

Reepham High School and College

Student Information System

User Guide

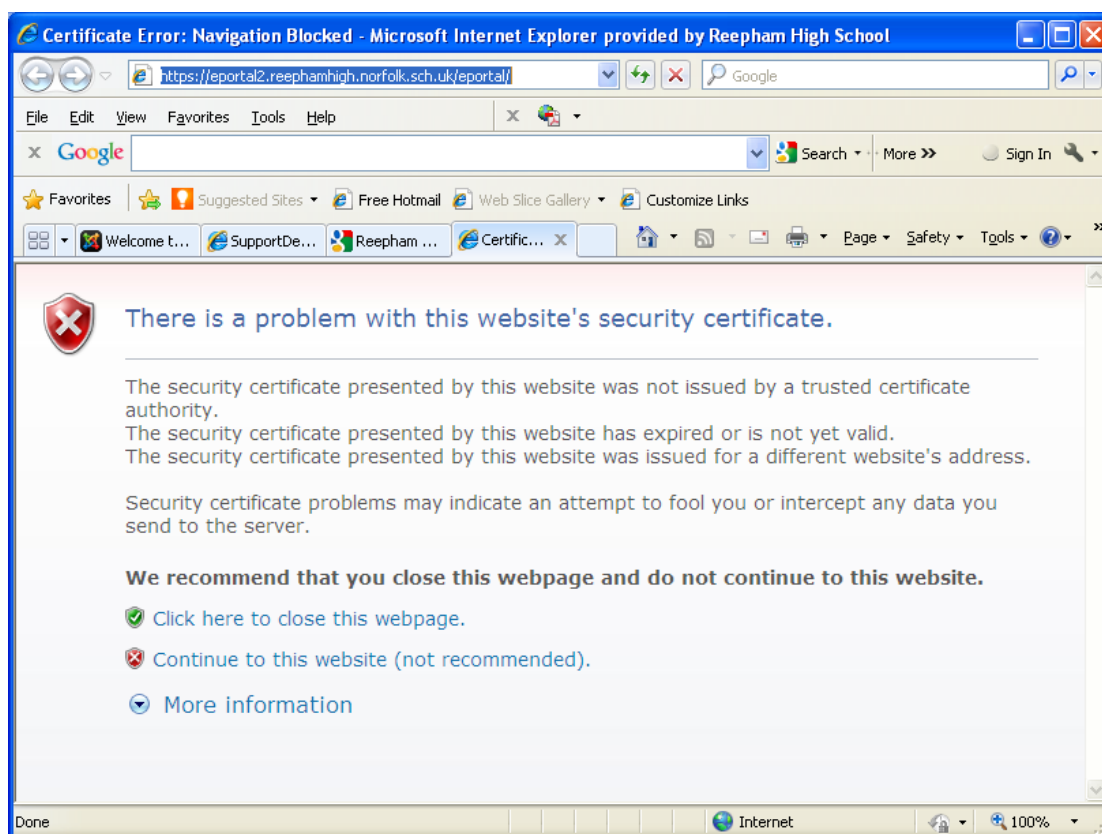
This guide contains a brief explanation of the information displayed for each student and some guidance relating to the security and use of the system.

Getting Started

The Student Information System provides a secure view of the data we hold relating to our students' performance, behaviour and attendance.

To access the system, go to the Useful Links section of the schools website at www.reephamhigh.com and click on the Access Student Information link.

You will receive a security warning similar to this...

