



ProPortal – Guide for Access (Parents / Guardians)

ProPortal is a platform which allows registered users the opportunity to view key information about their son/daughters progress at College including tracking of assessments and attendance.

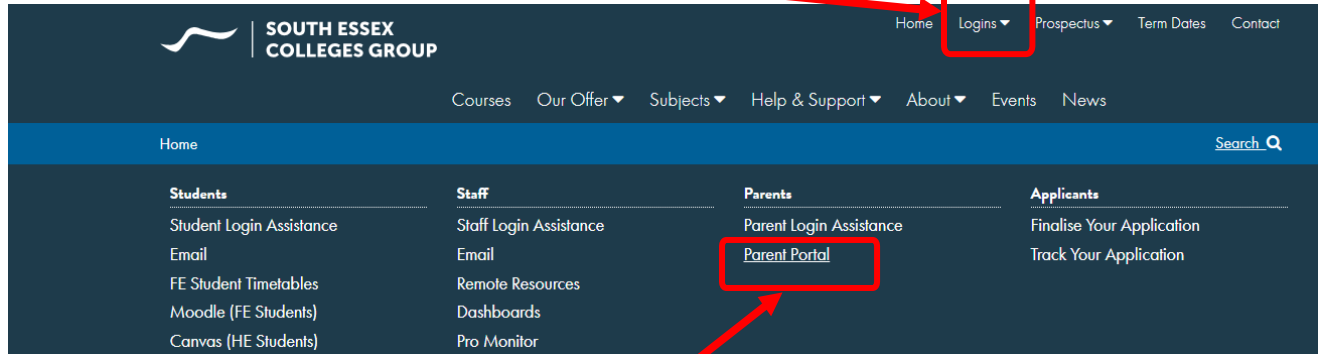
This document provides an explanation on how to register an account on ProPortal and login. It also shows the key sections of ProPortal and what they can be used for.

Please Note: Throughout this document you will see some blocked out areas as we have used actual example pages from ProPortal. This has been completed in accordance with data protection.

