# Databridge Parent Portal User Guide

Databridge is used by Treloar's to capture your young person's progress towards their targets, as well as storing their personal details e.g attendance, MDT team etc.

*Treloar School and College ensures that at the heart of everything is the student*

# Logging on for the first time

You will receive an email from us - tasks@databridgemis.net. This will contain your username, password and your 2 factor authentication details in the form of a QR code.

**You will need to use an Authenticator App**, for example, Google Authenticator or Microsoft Authenticator. These are free apps - If you do not already have either of these you can download and install the app onto your phone or tablet by searching for Microsoft/Google Authenticator in the Play Store (Android) or App Store (iPhone).

## Using Microsoft Authenticator App

1. If this is the first time you have used the app:

   Follow the on-screen steps to set up.
   You will be prompted to **Add personal account** or **Scan QR code**. Select **Scan QR code** and scan the code that you received in the email from us. You may get a notification that the app would like to use your camera – click **Ok**.

2. If you already have the app:

   Click on the **+** at the top of the screen to add a new account.
   Select **Personal account** and **Scan QR code**.
   Scan the code that you received in the email from us.

## Using Google Authenticator App

1. If this is the first time you have used the app:

   Follow the on-screen steps to set up.
   You will be prompted to **Scan QR code** or **Enter a setup key**. Select **Scan QR code** and scan the code that you received in the email from us. You may get a notification that the app would like to use your camera – click **Ok**.

2. If you already have the app:

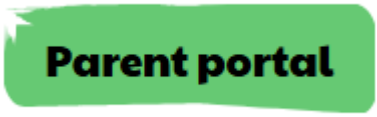
   Click on the + at the bottom of the screen to add a new account.
   You will be prompted to **Scan QR code** or **Enter a setup key**. Select **Scan QR code** and scan the code that you received in the email from us.

An account will be created and a 6 digit code will be automatically generated for you to enter when logging in to the Parent Portal.

# Logon to the Parent Portal

You can either click the Click here to Logon link in your introductory email, or you can use the following link to access the Parent Portal: https://treloarparents.co.uk

There is also a link at the top of every page on our website:




Logon to the Parent Access Portal using the username and password provided in the introductory email and the 6 digit code generated by the Authenticator app.

Note: the 6 digit code lasts for 30 seconds, after which another one is automatically generated. Each time you logon to the Parent Access Portal you will need to generate a new code.

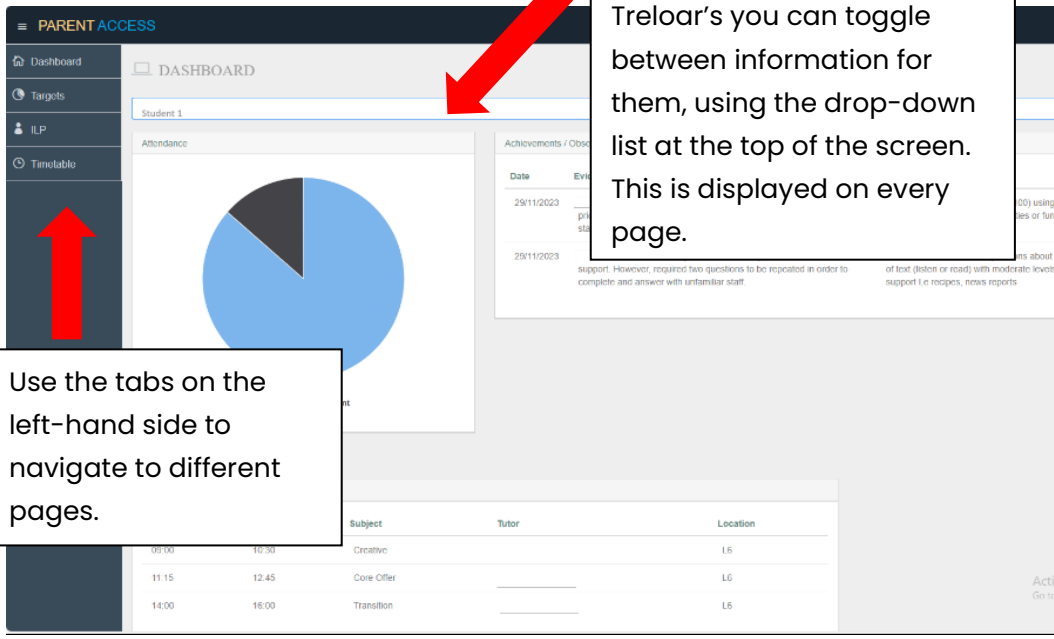
If you have any difficulties logging on, please contact Business Systems.