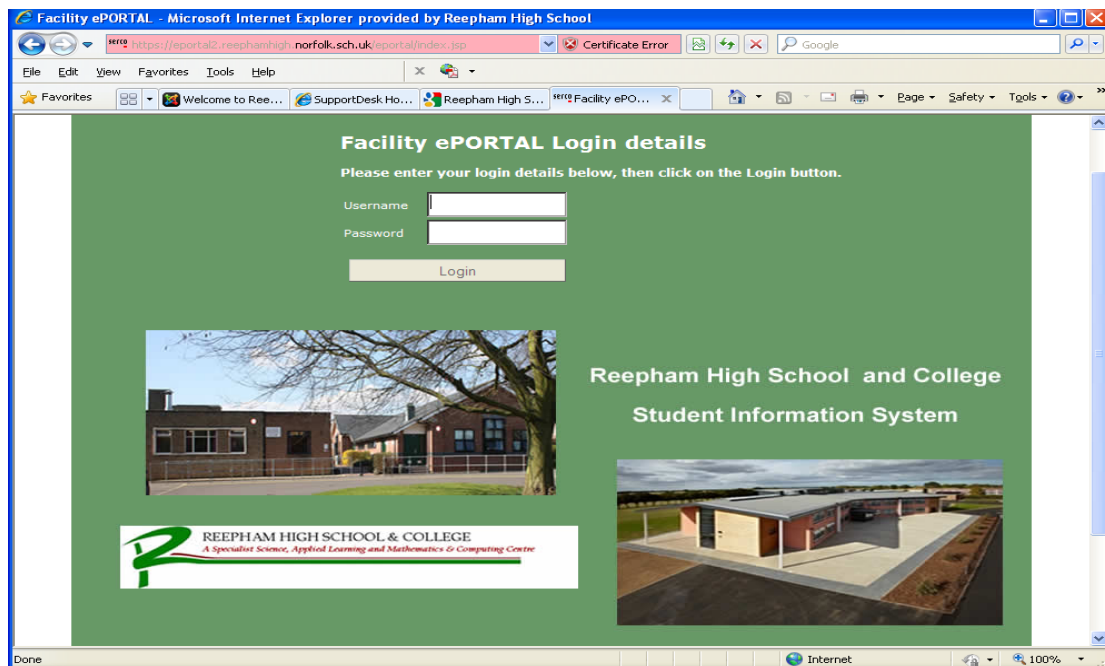


It is safe to click on "Continue to this website" and you should then be presented with the following screen...

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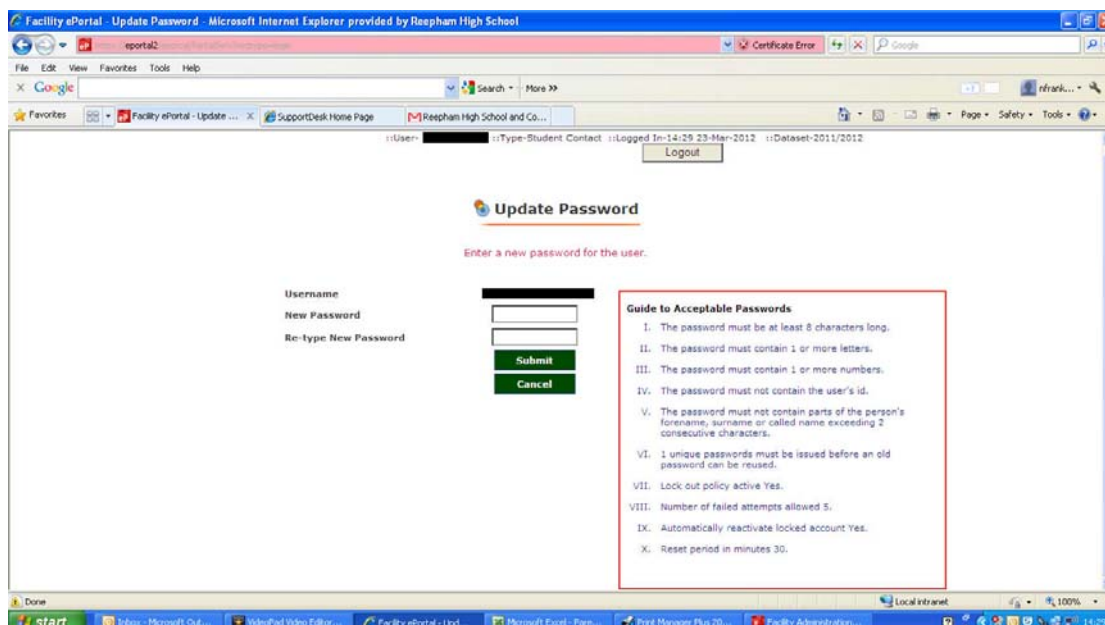
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You should have received a letter with login details for each student who is currently attending the school or college for which you are recorded as their priority 1 contact.

After entering your login credentials, you may see a screen similar to the following prompting you to change your password. This is a security feature of the system.



