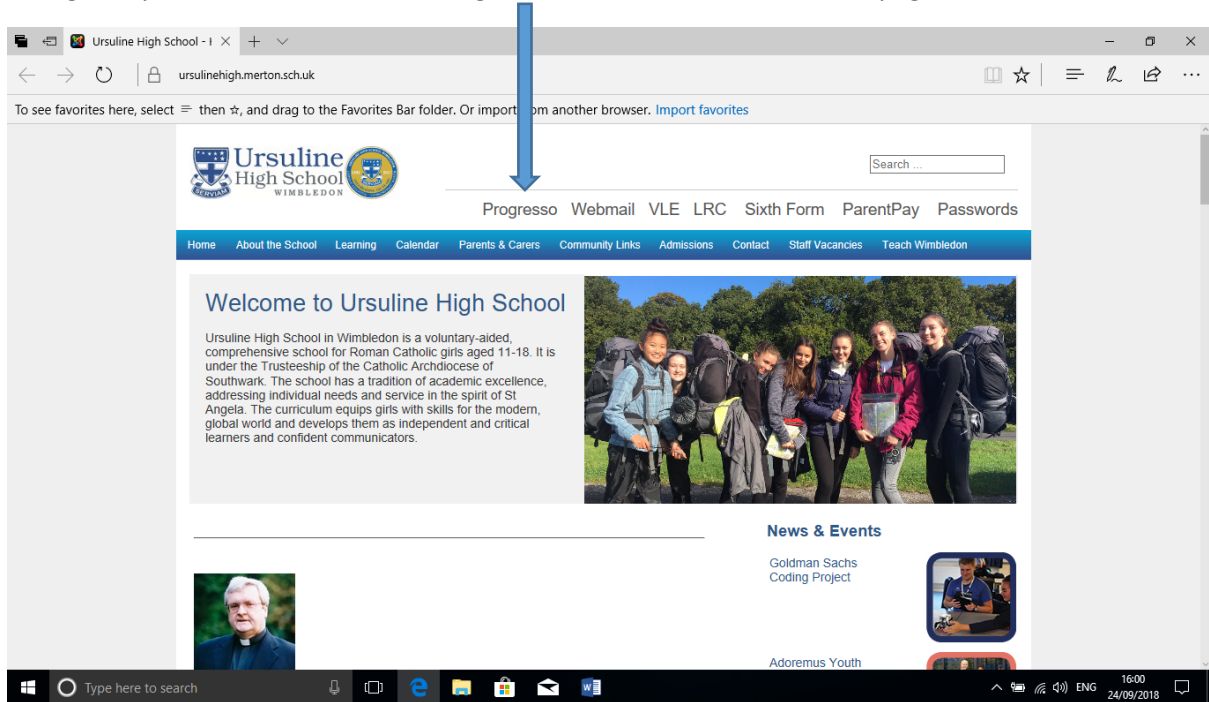


# Parent Guide to Progresso

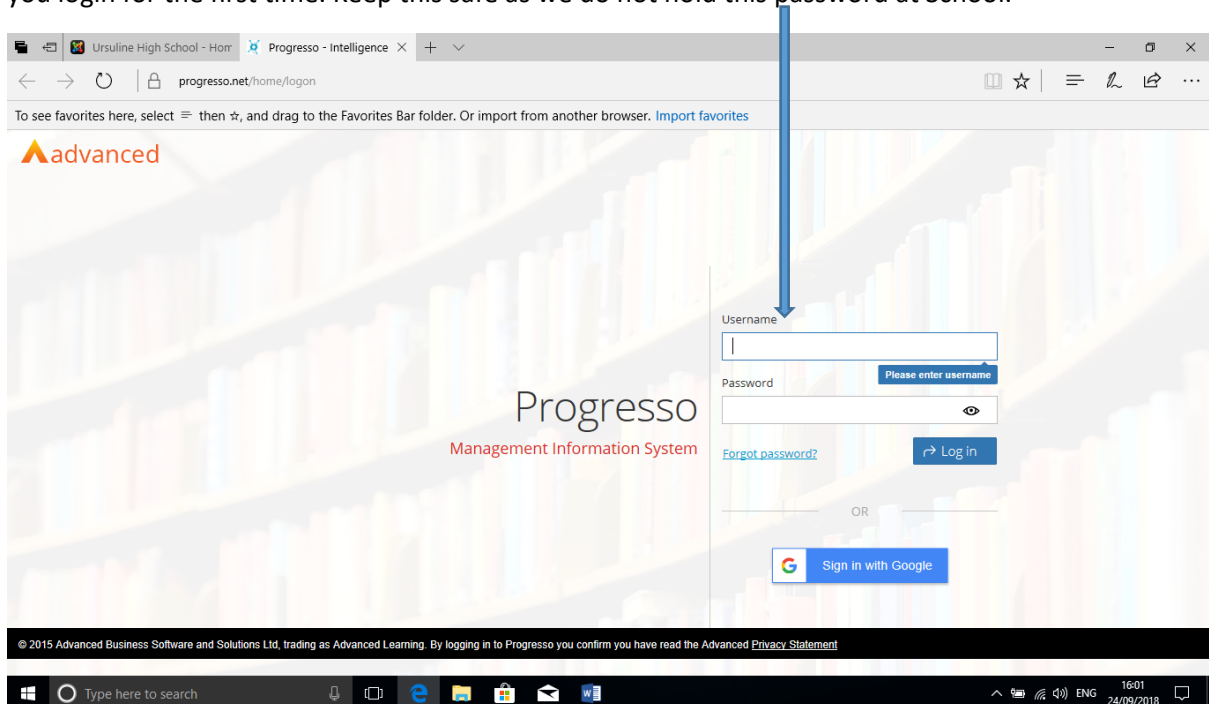
To login to your account, select the Progresso tab from the schools homepage.



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 selected in the Progresso web application. The page layout includes a top navigation bar with 'Information', 'Additional Info', 'Exam Results', and 'My Home'. A search bar for 'Student name' is present. The main content area is divided into several sections:

- Learner Personal Details:** Includes a placeholder for a photo and a box for 'Personal details of student will appear here'.
- Learner SEN Details:** Shows 'No current SEN Provision' and 'No current Major Need'.
- Emergency Contact Details:** A placeholder for contact information.
- Roll Call Attendance:** A table showing attendance statistics.
 

Category	Sessions	%
Presents (Including Late)	26	89.66
Present	26	89.66
Late	0	0.00
Absences	3	10.34
Authorised	3	10.34
Unauthorised	0	0.00
<b>Total</b>	<b>29</b>	<b>100.00</b>
- Learner Behaviour:** A table showing behaviour entries and points.
 

Behaviour Type	Entries	Points
Positive	7	0
AC - Good Classwork	1	0
PBFL - Ambitious Learner	1	0
PBFL - Creative Thinker	1	0
PBFL - Effort	1	0
PBFL - Independant	1	0
PBFL - Initiative	1	0
Septiam	1	0