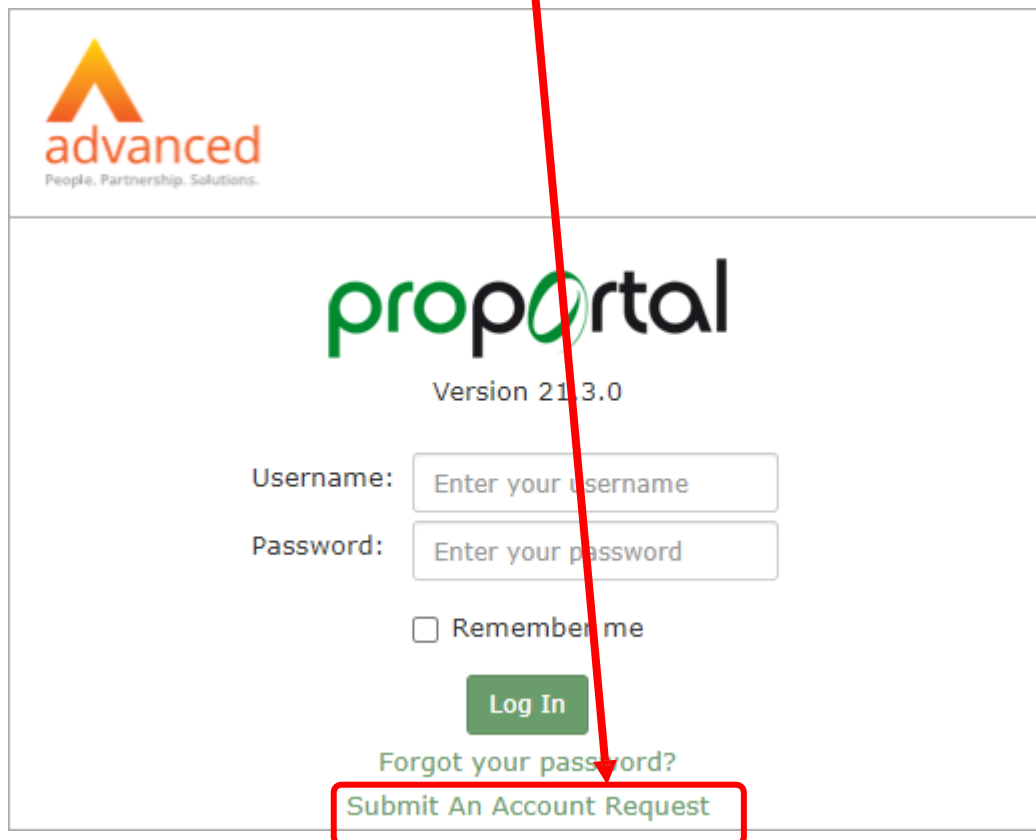


REGISTERING AN ACCOUNT

1. To access ProPortal, go to the College website at www.southessex.ac.uk.
2. Click on 'logins'.



3. From the drop down select 'Parent Portal'.
4. You will see the following screen, Click '**Submit account request**'.





5. You will be presented with the following screen. Please complete the form below in full and click submit request at the bottom of the form. **Please make sure you keep a copy of your username and password as you will need these to gain access to ProPortal.**

 ProPortal

Request a new account

Your details

Welcome to the registration page for parents of learners at South Essex College.

Please enter your details in the fields below. The email address you provide will be used for the username and if you need to be contacted about your account.

(Please note, we can only provide access to parents where the learner is under 18.)

Anyone who wishes to use ProPortal must agree to the terms of the [ProPortal Parent Privacy Notice](#).

Forename:

Surname:

Email:

Confirm email:

Your password

Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:

Confirm Password:



Students

Enter the details of the student you would like an account to access.

[+ Add Student](#)

Search:

Student Reference	Forename	Surname	Date of birth	Actions
No data available in table				

Showing 0 to 0 of 0 entries

[Previous](#)

[Next](#)

[Submit Request](#)

6. You will receive an email asking you to validate your email address by clicking on a link. Please check your email inbox including your SPAM and click on the link.
7. We will complete some checks before providing you with access. You will receive a confirmation email when all is complete.
8. To access the account go back to the parent portal which can be accessed from the College website (steps 1 - 3) and then enter your username and password that you set up.



LOGGING INTO PROPORTAL

1. Once your account request is approved, enter your username and password and then press the green 'Log In' button.

advanced
People. Partnership. Solutions.

proportal
Version 21.3.0

Username:

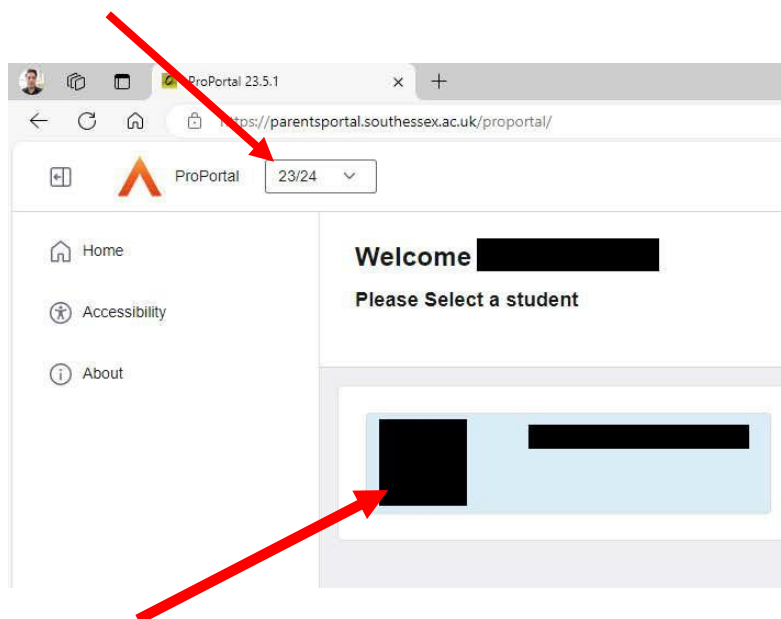
Password:

☐ Remember me

Log In

[Forgot your password?](#)
[Submit An Account Request](#)

