

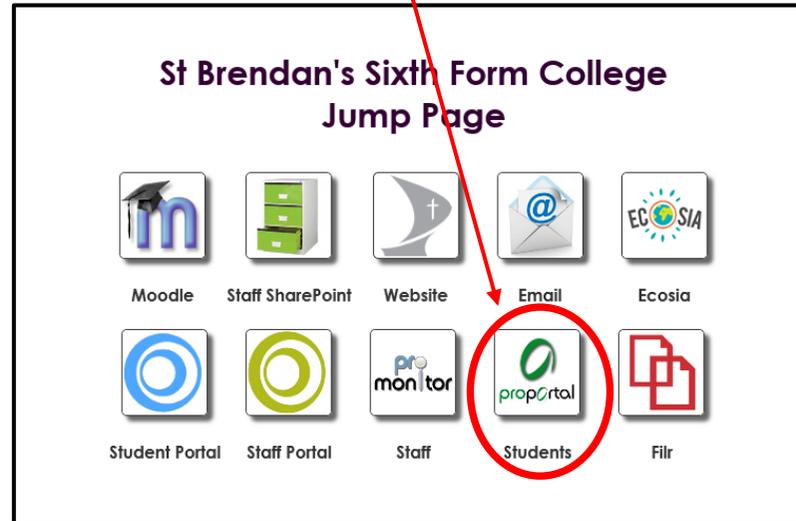
Student Guidance- ProPortal

In this guidance, you will find how to access ProPortal and the different sections available. This document will show you the most useful areas for a student to visit in the system- Markbook, Progress Reports, Meetings and Timetable

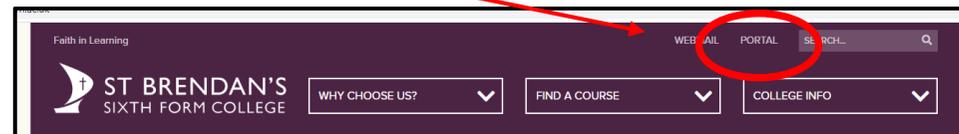
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1. If you are in college, open up Internet Explorer and the college 'Jump Page' will appear. This is a list of applications you will use whilst at the college and you will also find your email here

