



Parent, Guardians and Carers - User Guide

‘Specialist, technical education’

Supporting students to achieve

Please note: ProPortal will only become available once a student has enrolled.

This guide can also be accessed as an electronic document on the website.

Dear Parents/ Guardians and Carers,

We understand that it's really important to keep in touch with your young adult's progress during their journey through college. This is why we have introduced the ProPortal learning system: An online, easy to use, one stop shop which you can use to check-in with your dependent's achievements and progress, whenever you deem necessary.

We firmly believe that the best experience for students relies upon a shared commitment between tutors, learners and supportive parents, carers and guardians. We all have our part to play in making sure that they achieve great things.

To find out more about how ProPortal works, please continue reading.

What is Parent Portal?

ProPortal is an electronic Individual Learning Plan (ILP) system.

Every student in the college has an ILP which is continuously updated throughout the year by both students and tutors. It details important information, such as progress on coursework, achievements, and targets for development. It can also be used to view, record, and track a wide range of information about students, including personal details, attendance and assessment marks.

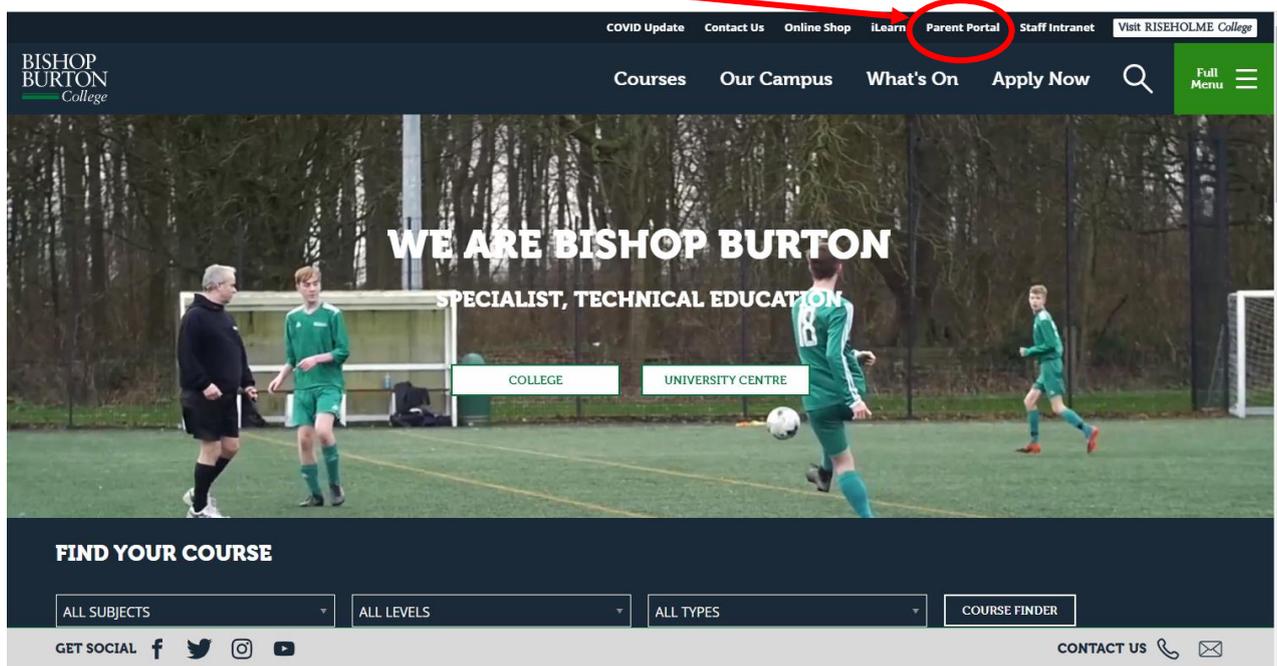
It is an integrated piece of software which both students and parents/ guardians/ carers can view and holds a wealth of really important information in one place. Having access to a system of this nature means that your young adult can continue to learn independently, but they're safe in the knowledge that you're up to date with their progress and supporting them from behind the scenes. It's also a useful way of a tutor flagging any issues for your attention.

