Burton and South Derbyshire College

USER GUIDE

ProPortal – for Parents/Carers

This guide is aimed at Parents/Carers who will access their son's/daughter's/ward's progress at Burton and South Derbyshire College.
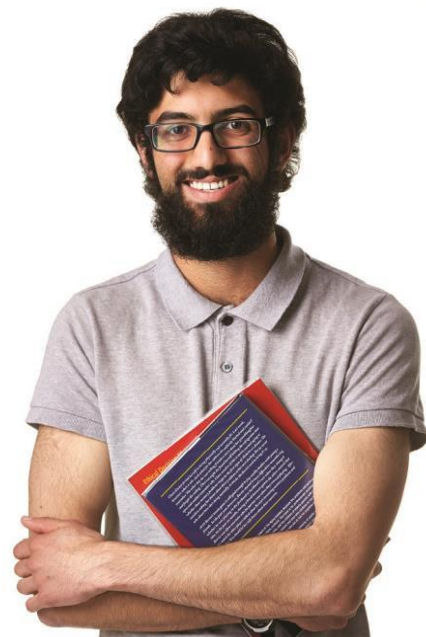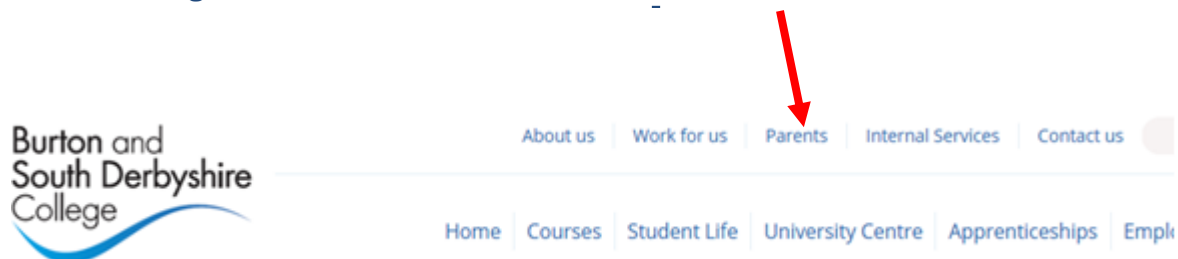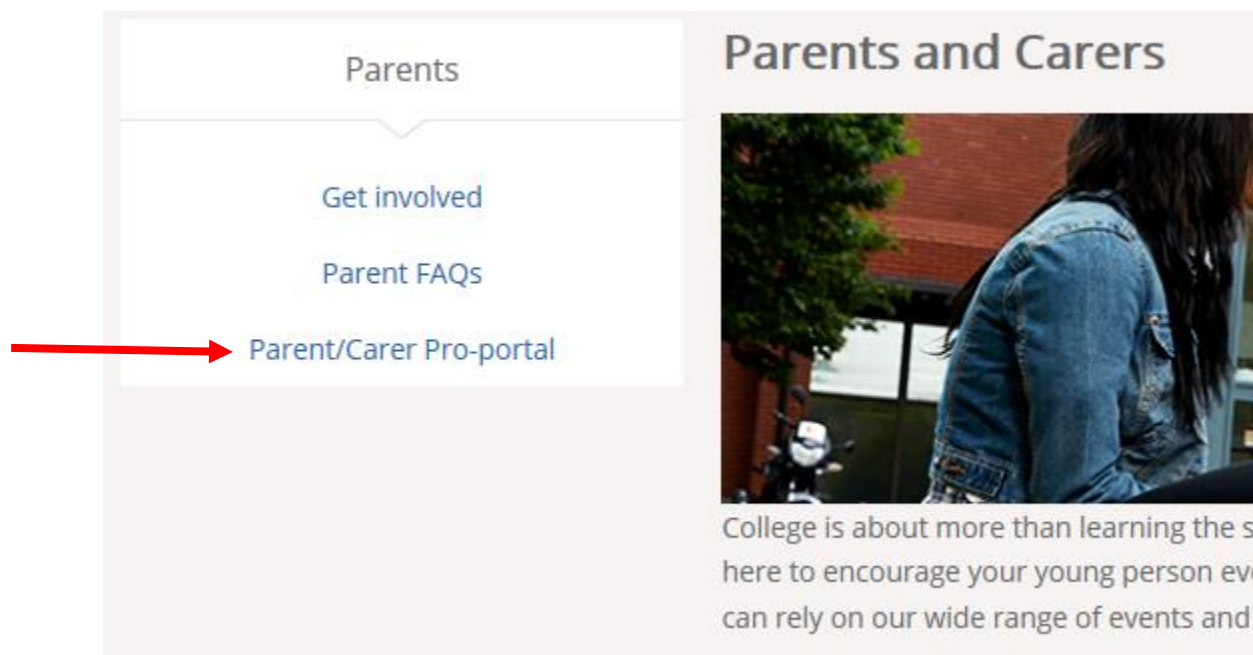
Table of Contents

