

Tong High School SLG User Guide For Families



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Introduction

Welcome to Tong High School's SIMS Learning Gateway. SIMS stands for "Schools information Management System". Over the last few years we have expanded the use of SIMS in school for assessing pupil progress, monitoring behaviour and recording attendance. The school reporting system will also be moved to SIMS over the next year. SIMS Learning Gateway is a system that you can use to access your child's data via the Internet.

Families can now access:

Attendance data – in real time, the personal details we hold for you & your child, and your child's timetable. You can also access information about their Achievements and we will shortly be providing access to Assessment data – progress grades etc.

It is **important** that you always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

Please protect your user name and password at all times, and ensure that you keep them in a safe and secure place.

Please note that in this guide any personal details of a student or parent have been 'Censored' in order to comply with the Data Protection Act.

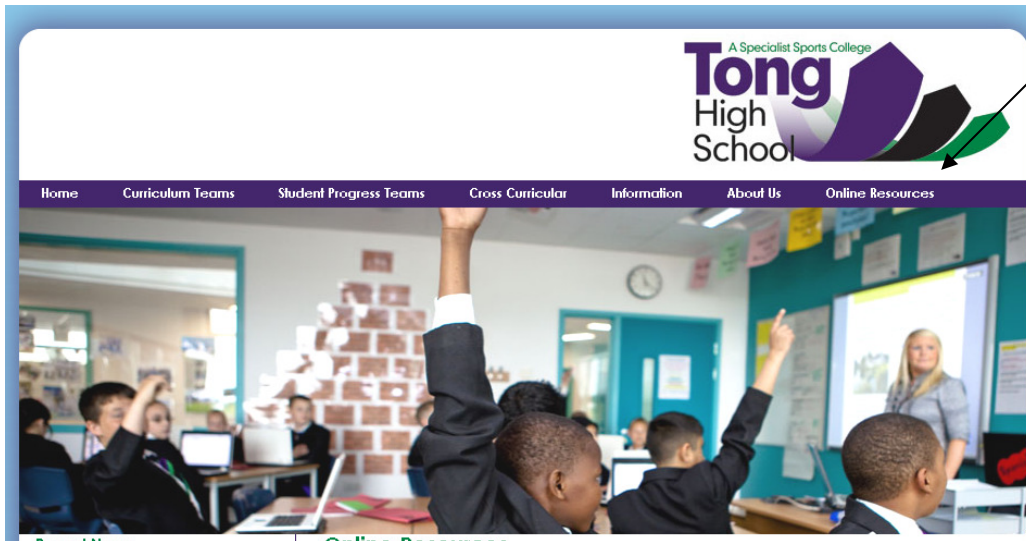
I hope that you find this guide useful and would welcome any feedback. Please send all comments/suggestions to thsslq@ths.bradford.sch.uk

Mr J Armstrong

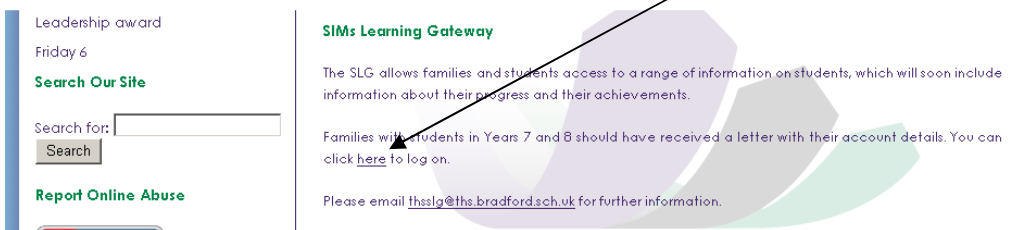
Assistant Headteacher

Getting Started

Go to the school website at www.tongschool.co.uk. Click on the link to Online Resources, to the right of your screen:



If you have received your log-in details, click the link:



If you haven't received your log-in details, please email thsslq@ths.bradford.sch.uk

After clicking the link, you will be directed to the log in page:

Enter your username and password.
Be careful to enter the characters in the correct case

Log on

You may be asked to change your password, or you may have chosen to.

