



advanced

People. Partnership. Solutions.

Facility ePortal

Student Contact Guide

Author	Version	Date	Notes
Brendan Keogh	V1.0	01-12-2016	

Contents

1	Introduction	4
1.1	Logging On	4
2	The ePortal User Interface	6
2.1	Bitlets.....	6
2.2	Accessing More Information From a Bitlet Area	7
2.3	Minimising Bitlet Areas.....	9
2.4	Choosing a different student in a family	9
3	Student contact Bitlets	10
3.1.1	Noticeboard	10
3.1.2	Student details	10
3.1.3	Results.....	10
3.1.4	Reports	11
3.1.5	Timetable.....	12
3.1.6	Attendance	13
3.1.7	Student Aptitude, Merits and Conduct.....	13
3.1.8	Student Behaviour Events.....	14

1 Introduction

ePortal allows you to view student timetables, view student information, view student teaching groups, view student events (behavioural problems, merits etc.) and view student exam results, all from any PC with an Internet connection. This document describes the various features of the ePortal system and how student contacts can use the system to view student information.

1.1 Logging On

To log on to the ePortal system:

1. Open Internet Explorer.
2. Type the ePortal URL into the Address bar. Your school's Administrator will provide you with the logon URL.
3. Type your user name and password. Your school's Administrator will provide you with your user name and password. Please note, user names and passwords are case-sensitive.

Note: When you type your password, the characters appear as dots rather than as the actual characters you type. This is a standard security precaution, similar to the way an ATM machine displays a PIN, to ensure that no other user can look over your shoulder, copy your password, and gain access to the system.

Advanced Learning

Facility ePORTAL Login details

Please enter your login details below, then click on the Login button.

Username

Password

Login

facility

4. Click **Login**. Your ePortal home page is displayed.

If you are having difficulties logging on, ensure that Caps Lock is not turned on. If you are still unable to access the system, contact your school's Administrator.

2 The ePortal User Interface

2.1 Bitlets

Note: 'Bitlets' are areas on the ePortal home page where the most commonly used functions are easily accessible without having to locate them via menu options.

The ePortal 'bitlet' views allow you to access the functions that you use most often from a single screen. When you log on to ePortal, the home page is displayed. The screen is divided into a number of bitlets (e.g. the 'Attendance' and 'Timetable' bitlets as seen below):

The screenshot displays the ePortal home page for a user named Mary Abbott. The page is divided into several bitlets (widgets) that provide quick access to various functions. The bitlets include:

- Student Details:** Shows class group information (08 3 No Class group assigned) and an address field.
- Noticeboard:** A section for school notices.
- Results:** Displays 2 examinations marked in the dataset, with a table for examination results.
- Reports:** A table listing report details, including name, last modified date, and target.
- Target Analysis:** A section for tracking performance against targets, with a table for target analysis.
- Timetable:** A table showing the student's schedule, including time, teacher, subject, and room.
- Attendance:** A section showing attendance statistics, including a pie chart and a table of attendance data.
- Student Events:** A section for student events, currently showing no events listed.
- Student Behaviour Events:** A section for student behaviour events, showing 0 positive and 0 negative events for the week.

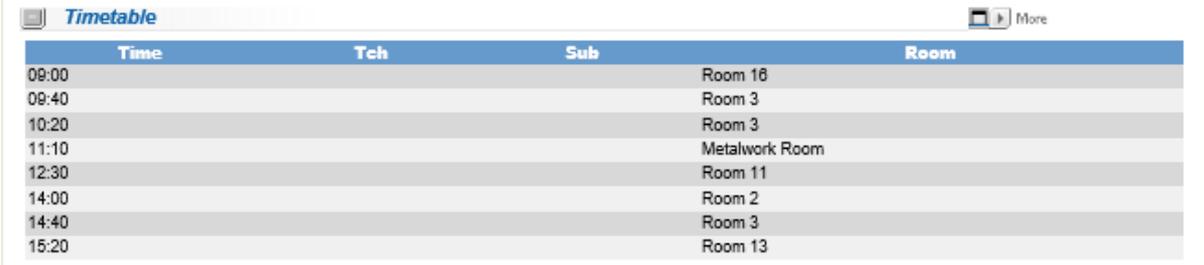
The bitlets include (these are explained in more detail in section 3):