Parent Portal Access

ProPortal is web-based application and can therefore be accessed from any computer or electronic device with an internet connection.

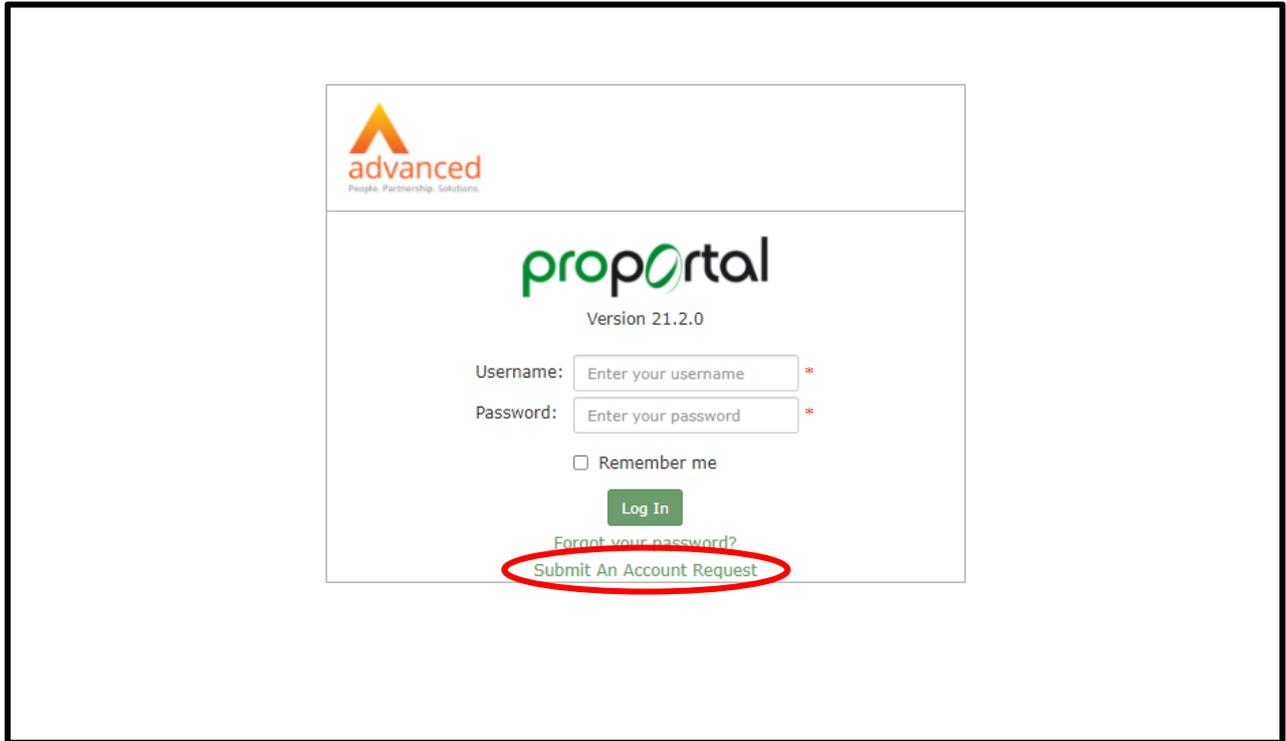
To login, simply use a search engine to locate the college website via:
www.bishopburton.ac.uk / www.riseholme.ac.uk

You'll find the link to **'Parent Portal'** in the top navigation.



After clicking 'Parent Portal', a new page will open, displaying the ProPortal Log In page.

At this initial stage (if logging on for the first time), please select 'Submit An Account Request' and complete the details requested accordingly.



The form you'll need to complete looks a little like this...

Please remember to click the 'Submit Request' button upon completion.

The screenshot shows the account request form. It starts with the 'advanced' logo and 'proportal' logo. A message reads: 'Please enter your details. The email address you provide will be used if you need to be contacted about your account.' The form fields are: 'Requested Username', 'Forename', 'Surname', 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. A note states: 'Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.' Below is a section for 'Enter the details of the student you would like an account to access.' with fields for 'Student Ref', 'Forename', 'Surname', and 'Date of Birth' (with a 'dd/mm/yyyy' placeholder). At the bottom, a section asks for 'Please provide some additional information to authenticate your request.' with a field for 'What is your relationship to the student?' and a green 'Submit Request' button circled in red.

