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An overview about the Parent Portal (VLE)

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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
OX16 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

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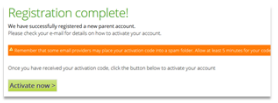
How to register on the Parent Portal

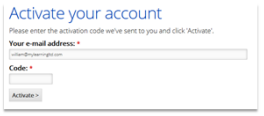
Activating your parent's account

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

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



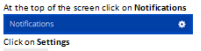
6. Enter the activation code into the box and click **Activate**



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

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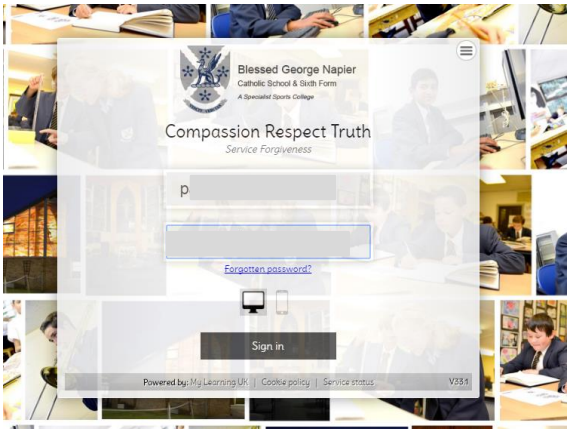
Unique log-in is used first

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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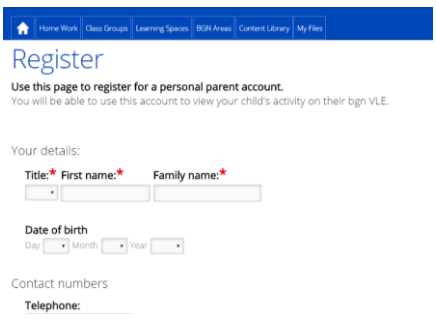
Registration



Once completed, verify the account via email

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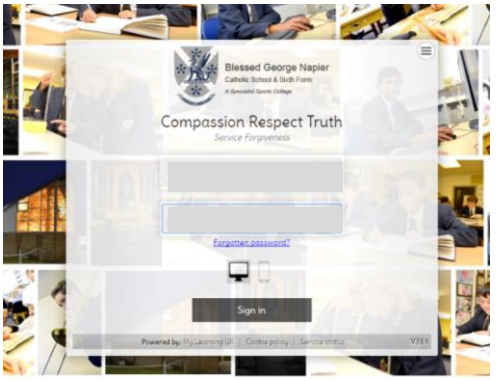
When registered, the email address is used to log-in to the Parent Portal each time



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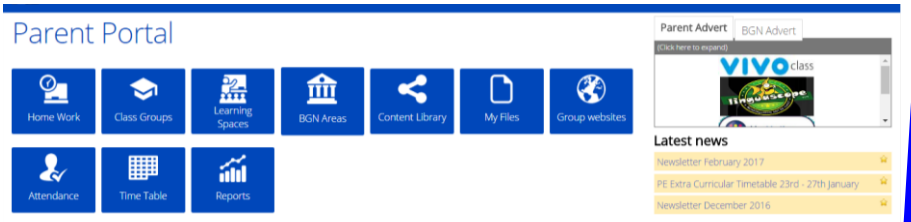
Home page of the Parent Portal



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How to add another child

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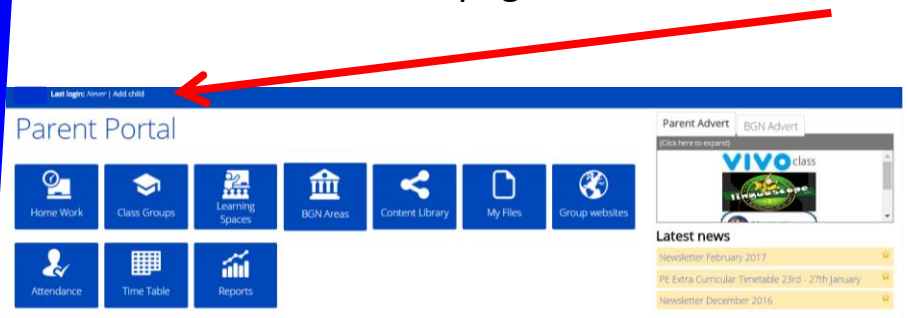
Once on the Home page, click 'Add child'



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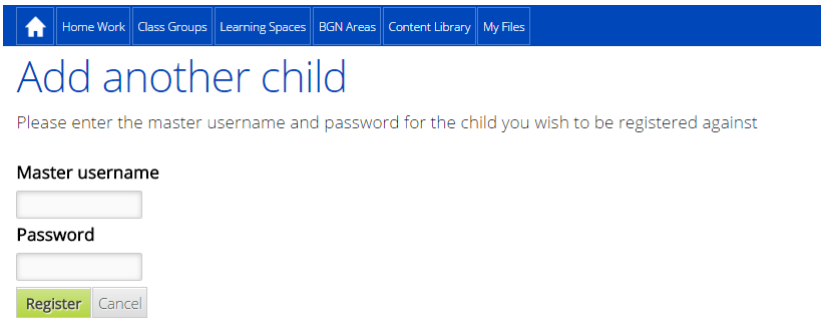
Use the unique log-in details for the next child to add them to your account