1. Noticeboard
2. Student Details
3. Results
4. Reports (only of use if the school is using Document Storage)
5. Timetable
6. Attendance

2.2 Accessing More Information From a Bitlet Area

Bitlets display a small amount of information on the initial home page screen. To access more information from any bitlet, click its **More** button: For example, your timetable for the day is displayed on the bitlet screen. To view your full timetable:

- 1 Click the **More** button on the *Timetable* bitlet:



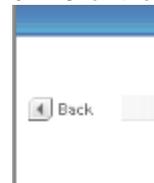
Time	Tch	Sub	Room
09:00			Room 16
09:40			Room 3
10:20			Room 3
11:10			Metalwork Room
12:30			Room 11
14:00			Room 2
14:40			Room 3
15:20			Room 13

2 The weekly Timetable is displayed:

Back Abbott, Joseph Timetable

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00
Mon	09:00-10:20 Business Studies Room 8 Unknown	10:20-11:00 Irish Room 13 Unknown	11:00-11:50 Social, Personal and Health Education Room 5 Unknown	11:50-12:30 English Room 8 Unknown	12:30-13:10 History Room 11 Unknown	14:00-14:40 Science (JC - Revised Syllabus) Science Lab 1 Unknown	14:40-16:00 Metalwork Metalwork Room Unknown	
Tue	09:00-10:20 Science (JC - Revised Syllabus) Science Lab 1 Unknown	10:20-11:00 Computer Studies Computer Room Unknown	11:00-11:50 Religious Education Room 8 Unknown	11:50-12:30 Civic, Social and Political Education Room 5 Unknown	12:30-13:10 English Room 2 Unknown	14:00-15:20 Physical Education (JC - Revised Syllabus) Hall Unknown	15:20-16:00 Irish Room 13 Unknown	
Wed	09:00-09:40 Mathematics Room 3 Unknown	09:40-10:20 Geography Room 3 Unknown	10:20-11:00 Mathematics Room 3 Unknown	11:00-12:30 Business Studies Room 9 Unknown	12:30-13:10 Metalwork Engineering Unknown	14:00-14:40 English Room 2 Unknown	14:40-15:20 Irish Room 13 Unknown	15:20-16:00 Civic, Social and Political Education Room 5 Unknown
Thu	09:00-09:40 Geography Room 16 Unknown	09:40-10:20 Mathematics Room 3 Unknown	10:20-11:00 Mathematics Room 3 Unknown	11:00-12:30 Metalwork Metalwork Room Unknown	12:30-13:10 History Room 11 Unknown	14:00-14:40 English Room 2 Unknown	14:40-15:20 Mathematics Room 3 Unknown	15:20-16:00 Irish Room 13 Unknown
Fri	09:00-09:40 Religious Education Room 8 Unknown	09:40-10:20 History Room 11 Unknown	10:20-11:00 Geography Room 16 Unknown	11:00-12:30 Science (JC - Revised Syllabus) Science Lab 1 Unknown	12:30-13:10 Social, Personal and Health Education Room 13 Unknown	14:00-14:40 Business Studies Room 8 Unknown	14:40-15:20 Irish Room 13 Unknown	15:20-16:00 English Room 7 Unknown

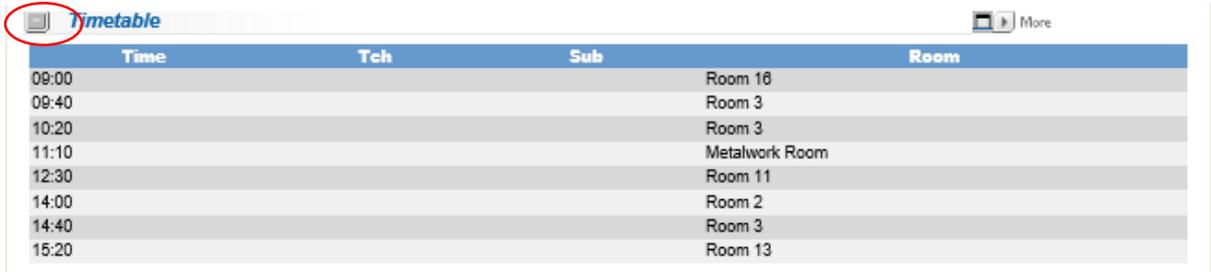
3 Click the **Back** button to return to the home page:



2.3 Minimising Bitlet Areas

To minimise a bitlet area (the student Timetable for example):

1. Click the Timetable minimise button:



The screenshot shows a window titled "Timetable" with a minimise button circled in red. The window contains a table with the following data:

Time	Tch	Sub	Room
09:00			Room 16
09:40			Room 3
10:20			Room 3
11:10			Metalwork Room
12:30			Room 11
14:00			Room 2
14:40			Room 3
15:20			Room 13

2. The Timetable is minimised.
3. To maximise the Timetable so that the details are visible once again, click on the maximise button:



2.4 Choosing a different student in a family

If there is more than one child in the family present in the school then additional tabs appear at the top of the window, allowing the contact to choose which student to view:



3 Student contact Bitlets

There are 9 bitlets available to student contacts.

3.1.1 Noticeboard



This contains any notices which the school has determined should be displayed to student contacts. If more than one board is available to the contacts they will be able to select them from the drop down list (where Parents noticeboard is currently displayed). Clicking on the  More button gives an expanded view with a greater area for displaying message(s).

3.1.2 Student details



Gives a very brief description of the student's class and address. Clicking on the  More button gives a much more comprehensive display of the student personal details held by the school:

[Back](#) [Student Details](#)

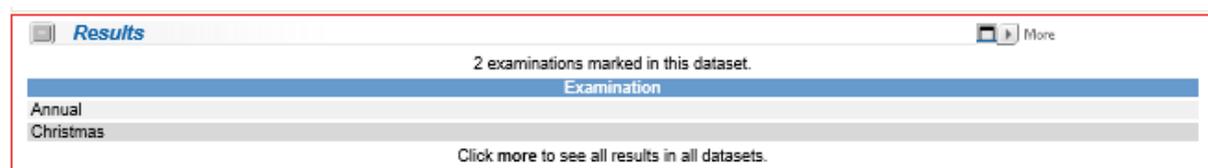
First Name		Joseph	
Middle Name			
Title			
Class	08 3 A		
Postal Title			
Dates of Birth	19-12-1990		
Home Post Code			
Second Post Code			
Locality	Dublin		
Home Phone	01 1234567		
Mobile			
Doctor Notes	Asthmatic - Requires inhalers		

Student Details	
Last Name	Abbott
Called	Joe
Code	08-0001
Gender	Male
Home Street	
Home Address	1234 test The Road The Street
Second Address	123 The Other House The Other Road The Other Street
Notes	kevin.orourke@advancedcomputersoftware.com kevinorou5@hotmail.com
Locality	
Other Phone	
Email	
Class Group Key	2016/2017/08/A3

 N/A

Name	Priority	Relationship	Email	Homephone	Mobile	Workphone	Address	Work address	Occupation	Home salutation	Home postal Bld	Work salutation	Work postal Bld
Mr John Abbott	1	Father			0893636371		123 The Other House The Other Road The Other Street	123 The Office Building, Work Road, Dublin					
Mrs Mary Abbott	1	Mother		01 1234567	0870545211a		123 The House The Road The Street						

3.1.3 Results



Gives a list of the examinations which have been recorded for the student in **this** dataset. Clicking on the  More button allows the student contact to view the results for those examinations and to select the examination being viewed from the drop down lists at the top of the window:

Back

View Exams: Compare Exams: Compare Criteria:

Exams	Datasets	Subjects
Christmas	-	-



[PDF Document Link](#)

Select PDF size: A4

Right click the link above and choose "Save As..." to save the file to your computer, or click the link if you have a suitable Acrobat PDF Reader plugin.