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

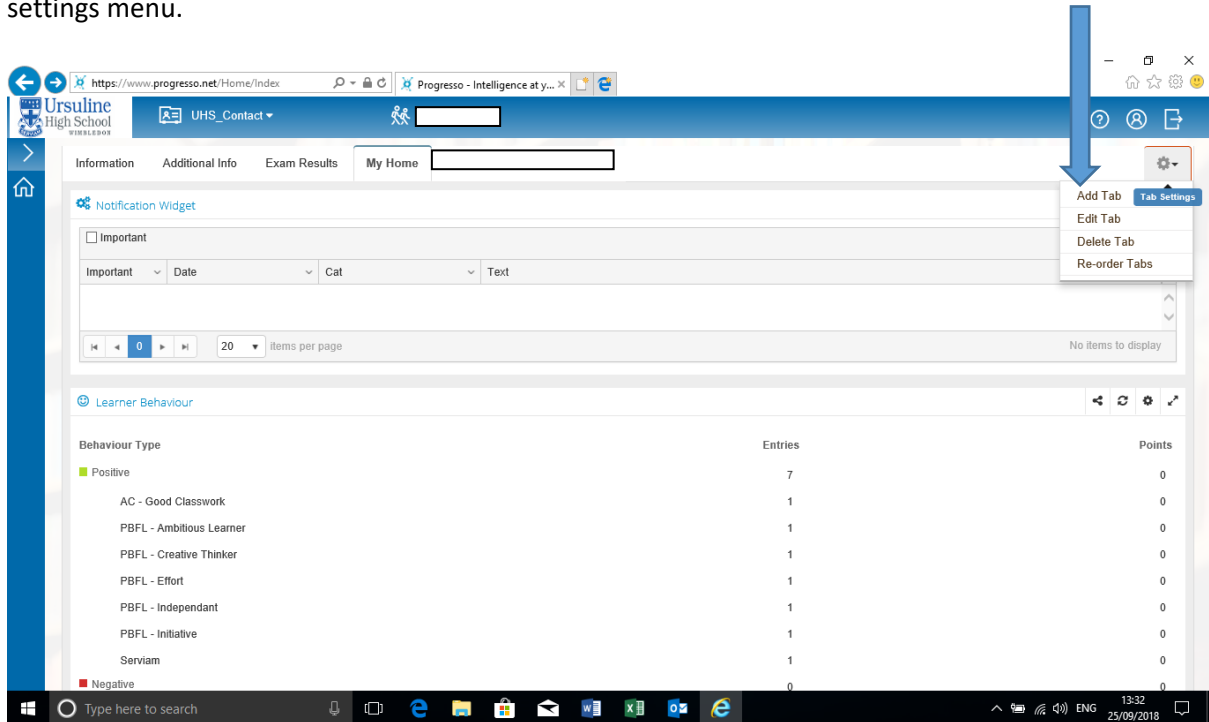
The screenshot shows the 'Additional Info' tab selected in the Progresso web application. The page layout includes a top navigation bar with 'Information', 'Additional Info', 'Exam Results', and 'My Home'. The main content area is divided into two sections:

- Learner Timetable:** A table showing the student's timetable.
 

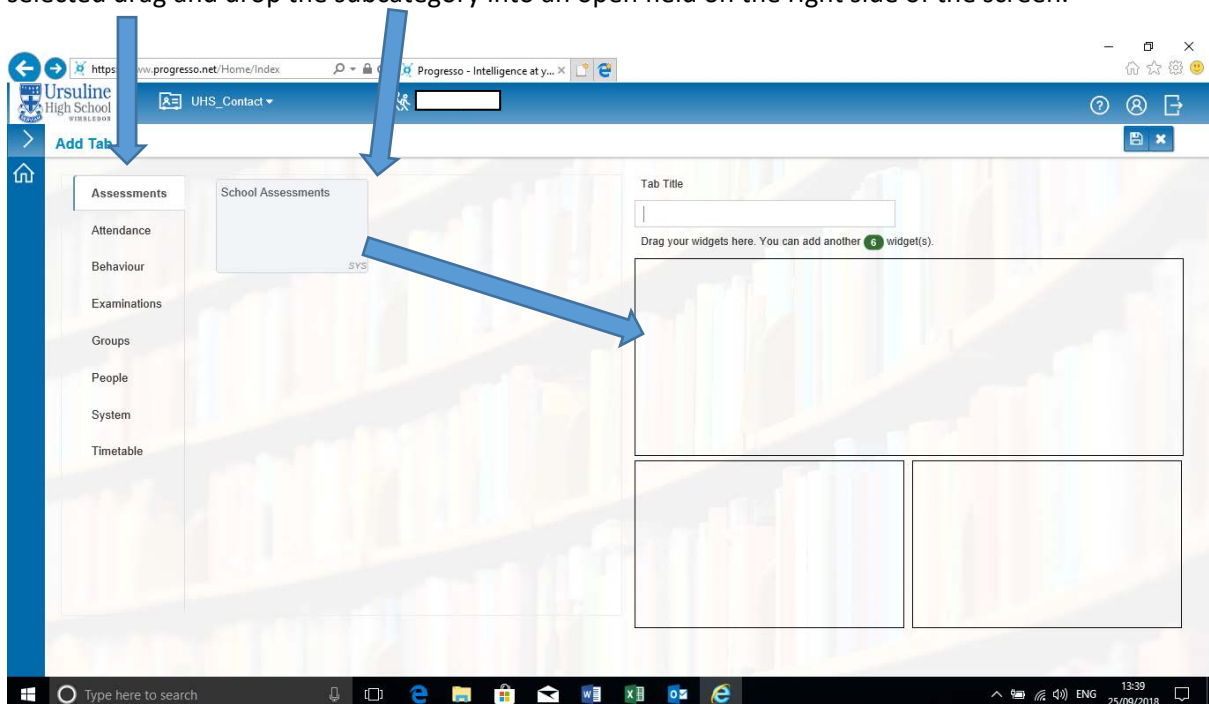
Time	Pd	Rm	Sub	Tch	Grp
08:35 - 08:45	Reg	B8	Registration	Helen McCauley	8Bern-Reg
08:45 - 09:35	P1	U2	History	Luke Satterthwaite	8Bern-Hi
09:40 - 10:30	P2	M7	Spanish	Rachel Gilmore	8a-Sp1
10:55 - 11:45	P3	M4	Religion	Ciara O'Brien	8Bern-RE
11:50 - 12:40	P4	G1	Mathematics	Miss G McNichol	8a-Ma1
13:25 - 14:15	P5	S9	Science	Geraldine Taylor	8a-Sc2
14:20 - 15:10	P6	A5	Drama	Paul Williams	8Bern-Dra
- My Groups:** A table showing the student's groups.
 

