

ePortal User Guide

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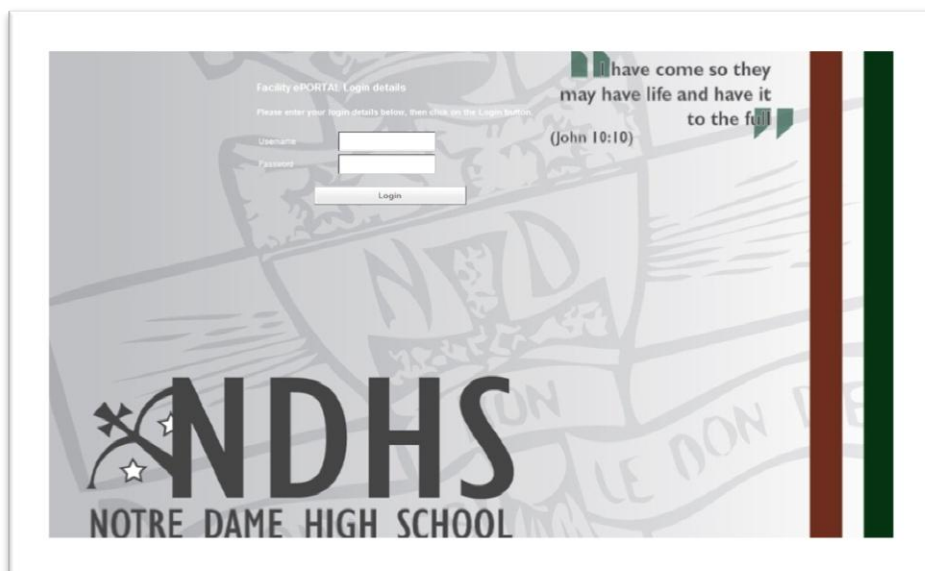
ePortal provides you with live, up to date information on your child. It has been designed to enable you to monitor aspects of your child's school life, allowing you to notice any issues that may be developing with their attendance or behaviour and reward positive achievements and progress that you may have not been aware of.

A brief set of instructions on how to access and navigate ePortal are given below.

If you do experience any problems using ePortal please email parentportal@ndhs.org.uk

Logging in [\[back to top\]](#)

Enter your login details on the ePortal login page:

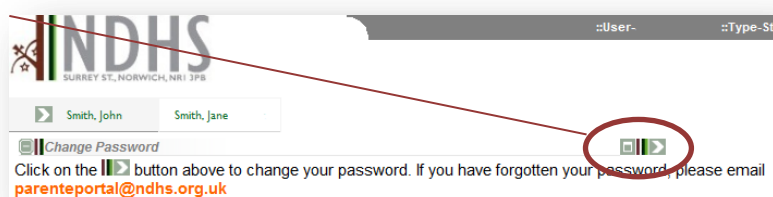


Requesting your login details [\[back to top\]](#)

If you have forgotten your username and password, please email parentportal@ndhs.org.uk with your child's name and form.


Changing your password [\[back to top\]](#)

Click on the "Change Password" arrow



Enter your old password and then your new password twice. [Please follow the guidance in the Password Policy box when choosing a new password.]

Click 'Submit'

