



Shooters Hill
Sixth Form College

proportal

SHOOTERS HILL SIXTH FORM COLLEGE

Getting started

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Introduction

What is ProPortal?

ProPortal is a gateway for our student record system used at Shooters Hill for checking your Son/daughter's progress throughout the year enabling access to information such as;

- Personal information
- Timetable
- Attendance and Punctuality
- Grades and Marks
- Teacher comments
- Tutor meetings
- Individual learning plan
- Exam details

How to create a ProPortal account

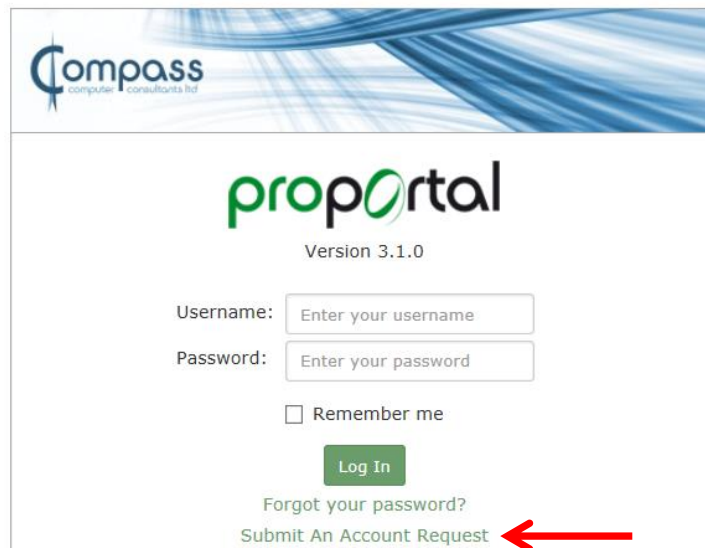
1. Please go to the following address:

www.shootershill.ac.uk

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



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

The screenshot shows the ProPortal gateway interface. At the top left is the 'Compass computer consultants ltd' logo. Below it is the 'proportal' logo in green and black, with 'Version 3.1.0' underneath. The login form includes a 'Username:' label with a text input field containing 'Enter your username', a 'Password:' label with a text input field containing 'Enter your password', and a checkbox labeled 'Remember me'. A green 'Log In' button is positioned below the password field. At the bottom of the form are two links: 'Forgot your password?' and 'Submit An Account Request'. A red arrow points to the 'Submit An Account Request' link.

Your ProPortal Dashboard

Once you have logged in you will need to click on the photo of your son/daughter 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 your son/daughters overall attendance and punctuality, quick links to upcoming meetings and their SMART Targets.

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 [redacted] work for the deadline today

Attendance
 Spoke to [redacted] 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..](#)

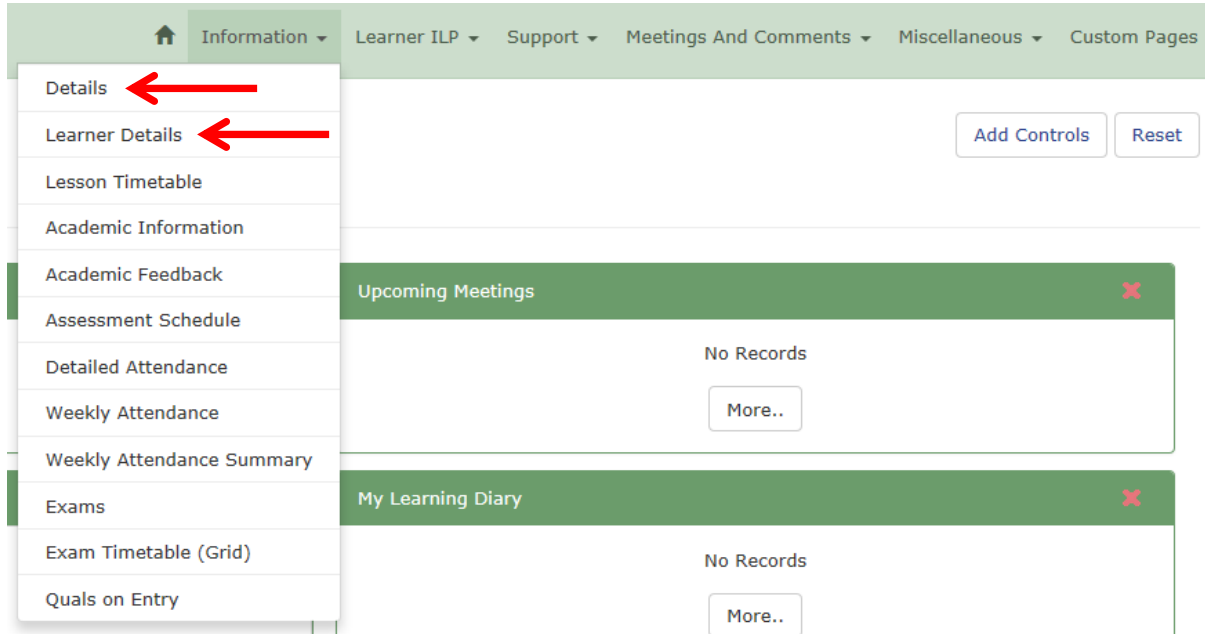
My Learning Diary ✕

No Records

[More..](#)