Grp	Tch	Sub
8a-En1	Mr. C Cook	English
8a-EnG1	Mr. B Ryan	English Grammar
8a-Fr1	Mrs. M Kenny	French
8a-Ma1	Miss. G McNichol	Mathematics
8a-Sc2	Mrs. G Taylor	Science
8a-Sp1	Mrs. R Gilmore	Spanish
8BERN		Registration Group
8Bern-Ar	Miss. R Fernandes	Art
8Bern-Com	Mrs. H Bhayat	Computer Science
8Bern-Dra	Mr. P Williams	Drama
8Bern-DT	Mrs. P Thomas	Design Technology
8Bern-Fp	Mrs. H McCauley	FORM PERIOD
8Bern-Gg	Mrs. J Brett	Geography
8Bern-Hi	Mr. L Satterthwaite	History
8Bern-Mu	Miss. A Maxwell	Music
8Bern-PE	Miss. A Torode	PE
8Bern-RE	Ms. C O'Brien	Religion
8Bern-Reg	Miss. A Torode, Mrs. H McCauley	Registration

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

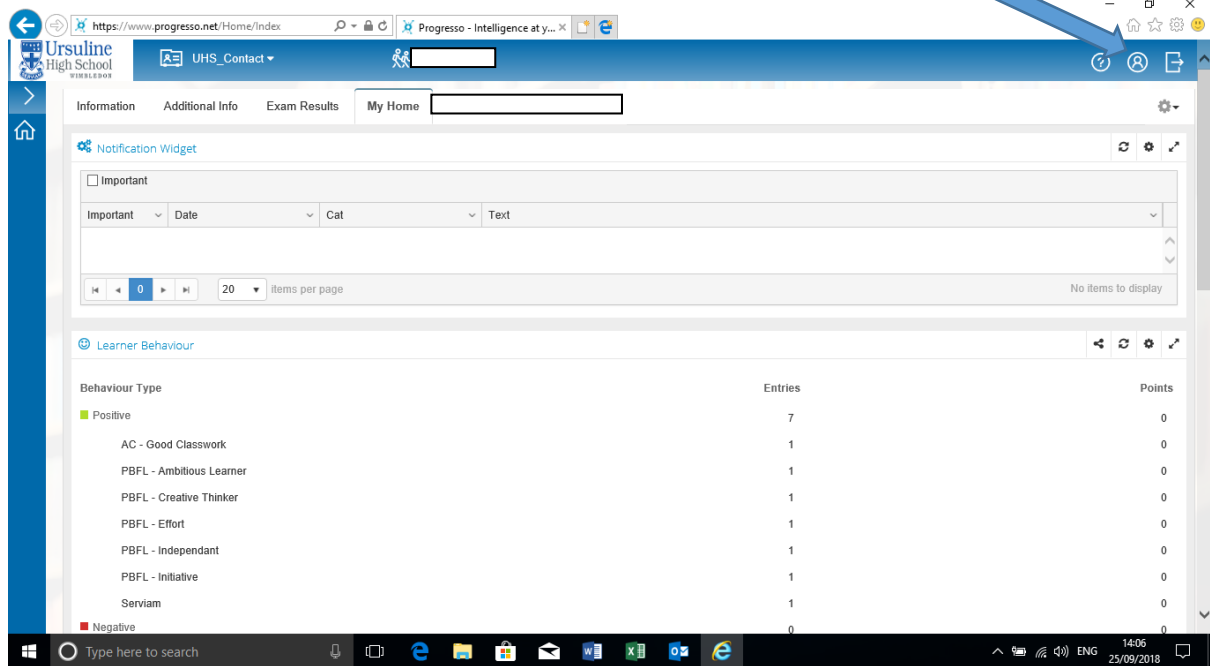


