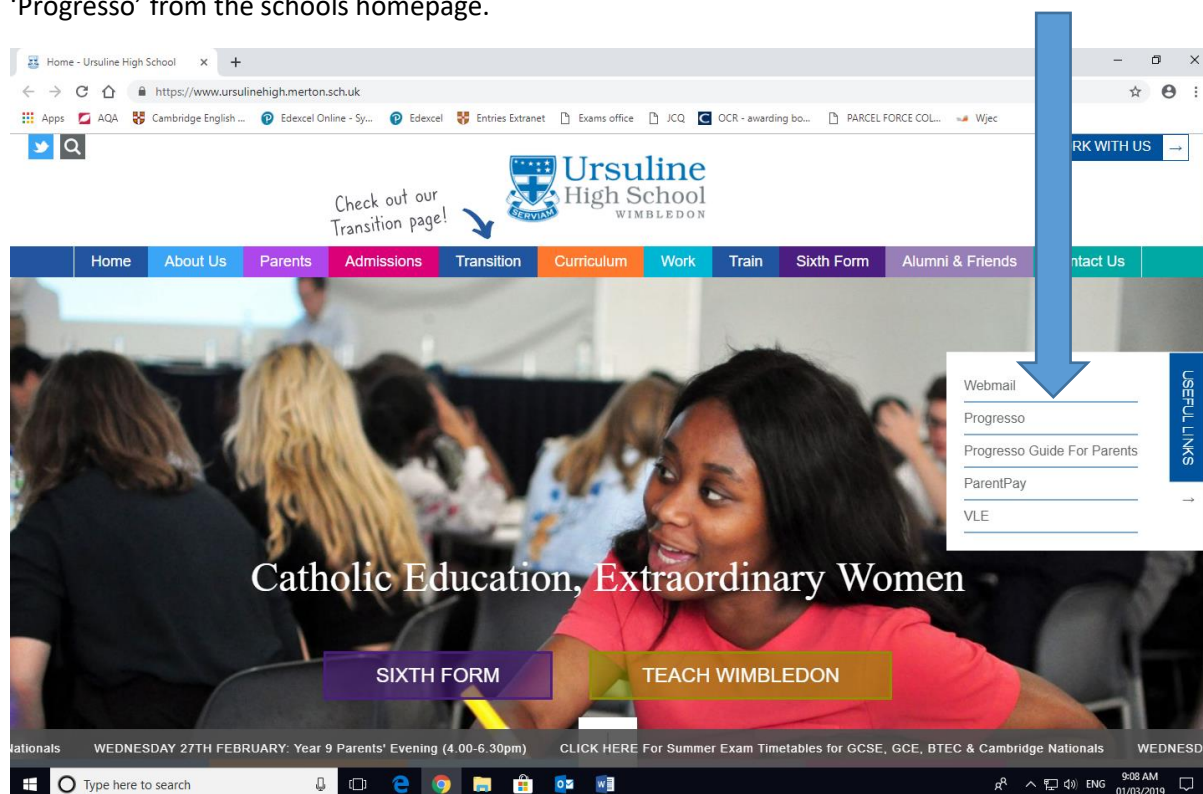


Parent Guide to Progresso

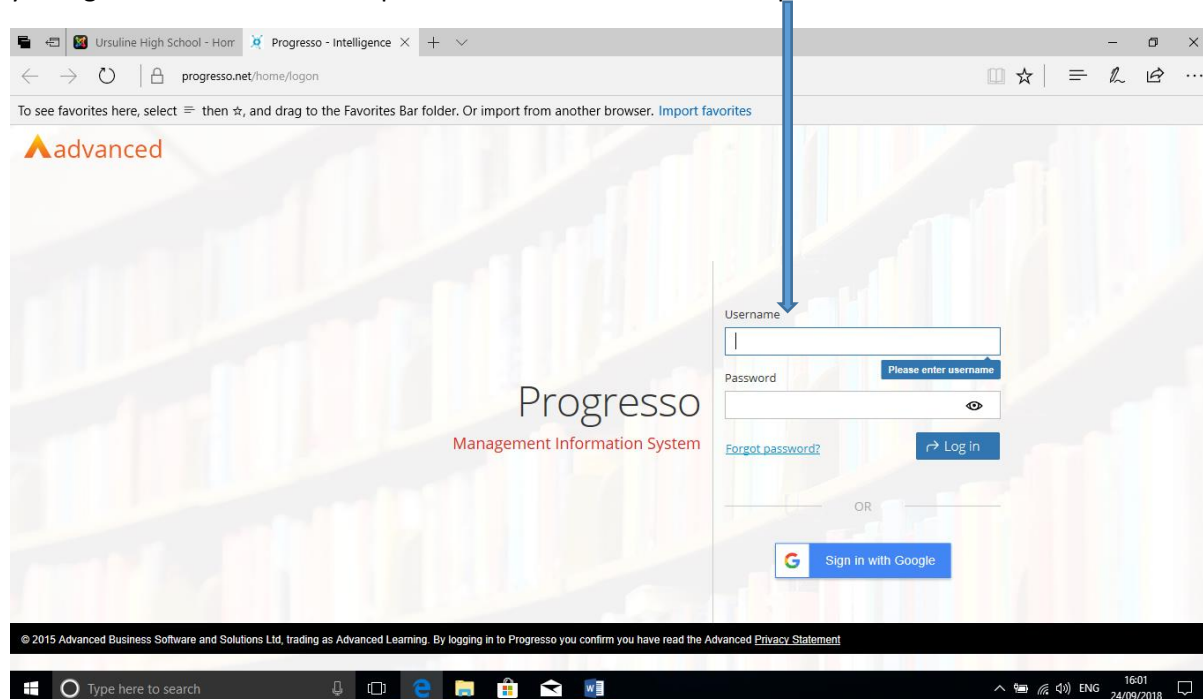
To login to your account, click on the 'Useful Links' tab on the right of the screen and select 'Progresso' from the schools homepage.



The following Screen opens;

You will receive an email from Progresso as a first time user. The email account you submitted to school will receive this email, please check your junk email if this is not in your inbox. If you have not received this email please update your email address at student services (See below).

Fill in the username details from your email and you will be asked to change your password when you login for the first time. Keep this safe as we do not hold this password at School.



Select the 'Information Tab'. From here you can find several pieces of useful 'live' information from attendance, punctuality, assessment reports and behaviour records.

The screenshot shows the 'Information' tab in the Progresso system. The interface includes a sidebar with navigation options and a main content area with several sections:

- Learner Personal Details:** Includes a photo placeholder and a box for personal details.
- Learner SEN Details:** Includes a table for SEN Major Needs.
- Roll Call Attendance:** A table showing attendance data for various sessions.
- Learner Behaviour:** A table showing behaviour entries and points.

The 'Roll Call Attendance' table data is as follows:

Category	Sessions	%
Presents (Including Late)	205	98.09
Present	185	88.52
Late	20	9.57
Absences	4	1.91
Authorised	4	1.91
Unauthorised	0	0.00
Total	209	100.00

The 'Learner Behaviour' table data is as follows:

Behaviour Type	Entries	Points
Positive	56	0
AC - 100% Attendance	1	0
AC - Attainment	1	0
AC - Good Classwork	28	0
AC - Good Homework	5	0
PBFL - Ambitious Learner	1	0
PBFL - Critical Learner	1	0
PBFL - Effort	14	0
PBFL - Independent	1	0

Select the 'Additional info' tab for the timetable and which teaching group per subject your daughter is in.

The screenshot shows the 'Additional Info' tab in the Progresso system. The interface includes a sidebar with navigation options and a main content area with several sections:

- Learner Timetable:** A table showing the learner's timetable for various subjects and periods.
- My Groups:** A table showing the learner's teaching groups for various subjects.
- Documents:** A list of documents related to the learner's progress.
- Learner Health Details:** A section for recording health information.

