

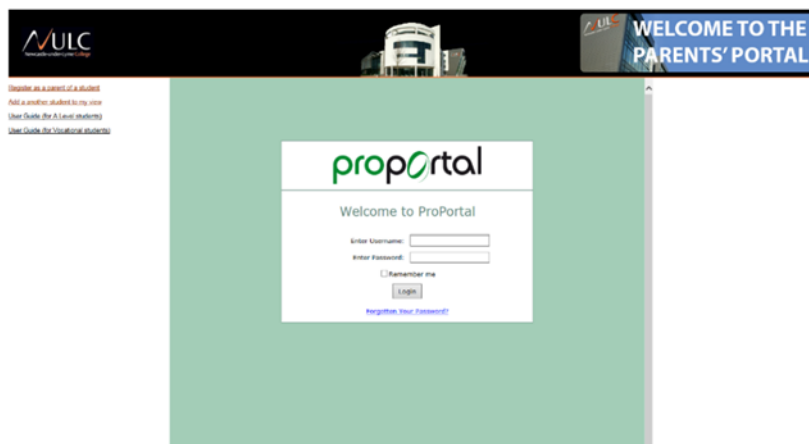
NULC Parent Portal User Guide (A Level Students)

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Registration

When you first go to the NULC Parents' Portal home page
<https://parentportal.nulc.ac.uk/portal/home.asp> you should see a screen like this:



- Click on the link: “Register as a parent of a student” (This will show the registration form in the middle of the screen – see below).

Newcastle-under-Lyme College

Parents' Portal Registration Part 1

All fields are required

Your Forename(s)	<input type="text"/>
Your Surname	<input type="text"/>
Your email address	<input type="text"/>
NULC student id	<input type="text"/>
This is printed on the Student ID card	
Student's Date of Birth	<input type="text" value="1996-01-01"/>
Your chosen Username	<input type="text"/>
Your chosen password	<input type="password"/>
<input type="button" value="Register"/>	

- Please enter **your own Name, Surname and email address**, not your son's or daughter's.
- Enter you son/daughter's Student ID (this is printed on their college ID card).
- Enter your son/daughter's date of birth using the date picker.
- Enter a username of your choice (the username cannot include spaces).
- Enter a password of your choice (we recommend using a strong password, i.e. one which includes lower and upper case letters, numbers, and special characters, like * _ &)
- Once you have checked everything click the 'Register' button.

- The next screen you see should include:

Newcastle-under-Lyme College

Parents' Portal Registration Part 2

We have sent an email, with further instructions, to the address you gave us.

- Now open your email and look for an email (*you may need to check in your spam folder*) from *NULC Students' and Parents' Portal* with the heading "Your Registration at (Parent Portal) Fred Bailey", except that instead of Fred Bailey it will have the name you entered into the form.
- The email will contain two links. The first one will work for most people. It will open this page:

Newcastle-under-Lyme College

Parents' Portal Activation Form

Please enter the confirmation code in the box below

All fields are required

Confirmation code:

- Click the 'Activate your account' button and your account will be activated.
- When you have clicked 'Activate your account,' you will see the following message:

Newcastle-under-Lyme College

Parents' Portal Activation Form

Thank you Paul. You have successfully registered with NULC Parents' Portal. Your account will normally be ready to use within 30 minutes. To login please visit <https://parentportal.nulc.ac.uk/portal/home.asp>

You will receive an email with the same message.

- **Please wait for about 30 minutes then go to the home page and login.**

Changing Your Password

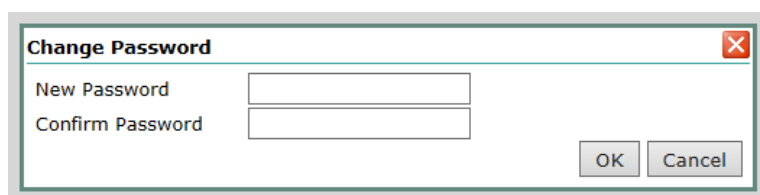
If you wish to change your password, log in and click on your username which will be shown towards the right under the banner:



The page will now show your account details and a link to *change password*.



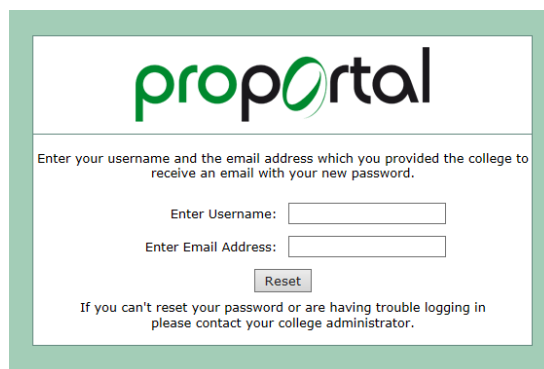
Click on the Change Password link and this window will appear:



Simply enter your new password.

