

## Quick Reference Guide – How to use WKGS Parents' Secure Website

### Getting Started

- Visit [www.wkgs.org](http://www.wkgs.org) and click on Parents (top right) then Parents' Secure Site (top option)
- Log in with the username (started wkgs.xxxxxxx) and given password. You will usually be asked to change your password, ideally using letters, numbers & symbols
- The announcements page should be displayed. **Here you will also see links to give feedback to Mr Scott or to request help if something appears not to be correct.**
- Click on "**PARENTS SITE**" in blue bar to open the Parents page.
- Much of the blue menu box on the left is not relevant. The three choices below the title "SIMS Learning Gateway" are the areas of the site which are open to parents.

### Step One – Access Control

- Click on "**My Account Page**" in the menu (bottom left).
- You will see displayed the details we have on the site for yourself. If anything needs to be changed, this can be done in another section of the site.
- Please set up a Security Question and Answer e.g. "Mother's maiden name" and "Smith". Without this, you will be unable to reset your password if you lose it later. Click "Change" and this will be saved.
- If you also wish to change your password, this is the page to visit.
- The "**School Details**" page gives an overview about the school including contact details.

### Step Two – Overview of my child/ren's information

- Click on "**My Children Dashboard**" to view an overview of your child/ren's data. This is the main page. (Hopefully) all of your children at WKGS will be displayed. If this is not the case, please advise Mr Scott immediately via the link on the home page.

### On the 'My Account' Page

- If you have more than one child at WKGS: You should see their names at the top right. If clicking on a different child will transfer the data to their profile
- **HEADLINES:** This scrolling box displays summary information including session attendance (e.g. morning and afternoon), number of achievement and reward points accrued this year and key performance indicators (headline assessment figures). You can **pause** this using the pause symbol and re-play it using the play symbol.
- **TODAY'S ATTENDANCE:** This will be blank at weekends/holidays. Clicking on the **History** tab will show you attendance back to September 2015. We are now trying to ensure lesson registers are taken in every lesson. Currently there are issues with practical lessons which may be re-roomed/outside and lessons when staff are absent. The lesson attendance is also not real-time and updates to the system occur several times a day.
- **EVENTS:** This bar details key events regarding achievements, attendance and lateness in a time span you can determine yourself. Click on the **binoculars** to filter the information as you wish (e.g. in the last 7 days/autumn term) or to show just the absences, achievements etc. as you wish.
- **MY CHILDREN:** Here you will see 4 links for each child you have at WKGS. Details about **The Student Dashboard** will be displayed in detail on the reverse of this sheet.
- **View Reports:** Mr Scott has uploaded PDFs of all the reports sent out during the last academic year and this last autumn term. These are split into academic years and can be downloaded to view or be saved.
- **Homework:** This is a new feature and will be used by staff for the first time from 11<sup>th</sup> January 2016. You will be able to view homework, which has been set for your daughter/son, when it is due in and who has set it. We hope this be very useful for you!
- **Data Collection Sheet:** This is **very important** section. You should regularly review the data we hold about your child– you can request to change this information by editing it in this interactive section of the site and we will edit this on our database. **Click on CONTINUE** to navigate between sections then submit at the end. You cannot click on the blue circles on the top of the form, only on the back/forward arrows.

## **Step Three - Student Dashboard – The main page of the Secure Website**

### **STUDENT DETAILS**

- As well as the basic info, you will see a link to your child's timetable and data sheet.
- Click on **MORE INFO** to view all the data we have on the database. SEN, medical and cultural information is displayed here. If anything is incorrect, this can be changed via the data collection sheet.

### **ATTENDANCE**

- A graph is displayed to show session (am/pm) attendance. Use the grey arrow to scroll between session and lesson attendance.
- Click on the **calendar icon** to alter the time period being displayed
- Click on the **MORE INFO** button to display a grid going back to September 2015. Please note the comment on front page about this data being precisely up-to-date.
- An overview of attendance is viewable by clicking the **MORE INFO** in the **Conduct** box.

### **CONDUCT (also looks at attendance further & achievement & behaviour & assessment)**

- This graph shows the achievement and behaviour points awarded. As with the attendance, you can change the time period using the **calendar** and assessment info.
- Click on **MORE INFO**. First to see is a pie chart of attendance. The hyperlink "**More Session Attendance Details**" will provide a full coded report on am/pm registration.
- The achievement and behaviour points given to students are displayed in date order. Sixth Form have not yet received behaviour points, although we are starting to log a lack of submitted homework in this way.
- A summary of key assessment information (e.g. targets for GCSE/A-level) is shown in **assessment**.
- The **classes** section shows the names of teachers your daughter/son has this year. There is also a hyperlink to the **timetable** for each student.

### **KEY PERFORMANCE INDICATORS (Year 10 upwards)**

- Dependent upon your daughter/son's year group, you may find data displayed. This may include the decimal level s/he achieved at KS2 or her/his GCSE average points score. If a box is displayed showing "Expected Progress" it relates to the difference between target and the latest expected grade.

### **ASSESSMENT GRAPHS**

- As the use of data at WKGS increases, Mr Scott hopes to include bar/line graphs to show student progress. This data is not currently analysed in our database and requires porting across. As time progresses, we hope to use this feature.
- All current/recent data is available in the reports which can be downloaded as PDFs.

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### **How will the Parents Gateway be used?**

From Easter 2016, it is anticipated that printed reports will not be sent home. Rather, they will be uploaded to the Parents' Secure Website and parents will be alerted via an email to their SchoolComms account. It is therefore vital that we have accurate data on the system for you, in particular your email address.

### **Any Feedback?**

The site has taken a long time to put together. Inevitably, there will be **teething problems** with such a huge implementation and we request your patience and support. If you have feedback on the site, good or bad, Mr Scott would love to hear it via the link on the homepage of the secure website or via email to [msscott@wkgs.net](mailto:msscott@wkgs.net)

We hope that the website will be useful to further understand your daughter's/son's progress.