



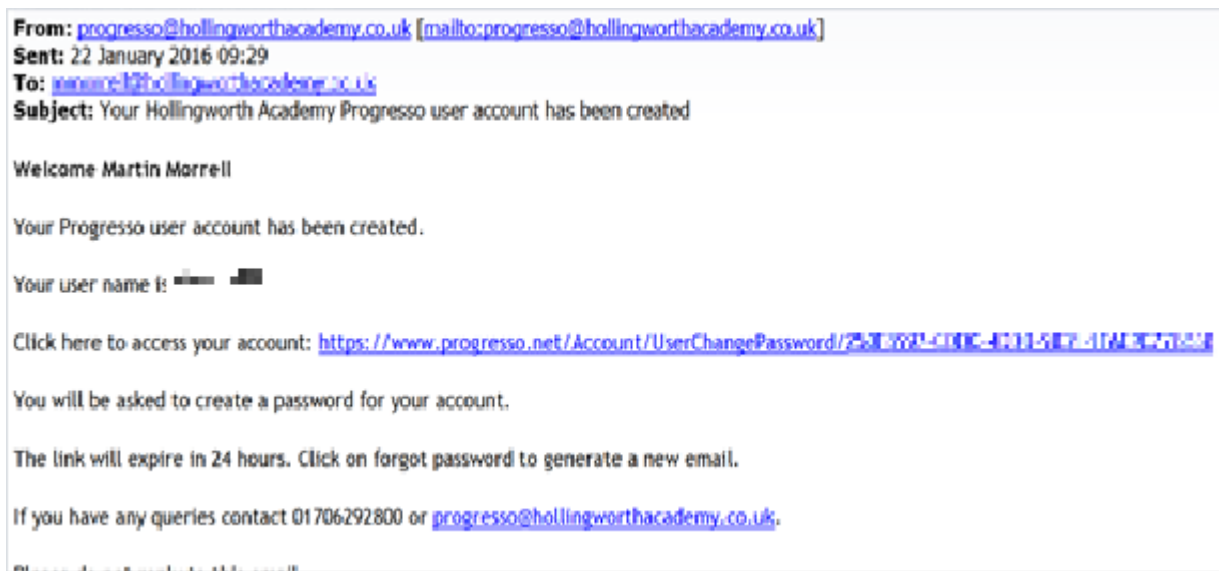
Contact Role on Progresso

This document is in three sections and hopefully supports you through:

- Activating your Progresso login.
- Using the Contact Role in Progresso on a PC/laptop/tablet.
- Using Contact Role in Progresso on your smartphone.

Activating your Progresso login and accessing the system

When Hollingworth Academy sets up your account within Progresso, you will receive an email to the email address we have registered to you. The email will look similar to the image below, it contains your allocated Username for Progresso and a link to setup your password. Please be aware that you cannot setup a password using your smartphone. You must use a PC, laptop or tablet to open the link and set your password.



If you do not use the link within 24 hours of receiving the email, the link will not work. To be resent a new link you must:

- go to www.progresso.net (see screenshot below)
- type your Username, received in the original email.
- leave the password field blank
- click the link directly below the Password field "Forgot password".
- Once a new web page is loaded, the Username should be prepopulated with your Username, you can then click on Reset Password.

The system will automatically resend you an activation email immediately, with a new link (valid for a further 24 hours).

When you click on the link in your activation email you will be redirected to the Progresso password web page:



Welcome Hollingworth Academy

Your Details

Forename Surname Username

Please choose a password

New Password

Confirm Password

Save

Password must:

Be at least 6 characters long

Contain the following:

- 1 upper case character (from A – Z)
- 1 lower case character (from a – z)
- 1 numerical character (from 0 – 9)

In addition, password must NOT:

Have been used as previous 10 passwords

Contain your forename, surname or username

Your details will be presented to you and the screen will ask you for a New Password and to Confirm Password, then click on Save. The Password policy is below the Save button to help you devise a system accepted password.

When you save your new password you will be redirected to the www.progresso.net web page:

progresso

Username

Password Please enter username

[Forgot password?](#)

Sign in

© 2015 Advanced Business Software and Solutions Ltd, trading as Advanced Learning




Once your password is setup you can then go to the page www.progresso.net (see above screenshot) and type your username and newly generated password. Click on “Sign in”, your home page will then be presented. You may wish to make www.progresso.net a favourite or shortcut on your home screen, as this is the website that you will use to login from now on.

