Prior to accessing ProPortal

You will have received an email from the College confirming your username to access Pro-Portal.

Having followed the instructions on this email (to reset your password), the following guidance takes you through how to access and make use of Pro-Portal on a day-to-day basis.

Accessing ProPortal

To access the St Brendan's portal you need to visit the college website at www.stbrn.ac.uk and click on PORTAL at the top of the screen

This link takes you to the college 'jump page' from which a number of services and resources can be accessed. You need to click on the ProPortal

At the log in screen please enter your username and password as follows:

USERNAME: stbrn\p_xxxxxx **or** stbrn\p2_xxxxxx
(where xxxxxx is the student number)
PASSWORD: As set by you at the initial stage of account activation.

For information. If you are asking your young person to log on they simply use the following:

USERNAME: stbrn\xxxxxx
**PASSWORD:** Student password they have set for College log-in

Using ProPortal to monitor my young person's progress

Once logged in you will see a page similar to the below. Click on your young person *(if you have more than one student here then click on the student you are seeking to find information about)*

You will then go to the main dashboard which provides you with some key initial information such as your young persons attendance and an overview of their markbook
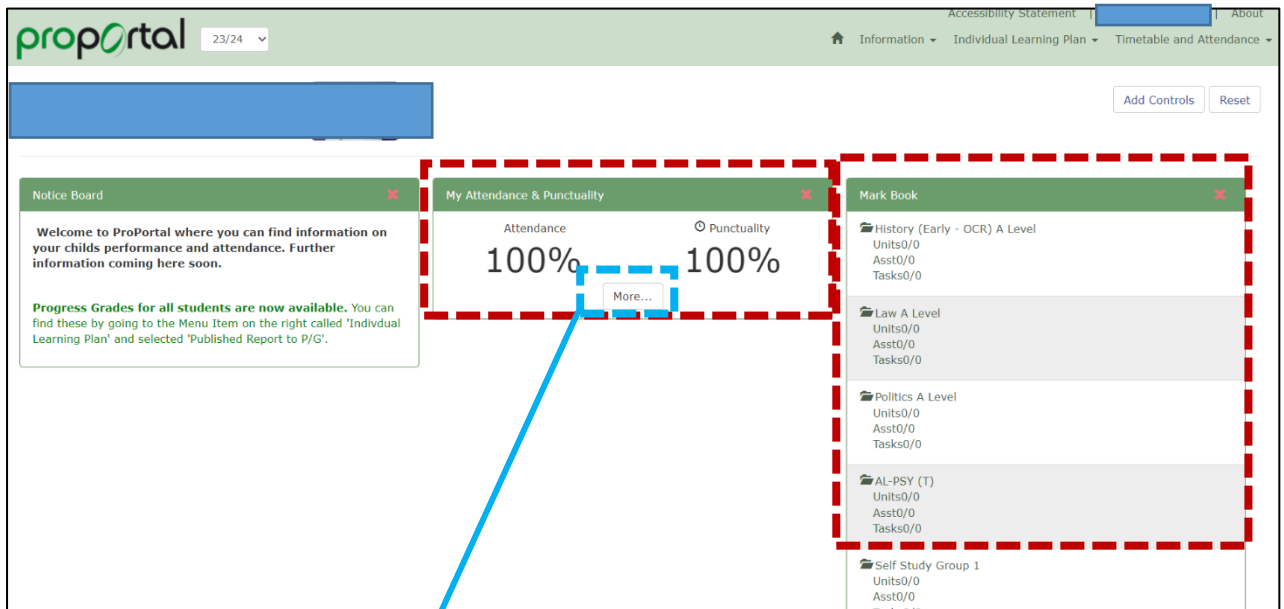
Detailed Attendance Information

If you click on 'more' within the attendance part of the dashboard, you will see more detailed information about subject attendance and punctuality.

Markbook

You can also obtain more detailed information about your young persons progress in their termly assessments by going through Markbook. You can either access this by clicking on each subject on the dashboard **or** by clicking on Information and then Markbook.

When in mark book, ensure you have the subject you wish to look at in the 'student group' bar and then click on assessments. This will give you an overview of grades (and sometimes marks) achieved in each key assessment.

If your young person is studying an Applied (BTEC or OCR) course then you can also click on tasks for a breakdown on their achievements for each assignment.

Published reports to parents/guardians

In addition to the termly assessments that are found on Markbook, teachers also provide overall progress reports at two points in each academic year.

The first is in December for all students with the second report being published in March for ATL3 and Year 13 students OR June for Year 12 students.

You will be emailed when a report is published. To access any reports simply click on Individual Learning Plan and then on Published Reports to P/G

You can then download the report you are wishing to look at.

Timetable

This feature is not yet available to parent/carers (owing to system development). Students can access their timetables by clicking on this tab so please do ask them to log on and show you.

Help with ProPortal Access or Use

We hope that this guide provides you with the information needed to access and use ProPortal. If however you have any queries then please email elearning_systems_support@stbrn.ac.uk and a member of our team will be happy to help you.