The 'Learner Timetable' table data is as follows:

Time	~Pd	~Rm	~Sub	~Tch	~Grp
08:35 - 08:45	Reg	G2	Registration	Angela Boraston	10MARG
08:45 - 09:35	P1	G6	Mathematics	Matthew Collins	10b-Ma4
09:40 - 10:30	P2	B1	Religion	Kerry Connor	10b-RE3
10:55 - 11:45	P3	S1	Science	Oliver Fitt	10b-DSc1
11:50 - 12:40	P4	C2	PE GCSE	Anne-Lise Torode	10B-PEGCSE
12:45 - 13:35	P5	A4	Music	Paul Williams	10C-Mu

The 'My Groups' table data is as follows:

Grp	~Tch	~Sub
10A-Hi	Mrs. L. Ridpath, Mr. A. Antoniou, Mrs. J. ...	History
10b-DSc1	Dr. M. James, Mr. O. Fitt, Mr. M. Breesse	Science
10b-En3	Mr. B. Ryan	English
10b-Ma4	Mr. M. Collins	Mathematics
10b-PE3	Miss. R. Corrigan	PE
10B-PEGCSE	Miss. C. Doyle, Miss. A. Torode	PE GCSE
10b-RE3	Mrs. K. Connor	Religion
10C-Mu	Mr. P. Williams, Miss. A. Maxwell	Music
10MARG	Mrs. M. Kenny, Mrs. A. Boraston	Registration
10MARG	Mrs. A. Boraston	Registration Group

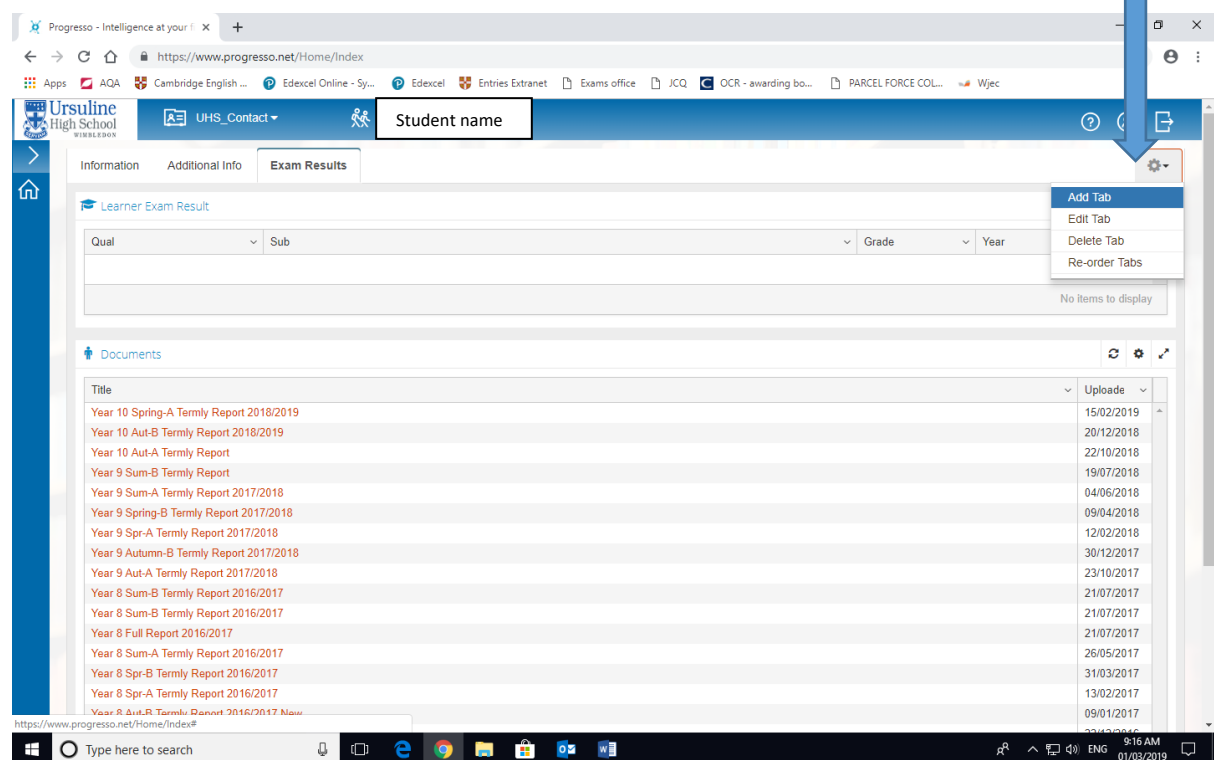
The 'Documents' section lists various reports and documents, including:

