

SIMS Learning Gateway Guide For Parents

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a *Management Information System* (MIS). The SIMS Learning Gateway (SLG) Parent site enables parent/carers to access the SIMS school database over the Internet.

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

IMPORTANT NOTE: Always ensure that you log out of the SLG site and close the browser, otherwise it may be left open for use by unauthorised persons.

Getting Started

Logging into the SLG Site

1. Using a web browser, enter the URL (web address) of the school's SIMS Learning Gateway
<https://hslg10.capita-cso.co.uk/schools/CHA/SLG/parents/>
2. Alternatively you can go to the SLG link through the school website
<http://www.chantryschool.com/>
3. A login screen is displayed. Enter the login details that have been provided to you by the school.



Username

Password

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

I want to change my password after logging on

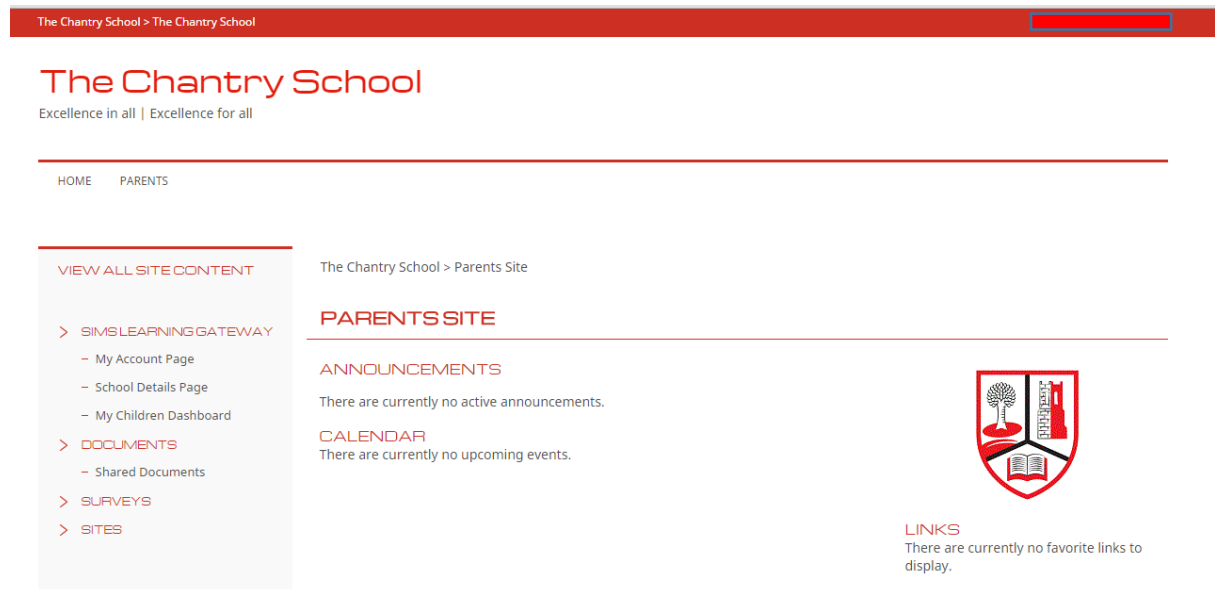
[Click Here if you have forgotten your password.](#)

IMPORTANT NOTE: *Do not* select the **Remember my password** check box (if one is available) when logging into the site, because this may enable anyone with access to your computer to log into the site.

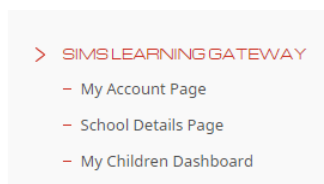
4. The first time you log into your SLG site, you will be asked to change your password.
5. Please set up a security question and answer.

Introduction to the Home Page of the SLG Parent Site

When you log into the SLG **Parent** site, the **Home** page is displayed.

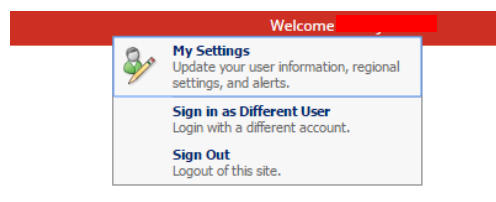


When you are logged into the SLG **Parent** site, the **SIMS Learning Gateway** menu in the navigation bar on the left displays parent-specific links.



