

VLEWebsite address: <https://bgn.myvle.co.uk>

An overview about the Parent Portal (VLE)

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Contents page

- An overview of the Parent Portal
- Documentation
- How to register
- What's on the Parent Portal
- How to add another child
- How to access reports on the Parent Portal

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What is the Parent Portal?

- A way for parents to view their child's VLE
- They can only **VIEW** their students area, not edit or change it
- They can see BGN Spaces, Homework, Parent Advertiser, Reports, etc

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Letter for parents about their log-in

Blessed George Napier Catholic School and Sixth Form

A Youth Sport Trust Lead Partner School
Addison Road, Banbury
Oxfordshire
OX15 9DG
Tel: 01295 264216/Fax: 01295 277952
www.bgn.oxon.sch.uk

Compassion
Respect
Truth
Service
Forgiveness



17 November 2016

«Forename»«Surname»
«Default_class»

Dear Parent/Guardian

We believe that strong links between home and school is crucial to your child's education.

We would like to welcome you to the Blessed George Napier Parent Portal, part of our 'My Learning' Virtual Learning Environment (VLE). It allows teachers to share learning resources with their students and set tasks for those students to complete. The VLE provides exciting ways to enhance and extend your child's learning while providing many useful features such as being able to download extra copies of work, submit assignments online and keep up with work being missed during absences from school.

Your child's documents and other learning materials, news, timetable and attendance will be available via the parent portal. We hope that this information will support you to provide help and guidance at home and will prove a vital tool in developing stronger links between home and school.

You will be able to log into the Parent Portal from any computer, tablet or phone that has internet accessibility, at any time. We would like you to be aware that any amendments to your personal details e.g. email, address, mobile number etc. must be made by yourself for security reasons, so please keep your information up to date.

How to register on the Parent Portal

Activating your parents account

1. Go to the web address provided. (do not use www)
2. Login using your child's unique ID username and password provided
3. Click **Create account** to register yourself

Register

- You have logged in using your child's master ID.
- The master ID used to allow parents to register their own individual parent account for Mark Yap.
- You must have a valid e-mail address to register.

4. Fill in the registration form and submit
5. Once you have received your activation code by email, click **Activate now**

Registration complete!

We have successfully registered an new parent account.
Please check your email for details on how to activate your account.

Once you have received your activation code, click the button below to activate your account.

6. Enter the activation code into the box and click **Activate**

Activate your account

Please enter the activation code we've sent to you and click 'Activate'.

Your e-mail address: *

Code: *

If you have more than one child at the school, you can click the 'Add Child' button to register additional children using the Unique ID provided for each child.

Setting up notifications

1. Log into My Learning using your new login (your email address and new password)
2. At the top of the screen click on **Notifications**
3. Click on **Settings**
4. First decide how you would like to receive ALL notifications. After 'Delivery method' choose from the drop-down list of options.
5. If the school has set any notifications to go to parents you will see these listed. Look at each type of notification and decide which ones are important to you.
6. For the important ones click to select **Daily** for less important notifications choose **Weekly** or **Never**.
7. You do not need to save your changes
8. If you do not want to receive any push notifications click Turn off notifications

	Delivery	Push
Assignment task has been posted	Daily	None
Event calendar to student	None	None
A new school trip post has been posted	Weekly	None
A new comment on a blog has been made	None	None

[Turn off notifications](#)

Unique log-in is used first

The unique log-in information can be found on the letter sent about the Parent Portal. It should begin with 'pa'.



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Registration

Register

- You have logged in using your child's master ID.
- The master ID used to allow parents to register their own individual parent account for each student
- You must have a valid e-mail address to continue.

Create account

I have already registered

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Registration

[Home Work](#)
[Class Groups](#)
[Learning Spaces](#)
[B20 Areas](#)
[Content Library](#)
[My Files](#)

Register

Use this page to register for a personal parent account.

You will be able to use this account to view your child's activity on their bgn VLE.