- Year 10 Spring-A Termly Report 2018/2019
- Year 10 Aut-B Termly Report 2018/2019
- Year 10 Aut-A Termly Report
- Year 9 Sum-B Termly Report
- Year 9 Sum-A Termly Report 2017/2018
- Year 9 Spring-B Termly Report 2017/2018
- Year 9 Spr-A Termly Report 2017/2018
- Year 9 Autumn-B Termly Report 2017/2018
- Year 9 Aut-A Termly Report 2017/2018
- Year 8 Sum-B Termly Report 2016/2017
- Year 8 Sum-A Termly Report 2016/2017
- Year 8 Full Report 2016/2017
- Year 8 Spr-A Termly Report 2016/2017
- Year 8 Spr-B Termly Report 2016/2017
- Year 8 Spr-A Termly Report 2016/2017
- Year 8 Aut-B Termly Report 2016/2017
- Year 8 Aut-A Termly Report 2016/2017
- Year 7 Sum-B Termly Report 2015/2016

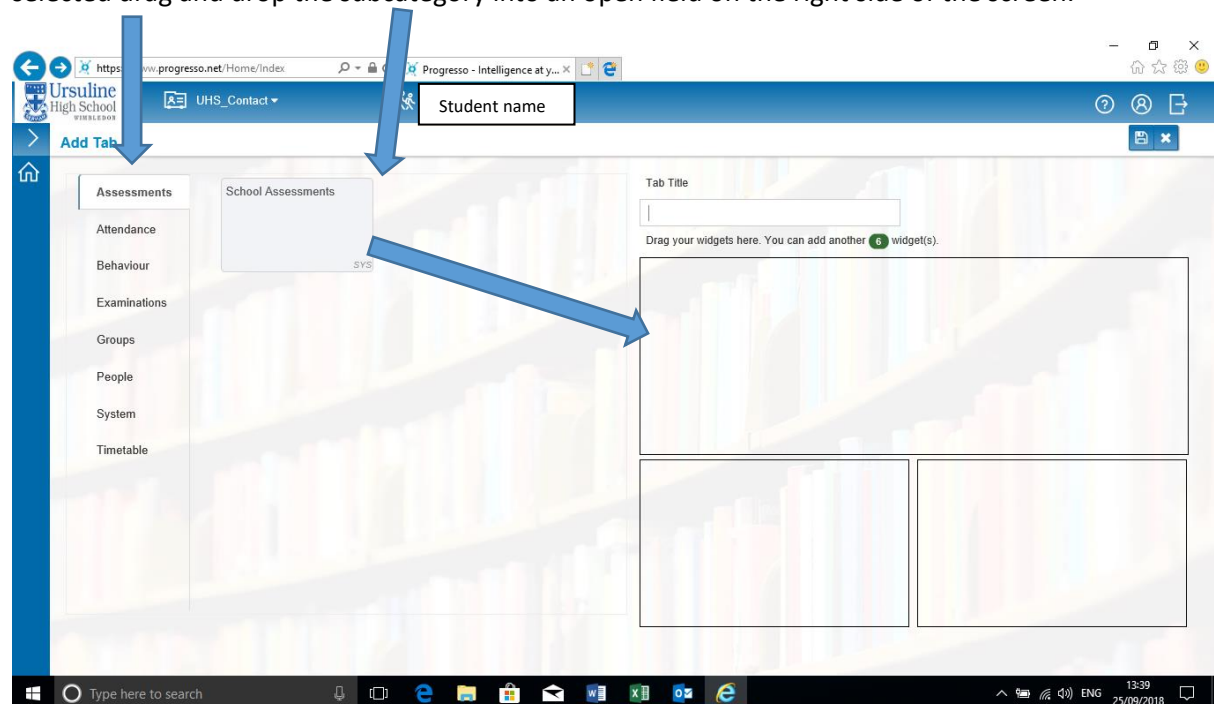
The 'Learner Health Details' section includes a table for recording health information:

Allergies	Conditions	Last 3 Events
None	Note	07/12/2018 Flu
	Asthma	

Should you wish to add further customisable tabs along the top select the 'Add Tab' from the settings menu.

