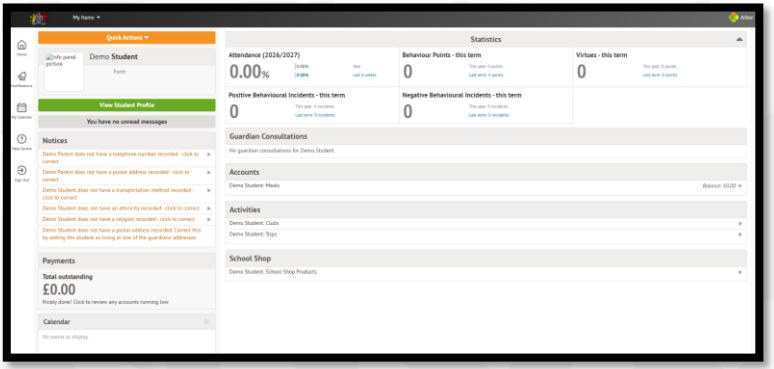
KING EDWARD VI
HANDSWORTH
SCHOOL FOR GIRLS

Arbor

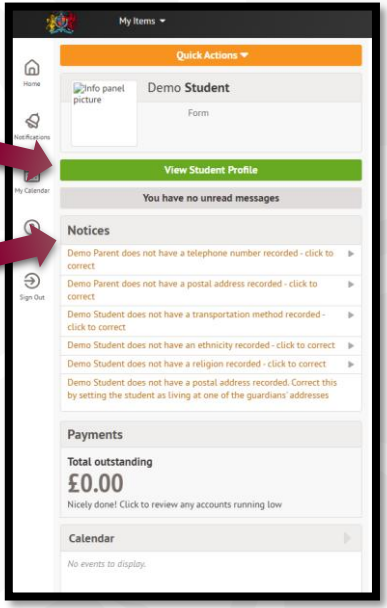
The Parent Dashboard

This will be a quick tour of the Parent Dashboard

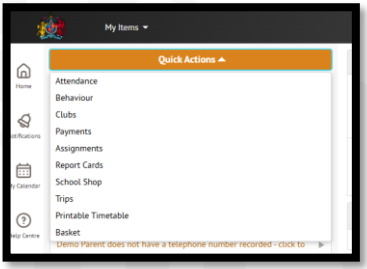


View Student Profile:
Takes you to your child's profile so you can see what data is held for your child

Notices:
If you have any notices such as missing data (like our Demo Parent here) please click on them and correct the missing data



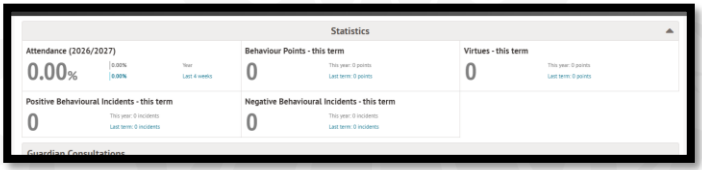
The Quick Actions Menu will take you to most of the places you will need



Useful Pages include:

- Behaviour
- Payments
- Report Cards
- School shop
- Printable Timetable

The Statistic Bar at the top of the page is very useful to track your child's Attendance, Behaviour Points and Virtue Points.



Booked Guardian Consultations (parents evening) will appear here

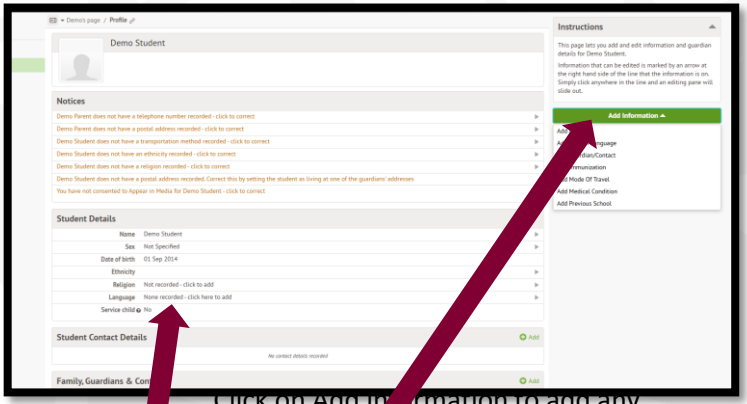
You can see the Balance of your child's meals account here

If you need to pay for a school trip or want to sign your child up, click here

If you need to pay for something like a new school tag click here

Student Profile:

On your child profile you will be able to see any notices about missing data, as well as all data about them.



