

ProPortal

The student's view of the ILR

A brief User Guide for tutors to present to students

Contents

Open ProPortal	2
Your ProPortal Dashboard	2
Information on the Dashboard	3
Controls.....	3
Move a Control	4
Remove a Control	4
Add a Control	4
Menus	5
Using the Menus.....	5

Open ProPortal

Click the ProPortal link in your student portal / Moodle Dashboard.

You will not need to enter any login details.

Your ProPortal Dashboard

The information displayed will depend on

- The courses you are studying
- Where you are in the course
- Your specific personal circumstances
- How you have set up your ProPortal Dashboard.

The screenshot shows the ProPortal dashboard interface. At the top, there is a navigation bar with the 'proportal' logo, a dropdown menu for '14/15', and a main menu with items: Reports, Information, Learner ILP, Support, Targets, Comments & Meetings, and Reports & References. On the right side of the navigation bar, there are buttons for 'Set Layout For All', 'Add Controls', and 'Reset'. Below the navigation bar, there is a user profile section with a placeholder for a profile picture and a 'No Image Available' message. The main content area is divided into several widgets. On the left, there is a 'Notice Board' with a welcome message, an 'Attendance & Punctuality' widget showing 91% attendance and 100% punctuality, and several 'Upcoming' widgets (Meetings, Assessments, Smart Targets, Diary) all showing 'No Records'. On the right, there is a 'Recent Comments' widget with several entries, and an 'Academic Information' widget showing progress for two courses: 'Land-Based Studies (Animal Care) Level 1 Diploma (16-19) C&G' and 'Animal Care Level 1 FT 16-19 Study Programme'. Red arrows point from the text 'Controls' to the 'Add Controls' button and from the text 'Menus' to the 'Support' and 'Targets, Comments & Meetings' menu items.

14/15

Home Reports Information Learner ILP Support Targets, Comments & Meetings Reports & References

Set Layout For All Add Controls Reset

Notice Board

WELCOME to Bath College

Have a great year!!

Attendance & Punctuality

Attendance 91%

Punctuality 100%

More...

Upcoming Meetings

No Records

More..

Upcoming Assessments

No Records

More..

Upcoming Smart Targets

No Records

More..

Diary

No Records

More

Recent Comments

Cause for Celebration

Fantastic - a Distinction in your GOLA exam!!! Keep up the great work, a well deserved result

Cause for Celebration

Congratulations on passing your GOLA exam with a distinction level grade. Well done.

Other

lives in supported living in Bristol. At the start of the term she was happy with her set up however she is now extremely u...

Other

I had a telephone conversation with 's mother, yesterday. There are ongoing family issues at present, which are causing add...

Other

Thank you ' for working so well on weds morning14/1/15 as I was upgraded to cover staff shortage. You got on and completed th...

More..

Academic Information

Land-Based Studies (Animal Care) Level 1 Diploma (16-19) C&G

Units 0/7

Asst 1/20

Tasks 0/0

0% 25% 50% 75% 100%

Animal Care Level 1 FT 16-19 Study Programme

Units 0/0

Asst 0/0

Tasks 0/0

0% 25% 50% 75% 100%

More..

Compass Computer Consultants Ltd. Timeout: 13 min

Information on the Dashboard

Information on the Dashboard is displayed in boxes called 'Controls'.

Further information is available via the menus in the green bar at the top of the page.

Controls

The information in each Control is taken from the ILP you have created with your Tutor and any entries you have put in your own Diary.

You can decide which Controls appear on your Dashboard and the order in which they are shown.

Click these links to see how to -

[Move a Control](#) to a different position on your Dashboard

[Remove a Control](#) from your Dashboard


If, for example, your course does not include Assessments, you might want to remove the Assessments Control from your Dashboard.

[Add a Control](#) to your Dashboard

If you have removed a Control and now want to put it back on your Dashboard.

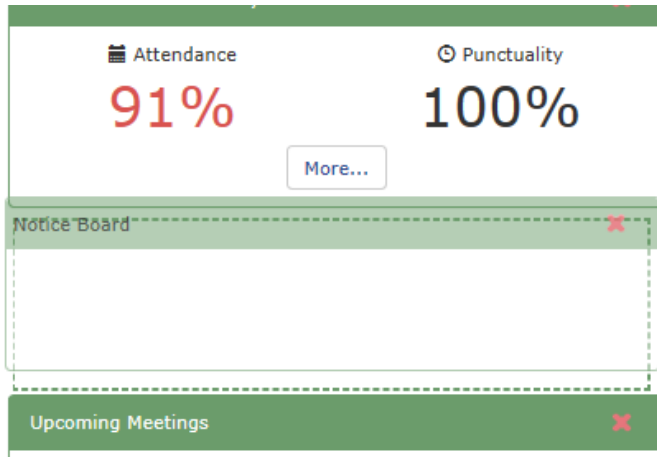
Move a Control

Point your mouse in the green title bar at the top of the Control.


Your mouse will change to a Move cursor 

Click and hold the left mouse button down and drag the Control to where you want it to go.

When you see a dotted outline of the new position, let go of the mouse button.



Remove a Control

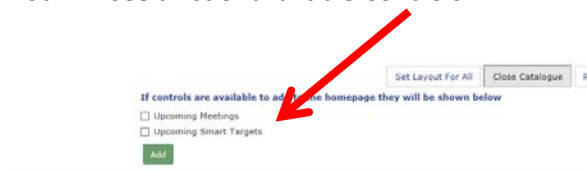
Click the red cross to the left of the green title bar at the top of the Control 

Add a Control

Click the Add Control button toward the top right of the page



You will see a list of available Controls.



Click the checkbox next to the Controls you want to add.

Click **Add**.

Menus

The Menus display information from your Individual Learner profile (ILP).

Your tutor will explain and go through your ILP with you.

Some of the information in your ILP will have been put there from other sources and some your will be entered by your tutor during tutorial sessions with you.

This information is about you and your course of study.

You can view it all and can edit some of it.

You can add Meetings, Targets and Comments through these menus. Your tutor will help you with this.

Your tutor will go through the ILP with you so that you understand what this information is for and how you can change it or add to it.

Using the Menus

Open these Menus by clicking on the Menu name.

Click an item in the menu to open and view it.

Click the Home symbol to return to your dashboard.