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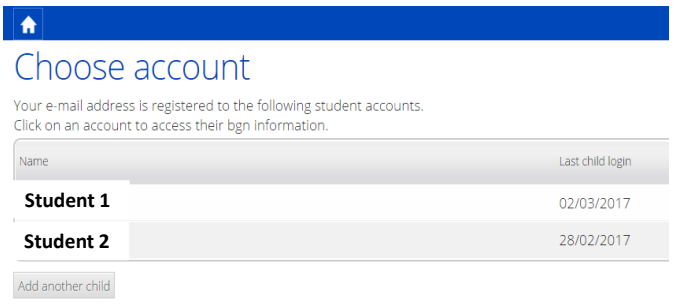
Once verified, each child will appear on your details and you can choose which account to access



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How to access reports via the Parent Portal (VLE)

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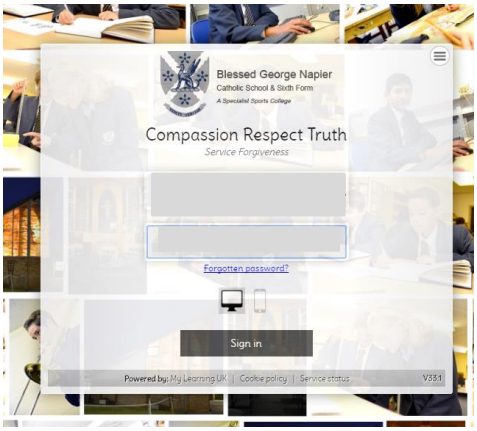
Log onto the Parent Portal using your email address



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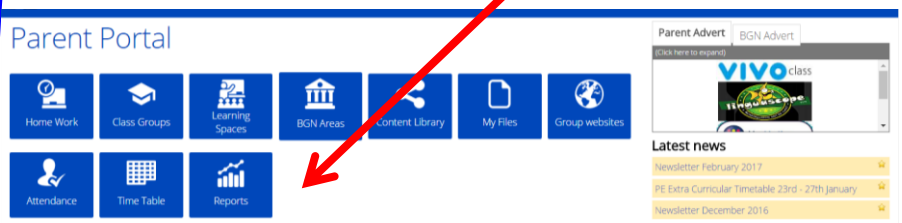
From the Home Page on the Parent Portal, click on the icon saying 'Reports'



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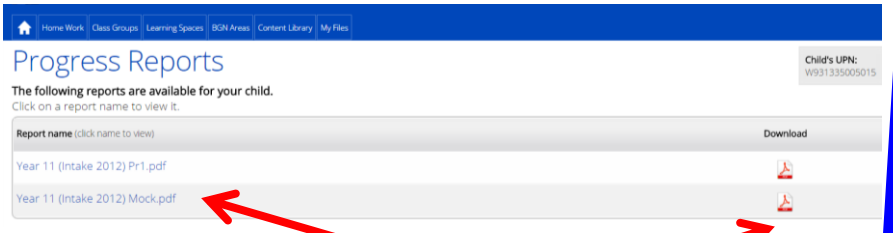
Once on the Reports page, you will see reports related to your child



Reports can be viewed online or downloaded as a PDF

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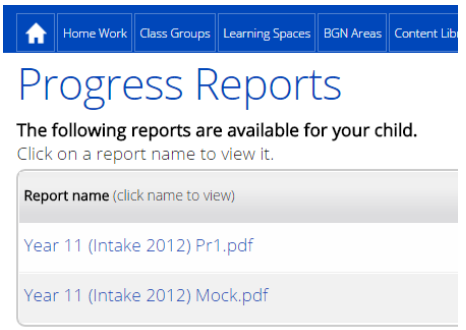
Reports will stay on the Parent Portal for the academic year. The oldest report is 'PR1' and works up to the newest



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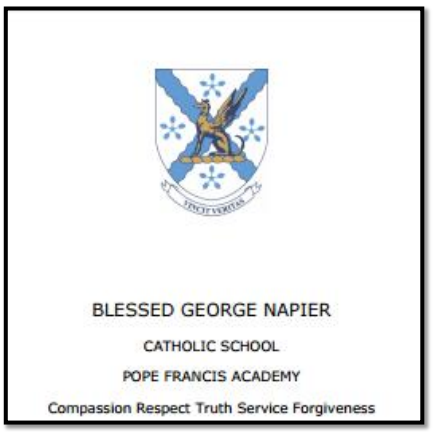
Reports on the Parent Portal will be laid out in the same order as the current paper copy