



Hopwood Hall College ProPortal User Guide

The Hopwood Hall College ProPortal has been designed to allow parents, carers, guardians and employers to access information on their child's/employee's progress at College, enabling a more meaningful conversation at home or work.

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, completed units and SMART Targets. You will also be able to access Parental Reports which are completed in the final term for each academic year. Future additions coming soon to ProPortal 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 An Account Request' link:

Compass
computer consultants ltd

proportal
Version 18.5.0

Username: *

Password: *

Remember me

[Forgot your password?](#)

[Submit An Account Request](#)

Step Three

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

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



Welcome to the Hopwood Hall College Parent Portal. This form is only to be used by parents/guardians/employers NOT students. You can only register to access a student's record who is enrolled on a course at the College.

Please enter your details. The email address you provide will be the username you use to log in with.

Your Forename:

Your Surname:

Email:

Confirm Email:

Required

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

Password:

Confirm Password:

Required

Enter the details of the student you require access to as displayed on their student ID card. If you require access to more than one student account please create an additional request.

Student ID (short number):

Student Forename:

Student Surname:

Student 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 where you will be required to click a link confirming your request 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

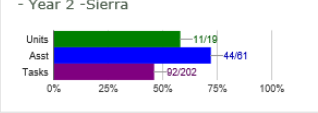
When you log in you will see all learners that have been assigned to you. Click on a learner to access their information.



Welcome Mahmoud Farag

Please Select a student


Joe Bloggs (124022)

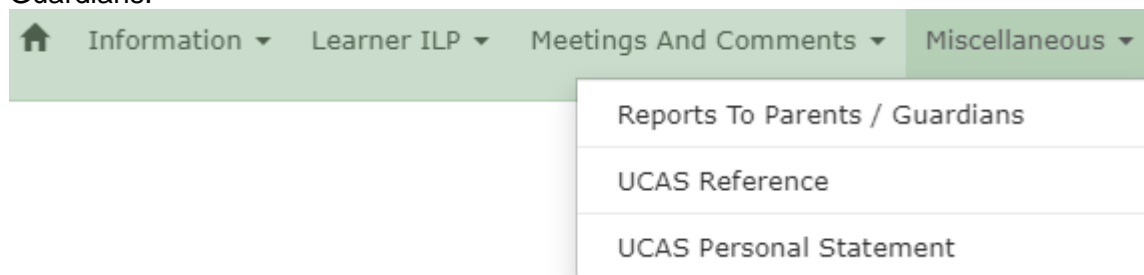
<div style="background-color: #4CAF50; color: white; padding: 2px;">Notice Board</div> <p>Welcome to the Hopwood Hall College Parent Portal</p> <p>If you have any queries about the Parent Portal, please contact us at: ParentPortal@hopwood.ac.uk</p>	<div style="background-color: #4CAF50; color: white; padding: 2px;">Recent 'My Comments'</div> <p style="text-align: center;">No Records</p> <p style="text-align: center;">More..</p>	<div style="background-color: #4CAF50; color: white; padding: 2px;">Upcoming Meetings</div> <p style="text-align: center;">No Records</p> <p style="text-align: center;">More..</p>
<div style="background-color: #4CAF50; color: white; padding: 2px;">Upcoming Assessments</div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>03/03/2017 SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 2 - Constraints on radio news production</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>03/03/2017 SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 1 - Forms and styles of radio news reporting</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>31/03/2017 SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 3 - Produce news material</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>28/04/2017 SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra Assign 4 - Review own radio news work</p> </div>	<div style="background-color: #4CAF50; color: white; padding: 2px;">My Markbook</div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>SG-APAL3MEDED-Level 3 Extended Diploma Media Production - Year 2 -Sierra</p> <p style="text-align: right;">Projected:1368</p>  <p style="text-align: center;">More..</p> </div>	<div style="background-color: #4CAF50; color: white; padding: 2px;">My Learning Diary</div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>10/02/2017 SMART Target Due ORGANISATION: ██████ to become more self sufficient to aid his independence.</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>10/02/2017 SMART Target Due Independence: ██████ to be able to use assistive technology to work independently in the classroom.</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>03/03/2017 Assessment Due Assign 2 - Constraints on radio news production (Unit 41 - News Production for Radio)</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>03/03/2017 Assessment Due Assign 1 - Forms and styles of radio news reporting (Unit 41 - News Production for Radio)</p> </div> <div style="background-color: #e6f2e6; padding: 2px;"> <p>31/03/2017 Assessment Due Assign 3 - Produce news material (Unit 41 - News Production for Radio)</p> </div>
	<div style="background-color: #4CAF50; color: white; padding: 2px;">My Attendance & Punctuality</div> <div style="background-color: #e6f2e6; padding: 2px; text-align: center;"> <p>Attendance 81% Punctuality 100%</p> <p style="text-align: center;">More...</p> </div>	
	<div style="background-color: #4CAF50; color: white; padding: 2px;">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.