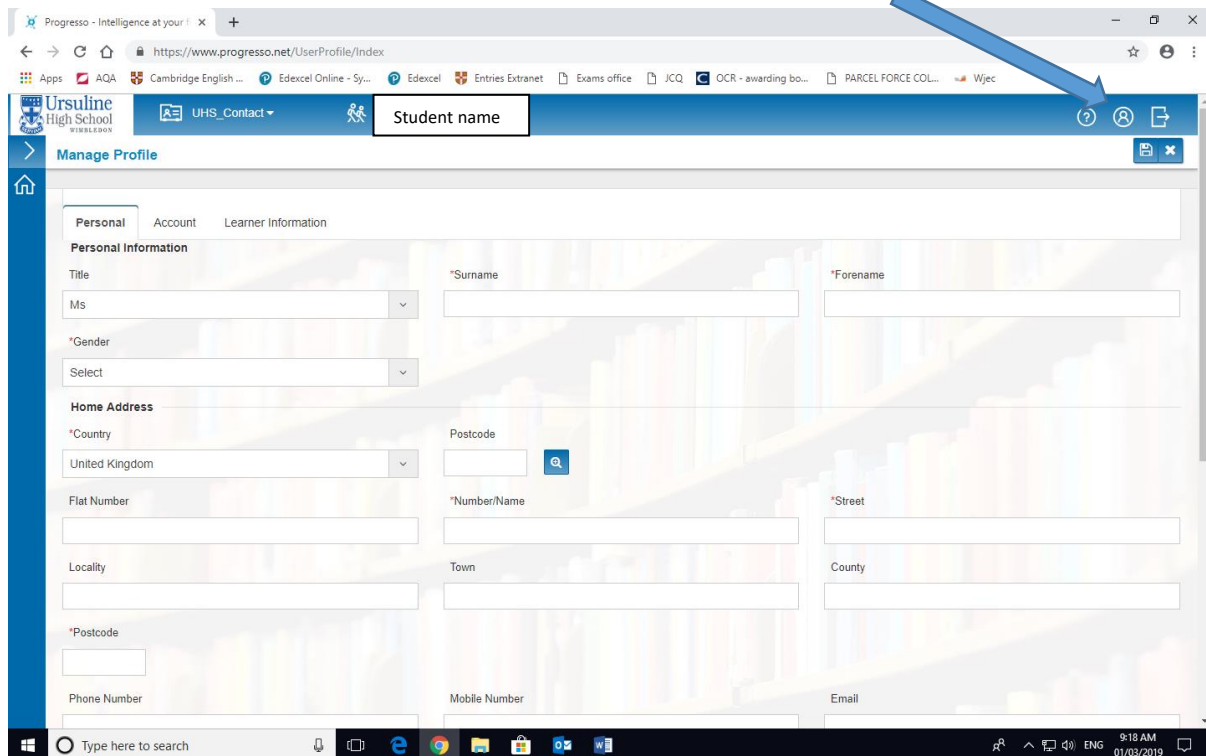


This will load the screen below where you can select any of the categories from the left. Once selected drag and drop the subcategory into an open field on the right side of the screen.



This will allow you to easily find the information you most want to review on a regular basis. This could be from the timetable, attendance for school or to lessons, behaviour and showing events.