Logging out of the SLG Site

1. Click on the **Welcome <your name>** link at the top right hand corner of the page to display the user menu.



2. Select **Sign Out** to log out of your SLG site.
3. You **MUST** now close the browser to log out.

Managing Your User Account

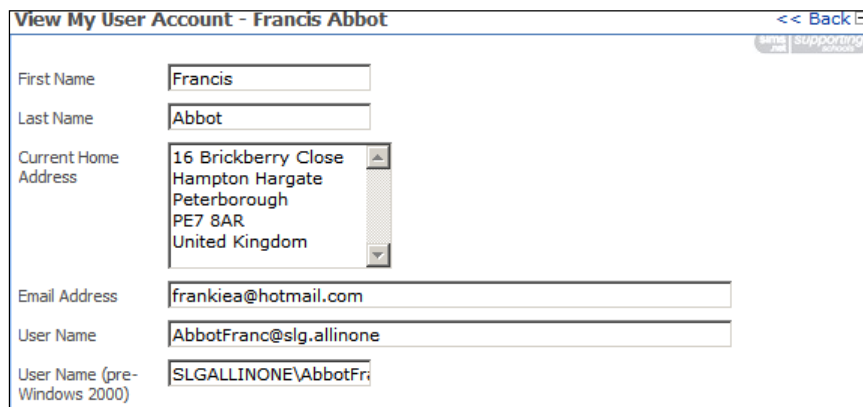
Introduction

Click the **My Account Page** link on the navigation bar on the left to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

Viewing Your User Account Details

The **View My User Account** panel displays the contact information the school holds for you. If any of these details are incorrect or incomplete, please contact the school.



The screenshot shows a web browser window titled "View My User Account - Francis Abbot". The form contains the following fields:

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\AbbotFr

Change Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.



The screenshot shows a web browser window titled "Change My User Account Password". The form contains the following fields:

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

Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

2. Enter your new password in the **New Password** and **Confirm New Password** fields.

NOTE: There is a password policy you have to comply with, to make sure it is hard for other people to guess your password. Passwords must meet complexity requirements and the following are the minimum requirements:

Not contain the user's account name or parts of the user's full name that exceed two consecutive characters.

Be at least six characters in length

Contain characters from three of the following four categories:

English uppercase characters (A through Z)

English lowercase characters (a through z)

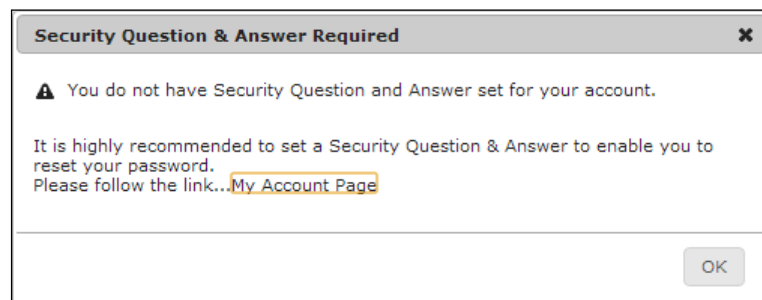
Base 10 digits (0 through 9)

Non-alphabetic characters (for example !, \$, #)

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

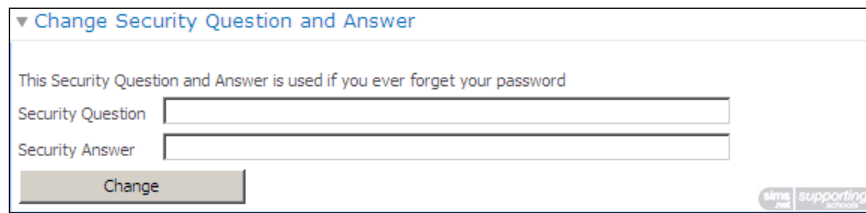
Changing Your Security Question and Answer

IMPORTANT NOTE: *As an additional security step, you must set at least one Security Question and Answer to be able to request a password reset. You will be prompted to do so every time you access your user account pages, until you have provided a Security Question and Answer.*



Click the **OK** button or the **My Account Page** link to display the **Change Security Question and Answer** panel.