Your request will first be reviewed and then accepted by the ProPortal administrator.

REMEMBER: Never give your password or login details to anyone else.

After logging in to ProPortal you will see the **Welcome Page** (below).

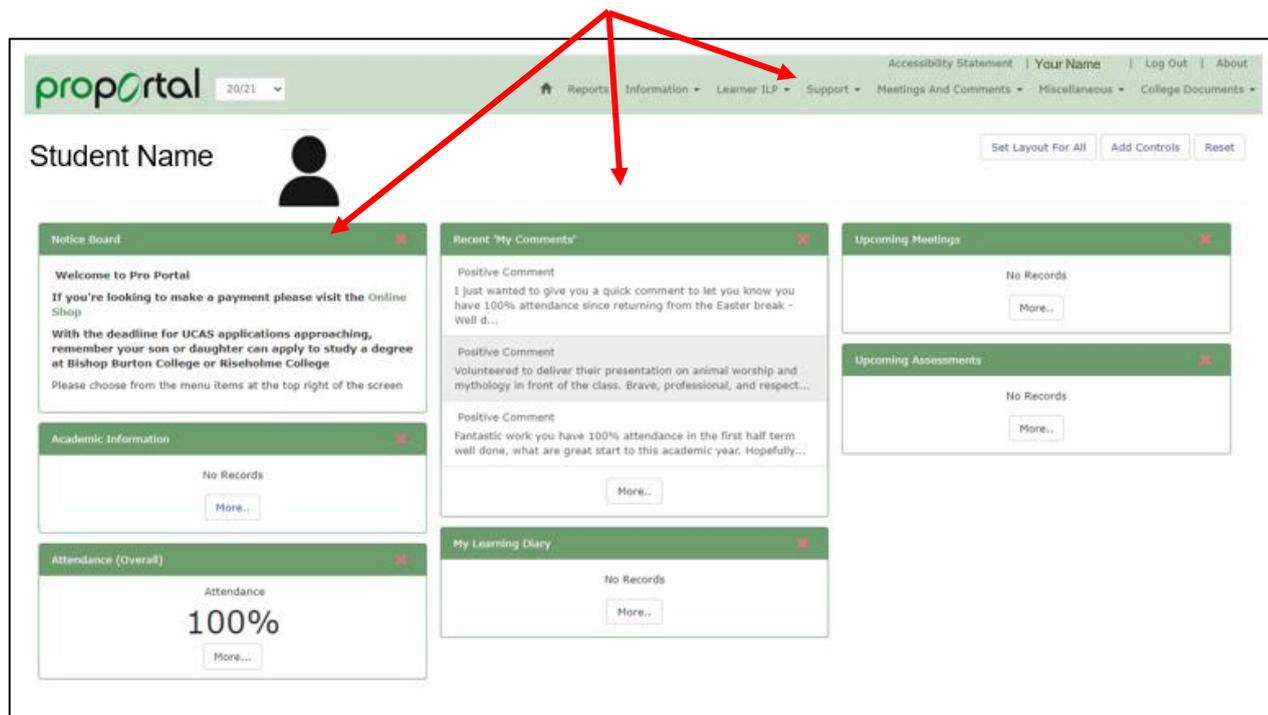
From here, click on your dependent's profile to access the Parent ProPortal.



Once you have clicked through to your young person's profile, you'll see the main menu/ dashboard (as below).

From here you can view College updates and notifications on the **'Notice Board'**, as well as an overview of your young adult's punctuality, attendance, academic information and learning diary. Clicking on **'More'** on each panel will take you to a page showing more information on the required topic area.

You can also access all other areas displayed at the top of the page.



Information > Further Details:

This section displays a student's personal details such as contact details and next of kin information.

