



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

How to View reports via ES Portal

Manual



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Introduction

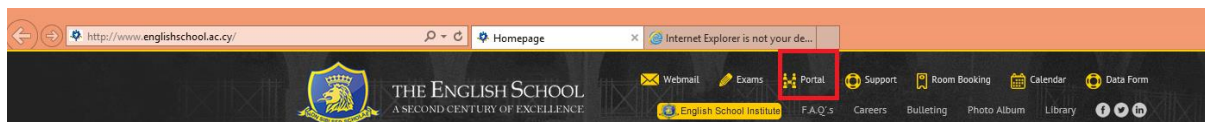
This document has been designed to assist parents/guardians to view their child's/children's progress reports using The English School, Portal.

Technical Requirements

- 1) For compatibility reasons, only the following internet browser versions are tested & supported:
 - Google Chrome 36
 - Internet Explorer 10.x
 - Internet Explorer 9.x
 - Mozilla Firefox 31
 - Safari 7.x (Mac)
 - Safari 6.x (Mac)
- 2) JavaScript MUST be enabled on the browser. In 99.9% of the cases it is enabled by default. Follow this guide <https://www.google.com/adsense/support/bin/answer.py?hl=en&answer=12654> to enable JavaScript in case it is disabled. You may need administrative privileges to perform some of the operations to enable JavaScript.
- 3) Minimum screen resolution is 1280x1024.

Steps for viewing reports in the Portal

1. Enter "The English School website": URL: <http://www.englishschool.ac.cy/>



2. Click on "Portal" next to the Exam link
3. Enter your login and password. Should you not have this information call our information desk at: 22799327 or email us at: esd@englishschool.ac.cy



To log in to the portal, use the Portal link on the school's website. When logging in off-site, type **eschool\username** in the username's blank. Use the password provided in the password's blank.

Upon logging into the portal, you will find a *How to Use ES Portal – Parents' Information* document on the parents' home page for your convenience.

4. Once you entered the Portal, on the left-hand side you will see the SIMS Learning Gateway Navigation pane. Click on "My Children Dashboard".



5. You will enter your child's/children's Dashboard that looks something like this:

Parent News | There are currently no new announcements to be displayed

HeadLines

Total achievement points
(Current academic year)
17

Today's Attendance

Jeff's attendance for today

✓ Maths	8:15 AM - 9:05 AM
✓ Classical Greek	9:05 AM - 9:55 AM
✓ Chemistry	10:15 AM - 11:05 AM
✓ Economics	11:05 AM - 11:55 AM
✓ English	12:10 PM - 1:40 PM

History

Events

Events from : Last 7 Days

Achievement - Well Done!

Excellent class participation. This was recorded on Tuesday last week.



6. Scroll down to find: “My Children Links”. Then click on “View Reports”

My Children Links

Jeff

Student Record

View Reports

Homework

Data Collection Sheet

7. All available Reports can be found here. You need to click on: “Academic Year 2014/2015” to view a list of all the reports that are available.

The English School > Parent > SLGPages > ViewReports

Parent

View Reports

Display: By Category List

— ▶ Academic Year 2014/2015

8. Click on the report that states: Class code(eg: 4B-2014-2015 – Autumn Reports)

— ▼ Academic Year 2013/2014

3B - 2013-2014 - EoY Reports Available Until: 01 Jul 2015

4B - 2014-2015 - Autumn Reports Available Until: 01 Jul 2015

9. You can then open the Report. This can either Print or Save the report for future reference.



Who to Contact if you have an issue

Help Desk:

Tel: 22799327

Email: esd@englishschool.ac.cy