



SCHOOLBASE ONLINE

Parent Portal User Guide

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The Parent Portal

SchoolBase Online® is a web-based system with 'portals' to enable groups of users, including staff, parents and eventually pupils to access selected data from the SchoolBase® school management database used at Lucton School. To achieve this, a connection is established between your child's data on the school network and a secure hosted web server.

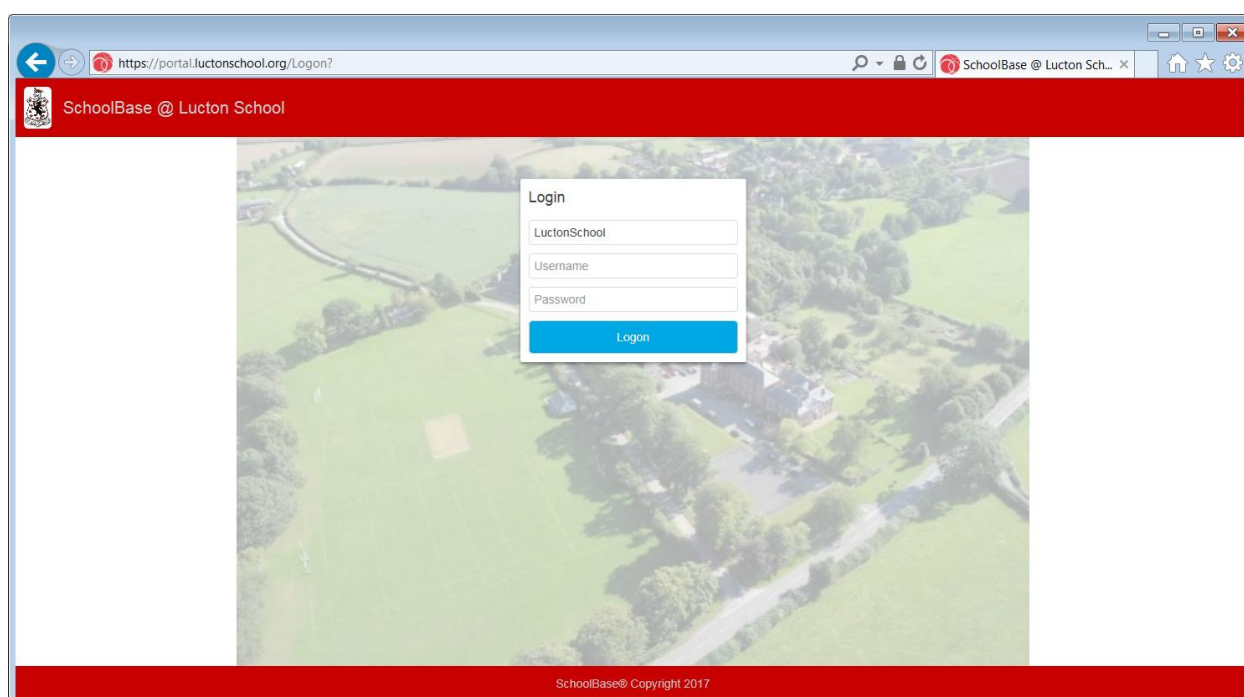
You can therefore access your child's information via the internet on any web-enabled device, including computers, laptops, tablets and smart phones.

If you have more than one child in the school, in each section, where appropriate, you will be able to select which child's information you want to see.

Throughout this guide we have used the singular (child) to mean one or more children!

Logging In

To access the parent portal, you need to have a Username and Password assigned to you by email from school. The Username is fixed, but you are asked to change the password at the earliest opportunity. This is described below.