View Full Table Data

Christmas

Exam data and details

Dataset	MARK	GRADE \$
2013/2014 67		C
2013/2014 76		B
2013/2014 65		C
2013/2014 56		C
2013/2014 56		C
2013/2014 65		C
2013/2014 45		D
2013/2014 76		B

3.1.4 Reports

Reports		More
Report Details		
Name	Last Modified	
Exam Report (L) sample 1 - new	04-11-2014 11:15	
1. September Assessment - M3	04-11-2014 11:25	
4. December Assessment - M3 - JC	01-04-2015 14:53	

Holds a list of the electronic versions of any reports generated for the student. This is not a standard feature so in some cases this area will be empty.

3.1.5 Timetable

Timetable More

Time	Tch	Sub	Room
09:00			Room 16
09:40			Room 3
10:20			Room 3
11:10			Metalwork Room
12:30			Room 11
14:00			Room 2
14:40			Room 3
15:20			Room 13

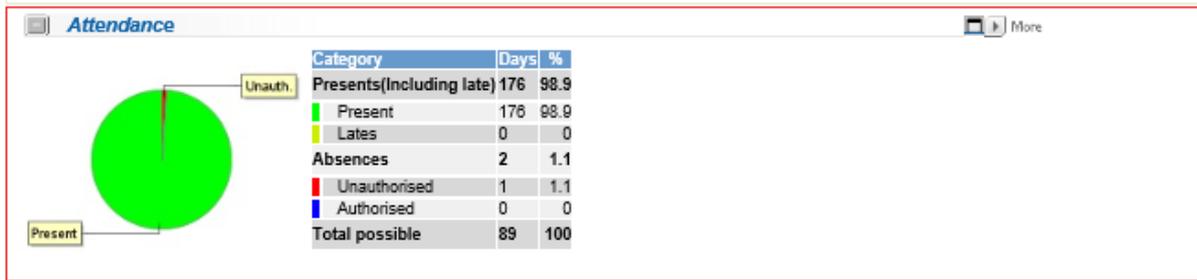
Holds a list of the **current** day's events for the student. Clicking on the **More** button allows the student contact to view the full timetable for the student:

Back Abbott, Joseph Timetable

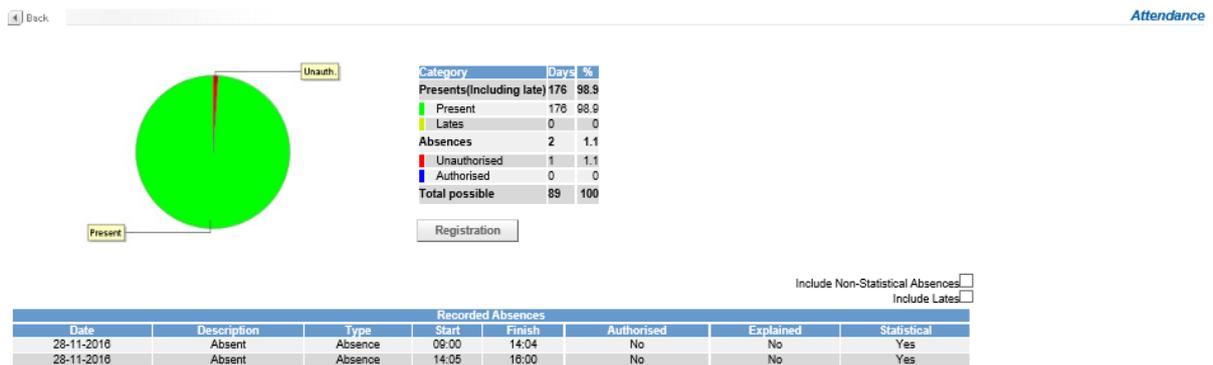
Timetable

	8:00	9:00	10:00	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
Mon	09:00-10:20 Business Studies Room 8 Unknown	10:20-11:00 Irish Room 13 Unknown	11:10-11:50 Social, Personal and Health Education Room 5 Unknown	11:50-12:30 English Room 6 Unknown	12:30-13:10 History Room 11 Unknown	14:00-14:40 Science (JC - Revised Syllabus) Science Lab 1 Unknown	14:40-16:00 Metalwork Metalwork Room Unknown					
Tue	09:00-10:20 Science (JC - Revised Syllabus) Science Lab 1 Unknown	10:20-11:00 Computer Studies Computer Room Unknown	11:10-11:50 Religious Education Room 8 Unknown	11:50-12:30 Civic, Social and Political Education Room 5 Unknown	12:30-13:10 English Room 2 Unknown	14:00-15:20 Physical Education (JC - Revised Syllabus) Hall Unknown	15:20-16:00 Irish Room 13 Unknown					
Wed	09:00-09:40 Mathematics Room 3 Unknown	09:40-10:20 Geography Room 5 Unknown	10:20-11:00 Mathematics Room 3 Unknown	11:10-12:30 Business Studies Room 8 Unknown	12:30-13:10 Metalwork Engineering Unknown	14:00-14:40 English Room 2 Unknown	14:40-15:20 Irish Room 13 Unknown	15:20-16:00 Civic, Social and Political Education Room 5 Unknown				
Thu	09:00-09:40 Geography Room 16 Unknown	09:40-10:20 Mathematics Room 3 Unknown	10:20-11:00 Mathematics Room 3 Unknown	11:10-12:30 Metalwork Metalwork Room Unknown	12:30-13:10 History Room 11 Unknown	14:00-14:40 English Room 2 Unknown	14:40-15:20 Mathematics Room 3 Unknown	15:20-16:00 Irish Room 13 Unknown				
Fri	09:00-09:40 Religious Education Room 8 Unknown	09:40-10:20 History Room 11 Unknown	10:20-11:00 Geography Room 16 Unknown	11:10-12:30 Science (JC - Revised Syllabus) Science Lab 1 Unknown	12:30-13:10 Social, Personal and Health Education Room 13 Unknown	14:00-14:40 Business Studies Room 8 Unknown	14:40-15:20 Irish Room 13 Unknown	15:20-16:00 English Room 7 Unknown				

3.1.6 Attendance



This gives an overview of the student’s general attendance record. Clicking on the  More button gives a much more detailed view of student absences including the type of absences:



3.1.7 Student Aptitude, Merits and Conduct

Date created	Event	Tch	Details
01-12-2016	DISB; Disruptive behaviour	NA	Joseph was disruptive in class

This gives a brief listing of student behaviour and conduct events recorded for the student. Clicking on the  More button gives a longer list (if required).

3.1.8 Student Behaviour Events

Student Behaviour Events
 More

Published Behaviour Events For Today

0 positive

0 negative

Detentions for this week / [All Detentions](#)

There are no detentions listed for this week

Total Merits Score

-60



Recent Events

No published events available for last 7 days

This gives an overview of student behaviour. It is a more recent addition to ePortal and expands upon the capabilities of the student aptitude, merits and conduct bitlet. Schools that have moved to using the behaviour management system may retain the Student Events bitlet to allow access to historical data.

Clicking on the button provides a detailed list of the behaviour record for the student.

Back
Student Behavioural Events

[PDF Document Link](#) Select PDF size:

Right click the link above and choose "Save As..." to save the file to your computer, or click the link if you have a suitable Acrobat PDF Reader plugin.

All Events

Id	Status	Closed	Date Created	Assigned	Updated	Rating	Subject	Types	Actions	More...
1090	Negative	Y	18-02-2015 14:20:16	-	-	1	-	-	Detention (DET), Letter Home (LETH)	More...
1083	Positive	N	17-02-2015 10:01:28	-	-	1	-	Commendation (COM)	Merit Points (MER)	More...
1007	Positive	N	16-02-2015 13:15:36	-	-	1	-	Ment (MER)	Merit Points (MER)	More...
1059	Negative	Y	16-02-2015 10:43:19	-	-	3	-	-	Letter Home (LETH)	More...
1057	Negative	Y	12-02-2015 11:14:12	-	-	3	-	Detention Missed (DTM)	Detention (DET)	More...
1051	Negative	Y	12-02-2015 10:53:09	-	-	3	-	-	Detention (DET)	More...
1033	Negative	N	06-02-2015 14:24:37	-	-	1	-	-	Detention (DET)	More...