Resetting your password

If you have forgotten your password click on the link '*Forgotten Your Password?*' on the login page. This form will appear:



Enter the username and email you gave when registering with Parents' Portal. Remember that your username is included in the email you received from NULC Students' and Parents' Portal when you registered.

Using Parent Portal

- Once the learner has been selected, their Portal page will open and their “Learner Details” will be displayed (shown below).
- The menu items on the left hand side of the screen can be clicked on to access various aspects of Parent Portal.

proportal Home About gavinbarker1980 | Log Out Academic Year: 2014/15

WELCOME TO THE PARENTS' PORTAL

Learner Details

Personal Details

Name: Ad a Law DOB: 05/ /19
Ethnicity: Caribbean
Gender:

Enrolment Details

Student Group	Course	Status	Grade
SFAH12 5MA	SFAH12 (A2 History)	Continuing	
SFALA2 6MA	SFALA2 (A2 Law)	Continuing	
SFASO2 3MA	SFASO2 (A2 Sociology)	Continuing	
TFF012 2MW	TFF012 (Tutorials & Enrichment Year 2)	Continuing	

Tutor Group Details

Tutor Group	Tutor
T281	
TFF012 2MW [Main Tutor Group]	Martyn Williams

Student Group Details

Student Group	Manager	Teacher(s)
SFAH12 5MA	Chris Mcquilan	Chris Mcquilan; Nathan Greenwood; Lisa Browne
SFALA2 6MA	Emily Phillips	Emily Phillips; Mark Steele; Gavin Barker
SFASO2 3MA	Zoe Emery	Chris Halsall
TFF012 2MW		

1. Student Attendance & Punctuality

To access detailed attendance and punctuality data for the student, click on the “Timetable & Attendance” link and you will have access to lesson by lesson, course by course attendance and punctuality data.

5. Timetable & Attendance

Information
Learner Details
Marks and Grades
Assessment Schedule
Learner ILP
1. About Your Course
5. Timetable & Attendance
Meetings And Comments
Staff Comments About Me

Code	Total Poss. Att.	No. Att.	Att. %	Att. % (with Auth)	No. Lates	Punct. %	Last Att. Date
84288 - DAY 1 14:00 - 16:00 Room S039 A2 History sfahi2 4MA	4	4	100.0	100.0	0	100.0	
84293 - DAY 1 11:00 - 12:00 Room S039 A2 History sfahi2 5MA	6	5	83.3	83.3	0	100.0	
84295 - DAY 4 12:00 - 13:00 Room S039 A2 History sfahi2 5MA	6	5	83.3	83.3	0	100.0	
85611 - DAY 2 09:45 - 10:45 Room S039 A2 history Sfahi2 4MA	4	4	100.0	100.0	0	100.0	
85612 - DAY 3 12:00 - 13:00 Room S039 sfahi2 4MA	5	4	80.0	80.0	0	100.0	
85613 - DAY 5 11:00 - 12:00 Room S039 A2 History sfahi2 4MA	4	3	75.0	75.0	0	100.0	
85654 - DAY 2 15:00 - 17:15 Room S039 A2 History sfahi2 6MA	6	5	83.3	83.3	0	100.0	
85656 - DAY 5 09:45 - 10:45 Room S039 A2 history sfahi2 6MA	7	7	100.0	100.0	0	100.0	
86398 - DAY 3 11:00 - 12:00 Room S032 A2 Law sfala2 6MA	10	9	90.0	90.0	1	88.9	
86399 - DAY 4 15:00 - 17:15 Room S032 A2 Law sfala2 6MA	11	9	81.8	81.8	0	100.0	
86429 - DAY 1 12:00 - 13:00 Room S015 A2 Psychology 3MB	10	10	100.0	100.0	0	100.0	
86430 - DAY 2 11:00 - 12:00 Room S015 A2 Psychology 3MB	10	9	90.0	90.0	1	88.9	
86431 - DAY 3 08:45 - 10:45 Room S015 a2 Psychology 3MB	11	11	100.0	100.0	1	90.9	

2. Student Assessment Schedule

To access the student's assessment schedule, click on the "Assessment Schedule" link and you will have access to the student's assessment schedule for the academic year, i.e. when assessments are to be set and due to be handed in in the various AS/A Level subjects.