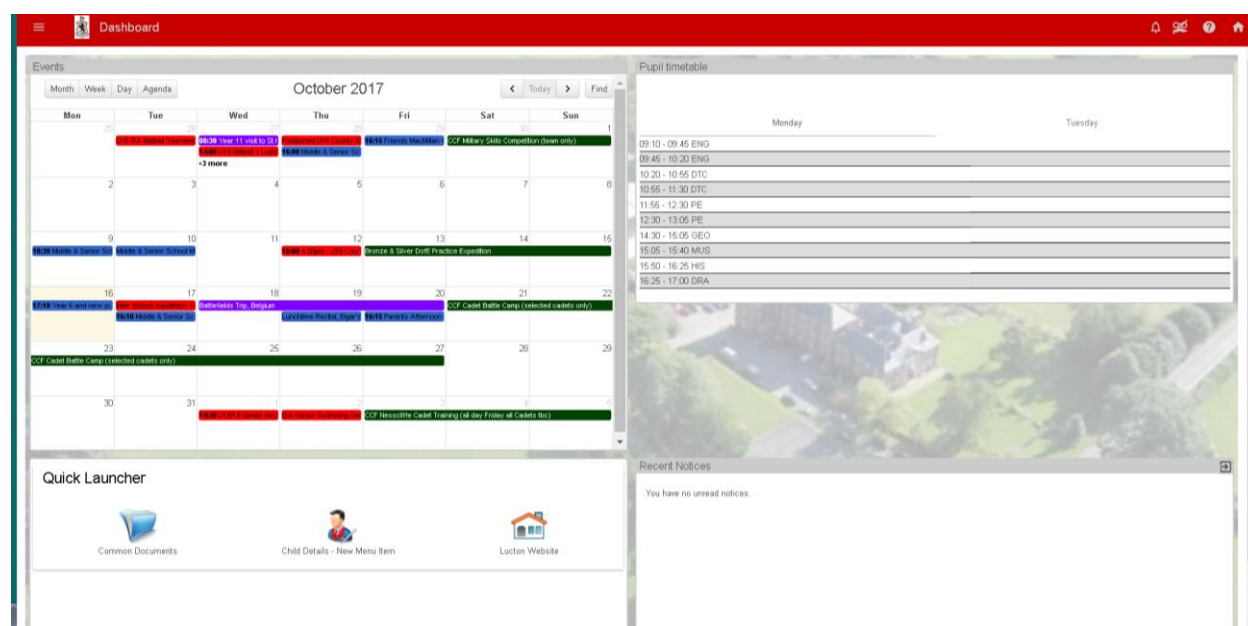


The background picture may be different according to the way the school has set up the system. The address is <https://portal.luctonschool.org>. Type in your Username and Password. If you are using this on a computer at home you might like to click 'Remember me next time'. You should NOT do this if others have access to this computer! You may find that Google Chrome works better than Internet Explorer.

Click 'Logon'

Dashboard

Your dashboard is the first page you will see when you log in to SchoolBase. Here, you should have a panel displaying some icons (your Quick Launcher) that will link you to various menu items. The remainder of the dashboard consists of various *gadgets* which are interactive boxes displaying information from various other parts of the system in a more visual way.



The **Notification** icon (top right hand corner)  will fill when you have any unread notices, and will take you to them when clicked on.

The **Help** icon  takes you to the online help page for the screen currently being used.

The **Home** hyperlink  will always return you to the dashboard

Main Menu

Clicking on the three lines  in the top left-hand corner will display your full menu options including:

The option to **log out**

The option to **change your password** at any time

The option to **change your own personal details** in the school's system

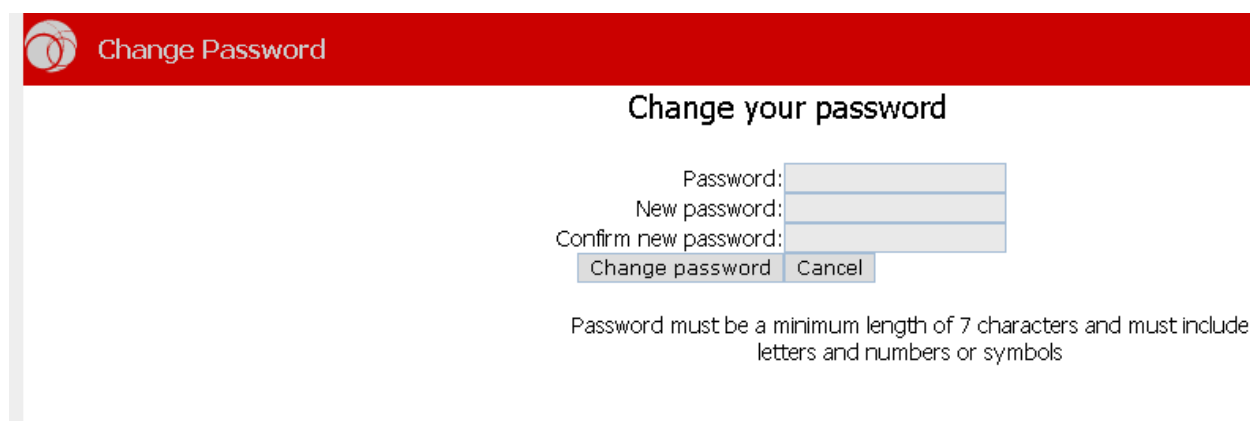
-  Logout
-  Personal Details
-  Change Password
-  Child Details - New ...
-  Common Documents
-  Lucton Website
-  My Details
-  Notice Board
-  Parents Evening
-  Pupil Exams
-  Timetable (Real Time)

