

Parents' Guide to ProPortal

Dear parent/carer,

This guidance document will explain how you can access the new ProPortal system from your personal computer, tablet or mobile phone. At our welcome talk on the 20th September 2017, we will also provide you with an opportunity to see how the system works and can answer any specific questions you may have to ensure you find this tool useful in supporting your child's educational and career success.

Proportal is the name of the software that allows us to give parents' access to all the relevant information about a learner's progress and performance on all parts of their Study Programme. We hope that access to ProPortal will provide you with a clear overview of your child's progress to date and also identify any key achievements or success stories, as well as any areas of concern around their progress and behaviour.

We encourage all parents to look at ProPortal at least once a week and would welcome further discussion around any concerns you may have in relation to your child's progress or performance.

If you have any issues logging into the system, please contact Stephen Lynch on steve.lynch@south-thames.ac.uk so he can address your query.

All parents/carers can now access the system away from home on their personal computer, tablet or mobile phone. Please follow the initial log in guidance listed below:

The web address to access Proportal is

<http://promonitor.south-thames.ac.uk/proportal>

south thames college
Merton | Tooting | Wandsworth

Welcome to STC Web Gateway. This portal provides you with access to your College systems from anywhere, secured with industry-standard strong SSL encryption to protect your data. This page is your unified entry-point to all services provided outside the College network.

First time using STC Web Gateway? ([help me get started](#))

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Your requested Web Gateway service IS **ProMonitor**
([WebMail](#) | [Link](#) | [Library](#) | [Phonebook](#))

User name:

Password:

Implemented November 2011 by IT Services
Connected to Microsoft Forefront TMG - Secured by AlphaSSL
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Microsoft Forefront
SSL SECURE SITE
AlphaSSL
UP TO 256 BIT SSL

Step 1: Parents will need to use the following username and password to log in to the main college system. This will then provide them with access to ProPortal:

Username: (student number)Par

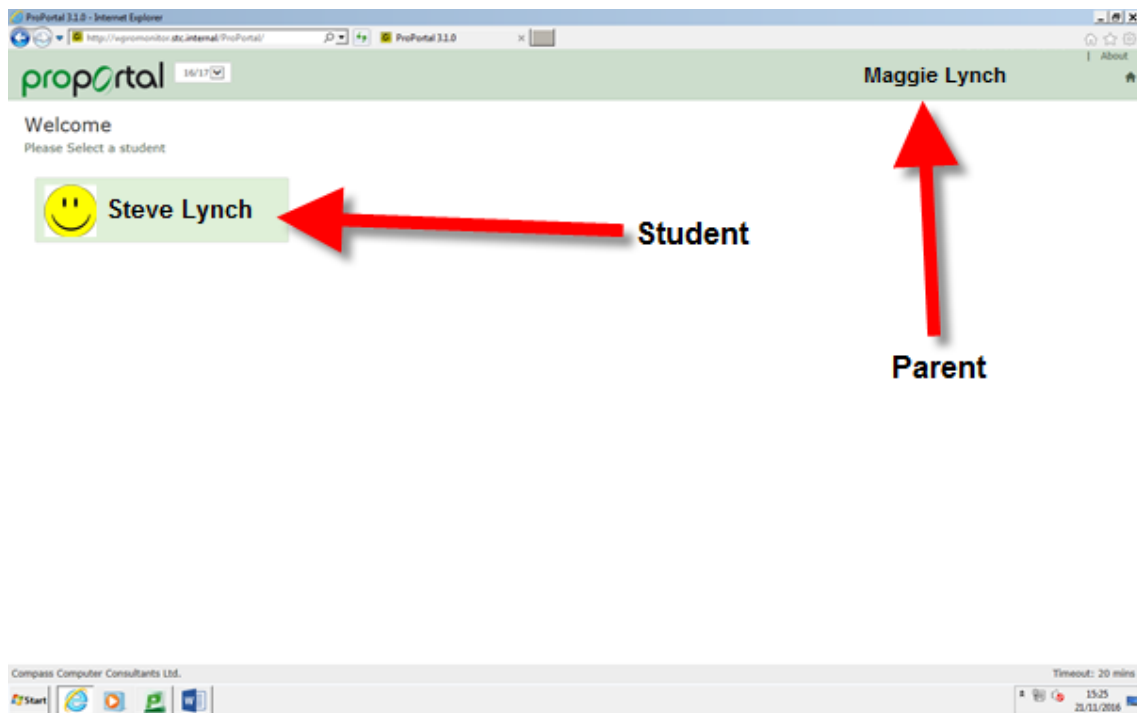
Password: Par(student date of birth DDMMYYYY)