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.



▼ Change Security Question and Answer

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer

Change

skms supporting

NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your first school, the make of your first car or favourite game or film. The use of personal or family-related information is not advised.

1. Enter the answer in the **Security Answer** field.
2. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Viewing Your Child's Information

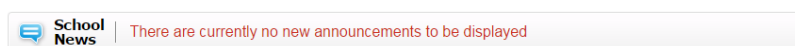
My Children Dashboard

The **My Children Dashboard** displays key information about your child or children and contains five main areas:

- **Latest Announcements**
- **Headlines**
- **Today's Attendance**
- **Events**
- **My Children Links** (provides access to the Student Dashboard and the Data Collection Sheet).

Latest Announcements

The **Latest Announcements** panel displays school and parent/carer-related announcements. To view a complete list of announcements, click on the announcement text.



Headlines

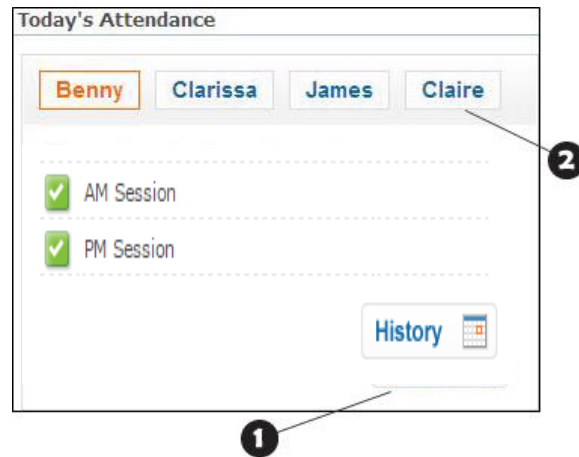
The **Headlines** panel displays important information about your child or children at a glance. Information provided includes attendance percentages, achievements and behaviour information.



1	Click the arrow to play the headlines in an ordered slideshow.
2	Click a slide to stop the slideshow. Click again to restart the slideshow.
3	Click a circle to view an individual headline.

Today's Attendance

The **Today's Attendance** panel displays the attendance information for your children for the current day. To view the attendance information for a child, click on their name. To view your child's attendance history, click the **History** button.



1	Click a child's name to display their attendance information.
2	Click the History link to display detailed attendance information for the current month.

Events

The **Events** panel displays as-it-happens information for a number of areas. Information that might be provided includes unauthorised absences, achievements and behaviour incidents.

	Click the More Details link to display all the information about the event.
	Move your cursor over the left or right side of the box to reveal scroll buttons. Click Prev/Next to view all events.
	Click the Close button to return to the My Children Dashboard .

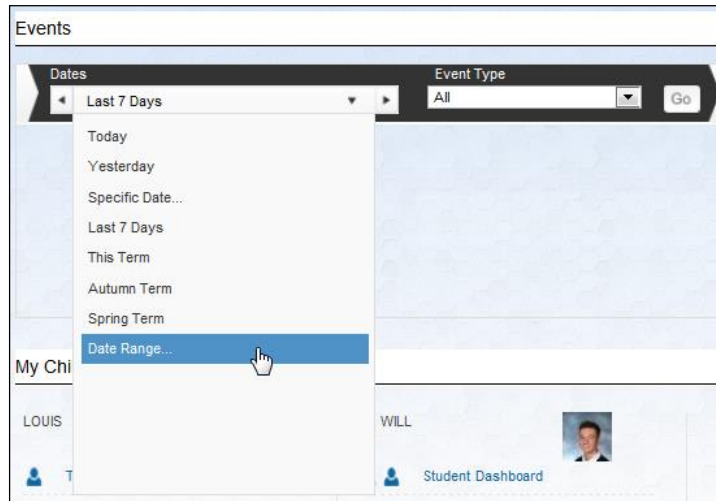
Filtering Events by Date Range

To filter events by date range:

