

CHRIST THE KING

S I X T H F O R M

proportal

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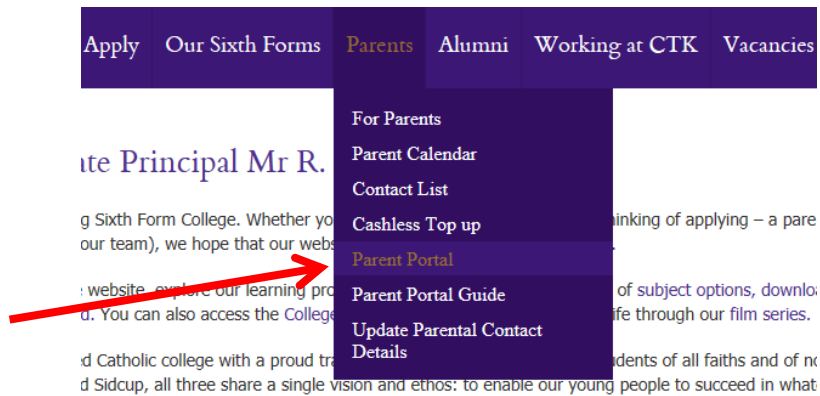
ProPortal

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

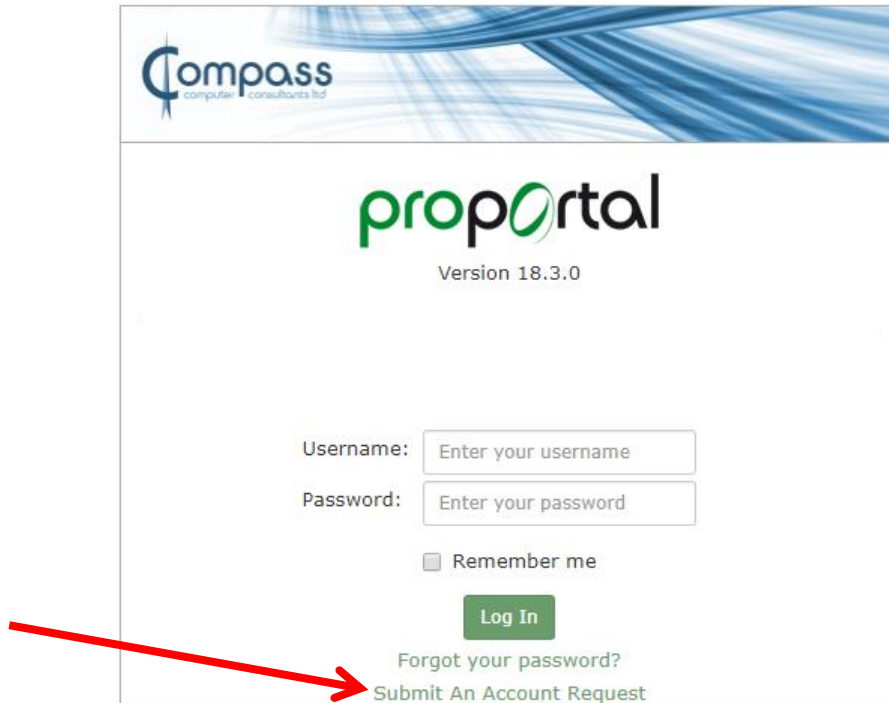
- Personal details
- Contact details
- Detailed attendance
- Lesson timetables
- Progress Monitoring reports
- Exam timetables
- Teacher comments
- Tutor meetings
- Target grades

