



The Eltham Foundation School

A Trust School supported by The University of Greenwich

***The Eltham Foundation School
Sims Learning Gateway***

Quick Guide for Parents/Carers

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1. How to log onto SIMS Learning Gateway

To access the Sims Learning Gateway visit the school website and click on the link for the Sims Learning Gateway.

<http://www.elthamfoundation.co.uk/>

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

I want to change my password after logging on

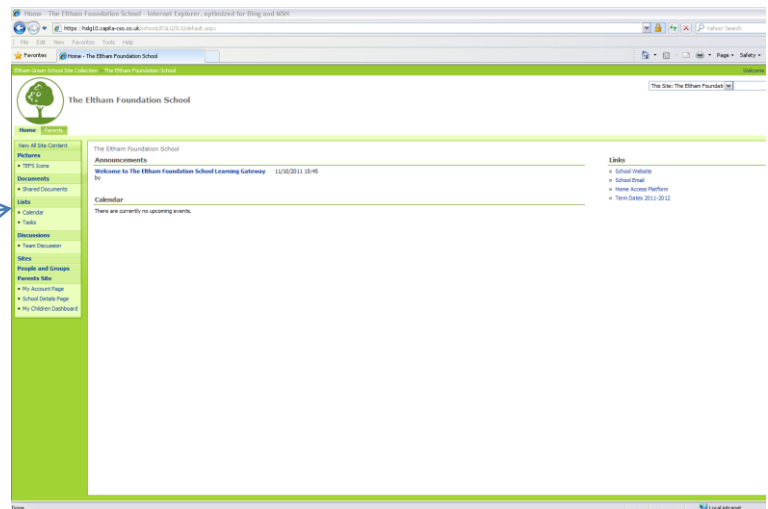
Username:

Password:

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Enter your username and password here. Remember passwords are case sensitive. Your account will lock after 3 failed login attempts. If this happens please email slg@elthamfoundation.co.uk to get your account reset

To Navigate from page to page you must always use the links on the left hand side of the webpage



Once you log on you will see the following page. Any latest announcements will be shown under **Announcements** and any upcoming events will be shown under **Calendar**.

2. How to change your password

There are two ways to change your password. You can change your password when you first log in by ticking the box "I want to change my password after logging on".



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Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

I want to change my password after logging on

Username:

Password:

[Log On](#)

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If you have chosen to change your password when you log on you will come to the following screen:

Type in your current password in the **old password box**

Enter a new password in the **new password box** and then again in the **confirm new password box**

Click continue to save the changes

Remember your password must be a minimum of 6 character including at least one number and one capital letter.



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Old password:

New password:

Confirm new password:

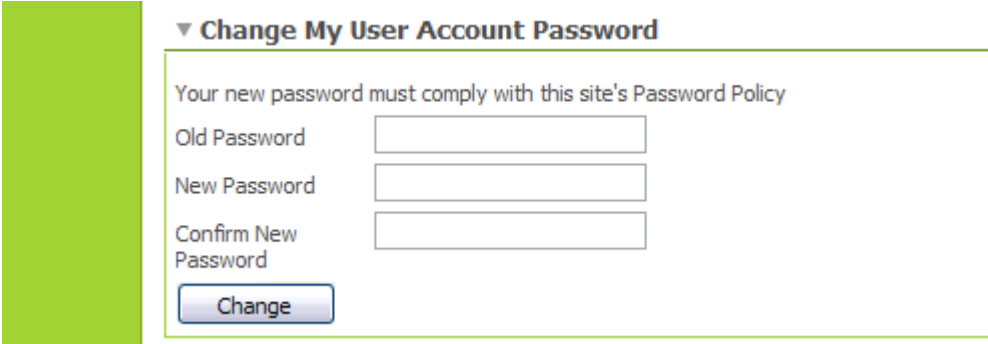
[Change Password](#) [Continue](#)

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3. My Account Page

From the left hand menu click on **My Account Page**. You need to check that your name and home address are correct. If these details are incorrect please inform the school office. The rest of this page is about changing the password as already mentioned in section 2.

You can also change your password when you are logged on. Select **My Account Page** from the menu on the left. The second section on that page says **Change My User Account Password**.



▼ Change My User Account Password

Your new password must comply with this site's Password Policy

Old Password

New Password

Confirm New Password

Type in the current password in the Old password box and then enter a new password in the New password box and the confirm new password box.

Remember your password must be a minimum of 6 character including at least one number and one capital letter.

If you misplace your letter containing your username/ password or if you have forgotten it, please contact the school or email slg@elthamfoundation.co.uk to request a new one.

4. My Children Dashboard

4.1 Overview of Information

To view data regarding your child/children, click on **My Children Dashboard** from the menu on the left hand side.