Display Language

The Portal incorporates the 'Google Translation' facility to enable you to view the screens in the language of your choice.

Change Password

As described in the introduction to this User Guide, we **strongly** recommend that you change your password as soon as you start using the system. Only you will know this – not even the school can see it! If you forget it, the option on the login screen to request a new one will automatically trigger an email with a new password, which once again you should immediately change.



The screenshot shows a web interface for changing a password. At the top, there is a red header bar with a circular logo on the left and the text "Change Password" in white. Below the header, the main content area has a title "Change your password" centered. Underneath the title, there are three input fields: "Password:", "New password:", and "Confirm new password:". Below these fields are two buttons: "Change password" and "Cancel". At the bottom of the form, there is a note: "Password must be a minimum length of 7 characters and must include letters and numbers or symbols".



Timetable (Real Time)

This menu item will display your son/daughter's timetable. You can see the actual times of the lessons, as well as the details of the subject, teaching group and teacher.

If you have more than one child in the school, there will be a drop-down at the top of the timetable window to allow the selection of the child whose timetable you wish to see.

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00		
Mon	ENG EJMc 09:10 - 09:4 T 14 (MFL)	ENG EJMc 09:45 - 10:2 T 14 (MFL)	DTC IJM 10:20 - 10:5 Hereford 4	DTC IJM 10:55 - 11:3 Hereford 4	PE NLD 11:55 - 12:3 Sports Field	PE NLD 12:30 - 13:0 Sports Field	GEO SPC 14:30 - 15:0 Main 12	MUS JOW 15:05 - 15:4 Main 11 (Mu	HIS JHG 15:50 - 16:2 T 22	DRA KAW 16:25 - 17:0 Upper Hall
Tue	ENG EJMc 09:10 - 09:4 Main 11 (Mu	MUS JOW 09:45 - 10:2 Main 11 (Mu	SPA CVB 10:20 - 10:5 T 14 (MFL)	SPA CVB 10:55 - 11:3 T 14 (MFL)	MAT GEC 11:55 - 12:3 Maths Bloc	MAT GEC 12:30 - 13:0 Maths Bloc	FOR RJM 14:15 - 14:5 T 11 (Physic	PSE PAL 14:50 - 15:2 Hereford 2	GEO SPC 15:25 - 16:0 Main 12	
Wed	FRE JVR 09:10 - 09:4 Hereford 3	FRE JVR 09:45 - 10:2 Hereford 3	MAT GEC 10:20 - 10:5 Maths Bloc	MAT GEC 10:55 - 11:3 Maths Bloc	CHE DJR 11:55 - 12:3 T 13 (Chem	CHE DJR 12:30 - 13:0 T 13 (Chem	GAM GJM 13:35 - 14 Sports Ha	GAM GJM 14:15 - 14:5 Sports Hall	GAM GJM 14:50 - 15:2 Sports Hall	GAM GJM 15:25 - 16:0 Sports Hall
										GAM GJM 16:10 - 17:00 Sports Hall
										PRP CVB 16:10 - 17:00 T 14 (MFL)
Thu	BIO STG 09:10 - 09:4 T 12 (Biolog	BIO STG 09:45 - 10:2 T 12 (Biolog	ENG EJMc 10:20 - 10:5 Hereford 1	ENG EJMc 10:55 - 11:3 Hereford 1	DRA KAW 11:55 - 12:3 Upper Hall	REL KIP 12:30 - 13:0 Hereford 6	REL KIP 14:15 - 14:5 Hereford 6	ICT RMN 14:50 - 15:2 Main ICT	ICT RMN 15:25 - 16:0 Main ICT	
Fri	ART GPB 09:10 - 09:4 Main 12 (Ar	ART GPB 09:45 - 10:2 Main 12 (Ar	HIS JHG 10:20 - 10:5 Main 12	ENG EJMc 10:55 - 11:3 Main 12	PHY RJM 11:55 - 12:3 T 11 (Physic	PHY RJM 12:30 - 13:0 T 11 (Physic	MAT GEC 13:45 - 14:2 Maths Bloc	MAT GEC 14:20 - 14:5 Maths Bloc	CCF HCL 14:55 - 17:00 CCF Hut	



