

REGENT COLLEGE



PARENTS' GUIDE TO

SIMS LEARNING GATEWAY (SLG)

AUTUMN 2011

Welcome

Welcome to SIMS Learning Gateway!

Regent College uses an information management system called SIMS. This holds information in reference to all the students on roll at the college.

This is also where all information pertaining to matters such as attendance and academic progress are kept.

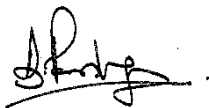
SIMS Learning Gateway, or SLG, is a portal that allows you as parents (or guardians) to access this information from the comfort of your own home via the internet. That is, it allows you to view information when and from where you wish.

SIMS Learning Gateway is 'live'. This means you can get up to date information on your child, allowing you to track their performance at school and identify any possible issues as soon as they arise.

The 2011-2012 is the first year that we are using SIMS Learning Gateway and we hope that this tool will be highly useful to parents allowing you to view information about your son or daughter at your convenience.

Please read through the guidelines below and contact the College should you have any further questions.

Warm regards,



Mr Selva Pankaj
Principal

Set Up

Requirements

Requirements to use SIMS Learning Gateway:

- A computer
- Broadband internet access
- One of the following internet browsers

Internet Browser	PC	MAC
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 3.x	✓	✓
Safari 5.x	✓	✓

Security

Remember:

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 In


To access SIMS Learning Gateway, please click on the Portal link on the Regent College website. This will take you directly to the site.

Alternatively, please go to:

<https://hslg10.capita-cso.co.uk/schools/REG/SLG>

We advise adding this link to your Favourites or Bookmarks.

You will see this screen:



If you want to change your password, please tick the box. If the system asks you to change your password on logging in, please choose one with capital letters and numbers to make it more secure.


Forgotten Passwords

If you have forgotten your password, please contact the College by emailing caroline.shepherd@regentcollege.uk.com in order to have it re-set. We cannot carry out this request by phone.

Please note that passwords take 24 hours to re-set. We will contact you with your new password.

Homepage

Once you log in, you will see this screen:



Regent College

Home Parents

View All Site Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Parents Site

- My Account Page
- School Details Page
- My Children Dashboard

Regent College

Announcements

Head Boy and Head Girl Results 08/11/2011 19:32

by

The results of the October elections for the role of Head Boy & Head Girl are as follows:

Head Boy - Bhavesh Shah
Head Girl - Premila Mogantas
Deputy Head Boy - Rahul Sharda
Deputy Head Girl - Iman Ali

Well done to everyone concerned!
...

Calendar

06/12/2011 17:30 Parents' Evening - Years 10 & 11 & AS
08/12/2011 17:30 Parents' Evening GCSE Intensive and A2/AL Intensive

On the main screen in the homepage, you will see lists of Announcements in relation to the College.

Parents can also note upcoming events at the College by looking at the Calendar item.

The most important links on the site are under **Parents Site** which is at the bottom of the column on the left. The options are:

- My Account Page
- School details Page
- My Children Dashboard



Regent College

Home Parents

View All Site Content

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Parents Site

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Regent College

Announcements

There are currently no active announcements.

Calendar

There are currently no upcoming events.

If you want to log out after you have finished your session, or log in as a different user, use the menu at the top right of the screen.

