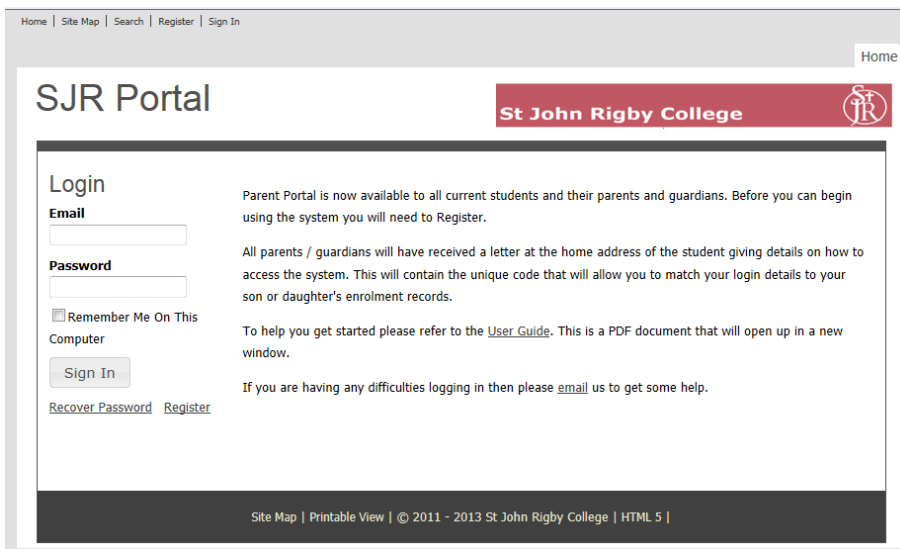




ST. JOHN RIGBY COLLEGE

SJR Portal User Guide

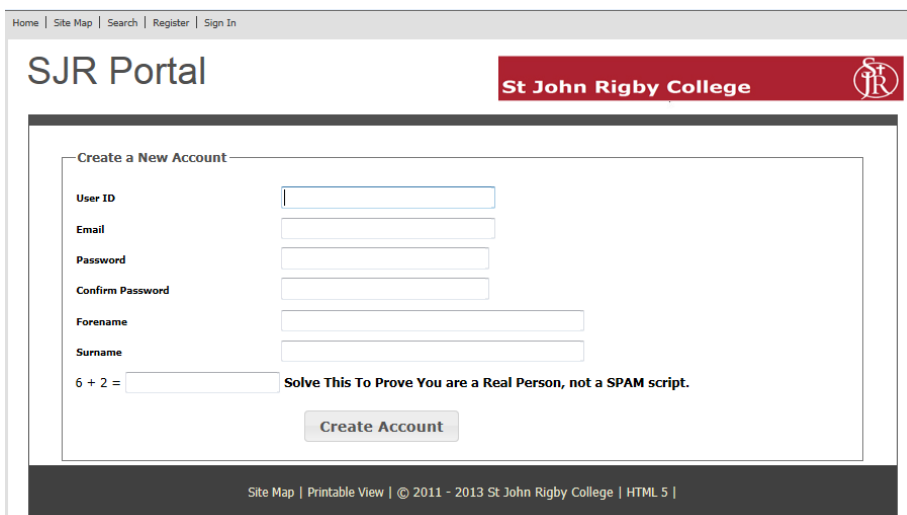


Login Screen

If you are already a registered user - enter your Email Address and Password.

The email that you used to register is the one you should use. If you have forgotten your password, click on the **Recover Password** link. A reminder of your email will be sent to that email address.

If you are a new user – click on the **Register** link.