 **Change Resource Password**

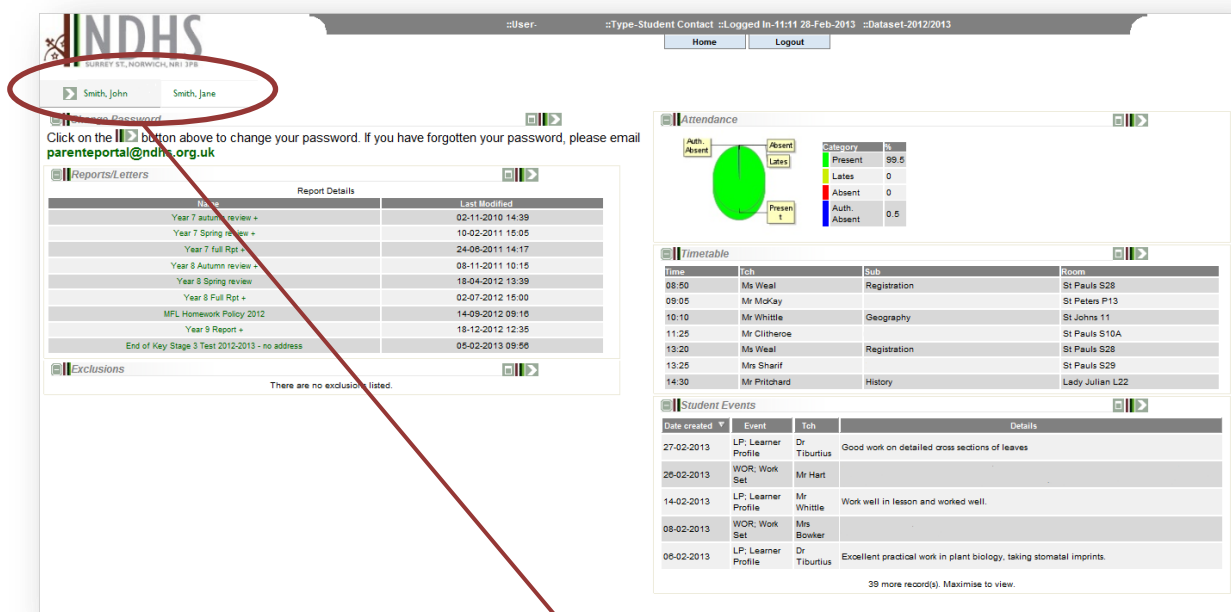
Please enter your user name, current password and new password.
Re-enter the new password, then click on the Submit button.

Username	smithT	Password Policy I. The password must be at least 8 characters long. II. The password must not contain parts of the person's forename, surname or called name exceeding 4 consecutive characters. III. 3 unique passwords must be issued before an old password can be reused. IV. Automatically reactivate locked account Yes. V. Reset period in minutes 30. VI. Passwords must not contain Double(") or Single (') Quotes.
Enter old password	<input type="password"/>	
New Password	<input type="password"/>	
Re-type New Password	<input type="password"/>	

Password Strength Indicator: None entered

The Main Page [\[back to top\]](#)



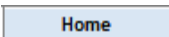
After logging in the Main Page will appear. This contains a summary of the information held on ePortal. There are five individual areas on this page containing information – Timetabling, Student Events, Attendance, Exclusions and Reports & Letters.




If you have more than one child at the school, each one should have their own tab at the top of the Main Page. To view, click on their name.

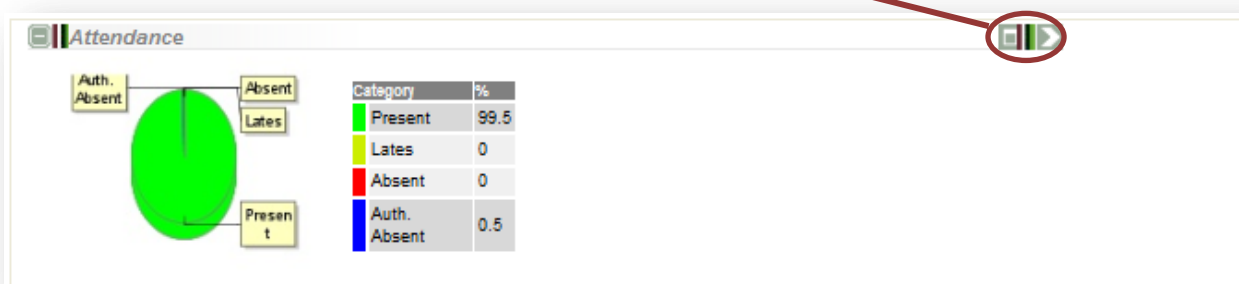


Navigating [\[back to top\]](#)

