

SIMS Learning Gateway starter guide for parents

SIMS Learning Gateway (SLG) is a fantastic web application that provides secure access to your child's College information anytime, anywhere, from a compatible web browser on a computer or mobile device.

SLG provides up-to-date information by enabling live access to the College's central Information Management System. As an example, parents/carers can check if their child has arrived in school by checking registration attendance information. The data is available live, as soon as the teacher takes the register and submits it to the system, it will show up on SLG.

To access Ely College's SLG, select the SLG link on the College website, or visit the following URL:

<https://hslg11.capita-cso.co.uk/schools/ELY/SLG/>

Once at the login screen, enter your username and password (these will have been sent to you separately.)

Username format: ely-name.surname

Due to maximum length restrictions of 6 characters for name, 10 for surname, some names may be shortened, e.g. if your name is Ivor Longsurname, your username will be ELY-ivor.longsurnam

Once you have entered your username and password, you will be prompted immediately to change your password. Your new password **must** comply with the password and security policy, below, otherwise it will not allow you access.

6 or more characters long, and three out of these four criteria

At least one uppercase letter

At least one lowercase letter

At least one number

At least one symbol

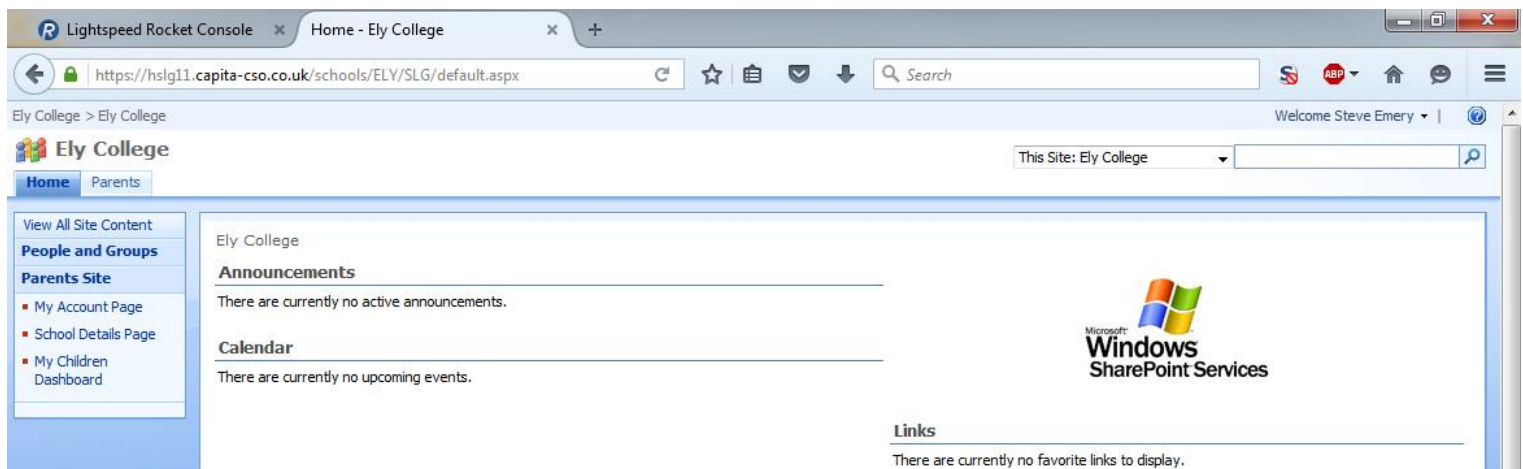
- Passwords cannot contain part of the username, first name or surname.

- Passwords expire every 180 days, and will prompt users to change the password at this time.

- SLG remembers the last 3 passwords, and will not allow them to be re-used until they have been forgotten.