Welcome Craig Mack ▾

 **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.

My Account Page

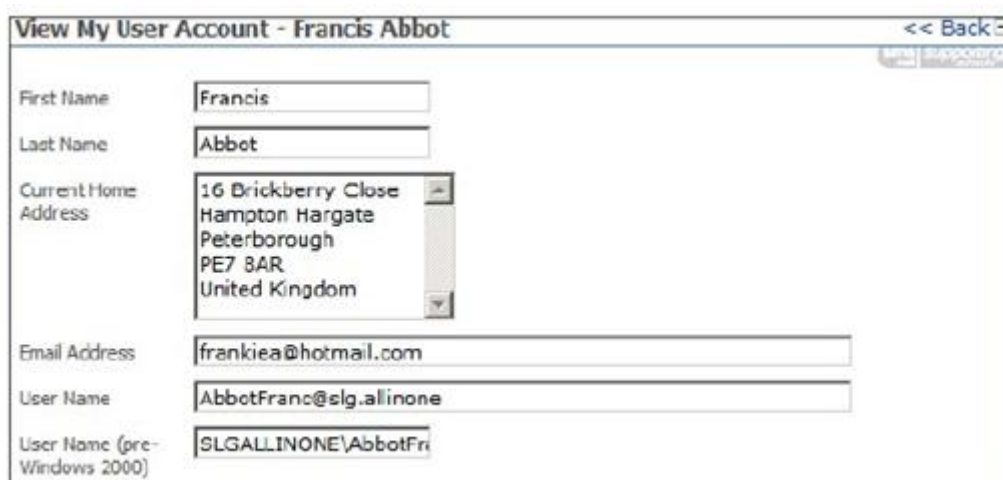
There are three sections on the My Account Page:

1. View My User Account
2. Change My User Account Password
3. Change Security Question and Answer

View My User Account

This enables you to review the information that we have stored on you as a parent. If anything is incorrect, needs updating, or you want to add a piece of information, please contact the College on 0208 966 9900.

Please note the system **does not** allow you to make the update on SLG itself; you must contact the College to update it.



View My User Account - Francis Abbot		<< Back
First Name	Francis	
Last Name	Abbot	
Current Home Address	16 Brickberry Close Hampton Hargate Peterborough PE7 8AR United Kingdom	
Email Address	frankiea@hotmail.com	
User Name	AbbotFranc@slg.allinone	
User Name (pre-Windows 2000)	SLGALLINONE\AbbotFri	

Change My User Account Password

If you wish to change your password, please enter your old password and type in the new one and then confirm it. The system will periodically ask you to change your password for security reasons.

Your new password should:

- Be longer than six characters
- Have both capital letters and lower case letters
- Have at least one number
- Be different from previous passwords

▼ Change My User Account Password

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

Old Password

New Password

Confirm New Password

Change Security Question and Answer

This box is currently not relevant due to the set up the College uses, so this does not need to be completed currently.

School Details Page

This is simply a place where you can review the details of the school.

Please note that no changes can be made here.

If you wish to contact the school, the details are at the bottom of the page.

My Children's Dashboard

My Children's Dashboard contains the key pieces of information about your child and their performance at Regent College.

It can be broken down as follows:

- News
- Headlines
- Today's Attendance
- Events
- My Children's Links

Please read on for further details on each link.

News

Please note that key announcements can be read by clicking on the banner at the top to read the full story.



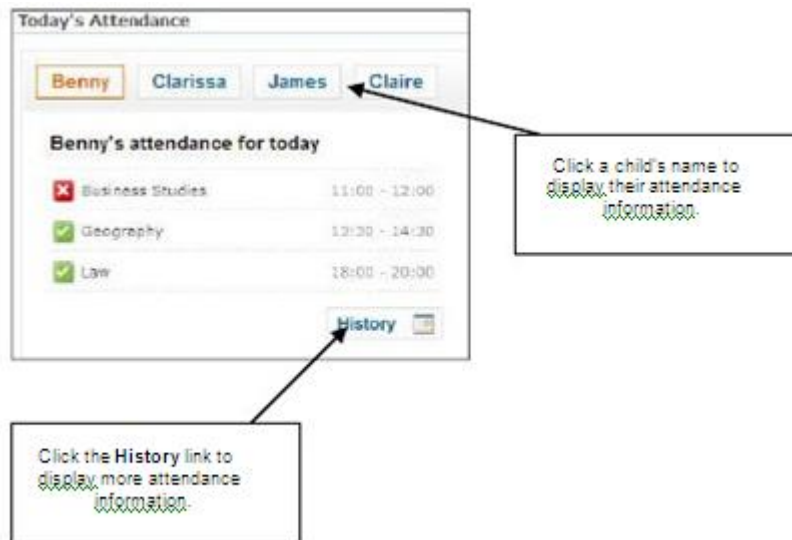
Headlines

This will update you as to the overall attendance rate of your child as a percentage and the same for lateness. It will scroll automatically between the two.