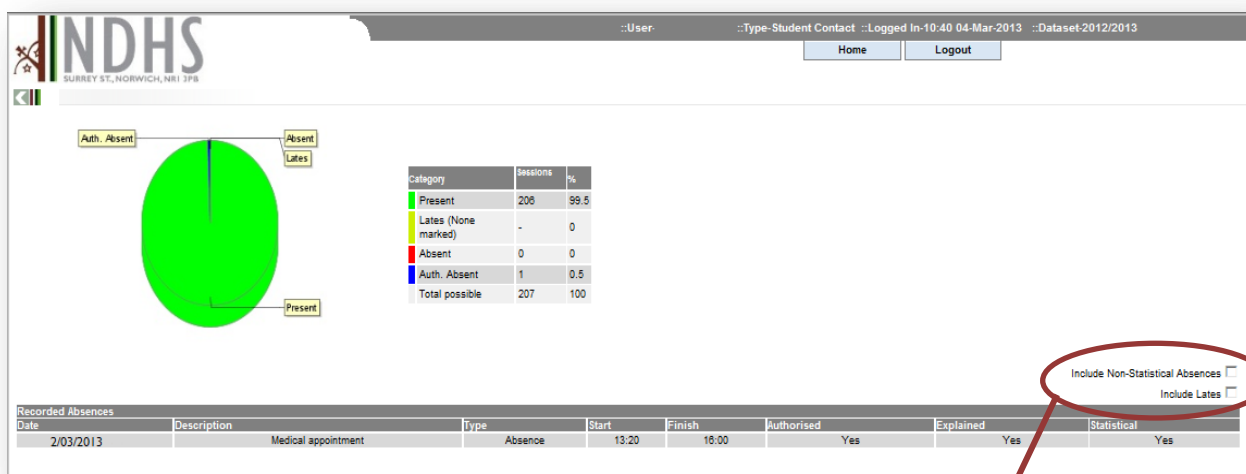
To view more details about each area click on the arrow  next to the area you want to view. To go back a page click  in the top left hand  corner or press the 'Home' button at the top to return to the Main Page.

Attendance [\[back to top\]](#)

On the Main Page you are presented with a summary of your child's attendance in the form of a pie chart. To view more information click on the arrow .



The next page provides a breakdown of the number of absences recorded as either present, late or absent. Beneath is a list of each absence or late mark with details of the date and the reason given for each absence.



Tick the boxes above the table to view all non-statistical absences (these include educational visits, sporting activities, work experience and off site education) and/or a list of sessions where your child was marked as "Late".

Attendance information is live so as soon as teachers complete the register the information can be viewed by you.

Timetable [\[back to top\]](#)

The Main Page shows your child's timetable for the present day.

Time	Tch	Sub	Room
08:50	Ms Weal	Registration	St Pauls S28
09:05	Mr Rainbird	Information Technology	Lady Julian L25
10:10	Mrs Beckford	German	St Marys M35
11:25	Mr Morley	Science	St Peters P22
13:20	Ms Weal	Registration	St Pauls S28
13:25	Miss Cooper	English	St Johns 25
14:30	Mr Ellis	Music	St Johns 14

The cells highlighted green show the lesson they are in at the time of viewing.

To view their full two-week timetable, click on the arrow



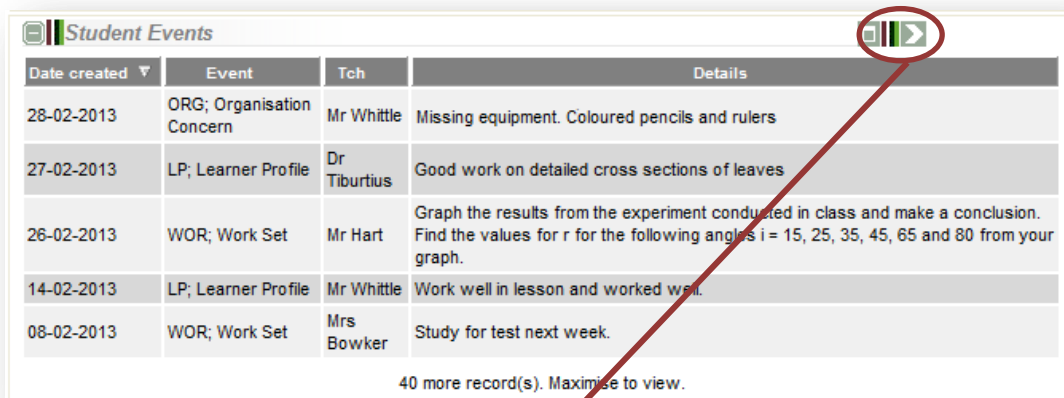
The two-week timetable shows lesson times, subjects, rooms and Teachers.

