

## Frequently asked Questions about the VLE – Parent Portal

Please ensure you also look at the 'How to guide for Parents about the VLE' on the school website.



Home > Our School > VLE

### 1. What is the Parent Portal?

The Parent Portal is linked to the VLE (Virtual Learning Environment). This is an online learning platform that Blessed George Napier School have enlisted to help students access resources from home or school. The Parent Portal gives the opportunity for parents to **view** their child's VLE area and to help encourage positive learning.

### 2. How do I log on to the Parent Portal?

Parents/guardians should have received a letter explaining how the Parent Portal links to the VLE and giving them a unique log-in.

When you initially log on, you will need to go to <https://bgn.myvle.co.uk> and use your unique log-in details. You will be asked to register with an email address and password. Once you have verified your email address, you will be able to view your child's VLE and additional information for parents. You will not need the unique log-in details again as your username will be your email address that you created during the registration process.

### 3. How do you add another child?

To add another child, you will need to log-on to the VLE using the email address and password you created in the registration process. Underneath your child's name it will say 'Add child', once clicked it will ask you for the unique log-in details for that new child. Once added, you will need to verify using your email address and then you can choose which child's account you would like to view.



#### 4. What are 'My Files'?

My files are a space students have to store the work or resources they have. Only they can access it and use it as a back-up or an area to access work from home or school.

#### 5. What is 'BGN Spaces'?

BGN Spaces provides a variety of resources that teachers have uploaded to help students in or outside of a lesson. There are PowerPoints from lessons, worksheets, helpful websites, past papers and much more. There is the opportunity to download these resources or view them online.

#### 6. How do I reset my password?

If you have forgotten your password, you can click 'Forgotten Password' on the VLE log-in page or contact the school.



### Reports

#### 1. How do I access my child's report?

Once you have logged into the Parent Portal, click on the icon on the home page saying 'Reports'. You will then see your child's reports. You can either view them online or download them.

#### 2. How can I see my second/third child's report?

Once logged into the Parent Portal, you will need to change account and choose the relevant child you would like to look at. Then you should see an icon for reports on the home page and from here you will be able to see the individual reports.

Last login: 02/03/2017 | [Change account](#) | [Add child](#)

#### 3. On the reports, what is the difference between PR1, PR3 or Mock?

Each report that is completed is saved with the name 'PR1' – this means Progress Report and the order of each report. Therefore, PR1 normally comes out in term 1 or term 2 and then PR2 will come out after this.

#### 4. What is the difference between PDF and online?

With the online version you can view it instantly on the computer and then save/print it, compared to the PDF version which you can instantly download/save to your computer.

5. Will the reports disappear?

The reports will say on the VLE for the current academic year. If you would like to keep the reports, then you can save or print them.

6. Will I receive a message about the reports?

When the reports are released onto the Parent Portal a message will be sent home from reception/'GroupCall'.