Email: tech.hub@treloar.org.uk

Phone: 01420 547400 x7777 opt. 2

# Dashboard Page

Once logged in, your young person's Dashboard is displayed. This gives information on attendance, latest achievements and today's timetable.




If you have more than one young person who attends Treloar's you can toggle between information for them, using the drop-down list at the top of the screen. This is displayed on every page.

Use the tabs on the left-hand side to navigate to different pages.

## Attendance:

Pie chart showing School/College day attendance information from the start of the academic year to current day.

## Achievements / Observations (Last 7 Days):

Summary list of any targets or objectives achieved in the last 7 days. More detailed information, including any supporting evidence e.g. photos can be seen in the Targets sections (see below).

## Today's Timetable:

Information about the sessions that are on today's timetable.

# ILP Page

ILP refers to your young person's Individual Learning Plan (sometimes called Individual Education Plan in School).

There are a series of tabs along the top of the page. Select these to view different information:

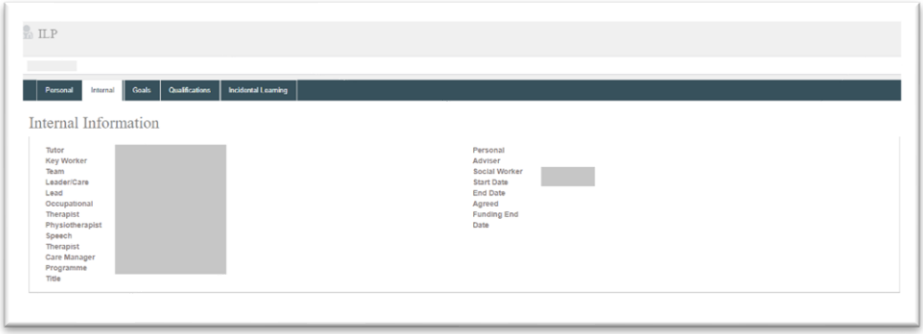
## Personal

Please let us know if any information on this page changes.



