Click with the mouse in the **Username** box

Type your **User ID** supplied by the school into the Username box

Click with the mouse into the **Password** box

Type in your password

Click on the **Log On** button

If you have forgotten your password

You may contact the College to request notification of it again, however if you have changed the password from that originally issued, the college will be unable to assist. **OR**

Use a new link which has been added to the logon screen for Parental Online Access for anyone that has forgotten their password. To make use of this facility, we require two items of information:

1. A valid email address recorded on our systems at school.
2. A security Question and Answer recorded in the POA /learning gateway system.

This can be found on **My Account Page**. The security question can be anything of your choosing, for example, mothers maiden name, favourite band.

Provided that both of the above are in place, on using this system facility an email will be returned to the address on file with anew password.

If you want to change your password

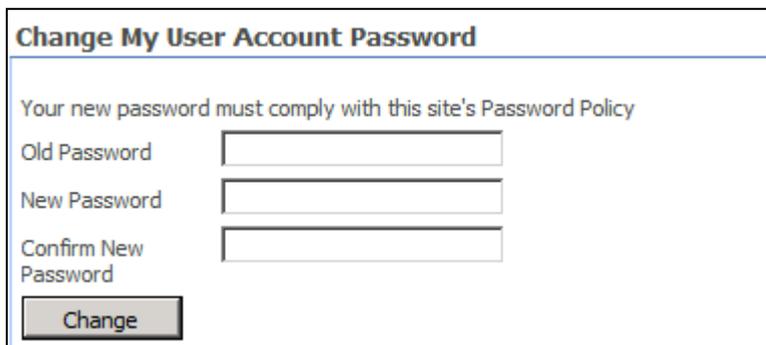
If for some reason you suspect someone else knows your password you should change it immediately. The system will require all users to change their passwords on a regular basis.

Log into Parental Online Access



Click on **My Account Page** which is displayed on the left hand side of the screen

Scroll down to the **Change My User Account Password** panel

A screenshot of a web form titled "Change My User Account Password". The form includes a heading "Change My User Account Password" and a sub-heading "Your new password must comply with this site's Password Policy". Below this are three input fields labeled "Old Password", "New Password", and "Confirm New Password". At the bottom of the form is a "Change" button.

Click in the **Old Password** box

Click in the **New Password** box

Click in the **Confirm New Password** box

Click on the **Change** button

Type in your current password

Type in your new password

Type your new password in again

Contacting the College in case of queries

If you experience any problems please contact

Debbie Lee 0116 2879921 ext 286 or

Denise Wynne 0116 2879921 ext 276.



These are designated site administrators for the system, but no other staff will be able to assist you. Alternatively, you may send your query via email to:

dlee@grobycoll.com OR

dwyne@grobycoll.com

Consolidating Accounts

As more Leicestershire schools use SIMS Learning Gateway for **Parental Online Access** (POA) you may receive an additional User ID and password for your son/daughter at other schools. (Please bear in mind that other schools may have adopted a different name for the facility. Some schools may not be using the SIMS Learning Gateway, but a different software system. If this case is the case, consolidation will not be possible.)

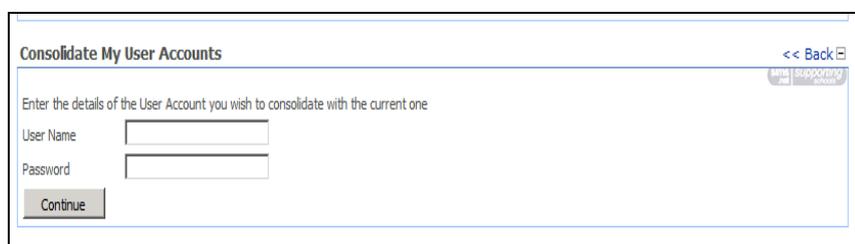
The system allows you to join these multi accounts enabling you to logon with one User ID and password but see the details of all of your children across the schools. This is what is referred to as consolidating your account.

If you wish to do this, log into Parental online access using the User ID you wish to keep.



Click on **My Account Page** which is displayed on the left hand side of the screen

Click on **Consolidate my user accounts**

A screenshot of the "Consolidate My User Accounts" form. The form has a title "Consolidate My User Accounts" and a "<< Back" button. Below the title is a instruction: "Enter the details of the User Account you wish to consolidate with the current one". There are two input fields: "User Name" and "Password". Below the "Password" field is a "Continue" button.