Parents Evening

This form will display details of any parent evenings which have been arranged for your child's part of the school.

The screen will initially show a list of the subjects and teachers available, with whom you can make appointments.

To book an appointment, simply click the 'Appointment Requested' checkbox and select your preferred time from the drop-down list. Only times which are still available at the time you book will be shown, to avoid 'double-booking'.

When your appointments are confirmed, the screen banner will change to green and your entries will be saved.

There is an option at the bottom of the form to print your appointments, should you wish to have a paper copy for reference.



Examinations

As a parent, you have a right to review your child's external examination entries and timetables, and this option offers that functionality. However, it does NOT offer the option to see their examination results, since by law these are only to be made available to the candidate themselves.

The screen offers the choice of viewing their entries as they are made and later (once completed), their exam timetables.

Pupil Exams
| [Home](#) | [Help](#) | [Logout](#)

Examinations

Exam Name	Type	Series	Entries	Timetable
	GCSE	1 18		

Clicking on the *Entries* magnifying glass next to a particular exam will show the full details of each entry, with print and export options.

Clicking on the one *Timetable* will show a linear timetable of their exam entries.

Pupil Exams
| [Home](#) | [Help](#) | [Logout](#)

Back

Code	Title	Date	Time	Duration	Board
4MA0F GCSE	MATHEMATICS A OPTION F WRITTEN PAPER 1F	08 Jan 2018	09:00 AM	120	Edexcel GCSE
4MA0F GCSE	MATHEMATICS A OPTION F WRITTEN PAPER 2F	16 Jan 2018	09:00 AM	120	Edexcel GCSE

Export



Common Documents

This form comprises of general documents published for information for all parents, letters and other communications sent to targeted groups of parents, and your child's school reports.

The latter are published in PDF format for you to view on screen, download, and print as required. When uploaded, the documents are provided with a type to enable you to filter easily to the specific file type you are looking for.

  Common Documents

Filters

All Unread

Current Academic Year

Previous Academic Year

All

Type:
Any

Child:
Any

Search:

Clear

>  Summer 2017

Child: Type: Reports

>  Summer 2017

Child: Type: Reports

There is also a link to this form in the Quick Launcher at the bottom of your screen.

Quick Launcher


Common Documents


Child Details


Lucton Website



Notice Board - Recent Notices

The Parent Notice Board is a quick and convenient way for the school to publish general information to all parents (or selected groups) to keep you informed about what's going on which may affect you or your child.

Similarly to Common Documents, there is a gadget and a form for this that offers similar functionality. When you have read an item in either of them, clicking 'Read' or ticking them on the gadget will not remove the item from the list in case you want to re-read it – but will prevent it showing in the count of unread notices.

When staff members post these notices, they will be given a due date and an expiry date, so these notices will appear in your Notice Board form until they pass their expiry date.

Similar to other menu items, there is an option in the main form for this to print out the list of notices, should you wish to save a paper copy.



Additional Menu Items

Items will be added as they are developed.



Child Details – change your child’s personal details to automatically update in the system



School Website – a handy link to take you straight there



Personal Details - change your own personal details to automatically update in the system



Sport Fixtures (In development)