



Maidstone Grammar School
for Girls

**SIMS LEARNING GATEWAY
(SLG)**

Guide for Parents

SIMS Learning Gateway (SLG)

This booklet gives you a brief introduction to the SIMS Learning Gateway (SLG) system.

Since 2010 MGGs has been using the SLG to allow parents to be able to see their daughter's/son's attendance and to receive information regarding their progress. All reports and tracking reviews will also be available through SLG.

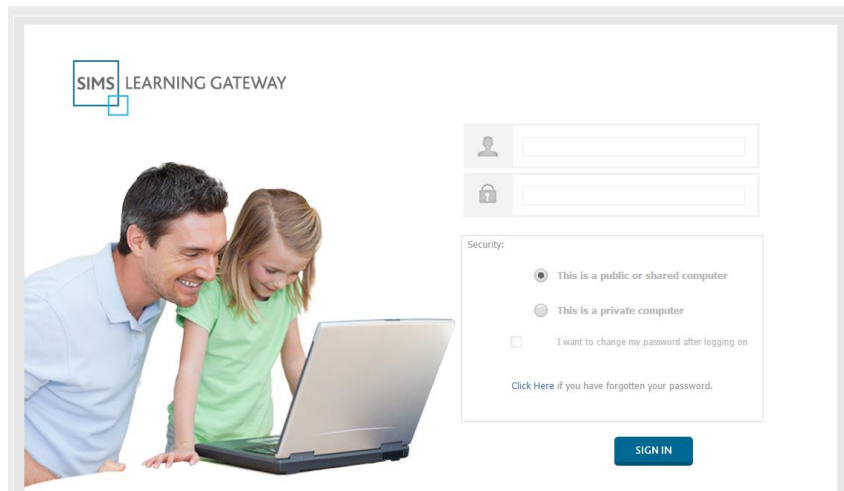
You will have already received information about registering for access to the SLG, and this booklet should be issued when you receive your user name and password.

By signing into the SLG with your supplied username and password you are agreeing to the terms and conditions in the SLG Acceptable Use Policy which is available from the school website.

To log on to the SLG visit the school website (www.mggs.org), and click on the Parent Portal link at the bottom. The SLG can be accessed from any internet enable device with a web browser.



Click on the SLG login link under the Parent Portal.



You are given the choice between a public or private computer. For increased security you should use the **public/shared** computer option. The increased security of a public computer log in means that it will automatically log you out after a period of time. When you login for the first time you will be prompted to change your password.

Change My Password

You cannot change the user-name ID which the school gives you, but you can change your password:

Change My User Account Password

Your new password must contain at least 6 characters with an upper and lower case letter and a number.

Old Password

New Password

Confirm New Password

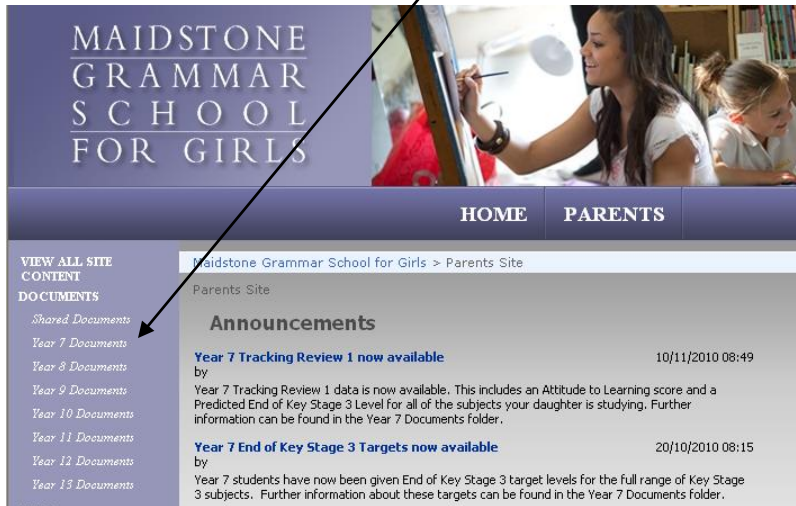
When you change your password you will need to conform to the password complexity requirements. Your password must:

- not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- be at least 6 characters long
- have at least one CAPITAL LETTER
- have at least one lower case letter
- have at least one number or non-alphanumeric character (e.g. !, \$, #, %).
- An example of an acceptable password would be Password6 – but you should always devise a password which is hard to guess.