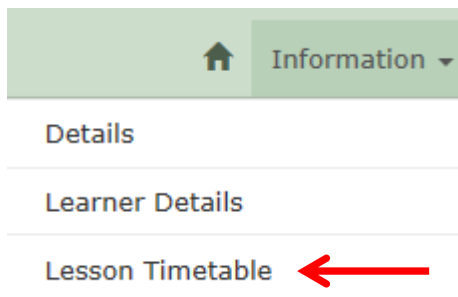
Information Menu

Details and Learner Details



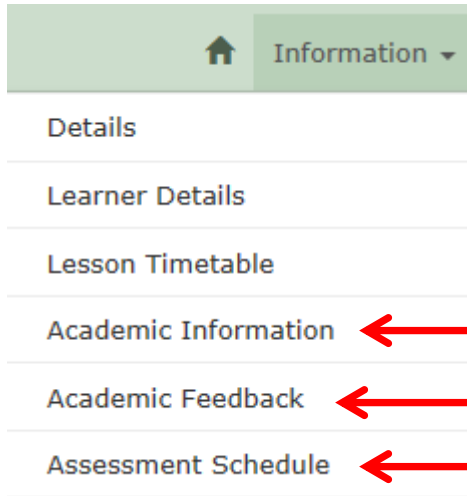
The **Details** and **Learner Details** submenus show your son/daughters personal details and their current courses.

Lesson Timetable



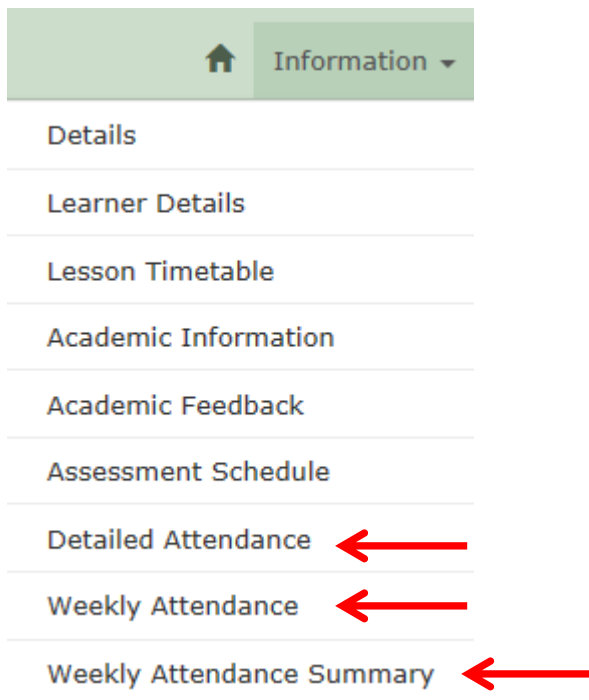
The **Lesson Timetable** submenu shows your son/daughters current timetable.

Academic Information, Feedback and Schedule



The **Academic Information, Feedback and Schedule** submenus show information about your son/daughters progress.

Detailed Attendance, Weekly Attendance and Weekly Attendance Summary



The **Detailed Attendance, Weekly Attendance and Weekly Attendance Summary** submenus show up to date information about your son/daughters Attendance.

Exams and Exam Timetable

Information
Details
Learner Details
Lesson Timetable
Academic Information
Academic Feedback
Assessment Schedule
Detailed Attendance
Weekly Attendance
Weekly Attendance Summary
Exams ←
Exam Timetable (Grid) ←

The **Exams and Exam Timetable** submenus show any exams your son/daughter has been entered for.

Quals on Entry

Information
Details
Learner Details
Lesson Timetable
Academic Information
Academic Feedback
Assessment Schedule
Detailed Attendance
Weekly Attendance
Weekly Attendance Summary
Exams
Exam Timetable (Grid)
Quals on Entry ←

The **Quals on Entry** submenu show your son/daughters qualifications that they have gained prior to enrolling at Shooters Hill Sixth Form College.

Personal Details and Address Change Request

Information ▾
Details
Learner Details
Lesson Timetable
Academic Information
Academic Feedback
Assessment Schedule
Detailed Attendance
Weekly Attendance
Weekly Attendance Summary
Authorised Absence
Exams
Exam Timetable (Grid)
Quals on Entry
Submit Personal Details Change Request ←
Submit Address Change Request ←

The **Personal Details and Address Change Request** submenu allows you to change information that we currently hold for your son/daughter.