Using the Parent View in Progresso

On a PC/Tablet/Laptop, when you have logged in, you will see the Home/Details screen as below:

Grp	Tch	Sub
7CB	Miss C. Kelly	Tutor Group

Time	Pd	Rm	Sub	Tch	Grp
08:45 - 09:00	REG	123	Tutor Group	Miss Kelly	7CB
09:00 - 10:00	P1	104	Mathematics	Miss P Kaur	7X-MA3


If you have Parental Responsibility for more than one child at Hollingworth you will be able to switch between your children by clicking on the Learner dropdown in the banner (at the top of the web page). Also in the banner you can see your account details  and Logout . Clicking on the school logo or  will return you to your home screen.


You can currently select between three pages/tabs of different information: **Details** | Behaviour | Attendance. Clicking on these three options will change the information/widgets that you see in the window.


The details page above shows you 6 widgets:


- Learner Personal Details
- Emergency Contact Details
- My Groups (Your child's groups)
- Learner Health Details
- Documents (May contain any letters or Assessment Reports that your child has brought home)
- Learner Timetable


You will notice that on the top right of each widget there are various icons:


 Request a change – The system allow you to make and send a change to your child details on our system. This will be picked up by the school data team and they may contact you to verify any significant changes.

 Refresh – Refreshes the widget or you can refresh all widgets on the page by refreshing the page within your browser.

 Settings - allows you to change some of the widget settings. For example, on the Learner Timetable widget you can click the Settings icon and select a week, to see your child's full week Timetable. Any changes you make in

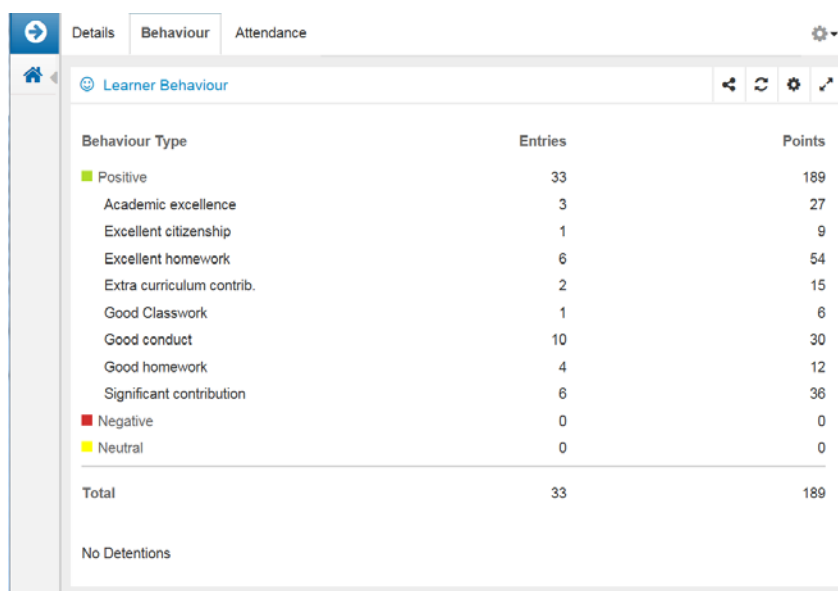
settings you must ensure you click Save  , in the top right corner of the widget. This will make the changes to the widget view.

 Full Screen – makes the widget become full screen

 More Information – Expands on the current category with more details. See below on Behaviour and Attendance page/tab.


Clicking on the Page/Tab for Behaviour will present you with a summary of your child’s behaviour for the year. It will break down Positive, Negative and Neutral events. Positive events are awarded for good to excellent behaviour and learning at school. Negative events are given for bad behaviour or none completion of work/homework. Neutral events are used to track any interventions or additional support that staff have assigned to your child.

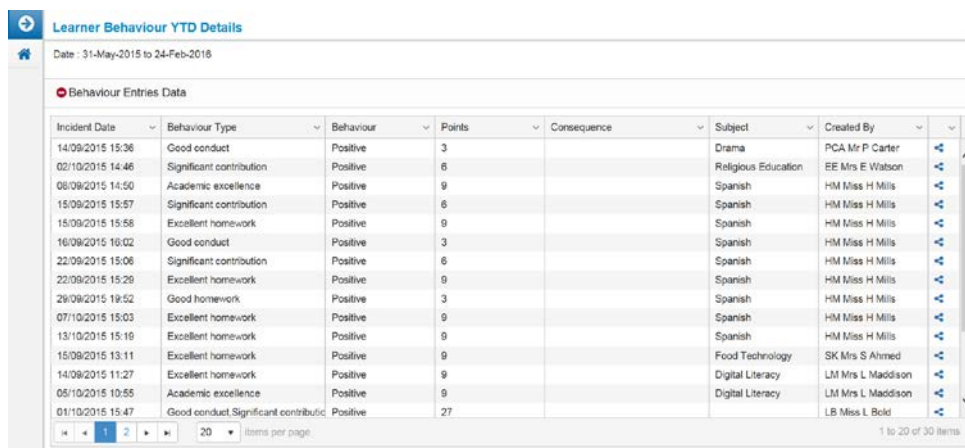
You will also see any detentions that your child has been too this year.