This will enable you to check that your child is prepared for the week ahead.

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00
SunA								
MonA	08:50-09:05 Registration	09:05-10:05 Information Technology Lady Julian L25 Mr Rainbird	10:10-11:05 Science St Marys M35 Mrs Beckford	11:25-12:25 Science St Peters P22 Mr Morley	13:20-13:25 Registration	13:25-14:25 English St Johns 25 Miss Cooper	14:30-15:30 Music St Johns 14 Mr Ellis	
TueA	08:50-09:05 Registration	09:05-10:05 Art St Johns 39 Mrs McShane	10:10-11:05 Religious Education St Pauls S29 Mrs Sharif	11:25-12:25 Mathematics St Johns 35 Mrs Bowker	13:20-13:25 Registration	13:25-14:25 Drama St Johns Hall Mrs Bruce	14:30-15:30 English St Marys M20 - Library Miss Cooper	
WedA	08:50-09:05 Registration	09:05-10:05 Technology St Peters P13 Mr McKay	10:10-11:05 Mathematics St Johns 35 Mrs Bowker	11:25-12:25 Science St Peters P28 Dr Tiburtius	13:20-13:25 Registration	13:25-14:25 English St Johns 25 Miss Cooper	14:30-15:30 Religious Education St Pauls S29 Mrs Sharif	
ThuA	08:50-09:05 Registration	09:05-10:05 Physical Education St Pauls S10A Miss Eke Mrs Martin	10:10-11:05 History Lady Julian L22 Mr Pritchard Mrs Wicks Mrs Simpson	11:25-12:25 Spanish St Marys M24 Mrs Poundall	13:20-13:25 Registration	13:25-14:25 Technology St Peters P13 Mr McKay	14:30-15:30 Geography St Johns 11 Mr White	
FriA	08:50-09:05 Registration	09:05-11:05 Physical Education St Pauls S10A Mrs Kirwan	11:25-12:25 Science Lady Julian L12 Mr Hart	13:20-13:25 Registration	13:25-14:25 Mathematics St Johns 35 Mrs Bowker	14:30-15:30 German St Marys M35 Mrs Beckford		
SunB								
MonB	08:50-09:05 Registration	09:05-10:05 Mathematics St Johns 35 Mrs Bowker	10:10-11:05 Technology St Peters P13 Mr McKay	11:25-12:25 English St Johns 25 Miss Cooper	13:20-13:25 Registration	13:25-14:25 German St Marys M35 Mrs Beckford	14:30-15:30 Science St Peters P22 Mr Morley	
TueB	08:50-09:05 Registration	09:05-10:05 Religious Education St Pauls S29 Mrs Sharif	10:10-11:05 English St Johns 25 Miss Cooper	11:25-12:25 Mathematics St Johns 35 Mrs Bowker	13:20-13:25 Registration	13:25-14:25 History St Marys M32 Mr Pritchard Mrs Broad Mrs Miller	14:30-15:30 Science Lady Julian L12 Mr Hart	
WedB	08:50-09:05 Registration	09:05-10:05 Spanish St Marys M34 Mrs Poundall	10:10-11:05 Science St Peters P24 Dr Tiburtius	11:25-12:25 Geography St Johns 11 Mr White	13:20-13:25 Registration	13:25-14:25 Art St Johns 39 Mrs McShane	14:30-15:30 Music St Johns 14 Mr Ellis	
ThuB	08:50-09:05 Registration	09:05-10:05 Technology St Peters P13 Mr McKay	10:10-11:05 Geography St Johns 11 Mr White	11:25-12:25 Physical Education St Pauls S10A Mr Clitheroe	13:20-13:25 Registration	13:25-14:25 Religious Education St Pauls S29 Mrs Sharif	14:30-15:30 History Lady Julian L22 Mr Pritchard	
FriB	08:50-09:05 Registration	09:05-10:05 Information Technology Lady Julian L25 Mr Rainbird	10:10-11:05 Spanish St Marys M34 Mrs Poundall	11:25-12:25 English St Johns 25 Miss Cooper	13:20-13:25 Registration	13:25-14:25 Mathematics St Johns 35 Mrs Bowker	14:30-15:30 Drama St Johns Hall Mrs Bruce	