Your **new** password **must**:

- Have at least **seven** characters
- Have at least **one** capital letter
- Have at least **one** number

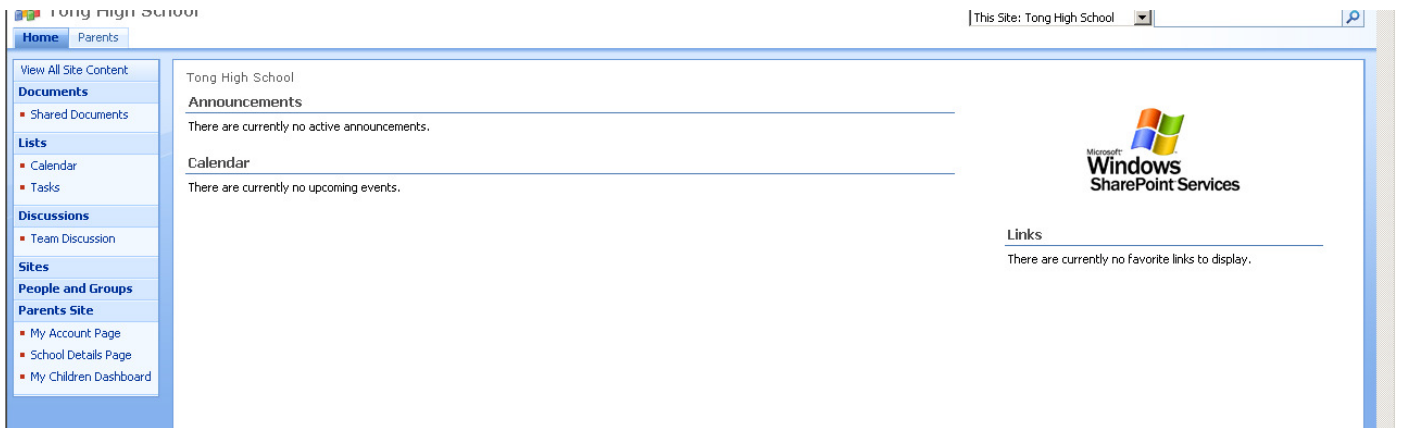
Please ensure that you follow these instructions carefully. Failure to do so may 'Lock' your account.

If this happens, please email thsslq@ths.bradford.sch.uk

SLG Homepage

After you successfully log on you will see the home page (shown below). This will gradually be updated to show more information. If you have suggestions for items that you would like to see, please contact thsslq@ths.bradford.sch.uk

Please note that any personal details of students or families have been 'Censored' in order to comply with the Data Protection Act.



'My Account Page' and 'My Children Dashboard' are explained later in this guide

You may be asked to run an ActiveX control.

If so, *right click* on the bar then *left click* on 'run ActiveX control'.

Then choose 'run'.

You only need to do this at first log in.

My Account Page

My Account Browse

By clicking the 'My Account Page' from the SLG homepage you will see the following:

The screenshot displays the 'My Account Page' interface. On the left is a blue navigation menu with the following items: Calendar, Tasks, Discussions (with a sub-item Team Discussion), Sites, People and Groups, SIMS Learning Gateway (with sub-items My Account Page, School Details Page, and My Children Dashboard), and My Children Dashboard. The main content area is divided into sections:

- Profile Information:** A large empty box for profile details, with labels for First Name, Last Name, Current Home Address, Email Address, User Name, and User Name (pre-Windows 2000).
- Password Rules:** A section titled 'Password Rules' for 'Capita Hosted Learning Gateway Service' and 'Password Settings For Hosted Learning Gateway'. It lists minimum requirements: not contain account name or parts of full name exceeding two consecutive characters; be at least six characters in length; contain characters from three of four categories (English uppercase, English lowercase, Base 10 digits, and Non-alphabetic characters like !, \$, #, %); and users are forced to change passwords every 180 days and cannot reuse the previous two.
- Change My User Account Password:** A section with a warning that the new password must comply with the site's policy. It includes input fields for 'Old Password', 'New Password', and 'Confirm New Password', followed by a 'Change' button.
- Change Security Question and Answer:** A section with a note that the security question and answer are used for password recovery. It includes input fields for 'Security Question' and 'Security Answer', followed by a 'Change' button.