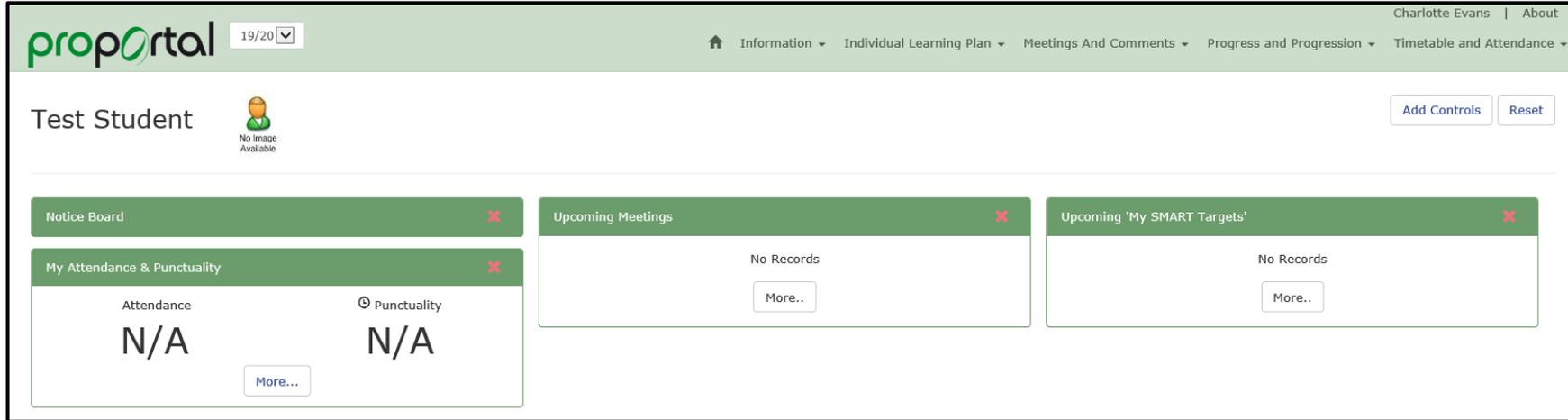


2. If you are outside college, go to www.stbrn.ac.uk and select the 'Portal' section from the top right hand corner

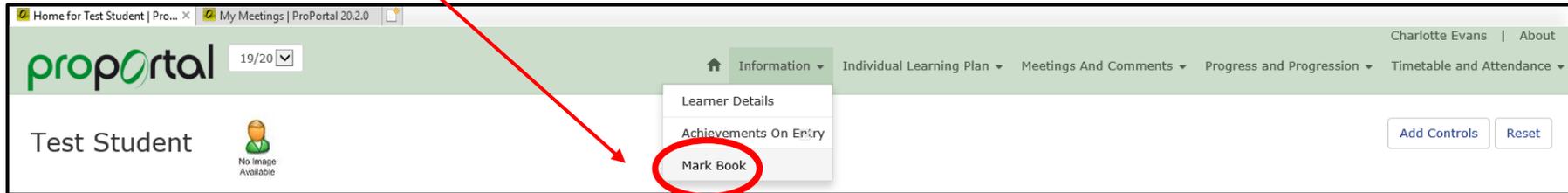


3. This will take you to the jump page where you can access 'ProPortal'

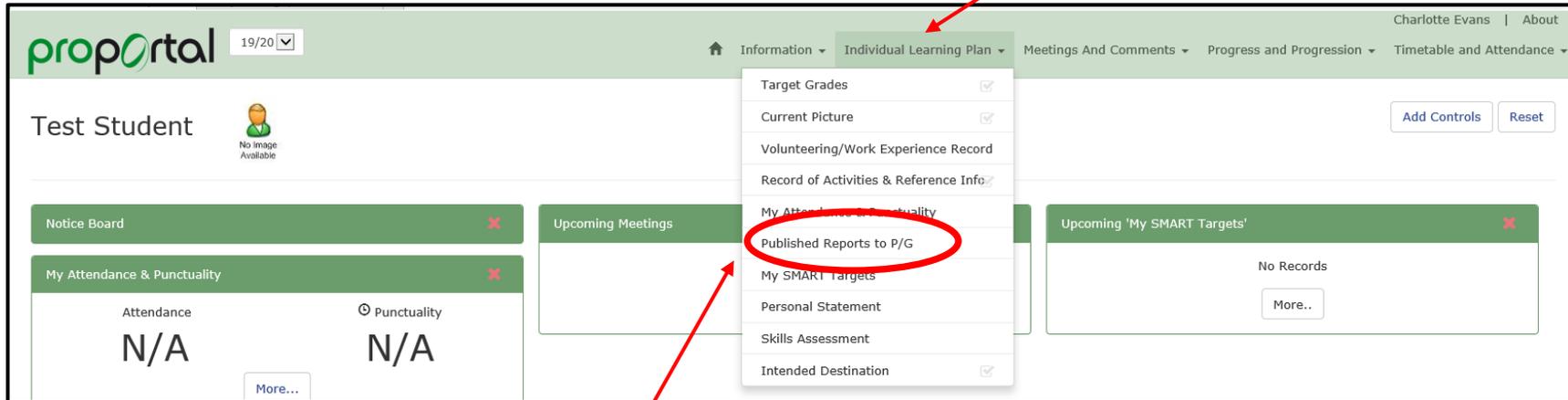
4. Once you arrive in ProPortal you will see the same 'home page' each time. This will have information about your attendance and any meetings you have booked.



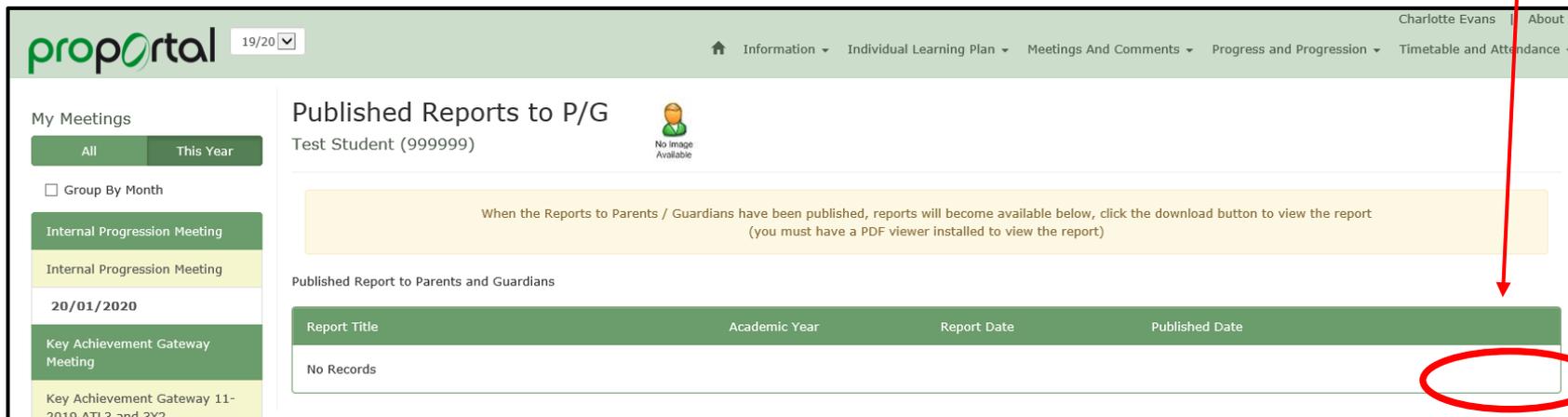
5. Use the tabs across the top to access different drop down lists. In the Information tab you will find your 'Mark Book' where staff will enter grades of assessments and homework.



