



VLE Quick Start Guide for Parents

The Virtual Learning Environment (VLE) is a web-based system that allows teachers to share resources with their students and set tasks for those students to complete. The range of innovative and interactive tasks that can be set through the VLE provide exciting ways to enhance and extend students' learning while providing many useful features such as being able to download extra copies of worksheets, submit work electronically and keep up with work being missed during absences from school.

Many students should already be familiar with the VLE as it has been used in school for several months. However we now want to open the system up to parents and carers with added functionality that will help make it even easier to keep up-to-date with students' progress, achievements, behaviour and attendance. We are one of the first schools in the borough to be able to provide such detailed access to such a range of information and we hope this will prove a vital tool in developing stronger links between home and school. With the use of the VLE to report to parents, we are hoping to achieve the following objectives:

- Better communication to keep you more up-to-date with the progress of your child
- Help you develop a better understanding of your child's curriculum by providing access to course overviews, programmes of study and example resources
- Improve the effectiveness of homework by allowing you to see what tasks your child has been set so that additional help and guidance can be provided at home

Every parent should receive a unique username and password to allow you access to the system while maintaining security and confidentiality. This quick start guide will take you through how to access the system for the first time and how to navigate around the main features available.

Logging on for the first time

Once you have received your username and password through the post, you need to log in for the first time to confirm your details are working correctly.

1. Go to the school website and click the links to the VLE, or go directly to www.byrchall.wigan.sch.uk/vle.
2. When asked for a username and password, type in the details stated in your letter and click 'Login'.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) 🍪

Username

Password

Forgotten your username or password?

- You will then be asked to change your password to something you will find easier to remember. In the 'Current Password' box type the password you have been given on the letter. In the 'New Password' boxes type a password that contains a mixture of letters and numbers and that will be difficult for other people to find out. It is important that you keep your password secure so that other people cannot access the information about your child.

You must change your password to proceed.

Change password

Username

Current Password*

New password*

New password (again)*

- Click 'Save Changes' and wait for the confirmation screen to appear, then click 'Continue'.
- You are then asked for some additional details for your online profile. The only box that needs completing is 'Email address' and you should fill this in with your most up-to-date email address that can be used for school communications.

Please tell us more about yourself

General * Show Advanced

First name

Surname

Email address*

Email display

Email activated

City/town

Select a country

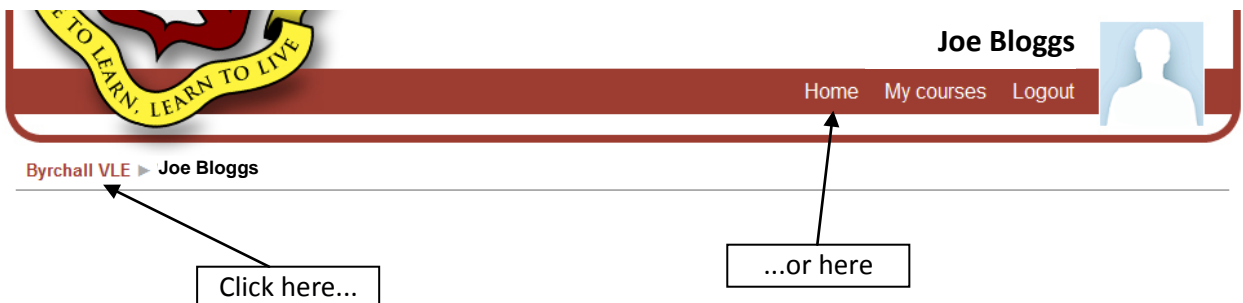
Timezone

Preferred language

Description*

Parent

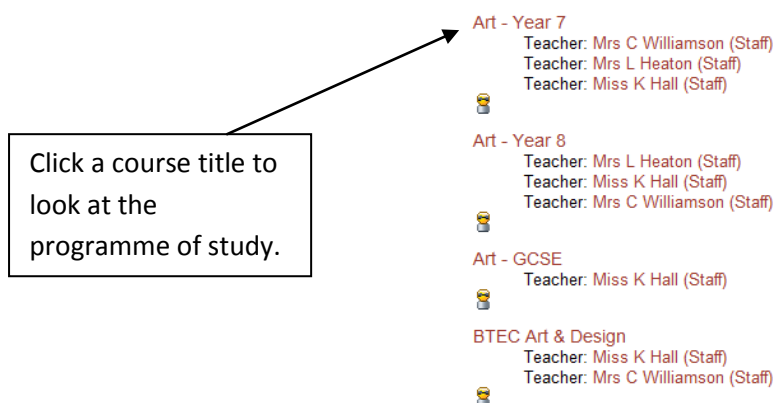
- Scroll down to the bottom of the page and click 'Update Profile'.
- You will now be shown a summary of your VLE profile indicating that you have logged in successfully.
- Click the 'Home' link on the menu bar at the top of the page, or click 'Byrchall VLE' on the left of the screen below the rounded box. Either of these links will take you back to the main VLE homepage.



