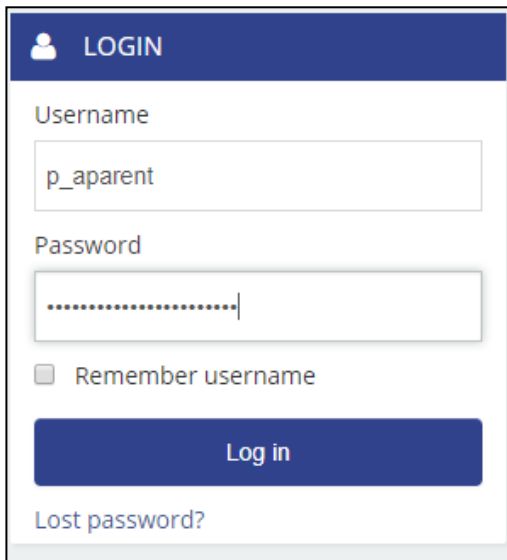


Parents' guide to using the Virtual Learning Environment (VLE)

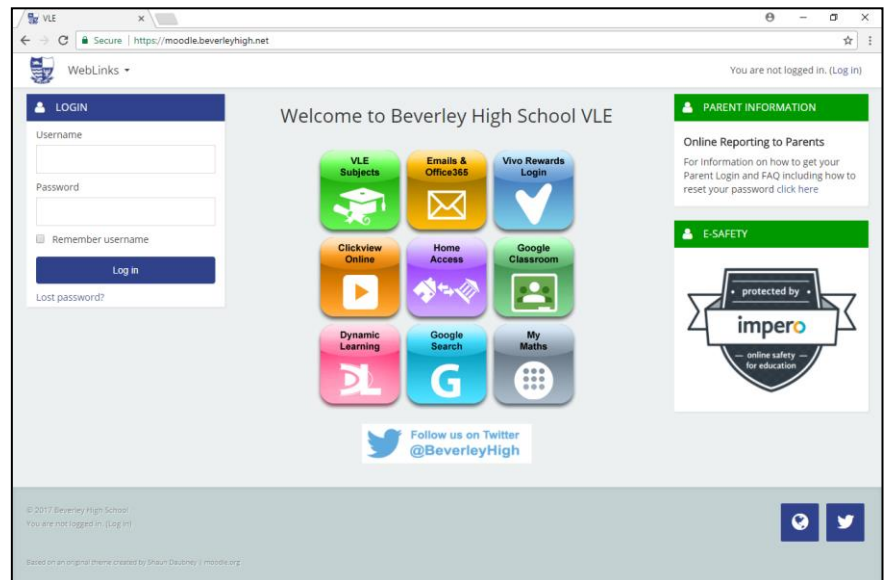
Your computer/device should have an Office application installed (e.g. MS Office / MS Word or LibreOffice), as reports are stored in .doc format.

Once connected to the internet go to the following web address:

vle.beverleyhigh.net



The screenshot shows a login form with a blue header containing a user icon and the word "LOGIN". Below the header, there are two input fields: "Username" with the text "p_parent" and "Password" with a masked password. A "Remember username" checkbox is present below the password field. A blue "Log in" button is at the bottom, with a "Lost password?" link below it.

