

THE LEIGH TECHNOLOGY ACADEMY

Instructions: On-line Reporting

Please go to our website www.leighacademy.org.uk and follow the link in the bottom left hand corner:



This will take you to the <http://eportal.leighacademy.org.uk/eportal> login page as shown below:

You may see an alert box, which asks whether you want to “see certificate”. This is a security measure, that is now outdated and will be removed, but for now just click on the button entitled “continue”.



On this login page:

- Enter your username - provided by the Academy.
- Enter your password - provided by the Academy.
- Click on Login.

Please note the username and password are case sensitive.

The screen, example below, will display the various areas that you can view:

Timetable: This page only shows a student's timetable for today. By clicking 'More' on the timetable you will access the student's full week timetable

Reports: An electronic copy of the current module and past modules is available for you to view.

A copy of each area is shown below, with further explanations.

The Opening Screen: Below is what you will see when you first log in:

The screenshot shows the serco system interface. At the top, there is a red navigation bar with the serco logo on the left and user information on the right: ::User- ::Type-Student Contact ::Logged In-15:17 24-Jan-2011 ::Dataset-2010/2011. Below the navigation bar are two buttons: Home and Logout. The main content area is divided into two sections: Reports and Timetable.

Reports Section: This section has a 'More' button and a 'Report Details' table. The table has two columns: Name and Last Modified. The data is as follows:

Name	Last Modified
KS4 Y11 - Module 1	22-11-2010 15:14
Module 2 Reports 2010	22-12-2010 11:09

Below the table is a 'Target Analysis' section with a 'More' button. It features a legend with three categories: Above Target (green), On Target (yellow), and Below Target (red). Below the legend is a table with columns for Subject, Exam, M1, M2, M3, M4, M5, M6, and Target. The data is as follows:

Subject	Exam	M1	M2	M3	M4	M5	M6	Target
Cisco	_Year_11	B3	D1					B2
Engineering Vocational	_Year_11	B1	B1					B1
English	_Year_11	B1	B3					B2
French	_Year_11	E1	E1					B2
Geography	_Year_11		B1					B1
Information Technology	_Year_11	C3	B1					C1
Mathematics	_Year_11	D1	C1					B2
Music	_Year_11	B2	A*1					B2
Physical Education	_Year_11	C2	C2					B1
Science	_Year_11	C3	C2					

Timetable Section: This section has a 'More' button and a 'timetable' table. The table has four columns: Time, Tch, Sub, and Room. The data is as follows:

Time	Tch	Sub	Room
08:30	Andrews, Justin	Mathematics	Double Classroom V1.06
10:00	{Palmer, Laurie, Palmer, Laurie, Palmer, Laurie}	{Science, Science, Science}	Double Classroom V1.07
11:45	{Johnson, Lynne, Johnson, Lynne}	{Tutor, Tutor}	Double Classroom V1.07
12:15	Wace, Josephine	English	Classroom V2.02
14:15	Thompson, Phillip	Physical Education	

The information available is described individually below:

This screen will display the modular reports that are available:

Click on the name of the report to access it as indicated by the black arrow.

The screenshot shows the serco system interface. At the top, there is a red navigation bar with the serco logo on the left and user information on the right: ::User- ::Type-Student Contact ::Logged In-09:47 31-Dec-2010 ::Dataset-2010/2011. Below the navigation bar are two buttons: Home and Logout. The main content area is divided into two sections: Reports and Report Details. The Reports section has a 'Back' button and a 'Reports' button. The Report Details section has a table with columns: Name, Notes, Report, and Last Modified. The data is as follows:

Name	Notes	Report	Last Modified
KS4 Y11 - Module 1		Y	22-11-2010 15:14
Module 2 Reports 2010		Y	22-12-2010 11:09

A black arrow points from the text above to the 'Module 2 Reports 2010' entry in the Report Details table.

There may be a short delay while the report is downloaded.

As we progress through the year you will be able to go back to previous modules and compare with the present.

Once the report appears, you can:

- (1) View the full report by moving the slide bar on the right hand side.
- (2) Copy it into your hard drive.
- (3) Print a copy.

Subject	Teacher	Qualification	Equivalent GCSE's	Attainment	KS 4 End Target	Attitude to Learning	Concern	Learning Target for next Module
Cisco	DPI	IPRO	3	B3	B2	8		Well done Maxwell for passing the IT Essentials Core final. The Advanced Final and Practical skills are still outstanding. Unit 3 assignment now needs to be ready for submission by the beginning of next module.
English	JWA			B1	B2	8		Max's grade this module is based on the Pre-1914 prose essay the class has been working on. Still working on that punctuation!
Geography	ESM				B2			
Information Technology	FSH			C3	B1	7		
Mathematics	JAN			D1	C1	8		This result is from a full mock exam in preparation for the GCSE exam on the 9th and 12th of November. Target is to achieve a C on this November's exam.
French	VSA			E1	B2	6	HWK	Max works well in class and shows good understanding. However, he failed to learn the questions on the environment. He must do this in preparation for his speaking assessment in November.
Music	MGA	BTEC	4	B2	B2	8	N/A	Maxwell has the ability to achieve an overall Merit. He completed three units of the BTEC to a very high standard. It is crucial that he works with dedication to complete the final three units to the best of his ability.
Physical Education	PTH			C2		7		
Science	LPA	OCR Nat	4	C3	B1	8		Max still has some unit 7 coursework incomplete, but has time to get it all done. He must come to after school catch-up on Tues and Thurs in order to get up to date.
Engineering Vocational	RCO	BTEC	4	B1	B1	8		A great start to the unit Maxwell - well done. Next module focus on using your knowledge of CNC to solve problems to manufacture more detailed solutions.