Today's Attendance

To the right is Today's Attendance, this will tell you, lesson by lesson, of your child's attendance that day. In this illustration, we can see that Benny attended Geography and Law but didn't go to his Business Studies class.

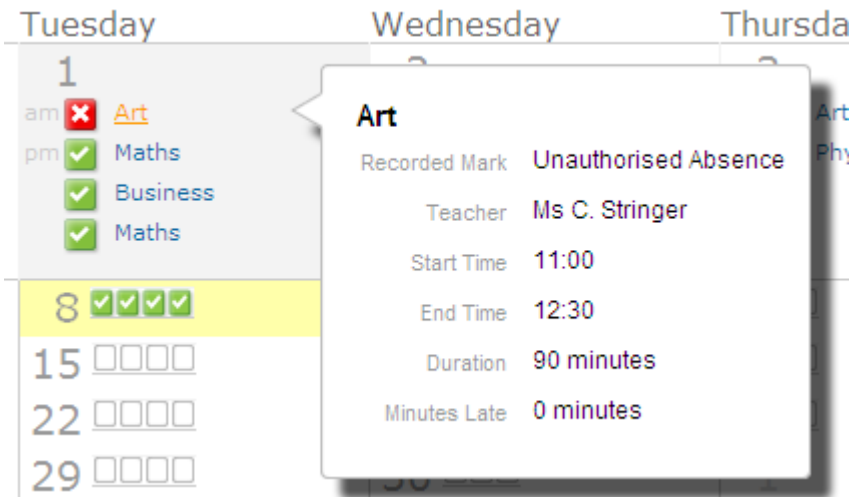


The codes are detailed as follows:

Attendance Mark	Definition
<input checked="" type="checkbox"/>	Present
<input checked="" type="checkbox"/>	Approved Educational Activity, Attendance Not Required, Authorised Absence
<input checked="" type="checkbox"/>	Unauthorised Absence
<input type="checkbox"/>	No Mark Entered

If you have more than one child at Regent College, please click between the names above to check on both children's attendance.

If you want to look at your child's attendance history, please click on the History link. This will take you to a page where you can check by day, by week, or by month, on your child's attendance. This data will be available from the beginning till the end of each academic year.



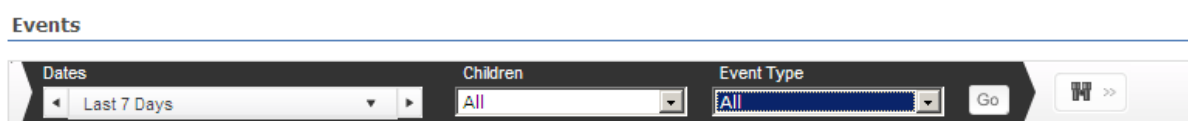
In this example, we can see that on the first of the month, this student attended his classes for Maths, Business and then another session of Maths later that day. However, he did not arrive for the first lesson of the day, Art with Ms Stringer which started at 11am. As we did not receive notification from the parents of a genuine reason for absence, this absence has been marked as unauthorised which will reflect in the figures for their overall attendance.

Events

This will alert you to any issues of attendance, e.g recent unauthorised absence/lateness and any comments that the teachers have added to the records about a student's attendance or performance in the lesson. You can click on More Details for find out more.



You can choose to filter the range of dates, events and children by clicking on the Binoculars Item.



My Children Links

There are two links in this section. One is Student Record and the other is View Reports.