The screenshot shows the 'Further Details' page for a student with ID 20123456. The page is divided into several sections:

- General Learner Details:** Includes fields for Email, Email Address 2, Emergency contact, Car Registration, Custom Field 3, Medical Details, NI Number, Bus Route, NOK Mobile, and Custom Field 4.
- Next Of Kin Details:** Includes fields for Next Of Kin Email and Next Of Kin Mobile.
- Next Of Kin:** A large text area for providing next of kin information.

On the left side, there is a sidebar with navigation options: Admin, My Comments, My Meetings (All, This Year, Group By Month), Old Progress Review (Formal Tutorial, 18/09/2020, 19/10/2020, 26/11/2020, 08/01/2021, 15/03/2021, 12/04/2021, 24/05/2021), Other (Group Tutorial, 14/09/2020, 21/09/2020, 21/09/2020).

Information > Academic Feedback:

Please select your dependant's course (see example below)

The screenshot shows the 'Academic Information' page for a student with ID 20123456. The page includes a 'Student Group' dropdown menu that is currently open, showing a list of courses. A red arrow points to the dropdown menu.

The dropdown menu options are:

- Select a Student Group --
- Select a Student Group --
- 20/21 - FEO2EAP01 (ETEC L3 EXT DSP ANIMAL MANAGEMENT)
- 19/20 - FEO3FAM101 (ETEC L3 FOUNDATION DSP ANIMAL MANAGEMENT)
- 19/20 - FNF2AVD101 (NCFE L2 AWARD IN VOLUNTEERING)

The sidebar on the left is identical to the 'Further Details' page, showing navigation options and a list of meeting dates.

From here you can view results relating to each unit they have submitted.

The screenshot shows the 'proportal' interface. The main heading is 'Academic Information' for 'Student Name (20123456)'. The 'Student Group' is '20/21 - FED3EAM201 (BTEC L3 EXT DIP ANIMAL MANAGEMENT)'. Below this, there are fields for 'Teacher(s)' and 'Manager'. A message states: 'All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.' The 'Units' tab is selected, displaying a table of units with their respective weights, levels, completion status, marks, grades, and completion dates. A red arrow points to the 'Units' tab in the navigation bar.

Unit	Weight	Level	Complete	Mark	Grade	Completed Date
Unit 1 - Unit 1: Animal Breeding and Genetics	120	3	☑	0.166667	M	17/03/2021
Unit 12 - Unit 12: Business Management in the Animal Sector	60	3	☑	0.266667	D	21/05/2021
Unit 14 - Unit 14: Animals in boarding establishments	60	3	☑	0.266667	D	11/05/2021
Unit 16 - Unit 16: Animal Grooming	60	3	☑	0.266667	D	07/01/2021
Unit 17 - Unit 17: Principles of Animal Nursing	60	3	☑	0.266667	D	30/04/2020
Unit 2 - Unit 2: Animal Biology	120	3	☑	0.166667	M	28/08/2020
Unit 20 - Unit 20: Human and Animal Interactions	60	3	☑	0.266667	D	18/01/2021
Unit 21 - Unit 21: Exotic animal husbandry	60	3	☑	0.266667	D	07/05/2021
Unit 3 - Unit 3: Animal Welfare and Ethics	120	3	☑	0.266667	D	28/08/2020
Unit 4 - Unit 4: Practical Animal Husbandry	60	3	☑	0.266667	D	01/05/2020
Unit 5 - Unit 5: Animal Behaviour	60	3	☑	0.266667	D	24/08/2020
Unit 6 - Unit 6: Animal Health and Diseases	60	3	☑	0.266667	D	10/03/2020
Unit 7 - Unit 7: Work Experience in the Animal Sector	60	3	☑	0.266667	D	24/08/2020

You can also view individual results for each assignment.

The screenshot shows the 'Academic Information' page for a student. The 'Assessments' tab is selected, displaying a table of assessment results. A red arrow points to the 'Assessments' tab.