Click in the **User Name** box

Type in the User ID you no longer require

Click in the **Password** box

Type in your password relating to this User ID

Click on the **Continue** button

Return to the Home Page

Clicking on the Home tab in the top left hand corner of the screen will take you back to the Home Page



VIEWING DETAILS ABOUT THE SCHOOL



Click on **School Details Page** which is displayed on the left hand side of the screen

This page will display general information about the school.

If you have any queries about the information on this page please contact the school.

VIEWING INFORMATION FOR YOUR CHILD

If you believe any of the information displayed about your child is incorrect please contact the school immediately.



Click on **My Children Page** which is displayed on the left hand side of the screen

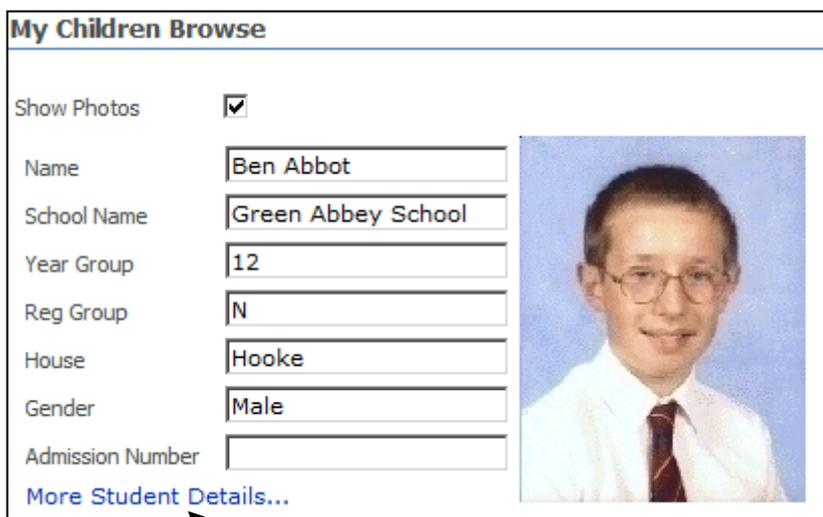
The **My Children Browse** panel is displayed

This gives some basic information. The admission number box will be blank but this is an internal school number and is not displayed on the Parental Online Access system at Groby College,

If you have more than one child at the same school they should all be visible on this page. If this is not the case please contact the school, as per the details at the base of page 4.

If you have a child at another Leicestershire school that also uses SIMS Learning Gateway for parental access then you can complete the process called consolidating accounts so that all your children will appear on the same page. This process has been described earlier in this document.

Placing a tick in the box to the right of Display Photos will show a school photograph of your child, once the photo has been taken and saved on to the school database.

A screenshot of the "My Children Browse" panel. It features a "Show Photos" checkbox which is checked. Below this are several input fields: "Name" (Ben Abbot), "School Name" (Green Abbey School), "Year Group" (12), "Reg Group" (N), "House" (Hooke), "Gender" (Male), and "Admission Number" (blank). To the right of these fields is a school photograph of a young boy with glasses, wearing a white shirt and a dark tie. At the bottom left of the panel, there is a link labeled "More Student Details...". An arrow points from the text below to this link.

Click on the **More Student Details** link to view more detailed information on the **Student Summary** page

More detailed information is displayed in a number of panels which can be scrolled through using the vertical scroll bar on the right hand side of the screen.

Each panel has a **Back** link in the top right hand corner. Clicking on this will take you back to the previous page.



Student Basic Information is the first panel

This panel displays the similar information that is shown on the My Children Page.

