



Hopwood Hall College Parent's Portal User Guide

The Hopwood Hall College Parent Portal has been designed to allow parents, carers and guardians to access information on their son or daughter's progress at college, enabling a more meaningful conversation at home.

Once you've registered, you will be able to access information on attendance/punctuality, the learner's Individual Learning Plan, academic information including upcoming assessments and SMART targets. You will also be able to access Parental Reports which are completed at the start of February each academic year.

Future additions coming soon to the Parent Portal will be the option to download and print learner timetables and attendance reports.

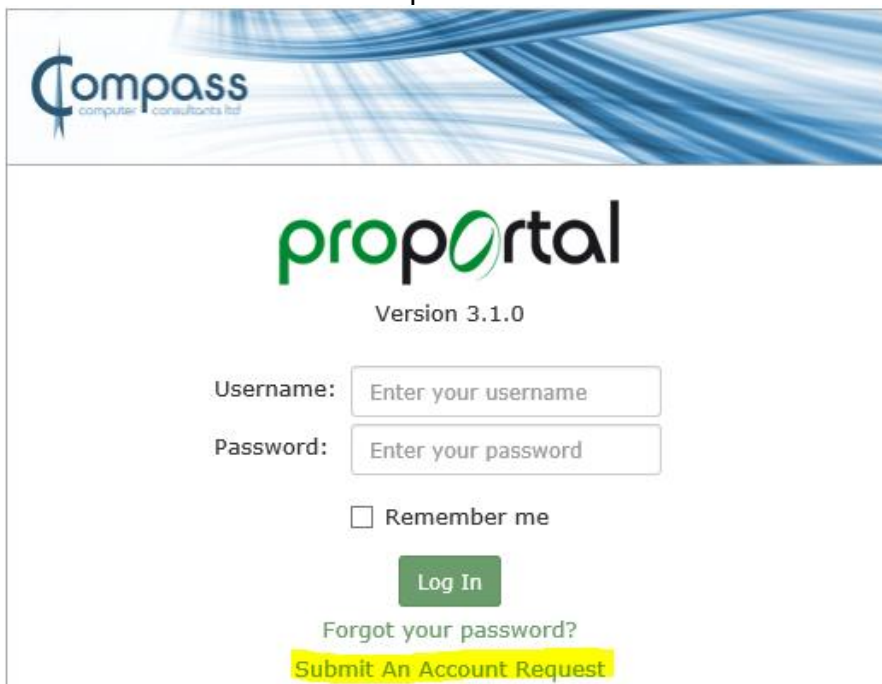
How to register

Step One

Access the system via the URL <https://proportal.hopwood.ac.uk/> it can also be found through our website www.hopwood.ac.uk/about-us/information-for-parents/

Step Two

Click the 'Submit Account Request' link:

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 and black, with "Version 3.1.0" below it. There are two input fields: "Username:" with a placeholder "Enter your username" and "Password:" with a placeholder "Enter your password". Below these is a checkbox labeled "Remember me". A green "Log In" button is centered below the checkbox. At the bottom, there are two links: "Forgot your password?" and "Submit An Account Request" (highlighted in yellow).

Step Three

Complete the form and press the 'Submit Request' button. Your email will automatically become your username for future login.

Note: The 'Student Ref' is the short 5 or 6 digit number on their ID card.



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

Forename:

Surname:

Email:

Confirm Email:

Your password should be at least 8 characters in length.

Password:

Confirm Password:

Enter the details of the student who's course information you require access to. If you require access to more than one student account please create an additional request.

Student Ref (short number):

Forename:

Surname:

Date of Birth:

Please provide some additional information to authenticate your request.

What is your relationship to the student?

What course is the student currently enrolled on at the College?

Submit Request

You will receive an email to acknowledge your request from parentportal@hopwood.ac.uk followed by another once your request has been authorised. You will then be able to log onto the system with the username/password you specified when applying for access. Authorisation should take no longer than one working day.

Step Four

When you log in you will see all learners that have been assigned to you. Click on a learner to access their information.