For additional security against fraudulent access and guessing login credentials, SLG operates an account lockout policy. Accounts will be locked out for 30 minutes after 5 incorrect login attempts. Logging in will be impossible, even with the correct credentials, while the account is locked. **The School system administrators cannot unlock accounts.**

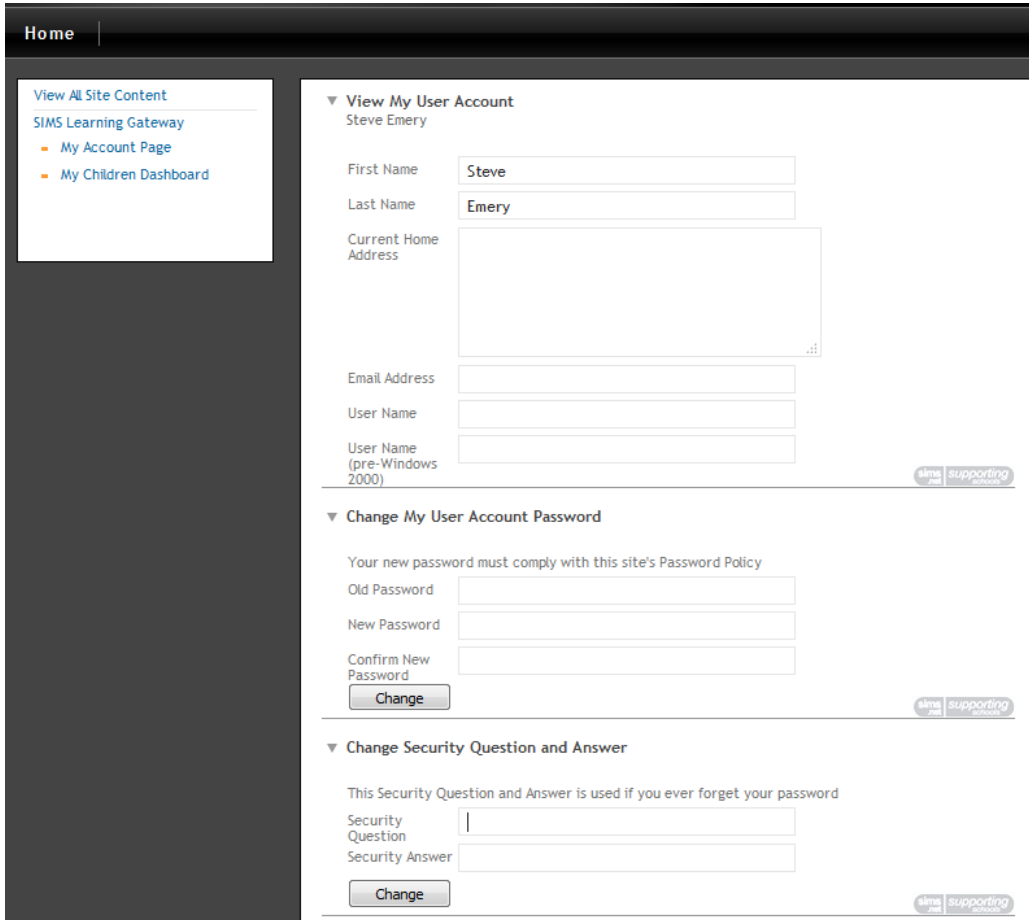
Once you have successfully logged in, you should see the following screen.



After your first login and password change, we strongly suggest creating a security question to assist with changing your own password in the future. To do this, click on the “My Account Page” link.

You can also change your password at any point from this page.

If any of your personal or contact details are incorrect on this page, you can update them using the Data Collection Sheet (covered later in this guide).



Please note:

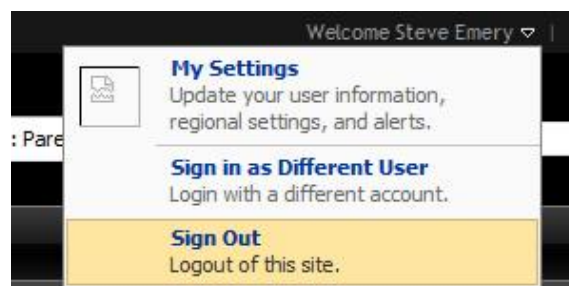
The data held on the College’s systems is highly sensitive and therefore security is a top priority.

It is your responsibility to ensure that your username and password are kept private, and that your access to the site and the information it holds is not shared with anyone else.

Do not select the “remember my password” option if it is available, as this may allow other users of the computer or device to access or change your data on the system.