Assessment Schedule

- Information
- Learner Details
- Marks and Grades
- Assessment Schedule
- Learner ILP
- 1. About Your Course
- 5. Timetable & Attendance
- Meetings And Comments
- Staff Comments About Me

Only show incomplete assessments [View As Chart](#)

SFAHI2 5MA

Assessment	Out Of	Date Set	Date Exp'd	Teacher
14_3.0 - AS RESULT	200	14/08/2014	14/08/2014	Mcquilian, Chris
14_3.1 - Coursework 1	25	10/11/2014	24/11/2014	Browne, Lisa
14_3.2 - Coursework 2	25	05/01/2015	19/01/2015	Mcquilian, Chris
14_3.3 - Coursework 3	25	16/03/2015	30/03/2015	Mcquilian, Chris
14_4.1 - From Kaiser to Fuhrer 1	30	22/09/2014	06/10/2014	Mcquilian, Chris
14_4.2 - From Kaiser to Fuhrer 2	30	20/10/2014	14/11/2014	Browne, Lisa
14_4.2.1 - Fact test	30	14/11/2014	21/11/2014	Mcquilian, Chris
14_4.3 - From Kaiser to Fuhrer 3	30	01/12/2014	15/12/2014	Mcquilian, Chris
14_4.4 - From Kaiser to Fuhrer 4	30	26/01/2015	09/02/2015	Mcquilian, Chris
14_4.5 - From Kaiser to Fuhrer 5	40	20/04/2015	04/05/2015	Mcquilian, Chris

SFALA2 6MA

Assessment	Out Of	Date Set	Date Exp'd	Teacher
14_3.0 - AS RESULT	200	03/09/2014	05/09/2014	Phillips, Emily
14_3.1 - Murder & Loss of Control	20	20/10/2014	24/10/2014	Phillips, Emily
14_3.2 - Non Fatal Offences Against the Person Case Study	20	01/12/2014	05/12/2014	Phillips, Emily

3. Student Minimum Expected Grades & Other Information

To access a student's 'Minimum Expected Grade' (based in prior qualifications) and other information about them, click on the "About Your Course" link (shown below).

1. About Your Course

- Information
- Learner Details
- Marks and Grades
- Assessment Schedule
- 1. About Your Course
- 5. Timetable & Attendance
- Meetings And Comments
- Staff Comments About Me

Name: _____ Personal Tutor(s): Emily Phillips; Martyn Williams

Course:

Date I started: Date I aim to complete:

My previous achievements and hopes for the future

My previous school/college

What I see myself doing in 1-2 years time

What I see myself doing in 5-10 years time

Do you agree or disagree with the following statements?	Please choose from the list
I feel motivated to do well in my new course	Agree Strongly <input type="button" value="v"/>
I hope or expect to get a high grade in my new course	Agree Strongly <input type="button" value="v"/>
I've done well in similar subjects or courses in the past	Agree Mostly <input type="button" value="v"/>
I've done well in most of my subjects or courses in the past	Agree Strongly <input type="button" value="v"/>

If you've done better or less well than expected in courses in the past, try to say why:


Now you need to set yourself realistic goals for your courses(s)

First, select from the list how your current course is graded or assessed:

Goal for this Course / Subject (ignore tutorial)	STRETCH Grade	Minimum Expected Grade	Target %	Personal Target Points
SFHLA1 (AS Law)	B/A	B/C	65	
SFHMA1 (AS Level Maths)	B	B/C	65	
SFHPS1 (AS Psychology)	A	B/C	65	
SFHSP1 (AS Spanish)	A	B/C	65	

4. Student Marks & Grades and Feedback (if applicable)

To access a student's 'Marks, Grades and Assessment Feedback (if applicable)' follow the instructions below: -

1. Click on the  button on the student "Learner Details" item next to the course you wish to view the marks, grades and feedback for.

Personal Details

Name: Kai a Ja DOB: /0 /19
 Ethnicity: Any Other White Background
 Gender: F

Enrolment Details

Student Group	Course	Status	Grade
SFHLA1 1MA	SFHLA1 (AS Law)	Continuing	
SFHMA1 4MB	SFHMA1 (AS Level Maths)	Continuing	
SFHPS1 3MB	SFHPS1 (AS Psychology)	Continuing	
SFHSP1 5MA	SFHSP1 (AS Spanish)	Continuing	
TFF011 6MW	TFF011 (Tutorials & Enrichment Year 1)	Continuing	

2. The page is the summary page where you can view as graph the student's progress through the course. (PLEASE NOTE - AS/A Level students will not complete any units until the end of the year).