Your details:

Title:* First name:* Family name:*

Date of birth

Day Month Year

Contact numbers

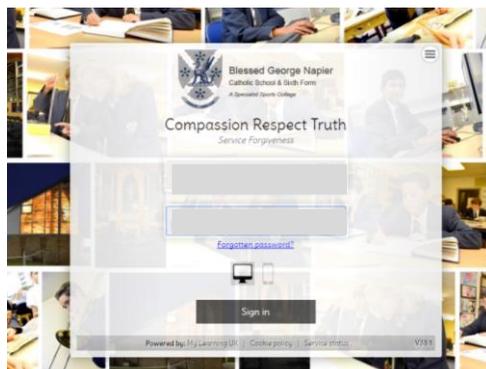
Telephone:

Once completed, verify the account via email

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When registered, the email address is used to log-in to the Parent Portal each time



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Home page of the Parent Portal

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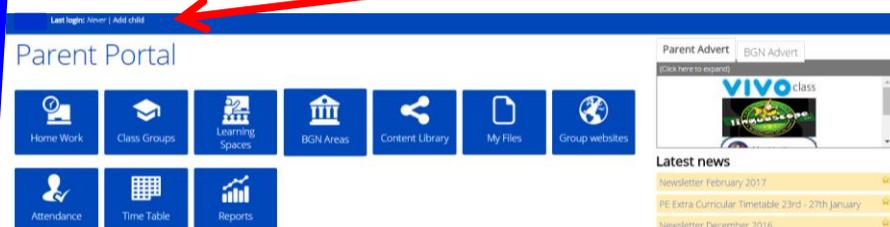
Website address: <https://bgn.myvle.co.uk>

How to add another child

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Once on the Home page, click 'Add child'



The screenshot shows the VLE Parent Portal interface. At the top, there is a blue navigation bar with the text "Last login: never | Add child" on the left. Below this is the "Parent Portal" header. The main content area features a grid of blue icons for various functions: Home Work, Class Groups, Learning Spaces, BGN Areas, Content Library, My Files, Group websites, Attendance, Time Table, and Reports. On the right side, there is a "Parent Advert" section for "vivo class" and a "Latest news" section with three items: "Newsletter February 2017", "PE Extra Curricular Timetable 23rd - 27th January", and "Newsletter December 2016". A red arrow points from the text above to the "Add child" link in the navigation bar.

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Use the unique log-in details for the next child to
add them to your account



Add another child

Please enter the master username and password for the child you wish to be registered against

Master username

Password

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Once verified, each child will appear on your details
and you can choose which account to access



Choose account

Your e-mail address is registered to the following student accounts.
Click on an account to access their bgn information.

Name	Last child login
Student 1	02/03/2017
Student 2	28/02/2017

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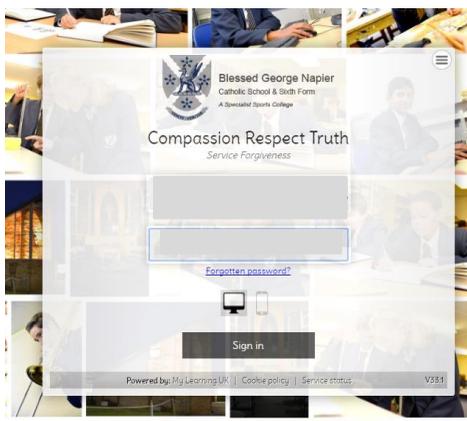
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How to access reports via the Parent Portal (VLE)

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Log onto the Parent Portal using your email address



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From the Home Page on the Parent Portal, click on the icon saying 'Reports'

Parent Portal

Home Work Class Groups Learning Spaces BGN Areas Content Library My Files Group websites

Attendance Time Table Reports

Parent Advert BGN Advert

Latest news

- Newsletter February 2017
- PE Extra Curricular Timetable 23rd - 27th January
- Newsletter December 2016

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Once on the Reports page, you will see reports related to your child

Home Work Class Groups Learning Spaces BGN Areas Content Library My Files

Progress Reports

Child's UPN: W931335005015

The following reports are available for your child.
Click on a report name to view it.

Report name (click name to view)	Download
Year 11 (intake 2012) Pr1.pdf	
Year 11 (intake 2012) Mock.pdf	

Reports can be viewed online
or downloaded as a PDF

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Reports will stay on the Parent Portal for the academic year. The oldest report is 'PR1' and works up to the newest



Home Work Class Groups Learning Spaces BGN Areas Content Lib

Progress Reports

The following reports are available for your child.
Click on a report name to view it.

Report name (click name to view)
Year 11 (Intake 2012) Pr1.pdf
Year 11 (Intake 2012) Mock.pdf

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Reports on the Parent Portal will be laid out in the same order as the current paper copy