Announcements and Documents

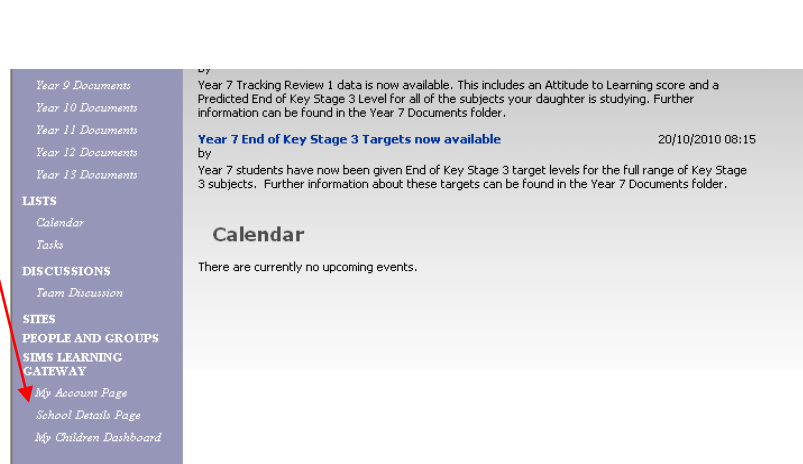
Announcements about information posted onto the SLG will be added to the SLG home page. Important documents will also be added to the site. Documents which are relevant to the whole school will be placed in the **'Shared Documents'** area. Documents relating to a particular Year Group will be placed in the relevant **'Year Group Documents'** area.

To view documents click on the relevant link on the left hand menu panel.



Using SLG for Parents

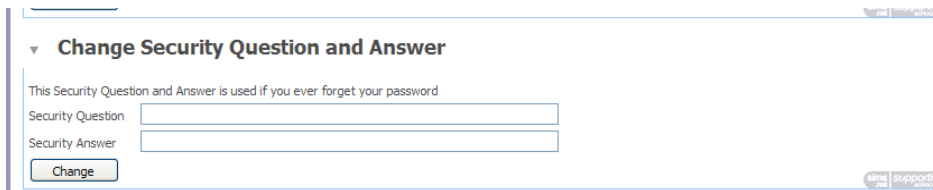
There are three key areas for parents to currently use. (The software has potential for us to further develop its use in the future). On the left hand menu panel the important items are at the bottom.



The **'My Account Page'** shows the data that MGGs has regarding your address and e-mail accounts. If this is incorrect please contact the school as soon as possible with the correct information.

This page also allows you to set up a security question in case you forget your password and need to be sent a reminder.

Change My Security Question and Answer

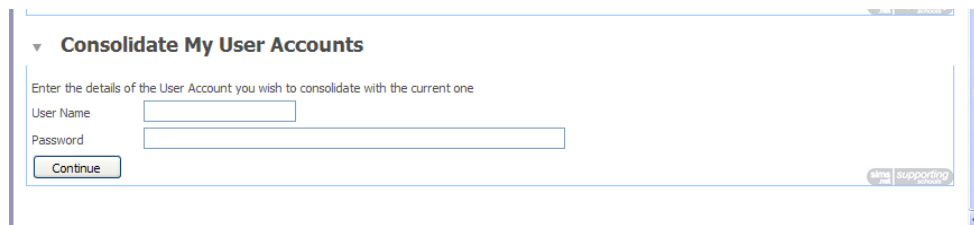


The screenshot shows a web form titled "Change Security Question and Answer". Below the title is a sub-header "▼ Change Security Question and Answer". A note states: "This Security Question and Answer is used if you ever forget your password". There are two input fields: "Security Question" and "Security Answer". A "Change" button is located at the bottom left of the form. In the top right corner, there is a small logo for "slg supporting parents".

If you forget your password you can have it emailed to you if:

- School knows your email address
- You know your own SLG user ID
- You know the answer to the security question you devise and save here.