The screenshot shows the 'My Children Page' in Internet Explorer. The browser address bar shows the URL: <https://hsg10.capita-cso.co.uk/schools/EGSG/G/Parents/SGPages/MyChildren.aspx>. The page title is 'The Eltham Foundation School - Parents Site'. The left sidebar contains a navigation menu with categories: Documents (Shared Documents), Lists (Calendar, Tasks), Discussions (Team Discussion), and Sites (SPHS Learning Gallery, My Account Page, School Details Page, My Children Dashboard). The main content area includes: a 'Parent News' section with the message 'There are currently no new announcements to be displayed'; a 'HeadLines' section featuring a 'Session attendance' slide showing '86%' for the 'Current academic year'; a 'Today's Attendance' section for 'Chantelle' and 'Katie', showing 'Chantelle's attendance for today' with 'AM Session' checked and 'PM Session' unchecked; and an 'Events' section with a filter for 'Events from : Last 7 Days'. Five callout boxes with arrows point to specific elements: 'Any announcements will be displayed here' points to the Parent News section; 'Your child's photo will be displayed here' points to the top-left corner of the session attendance slide; 'The slideshow here shows you a quick summary of session attendance and lateness (morning and afternoon)' points to the session attendance slide; 'Events shows you an comments that have been inserted into the register for you child e.g. if they are unwell or late' points to the Events section; and another 'Any announcements will be displayed here' box points to the top-right area of the dashboard.

Any announcements will be displayed here

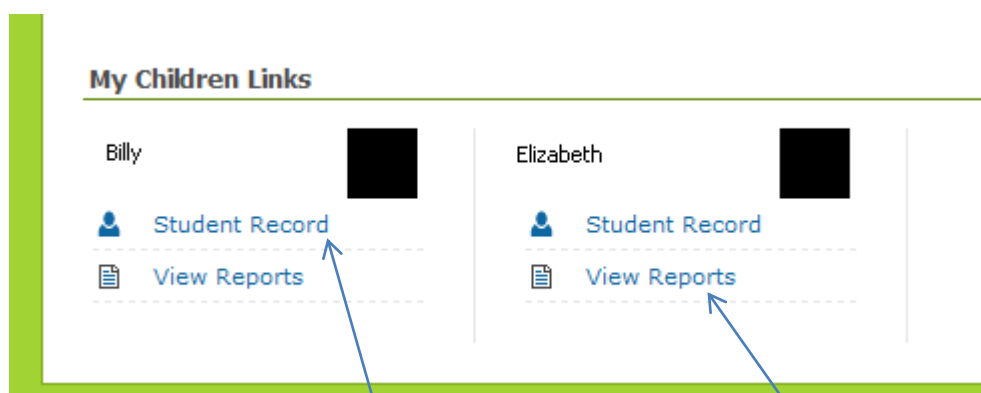
Your child's photo will be displayed here

The slideshow here shows you a quick summary of session attendance and lateness (morning and afternoon)

Events shows you an comments that have been inserted into the register for you child e.g. if they are unwell or late

4.2 My Children Links

All children appear under **My Children Links**. If you have more than one child then they will appear under this section as shown below.



Clicking on **Student Record** will give you further details into each child's data

Clicking on **View Reports** will let you view all your child's previous school reports which have been issued and sent home

Once on this page you will need to check that the information about your child is correct.

The screenshot shows a web page for "The Eltham Foundation School > The Eltham Foundation School - Parent". The page is titled "Parents Site" and "Student Basic Information" for "Elizabeth Smith". It contains several input fields: "Legal Forename" (Elizabeth), "Middle Name(s)" (Jane), "Legal Surname" (Smith), "Preferred Surname" (Smith), "Preferred Forename" (empty), "Date of Birth" (13/01/1996), "Age" (14), "Gender" (Female), and "Birth Certificate Seen" (checkbox). A black square represents a profile picture. A blue arrow points from the "More Student Details..." link to a text box on the right.

To see further information click on **More Student Details**.

You need to check all the information on this page is correct

If details are incorrect under **Student Basic Information** or **More Student Details** then please inform the school office

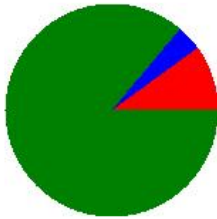
You need to check the information for any other children you may have in the school. To do this click on **My Children Dashboard** on the left hand side of the page and select another child under **My Children Links**.

4.3 Student Session Attendance

Once you have made these checks you can see other information about your child such as attendance, lateness, progress check data and reports. To do this you need to click on **My Children Dashboard** and select a child under **My Children Links**.

Student Session Attendance Summary

The information displayed shows a summary of the student's attendance of sessions between 05/09/2011 and 12/01/2012



Description	Sessions	%
Present	126	86.3
Authorised Absence	6	4.1
Unauthorised Absence	14	9.6
Marks not Recorded	0	0

- Present
- Authorised Absence
- Unauthorised Absence
- Marks not Recorded

[More Session Attendance Details...](#)

Student Session Attendance shows you attendance for morning and afternoon registration. A breakdown of this attendance can be seen by clicking on **More Session Attendance Details**

Student Session Attendance Details

The information displayed shows details of the student's session attendance.