Example:

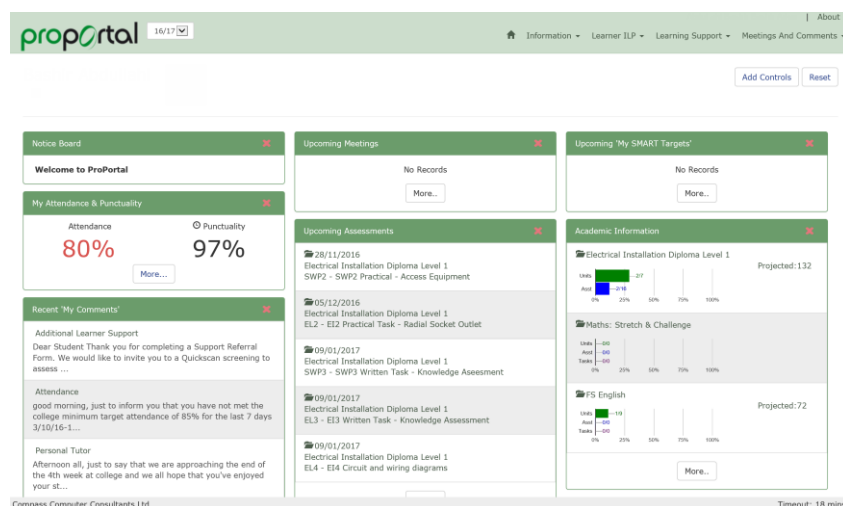
Username: 1234567Par

Password: Par01121999

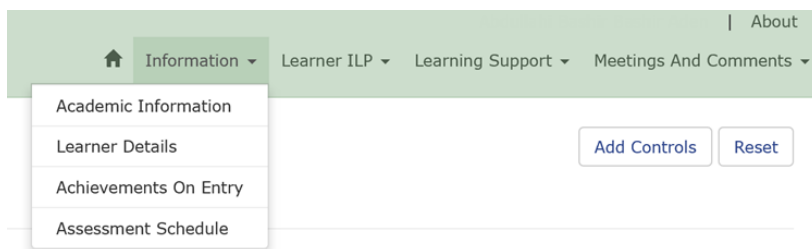
Step 2: Parents should click on the Student tab (As indicated below)



When you have logged in you will see the page shown below with summary information of key performance indicators used in college. Further detailed information can be found in the 5 menus on the top right of the screen. These are all shown and explained within this document.



Information Menu



Academic Information

Here you can select any individual part of a learners' Programme of Study. This will include the main subject and also Maths and English where applicable. In each case you will see detailed information of the progress to date and units and assessments still to be completed.

Learner Details

Here you will see personal information declared by the learner at enrolment. You will also see their courses with the names of the respective managers and teachers for each part of their Programme of Study.

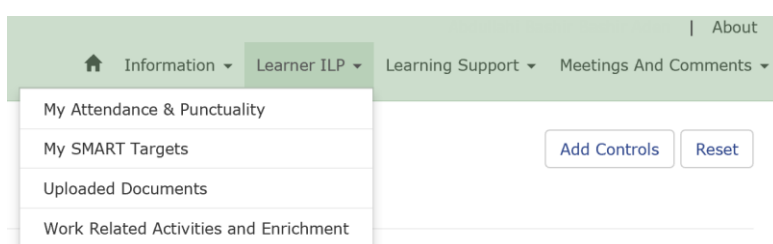
Achievements On Entry

Here you will see a list of all the achieved qualifications declared by the learner at enrolment.

