

Parent Guardian Portal Access

2025/26



Dear Parents / guardians, **we wanted to grant you a ‘*Big Hello*’ and welcome you as part of City of Bristol College community.**

As a parent / guardian, your support, encouragement, guidance and input are critical in ensuring the success of your young person as they undertake their exciting journey with us and aspire to achieve the goals they set for themselves.

The journey will present great opportunities and challenges along the way, and with your collaboration, we aim to help navigate through the journey, build resilience and enable them to take the lead in their learning.

We appreciate your support in fostering a positive educational experience for your young person. To further enhance their commitment to study and positive behaviour, here are some key ways you can help:

Encourage Attendance - Emphasize the importance of regular attendance and ensure your child arrives on time every day, ready to learn.

Promote Positive Behaviour - Reinforce respectful behaviour at home and discuss the importance of following school rules. Praise and reward good behaviour to motivate them.

Create a Study - Friendly Environment - Help them set up a suitable environment to complete their work and study.

Stay Engaged - Regularly communicate with teachers and stay informed about your child's progress and any challenges they may face.

Support their Learning - Show interest in their school activities and assignments. Encourage reading and other educational activities at home.

Foster Independence - encourage them to take responsibility for their own learning by managing their time and setting personal goals.

Provide Encouragement - Celebrate achievements, no matter how small, and provide encouragement during challenging times.

Your active involvement is crucial in helping your young person succeed. Together, we can create a supportive and motivating environment for their education.

Thank you



Parent / Guardian Portal guide

To support you in making sure you have the information to monitor and track progress of your young person, you will be able to access our portal for Parents and Guardians - **ProPortal**.

ProPortal will allow you to check and discuss many aspects of your young persons study programme, view student information relating to progress review, attendance, teacher comments, and meetings.

With ProPortal, you can keep track of your young persons academic performance and a clear overview of their progress.

Currently, ProPortal will display the following key information:

Student Details

Student Timetables

Student Attendance

Progress Indicators

Assessment Schedules

Assessment Marks and Grades

More information will be added throughout the year including records of One to Ones, meetings, progress comments and progression information.

How to Access

In order to gain access to the Parent view of ProPortal, your young person will be required to set up access. It is an expectation that all students undertake this as demonstration of their commitment to study. Your young person has received this along with instructions in setting the request. The link to the request form is below and we would encourage you to support them in getting this actioned as soon as possible.

<https://mis.cityofbristol.ac.uk/guardianapproval.php>

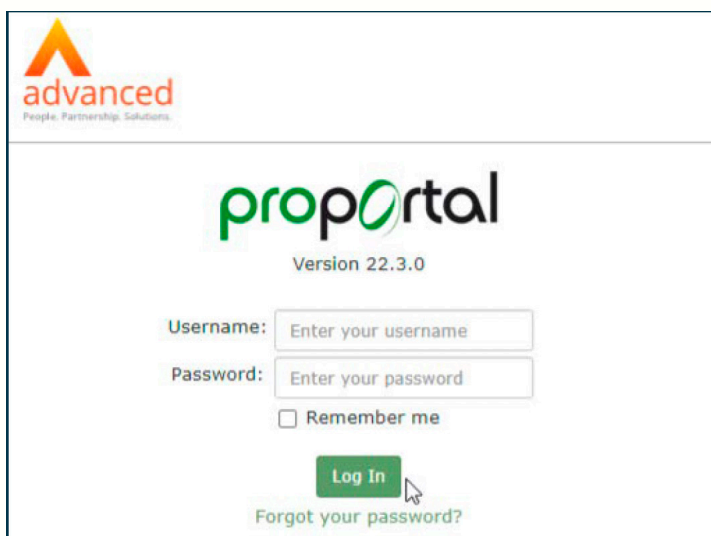
Welcome & Logging in

Welcome to the Guardian Portal, powered by ProPortal software. Once your email has been registered and set up against one or more students, you will receive an email with instructions on where to log in and set your password.

Logging in

To log in to the guardian portal, navigate to:

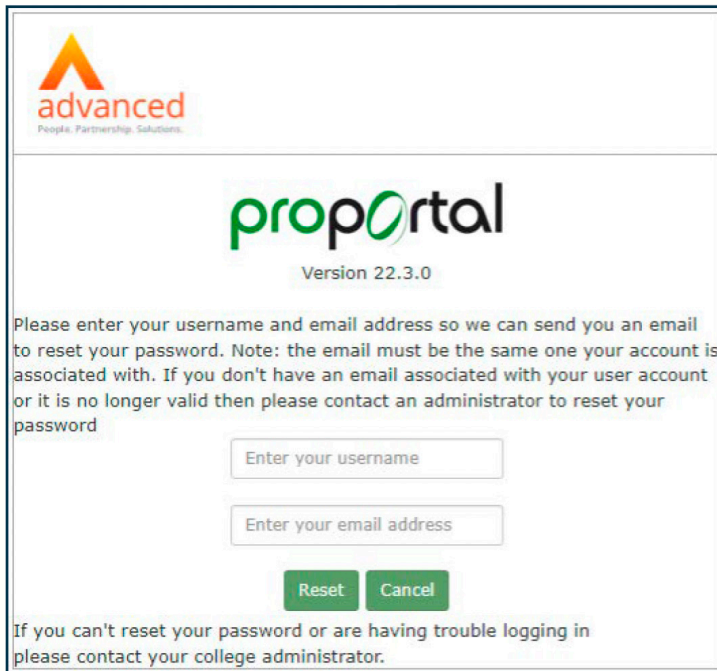
guardianportal.cityofbristol.ac.uk/ProPortal

A screenshot of the ProPortal login interface. At the top left is the 'advanced' logo with the tagline 'People. Partnership. Solutions.'. In the center is the 'proportal' logo with 'Version 22.3.0' below it. The login form includes a 'Username:' label and a text input field with the placeholder 'Enter your username'. Below that is a 'Password:' label and a text input field with the placeholder 'Enter your password'. A checkbox labeled 'Remember me' is positioned below the password field. A green 'Log In' button is centered below the checkbox, with a mouse cursor hovering over it. At the bottom of the form is a green link that says 'Forgot your password?'.