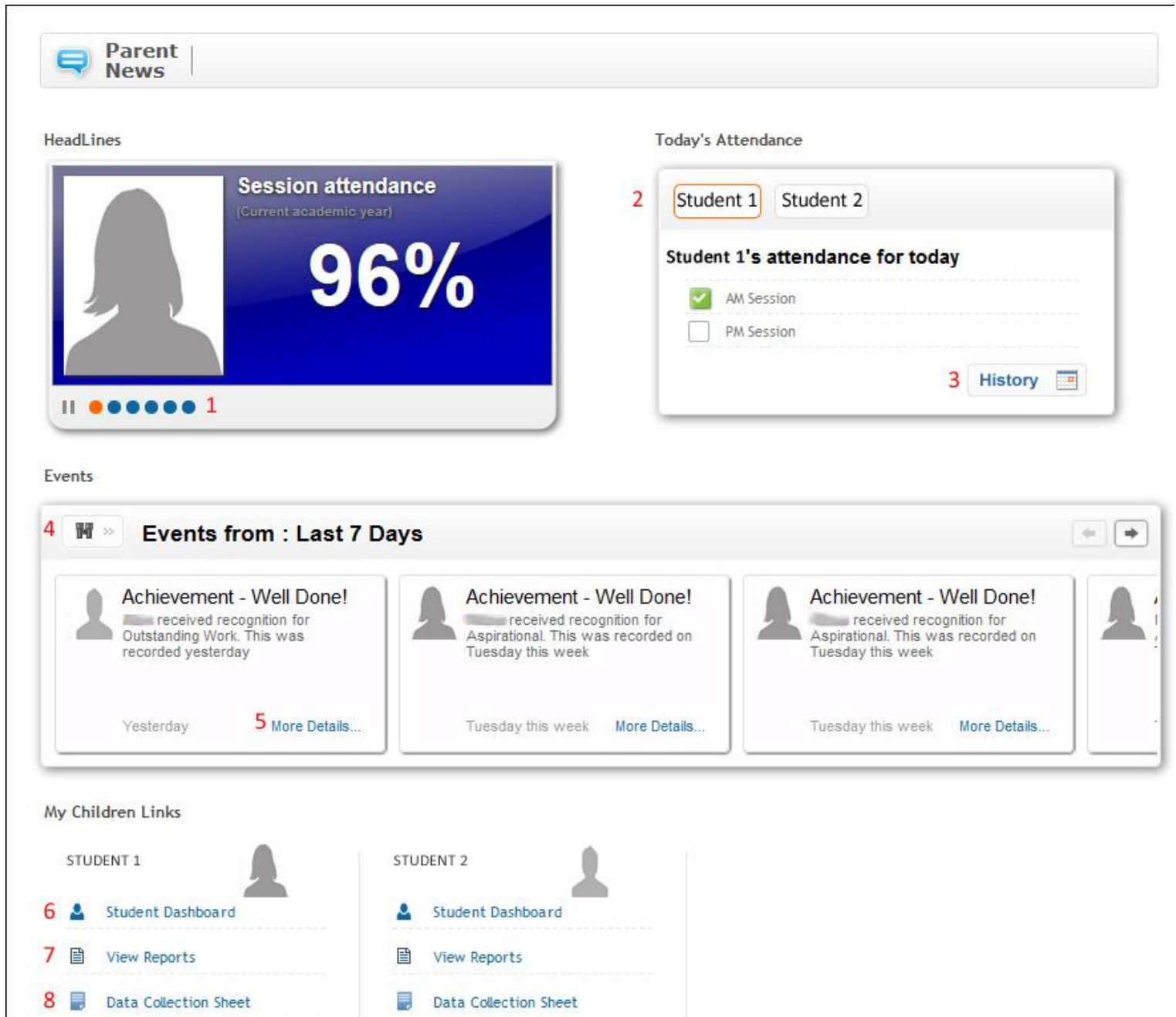
Always log out of the site and close the browser when you have finished.

To log out, click the triangle next to your name in the top right corner and select “sign out”.



Viewing student information

The My Children Dashboard link will take you to the main section of the SIMS Learning Gateway.



The screenshot displays the 'Parent News' dashboard with the following sections:

- HeadLines:** A slide titled 'Session attendance (Current academic year)' showing a 96% attendance rate. A progress bar at the bottom indicates 1 out of 5 sessions completed.
- Today's Attendance:** A section for selecting a student (Student 1 or Student 2). Below, 'Student 1's attendance for today' is shown with checkboxes for 'AM Session' (checked) and 'PM Session' (unchecked). A 'History' link with a calendar icon is at the bottom right.
- Events:** A section titled 'Events from : Last 7 Days' with a search filter icon. It displays three 'Achievement - Well Done!' notifications. The first is from 'Yesterday' and the other two are from 'Tuesday this week'. Each notification includes a 'More Details...' link.
- My Children Links:** A section for 'STUDENT 1' and 'STUDENT 2'. Each student has three links: 'Student Dashboard', 'View Reports', and 'Data Collection Sheet'.