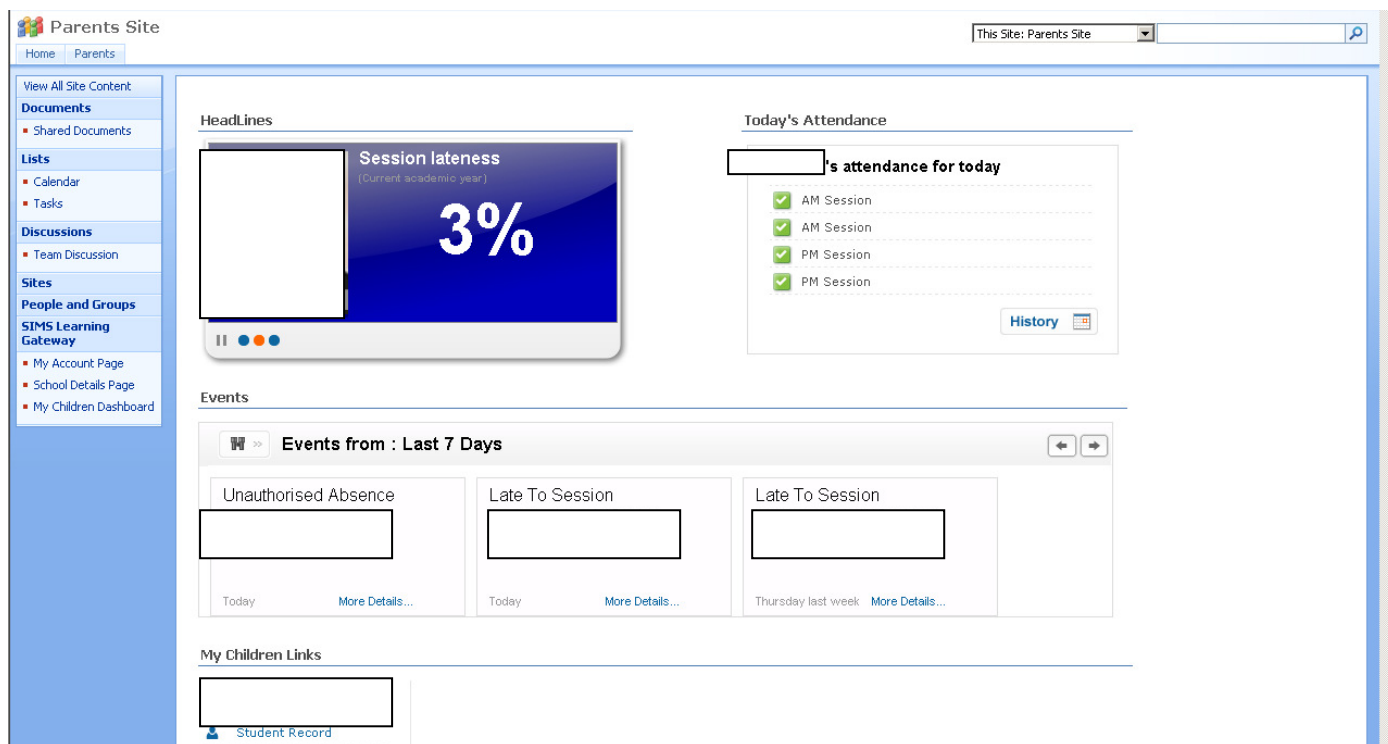
Small 'SIMS Supporting School' logos are visible in the bottom right corner of each main section.

Please take the time to set up a relevant security question and answer. This will ensure that if you forget your password, we can e-mail you with a reminder.

My Children Page

My Children Browse

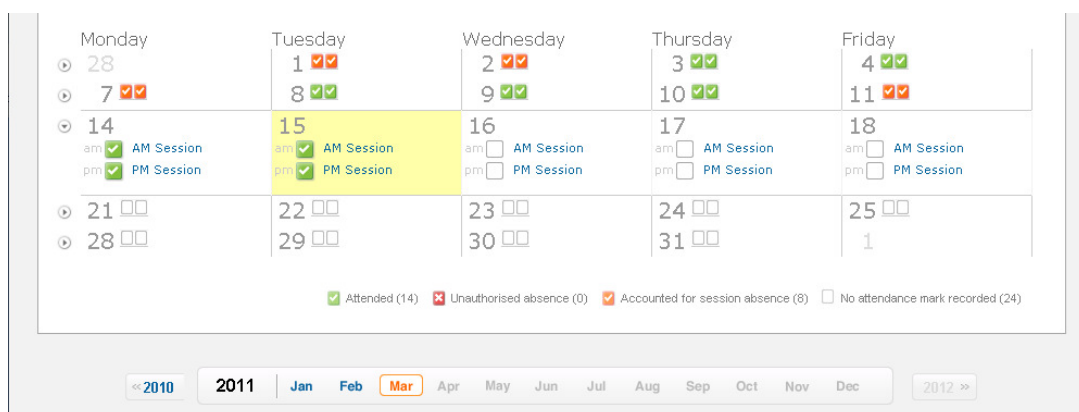
By clicking the 'My Children Dashboard' from the SLG homepage you will see the following



