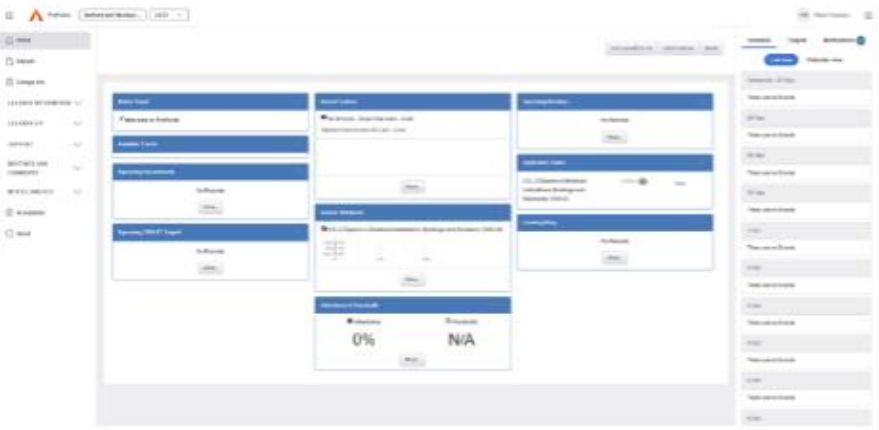
How to use the ParentPortal

This is your guide on how to use the **ParentPortal**, our parent self-service software that will allow you to check your young person's timetable, course progress, reports and other key information.



1. The first page you will be greeted with is your portal homepage. This page will display some key information for you by default, you can also add and remove controls to the homepage to customise the layout.
2. Viewing your young person's study programme – when you are in the system, the dropdowns to the left of the page are your way into the various features available to you.

To view the details of the programme, click on the 'Learner Information' tab and then select the 'Study Programme' button. This will open a page detailing qualification hours, work placement requirements (if applicable) and enrichment (if applicable).

4. Accessing the timetable – Click the 'Learner Information' dropdown and scroll down to the 'Lesson Timetable' button. This will take you directly to the lesson timetable page where you will find the college timetable in a friendly planner format week by week.

5. Accessing Markbook (progress summary) – Again, using the 'Learner Information' dropdown, click on the 'Learner Markbook' button. This will take you to a progress summary page where you can see the individual course progress by selecting the relevant course from the 'Student Group:' dropdown.

If you have any queries or issues accessing ParentPortal, please contact parentportal@tscg.ac.uk.