This section contains several key areas that either display or link to information.

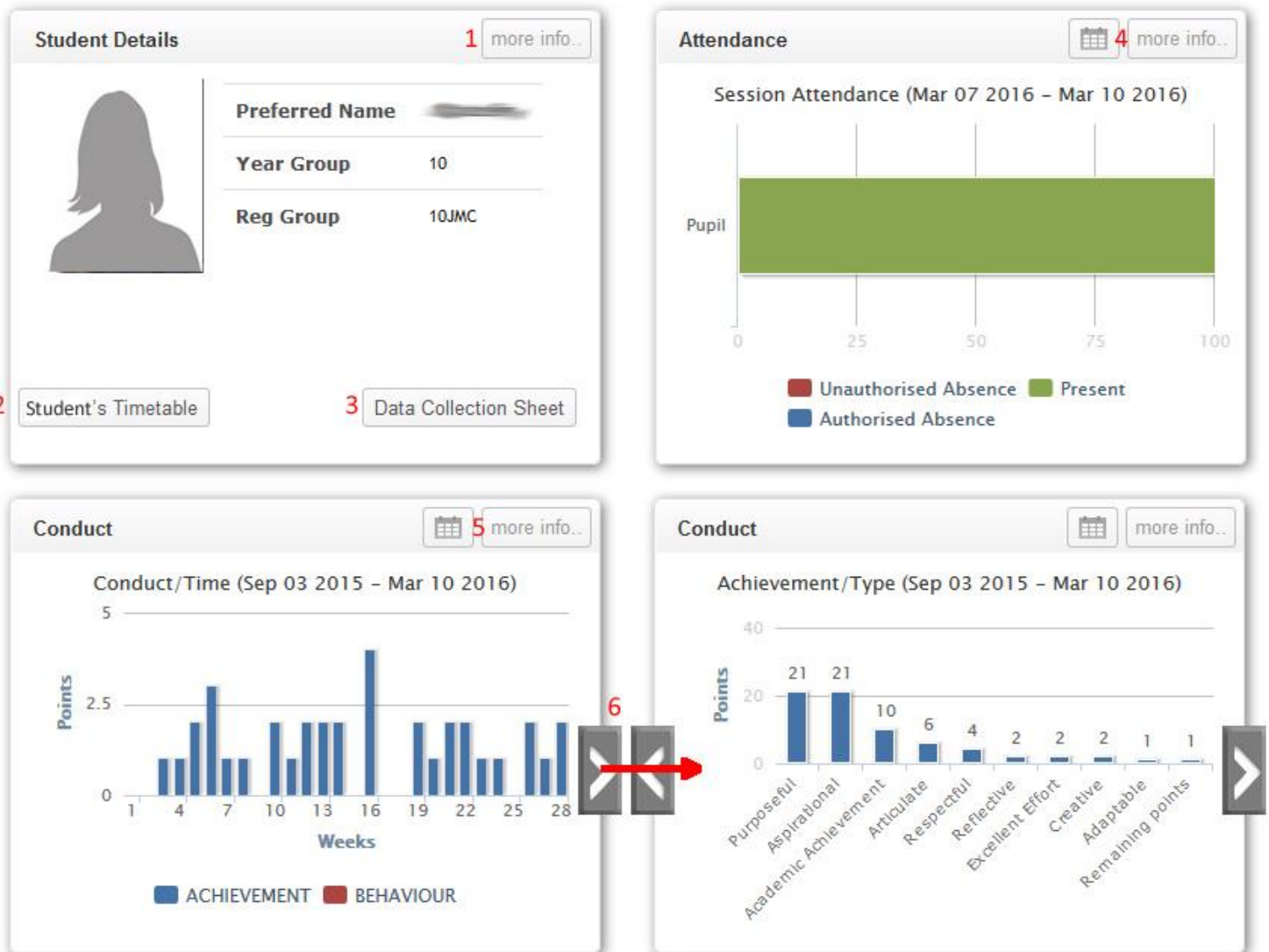
- 1 - **Data headlines.** A slideshow display showing attendance, session lateness and achievement points for each student.
- 2 - **Today's attendance.** At-a-glance display of AM and PM attendance for today. If you have more than one child at the college, you can change between them by selecting their name.
- 3 - **Attendance History.** Select the link to view an historical daily AM and PM attendance calendar.
- 4 - **Events.** Shows all behaviour and achievement events for students for the past 7 days. You can click on the binoculars icon to change the search criteria.
- 5 - **Event details.** Click "more details" on each event to view extra details about the event such as the time and lesson.