Behaviour Type	Entries	Points
Positive	33	189
Academic excellence	3	27
Excellent citizenship	1	9
Excellent homework	6	54
Extra curriculum contrib.	2	15
Good Classwork	1	6
Good conduct	10	30
Good homework	4	12
Significant contribution	6	36
Negative	0	0
Neutral	0	0
Total	33	189

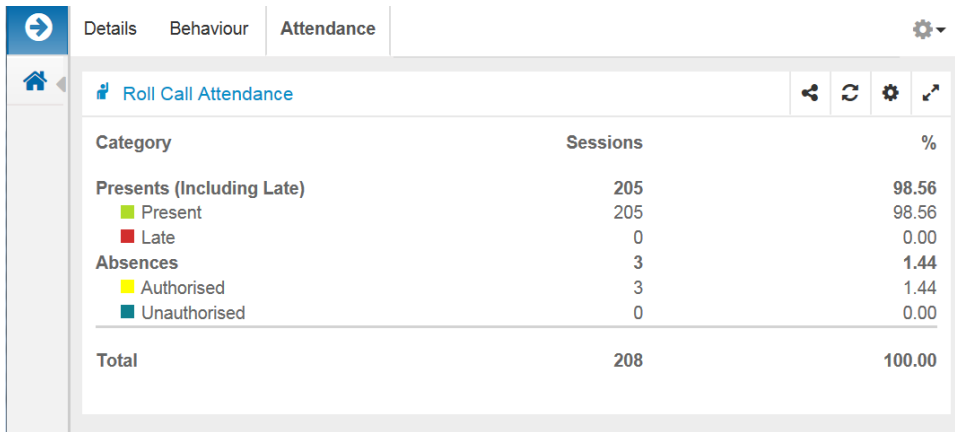
No Detentions

When you click on the More Information icon  you will get a more detailed breakdown of your child’s behaviour. This will be presented to you in a table which you can sort. You can also get more details about each behaviour event by clicking the More Information at the side of each event.



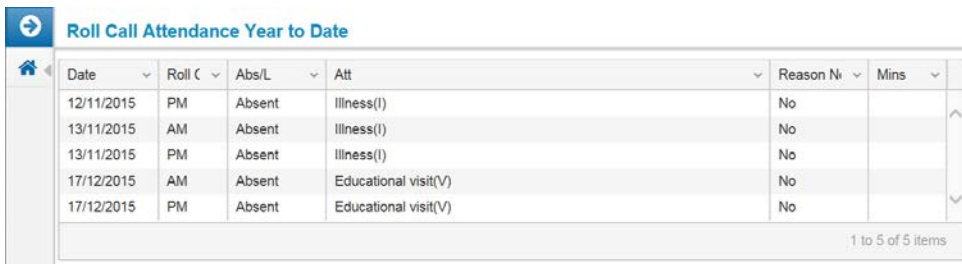
Incident Date	Behaviour Type	Behaviour	Points	Consequence	Subject	Created By
14/09/2015 15:36	Good conduct	Positive	3		Drama	PCA Mr P. Carter
02/10/2015 14:46	Significant contribution	Positive	6		Religious Education	EE Mrs E. Watson
06/09/2015 14:50	Academic excellence	Positive	9		Spanish	HM Miss H. Mills
15/09/2015 15:57	Significant contribution	Positive	6		Spanish	HM Miss H. Mills
15/09/2015 15:58	Excellent homework	Positive	9		Spanish	HM Miss H. Mills
16/09/2015 16:02	Good conduct	Positive	3		Spanish	HM Miss H. Mills
22/09/2015 15:06	Significant contribution	Positive	6		Spanish	HM Miss H. Mills
22/09/2015 15:29	Excellent homework	Positive	9		Spanish	HM Miss H. Mills
26/09/2015 19:52	Good homework	Positive	3		Spanish	HM Miss H. Mills
07/10/2015 15:03	Excellent homework	Positive	9		Spanish	HM Miss H. Mills
13/10/2015 15:16	Excellent homework	Positive	9		Spanish	HM Miss H. Mills
15/09/2015 13:11	Excellent homework	Positive	9		Food Technology	SK Mrs S. Ahmed
14/09/2015 11:27	Excellent homework	Positive	9		Digital Literacy	LM Mrs L. Maddison
05/10/2015 10:55	Academic excellence	Positive	9		Digital Literacy	LM Mrs L. Maddison
01/10/2015 15:47	Good conduct Significant contribution	Positive	27			LB Miss L. Bold

The last page/tab presents a summary of your child's attendance.