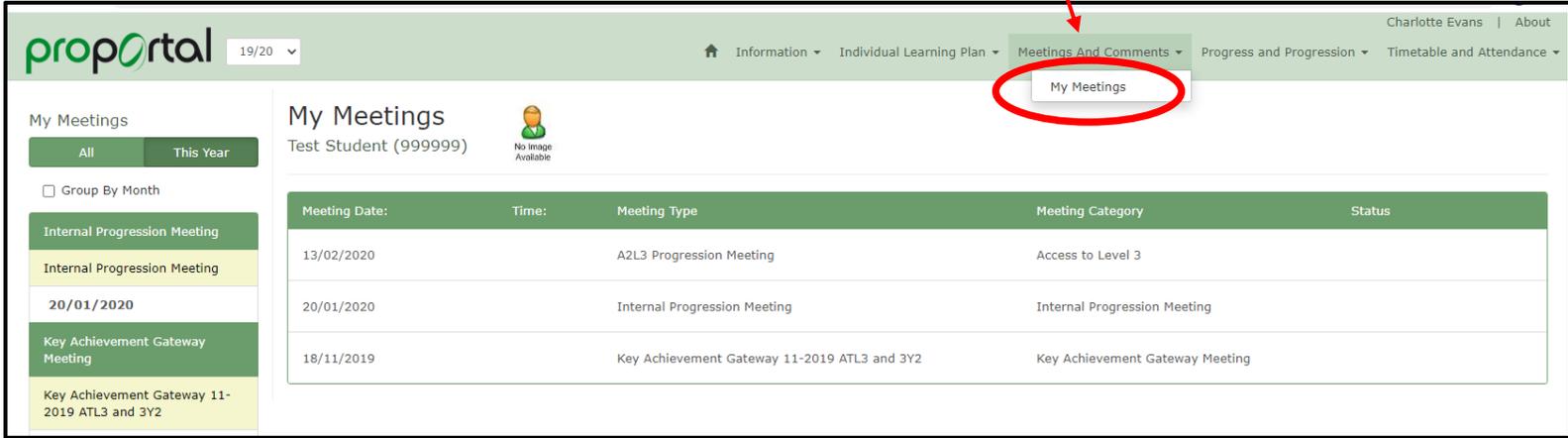
6. The Individual Learning Plan has sections that you fill out with your Academic Mentor during tutorial. You will also find your Progress Reports in the section called 'Published Reports to P/G (Parents/Guardians)'



7. In this section we will publish teacher written PDF reports for you to download which gives both you and your parent/guardians insight into your progress at college
8. The screen shot below is blank because it is a test student account, but when your report is published, you will find a download button here



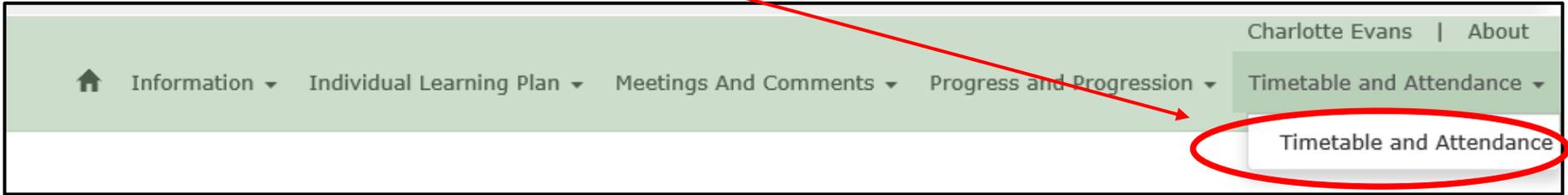
9. Under the 'Meeting and Comments' tab you will find a page called 'My Meetings'. In this page you will find the records of the meetings you have had with staff across the college. Meetings are recorded in this section so you can go back and see what was discussed at a later date. Meetings could include notes from your 1-2-1 with your Academic Mentor or from a Careers appointment.



