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SIMS Learning Gateway (SLG)

A GUIDE FOR PARENTS

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1. INTRODUCTION

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a Management Information System (MIS). The SIMS Learning Gateway (SLG) site enables parent/carers to access aspects of the SIMS school database using the Internet.

Prerequisites

To access the SLG Parent site, you need an Internet connection. Basic broadband is sufficient.

Below you will see a list of supported browsers to verify that your Internet browser is compatible (however, we strongly recommend that you log on using **Google Chrome**, as it appears that SLG runs more smoothly through this browser):

Supported Web Browsers

Browser	PC	Mac
Google Chrome 27	✓	x
Internet Explorer 11. X	✓	x
Internet Explorer 10. X	✓	X
Internet Explorer 9. X	✓	x
Mozilla Firefox 21	✓	x
Safari 6.x	x	✓

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password be kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

IMPORTANT NOTE: Ensure that you always log out of the SLG site and close the internet browser used (not just the current tab), otherwise the SLG site may be left open to unauthorised persons. If you do not close the whole browser all of your SLG information will remain accessible for the next user.

2. GETTING STARTED

Logging into the SLG site

1. Ideally using Google Chrome either find the SLG link on the our school website under the school online section http://www.raa-school.co.uk/school_online.asp or you can go direct to the SLG site via the following link: <https://hslg11.capita-cso.co.uk/>
2. You will then see a login screen displayed (similar to the picture below)



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3. Enter the login details that have been provided to you by the school via an individual email.

IMPORTANT NOTE: Do not select the Remember my password/credentials check box (if one is available) when logging into the site, because this enables anyone with access to your computer to log on to the SLG site with your user details.

Changing Password

Click the **My Account Page** link on the navigation bar on the left-hand side of the screen to display the **My Account** page. It is essential that you now:

- Change your password
- You must also enter a security question and answer (in case you forget your password)

Forgotten/lost user name/password

1. Go to the forgotten password link that is situated under the SIMS Learning Gateway explanation on the school website
2. Click on the link and follow the instructions
3. Please email slgsupport@gatton-park.org.uk for any other technical questions, including lost username

Introduction to the Home page of the SLG Parent Site

When you log into the SLG Parent site, the **Home** page is displayed.

When you are logged into the SLG Parent site, the **SIMS Learning Gateway** menu in the navigation bar on the left-hand side displays parent-specific links, which are listed below.



SIMS Learning Gateway
My Account Page
School Details Page
My Children Dashboard

Logging out of the SLG site

1. Click on the **<your name>** link at the top right hand side of the page to display the user menu.
2. Select **Sign Out** to log out of your SLG site. A confirmation dialog is displayed.
3. You will then be asked if you want to close the browser. Click **Yes** to confirm.

Mobile Views

To log in to SLG, using your mobile device:

1. Enter or select the URL <https://hslg11.capita-cso.co.uk/> (using google chrome)
2. SLG will automatically redirect to the mobile version of your SLG site.
A login dialog is displayed as shown before.
3. Enter your SLG user name and password, and then click the **OK** button.
Your mobile **My Children Links** page is displayed. This provides access to the **Student Dashboard** for each of your children.

Logging Out

To log out of SLG, tap the **Sign Out** button.

IMPORTANT NOTE: *When logging out of the SLG Mobile Views, you must close the browser window on the device to ensure that you are completely logged out. Your school may require you to sign in every time you access SLG Mobile Views. Take extra care when assessing the internet in public places such as cafes and restaurants, because your data may not be secure. Do not access sites containing confidential information from locations from unsecured Wi-Fi hotspots.*

3. MANAGING YOUR USER ACCOUNT

Introduction

Click the **My Account Page** link on the navigation bar on the left-hand side of the screen to display the **My Account** page. From here you can:

- Change your password
- Enter a security question and answer

4. VIEWING YOUR CHILD'S INFORMATION

My Children Dashboard

The My Children Dashboard displays key information about your child or children, and currently has four areas:

- Headlines
- Today's Attendance
- Events
- My Children Link (provides access to the Student Dashboard including reports and homework)

Headlines

The **Headlines** panel displays important information about your child or children at a glance.