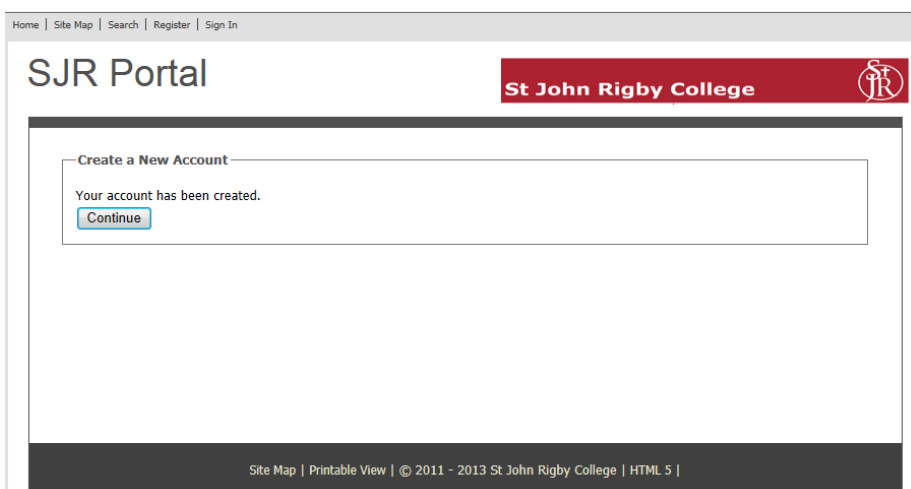


Register a New Account

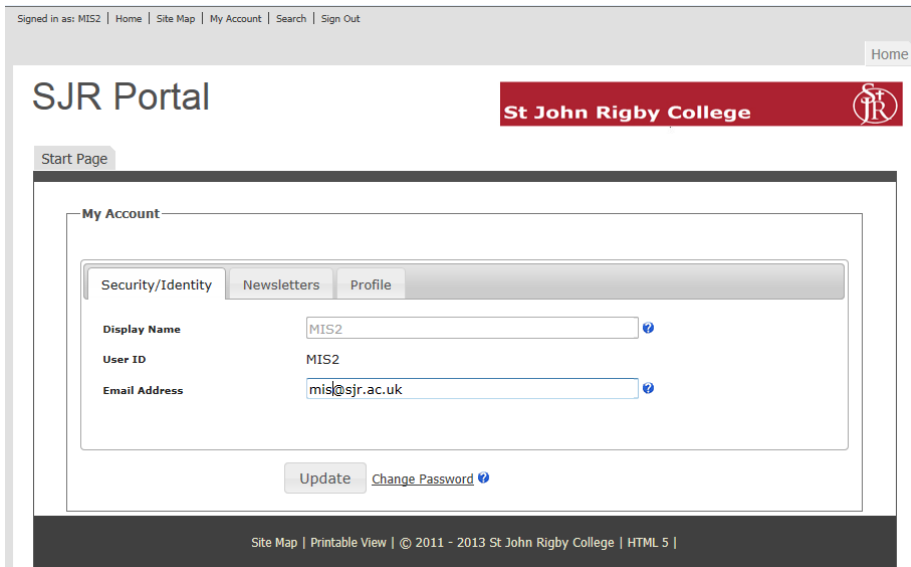
You need to select a User ID, enter a valid email address and select a password. Make sure your password is secure and contains a mixture of numbers and letters.

You can specify the Forename / Surname you want to display in the system.

To stop automated registration by spam users you have to complete the simple sum to validate your account. Click on **Create Account** button.

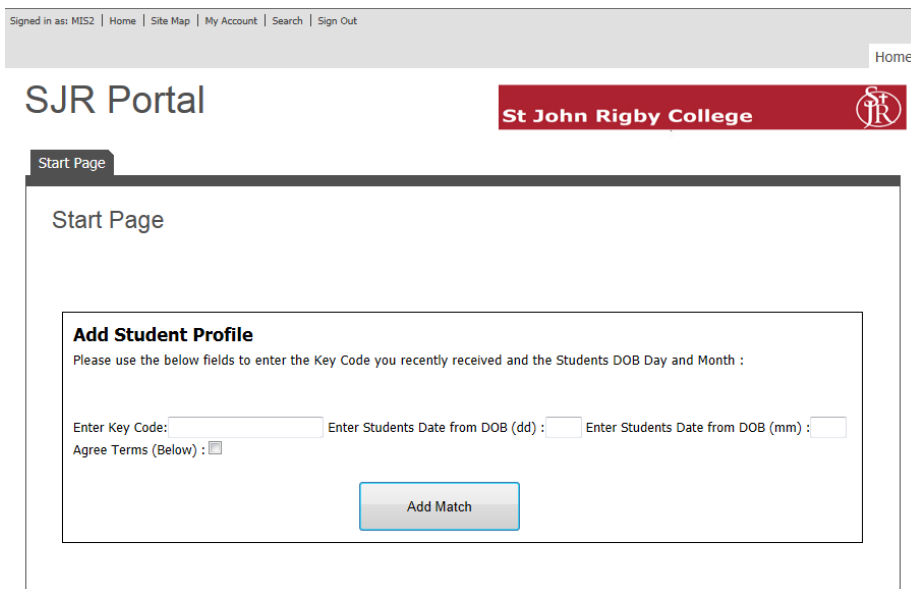


Confirmation of new account – click **Continue** button.



My Account

This simply summarises your accounts details. Simply click on the **Update** button.



Start Page

Student Match screen. This is where you will link your account to your son / daughter's details.

Refer to the letter that has been sent to you to discover your unique key code. You will need to supply the day and month of the Date of Birth. If the birthday was 12th May 1996 – simply enter 12 and 05.

You will need to put a tick in the **Agree Terms** box. There is a link to the full terms on this screen.

Click on the **Add Match** button.

SJR Portal

St John Rigby College



Start Page

Start Page

Current Matched Students

| ID | Student | DOB |
|---------------------------------------|---------|-----|
| <input type="button" value="Select"/> | | |

Communication Preferences

| Parent / Student |
|-------------------------------------|
| <input type="button" value="Edit"/> |

Terms of Use

The Parent Portal is provided free of charge for parents and guardians of current full-time students at the College. By using this site you are bound by these Terms and Conditions.

Click [here](#) to view full Terms and Conditions

Start Page

When you successfully match a student their details will appear on the screen. If you have more than one son / daughter at College you can match the second student using another match code.