This will load the screen below where you can select any of the categories from the left. Once selected drag and drop the subcategory into an open field on the right side of the screen.



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.

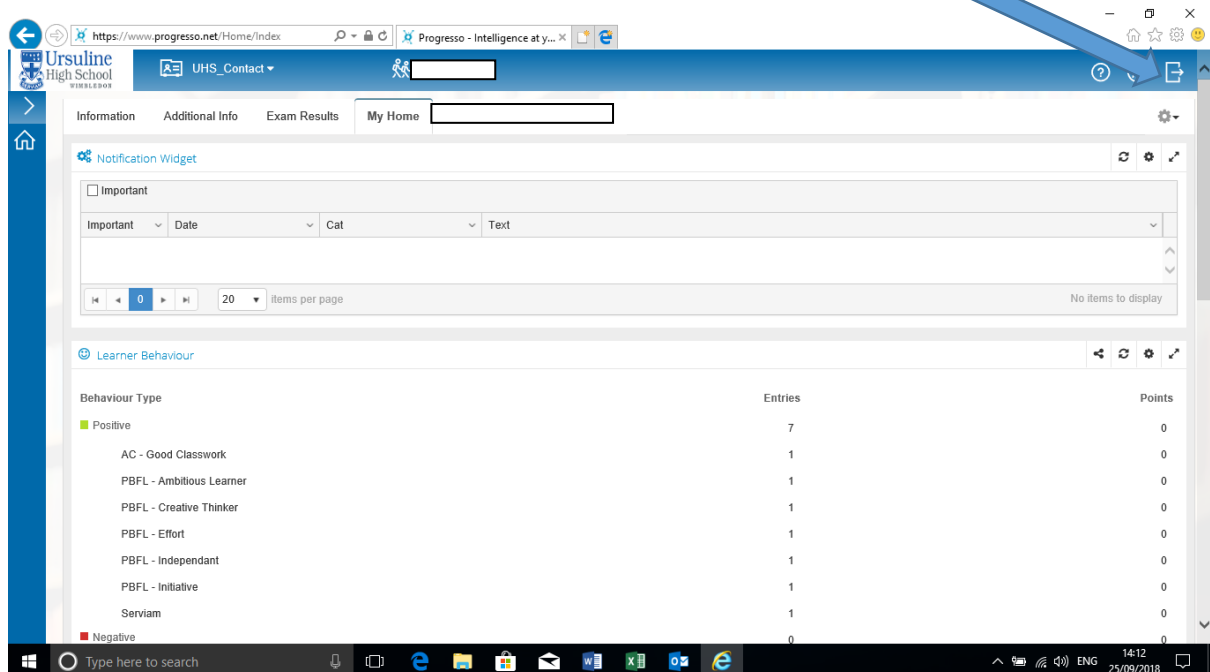


The screenshot shows the Progresso web application interface. The top navigation bar includes the Ursuline High School logo, a search bar, and a user profile icon. A blue arrow points to the user profile icon. Below the navigation bar, the 'My Home' tab is selected. The main content area displays a 'Notification Widget' and a 'Learner Behaviour' table. The 'Learner Behaviour' table shows a list of behaviour types and their corresponding entries and points.

