

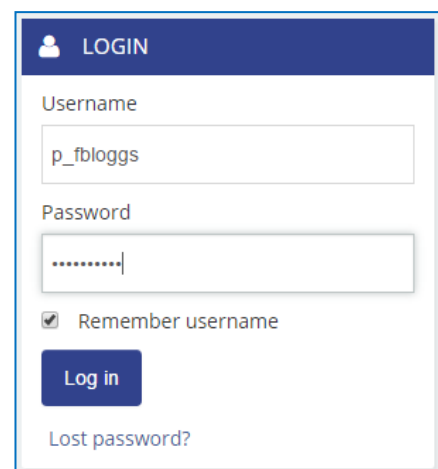
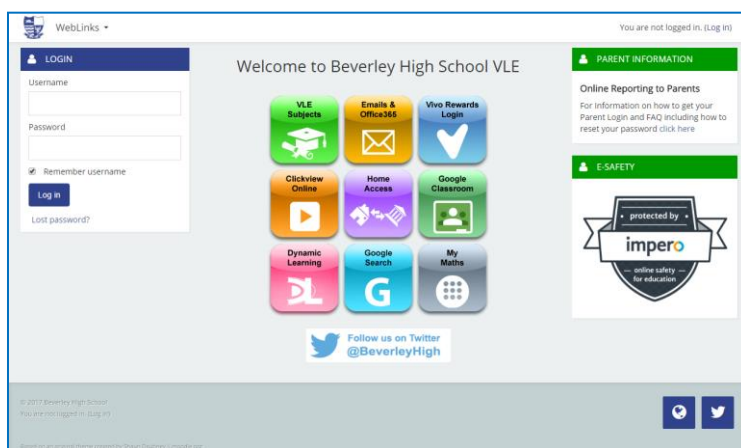
Parents guide to using the Virtual Learning Environment (VLE)

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

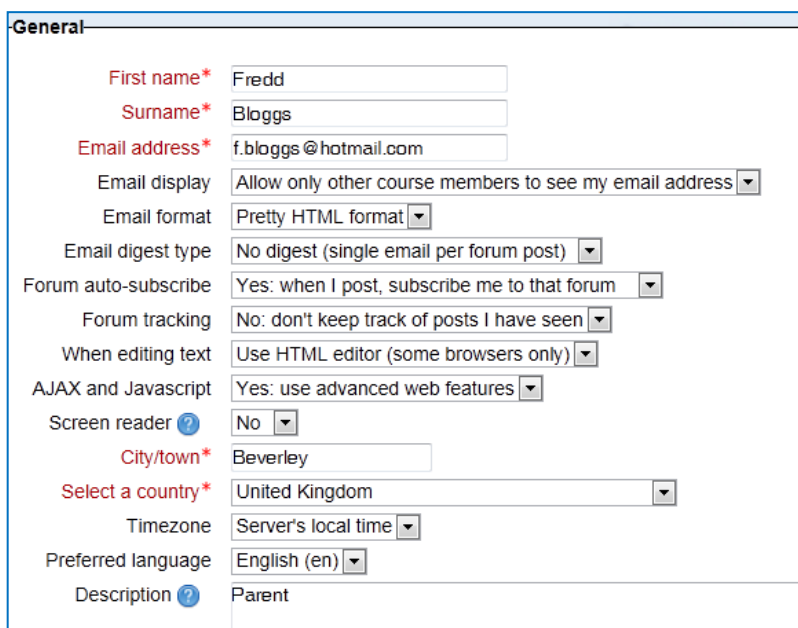
Once connected to the internet go to the following web address:

<https://moodle.beverleyhigh.net>

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



Enter your **Username** and **Password** as shown and click login.



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

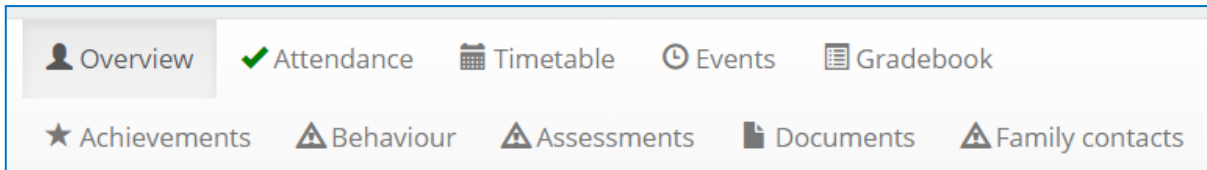
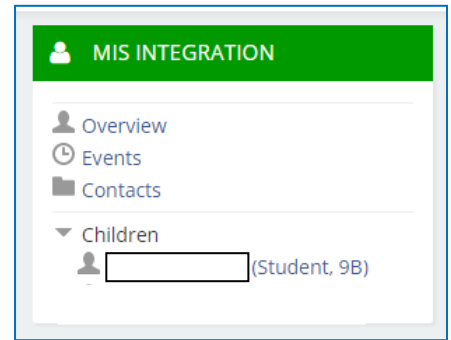
You don't need to change any of the other settings. Now click on '**Update Profile**' at the bottom of the page.