- You will only need to complete these steps the first time you log in. From now on you will be able to log in using the password you have chosen and you will be taken directly to the VLE homepage.

Exploring Programmes of Study

When you log in you are presented with a list of all the available subjects that are taught at Byrchall. Clicking on any of these subject names will show you the courses that are taught within that subject. For example, clicking on 'Art' would show you the following available courses:

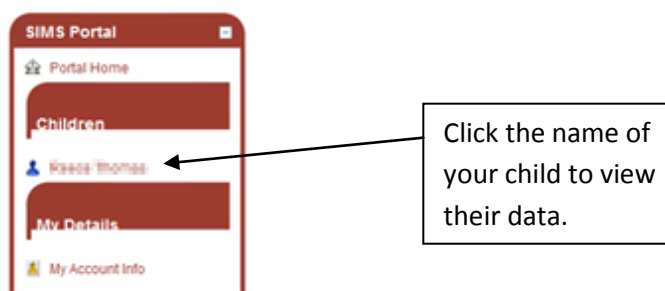


Clicking on the course name, e.g. 'Art – Year 7', will take you into that course where you can see the programme of study and lesson resources. Clicking on the name of one of the course teachers allows you to view their profile and send them a private message.

PLEASE NOTE: The programmes of study are not intended to be a definitive list of what every child will be taught. The programme of study is the generic plan that has been developed by each department to provide a starting point from which each teacher will then tweak and customise the actual lessons to best suit the needs and abilities of their class. Although all classes will follow the basic content as laid down in the programme of study, some classes may cover topics in a different sequence or may have some of the content simplified or extended depending on their ability. Therefore, as a parent, you have been given access to these courses for general information only and to help you get a better understanding of the basic structure and content of the lessons your child will be given. We hope this will prove useful in helping you to support your child and can also be used to help when children are absent from school for prolonged periods by allowing you to guide them through some generic content.

Accessing Your Child's Data

The most important aspect of the VLE for parents is the access to live, up-to-date information about your child. When you are logged in and on the VLE homepage, you should see a block on the right hand side of the screen labelled 'SIMS Portal'.



Within this block is a section labelled 'Children' with a list of all the children in the school for which you have parental responsibility. Simply click on the desired child's name to access their data.

The Welcome Page

The first page to be displayed after clicking on your child's name will be the 'Welcome' page. This gives a basic summary of the most requested pieces of information, including the child's timetable for the day and a summary of their attendance this month. Please check the child's details on this page and contact the school if there are any errors in the data so that they can be corrected.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Welcome, Attendance, Account Info, Timetable, Subjects, Achievement, Assessment, and Calendar. The main content area is divided into four sections:

- Personal Details:** A form with fields for Name, Id, Date Of Birth, Gender, Year, and Form Group. A profile picture of a child is shown on the right. A 'Reload' button is at the bottom.
- Today's Timetable:** A table with two columns: Period and Lesson.

Period	Lesson
1	Sc (10q/Sc2)
2	Sc (10q/Sc2)
3	En (10q/En5)
4	En (10q/En5)
5	P (10T2)

A 'Reload' button is at the bottom right.
- Attendance Overview:** A section titled 'This Months Attendance' featuring a 3D pie chart. A legend indicates: Present = 92.11% (green) and Late = 7.89% (yellow). A 'Reload' button is at the bottom.
- Calendar:** A calendar for May 2011. The days of the week are Mon, Tue, Wed, Thu, Fri, Sat, Sun. The dates 1 through 31 are displayed in a grid. The date 15 is highlighted with a red border.

Across the top of the welcome page is a series of tabs that allow you to then access a range of more detailed information. This guide will introduce you to two of the most important tabs, but there are additional help sheets available through the school website to help you with each of the tabs in more detail.