Behaviour Type	Entries	Points
Positive	7	0
AC - Good Classwork	1	0
PBFL - Ambitious Learner	1	0
PBFL - Creative Thinker	1	0
PBFL - Effort	1	0
PBFL - Independent	1	0
PBFL - Initiative	1	0
Serviam	1	0
Negative	0	0

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.

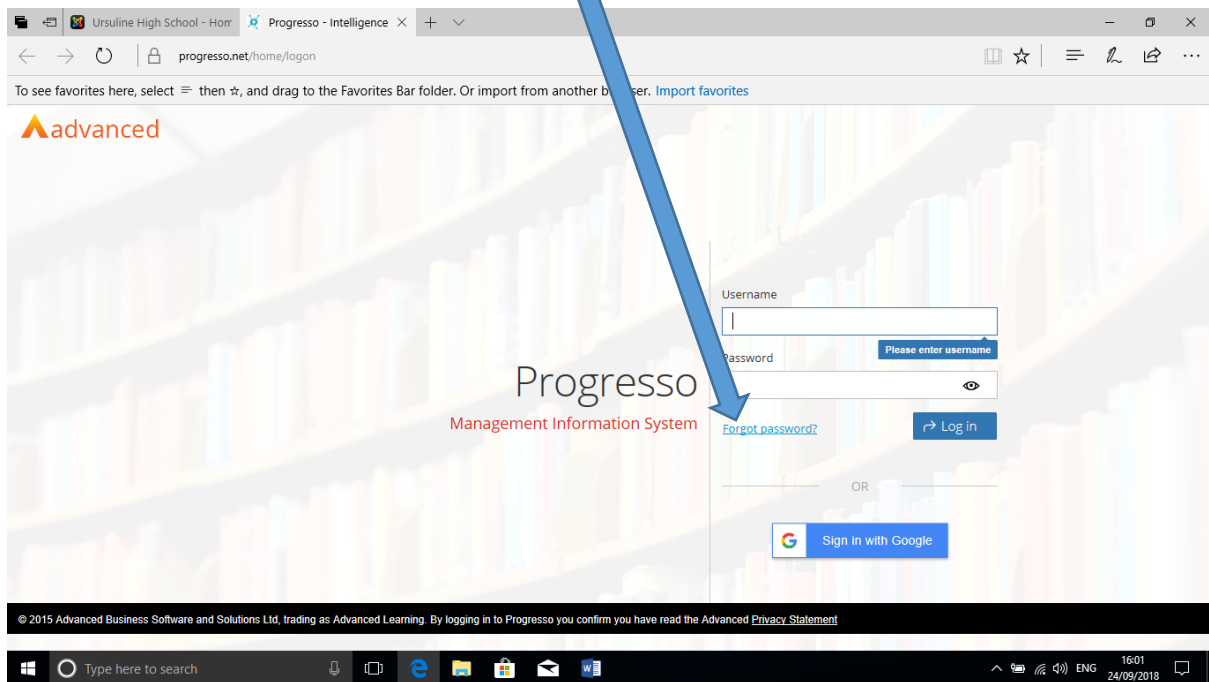
When you have finished make sure to logout, using the door on the right.



The screenshot shows the Progresso web application interface. The top navigation bar includes the Ursuline High School logo, a search bar, and a user profile icon. A blue arrow points to the logout icon (a door) in the top right corner. Below the navigation bar, the 'My Home' tab is selected. The main content area displays a 'Notification Widget' and a 'Learner Behaviour' table. The 'Learner Behaviour' table shows a list of behaviour types and their corresponding entries and points.

Behaviour Type	Entries	Points
Positive	7	0
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PBFL - Effort	1	0
PBFL - Independent	1	0
PBFL - Initiative	1	0
Serviam	1	0
Negative	0	0

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](mailto:Bernadette.young@ursulinehigh.merto.sch.uk), or 020 3908 3144.