End Date:

Week View Month View
 Month View of Session Marks Between 05/09/2011 - 12/01/2012
 Each cell contains session marks for a particular day e.g. morning and afternoon.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
September 2011							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
October 2011							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
November 2011			^	^	^	^	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
December 2011					^	^	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
January 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
February 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
March 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
April 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
May 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
June 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
July 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
August 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
September 2012							##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##

Session Code Break Down Between 05/09/2011 - 12/01/2012

Code	Description	Sessions	%
/	Present (AM)	56	36.4
\	Present (PM)	63	43.2
I	Illness (not med or dental)	4	2.7
J	Interview	1	0.7
L	Late (before registers closed)	6	4.1
M	Medical / Dental	2	1.4
O	Unauthorised Abs (not covered by other code)	14	9.6

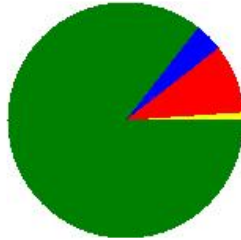
[Session Attendance Summary...](#)

This view shows you a weekly view of attendance for morning and afternoon registration. A breakdown of codes and descriptions can be seen in the key.

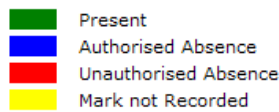
4.4 Student Lesson Attendance

▼ Student Lesson Attendance Summary

The information displayed shows a summary of the student's attendance of lessons between 05/09/2011 and 12/01/2012



Description	Lessons	%
Present	264	85.7
Authorised Absence	12	3.9
Unauthorised Absence	30	9.7
Mark not Recorded	2	0.6



[More Lesson Attendance Details...](#) [Lesson Absences...](#)

Student Lesson Attendance Summary shows you the summary for lessons. Like the registration breakdown, a breakdown of lesson attendance can be seen by clicking on **More Lesson Attendance Details**.

Lesson absences will show you what lessons your child has missed for any reason and this can be seen at the bottom of the page once you have clicked on the link.

▼ Student Lesson Absences

Type of absence:
 Include Authorised Absences
 Include Unauthorised Absences
 Include only Post-Registration Absences

Date Range:
 From: To:

List of Absence Marks:

Name	Reg	Total	Period	Class	Mark
Elizabeth Smith	107JE	19	01/12/2011 p1	107JE	O
			01/12/2011 p2	1001/Sc	O
			01/12/2011 p3	1002/Pe	O
			01/12/2011 p4	1001/M9	O
			05/12/2011 p2	106/Lc1	O
			05/12/2011 p3	106/Lc1	O
			05/12/2011 p4	106/Lc1	O
			05/12/2011 p5	106/Lc1	O
			06/12/2011 p2	1001/Rt	O
			06/12/2011 p3	100Q/Da1	O
			06/12/2011 p4	109/Xt1	O
			06/12/2011 p4	109/Xt1	O
			06/12/2011 p5	1001/Sc	O
			08/12/2011 p1	107JE	N
			14/12/2011 p4	1001/M9	O
			14/12/2011 p5	100Q/Da1	O
			15/12/2011 p1	107JE	O
			05/01/2012 p1	107JE	O
			12/01/2012 p1	107JE	O

Summary of Absence Totals:

Code/Description	Total
N No reason yet provided for absence	1
O Unauthorised Abs (not covered by other code)	18

Missing marks have been ignored

The missed lessons are in order by date and the subject missed is listed beside this. You can change the date range for when lessons are missed in the "From" and "To" dates by clicking on the small grids shown above by the circles. A key with codes as to why lessons were missed can be found towards the end of the page.

[Lesson Attendance Summary...](#) ←

To go back to the student summary page click on the link Lesson Attendance Summary, which can be found at the bottom of the page

4.5 Student Classes/ Timetable

You can see what lessons your child has for the day you have logged in on under the section labelled **Student Classes**. If you wish to see your child's full timetable click on **Student Timetable**.

▼ Student Classes

Effective Date: 31/10/2011

Student Classes

Time	Class Name	Subject	Teacher	Room
09:00	9b/dt7	D & T	Miss M. Kanathigoda, Miss S. Chamberlain, Mr J. Binns, Mrs S. McCullough, Ms A. Attfield, Ms A. Wellington	T12
09:55	9b/dt7	D & T	Miss M. Kanathigoda, Miss S. Chamberlain, Mr J. Binns, Mrs S. McCullough, Ms A. Attfield, Ms A. Wellington	T12
11:10	9b/ma1	Maths	Miss M. Kanathigoda, Miss S. Chamberlain, Mr G. Parker, Mr M. Fowles, Mrs C. ODwyer, Mrs M. Bayer, Ms S. Chhantbar	M3
12:05	9/it13	I.T	Miss M. Kanathigoda, Miss S. Chamberlain, Mrs S. Keral, Ms A. Azizi, Ms R. Walsh	T4
14:05	9i/en	English	Miss M. Kanathigoda, Miss S. Chamberlain, Mr J. Wilkie, Mrs C. ODwyer, Mrs K. Day-Haynes, Ms M. Hubbard, Ms P. Halpin dias Antunes, Ms R. Mitchell	N3

[Student Timetable...](#)

5. How to log out

To log out of SIMS Learning Gateway go to the top right hand side of the webpage and you will see a small drop down arrow. Click on this and you will get the menu as shown below. Click on **Sign Out**. To make sure you have securely logged out, click on **close window**.