The My Children Links section

- 6 - **Student Dashboard.** Click here to open the dashboard, for expanded information on the student, such as timetable, full behaviour/achievement history, attendance.
- 7 - **View reports.** Click here to view all available school reports for the student, organised by academic year. Click the > next to the academic year to view all reports per year, or List view to see all reports available.
- 8 - **Data Collection sheet.** Click here to access the Data Collection section, to update address and contact details, travel information, parent consent. See the “Data Collection Sheet” section below for more information.

My Children Links

Student Dashboard



The screenshot shows a 'Student Dashboard' with four main sections:

- Student Details:** Includes a silhouette of a student, preferred name, year group (10), and reg group (10JMC). Callout 1 points to a 'more info..' link. Callout 2 points to a 'Student's Timetable' button. Callout 3 points to a 'Data Collection Sheet' button.
- Attendance:** A bar chart titled 'Session Attendance (Mar 07 2016 - Mar 10 2016)' showing 100% present. Callout 4 points to a 'more info..' link.
- Conduct (Left):** A bar chart titled 'Conduct/Time (Sep 03 2015 - Mar 10 2016)' showing points for achievement and behaviour over 28 weeks. Callout 5 points to a 'more info..' link. Callout 6 points to navigation arrows.
- Conduct (Right):** A bar chart titled 'Achievement/Type (Sep 03 2015 - Mar 10 2016)' showing points for various achievement types. Callout 5 points to a 'more info..' link. Callout 6 points to navigation arrows.

- 1 - **More info.** Detailed information on student registration, family and home, school history and attendance history.
- 2 - **Student timetable.** View the student timetable in day, week or month view
- 3 - **Data Collection sheet.** Allows you to check and change certain information held about your student. See the “Data Collection Sheet” section below for more information.
- 4 - **Attendance.** Attendance overview graph, click “more info” to view an historical daily AM and PM attendance calendar.
- 5 - **Conduct.** Conduct overview graph, showing positive (achievement) and negative (behaviour) points for the academic year. Click “more info” to view a conduct summary showing the date, type of conduct and points given. Click the arrows (6) to change between overview graphs.

View reports

All available school reports for your child will be shown here.

Reports can be displayed by Category view (the default option), or List view.

Category view groups reports by Academic Year, please click the triangle/arrow next to the Academic Year to expand the list, then click the report title to view the report.

Data Collection sheet

For Parents/Carers, this is a key section of the SLG. This section is designed for you to check and update important information held by the College about your child(ren), so that the data we hold is current and accurate.

All modified information is sent directly to the College's systems, but must be approved before the system is updated. You will not be allowed to make further changes to the information until these have been approved.

It is the responsibility of the Parent/Carer with access to ensure that the details on record or being updated are correct.

Section 1: Student details

Confirm name, date of birth, address and student contact details.

Section 2: Emergency contacts

Add, remove or update the contacts for the student.

Section 3: Travel arrangements

Section 4: Ethnicity and language

Update ethnicity, nationality, religion and primary language.

Section 5: Parental Consent

Update permission for certain activities, such as school visits, photographs, internet access and sex education.

Final: Summary of changes and finalisation

View the summary of changes made before submitting them to the College for approval.

Please be aware of the following when changing contact details:

Parental Responsibility should only be set to 'Yes' if that person has true legal Parental Responsibility for the child.

Step-Parents do not automatically gain legal Parental Responsibility for a child through marriage or civil partnership.

Priority 1 and Priority 2 are identified as the main contacts, and are set as the main contacts for the College's messaging service (InTouch).

By adding someone as a contact (whether with parental responsibility or not) you are authorising the College to contact that person on behalf of your child, and giving consent for that person to escort your child off site, e.g. in case of illness.

Please ensure that you fully understand the implications of changing these settings before submitting the change request. The College reserves the right to contact parents to verify changes requested, in order to safeguard students and families.

College contacts

Main Office - 01353 667763

SLG@ElyCollege.co.uk