My Children Links	
BENNY 	CLARISSA 
 Student Record	 Student Record
 View Reports	 View Reports

Student Record

There are 4 keys sections on this page:

- Student Basic Details
- Student Lesson Attendance Summary
- Student Assessment Summary
- Student Classes

Please read on for further details on each section.

Student Basic Details

This is as it sounds, a summary of all the key facts about your child.



The screenshot shows a web browser window with the following content:

- Browser address bar: Green Abbey School > Student Site > SLGPages > StudentSummary
- Page title: Student Site
- Section title: Student Basic Information - Ben Abbot
- Navigation: << Back
- Form fields:
 - Legal Forename: Benjamin
 - Middle Name(s): Michael
 - Legal Surname: Abbot
 - Referred Surname: Abbot
 - Referred Forename: Ben
 - Date of Birth: 12/07/1992
 - Age: 15 years, 4 months
 - Gender: Male
 - Birth Certificate Seen:
- Image: A portrait of a young boy with glasses, wearing a white shirt and a dark tie.
- Buttons: More Student Details... and a small button with a right-pointing arrow.

If you click on More Student Details, you can look at the following:

- Student Registration Information
- Student Address Information
- Student Telephone and Email Information
- Student Family Home Information
- Student Medical Information
- Student Ethnic/Cultural Information
- Student Additional Information
- Student School History Information
- SEN Summary Information

If you see that any important information has been omitted, or you wish to update your information on your child, please contact the College. Please note that it is NOT possible to update this on SLG itself.

To go back to the Student Record page, please use your browser's back button or navigate via Mr Children's Dashboard.

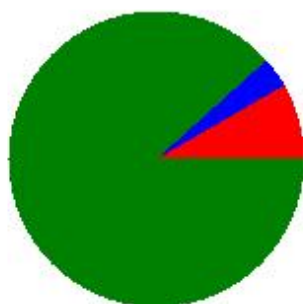
Student Lesson Attendance Summary

For every lesson at school, each student is marked for their attendance as explained previously.

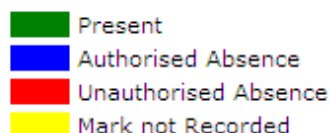
You will see a summary pie chart of your child's attendance as per the example below.

In this example, the child is present 88.4% of the time, has some authorised absence and 8.1% of unauthorised absences.

The information displayed shows a summary of the student's attendance of lessons between 12/09/2011 and 08/11/2011



Description	Lessons	%
Present	175	88.4
Authorised Absence	7	3.5
Unauthorised Absence	16	8.1
Mark not Recorded	0	0



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

If you want to find out further details, you can click either of the links below, More Lesson Attendance Details, or Lesson Absences.

This will give you both a breakdown of lesson attendance by timetable...

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Monday 07/11/2011	Maths RM 2.1 Attendance mark /	Maths RM 2.1 Attendance mark /	Business COMP 1 Attendance mark /	Business COMP 1 Attendance mark /	Art Art RM Attendance mark +	Art Art RM Attendance mark /	Art Art RM Attendance mark /	Art Art RM Attendance mark /	Art Art RM Attendance mark /	
Tuesday 08/11/2011			Art Art RM Attendance mark /	Art Art RM Attendance mark /	Maths RM 2.1 Attendance mark /	Business INTERACT Attendance mark /	Business INTERACT Attendance mark /	Maths RM 2.1 Attendance mark /	Maths RM 2.1 Attendance mark /	
Wednesday 09/11/2011			Art Art RM Attendance mark N	Art Art RM Attendance mark N		Physics PHYSICS Attendance mark -	Physics PHYSICS Attendance mark -	Physics PHYSICS Attendance mark -		
Thursday 10/11/2011						Physics PHYSICS Attendance mark -	Physics PHYSICS Attendance mark -			
Friday 11/11/2011			Maths RM 2.1 Attendance mark -	Maths RM 2.1 Attendance mark -	Physics PHYSICS Attendance mark -	Physics PHYSICS Attendance mark -	Business INTERACT Attendance mark -	Business INTERACT Attendance mark -		
Saturday 12/11/2011										
Sunday 13/11/2011										

...and by non-attended classes...