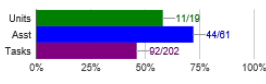


Welcome Mahmoud Farag

Please Select a student



Joe Bloggs (124022)

<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">Notice Board</div> <p style="margin-top: 10px;">Welcome to the Hopwood Hall College Parent Portal</p> <p>If you have any queries about the Parent Portal, please contact us at: ParentPortal@hopwood.ac.uk</p>	<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">Recent 'My Comments'</div> <p style="text-align: center; margin-top: 10px;">No Records</p> <p style="text-align: center;">More..</p>	<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">Upcoming Meetings</div> <p style="text-align: center; margin-top: 10px;">No Records</p> <p style="text-align: center;">More..</p>
<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">Upcoming Assessments</div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>03/03/2017</small> SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 2 - Constraints on radio news production</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>03/03/2017</small> SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 1 - Forms and styles of radio news reporting</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>31/03/2017</small> SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 3 - Produce news material</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>28/04/2017</small> SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 4 - Review own radio news work</p> </div>	<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">My Markbook</div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra</small> Projected:1368</p>  <p style="font-size: small;">Units: 11/19, Asst: 44/61, Tasks: 02/202</p> </div> <p style="text-align: center; margin-top: 5px;">More..</p>	<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">My Learning Diary</div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>10/02/2017</small> SMART Target Due ORGANISATION: ██████ to become more self sufficient to aid his independence.</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>10/02/2017</small> SMART Target Due Independence: ██████ to be able to use assistive technology to work independently in the classroom.</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>03/03/2017</small> Assessment Due Assign 2 - Constraints on radio news production (Unit 41 - News Production for Radio)</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>03/03/2017</small> Assessment Due Assign 1 - Forms and styles of radio news reporting (Unit 41 - News Production for Radio)</p> </div> <div style="margin-top: 5px; background-color: #f2f2f2; padding: 5px;"> <p><small>31/03/2017</small> Assessment Due Assign 3 - Produce news material (Unit 41 - News Production for Radio)</p> </div>
<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">My Attendance & Punctuality</div> <div style="margin-top: 5px; text-align: center;"> <p>Attendance Punctuality</p> <p style="font-size: 2em; font-weight: bold; color: red;">81% 100%</p> <p style="text-align: center; margin-top: 5px;">More...</p> </div>		<div style="background-color: #4f7942; color: white; padding: 5px; font-weight: bold;">Upcoming 'My SMART Targets'</div>

Step Five

Click 'More...' on any of the web parts on the front screen to view information in more detail.

Attendance Last Updated 26/1/2017 04:20

Code	Att	Att%	Auth	Auth%	Lates	Punct	Recent	Last Att
Friday-09:00-Level 3 Media Production Year 2 Extended Diploma	13 / 16	81.3	3	100.0	0	100.0	81	20/1/2017
Friday-13:00-Level 3 Media Production Year 2 Extended Diploma	11 / 16	68.8	5	100.0	0	100.0	69	20/1/2017
Thursday-11:00-Tutorial	14 / 17	82.4	3	100.0	0	100.0	82	19/1/2017
Thursday-13:00-Level 3 Media Production Year 2 Extended Diploma	15 / 17	88.2	2	100.0	0	100.0	88	19/1/2017
Wednesday-13:00-Level 3 Media Production Year 2 Extended Diploma	14 / 17	82.4	3	100.0	0	100.0	82	18/1/2017
Total/Averages	67 / 83	80.7	16	100.0	0	100.0	80	20/1/2017

To reset your password

Go to the main login page <https://portal.hopwood.ac.uk/> and click the 'Forgot your password? Link.

Compass
computer consultants ltd

portal
Version 3.1.0

Please enter your username so we can send you an email to reset your password.

Enter your username

Reset Cancel

If you can't reset your password or are having trouble logging in please contact your college administrator at: ParentPortal@hopwood.ac.uk

For further information

To discuss learner attendance, punctuality or any other pastoral issue please contact the designated Student Support Tutor for the learner.

If you are experiencing any technical difficulties please contact us by emailing:

parentportal@hopwood.ac.uk