Category	Sessions	%
Presents (Including Late)	205	98.56
Present	205	98.56
Late	0	0.00
Absences	3	1.44
Authorised	3	1.44
Unauthorised	0	0.00
Total	208	100.00

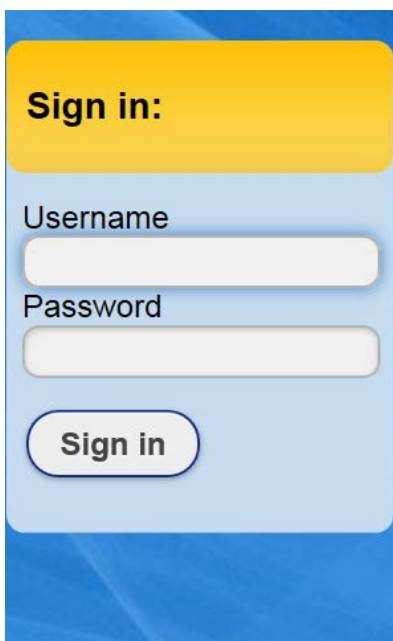
Like the behaviour page, clicking on the More Information icon you can see more detail about the absences recorded against your child.



Date	Roll C	Abs/L	Att	Reason N	Mins
12/11/2015	PM	Absent	Illness(I)	No	
13/11/2015	AM	Absent	Illness(I)	No	
13/11/2015	PM	Absent	Illness(I)	No	
17/12/2015	AM	Absent	Educational visit(V)	No	
17/12/2015	PM	Absent	Educational visit(V)	No	

Accessing Progresso on your Smartphone

Progresso also works on your Smartphone, when you type in your phones browser www.progresso.net you will be redirected to <https://mobile.progresso.net> and be presented with a login screen:



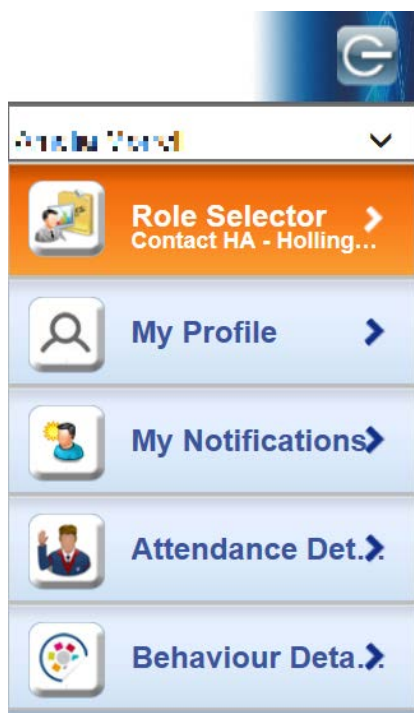
Sign in:

Username

Password

Sign in

Use your Progresso Username and Password and select Sign in. You may notice that you are unable to reset your password using this site, you must use the www.progresso.net site on a PC/Laptop/Tablet. This Web App is also limited in the information provided to you but does give you a summary.

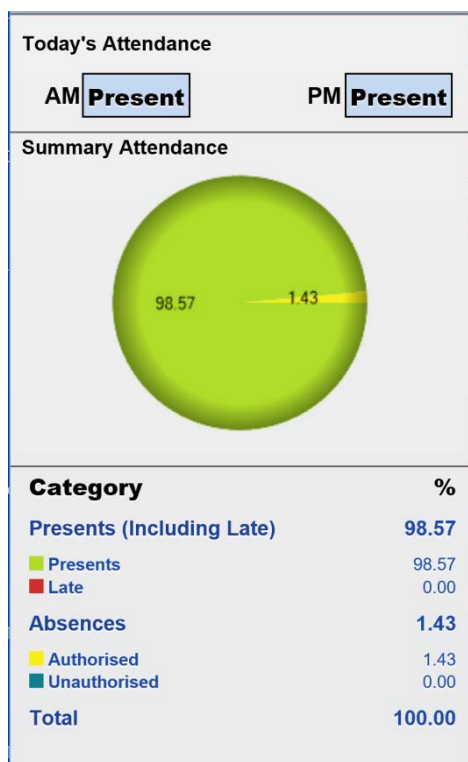


You can select between the children that you have Parental Responsibility for by selecting the dropdown menu at the top of the menu.

My Profile allows you to change your password.

My Notifications lists any system or school generated notifications about changes to the system.

Attendance Details gives you a summary of this academic year attendance, it also indicates Today's Attendance:



The Behaviour Details menu item gives a summary of this academic year behaviour, the positive points equals the amount of Vivos your child has accumulated this academic year.