Please note – If you have more than one child that attending the school but not all of them appear on the My Children Dashboard screen then please let us know as soon as possible

More Student Details

You can select to see more information in various areas. For example, clicking “History” under attendance, will take you to a daily breakdown for the current month:

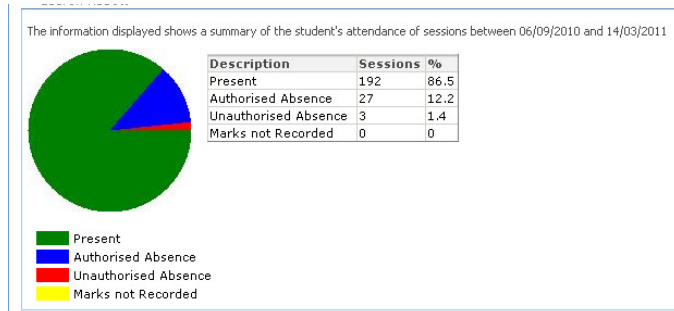


PLEASE NOTE – ATTENDANCE IS RECORDED UP TO THE PREVIOUS DAY. IF YOUR CHILD IS ABSENT TODAY YOU WILL RECEIVE A MESSAGE EITHER VIA TRUANCY CALL OR FROM YOUR CHILD'S TEAM LEADER.

Clicking Student Record will provide you with further information:

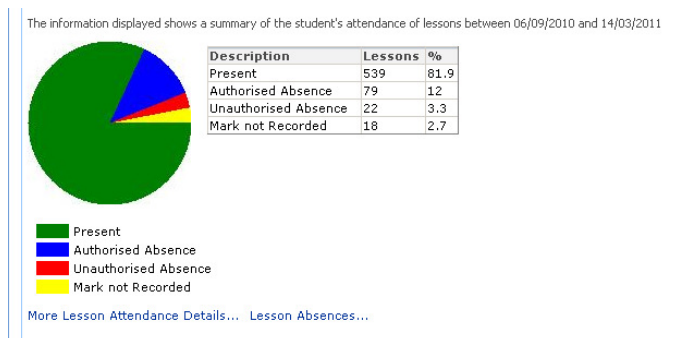
Student Session Attendance Summary

This is the attendance mark for each of the sessions (morning and afternoon) that the child attends each day.



Student Lesson Attendance Summary

This is the attendance mark for each of the lessons that the child attends each day.



Student Conduct Summary

This section records the positive Achievements of your child since we started using SIMs to record these.

▼ Student Conduct Summary

Academic Year:

Achievements

Page: << 0 of 0 >> Items per page: 10 Displaying 0-0 of 0 items

| Date | Type | Points | Award | Award Date |
|------|------|--------|-------|------------|
|------|------|--------|-------|------------|

Student Classes

From this page you can view your child's school lessons for today. There is also a link to allow you to see your child's timetable.

▼ Student Classes

Effective Date:

Student Classes

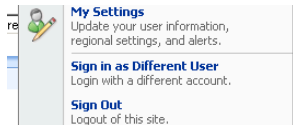
| Time | Class Name | Subject | Teacher | Room |
|------|------------|---------|---------|------|
|------|------------|---------|---------|------|

My Account Page

From the SLG homepage click the 'My Account' to view your user account;

**If you wish to change your password,
Please remember to use the rules stated previously.**

Please remember to log off when you have finished your session. Clicking the black triangle next to your name reveals a drop down menu, allowing you to sign out



And finally.....

SIMS Learning Gateway is a relatively new innovation in its current form. One or two links on the Family site may not yet work correctly, but until you try it out we won't know.

Over the next few months and years this method of accessing your child's data will be modified and improved as we improve our own use of SIMS in school. Further details will start to appear as Capita improve both our school version of SIMS and the SLG.

I would welcome any feedback that you wish to provide either by post to the school address or (preferably) by email to:

thsslg@ths.bradford.sch.uk

James Armstrong

Assistant Headteacher