Consolidate Accounts



The screenshot shows a web form titled "Consolidate My User Accounts". Below the title is a sub-header "▼ Consolidate My User Accounts". A note states: "Enter the details of the User Account you wish to consolidate with the current one". There are two input fields: "User Name" and "Password". A "Continue" button is located at the bottom left of the form. In the top right corner, there is a small logo for "slg supporting parents".

If you have children at another school which uses SLG, you will initially get a separate ID and password from each one. You can choose one (or more) to discard by consolidating it with the ID you want to keep using. You enter any school site **using the ID you want to lose**, and on this panel **you enter the ID you want to keep**. After clicking **'Continue'** (to save your choice) you will be able to use the single ID to see links to all your children from a single page and enter each school site (for their notices, etc), as long as you know their web address.

School Details Page

The **'School Details Page'** link shows basic information about the school.

My Children Dashboard

The **My Children Dashboard** displays key information about your children and contains five main areas:

- Latest Announcements
- Headlines
- Today's Attendance
- Events
- My Children Links

Please contact the school if:

- you see the name of a child who is not yours
- some of your children are missing.

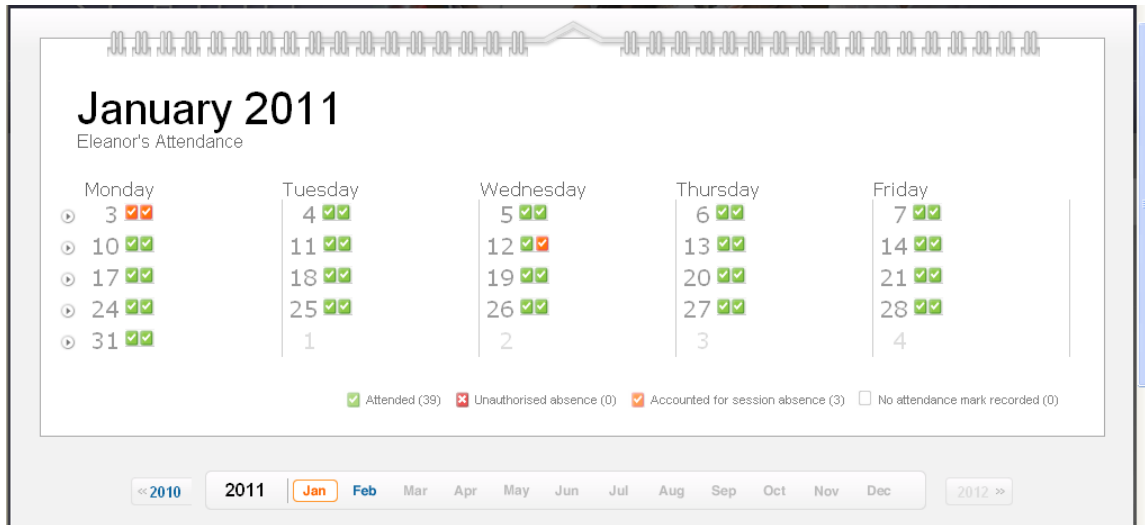
The **Latest Announcements** panel displays school and parent related announcements.

The **Headlines** panel displays important information about your children at a glance. This area is currently in development, but information that might be provided includes attendance percentage, lateness and behaviour information.

The **Today's Attendance** panel displays the attendance information for your children for the current day. To view your child's attendance history, click the **History** link.



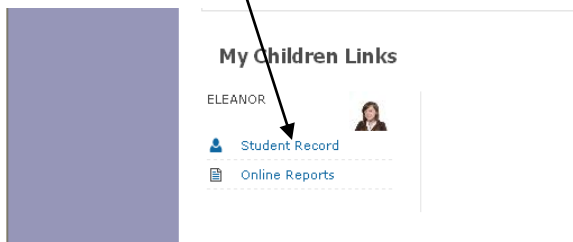
The following, more detailed, history of attendance will be displayed and can be viewed on a month by month basis. You can navigate to a different month or year by clicking the desired month name or year.



The **Events** panel displays as-it-happens information in a number of areas. Information that might be displayed includes lateness, unauthorised absences, achievements, behaviour incidents, and any comments that may have been entered in the register.