[Update profile](#)

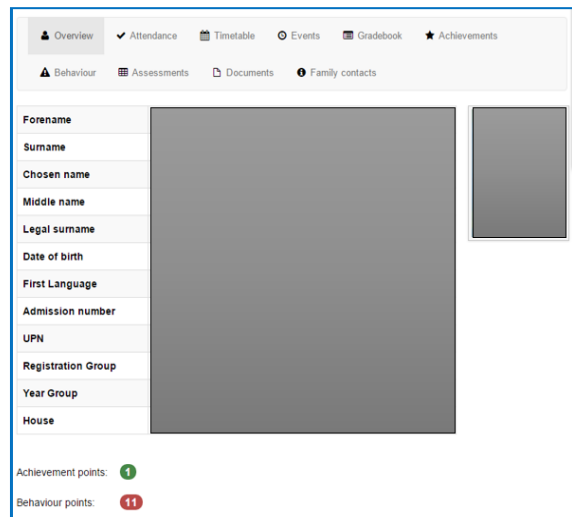
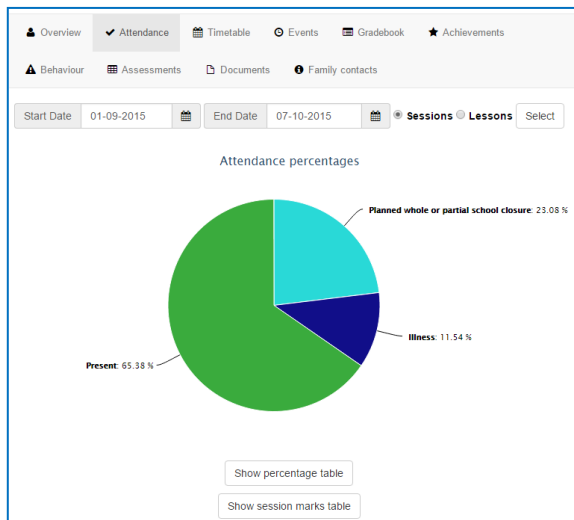
Viewing Pupil Information

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.



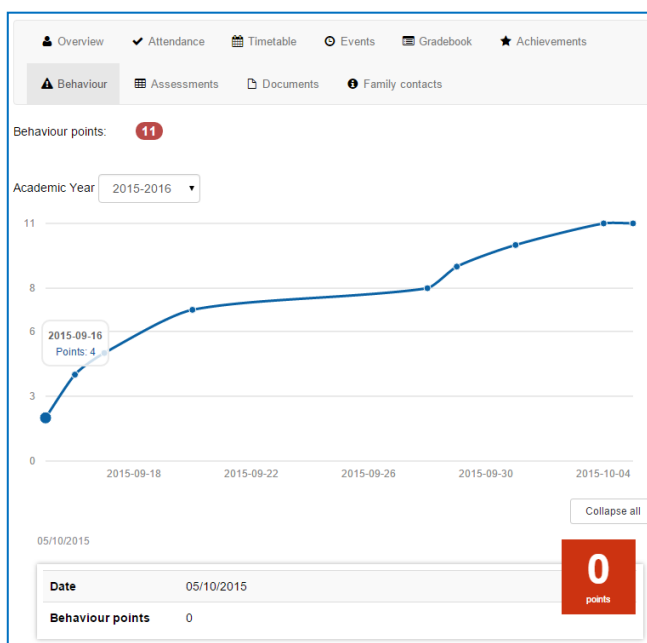
Overview – This screen gives an overview of the basic information held on the pupil, it shows their personal information the school has on record, their timetable for the day, achievement points and also behaviour points.



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.

	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
Mon	PE Mrs H Callan	Computing Mr P Smith	RE Mr M Haughton		Music Miss A Papanikol	Maths Mrs M Walker	
Tue	English Mrs S Holmes	D & T Mrs S Jeffery	Geography Mrs C Breen		Science Mrs E Oliver	History Mr M Colton	
Wed	German Mrs B Lawrence	PE Mrs H Callan	Maths Mrs M Walker		English Mrs S Holmes	History Mr M Colton	
Thu	Science Mrs E Oliver	Art Ms C Robinson	German Mrs B Lawrence		D & T Mrs S Jeffery	English Mrs S Holmes	
Fri		German Mrs B Lawrence	Geography Mrs C Breen	English Mrs S Holmes		Maths Mrs M Walker	Science Mrs E Oliver



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

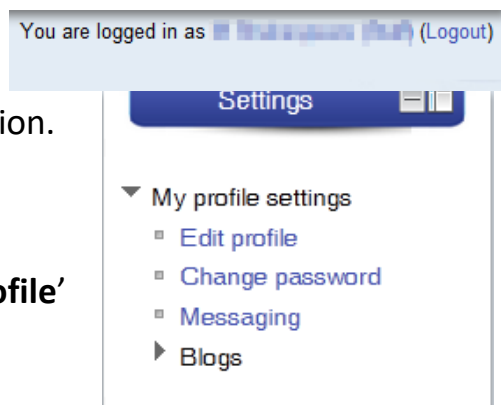
Summary	Note	Filename	
Report Y7 KS3 Report 2013 for [redacted]		c49fb3c2-[redacted]-010000-Y7 KS3 Report 2013.xml	Download
Report Y8 KS3 Report 2015/16 for [redacted]		1e33ef6e-[redacted]-010000-Y8 KS3 Report 201516.xml	Download
Report Y9 LAL Report 1 2016/17 for [redacted]		dc77f131-[redacted]-010000-Y9 LAL Report 1 201617.xml	Download

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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.

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!

A screenshot of a "Change password" form. It shows a "Username" field with a masked value. Below it is a password strength requirement: "The password must have at least 8 characters, at least 1 non-alphanumeric character(s)". There are three input fields: "Current password*", "New password*", and "New password (again)". A red asterisk is visible below the second and third fields.

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 lptechnical@beverleyhigh.net or ring the school and ask to speak with the IT Manager or Network Manager.