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Be inspired and achieve together

Parents' Guide to Using Parent View (SLG)

At Arnold Hill Academy, we would like to offer you the chance to access information electronically about your child through our **Parent View System**. By using this system you will be able to access information about your child's attendance, assessments, achievements and timetable. This guide is intended to help you access the various sections of the system. Please be aware that some sections of this document have been blanked out for Data Protection reasons.

To access the Parent View, you can either browse to the school website:

http://www.arnoldhillacademy.co.uk/

scroll down to the bottom of the website page and click on the Learning Gateway logo.

Or click on:

https://hslg11.capita-cso.co.uk/Schools/ARN/SLG/default.aspx

The system has a security feature built in similar to on-line banking. Click 'Show explanation' next to security. If you are accessing Parent View from work or a public computer put a tick in 'This is a public or shared computer'. This will then log the system off automatically after 15 minutes of inactivity. If you are accessing Parent View from your home computer put a tick in the 'This is a private computer', this will extend the period of inactivity to 3 hours.

Arnold Hill Academy is part of the Trent Academies Group.
The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW
The company's registered number is 8128513

Type in your Parent View User Name

Username

Type in your Initial Password. For security reasons, the initial password sent to you is complex. Please ensure you insert the correct characters.

Password

☐ I want to change my password after logging on

Click on the I want to change my password box and then Press sign in

Click Here if you have forgotten your password.

Sign In

You will now be prompted to change your password. Please do not share this with anyone else. Please ensure that your new password is at least 8 alphanumerical characters long, with a mixture of upper case and lower case characters and numbers.

Once logged on, you will be taken to the main Arnold Hill Academy Parent View site.

Arnold Hill Academy > Parent

PARENT

Announcements

Inset Day   11/19/2015 2:15 PM
by Lisa Frost
Please be aware that 24th November the school is closed to all students apart from Year 11 who are undertaking their mock exams.

Year 11 Mock exams   11/19/2015 2:14 PM
by Lisa Frost
Please be aware that Year 11 mock exams start 23rd November. For information, please see the school website.

⊡ Add new announcement

Calendar
There are currently no upcoming events. To add a new event, click "Add new event" below.

⊡ Add new event

Click on the 'Parents Site' option at the top of the page.

You will be taken to the relevant area for your child.

PARENT
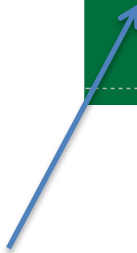
Announcements

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Calendar
There are currently no upcoming events.

View All Site Content

Documents
  – Shared Documents

Lists
  – Calendar
  – Tasks

Discussions
  – Team Discussion

Sites

People And Groups

SIMS Learning Gateway
  – My Account Page
  – School Details Page
  – My Children Dashboard

Current announcements for all parents

Click on here to access your account details

This will give you a detailed screen of your personal information and the opportunity to change your password.
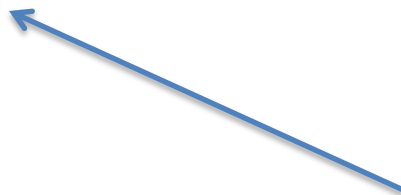
▼ **Change My User Account Password**

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

Old Password   [   ]
New Password   [   ]
Confirm New Password   [   ]
[Change]

Update your account password here

sims | supporting

First Name

Last Name

Current Home Address

Email Address

User Name

User Name (pre-Windows 2000)

If your details are incorrect and need amending then please complete the data collection wizard.

We would appreciate having an email address for all parents so we can send further communications via this method

Data collection forms:

Parents are able to edit the information held on the School Information Management system electronically via Parent View. This is achieved by completing the Data Collection Wizard. To be able to complete the wizard, you must either have legal Parental Responsibility, be a priority 1 contact and/or live at the same address. To update your child's or your contact details, click on:
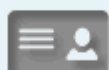
▶ **SIMS Learning Gateway**

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

Under each of your child/ren, there will be a link to the data collection sheet. Follow the wizard through the process of updating this information.