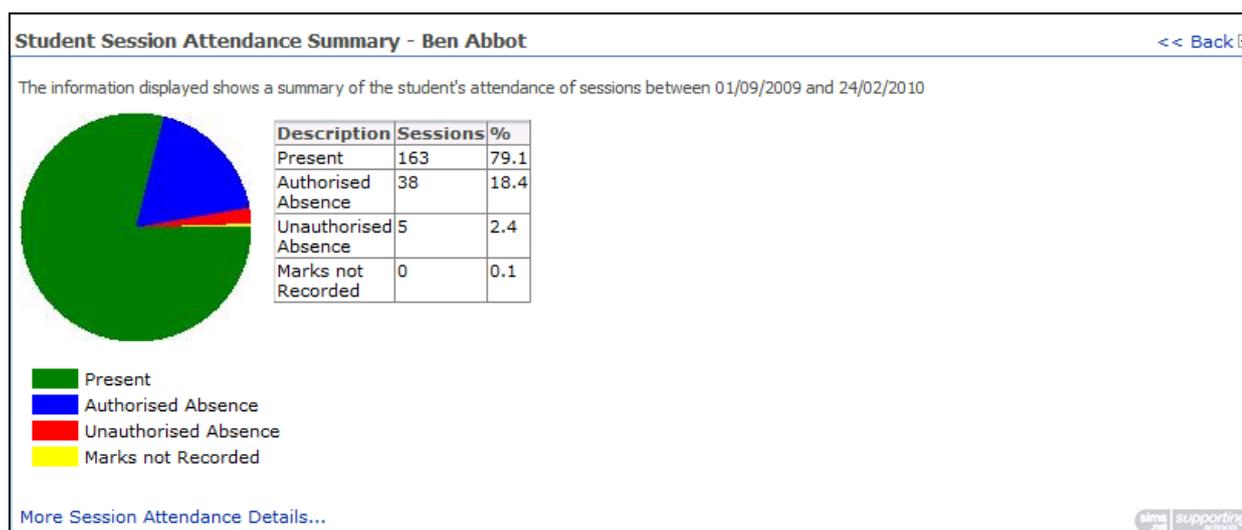
Legal Forename	Benjamin
Middle Name(s)	Michael
Legal Surname	Abbot
Preferred Surname	Abbot
Preferred Forename	Ben
Date of Birth	12/07/1993
Age	16 years, 7 months
Gender	Male
Birth Certificate Seen	<input checked="" type="checkbox"/>

Clicking on **More Student Details** will display further information that can be scrolled through using the vertical scroll bar on the right. For example, address, telephone number.

Click on the **Back** button until you return to the Student Summary page with all the panels

Student Session Attendance Summary is the second panel

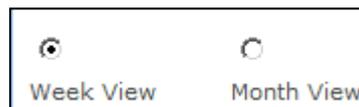
A summary of morning and afternoon attendance that has been recorded at school is summarised on this panel. **Please note** that this summary includes attendance up to the end of the previous school working day and does not include attendance for today.



Underneath the table there is a key explaining what the codes mean.

The # sign is used for Saturday & Sunday and holiday dates.

Each row shows the attendance information for a month. Clicking in the white circle for Week View will change the display to show a week on each row.



Attendance information can be viewed for a previous academic year by changing the date in the **Date** box. Either type in a new date or use the calendar button to the right of the box to change the date.

Click on the **Refresh** button to change the display for the new date.

Click on the **Back** button until you return to the Student Summary page with all the panels

The **Types of absence** can be specified by ticking the required boxes

Type of absence:

- Include Authorised Absences
- Include Unauthorised Absences
- Include only Post-Registration Absences

The date range can be specified by entering the required dates in the From/To date boxes. Either type in a new date or use the calendar button to the right of the box to change the date.

Date Range:

From  To 

Click on the **Refresh** button to change the display for the new dates.

The absence marks are displayed in a table below the date boxes and below this the absences are summarised.

Click on the **Back** button until you return to the Student Summary page with all the panels

Student Assessment Summary is the third panel

This area displays customised reports produced by the college's Data Manager, Denise Wynne, who is also one of the two site administrators for POA.

It should give parents indications of targets grades, attainment levels, and progress in all subjects studied by the student.

The data shown initially relates to the current academic year. Should you wish to view information from a previous year you need to amend the from date and then click on the **Refresh** button. This will allow you to view all of the data from the date you have requested.

Student Classes is the fourth panel

The effective Date will always default to today's date. As students do sometimes change their classes during an academic year it is possible to change this date to see what classes your child was a member of on date in the past. Either type in a new date or use the calendar button to the right of the box to change the date. Click on the **Refresh** button.

Effective Date 

Student Classes

Time	Class Name	Subject	Teacher	Room
09:15	12A/Gg1	Geography	Mrs A. Wheeler	Humanities Room 2
10:15	12B/Bi1	Biology		Science Lab 4
11:35	12C/Ph1	Physics	Ms B. Peters	Science Lab 7
12:35	12C/Ph1	Physics	Ms B. Peters	Science Lab 7
14:30	12G/Gs1	General Studies	Mr P. Hall	Business Studies 2

[Student Timetable...](#) 

By clicking on the student timetable tab above, you will be able to see a full weekly summary of the student's timetable.