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To continue, you must enter a new password which conforms to the following rules:

- Must be at least 8 characters in length
- Must contain a mixture of letters and numbers (at least 1 of each type)
- Must NOT contain your username, your firstname or surname
- Must be different to any previous passwords

Enter your new password into the New Password and Re-Type New Password fields and click Submit. If your new password meets the criteria above, you should see a screen confirming that your password has been successfully changed and a button to Continue. The system will then take you back to the login screen and you should be able to log-in with your new password. If you see a message indicating that your new password has not been accepted you will need to choose a new password ensuring that it conforms to the rules listed above.

If you have any problems changing your password, please send an email to itsupport@reephamhigh.com supplying your name and your username and stating that you have been unable to change your password. We will then reset it for you and advise you of your new password by return email.

Once your login credentials have been verified by the system, you should see a screen similar to the following...

The screenshot displays the Facility ePORTAL interface in a Microsoft Internet Explorer browser window. The page is divided into several sections:

- Reports:** A table listing various reports with columns for Name, Last Modified, and a More link.
- Target Analysis:** A table showing performance metrics for different subjects, categorized as Above Target, On Target, or Below Target.
- Timetable:** A table showing the daily schedule with columns for Time, Teacher (Tch), Subject (Sub), and Room.
- Attendance:** A section featuring a pie chart and a table showing attendance statistics by category (Present, Lates, Absent, Auth. Absent).
- Student Behavioural Events:** A section showing the number of published behaviour events for the day and the total merits score.
- Exclusions:** A section indicating that there are no exclusions listed.

Name	Last Modified
multi_report	25-06-2009 13:36
Yr 8 Full - 2010	31-03-2010 13:46
EDG Letter - Year 9 report (1)	01-12-2010 14:18
Interim Report KS3 - Yr 8 - AUT 2010/11	06-12-2010 15:25
Yr9_2011	18-02-2011 12:29
Interim Report KS4 - Serco 20-7-2011	14-12-2011 11:36
EDG Letter - Year 10 report (1)	16-12-2011 08:55

Subject	Exam	Aut	Spr	Sum	TC
Art	Yr10	A			A
English	Yr10	B			B
Geography	Yr10	A			A
Information Technology	Yr10	Dist			Merit
Mathematics	Yr10	B			A
PE Exam	Yr10	B			B
Religious Education	Yr10	A			A
Science	Yr10	A			B
Spanish	Yr10	B			B

Time	Tch	Sub	Room
08:50	Mr Souter	Registration	ENGLISH 03
09:10	Miss Ogden	Science	SCIENCE 03
10:10	Miss Prosser	PE Exam	MATHS 01
11:25	Miss Prosser / Mrs Lake	PE Exam	{ENGLISH 04, GYM 01}
13:25	Mr Souter	English	ENGLISH 03
14:28	Mr Villarde	Information Technology	ICT02

Category	%
Present	95.2
Lates	0
Absent	0
Auth. Absent	4.8

Published Behaviour Events For Today: 0 positive, 0 negative. Total Merits Score: 0.

Detentions for this week / All Detentions: There are no detentions listed for this week.

Exclusions: There are no exclusions listed.

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What each section shows

Reports

This section contains a list of reports and associated letters which have been produced for your child during their time at the school or college. Clicking on a report will open a PDF document which you can then view or print (you will need Adobe Acrobat Reader to open these documents which is available as a free download here <http://get.adobe.com/uk/reader/>)

Target Analysis

This section shows a view of your child's current attainment level, and in Years 10 and 11 this is compared to the target grades which their subject teacher believes they are capable of achieving.

Timetable

This section shows your child's timetable for the current week. The school and college currently operate a two week timetable where lessons can vary on a two week cycle. Clicking on the 'More' button will display the full two week timetable for your child.

Attendance

This section shows a summary of your child's recorded attendance at school or college. Clicking on the 'More' button displays a list of the dates and reasons we have recorded for any absences.

Student Behavioural Events

This section lists any positive or negative events relating to your child's behaviour at school or college. Clicking on the 'More' button will show details about all events including the teacher who issued it, the type of behaviour event and any action taken as a result.

Exclusions

This section gives details of any exclusions your child has been given.

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If you wish to contact your child's tutor or one of your child's teachers regarding any information on the system, then please do so in the normal way.

For any other problems encountered when trying to access the system, please send an email to itsupport@reephamhigh.com.