

****Formerly Serco Learning****



Facility ePortal Teacher User Guide

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1. Introduction

The Facility ePortal application runs on Safari and Internet Explorer v6 or higher. ePortal allows you to view your timetable, take roll call, perform lesson-by-lesson registration, view student information, view your teaching groups, record student events (behavioural problems, merits etc.), add exam results etc.; all from your PC, Mac or iPad in the classroom or from anywhere with an internet connection.

This document describes the various features of the ePortal system and how teachers can use the system to perform various tasks.

1.1 Facility Terminology

Before describing how to get the most from the ePortal system it is important to define certain terms that are used in the Facility documentation in general and throughout this document in particular:

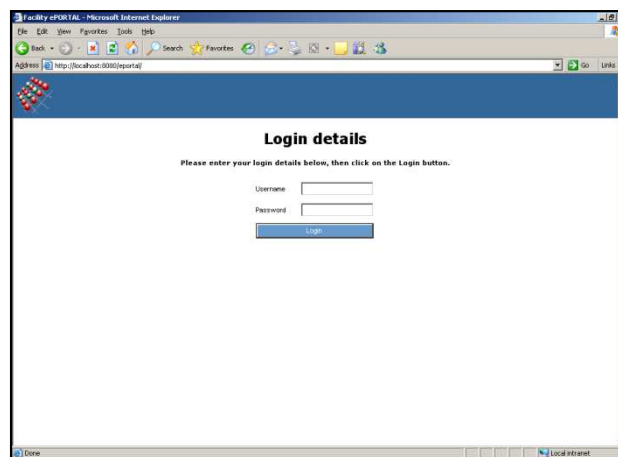
Term	Definition
Class Group	A group of students who are grouped together in their homeroom for the purposes of roll call; also sometimes referred to as a Tutor Group, Registration Group or Homeroom Group.
Teaching Group	A group of students studying the same subject with the same teacher.
Roll Call	A check for attendance that is generally performed before lessons begin, once for AM sessions and usually once for PM sessions.
Registration	A check for attendance that is carried out in each lesson. Also referred to as lesson-by-lesson registration.
Student Events	Student events may include such items as Awards, Detentions, Merits etc. These are attributes that teachers can apply to particular students when required.
Bitlets	Areas on the ePortal screen that allow you to quickly access the most popular ePortal functions without having to use a menu.
Reports	A Report refers to any information that is created based on data in the Facility database. Note: a Facility Report should not be confused with a 'Report Card'. In Facility terms a 'Report Card' is referred to as an Assessment Report. In ePortal, reports are stored as PDF (Portable Document Format) documents.

1.2 Logging On

To log on to the ePortal system:

1. Open Internet Explorer or safari.
2. Type the ePortal URL into the Address bar. Your System Administrator will provide you with the logon URL.
3. Type your user name and password. Your Administrator will provide you with your user name and password. Please note, user names and passwords are case-sensitive.

Note: When you type your password, the characters appear as dots rather than as the actual characters you type. This is a standard security precaution, similar to the way an ATM machine displays a PIN, to ensure that no other user can look over your shoulder, copy your password, and gain access to the system.



4. Click **Login**. Your ePortal home page is displayed.

If you are having difficulties logging on, ensure that Caps Lock is not turned on. If you are still unable to access the system, contact your system administrator.

1.3 Changing Your Password

It is highly recommended that you change your password after the first time you log on to ePortal and at regular intervals later; this helps to ensure the security of the ePortal system.

Note: Never share your password with any other user.

To change your password:

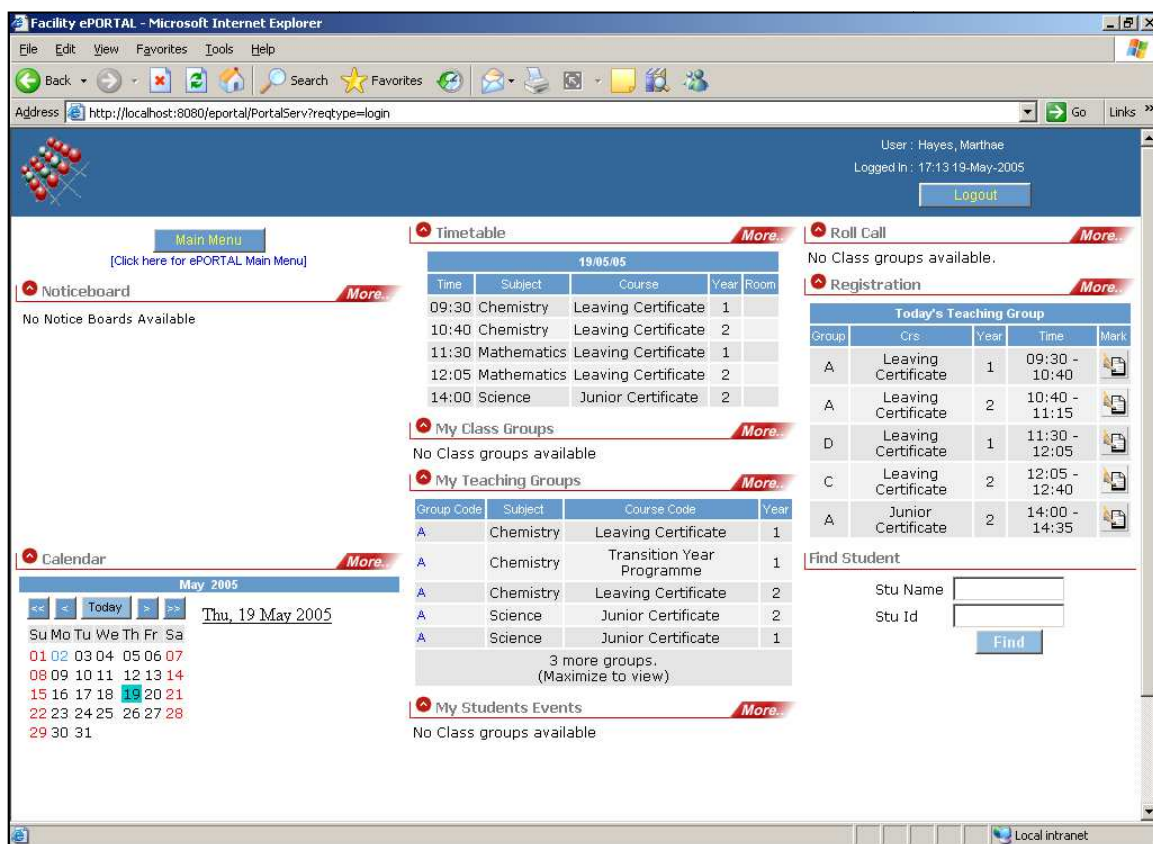
1. Click **Main Menu** on the ePortal home page:
2. A set of menu options is displayed on the left hand side of the ePortal screen.
3. Select Personal | Change Password:
4. The 'Change Password' screen is displayed.
5. Type your current password into the 'Old password' text box.
6. Type your new password into the 'New password' text box. When creating a new password it is good practice to use a mixture of characters and digits and to use 7 or more characters.
7. Re-type the new password into the 'Re-enter' text box.
8. Click **Submit**. Your password is changed.