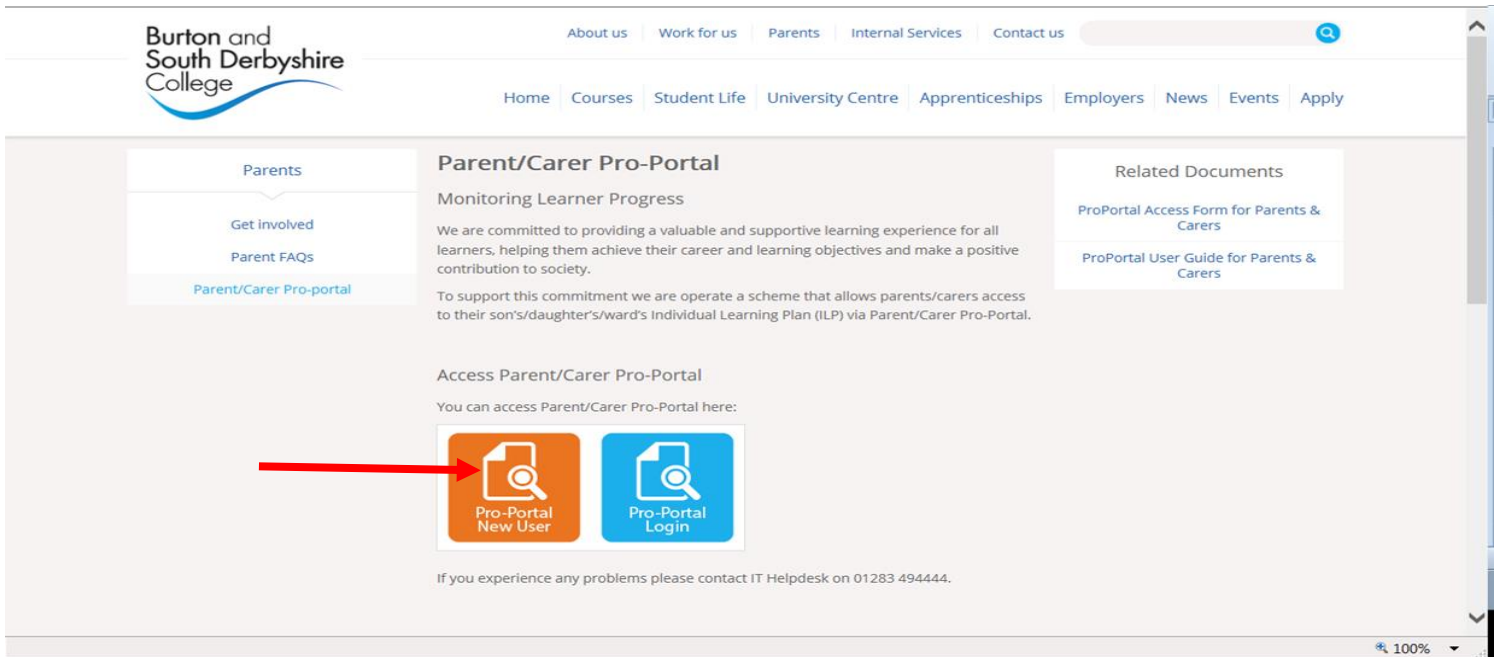## 1. Accessing the system

- Go to College Website www.bsdc.ac.uk and select the `Parents` tab.

- Click on the Parent/Carer Pro-portal link as shown below:

- Click on the `Parent/Carer` ProPortal tab as indicated below

- Once allocated a login From the ProPortal dialog box type the username and password chosen and click on the Log In button

- Once logged on the ProPortal Home page is displayed showing the learner's name and photograph.

- Click on the learner name and this will open their personal details page where you will find information about their Enrolments, Individual Learning Plan, Progress Reports, attendance and punctuality.

2. Personal Details

- Information such as Attendance and Punctuality are available by selecting the option from the menu bar on the top right.

Menu bar where Attendance, punctuality and SAMRT Targets are available

3. Academic Information

- To view assessments given to the student, click on Information > Academic Information. This displays a summary of all course assessments and shows the title and date set.

- Click on the Assessment tab to view actual marks/grade for an individual assessment.

4. Progress Reports

- To view Progress Reports; click on Custom pages to access the half termly progress report.

5. Manage Password

- To change your password click on your username in the top right corner and choose change password

- Change Password mail

Please click this link to change your password:

http://ilp.bsdc.ac.uk/ProPortalParentCarer/_CCC/Authentication/CCCLoginReset.aspx?u=5om94KjZqmk%3d&e=6LHK0xvmkMAE3QXa%2bxUfEbd5X9jEIjHg

Note: This link will expire at 13:41

If you have any problems with access or using ProPortal (ProMonitor for Parents) please contact I.T. Services Helpdesk on 01283 494444 or email helpdesk@bsdc.ac.uk stating the name or reference of the learner.