Assessment	Weight	Complete	Mark	Out Of	Grade	Date Expected
Unit 1 - Unit 1: Animal Breeding and Genetics						
EXAM - EXAM	1.00	<input type="checkbox"/>		100		08/01/2021
Unit 12 - Unit 12: Business Management in the Animal Sector						
Asst 1 - Businesses in the Animal Sector	1.00	<input checked="" type="checkbox"/>		100	D	
Asst 2 - Human and Physical Resources in an Animal Sector Business	1.00	<input checked="" type="checkbox"/>		100	D	
Unit 14 - Unit 14: Animals in boarding establishments						
Ass 1 - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	26/03/2021
Ass 2 - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	21/05/2021
Unit 16 - Unit 16: Animal Grooming						
Ass1 - Animal Grooming Needs - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	23/10/2020
Ass2 - Practical Animal Grooming - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	04/12/2020
Unit 17 - Unit 17: Principles of Animal Nursing						

Information > Academic Information:

Here, you can view target grades and see how your young adult is progressing in terms of Unit, Assessment and Task completion.

The screenshot shows the 'Academic Information' page for a student. The 'Assessments' tab is selected, displaying target grades and progress summary.

Targets

Aspirational Target Grade	D**D**D	Minimum Target Grade	D**D**D
Personal Target Points	130	Personal Target Percent	

Progress Summary

From the Unit Markbook:

Total Unit Points	258
Projected Points	258
Projected Points - Personal Target Points	128.00

Using the Overall Marking Scheme:

Projected Grade	D**D**D
Projected UCAS Points	

 You also need to gain the following points in core units

Completion Progress

Units	15/15
Assessments	25/31
Tasks	151/157

You can also see which units they have fully completed to date and what grades they received.

The screenshot shows the 'proportal' Academic Information page for a student named (20123456) in the group '20/21 - FED3EAM201 (BTEC L3 EXT DIP ANIMAL MANAGEMENT)'. The 'Units' tab is selected, displaying a table of units with their completion status and grades.

Unit	Weight	Level	Complete	Mark	Grade	Completed Date
Unit 1 - Unit 1: Animal Breeding and Genetics	120	3	<input checked="" type="checkbox"/>	0.166667	M	17/03/2021
Unit 12 - Unit 12: Business Management in the Animal Sector	60	3	<input checked="" type="checkbox"/>	0.266667	D	21/05/2021
Unit 14 - Unit 14: Animals in boarding establishments	60	3	<input checked="" type="checkbox"/>	0.266667	D	11/05/2021
Unit 16 - Unit 16: Animal Grooming	60	3	<input checked="" type="checkbox"/>	0.266667	D	07/01/2021
Unit 17 - Unit 17: Principles of Animal Nursing	60	3	<input checked="" type="checkbox"/>	0.266667	D	30/04/2020
Unit 2 - Unit 2: Animal Biology	120	3	<input checked="" type="checkbox"/>	0.166667	M	28/08/2020
Unit 20 - Unit 20: Human and Animal Interactions	60	3	<input checked="" type="checkbox"/>	0.266667	D	18/01/2021
Unit 21 - Unit 21: Exotic animal husbandry	60	3	<input checked="" type="checkbox"/>	0.266667	D	07/05/2021
Unit 3 - Unit 3: Animal Welfare and Ethics	120	3	<input checked="" type="checkbox"/>	0.266667	D	28/08/2020
Unit 4 - Unit 4: Practical Animal Husbandry	60	3	<input checked="" type="checkbox"/>	0.266667	D	01/05/2020
Unit 5 - Unit 5: Animal Behaviour	60	3	<input checked="" type="checkbox"/>	0.266667	D	24/08/2020
Unit 6 - Unit 6: Animal Health and Diseases	60	3	<input checked="" type="checkbox"/>	0.266667	D	10/03/2020
Unit 7 - Unit 7: Work Experience in the Animal Sector	60	3	<input checked="" type="checkbox"/>	0.266667	D	24/08/2020

You can keep track of how they are progressing towards completing each unit on an assignment-by-assignment level and what grade they received.

The screenshot shows the 'proportal' Academic Information page for the same student and group, but with the 'Assessments' tab selected. A red arrow points to the 'Select Unit' dropdown menu, which is currently set to '-- All Units --'. The table below shows the progress of assignments for each unit.