My Children Links

Scrolling down the page will bring you to an area called **My Children Links**. Clicking on the **Student Record** link will take you to more detailed information.



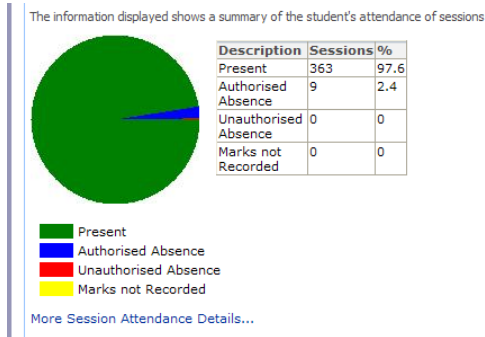
From here, there are four available sections

- **Student Basic Information**
- **Student AM/PM Session Attendance Summary**
- **Student Assessment Summary**
- **Student Classes.**

Student Basic Information

If any of this information is incorrect please contact the school as soon as possible.

Student AM/PM Session Attendance Summary



Please note this data is only for the current academic year and is not live. It is updated once every 24 hours and will display data from the past. The school day is split into two sessions, morning and afternoon. Session attendance marks keep a record of a child's presence at session registration. Clicking on **More Session Attendance Details**, gives further details for each morning and afternoon registration.

NB: Sometimes a student is **not present in a registration** for a very valid reason, e.g. a music lesson, or home study for a sixth form student. Staff are always told that if a student is not physically present in the room they can only be marked absent. Such absences are then followed up by the school office.

Student Assessment Summary

This is the area of SLG we wish to develop and expand on over time. It is our intention to have all students' target grades and tracking review data available here.

When we upload some information relating to your daughter's/son's progress we will inform you via ParentMail.

As time goes on the assessment data held here will increase. You can change the **Items per page** figure to ensure that you are able to see all of the data held for your daughter/son.

▼ **Student Assessment Summary**
Emily Sutton

From To

Page << 1 of 4 >> Items per page 10 Displaying 1-10 of 38 items

Assessment	Description	Result	Notes	Date Achieved
Attitude to Learning D&T	SLG 7TR1	3	Good	09/11/2010
Attitude to Learning Art	SLG 7TR1	4	Outstanding	09/11/2010
Attitude to Learning En	SLG 7TR1	3	Good	09/11/2010
Attitude to Learning Geog	SLG 7TR1	3	Good	09/11/2010
Attitude to Learning Hist	SLG 7TR1	3	Good	09/11/2010
Attitude to Learning ICT	SLG 7TR1	4	Outstanding	09/11/2010
Attitude to Learning Math	SLG 7TR1	4	Outstanding	09/11/2010
Attitude to Learning Musi	SLG 7TR1	3	Good	09/11/2010
Attitude to Learning PE	SLG 7TR1	4	Outstanding	09/11/2010
Attitude to Learning RS	SLG 7TR1	3	Good	09/11/2010

Student Classes

This gives you your daughter's/son's timetable on a day by day basis. For each lesson it gives the time, class name, subject, teacher and room. Care should be taken with this for some lessons, such as Technology, where students rotate for their lessons, but the timetable does not reflect this.

Student Classes
Emily Sutton

Effective Date: Refresh

Student Classes

Time	Class Name	Subject	Teacher	Room
08:40	7N Am	AM Reg	Mrs J. Brown	A12
09:00	7NS(r) Pe 1	Physical E	Miss D. Swift	GYM
10:05	7N Sc	Science	Mr M. Dickinson	B6
11:25	7NS(r) Tc 3	Technology	Mrs J. Kelly	A33
12:30	7N En	English	Miss R. Johnson	A14
14:25	7N Pm	PM Reg	Mrs J. Brown	A12
14:30	7N Ma	Maths	Mr G. Howden	A35

Student Timetable...

Student Timetable

Clicking on the **Student Timetable** link will give you a more detailed view of your daughter's/son's timetable. You can scroll between weeks by using the forward and back arrows. You can also change to a day, week or month view.