Student Events [\[back to top\]](#)

This section of ePortal gives you a valuable insight into your child's "in class" experiences. Teachers use this to report on positive contributions in lesson, behavioural concerns and home works set . This will allow you to notice any issues that have occurred straight away, check homework and reward any positive achievements and progress.



Date created ▾	Event	Tch	Details
28-02-2013	ORG; Organisation Concern	Mr Whittle	Missing equipment. Coloured pencils and rulers
27-02-2013	LP; Learner Profile	Dr Tiburtius	Good work on detailed cross sections of leaves
26-02-2013	WOR; Work Set	Mr Hart	Graph the results from the experiment conducted in class and make a conclusion. Find the values for r for the following angles i = 15, 25, 35, 45, 65 and 80 from your graph.
14-02-2013	LP; Learner Profile	Mr Whittle	Work well in lesson and worked well.
08-02-2013	WOR; Work Set	Mrs Bowker	Study for test next week.

40 more record(s). Maximise to view.

To view all Student Events, click the arrow 

Ordering the data [\[back to top\]](#)

The table can be sorted by the headings at the top of each column e.g. to sort by date click the "Date created" column heading.

Dataset Filter: 2012/2013 ▾

Date created ▲	Event	Tch	Details	Action	Cat	Sub	
06-09-2012	LP; Learner Profile	Mrs Fullam	Worked very hard in spite of adversity!	LP Credit	Action Taker	GG	More...
07-09-2012	WOR; Work Set	Mrs Gorrod	Learn the verb in back of best books. Learn to spell / pronounce 12 countries. Due Monday 10th sept.	-	Homework	GM	More...
11-09-2012	LP; Learner Profile	Mrs Sharif	An excellent start to RE - lots of positive contributions.	LP Credit	-	RE	More...

To look back at the previous year's events click on the Dataset Filter drop down menu and select the year you want to view

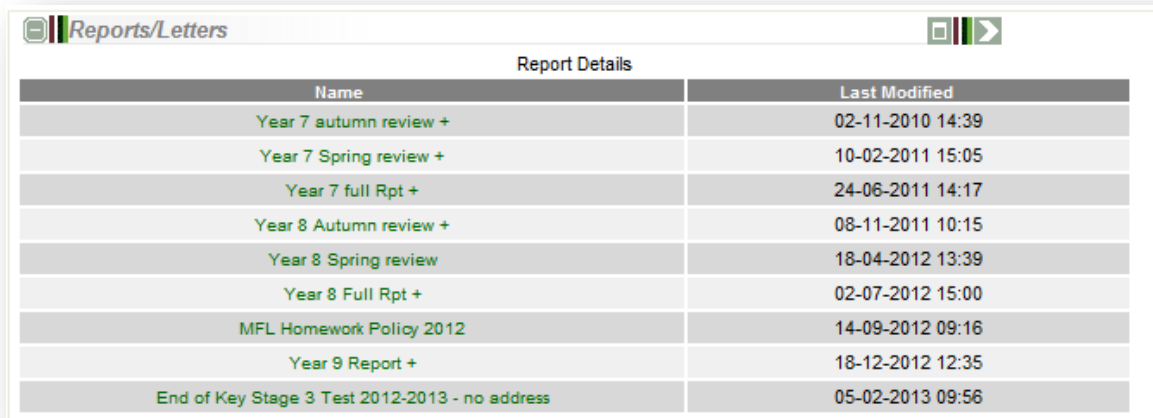
Event Definitions [\[back to top\]](#)

The events are categorised under seven headings; Learner Profile, Behaviour Action Taken, Organisation, Progress Concern, Mentoring, Serious Concern, Follow Up Note and Work Set. For a more detailed overview of all the categories used please click here: [Figure 1](#)

Reports & Letters [\[back to top\]](#)

This section provides you with an electronic copy of school communications such as school reports or reviews and important letters from Heads of Department.