Click on Add information to add any missing information

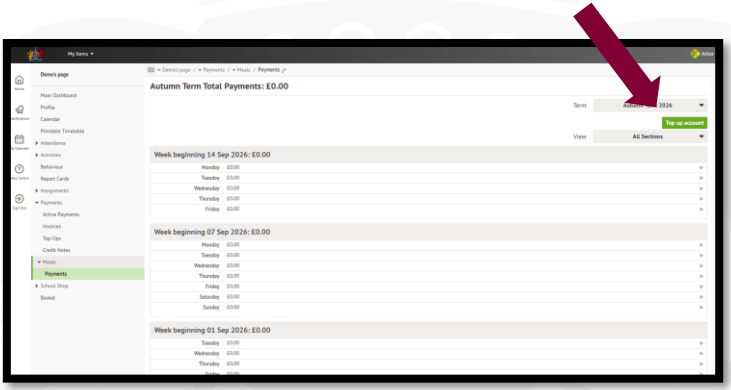
If any information is incorrect, click on it and you will be able to edit.

If you can't change something (like date of birth) then you should email office explaining what is wrong and what is the correct data – make sure to include your child's full name and form in the email!

Changes might not show immediately if they require admin approval

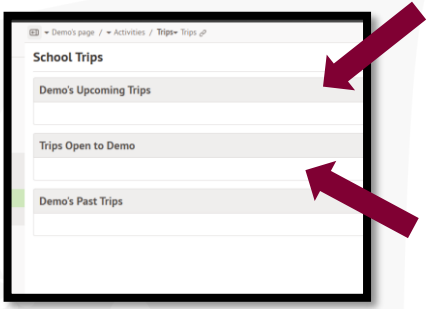
Meals Page:

Click Top up Account to add money to your child's account



The rest of the page lets you see how much your child is spending each day. Clicking on a day will show you what they have brought

Trips Page:



Upcoming Trips is where you can pay for any trips your child has been signed up to

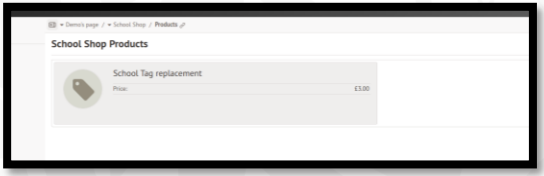
Trips Open to… is where you can sign your child up for a trip

School Shop:

If you've been asked to pay for something such as revision guides, it will appear on school shop.

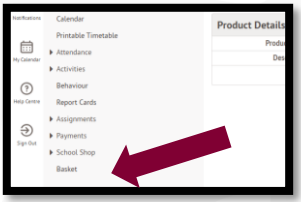
To buy an item:

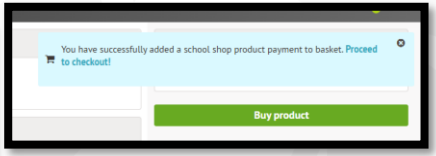
1. Click on the Item



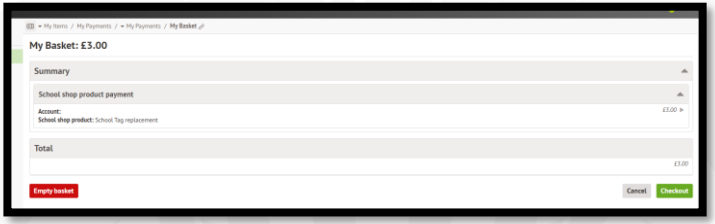
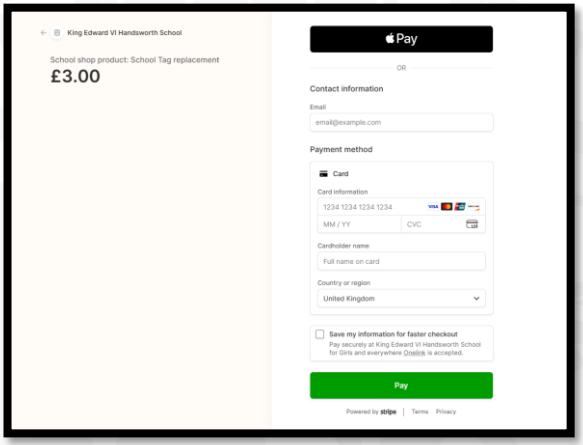
2. Choose the Quantity you want
3. Click Buy Product

4. Then you can either Choose Add to Basket if you are buying multiple items, or if you're only buying that one item click Make Payment
5. If you click add to basket you must then go to the basket to pay - Click either the blue pop up or where it says Basket at the side





6. In your basket you will be able to see and edit items you have added to your basket



7. When you click checkout, you will be taken to a normal checkout page – you can save your information for next time if you tick the box