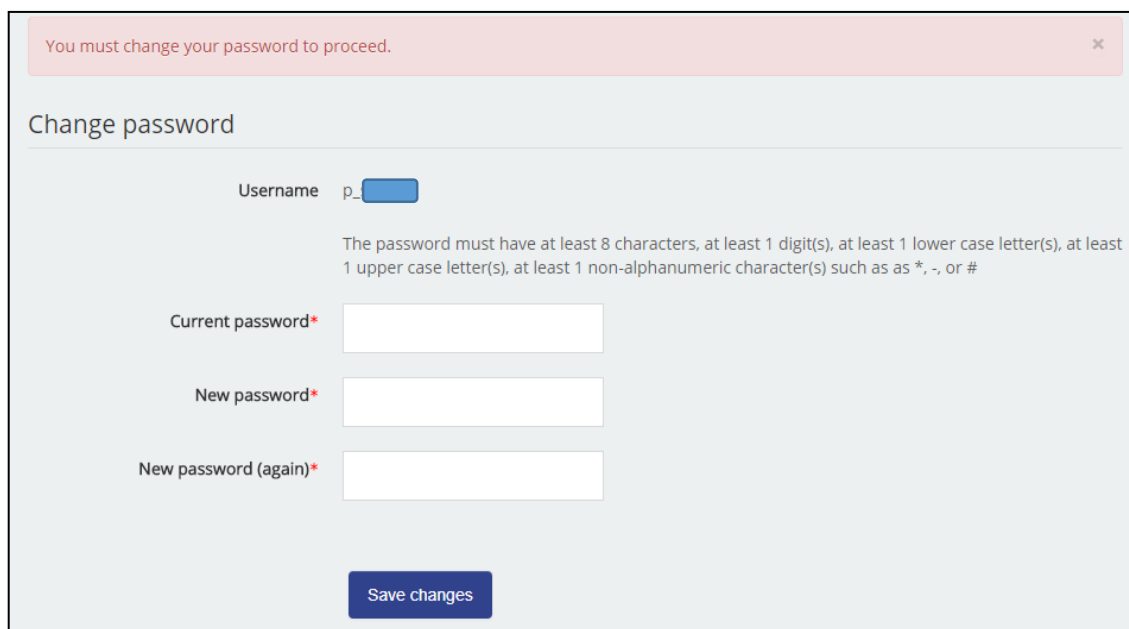


The screenshot shows the main dashboard of the Beverley High School VLE. It features a "LOGIN" box on the left, a central "Welcome to Beverley High School VLE" message, and a grid of colorful icons for various services: VLE Subjects, Emails & Office365, Vivo Rewards Login, Clickview Online, Home Access, Google Classroom, Dynamic Learning, Google Search, and My Maths. On the right, there are sections for "PARENT INFORMATION" (Online Reporting to Parents) and "E-SAFETY" (protected by impero). A Twitter follow button for @BeverleyHigh is at the bottom.

On the left-side of the page you will see a login box.

Enter your Username and Password as shown and click login.

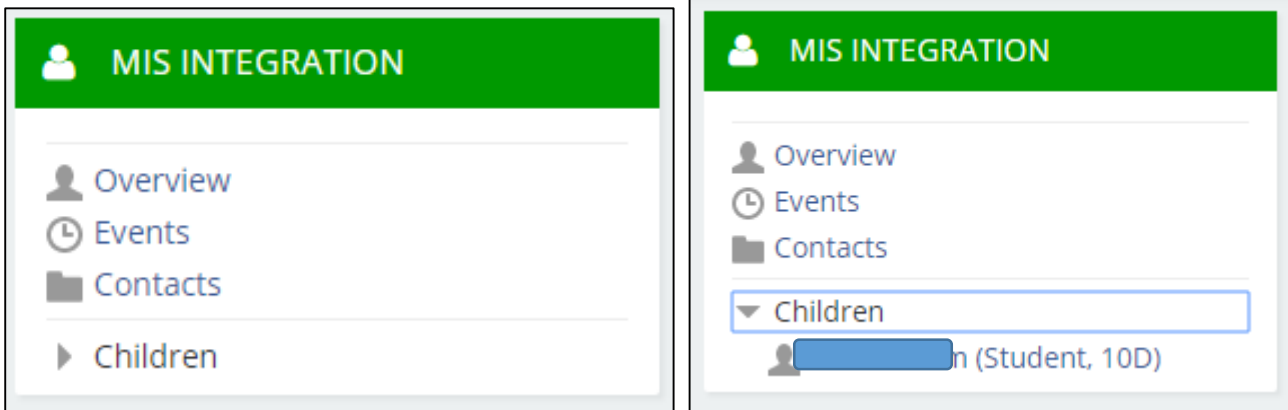
On your first login you will be prompted to change your password. This will need to be a strong password. It is required to be at least 8 characters and contain at least 1 digit, 1 lower case letter, 1 upper case letter and 1 non-alphanumeric character (eg *!£).



The screenshot shows a "Change password" form. At the top, a red notification bar says "You must change your password to proceed." Below this, the "Username" field is pre-filled with "p_". A password strength indicator shows "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #". There are three input fields: "Current password*", "New password*", and "New password (again)*". A blue "Save changes" button is at the bottom.

Viewing Pupil Information

Once logged in, a panel will now be available on the **Right Hand** side showing your children enrolled at the school. Click on the arrow next to Children and select your daughter's name.



A new page will open with several tabs. Each tab displays different information about your daughter.