From the home screen, you will have the opportunity to log in or reset your password.

Set or reset password

If you haven't set up your password, or have forgotten what your password is, you can create a new one by choosing the "Forgot your password?" option at the bottom of the form.



The screenshot shows a web form for password reset. At the top left is the 'advanced' logo with the tagline 'People. Partnership. Solutions.' Below it is the 'proportal' logo and 'Version 22.3.0'. The main text asks the user to enter their username and email address to receive a password reset email, with a note that the email must be the same as the one associated with the account. There are two input fields: 'Enter your username' and 'Enter your email address'. Below these are two green buttons: 'Reset' and 'Cancel'. At the bottom, a note states that if the user cannot reset their password or is having trouble logging in, they should contact their college administrator.

advanced
People. Partnership. Solutions.

proportal
Version 22.3.0

Please enter your username and email address so we can send you an email to reset your password. Note: the email must be the same one your account is associated with. If you don't have an email associated with your user account or it is no longer valid then please contact an administrator to reset your password

Enter your username

Enter your email address

Reset **Cancel**

If you can't reset your password or are having trouble logging in please contact your college administrator.

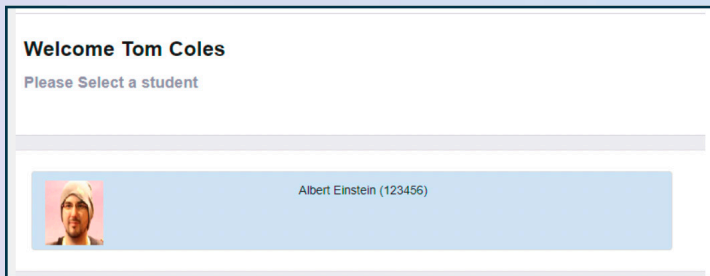
You will need to put your email address into both the username field and the email address field, then select the **"Reset"** option.

An email will be sent to you with a link to set up your new password.

Finding your Young Person

Press the **"Home"** icon to go to the home screen.

This will present you with a list of the student(s) you have access to view:



Click on the student to access further details such as timetable and attendance.

Student screen navigation

Once you have selected a student you will be able to access information screens by selecting the **"My Details"** drop down item

Academic Information	Summary and breakdown of all the units that make up the course, including their marks and grades.
Academic Feedback	View comments from staff and student from individual units
Assessment Schedule	Breakdown of all the scheduled assessments for each course, including expected date and teacher name
Timetable	Search facility to find out the students timetabled activities
My Attendance & Punctuality	Search facility to find out the students timetabled activities

Search and View Timetable

Select the **“Lesson Timetable”** option from the **“My Details”** navigation section.

This will load the current week's timetable. You can select a different week and click **“Refresh”** to load the selected week's timetable.

Lesson Timetable

Albert Einstein (123456)

Week Beginning

17/10/2023

Refresh

	Mon 16/10/23	Tue 17/10/23	Wed 18/10/23	Thu 19/10/23	Fri 20/10/23
9:00		09:15 - 10:45 APP ELECTRICAL L3 Y1 (COBC, JTL, OS)			
15		TUES JAN (22Q)			
30		THEORY			
45		TPP1102C01-1-22Q			
10:00		TPP1102C02-1-22Q, WPP1102C01-			
15					
30					
45					
11:00		11:00 - 12:30 APP ELECTRICAL L3 Y1			

View Attendance & Punctuality

Select the **“My Attendance & Punctuality”** option from the **“My Details”** navigation section to see a breakdown per course.

My Attendance & Punctuality

Albert Einstein (123456)

Your attendance and punctuality is recorded directly into this table from the registers taken at each session you should attend.

Attendance Last Updated 17/10/2023 04:46

Code	Att%	Auth	Lates	Punct	Recent	Last Att
LPF183SA01-1-A/001 : ELECTRICAL INSTALLATION DIP L (1915234)(W)		8	0			
LPF183SA01-1-A/002 : ELECTRICAL INSTALLATION DIP L (1915235)(W)		16	0			
LPF183SA01-1-A/003 : ELECTRICAL INSTALLATION DIP L (1915236)(W)		16	0			

Attendance Notification

To support positive attendance, we will be sending out email notifications to all parents and carers of students aged 16-18 (including 19-25 with Education, Health, and Care Plans).

This communication will be automated and sent on the evening of the day to inform you of any absence (notified or un-notified). The email will be sent if a student has record a absence on any session during that day. Please not that if a student has 3 sessions and attended only 2, missing one, then a notification email will be sent and will detail the absence session

As part of our commitment in supporting positive attendance and active engagement for our young people, it is crucial for us to keep you informed about your young person's academic progress and attendance is a key component of their overall performance.

With your support we aim to support our students to attend as it is essential for successful completion of their course. We will also we encourage you to discuss this matter with your young person.

Please note that the email notifications will come from a no-reply email address. Should you wish to discuss this matter further or have any concerns, we kindly request that you contact your young person's teachers or tutors directly.

Alternatively, you may send an email to enquiries@cityofbristol.ac.uk ensuring that you include the student's ID number in the email subject or reference line for efficient processing.

We appreciate your attention to this matter and your support in encouraging your young person's success.