We recommend that you set up a folder to store the reports on your own hard drive to prevent the need to log into the school system whenever you need to check data.

Target Analysis:

This area shows the target grade that data suggests your son/daughter/ward should aspire to. It is colour coded. Green suggests that the student is performing at or above the anticipated level, yellow means at the level and red means below the level. You can see these through each module to aid your perception of the student's progress.

Target Analysis									More
Subject	Exam	M1	M2	M3	M4	M5	M6	Target	
Cisco	_Year_11	B3	D1					B2	
Engineering Vocational	_Year_11	B1	B1					B1	
English	_Year_11	B1	B3					B2	
French	_Year_11	E1	E1					B2	
Geography	_Year_11		B1					B2	
Information Technology	_Year_11	C3	B1					B1	
Mathematics	_Year_11	D1	C1					C1	
Music	_Year_11	B2	A*1					B2	
Physical Education	_Year_11	C2	C2						
Science	_Year_11	C3	C2					B1	

Timetable:

Timetable			
Time	Tch	Sub	Room
08:30	{Palmer,Laurie, Palmer,Laurie, Palmer,Laurie}	{Science, Science, Science}	{Double Classroom V1.07, Laboratory D0.04}
09:50	Andrews,Justin	Mathematics	Double Classroom V1.06
11:35	Johnson, Lynne	Tutor	Double Classroom V1.07
12:00	Smith,Evan	Geography	Classroom V2.05

The timetable above is only for the day of the week that you have logged on. To see the full week please click on the “more” button (situated top right) and this will display the students full timetable as shown below:

Timetable								
	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15
Sun								
Mon	08:30-10:00 Mathematics Double Classroom V1.06 Andrews,Justin	10:00-11:45 Science Double Classroom V1.07 [Brammer,Angela],[Palmer,Laurie],[Onei-Menya,Moses]	11:45-12:15 Tutor Double Classroom V1.07 [Onei-Menya,Moses],[Johnson],[Lynne]	12:15-14:15 English Classroom V2.02 Wace, Josephine	14:15-15:40 Physical Education Thompson, Phillip			
Tue	08:30-10:00 English Classroom V2.02 Wace, Josephine	10:00-11:45 French Classroom B2.02 Sana, Valerie	11:45-12:15 Tutor Double Classroom V1.07 [Onei-Menya,Moses],[Johnson],[Lynne]	12:15-14:15 Cisco Cisco C 0.03 Cheverton, Caroline	14:15-15:40 Cisco Cisco C 0.03 Piralic, Dijana			
Wed	08:30-10:00 English Classroom V2.02 Wace, Josephine	10:00-11:45 Mathematics Double Classroom V1.06 Andrews,Justin	11:45-12:15 Tutor Double Classroom V1.07 [Onei-Menya,Moses],[Johnson],[Lynne]	12:15-14:15 Information Technology ICT Plaza 1 V1.11 Shaukat, Farhan	14:15-15:40 Science Double Classroom V1.07 [Palmer,Laurie],[Brammer,Angela],[Onei-Menya,Moses]			
Thu	08:30-11:45 Music Music Classroom 1.06 [Hobbs,Karen],[Sanders,Abbey]		11:45-12:15 Tutor Double Classroom V1.07 [Onei-Menya,Moses],[Johnson],[Lynne]	12:15-15:40 Engineering Vocational Multi Materials B0.01 Coules, Raina				
Fri	08:30-09:50 Science [Laboratory D0.04],[Double Classroom V1.07] [Palmer,Laurie],[Brammer,Angela],[Onei-Menya,Moses]	09:50-11:35 Mathematics Double Classroom V1.06 Andrews,Justin	11:35-12:00 Tutor Double Classroom V1.07 Onei-Menya,Moses	12:00-15:15 Geography Classroom V2.05 Smith,Evan				

To logout, please click on 'logout' as indicated by the black arrow.

serco ::User-Lisa Brandon ::Type-Student Contact ::Logout 09:47 31-Dec-2010 ::Dataset-2010/2011

Back Maxwell Brandon Reports

Report Details			
Name	Notes	Report	Last Modified
KS4 Y11 - Module 1		Y	22-11-2010 15:14
Module 2 Reports 2010		Y	22-12-2010 11:09

It is important that you use this button and do not exit by using the Red Cross as this could have security implications.

If you have an enquiry about grades or comments on the students modular report please e mail the teacher. This can be done by taking the teachers three letter code from the report e.g. AAT and adding @leighacademy.org.uk. If you have more general comments or queries re the students progress please e mail the students Tutor using the above stated method.

If you have a technical enquiry about your access to e portal please e mail Louise Oakley at loa@leighacademy.org.uk and copy it to Mike Turner at mtu@leighacademy.org.uk .

If you do not have access to e mail then of course the normal channels, phone and student planner, remain in force.

Student Behaviour

Please note that if severity is used the scale 1 to 5 represents 1 being low and 5 the highest. It will be rare that this is used as the teachers will normally annotate any serious instances of poor behaviour.