Assessment	Weight	Complete	Mark	Out Of	Grade	Date Expected
Unit 1 - Unit 1: Animal Breeding and Genetics						
EXAM - EXAM	1.00	<input type="checkbox"/>		100		08/01/2021
Unit 12 - Unit 12: Business Management in the Animal Sector						
Asst 1 - Businesses in the Animal Sector	1.00	<input checked="" type="checkbox"/>		100	D	
Asst 2 - Human and Physical Resources in an Animal Sector Business	1.00	<input checked="" type="checkbox"/>		100	D	
Unit 14 - Unit 14: Animals in boarding establishments						
Ass 1 - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	26/03/2021
Ass 2 - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	21/05/2021
Unit 16 - Unit 16: Animal Grooming						
Ass1 - Animal Grooming Needs - Assignment 1	1.00	<input checked="" type="checkbox"/>		100	D	23/10/2020
Ass2 - Practical Animal Grooming - Assignment 2	1.00	<input checked="" type="checkbox"/>		100	D	04/12/2020
Unit 17 - Unit 17: Principles of Animal Nursing						

You can keep abreast of how they are progressing towards completing each assignment on a task-by-task level and what grade they received.

The screenshot shows the 'Academic Information' page for a student named (20123456) in the 20/21 academic year. The page displays the student's group as '20/21 - FED3EAM201 (BTEC L3 EXT DIP ANIMAL MANAGEMENT)'. Below this, there are tabs for 'Summary', 'Units', 'Assessments', 'Tasks', and 'Integrated Assessments'. The 'Tasks' tab is active, showing a table of tasks with columns for 'Task Description', 'Weight', 'Mark', and 'Grade'. A red arrow points to the 'Tasks' section of the table.

Task Description	Weight	Mark	Grade
Unit 1 - Unit 1: Animal Breeding and Genetics	120	0.166667	M
Unit 12 - Unit 12: Business Management in the Animal Sector	60	0.266667	D
Unit 14 - Unit 14: Animals in boarding establishments	60	0.266667	D
Unit 16 - Unit 16: Animal Grooming	60	0.266667	D

Information > Assessment Schedule:

In the schedule section, you can view your young adult's hand in date information.

The screenshot shows the 'Assessment Schedule' page for the same student. It displays a table of assessments with columns for 'Assessment', 'Out of', 'Weight', 'Date Set', 'Date Exp'd', 'Resub. Launch', 'Resub. Hand In', and 'Teacher'. The table lists various assessments including 'EXAM - EXAM', 'Asst 1 - Businesses in the Animal Sector', 'Ass 1 - Assignment 1', and 'Ass 1 - Animal Grooming Needs - Assignment 1'.

Assessment	Out of	Weight	Date Set	Date Exp'd	Resub. Launch	Resub. Hand In	Teacher
EXAM - EXAM	100	1.00	01/10/2020	08/01/2021			
Asst 1 - Businesses in the Animal Sector	100	1.00					
Ass 1 - Assignment 1	100	1.00	25/01/2021	26/03/2021			
Ass 2 - Assignment 2	100	1.00	22/02/2021	21/05/2021			
Ass1 - Animal Grooming Needs - Assignment 1	100	1.00	14/09/2020	23/10/2020			
Ass2 - Practical Animal Grooming - Assignment 2	100	1.00	14/09/2020	04/12/2020			
Ass 1 - Assignment 1	100	1.00	08/09/2019	30/07/2020			
Ass 2 - Assignment 2	100	1.00	08/09/2019	30/07/2020			
Ass1 - Know Your Vets	100	1.00	09/09/2019	29/11/2019			
Ass2 - Patient Care and Recovery	100	1.00	02/12/2019	08/05/2019			

Learner ILP > My Plans After My Course:

In this section, you can get a sense of plans for progression after finishing the selected course.

My Plans After My Course
Student Name (20123456)

Progression and Destination Details

Why do you want to attend college? (This may be for social and/or academic aims)

I feel that going to Bishop Burton College allows me to have a greater social life as I live about an hour away so I can meet people from different towns/cities. It also gives me further qualifications to get into Uni and I can have a feel for what working with animals may be like.

What would you like to achieve at college?