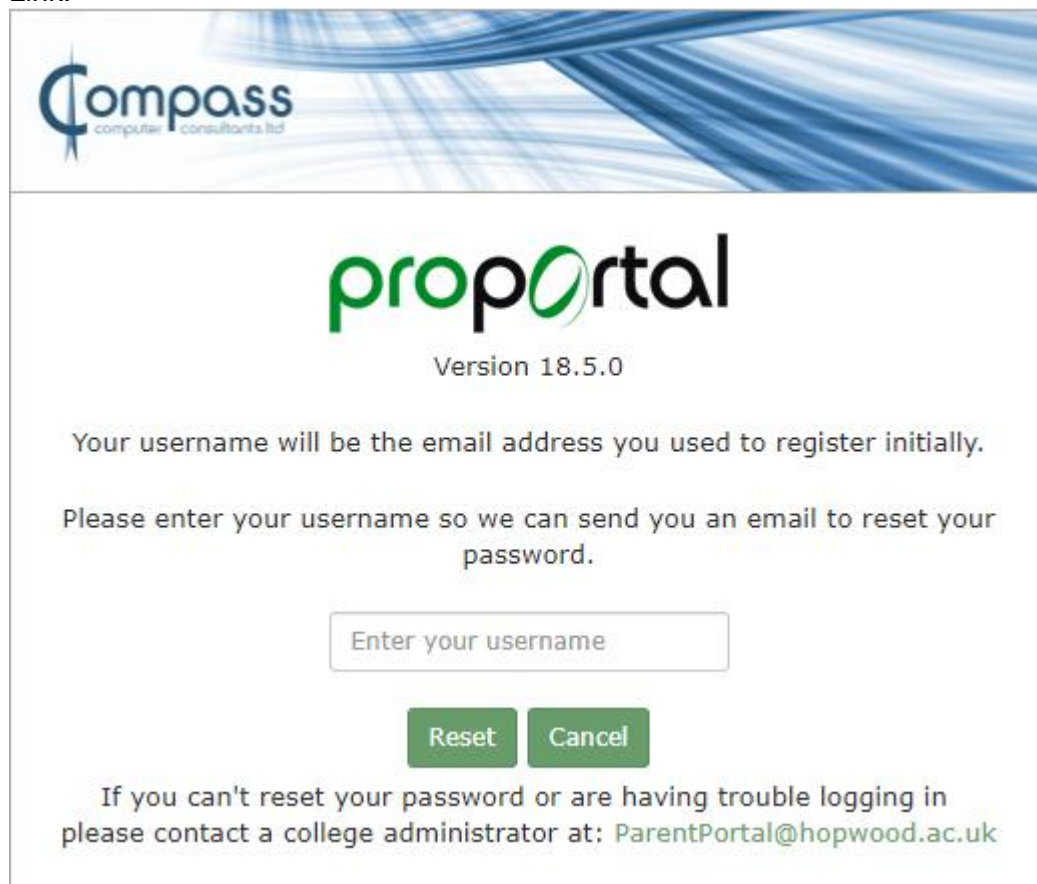
Code	Att	Att%	Auth	Auth%	Lates	Punct	Recent	Last Att
Monday-09:00-Functional Skills Maths Level 1	19 / 26	73.1	0	73.1	0	100.0	73	4/3/2019
Monday-10:30-Practical PE Unit 5	22 / 25	88.0	0	88.0	0	100.0	88	25/3/2019
Thursday-09:00-iLearn UPS L2 Delta	14 / 26	53.8	0	53.8	0	100.0	54	28/3/2019
Thursday-11:00-Units 20	20 / 27	74.1	0	74.1	0	100.0	74	28/3/2019
Tuesday-10:30-Functional Skills English E1-L1	16 / 26	61.5	0	61.5	0	100.0	62	5/2/2019
Tuesday-13:00-PDP	3 / 3	100.0	0	100.0	0	100.0	100	25/9/2018
Tuesday-14:30-Units 5	15 / 26	57.7	1	61.5	0	100.0	58	5/2/2019
Wednesday-09:00-Units 1,2,4	18 / 26	69.2	1	73.1	0	100.0	69	13/2/2019
Wednesday-13:00-Units 8, 10	16 / 25	64.0	1	68.0	0	100.0	64	13/2/2019
Total/Averages	143 / 210	68.1	3	69.5	0	100.0	71	28/3/2019

You can also explore the rest of the menus to see further information: e.g. Reports To Parents / Guardians.



To reset your password

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



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