



CHRIST THE KING
SIXTH FORMS

Parent portal



CHRIST THE KING SIXTH FORMS

Parent ProPortal

Parent ProPortal is the system which Christ the King Sixth Forms use to provide important information about a learner's programme throughout the year, you can access the following information;

- Personal details
- Contact details
- Detailed attendance
- Lesson timetables
- Progress Monitoring reports
- Exam timetables
- Tutor meetings
- Target grades



CHRIST THE KING SIXTH FORMS

Accessing Information

- Once logged in to Parent ProPortal you will see the welcome page (below).

proportal 18/19 Parent Guardian | Change User | About

Welcome Parent Guardian
Please Select a student

CTK Student (180000)

- Student Attendance – If you click ‘Attendance’ (circled above) you be able to see a rundown of your son/daughter’s attendance for the given time frame selected.

proportal 18/19 Parent Guardian | Change User | About

Student Attendance

Select an Attendance Date: In the last 1 week

Student Name	Student Ref	Offering Name	Register Date	Time	Register Status Description
Raheem Abdallah	180035	LRC Session	18/10/2018	08:50 - 10:20	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	10:40 - 12:10	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	12:10 - 13:40	Did not attend
Raheem Abdallah	180035	GCSE Mathematics	18/10/2018	14:30 - 16:00	Did not attend
Raheem Abdallah	180035	GCSE English Language	19/10/2018	08:50 - 10:20	Attended (/)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	12:10 - 13:40	Attended (/)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	14:30 - 16:00	Attended (/)

1 - 7 of 7 Register(s)

- From the student dashboard page, you can use the navigation bar (highlighted below) to view various information.

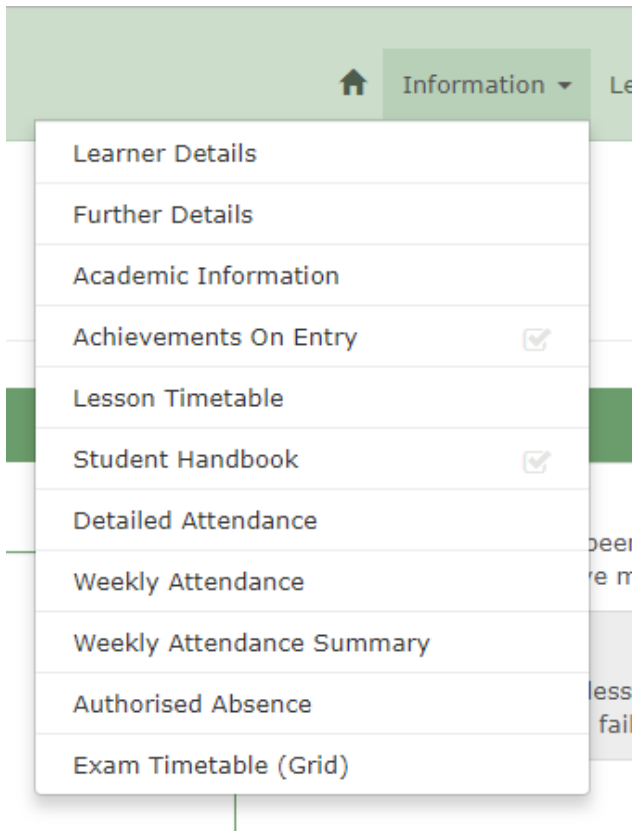
proportal 18/19 Parent Guardian | Change User | About

Information Learner ILP Meetings And Comments Miscellaneous

- The ‘Information’ dropdown consists of the following pages: Learner Details, Further Details, Academic Information, Lesson Timetable, Learner Handbook, Weekly Attendance Summary, Authorised Absence and Exam Timetable (Grid)



CHRIST THE KING SIXTH FORMS



Further Details – Contains basic contact information and other details such as Candidate Number and Head of Hall

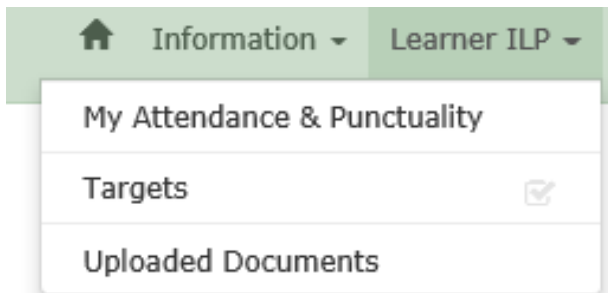
Academic Information – Contains information by class on tasks and assessments assigned to the course

Lesson Timetable – Displays your son/daughter's timetable for that week

Weekly Attendance Summary – Contains a summary of your son/daughter's registers by week

Authorised Absence - Contains a list of all authorised absences

Exam Timetable – Contains the timetable for your son/daughter's exams



The Learner ILP dropdown consists of the following pages;

Attendance & Punctuality – Gives a breakdown of attendance by course

Uploaded Documents – Displays any documents that have been uploaded

The Meetings and Comments dropdown consists of the following pages;

My Meetings – Displays information about any meetings beheld by teachers

The Miscellaneous dropdown consists of the following pages;

Published Reports to P/G – This page contains any previous Performance Monitoring Reports