Creating An Account

- On our website, click on the Parent Portal link



- Once you reach the ProPortal log in screen, click on Submit An Account Request

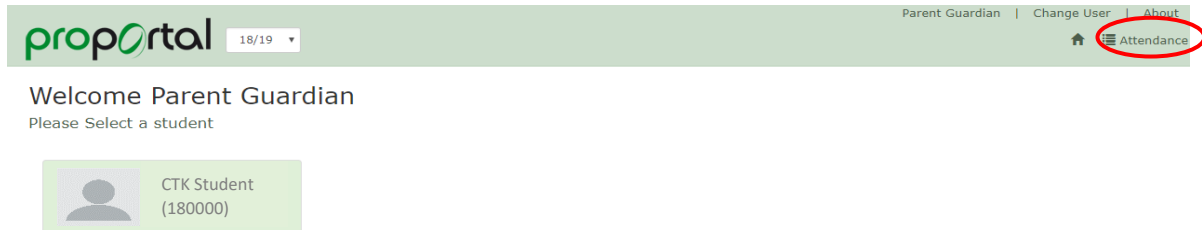


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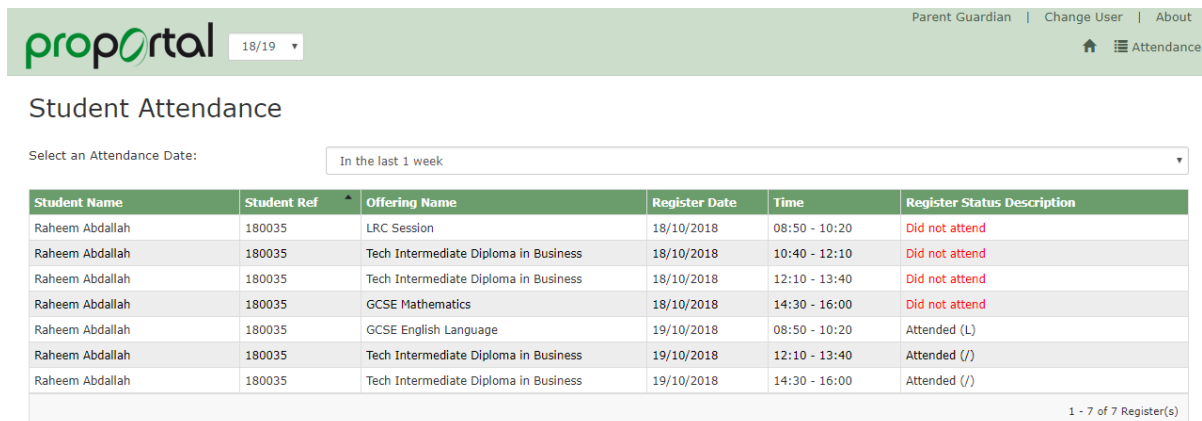
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Accessing Information

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

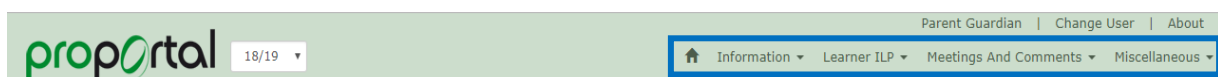


- Student Attendance – If you click 'Attendance' (circled above) you be able to see a rundown of your son/daughters attendance for the given time frame selected



Student Name	Student Ref	Offering Name	Register Date	Time	Register Status Description
Raheem Abdallah	180035	LRC Session	18/10/2018	08:50 - 10:20	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	10:40 - 12:10	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	12:10 - 13:40	Did not attend
Raheem Abdallah	180035	GCSE Mathematics	18/10/2018	14:30 - 16:00	Did not attend
Raheem Abdallah	180035	GCSE English Language	19/10/2018	08:50 - 10:20	Attended (L)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	12:10 - 13:40	Attended (/)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	14:30 - 16:00	Attended (/)

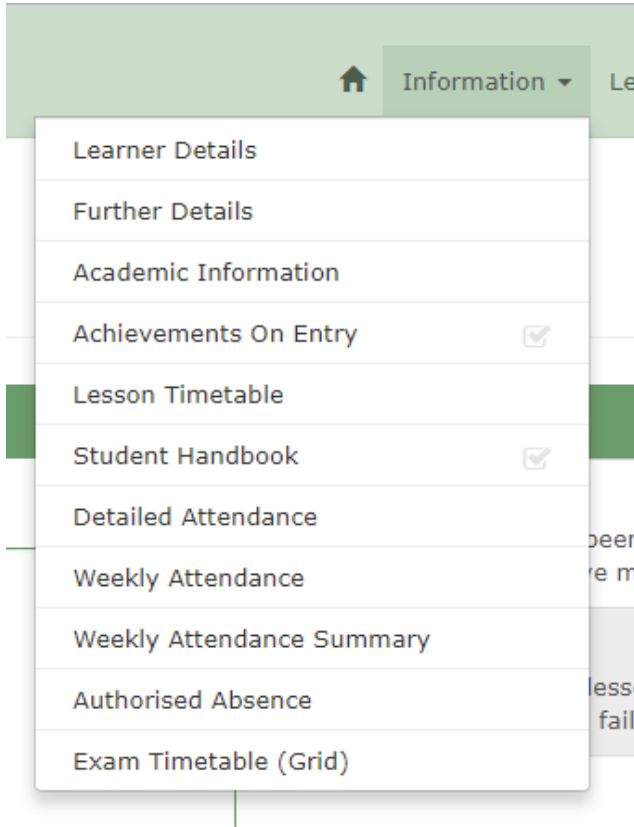
- From the student dashboard page. You can use the navigation bar (Highlighted below) to view various Information



- The Information dropdown consists of the following pages: Further Details, Academic Information, Lesson Timetable, Weekly Attendance Summary, Authorised Absence and Exam Timetable (Grid)

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

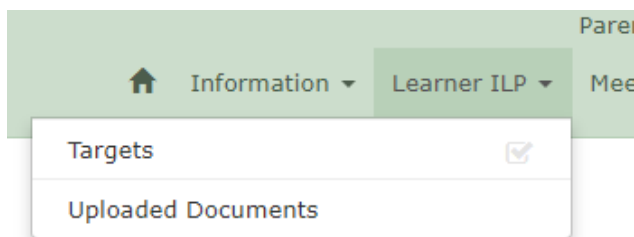
Academic Information – Contains information by class on tasks and assessments assigned to the course

Lesson Timetable – Displays your son/daughters 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

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;

My Meetings – Displays information about any meetings beheld by teachers

The Miscellaneous dropdown consists of the following pages:

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