#### 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:

# https://moodle.beverleyhigh.net

The following page should appear. On the left-side of the page you will see a login box.

WebLinks •		You are not logged in. (Log in)	
LOGIN Username Passed G     Remember username Lost passedrift	Welcome to Beverley High School VLE         Wigets       Emilia S         Wigets       Emilia S	ADMENT INFORMATION      DATE IN THE OPERATION      DETERMINATION       DETERMINATION       DETERMINATION      DETERMINATION      DETERMINATIO	Username          p_fbloggs         Password         ••••••••         •         Remember username         Log in
12 2017 Deventey High School You we not lagged in Aug (n) Send on an angest three exercicly Stand Schory ( ) modeling		0 9	Lost password?

nter your Username and Password as shown and click login.

General	
First name*	Fredd
Surname*	Bloggs
Email address*	f.bloggs@hotmail.com
Email display	Allow only other course members to see my email address -
Email format	Pretty HTML format
Email digest type	No digest (single email per forum post)
Forum auto-subscribe	Yes: when I post, subscribe me to that forum
Forum tracking	No: don't keep track of posts I have seen 💌
When editing text	Use HTML editor (some browsers only)
AJAX and Javascript	Yes: use advanced web features -
Screen reader 🕐	No 💌
City/town*	Beverley
Select a country*	United Kingdom
Timezone	Server's local time -
Preferred language	English (en)
Description 📀	Parent

On your first login you will be prompted to check your email address (ensure that only you have access to this email account).

You don't need to change any of the other settings. Now click on '**Update Profile**' at the bottom of the page.

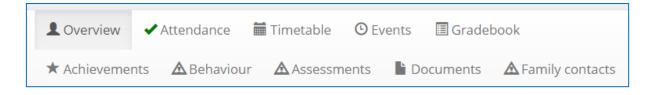
Update profile

# **Viewing Pupil Information**

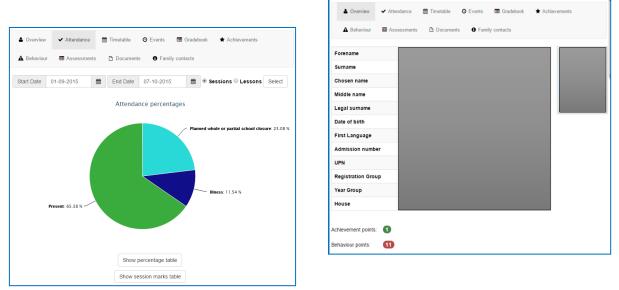
Once logged in, a panel will now be available on the **Right Hand** side showing your children enrolled at the school.

Click the name of your child. A new page will open with several tabs. Each tab displays different information about your daughter.

A MIS INTEGRATION
<ul> <li>Overview</li> <li>Events</li> <li>Contacts</li> </ul>
Children



**Overview** – This screen gives an overview of the basic information held on the pupil, it shows their personal information the school has on record, their timetable for the day, 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.

🎍 Overview 🖌 Attendance 🛗 Timetable O Events 🗐 Gradebook ★ Achievements												
▲ Behaviour III Assessments Documents II Family contacts												
	9:00 am	10:00	am	11:00 a	m	12:00 pr	n	1:00 pr	n	2:00 pm	n	3:00 pm
Mon	PE Mrs H Callan		Comput Mr P Sm		RE Mr M H	laughton			Music Miss A F	apanikol	Maths Mrs M	Walker
Tue	English Mrs S Holmes		D&T Mrs S Je	effery	Geogr Mrs C				Science Mrs E Ol		Histor Mr M C	
Wed	German Mrs B Lawrence	e	PE Mrs H Ca	allan	Maths Mrs M	Walker			English Mrs S Ho	olmes	Histor Mr M C	
Thu	Science Mrs E Oliver		Art Ms C Ro	binson	Germa Mrs B	in Lawrence	)		D&T Mrs S Je	ffery	Englis Mrs S	h Holmes
Fri											Science Mrs E	
	German Mrs B Lawrence	е	Geograp Mrs C Br	ohy een	Englis Mrs S	h Holmes			Maths Mrs M W	/alker		



**Behaviour** – This will show information on any behaviour 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.

Documents show from: 01/09/2014						
Show All • entries						
Summary	Note	Filename	\$	÷		
Report Y7 KS3 Report 2013 for		c49fb3c2_l Report 2013.xml	010000-Y7 KS3	Download		
Report Y8 KS3 Report 2015/16 for		1e33ef6e Report 201516.xml	-010000-Y8 KS3	Download		
Report Y9 LAL Report 1 2016/17 for		dc77f131 Report 1 201617.xml	-010000-Y9 LAL	Download		
			Previous	1 Next		

## Changing your Password

You

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

- 1. Click on your name at the **Top Right** of the screen to view your profile.
- 2. On the Left Hand side click on the 'Edit Profile link

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** – If you forget your password you will need to contact the ICT department. You can email us at lptechnical@beverleyhigh.net Please include your name, mobile phone number and your daughter's name. Your username will be emailed back to you, and your password will be texted to you.

**Incorrect Personal Information** – If personal information is incorrect please telephone the school office on 01482 881658 or write down the correct information and send it in via your daughter.

Technical Problems or Queries - If you have any issues or queries of a technical nature please email <u>lptechnical@beverleyhigh.net</u> or ring the school and ask to speak with the IT Manager or Network Manager.

Settings
My profile settings
Edit profile
Change password
Messaging
Blogs

Username	(particular)
The password must have	e at least 8 characters, at
(s), at least 1 non-alphan	numeric character(s)
Current password*	
New password*	
New password (again)	