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary Units Assessments

Targets

STRETCH Grade: B/A Minimum Expected Grade: B/C
 Personal Target Points: Target %: 65

Progress Summary


From the Unit Markbook:
 Total Unit Points: Projected Points: Projected Points - Personal Target Points: Projected Grade: Using the Overall Marking Scheme: Current Grade: A

From the Assessment Markbook:
 Average Mark (%): 81.00
 Average Mark (%) - Target %: 16

Completion Progress

Units: 100 Assessments: 50



Predicted UCAS Grade: Course Completed (Provisional):

3. To access student written feedback for assignments and marks/grades, click on the 'Assessments' tab. You will then see their marks and grades for each assessment in that subject. To access their feedback, click on the  button and this will open a box with the student feedback for that assessment in (show below).

All Unit and Assessment grades are provisional and are not yet validated. Please see your tutor for more information.

Summary Units Assessments

Select Unit: -- All Units --

Assessment	Comp.	Marks	Grade	Date Expected	Date Submitted	Date Marked	Resub.
14_LAW01 - LAW01 - Law Making							
14_1.1 - AS Subject Initial Assessment - Legislative Process	<input checked="" type="checkbox"/>	7	B	12/09/2014	12/09/2014	16/09/2014	
Comment							
Karolina, this is a very good first attempt at a legal piece of work, well done! You have clearly revised and prepared for this which is excellent. You have covered the majority of the key pieces of information and legal concepts. To access the A grade, you need a little more clarity and detail in certain aspects of your work. It seems you have learnt all stages but							
14_1.2 - Delegated Legislation - Types & Evaluation	<input type="checkbox"/>						
14_1.3 - Key Features of JP & Avoiding Precedent	<input type="checkbox"/>						
14_1.4 - Arbitration & Tribunals	<input type="checkbox"/>						
14_1.5 - Mini Mock - One Q on Each Topic	<input type="checkbox"/>			27/03/2015			
14_LAW02 - LAW02 - Concepts of Liability							
14_2.1 - Actus Reus	<input checked="" type="checkbox"/>	7	A	03/10/2014	02/10/2014	09/10/2014	
14_2.2 - Assault Application	<input type="checkbox"/>			28/11/2014			
14_2.3 - s20 & s18 Application & Aims, Types & Factors	<input type="checkbox"/>			23/01/2015			
14_2.4 - Negligence	<input type="checkbox"/>			06/03/2015			

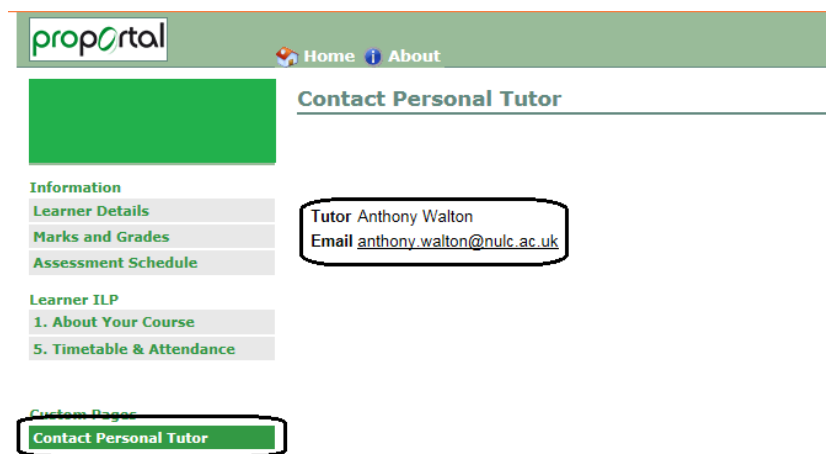
Below Target
 Just Below Target
 On or Above Target

5. Contacting the Students Personal Tutor

Within NULC Parent Portal, there is link that will allow you to contact your son/daughters Personal Tutor directly via email.

1. From the menu on the left side of the screen, click on the “Contact Personal Tutor” link and the page below will open with your son/daughters personal tutor’s name and email address.
2. If you click on the email address it will open your default email program and you will be able to write and send an email directly to the personal tutor to discuss any issues.

****PLEASE NOTE** – If you wish to send an email from an external email address, i.e. google mail or Hotmail, you will need to copy and paste the email address to send the email.



proportal Home About

Contact Personal Tutor

Information

- Learner Details
- Marks and Grades
- Assessment Schedule

Learner ILP

- 1. About Your Course
- 5. Timetable & Attendance

Custom Pages

- Contact Personal Tutor

Tutor Anthony Walton
Email anthony.walton@nulc.ac.uk