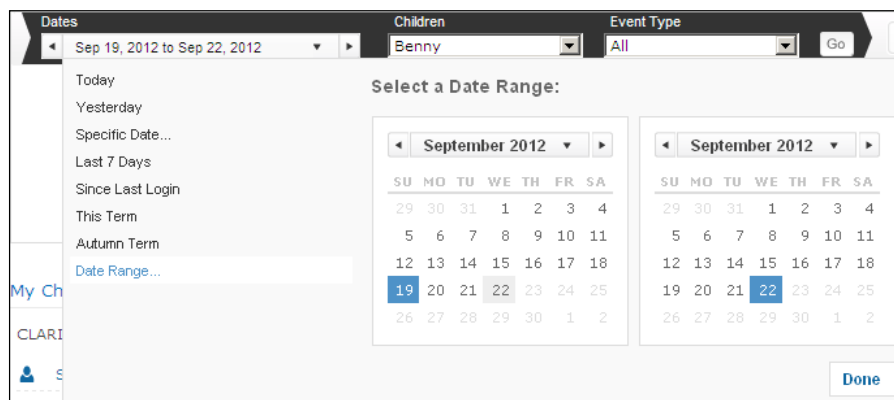
3. Click the **Filter** button.



4. Select the desired date range from the **Dates** drop-down list.



5. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.



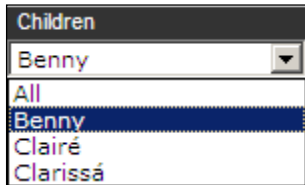
Filtering Events by Child or Event Type

To filter the displayed events by individual child or by event type:

6. Click the **Filter** button.



7. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.



8. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.



My Children Links

The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school.

You can see the following hyperlinks:

- **Student Dashboard** – View key information (attendance and conduct) for a child.
- **View Reports** – View progress check reports.
- **Data Collection Sheet** – A wizard that allows you to review and change contact information for a child online.

Student Dashboard

The **Student Dashboard** allows you to view essential student information at a single glance.

- **Student Details** (Student Registration Information)
- **Attendance** (Session Attendance Summary)
- **Conduct** (Conduct Summary)


Accessing the Student Dashboard

You can view the Dashboard for a child by selecting **My Children Dashboard** from the navigation bar on the left, then scrolling down to **My Children Links** and clicking on their **Student Dashboard** link.

Viewing Student Details

The **Student Details** web part provides basic student registration information such as **Preferred Name**, **Class** and **Year Group**.

Student Details

[more info..](#)


Preferred Name	Mohamed Abdelkoder
Year Group	(13)
Reg Group	(P)
House	Boyle


[Mohamed's Timetable](#)

Click the **more info** button in the top right-hand corner to view details of the student information held by the school. Additional buttons at the bottom of the web part provide quick access to the **Student Timetable** and, if available, the **Data Collection Sheet** (for parent/carers only)

Viewing Attendance Information

The **Attendance** web part provides information on a pupil/student's session attendance in a colour-coded, graphical format. Hovering over an entry will display attendance details broken down by **Present** (green), **Unauthorised Absence** (red) and **Authorised Absence** (blue), the number of sessions and the percentage.

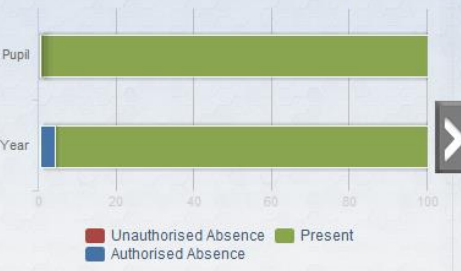
Student Details

[more info..](#)


Preferred Name	Claire Abbot
Year Group	11
Reg Group	11A
House	Hooke

[Claire's Timetable](#)

