

## Logging In For the First Time

To login into the Parent Portal for the first time and view your child's dashboard, you will need the email that came from your school to welcome you to Arbor. You must log in for the first time on a desktop computer or laptop, using Chrome as your web browser.

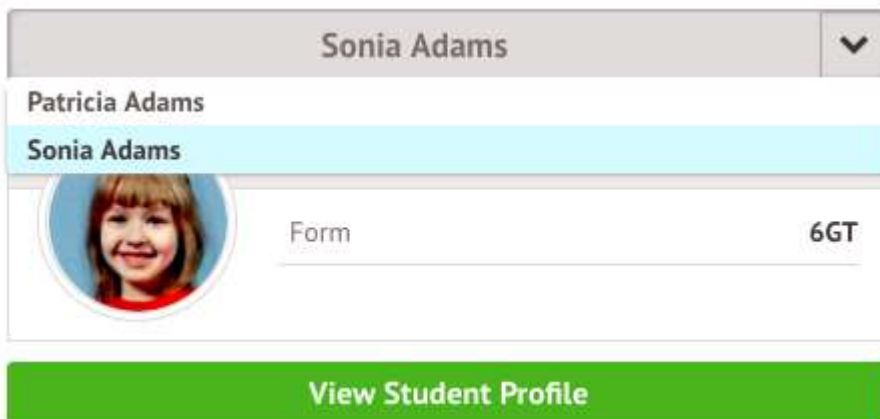
This email will confirm your username (your email on school record) and a link for you to click on that will take you directly to your schools' Parent Portal site.

On your first login only, you will need to enter your child's date of birth to access the dashboard.

**If you are unsure if your school uses Parent Portal, please check with them first.**

## Being a guardian for multiple children

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling.



On doing this for the first time, you will need to enter your other child's date of birth to access their dashboard.

# Your Child's Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

The screenshot shows a dashboard for a student named Sammy Adams. The top navigation bar includes the school logo, the student's name, and a 'My Items' menu. The main content area is divided into several sections:

- Quick Actions:** A dropdown menu for the student's name, a profile picture, and a 'View Student Profile' button.
- Statistics:** A grid of statistics including:
  - Attendance (2018/2019):** 84.0% (Year: 84.0%, Last 4 weeks: 78.1%)
  - Behaviour Points - this term:** 0 (This year: 0 points, Last term: 0 points)
  - House Points - this term:** 0 (This year: 0 points, Last term: 0 points)
  - Spring Term - Grade Average:** 3 (This year: 3 points, Last term: 3 points)
  - Spring Term - 'On Track' Progress:** 3 stars
  - Positive Behavioural Incidents - this term:** 31 (This year: 12 incidents, Last term: 75 incidents)
  - Negative Behavioural Incidents - this term:** 6 (This year: 4 incidents, Last term: 17 incidents)
  - Guardian Consultations:** Parents Evening (24 Jun 2019, 18:00 - 26 Jun 2019, 19:00)
  - Overdue Assignments:** Oxbow Lakes (Due 11 Mar 2019)
  - Assignments that are due:** Addition work (Due 30 Jun 2019)
- Notices:** A list of notices regarding internet access, photography, and copyright permissions.
- Current lesson / Next event:** Details for the current lesson (08:45 - 09:00) and the next event (09:00 - 10:00).

## Statistics

The Statistics section shows information about the student's attendance, behaviour and progress statistics for the current term.

The detailed statistics section is organized as follows:

- Attendance (2018/2019):** 85.1% (Year: 85.1%, Last 4 weeks: 65.5%)
- Behaviour Points - this term:** 0 (This year: 0 points, Last term: 0 points)
- Summer Term - 'On Track' Progress:** 100% (Summer Term: 100%, Previous Term: 100%)
- Positive Behavioural Incidents - this term:** 1 (This year: 34 incidents, Last term: 16 incidents)
- Summer Term - Grade Average:** 39 (Summer Term: 39, Previous Term: 37)
- Negative Behavioural Incidents - this term:** 0 (This year: 9 incidents, Last term: 4 incidents)

## Guardian Consultations/Parents Evenings

The **Guardian Consultations** section allows guardians to book time for Parents Evening meetings by selecting one of the available time-frames as per the School's setup.

In the case where no Parents Evening has been arranged, the section will state the below:

### Guardian Consultations

No guardian consultations for Matilda ██████████

If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.

### Guardian Consultations

**Parents Evening**  
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶

**Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.**

When self-scheduling **is** available, a notice appears within this same section. Once selected, you can choose the preferred time for a meeting with the school.

### Guardian Consultations

Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00) *Self scheduling is open, please click here to book time slots.* ▶