31/10/2011 p8	ASA/Ar1	N
31/10/2011 p9	ASA/Ar1	N
01/11/2011 p3	ASA/Ar1	N
01/11/2011 p4	ASA/Ar1	N
04/11/2011 p3	ASF/Ma2	N
04/11/2011 p4	ASF/Ma2	N
07/11/2011 p5	A2C/Ar1	C

You can also see the list of codes and their relevant meanings.

Student Assessment Summary

To check on your child's homework assignment marks, progress tests marks and results for mock exams, you should look at the Student Assessment Summary.

From	<input type="text" value="12/09/2011"/>	To	<input type="text" value="09/11/2011"/>	<input type="button" value="Refresh"/>
Page < 1 of 4 > Items per page 10 Displaying 1-10 of 36 items				
Assessment	Description	Result	Notes	Date Achieved
Year 10 HWK Art	Week 1	C		20/09/2011
Year 10 HWK Art~12	Week 2	C+		20/09/2011
Year 10 HWK Art~23	Week 3	B+		23/09/2011
Year 10 HWK Art~31	Week 4	A-		27/09/2011
Year 10 HWK Art~32	Week 5	B		04/10/2011
Year 10 HWK Art~33	Week 6	C		04/11/2011
Year 10 HWK Biology~12	Week 2	90	Result Range 0 - 100	01/11/2011
Year 10 HWK Biology~23	Week 3	95	Result Range 0 - 100	01/11/2011
Year 10 HWK Biology~31	Week 4	85	Result Range 0 - 100	01/11/2011
Year 10 HWK Biology~32	Week 5	80	Result Range 0 - 100	01/11/2011

You can filter by date using the From and To buttons, and then pressing Refresh. You can also alter the number of results per page and/or move through pages using the forward and back arrows.

Marks for homework assignments will be weekly, progress tests are less frequent and mocks occur just once in a year. Results will in most cases be in the form of a percentage.

Student Classes

This simply lists your child's classes for that day including details subject name, the subject teacher, the time of the lesson and its location. You can use the little calendar icon to check your child's classes for a different day.

Effective Date Refresh

Student Classes

Time	Class Name	Subject	Teacher	Room
09:00	1035/Ma1	Maths	Mr J. Donovan	RM 2.7
09:45	1035/Ma1	Maths	Mr J. Donovan	RM 2.7
11:00	1035/Ic1	Ict	Mr S. Wattuhewa	RM 2.7
11:45	1035/Ic1	Ict	Mr S. Wattuhewa	RM 2.7
13:15	1035/Ch1	Chemistry	Mr D. Mason	RM 2.11
14:00	1035/Ch1	Chemistry	Mr D. Mason	RM 2.11
14:45	1035/Bi1	Biology	Mr A. Taylor	RM 1.3

Student Timetable...

Supporting

To see the weekly timetable, please click on the link called Student Timetable. This will tell you when your child is expected in class.

