



**SHOOTERS HILL**  
SIXTH FORM  
COLLEGE

proportal

## Getting started

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## Introduction

### **What is ProPortal?**

ProPortal is a gateway for our record system used at Shooters Hill for checking student progress throughout the year enabling access to;

- Student information
- Lesson Timetable
- Exam Timetable
- Attendance and Punctuality
- Course Grades and Marks
- Student Individual learning plan

## How to create a ProPortal account

1. Please go to the following address:

[www.shootershill.ac.uk](http://www.shootershill.ac.uk)

2. At the top within the circled navigation panel, select the leaf icon.



3. On the ProPortal gateway click on **Submit An Account Request**

A screenshot of the ProPortal login page. At the top left is the 'Compass computer consultants ltd' logo. The main heading is 'proportal' in green, with 'Version 3.1.0' below it. There are two input fields: 'Username: Enter your username' and 'Password: Enter your password'. Below these is a checkbox labeled 'Remember me'. A green 'Log In' button is centered. At the bottom, there are two links: 'Forgot your password?' and 'Submit An Account Request'. A red arrow points to the 'Submit An Account Request' link.

4. On the "Submit An Account Request" page, please enter all information on the next page highlighted with a red arrow as these are required fields. Once complete then please submit.
- **PLEASE NOTE:** Once you have submitted your account request it will then be checked and approved by one of the MIS Team.



Please enter your details. The email address you provide will be used if you need to be contacted about your account.

|                     |                      |   |
|---------------------|----------------------|---|
| Requested Username: | <input type="text"/> |   |
| Forename:           | <input type="text"/> | ← |
| Surname:            | <input type="text"/> | ← |
| Email:              | <input type="text"/> | ← |
| Confirm Email:      | <input type="text"/> | ← |

Passwords must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

|                   |                      |   |
|-------------------|----------------------|---|
| Password:         | <input type="text"/> | ← |
| Confirm Password: | <input type="text"/> | ← |

Enter the details of the student you would like an account to access.

|                |   |   |
|----------------|---|---|
| Student Ref:   | <input type="text"/>                    | ← |
| Forename:      | <input type="text"/>                    | ← |
| Surname:       | <input type="text"/>                    | ← |
| Date of Birth: | <input type="text" value="dd/mm/yyyy"/> | ← |

Please provide some additional information to authenticate your request.

|  |                      |   |
|--|----------------------|---|
| What is your relationship to the student?    | <input type="text"/> | ← |
| What course is your son/daughter studying?   | <input type="text"/> | ← |
| What year did your son/daughter first enrol? | <input type="text"/> | ← |

## Your ProPortal Dashboard

Once you have logged in you will need to click on the photo of the student to access the ProPortal dashboard.

# Welcome MIS Parent

Please Select a student



Alan Partridge (8)

Your ProPortal dashboard displays widgets containing useful information such as the student's overall attendance and punctuality, quick links to any upcoming meetings and their SMART Targets.

[Home](#)
[Information](#)
[Learner ILP](#)
[Support](#)
[Meetings And Comments](#)
[Miscellaneous](#)
[Custom Pages](#)

**Notice Board**

**Welcome to ProPortal**

You can notify us if you are unable to attend classes because of sickness, a medical reason, religious festival or personal reason by sending a 'Notification of Absence' on the information tab.

**Non-sport Enrichment Activities on Wednesdays.**  
 Astronomy, Room D509 @ 2.15pm  
 Creative writing, Room D510 @ 2.15pm  
 Street dance – Dance Studio AB02 @ 2.30pm  
 Debating society – Room D511 @ 2.15pm  
 Drama – Drama Studio AB01 @ 2.30pm

**Non-sport Enrichment Activities on Thursdays.**  
 Singing/Harmonize Vocal Group, Room AB02 - A Block @12:25pm  
 Piano/keyboard, Room AB02 @13:30pm  
 Music theory - theory and musicianship music course (leading to grade 5 exam), Room AB05 - A Block @17:00pm (open to external students too)

**Upcoming Assessments**

No Records

[More..](#)

**Upcoming 'My SMART Targets'**

No Records

[More..](#)

**Academic Information**

No Records

[More..](#)

**Recent 'My Comments'**

Reason for absence  
 Left message on his parents mobile phone regarding uploading **work** for the deadline today

Attendance  
 Spoke to **Alan** today (23rd Sept) regarding attendance to the course. He said that he was having personal problems (did not wa...)