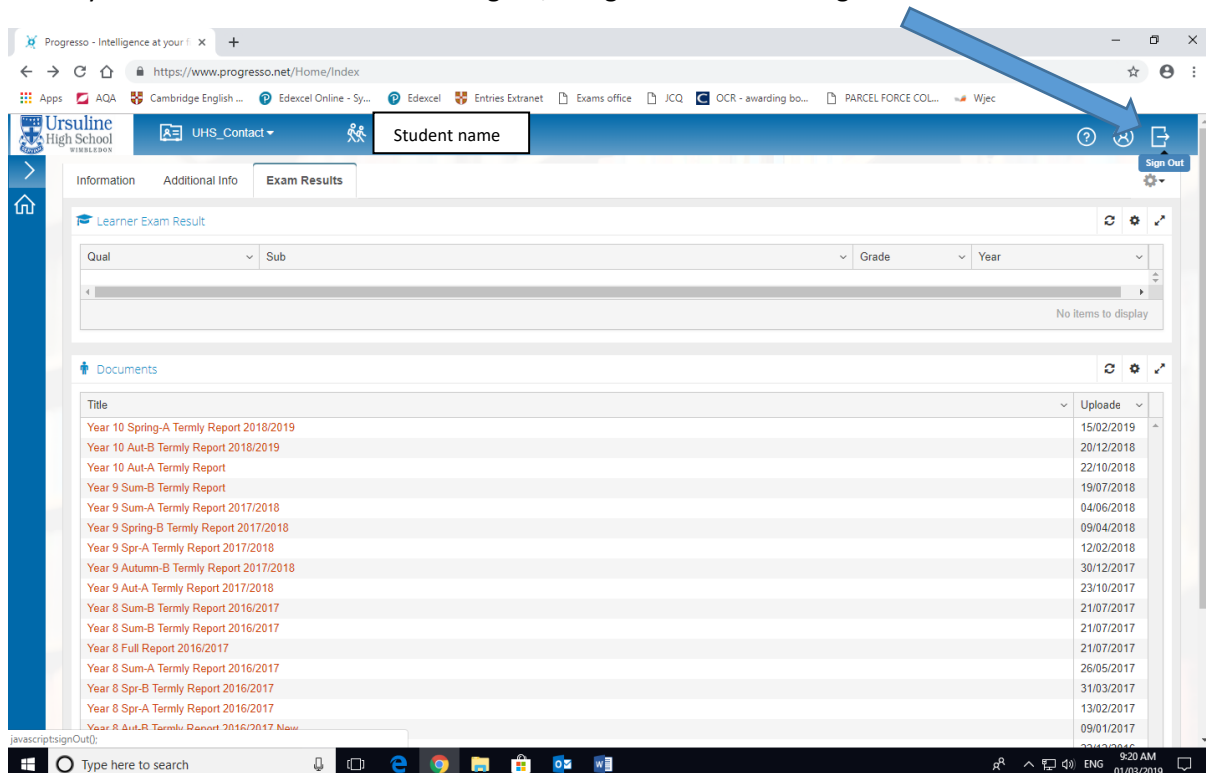
To update personal details select the person from the top right of the screen.



The screenshot shows the 'Manage Profile' page in the Progresso system. The top navigation bar includes the Ursuline High School logo, a 'UHS_Contact' dropdown, a search bar with 'Student name', and a user profile icon. A blue arrow points to this icon. The main content area is titled 'Manage Profile' and has tabs for 'Personal', 'Account', and 'Learner Information'. The 'Personal' tab is active, showing a 'Personal Information' section with fields for Title (Ms), Surname, Forename, Gender (Select), and Home Address (Country: United Kingdom, Postcode, Flat Number, Number/Name, Street, Locality, Town, County, Postcode, Phone Number, Mobile Number, Email). The Windows taskbar at the bottom shows the time as 9:18 AM on 01/03/2019.

From here you can update your personal details such as address, phone numbers, email and change login password. On the learner tab you are able to update your daughter's personal details.