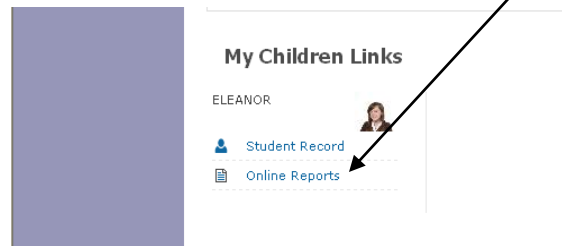
Student Timetable

29 November - 05 December 2010 1 Day 7 Week 31 Month

	29 Monday	30 Tuesday	1 Wednesday	2 Thursday	3 Friday	4 Saturday	5 Sunday
7							
8							
9	08:40 Mon AM - AM Reg - TRP - A12 09:00 Mon 1 - English - RJ0 - N9	08:40 Tue AM - AM Reg - TRP - A12 09:00 Tue 1 - Physical E - DSW - GYM	08:40 Wed AM - AM Reg - TRP - A12 09:00 Wed 1 - Geography - PB - N5	08:40 Thu AM - AM Reg - TRP - A12 09:00 Thu 1 - Science - CB - T3	08:40 Fri AM - AM Reg - TRP - A12 09:00 Fri 1 - Maths - GH0 - A35		
10	10:05 Mon 2 - Information Technology - IE - A33	10:05 Tue 2 - Science - CB - B6	10:05 Wed 2 - Technology - JK - A33	10:05 Thu 2 - Spanish - HB - A2	10:05 Fri 2 - Geography - PB - N4		
11	11:25 Mon 3 - Art - ANE - A32	11:25 Tue 3 - Technology - JK - A33	11:25 Wed 3 - Science - MDD - T4	11:25 Thu 3 - Maths - GH0 - A35	11:25 Fri 3 - Art - ANE - A29		
12							
13	12:30 Mon 4 - History - CW - B2	12:30 Tue 4 - English - RJ0 - A14	12:30 Wed 4 - Physical E - DSW - GYM	12:30 Thu 4 - Religious - EST - N2	12:30 Fri 4 - English - RJ0 - N9		
14	14:25 Mon PM - PM Reg - TRP - A12 14:30 Mon 5 - Music - RC - M1	14:25 Tue PM - PM Reg - TRP - A12 14:30 Tue 5 - Maths - GH0 - A35	14:25 Wed PM - PM Reg - TRP - A12 14:30 Wed 5 - Spanish - HB - A4	14:25 Thu PM - PM Reg - TRP - A12 14:30 Thu 5 - Spanish - HB - LL	14:25 Fri PM - PM Reg - TRP - A12 14:30 Fri 5 - History - CW - A17		
15							

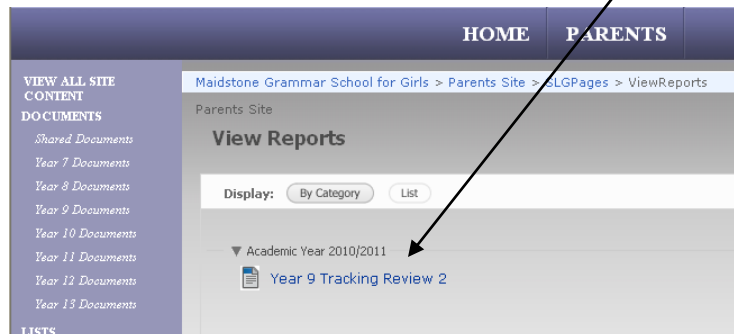
Viewing Online Reports

From the **My Children Dashboard** area you can click on the **Online Reports** link which provides access to assessment reports that have been published for your child.



In future your daughter's/son's reports and tracking reviews will be available to view online as PDF documents.

Clicking on the **Online Reports** link will take you to all of the reports and tracking reviews that have been published for your child. Click on the **Academic Year** for which you wish to view reports, and all available reports will be listed. Click on the title of the report you wish to view and it will be opened as a PDF document.



To view PDF files you will need Adobe Acrobat Reader installed on your computer, available here: <http://get.adobe.com/uk/reader/>

Further Information

If you require any further information about the SLG or are experiencing any problems using the site, please contact the school on 01622 752103 or email central@mggs.org.