You will see the following information (this will be updated every 24hrs):

- Attendance percentage
- Lateness

- Key performance indicators (KPIs) for the current academic year.



①	Click the arrow to play the headlines in an ordered slideshow.
②	Click the slide to stop the slideshow. Click again to restart the slideshow.
③	Click a circle to view an individual headline.

Today's Attendance

The **Today's Attendance** panel displays today's session attendance information for your children.

To view the attendance information for your child, click their name.

To view your child's session attendance history, click the **History** button.

①	Click a child's name to display their session attendance information.
②	Click the History link to display detailed attendance information for the current month.

Attendance Mark	Definition
<input checked="" type="checkbox"/> (green)	Present
<input checked="" type="checkbox"/> (orange)	Approved Educational Activity, Attendance Not Required, Authorise Absence
<input checked="" type="checkbox"/> (red)	Unauthorised Absence
<input type="checkbox"/> (blank)	No Mark Entered

①	Click a triangle to expand the week and view the sessions.
②	Click a session to view the details, including the attendance mark recorded for your child.
③	Navigate to a different month or year by clicking the desired month name or year.
④	Displays the total number of attendance marks recorded in the month.

Events

The **Events** panel displays up-to-date information for a number of areas. Depending on the school's settings, information can include:

- lateness

- unauthorised absences



1	Click the More Details link to display all the information about the event.
2	Move your cursor over the left or right side of the box to reveal scroll buttons. Click Prev/Next to view all events.
3	Click the Close button to return to the My Children Dashboard .

My Children Links

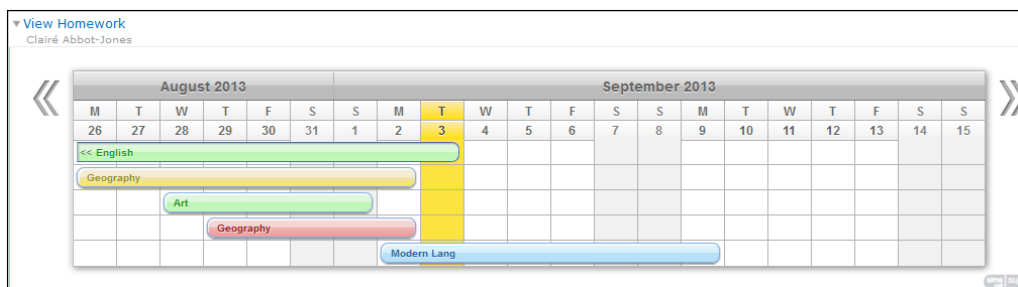
The **My Children Links** panel provides hyperlinks to school related details of your children:

- **Student Dashboard**
View key information (student details, timetable, attendance, key performance indicators and assessment) for your child.
- **View Reports**
View previous reports for your child.
- **Homework**
View homework assigned to your child.

NOTE: Some of these hyperlinks may not be enabled.

Viewing Homework

The homework timeline displays subjects, homework titles and descriptions for current, previous and future assignments for a child. These are shown in order of due date.



The current week, last week and next week are displayed by default. The current day is highlighted. Homework assignments (coloured bars) are displayed according to their due date, with the nearest due date at the top of the list.

The status of homework assignments is signalled using 'traffic light' colour-coding:

- A **green** bar – the assignment was handed in on time.
- A **yellow** bar – the assignment was handed in late.
- A **red** bar – the homework was not handed in at all
- A **blue** bar – the assignment is current or in the future and not yet due.

Use the vertical scroll buttons to view homework assignments outside the three week period displayed. Click the **Scroll Left** button to view older assignments, click the **Scroll Right** button to view future assignments.

<< Scroll Left

>> Scroll Right

Viewing Details of Homework Assignments

To view details of a homework assignment, click the homework bar for a subject.

The view reset to the end of the homework bar (due day), and a pop-up displays:

- Homework title
- Any aspect information
Example: **English Homework**
- Any other supporting information, such as useful websites or recommended learning materials
- Due date
- Days left to complete the assignment
- Who set the homework task.

If you have any concerns or queries please contact the following staff:

For general enquiries about the purpose/aim for SLG - garybendall@gatton-park.org.uk

For assessment data regarding clarification of report levels/grades and assessment data regarding attendance - Please contact your Childs Head of Year in the first instance.