To open a report, click on the green text. A new window will then open displaying the report.



The screenshot shows a web browser window with the title 'Reports/Letters'. The main content is a table titled 'Report Details' with two columns: 'Name' and 'Last Modified'. The table lists various reports and their modification dates and times.

Name	Last Modified
Year 7 autumn review +	02-11-2010 14:39
Year 7 Spring review +	10-02-2011 15:05
Year 7 full Rpt +	24-06-2011 14:17
Year 8 Autumn review +	08-11-2011 10:15
Year 8 Spring review	18-04-2012 13:39
Year 8 Full Rpt +	02-07-2012 15:00
MFL Homework Policy 2012	14-09-2012 09:16
Year 9 Report +	18-12-2012 12:35
End of Key Stage 3 Test 2012-2013 - no address	05-02-2013 09:56

School Reports & Progress Reviews [\[back to top\]](#)

Progress reviews and Reports are uploaded to ePortal once a term for each Year with the exception of years 11-13 in the summer term as they sit exams. The following items are reported on:

- **Current grade** (Years 7, 8, 9, 10, 11) – The current standard of work being achieved by your child.
- **Forecast Grade** (Years 11, 12, 13) – The grade the teacher expects your child to achieve based on GCSE and GCE assessment criteria.
- **Target Grade** (Years 7 – 13) - What your child could achieve with sustained good progress or above average progress.
- **Attitude to learning (AtL)** – This is split into four categories; Excellent, Good, Satisfactory, Unsatisfactory. They take into account learning in, out and across lessons.
- **Teacher Feedback** - Feedback is given in all **Reports** but is not compulsory in **Progress Reviews** however a teacher may wish to add specific commendations or comments.

Download Adobe Reader [\[back to top\]](#)

You will need the free [Adobe Acrobat Reader](#) software installed on your computer to view School Reports & Progress Reviews. Click [here](#) to download the latest version free.

Exclusions [\[back to top\]](#)

This section lists exclusion data on your child by date and type.

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Figure 1

NDHS Student Event Definitions

	Learner Profile	Behaviour - Action Taken	Organisation	Progress Concern	Mentoring	Serious Concern	Follow Up Note	Work Set
Categories	Action Taker	Disrespectful	Attendance	Attitude to Learning concern	Mentoring	Anti-social behaviour towards peers	Progress	Homework
	Community Spirited	Gum issue	Equipment	Homework concern		Defiance	Behaviour	Assignment
	Creative	Low level disruption	Planner	Assignment concern		Persistent Lateness	Organisation	
	Good Communicator	Uncooperative	Punctuality	Progress concern		Persistent Absence	Targets Set	
	Independent		Uniform			Persistent Low Level Disruption		
	Enquirer					Persistent Uniform		
	Knowledgeable					Serious Progress concern		
	Reflective Learner					Missed Dept. Detention		
	Team Worker					Rude to staff		
				Lied to staff				
				Swore at staff				
Actions	LP Credit	Level 1 – Warning; Moved within Lesson		Dept. Detention	Details	Head of Dept. to intervene		Discussion with pupil
	Subject Prize candidate	Level 2 – Discussion Outside Lesson; Moved		Dept. Report		Head of Year to intervene	Parents telephoned	
	Certificate	Level 3 – Sent to Time Out		Discussion with pupil			Parents emailed	
		Dept. Detention		Parents telephoned			Letter home	
		Dept. Report		Parents emailed			Parental Meeting	
	Noted		Letter home		Details			
			Meeting / Interview					