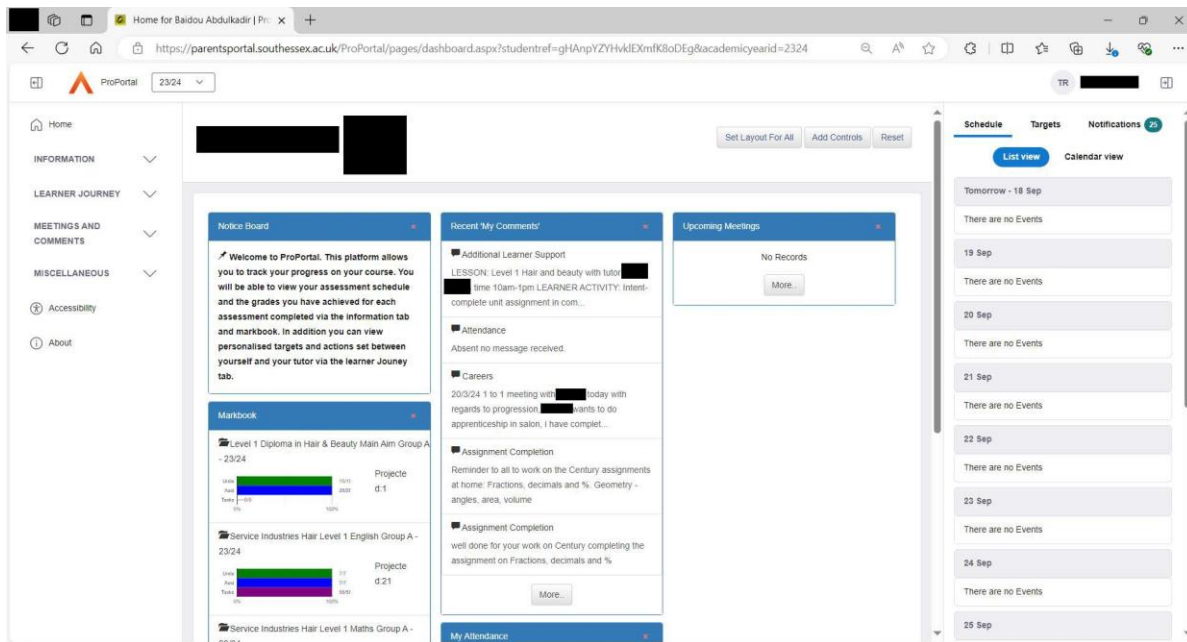
2. Once you have logged in you will be presented with the following page. Make sure the current academic year is selected in the highlighted drop down next to the ProPortal logo.



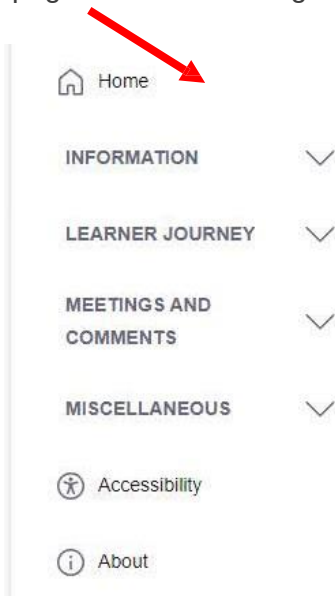
3. Click on the area where the students name and picture which appear.



4. You will then be presented with this dashboard screen.



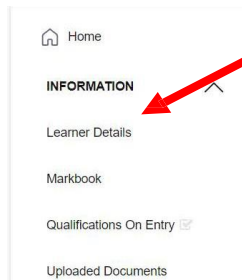
5. From this screen, you can access a range of information using the TABs at the left side of the page. The rest of the guide will provide you an overview of each section.