👤 Student Dashboard

📄 View Reports

📓 Data Collection Sheet

Welcome

Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

Student Details
Basic details of your child e.g. preferred name, address and date of birth

Contacts
Basic details of contacts associated to your child

Medical
Medical information eg medical practices and medical conditions

Dietary & Meal
Dietary information eg meal choices and dietary preferences

Travel
Information about how your child gets to school, travel route

Ethnicity
Ethnicity and culture details about your child eg nationality, first language

Parental Consent
Ensure the school has up to date consent on school activities involving your child
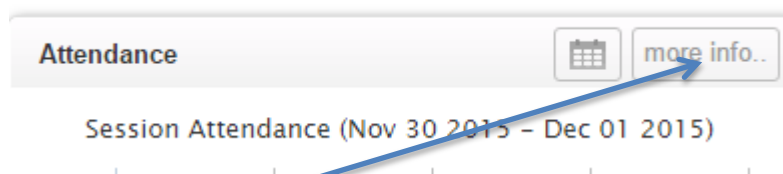
Finish
Review changes and submit to school for processing

Student Dashboard

With the student dashboard, you can access data on assessment, student timetable, achievement, behaviour and attendance. The dashboard will collate all of the information about your child on one screen. However, you can access more detailed information by accessing each pane individually.

For instance, if you want to check your child's attendance:

Attendance	📅	more info..

Session Attendance (Nov 30 2015 – Dec 01 2015)

Click on more info to change the dates you want to check. You can also select whether you check morning or afternoon sessions.

Monday	Tuesday	Wednesday	Thursday	Friday
⊙ 30	1 am ✅ AM Session pm ☐ PM Session	2 am ☐ AM Session pm ☐ PM Session	3 am ☐ AM Session pm ☐ PM Session	4 am ☐ AM Session pm ☐ PM Session
⊙ 7 ☐☐	8 ☐☐	9 ☐☐	10 ☐☐	11 ☐☐
⊙ 14 ☐☐	15 ☐☐	16 ☐☐	17 ☐☐	18 ☐☐
⊙ 21 ☑☑	22 ☑☑	23 ☑☑	24 ☑☑	25 ☑☑
⊙ 28 ☑☑	29 ☑☑	30 ☑☑	31 ☑☑	1

Click on the dates that you want to check and a summary appears at the bottom of this screen.
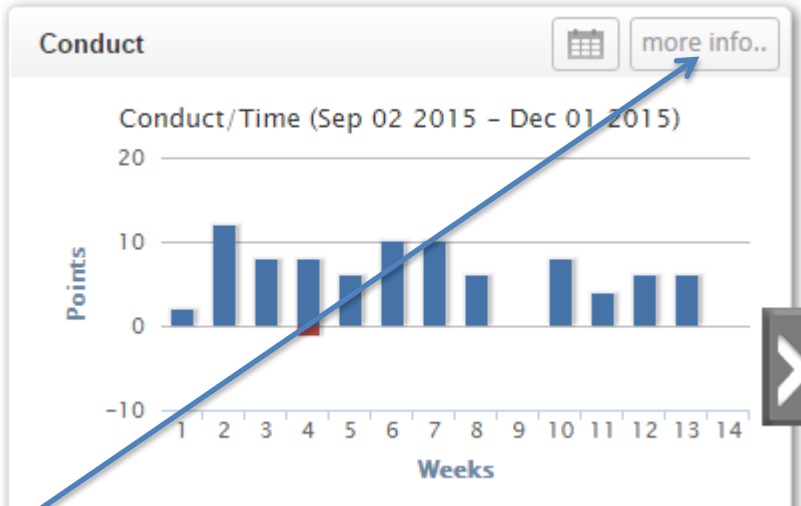
It will be possible to view all of this academic year's reports on Parent View.

👤 Student Dashboard

📄 View Reports

📓 Data Collection Sheet

Please note that all reports will be in pdf. Format. If you do not have a copy of Adobe Reader, you can download it from this link:

http://get.adobe.com/uk/reader

In order to view more detailed achievement and behavioural data, you will need to click on the conduct window on the student dashboard.

If you click on more info, you will be able to access achievement and behaviour details for this academic year