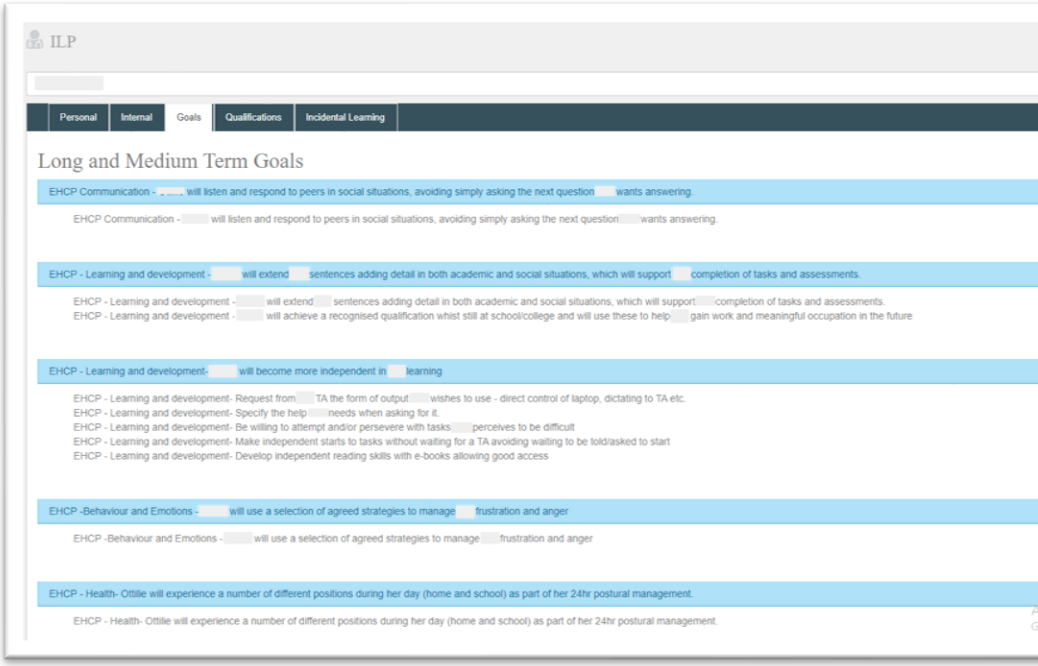
## Internal

Listed here are the members of your young person's multi-disciplinary team.



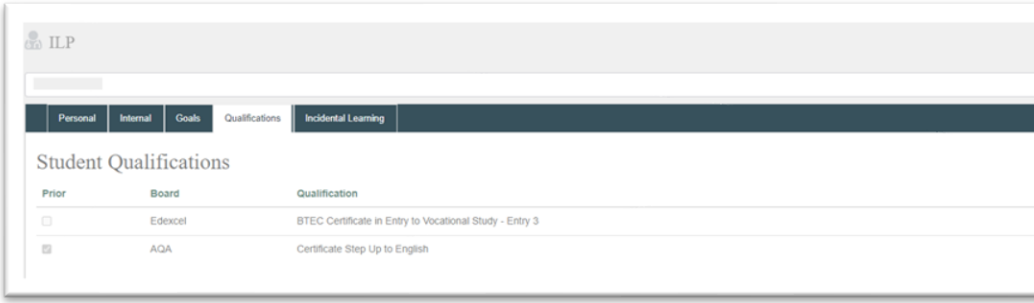
## Goals

Listed here are the long and medium term goals for your young person. If they have an EHCP these will have been directly translated from that document.



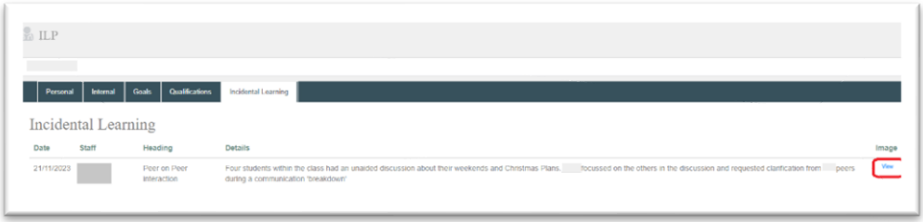
## Qualifications

Any qualifications that your young person is currently registered for are listed here, along with any achieved qualifications (including those which may have been achieved at a prior educational establishment, if we have been informed of this).




## Incidental Learning

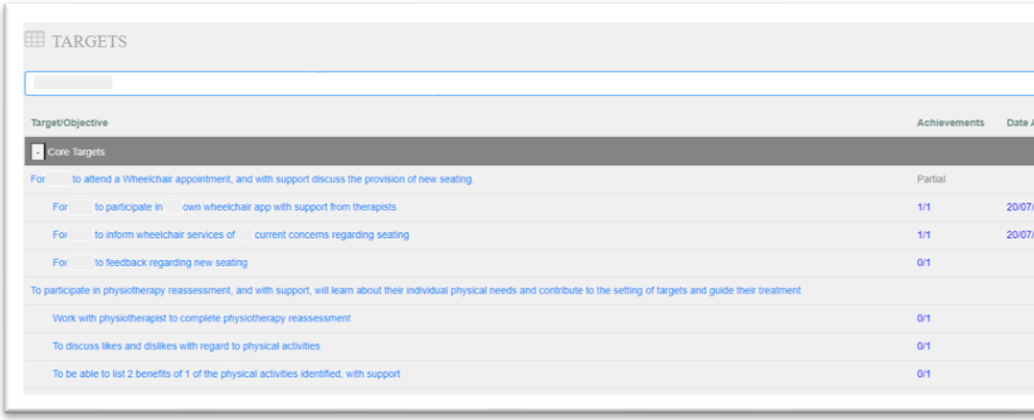
Incidental learning is any learning activity that takes place that is not directly related to a target or objective. Click on *View* on the right-hand side of the page to see an associated photograph of the activity (there may not always be one though).