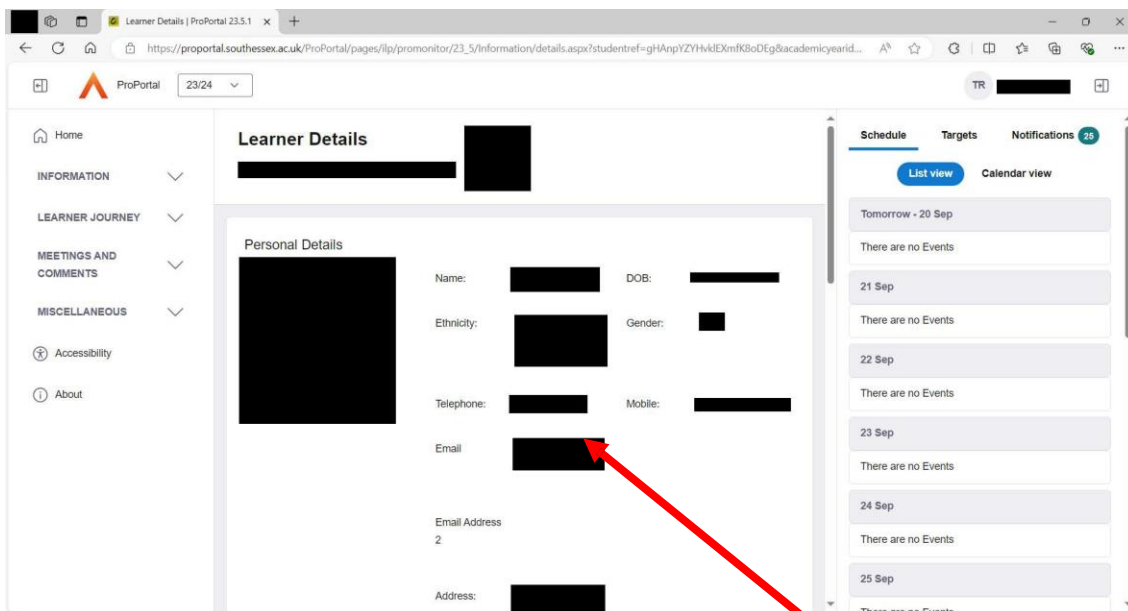


LEARNER DETAILS

This is accessed by clicking on the '**Information**' and '**Learner Details**' Tab and will provide an overview of the course(s) the student is enrolled on and the tutors who teach them.



This will take you to the following page

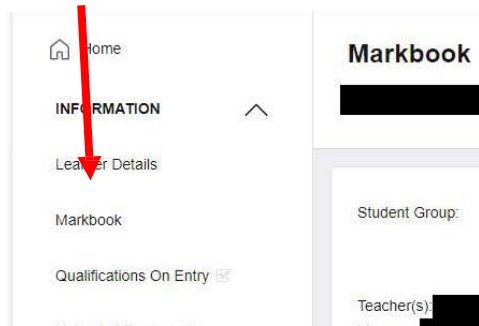


Alongside this information, you will also see the different parts of the study programme the student is enrolled upon. This will include English and Maths and any work experience.