The screenshot shows the ProPortal interface. The top navigation bar includes 'Information', 'Individual Learning Plan', 'Meetings And Comments', 'Progress and Progression', and 'Timetable and Attendance'. The 'Meetings And Comments' menu is open, and 'My Meetings' is circled in red. Below the navigation, the 'My Meetings' page is displayed for a student named 'Test Student (999999)'. The page features a table with the following data:

Meeting Date:	Time:	Meeting Type	Meeting Category	Status
13/02/2020		A2L3 Progression Meeting	Access to Level 3	
20/01/2020		Internal Progression Meeting	Internal Progression Meeting	
18/11/2019		Key Achievement Gateway 11-2019 ATL3 and 3Y2	Key Achievement Gateway Meeting	

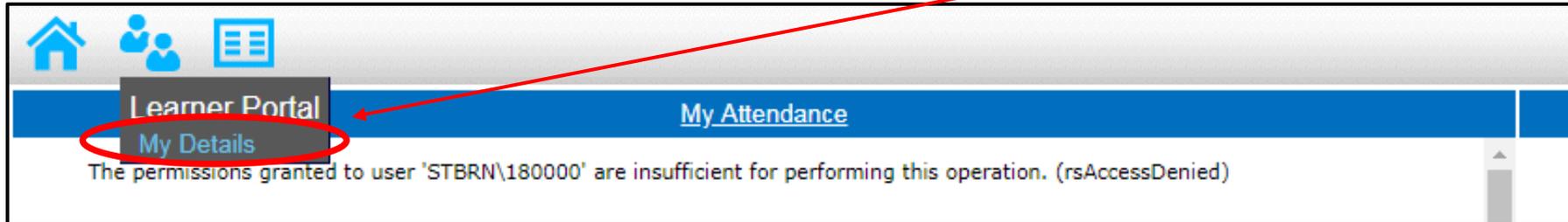
10. How to find your timetable- In ProPortal head to the timetable and attendance section



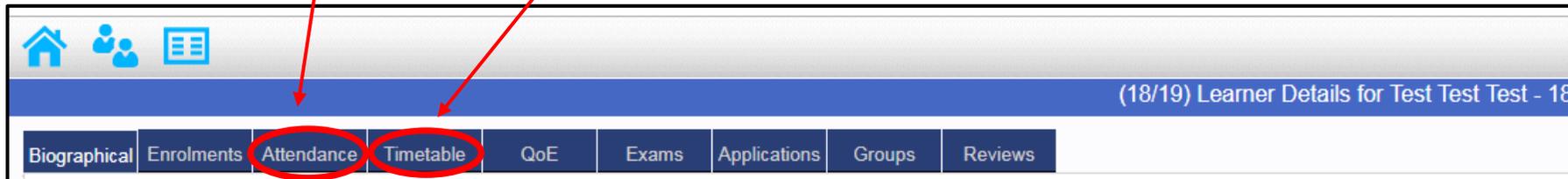
The screenshot shows the top navigation bar of the ProPortal. The 'Timetable and Attendance' menu item is circled in red. The navigation bar includes a home icon, 'Information', 'Individual Learning Plan', 'Meetings And Comments', 'Progress and Progression', and 'Timetable and Attendance'. The 'Timetable and Attendance' menu is open, and 'Timetable and Attendance' is circled in red.

2. Accessing your timetable

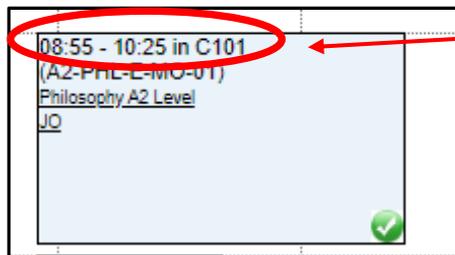
11. When you select Timetable and Attendance it will open a new page. From the people icon select 'My Details'



12. You will then have a list of tabs to choose from. The two most useful sections to you will be the attendance and timetable tabs. The attendance tab will give you a breakdown of the register marks. The timetable tab will show you a live timetable of that week.