# Targets Page

Listed here are the targets that your young person is currently working toward. Targets are broken down into objectives (indented) to help reach areas identified in your young person's EHCP.

The *Achievements* column shows how many times the objective needs to be reinforced before it is considered 'achieved'.



Click on the objective to see supporting evidence, including photos and documents, of achievements.



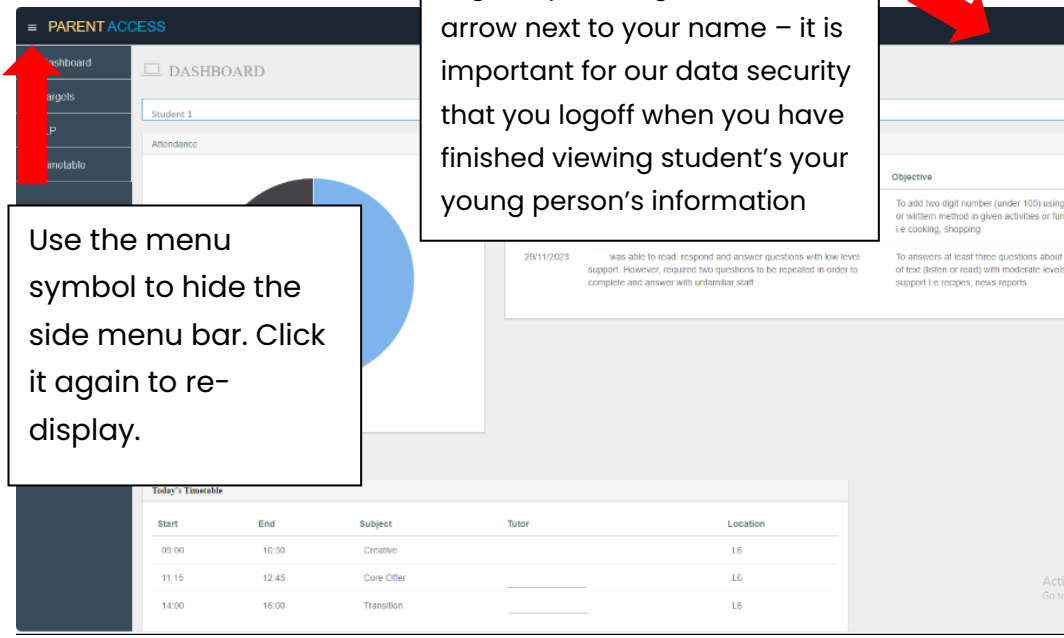

Please contact your young person's Progress and Transition Coordinator if you have any feedback/queries around the ILP/IEP targets set as we value your input.

## Timetable Page

Details of the week's timetable are displayed here.

## General Things to Note

- If the scroll bar on the right-hand side of the page is hard to find, try moving the cursor to the far right about a third of the way from the top. A blue bar will appear – click on this and drag it down to scroll.
- The Achievements / Observations (Last 7 Days) information shown on the Dashboard page is not lost once the 7 days has lapsed. They can be found in the Targets tab, along with photos and supporting documents.




Logoff by clicking the down arrow next to your name – it is important for our data security that you logoff when you have finished viewing student's your young person's information

Use the menu symbol to hide the side menu bar. Click it again to re-display.