Monitoring Attendance

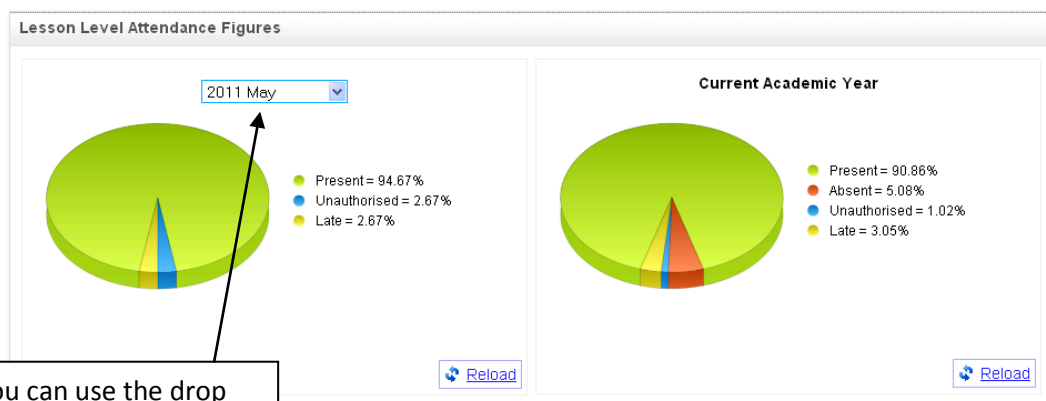
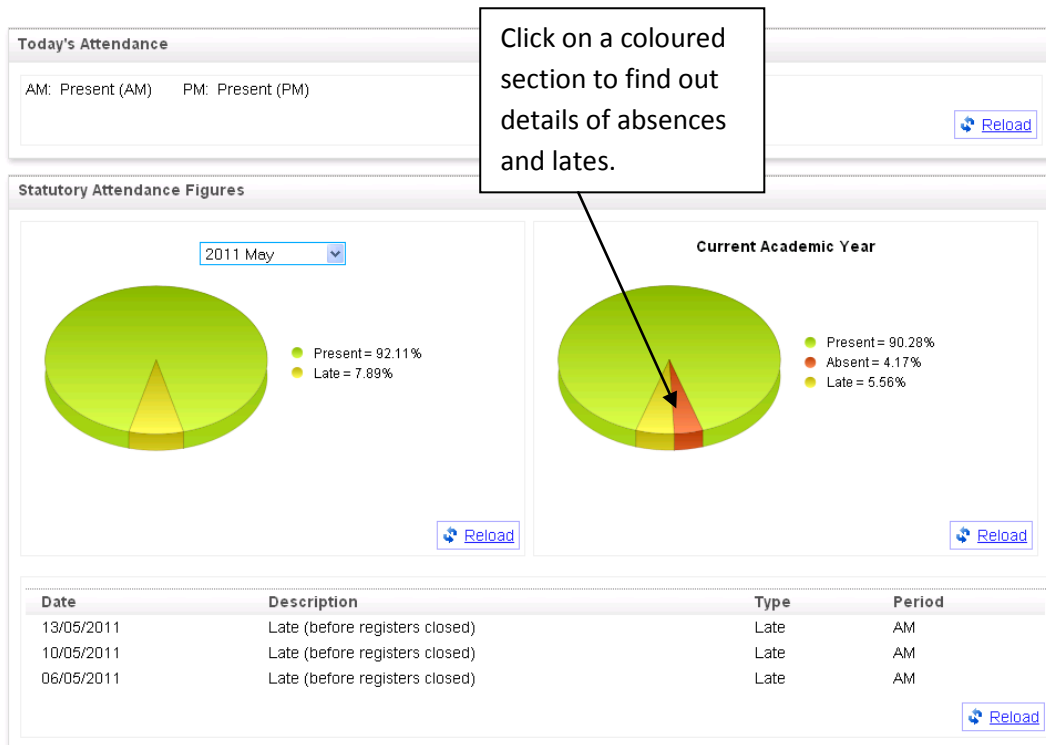
Click the attendance tab to access a range of data regarding your child's attendance.

The top section of the page refers to statutory attendance marks, indicating whether your child has been present for the morning and afternoon registration sessions.

The top section shows today's attendance which is updated as soon as the register has been taken.

The second section shows graphs that represent your child's attendance over the past month and the whole of the current academic year. Hovering over and clicking on the sections of the pie chart allows you to see details of when absences and lates were recorded.

The section underneath shows lesson attendance which is again updated as soon as a teacher takes the register for his or her class. Again, clicking on any section of the pie chart will show additional detail of which lessons students were late for or absent from.



Viewing the Activity and Homework Calendar

If you click on the 'Calendar' tab you will be able to see all the activities that have been set for your child. When a teacher sets an activity in a lesson they have to specify when the task is due – this allows the system to put the activities into chronological order showing the activity that is due soonest at the top. Although teachers can use this for activities within a lesson, we are initially focusing on homework tasks to help you and your child monitor the work that students need to complete at home. Not only is this a great tool to help students prioritise which tasks need completing first, teaching them valuable life skills such as time management, but it also allows you to monitor your child's workload and provide them the support they need from home.

Navigation tabs: Welcome, Attendance, Account Info, Timetable, Subjects, Achievement, Assessment, Calendar

Upcoming Events:
All courses

Inter-house Competition
BTEC Sport - 10B1/2

Monday, 23 May

By the end of this week you should all have completed the following:

- 1) Printed and displayed posters
- 2) Printed and handed out to forms rules sheets & team lists
- 3) Organised equipment for tournament
- 4) Completed risk assessments

Export calendar
iCal

Activity Key
Global Course
Group User

Monthly view
April 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Homework tasks are displayed here in chronological order, with the most urgent at the top.

The date a task is due.

Today's date.

Coloured blocks indicate days when a task is due.

Notes

A large rectangular area with a black border, containing 25 horizontal dotted lines for writing notes.