6 Sunday	7 Monday	8 Tuesday	9 Wednesday	10 Thursday	11 Friday	12
	9:00 AM Mon:1 - Ict - SW2 - 17	9:00 AM Tue:1 - Art - CAS - ART	9:00 AM Wed:1 - Maths - JD - 27	9:00 AM Thu:1 - Geography - CK - 27	9:00 AM Fri:1 - Art - CAS - ART	
	9:45 AM Mon:2 - Ict - SW2 - 17	9:45 AM Tue:2 - Art - CAS - ART	9:45 AM Wed:2 - Maths - JD - 27	9:45 AM Thu:2 - Geography - CK - 27	9:45 AM Fri:2 - Art - CAS - ART	
	11:00 AM Mon:3 - English - MS - 27	11:00 AM Tue:3 - Biology - AT - 13	11:00 AM Wed:3 - Ict - SW2 - 27	11:00 AM Thu:3 - Geography - CK - 27	11:00 AM Fri:3 - English - MS - 27	
	11:45 AM Mon:4 - English - MS - 27	11:45 AM Tue:4 - Biology - AT - 13	11:45 AM Wed:4 - Ict - SW2 - 27	11:45 AM Thu:4 - Physics - RC - 12	11:45 AM Fri:4 - English - MS - 27	
	1:15 PM Mon:5 - Physics - RC - 12	1:15 PM Tue:5 - Business - RK - 27	1:15 PM Wed:5 - Chemistry - DM - 211	1:15 PM Thu:5 - Maths - JD - 27	1:15 PM Fri:5 - Sport - DM	
	2:00 PM Mon:6 - Physics - RC - 12	2:00 PM Tue:6 - Business - RK - 27	2:00 PM Wed:6 - Chemistry - DM - 211	2:00 PM Thu:6 - Maths - JD - 27	2:00 PM Fri:6 - Sport - DM	
	2:45 PM Mon:7 - Pshe - BK - 27	2:45 PM Tue:7 - Chemistry - DM - 211	2:45 PM Wed:7 - Biology - AT - 13	2:45 PM Thu:7 - Business - BK - 27	2:45 PM Fri:7 - Sport - DM	

You can click on any of those lessons which will take you to the below screen giving you a little more information about that lesson.

New Item Edit Item Delete Item Alert Me	
Title	Mon:5 - Physics - RC - 12
Start Date	11/7/2011 1:15 PM
End Date	11/7/2011 2:00 PM
Period	Mon:5
Subject	Physics
Teacher Initials	RC
Room Code	12
Class	1035/Ph1
Teacher	Mr R. Chakraborty

Use your browser's back button to go back to the main page.

View Reports

The other link on My Children Links on the My Childrens' Dashboard is View Reports.

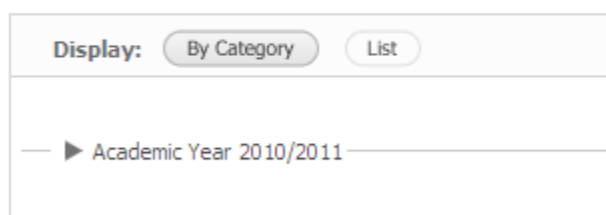


Please click on that page to look at your child's termly School Reports. This will be the same report that comes to you via the post available to view as a pdf file.

Please click on the relevant academic year to display the available reports.

Parents Site

View Reports



Then, simply click on the report you wish to read and you the report will automatically open up.

Parents Site

View Reports



Other Information

Currently all the functionalities that Regent College's SIMS Learning Gateway provides is detailed above.

Over time, we may introduce new functionalities. Further instructions will be added to this guide if so.

As this, the 2011/2012 academic year, is the first year of use at the College, for both parents and staff, you may find that you come across the occasional inconsistency. Please bear with us whilst we work towards smoothing any such bugs in the system.

Please also note that some data, such as attendance registers, is updated in the following day or so, so please do not be alarmed if there appears to be a slight lag in some data.

Help

For queries in regards to SIMS Learning Gateway, the first point of contact is Caroline Shephard who can be emailed at caroline.shephard@regentcollege.uk.com

If you are having difficulties logging in.

Please check you have not got CapsLock on accidentally as user details are case sensitive. Alternatively, try a different browser.

If you forget your password...

If you forget your password, please contact Caroline Shephard by email or letter and we will reset the password for you.

If you see some inaccurate data in regards to your personal records or your child's personal record or you wish to update us with new information...

Please contact the school and we will make the necessary amendments to SIMS.

If you have a question about attendance/assessment or reports or other such information or you believe that there is an inaccuracy or error...

Please contact the school in this case.