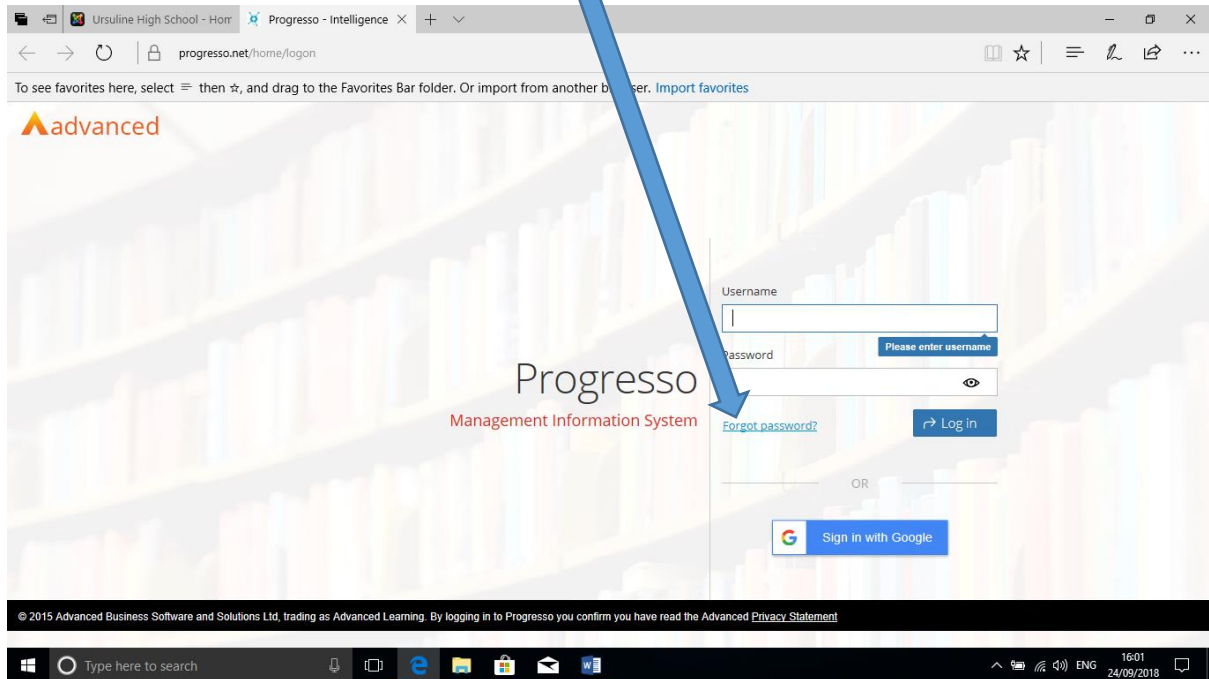
When you have finished make sure to logout, using the door on the right.



The screenshot shows the 'Home' page in the Progresso system. The top navigation bar includes the Ursuline High School logo, a 'UHS_Contact' dropdown, a search bar with 'Student name', and a 'Sign Out' button. A blue arrow points to this button. The main content area has tabs for 'Information', 'Additional Info', and 'Exam Results'. The 'Exam Results' tab is active, showing a 'Learner Exam Result' section with filters for Qual, Sub, Grade, and Year. Below this is a 'Documents' section with a table of reports. The Windows taskbar at the bottom shows the time as 9:20 AM on 01/03/2019.

Title	Uploads
Year 10 Spring-A Termly Report 2018/2019	15/02/2019
Year 10 Aut-B Termly Report 2018/2019	20/12/2018
Year 10 Aut-A Termly Report	22/10/2018
Year 9 Sum-B Termly Report	19/07/2018
Year 9 Sum-A Termly Report 2017/2018	04/06/2018
Year 9 Spring-B Termly Report 2017/2018	09/04/2018
Year 9 Spr-A Termly Report 2017/2018	12/02/2018
Year 9 Autumn-B Termly Report 2017/2018	30/12/2017
Year 9 Aut-A Termly Report 2017/2018	23/10/2017
Year 8 Sum-B Termly Report 2016/2017	21/07/2017
Year 8 Sum-A Termly Report 2016/2017	21/07/2017
Year 8 Spr-B Termly Report 2016/2017	26/05/2017
Year 8 Spr-A Termly Report 2016/2017	31/03/2017
Year 8 Aut-B Termly Report 2016/2017	13/02/2017
Year 8 Aut-A Termly Report 2016/2017	09/01/2017

If you have forgotten your login password, use the link on the login page to have an email sent to you with instructions on how to change it.



If however you have forgotten your username or are having problems with your login please contact Mrs Young in student services on either Bernadette.young@ursulinehigh.merto.sch.uk, or 020 3908 3144.