The screenshot shows a page titled 'Overview - [Redacted] (Student, 10D)'. At the top, there is a navigation bar with several tabs: 'Overview' (selected), 'Attendance' (with a green checkmark), 'Timetable' (with a calendar icon), 'Events' (with a clock icon), 'Achievements' (with a star icon), 'Behaviour' (with a warning triangle icon), 'Documents' (with a document icon), and 'Family contacts' (with a warning triangle icon). Below the navigation bar is a table of student information:

SIMS ID number	[Redacted]
Forename	[Redacted]
Surname	[Redacted]
Chosen name	[Redacted]
Middle name	[Redacted]
Legal surname	[Redacted]
Gender	-
First Language	English
Registration Group	10D
Year Group	Year 10
House	Davies

To the right of the table is a large blue rounded rectangle representing a missing profile picture. Below it, there are two summary items: 'Achievements points: 0' (with a green circle containing '0') and 'Behaviour points: 0' (with a red circle containing '0').

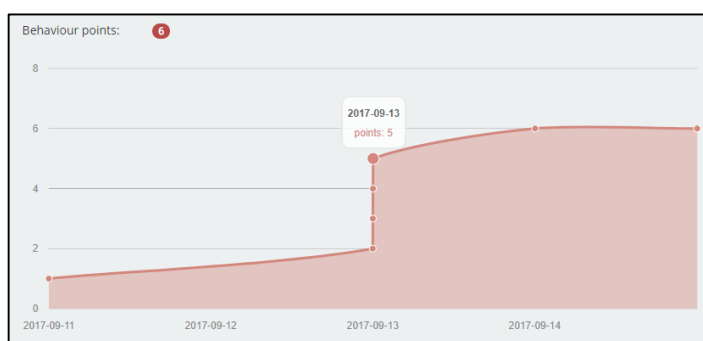
Overview – This screen gives an overview of the basic information held on the pupil, it shows their personal information the school has on record, achievement points and also behaviour points.

Attendance – This gives an overview of the pupil’s attendance. This can be filtered to a specific day, week, month or year.

Timetable – This shows the pupil’s current weekly timetable with class and teacher information.

	Mon 9/25	Tue 9/26	Wed 9/27	Thu 9/28	Fri 9/29
8am					
9am	Geography Mrs V Thatcher	English Miss C Butlin	English Miss C Butlin	English Miss C Butlin	German Mrs B Lawrence
10am					
11am	Maths Mr M Evans	Maths Mr M Evans	Maths Mr M Evans	Biology Miss L Lewis	Physics Mr J Finer
12pm	Chemistry Dr G Cosquer	German Mrs B Lawrence	Photography Ms L Evans	Photography Ms L Evans	Geography Mrs V Thatcher

Behaviour – This will show information on any behaviour points your daughter may have.



Achievement – This will show information on any achievement points your daughter may have.

Documents – This will show you any documents attached to the pupil’s electronic school record. This is also where **school reports** can be found.

Type	Status	Summary	Filename	
AM Individual Report	Public	Report Y7 KS3 Report 2013 for [redacted]	324187a1-[redacted]-009910-Y7 KS3 Report 2013.xml	Download
AM Individual Report	Public	Report Y8 KS3 Report 2015/16 for [redacted]	f5213b62-[redacted]-009910-Y8 KS3 Report 201516.xml	Download
AM Individual Report	Public	Report Y9 LAL Report 1 2016/17 for [redacted]	c94be883-[redacted]-009910-Y9 LAL Report 1 201617.xml	Download

Changing your Password

It is always a good idea to change your password on a regular basis to prevent unauthorised access to your daughter’s information.

Click on your name at the **Top Right** of the screen and then select Preferences.

On the **Left Hand** side click on the **‘Change Password’** link.

Preferences

User account

- Edit profile
- Change password
- Preferred language
- Forum preferences

Blogs

- Blog preferences
- External blogs
- Register an external blog

Badges

- Manage badges
- Badge preferences
- Backpack settings

Dashboard

Profile

Grades

Messages

Preferences

Log out

You will be asked to enter your current password and then your new password twice. Your new password must have a minimum of 8 characters which includes uppercase, lowercase, numbers and a non-alphanumeric character (eg *!£). An example of this could be Bev3rley!

Troubleshooting

Forgotten Password or Username – Quick instructions on resetting your password:

- Go to https://moodle.beverleyhigh.net/login/forgot_password.php
- Enter your email address in the “Email Address” box, and then click the “Search” button
- You should receive an automatic email (please check your spam mail folder)
- The automatic email should contain your username, and a link which allows you to reset your password.