Assessment Schedule

Here you will find dates of planned assessments.

Learner ILP Menu



My Attendance & Punctuality

Here you will find detailed attendance and punctuality information for all parts of a learners Programme of Study.

My Smart Targets Menu

Here you will find detailed information about SMART Targets set by teachers and support staff for all parts of a learners' Programme of Study.

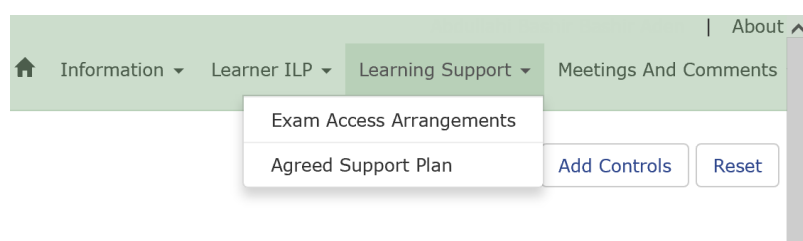
Uploaded Documents

Here you will be able to access any documents uploaded by teachers, managers and support staff.

Work Related Activities and Enrichment

Here you will find detailed information about any work related activities or enrichment activities attended by the learner.

Learning Support Menu



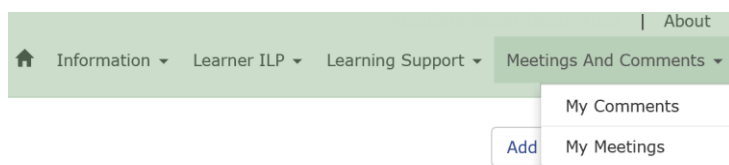
Exam Access Arrangements

Where applicable, here you will find detailed information about any specific Exam Access Arrangements that have been authorised for a learner.

Agreed Support Plan

Where applicable, here you will find detailed information about any agreed support that has been declared by the learner and authorised for a learner. This may also include support that has been requested or suggested by a member of staff.

Meetings and Comments



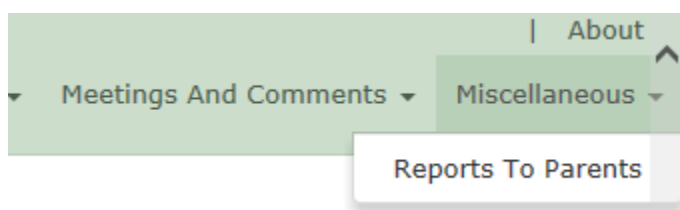
My Comments

Here you will see comments made by teachers, managers and support staff.

My Meetings

Here you can see detailed information about meetings a learner has attended. These include 1 to 1 tutorials and disciplinaries where applicable.

Miscellaneous



Reports to Parents

Here you can see specific performance indicators and some summarised comments on a learners' progress to date at the time of the parents evening.

Wandsworth Campus School Administrators

School	Name	Contact
Creative Industries & Humanities	Akmal Mirza	020 8918 7012
School of English	Roula Politi	020 8918 7095
Health, Sport & Salon Services	Shonagh Johnstone	020 8918 7308
Construction Skills Centre	Mandy Twinning	020 8918 7709
School of Business	Alison Kent	020 8918 7219

Merton Campus School Administrators

School	Name	Contact
Engineering, Construction, Business & IT	Jodie Moore	020 8408 6490
Health, Care & Sport	Norma Maidman	020 8408 6528
Hospitality and Catering	Julie Atkinson	020 8408 6556
Progression Pathways	Emma O'Grady	020 8408 6444
Foundation Studies	Becky Vallis	020 8408 6476