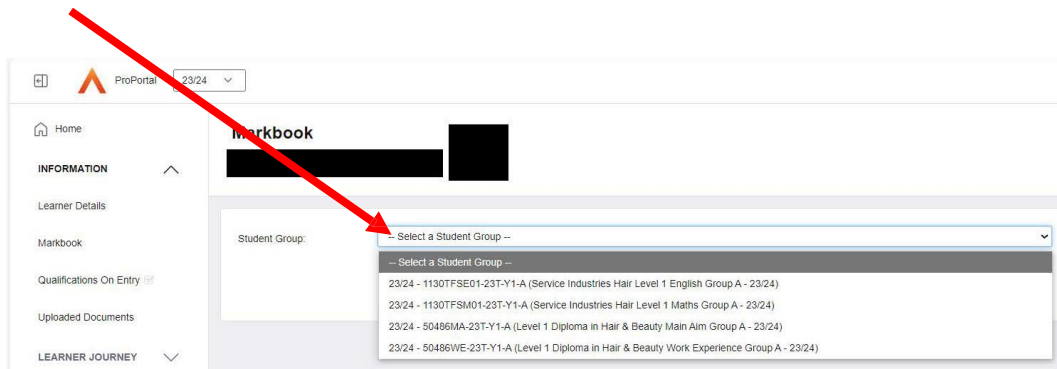


MARKBOOK

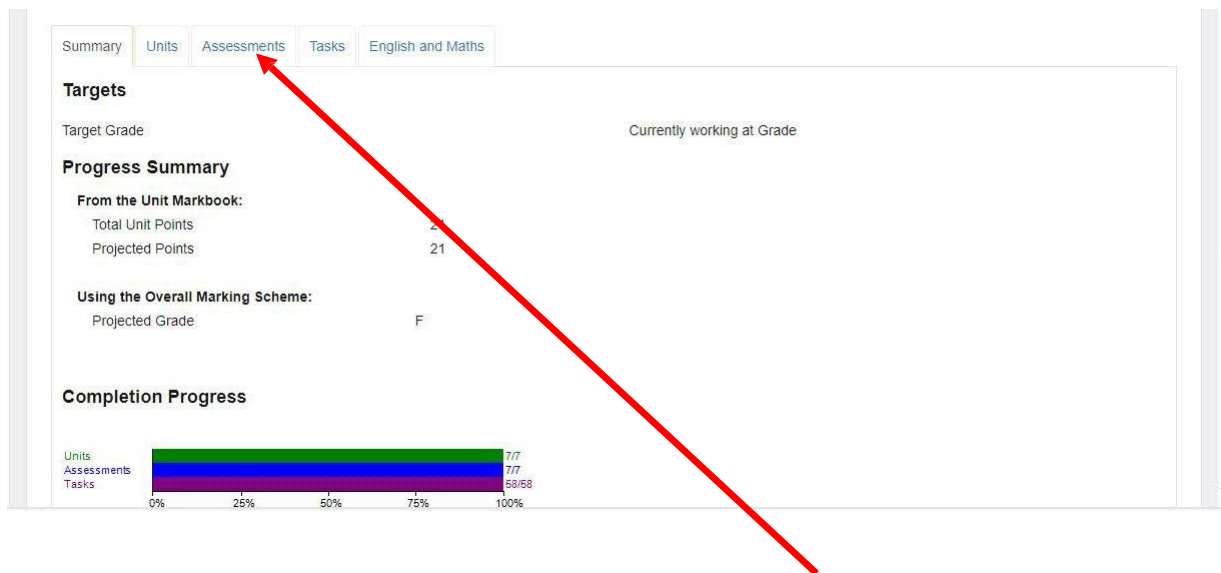
This is accessed by clicking '**Markbook**' in the information drop down. The Markbook is used to track assessment progress. You will also be able to view the assessment schedule.



When you view the markbook, you will see is a drop down that asks you to select a student group. Click on the drop down and select the student group as the image below shows. Select the student group which includes 'Main Aim' in the title and the current academic year.



A new page will appear. This allows you to see a summary of assessment progress on the selected course as well as a breakdown by units, assessments and tasks. You will also be able to view the assessment schedule.



You will be able to access the assessment schedule from the tab called '**assessments**'. This will list the assessments and date the assessment is due in called Date Expected.

Summary Units **Assessments** Tasks English and Maths

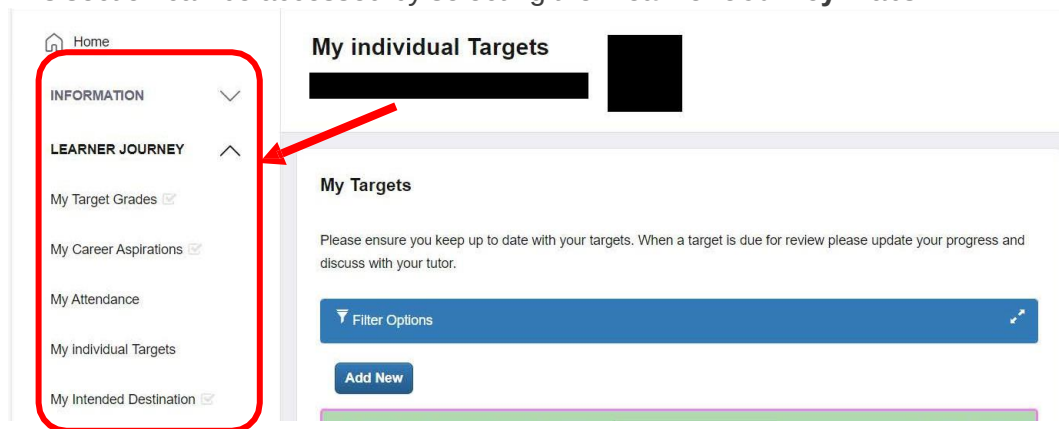
Select Unit: -- All Units --

Assessment	Weight	Comple	Mark	Out Of	Grade	Date Expected
Unit 01 - Listening, understanding and responding to others						
1 - Listening, understanding and responding to others	1.00	☒		100	R	15/12/2023



Learner Journey

This section can be accessed by selecting the 'Learner Journey' Tabs.