13. From your timetable you will be able to see each of your lessons, the time it starts and ends and the room it is in..



14. Here is an example of a whole timetable for a week. To create a printable version select PDF at the bottom. Remember your tiemtabl

The screenshot displays a web-based timetable for a student. At the top, there are navigation icons and a header bar with the text "(20/21) Learner Details for Test Test Test - 180000" and the date "Fri 31 Jul 2020 14:16". Below the header is a menu with tabs: Biographical, Enrolments, Attendance, Timetable, QoE, Exams, Applications, Health, Groups, Reviews, Employment, and Custom. The "Timetable" tab is selected, showing a weekly schedule for the week beginning 07/06/21. The schedule is presented in a grid format with columns for each hour from 8 AM to 6 PM and rows for each day of the week. The timetable includes the following sessions:

Day	8 AM - 9 AM	9 AM - 10 AM	10 AM - 11 AM	11 AM - 12 Noon	12 Noon - 1 PM	1 PM - 2 PM	2 PM - 3 PM	3 PM - 4 PM	4 PM - 5 PM	5 PM - 6 PM
Monday		08:55 - 10:25 (SELFSTUDY1-E1-MO-01) Self Study Group 1		10:40 - 12:10 in B123 (AL-BS-2-C-MO-04) Business A Level ACA			13:00 - 14:30 in B119 (AL-EC-2-A-MO-07) Economics A Level JHN	14:30 - 16:00 in B127 (AL-ACT-2-D-MO-09) Accounting A Level JGL		
Tuesday				10:40 - 12:10 in B119 (AL-EC-2-A-TU-04) Economics A Level JHN						
Wednesday		08:55 - 10:25 in B127 (AL-ACT-2-D-WE-01) Accounting A Level JGL		10:40 - 12:10 in B123 (AL-BS-2-C-WE-04) Business A Level ACA						
Thursday		08:55 - 10:25 in B123 (AL-BS-2-C-TH-01) Business A Level ACA		10:40 - 12:10 in B127 (AL-ACT-2-D-TH-04) Accounting A Level JGL						
Friday							13:00 - 14:30 (SELFSTUDY3-E3-FR-07) Self Study Group 3	14:30 - 16:00 in B119 (AL-EC-2-A-FR-09) Economics A Level JHN		
Saturday										

At the bottom of the interface, there is a toolbar with buttons for "Contacts", "Notes", "Corresp.", "Documents", "General Info", "Events", "PDF", "Format", and "Back". The "PDF" button is circled in red, and a red arrow points from the top right of the timetable area to it.

Business A Level ACA	Economics A Level JHN	Accounting A Level JGL
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Confirm Options and Print

Include Exam Bookings
 Use 3D Effects

Suppress Clashes
 Show Blank Days
 Show Lecturer Hours

Show Periods
 Print Criteria

10:40 - 12:10 in B127 (AL-ACT-2-D-TH-04) Accounting A Level JGL
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15. When you select PDF a box will pop up. Click OK and a pdf version of your timetable will appear. PLEASE NOTE YOUR TIMETABLE CAN CHANGE EACH WEEK SO KEEP CHECKING IT ONLINE

16. PDF example of your timetable

PURT Page 1		St Brendans Sixth Form College Learner Timetable 2020/2021		CEV 31/07/2020 14:18:39					
Learner 180000		Test, Test							
Day	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
M		08:55 - 10:25 SELFSTUDY1-E1-MO-01 Self Study Group 1 SELFSTUDY1 2021 Rm NA (46) Lect NA (46)		10:40 - 12:10 AL-BS-2-C-MO-04 Business A Level AL-BS 1921 B123 (46) Carey A (46)		13:00 - 14:30 AL-EC-2-A-MO-07 Economics A Level AL-EC 1921 B119 (46) Hannaford J (46)		14:30 - 16:00 AL-ACT-2-D-MO-09 Accounting A Level AL-ACT 1921 B127 (46) Glover J (46)	
T			10:40 - 12:10 AL-EC-2-A-TU-04 Economics A Level AL-EC 1921 B119 (46) Hannaford J (46)						
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F						13:00 - 14:30 SELFSTUDY3-ES-FR-07 Self Study Group 3 SELFSTUDY3 2021 Rm NA (46) Lect NA (46)		14:30 - 16:00 AL-EC-2-A-FR-09 Economics A Level AL-EC 1921 B119 (46) Hannaford J (46)	

**** END OF REPORT ****