I would like to achieve the necessary grades and UCAS points to get me into Uni whilst also making life long friends that can support me.

What would you like to achieve beyond college?

I would like to achieve an animal behaviour degree at Uni before going into Canine behaviour specifically and have a range of knowledge on modules related to dogs (eg health, grooming, welfare, training).

Learner ILP > Attendance:

You can use this section to view attendance information. The stats are provided per unit (lesson) and as an overall figure.

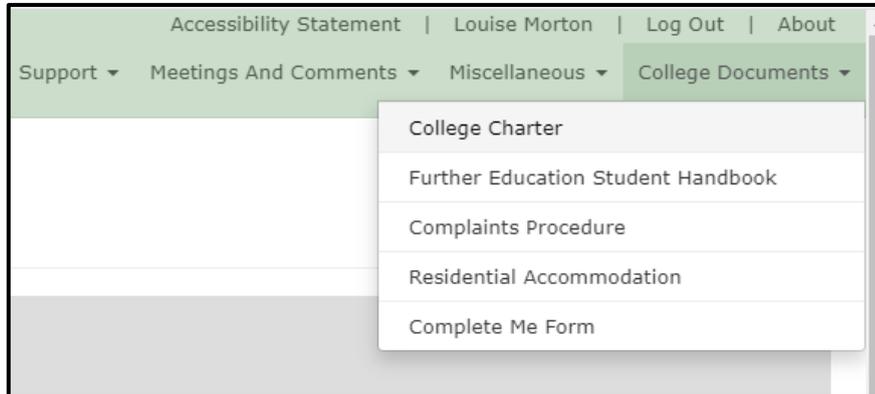
Assessment Schedule
Student Name (20123456)

Attendance Last Updated 30/6/2021 04:11

Code	Att	Att%	Auth	Auth%	Lates	Recent	Last Att
Enrichment - FE	4 / 4	100.0	0	100.0	0	100	24/6/2021
Farm Livestock - Practical	2 / 2	100.0	0	100.0	0	100	18/6/2021
FE2HE	0 / 0		0		0		
First Aid Course	1 / 1	100.0	0	100.0	0	100	17/6/2021
HE Study Skills	2 / 2	100.0	0	100.0	0	100	18/6/2021
L2 CoTC Dog Walking	12 / 12	100.0	0	100.0	0		27/5/2021
L3 Animal Grooming (P)	12 / 12	100.0	0	100.0	0		7/12/2020
L3 Animal Grooming (T)	25 / 25	100.0	0	100.0	0		8/1/2021
L3 Animal Metabolism (T)	0 / 0		0		0		
L3 Animals In Boarding Establishments (T)	34 / 34	100.0	0	100.0	0		27/5/2021
L3 Breeding & Genetics (T)	30 / 30	100.0	0	100.0	1		15/1/2021
L3 Business Management (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Exotic Animal Husbandry (P)	11 / 11	100.0	0	100.0	0		24/5/2021
L3 Exotic Animal Husbandry (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Farm Livestock Husbandry (P)	2 / 2	100.0	0	100.0	0	100	24/6/2021
L3 Human & Animal Interactions (P)	12 / 12	100.0	0	100.0	0		7/12/2020
L3 Human & Animal Interactions (T)	27 / 27	100.0	0	100.0	0		15/1/2021
L3 Investigative Research Project (T)	23 / 23	100.0	0	100.0	0		27/5/2021
L3 Practical Skills in Animal Science (T)	50 / 50	100.0	0	100.0	1		27/5/2021
L3 Wildlife Ecology and Conservation Management (T)	2 / 2	100.0	0	100.0	0	100	24/6/2021
Personal & Prof Dev - Group	28 / 28	100.0	0	100.0	0	100	25/6/2021

College Documents:

In this section you can view a range of College documents like handbooks, policies and charters.



We hope you have found this step-by-step user guide useful.

If you have any further queries about accessing ProPortal, please see below for the relevant contact details.

Bishop Burton College:

T. 01964 55300

E. enquiries@bishopburton.ac.uk

Riseholme College:

T. 01522 304600

E. enquiries@riseholme.ac.uk