The learner journey section is where a student will go to record their plan for successfully completing their course. The various sections allows students to review their targets and record their career aspirations and what they feel their strengths and areas for development are. Their tutor will help them complete the required sections including their Intended destination, whether that is moving to a new course at the College or progressing into employment on completion of their programme. In this section you can also view attendance.

MY TARGETS

This can be accessed from the 'Learner Journey', and 'My Targets Grades' tabs.

This section shows a Target grade which has been set based on GCSE qualifications and a currently working at grade set by their tutor.

Target Grade(s)		
Course	Target Grade	Currently working at Grade
1130TFSE01-23T-Y1 (Service Industries Hair Level 1 English - 23/24)		
1130TFSM01-23T-Y1 (Service Industries Hair Level 1 Maths - 23/24)		
50486MA-23T-Y1 (Level 1 Diploma in Hair & Beauty Main Aim - 23/24)	P	P
50486WE-23T-Y1 (Level 1 Diploma in Hair & Beauty Main Aim - 23/24)		

The currently working at grade will be set by the tutor based on work that has been assessed completed.



MY ATTENDANCE

This can be accessed from the '**Learner Journey**', and '**Attendance**' tabs.

This is an area which displays a student's attendance for the various components of their study programme. It includes a % attendance for the different elements of a programme and any late marks.

Attendance Last Updated 18/9/2024 04:46

Code	Att%	Lates	Punct
16-19 Tuition Fund	88.9	0	100.0
English	86.9	1	98.1
Maths	93.5	0	100.0
Practical Skills	92.0	1	98.9
Practical Theory Skills	97.0	1	96.9
Tuition Fund	100.0	0	100.0
Tutorial	93.9	0	100.0
Wider Industry Skills	97.0	0	100.0
WRA	88.2	0	100.0

SMART TARGETS

This can be accessed from the '**Learner Journey**', and '**My SMART Targets**' tab. Each student will be set a minimum of three targets and these will be displayed in this section. Each student will have a target set on personal development, numeracy and literacy.

My Targets

Please ensure you keep up to date with your targets. When a target is due for review please update your progress and discuss with your tutor.

Filter Options

Add New

Review Date September 18 2023 Created By [REDACTED] Status: Achieved on September 11 2023

SMART Target:
Please make sure you can access micro soft teams group and the College Moodle page for all your course information and tutorial

EditMore Details



INTENDED DESTINATIONS

This can be accessed from the **'Learner Journey'**, and **'Intended Destinations'** tabs.

We like to ask students what they intend to do on completion of their programme. This could be either to progress onto another course in the College, University, apprenticeship or seek employment. This section allows us to capture this information.

Progression and Destination Details

Which of the following best matches your next intended step? Please select from the list:

EDU 4 - Other FE (Full-time) - including Community Learning provision

Save

MEETING AND COMMENTS

This can be accessed from the **'Meeting and Comments'** tab

This section provides a list of any meetings which have taken place between the student and their tutor.

Comment Filter Options

View printable format (based on current filter)

Comment Type: Additional Learner Support ☐ Complete

Note

More Details

My Meetings

Upcoming meetings

Meeting Date:	Pinned	Time	Meeting Type	Meeting Category	Status
No Records					

Previous meetings

Meeting Date:	Pinned	Time	Meeting Type	Meeting Category	Status
08/02/2024		10:00	1:1 Progress Review Meeting	Progress Review	
30/11/2023		10:00	On Programme Support	ALS / Coaching	
15/11/2023		09:15	1:1 Progress Review Meeting	Progress Review	
13/11/2023		09:30	1:1 Progress Review Meeting	Progress Review	