[More..](#)

**My Attendance & Punctuality**

|            |             |
|------------|-------------|
| Attendance | Punctuality |
| 38%        | 84%         |

[More...](#)

**Upcoming Meetings**

No Records

[More..](#)



**My Learning Diary**

No Records

[More..](#)

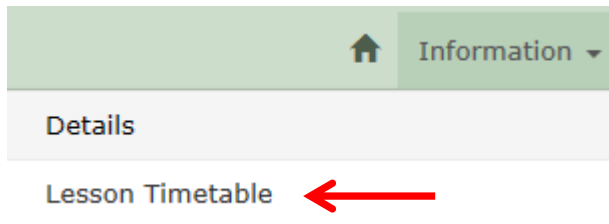
## Information Menu

### Details

|   |   |
|---|---|
|  | Information ▾   |
| Details   |  |
| Lesson Timetable  |   |
| Enrolments  |   |
| Detailed Attendance   |   |
| Weekly Attendance   |   |
| My Register Marks for the year  |   |
| Authorised Absence  |   |
| Exams   |   |
| Exam Timetable  |   |
| Quals on Entry  |   |
| Submit Personal Details Change Request  |   |
| Submit Address Change Request   |   |
| Notification of Absence   |   |

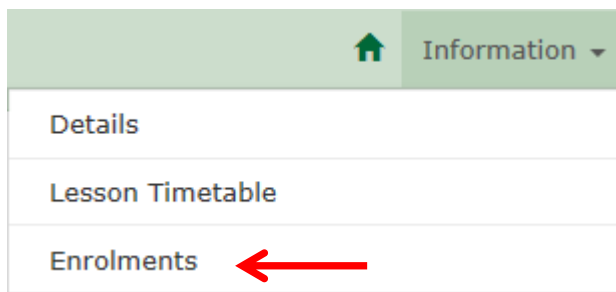
The **Details** submenu shows student's details that were processed at enrolment.

## Lesson Timetable



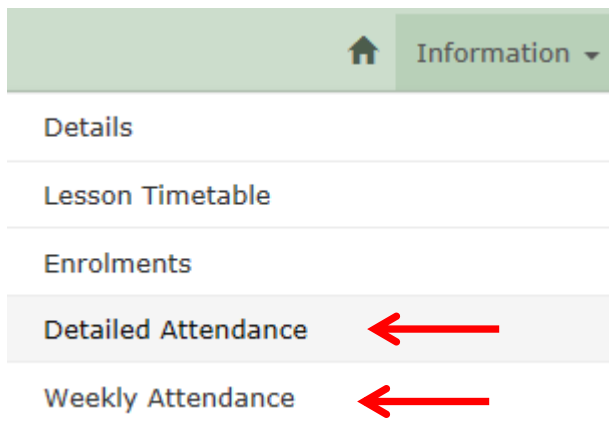
The **Lesson Timetable** submenu shows an up to date version of the student's current timetable.

## Enrolments



The **Enrolments** submenu shows the student's current enrolments/courses.

## Detailed Attendance and Weekly Attendance



The **Detailed Attendance and Weekly Attendance** submenus show up to date information about the student's attendance and punctuality.



## Exams and Exam Timetable

| Information                    |
|--------------------------------|
| Details                        |
| Lesson Timetable               |
| Enrolments                     |
| Detailed Attendance            |
| Weekly Attendance              |
| My Register Marks for the year |
| Authorised Absence             |
| Exams ←                        |
| Exam Timetable ←               |


The **Exams and Exam Timetable** submenus show any exams the student has been entered for.

## Quals on Entry

| Information                    |
|--------------------------------|
| Details                        |
| Lesson Timetable               |
| Enrolments                     |
| Detailed Attendance            |
| Weekly Attendance              |
| My Register Marks for the year |
| Authorised Absence             |
| Exams                          |
| Exam Timetable                 |
| Quals on Entry ←               |

The **Quals on Entry** submenu show the student's qualifications that they have gained prior to enrolling at Shooters Hill Sixth Form College.

## Personal Details and Address Change Request

|   |
|---|
|  Information ▾ |
| Details   |
| Lesson Timetable  |
| Enrolments  |
| Detailed Attendance   |
| Weekly Attendance   |
| My Register Marks for the year  |
| Authorised Absence  |
| Exams   |
| Exam Timetable  |
| Quals on Entry  |
| Submit Personal Details Change Request ←  |
| Submit Address Change Request ←   |
| Notification of Absence   |

The **Personal Details and Address Change Request** submenu allows you to change information that we currently hold for the student and parent's /guardian's.