Click on **Select** to see the enrolment details.

Start Page

Home > Student Profile

Profile :

| Student | TutorGroup | PersonalTutor | Tutor Email | Senior Tutor | Date Last Attended | % Present |
|---------|---------------|-----------------|--|---------------|--------------------|-----------|
| | 13-ATL-A-T2-3 | Andrew Tunstall | Andrew.Tunstall@sjr.ac.uk | Kate Anderson | 23/09/2013 | 89.7 |

Student Profile

This is the main screen which gives you access to all the key information.

The top part of the screen gives you the name of the student's Tutor and Senior Tutor. There is an email link to the Personal Tutor.

Date Last Attended – the date of the last attendance for any subject.

% Present – the overall attendance for all subjects at College.

Enrolled Courses

| | Subject | Year | Course | Last Attended | % Present | Teacher(s) | Marks |
|---------------------------------------|--|------|--------|---------------|-----------|--|--------|
| <input type="button" value="Select"/> | Business Studies A2 (13/14) | 2013 | BS-A2 | 23/09/2013 | 100.0 | Karl Walton (Karl.Walton@sjr.ac.uk); | //// |
| <input type="button" value="Select"/> | Psychology A2 (13/14) | 2013 | SY-A2 | 19/09/2013 | 87.5 | Wendy Swift (Wendy.Darbyshire@sjr.ac.uk); | ////0 |
| <input type="button" value="Select"/> | Statistics A2 | 2013 | ST-A2 | 23/09/2013 | 87.5 | Andrew Tunstall (Andrew.Tunstall@sjr.ac.uk); | ////0/ |
| <input type="button" value="Select"/> | Tutorial -Guidance Level 3 Upper (13/14) | 2013 | TG-L3U | 18/09/2013 | 100.0 | Andrew Tunstall (Andrew.Tunstall@sjr.ac.uk); | // |
| <input type="button" value="Select"/> | Values for Living Year 13 (13/14) | 2013 | VFL-13 | 13/09/2013 | 66.7 | Charlotte Garnett (Charlotte.Garnett@sjr.ac.uk); | /0 |

Student Profile

Lists all the subjects the student is enrolled on this year.

Click on **Select** next to a subject to see more details.

Profile for [REDACTED]: Business Studies A2 (13/14)

| Student | TutorGroup | PersonalTutor | Tutor Email | Senior Tutor | Date Last Attended | % Present |
|------------|---------------|-----------------|---------------------------|---------------|--------------------|-----------|
| [REDACTED] | 13-ATL-A-T2-3 | Andrew Tunstall | Andrew.Tunstall@sjr.ac.uk | Kate Anderson | 23/09/2013 | 89.7 |

| Subject | Year | Course | Last Attended | % Present | Teacher(s) | Marks |
|-----------------------------|------|--------|---------------|-----------|--------------------------------------|--------|
| Business Studies A2 (13/14) | 2013 | BS-A2 | 23/09/2013 | 100.0 | Karl Walton (Karl.Walton@sjr.ac.uk); | ////// |

[Related Exams](#)

[Subject Profile](#)

Subject Profile

Last Attended – date of attendance for this subject.

% Present – overall attendance for this subject.

Teachers – name of the teacher(s) who teach the student this subject.

Marks – the attendance marks recorded against this subject over the last two weeks.

Mark Key

- / - Present
- L - Late
- V - Educational Visit
- E - Exam taking place
- P - Placement
- O - Absent (Unexplained)
- A - Absent (Approved)
- R - Absent (Reported)
- X - Class Not Held
- T - Transferred Group
- W - Withdrawn

/, L, V, E, P – count as present marks

O, A, R – count as absent marks

X, T, W – do not affect attendance

Student Timetable for [REDACTED]

Print

| Subject | Day | Start Time | End Time | Room |
|-----------------------------------|-----------|------------|----------|------|
| Statistics A2 | Monday | 09:15 | 10:55 | B103 |
| Business Studies A2 (13/14) | Monday | 11:10 | 12:50 | A104 |
| Psychology A2 (13/14) | Tuesday | 09:15 | 10:55 | B008 |
| Business Studies A2 (13/14) | Wednesday | 11:10 | 12:50 | A104 |
| Andrew Tunstall - 13-ATL-A-T2-3 | Wednesday | 13:35 | 14:20 | A107 |
| Statistics A2 | Wednesday | 14:20 | 16:00 | B103 |
| Psychology A2 (13/14) | Thursday | 11:10 | 12:50 | B008 |
| Business Studies A2 (13/14) | Thursday | 14:50 | 16:00 | A104 |
| Values for Living Year 13 (13/14) | Friday | 12:00 | 12:50 | A001 |
| Statistics A2 | Friday | 13:40 | 14:50 | B107 |
| Statistics A2 | Friday | 13:40 | 14:50 | B103 |

Student Timetable

Click on the **Timetable** button to view the current timetable. This can be printed from this screen.

As they become available later in the year a student will be able to view and print their exam timetable in the same way.