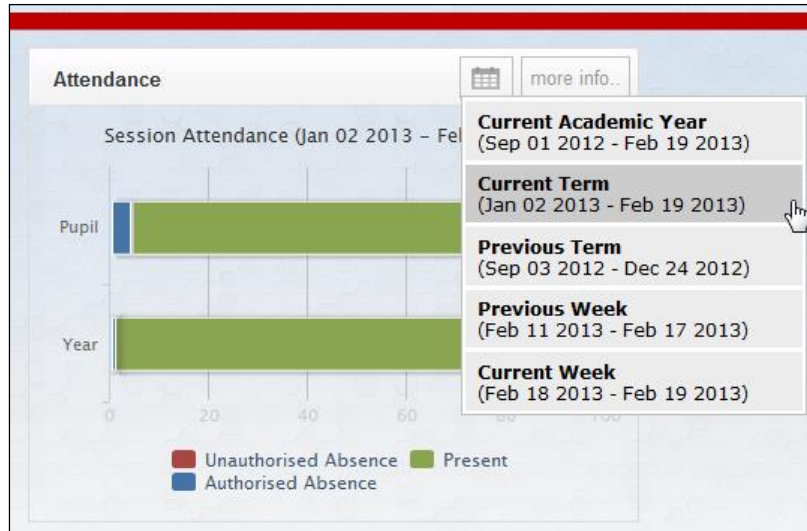
Attendance

[more info..](#)
Session Attendance (Feb 18 2013 - Feb 19 2013)


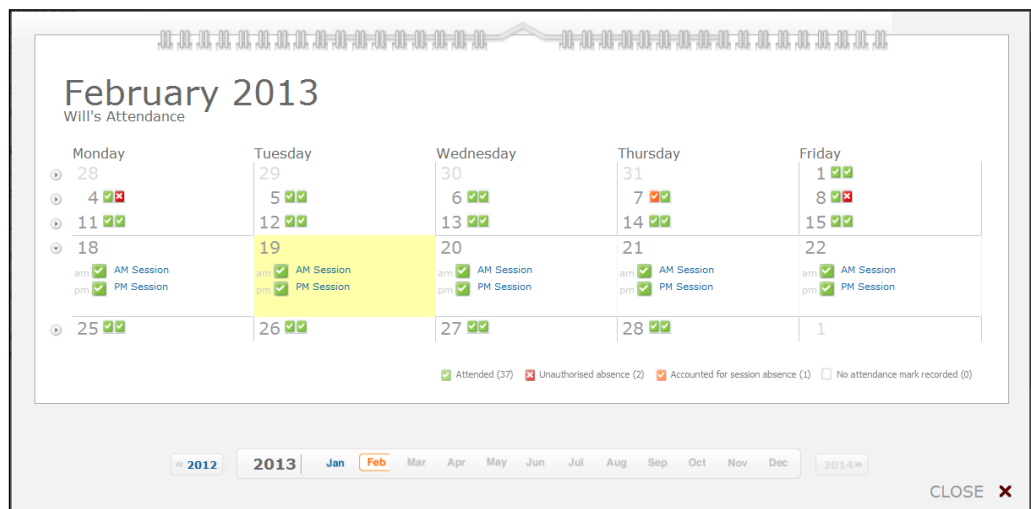
Pupil	100% Present
Year	100% Present, 0% Authorised Absence, 0% Unauthorised Absence

Legend: Unauthorised Absence (red), Authorised Absence (blue), Present (green)

Clicking the **Calendar** icon opens a drop-down menu enabling you to choose to view conduct details by year or term. Select a time period to view information for the selected period.



Clicking the **more info** button in the top right-hand corner of the web part opens the calendar.



Viewing Conduct Information

The **Conduct** web part provides information on student conduct, colour-coded and in graphical format. Hovering over an entry will display conduct details broken down by **Achievement: <positive number>** and **Behaviour: <negative number>** and **Week <No.>**. Clicking the **Calendar** icon displays a drop-down menu enabling you to choose to view conduct details by year or term.



Clicking on the items in the legend at the bottom of the web part turns their display on/off. Use the scroll buttons to view details by conduct type and the composition of conduct points.

Viewing Detailed Information For Your Child

You can use the **more info** buttons in the web parts on the **Student Dashboard** to view detailed information being held by the school for each pupil/student.

Viewing Homework

The homework timeline displays subjects, homework titles and descriptions for current and previous assignments for a child.



The current week, last week and next week are displayed by default. The current day is highlighted. All homework assignments are displayed with a blue background.

Use the vertical scroll buttons to view homework assignments outside the three week period displayed. Click the **Scroll Left** button to view older assignments, click the **Scroll Right** button to view future assignments.

Viewing Details of Homework Assignments

To view details of a homework assignment, click the homework bar for a subject.

The view resets to the end of the homework bar (due date), and a pop-up window displays the following information:

- the homework title
- the task details
- any other supporting information (e.g. useful websites or recommended learning materials)
- lesson reference information (if this is available)
- the due date
- number of days left to complete the assignment
- who set the homework task.