2 Facility ePortal Teacher's Overview

2.1 Bitlets

After the teacher's username and password has been entered the teacher's page will be displayed. The first screen will have three columns of menu options.

Note: 'Bitlets' are areas on the ePortal home page where the most commonly used functions are easily accessible without having to locate them via menu options.



The screenshot shows the Facility ePortal interface. At the top right, the user is identified as 'Hayes, Marthae' and logged in on '19-May-2005'. The page is divided into several sections:

- Left Side:** Includes a 'Main Menu' button, a 'Noticeboard' section (currently empty), and a 'Calendar' for May 2005.
- Center:** Features a 'Timetable' for 19/05/05 with a table of classes, 'My Class Groups' (empty), 'My Teaching Groups' (listing various groups like Chemistry, Science, and Leaving Certificate), and 'My Students Events' (empty).
- Right Side:** Includes a 'Roll Call' section (empty), a 'Registration' section (empty), and a 'Today's Teaching Group' table.

Time	Subject	Course	Year	Room
09:30	Chemistry	Leaving Certificate	1	
10:40	Chemistry	Leaving Certificate	2	
11:30	Mathematics	Leaving Certificate	1	
12:05	Mathematics	Leaving Certificate	2	
14:00	Science	Junior Certificate	2	

Group	Crs	Year	Time	Mark
A	Leaving Certificate	1	09:30 - 10:40	
A	Leaving Certificate	2	10:40 - 11:15	
D	Leaving Certificate	1	11:30 - 12:05	
C	Leaving Certificate	2	12:05 - 12:40	
A	Junior Certificate	2	14:00 - 14:35	

On the left hand side the following is displayed:

- **Main Menu:** this allows users to gain access to use the functionality of Facility ePortal.
- **Notice board:** if the administrator has set-up any notice boards it will be displayed here.
- **Calendar:** this is a school-centralised calendar. In most cases the school administrator will add all school activities to the calendar. To view this information click **More** and the calendar will be displayed.

In the centre of the screen, the following is displayed:

- **Timetable:** if the user clicks **More** the teacher's full timetable will be displayed.
- **My Class Groups:** the teacher's roll/tutor class is displayed.
- **My Teaching Groups:** a list of all groups that you teach is displayed.

- **Student Events:** if a teacher has been linked to a class group, each time a student event is entered by another teacher the teacher logged in will see all student events that are recorded.

On the right hand of the screen, the following is displayed:

- **Roll Call:** if a teacher has been linked to a particular class group they will be given the ability to record the attendance for that class.
- **Registration:** a list of all teaching groups for that particular day is displayed.
- **Find Student:** the teacher can type in the name of the student and click Find; the student profile will be displayed.

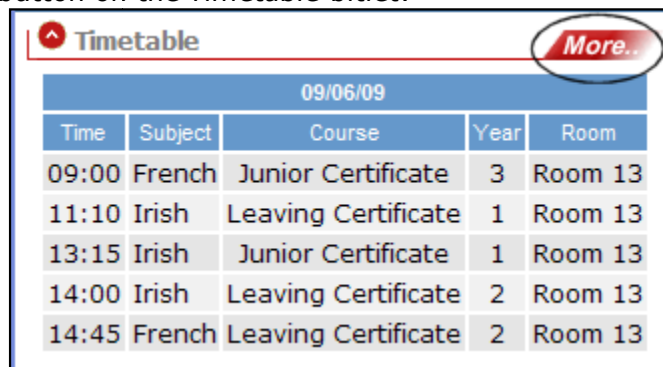
2.1.1 Accessing More Information From a Bitlet Area

Bitlets display a small amount of information on the initial home page screen. To access more information from any bitlet, click its **More** button:



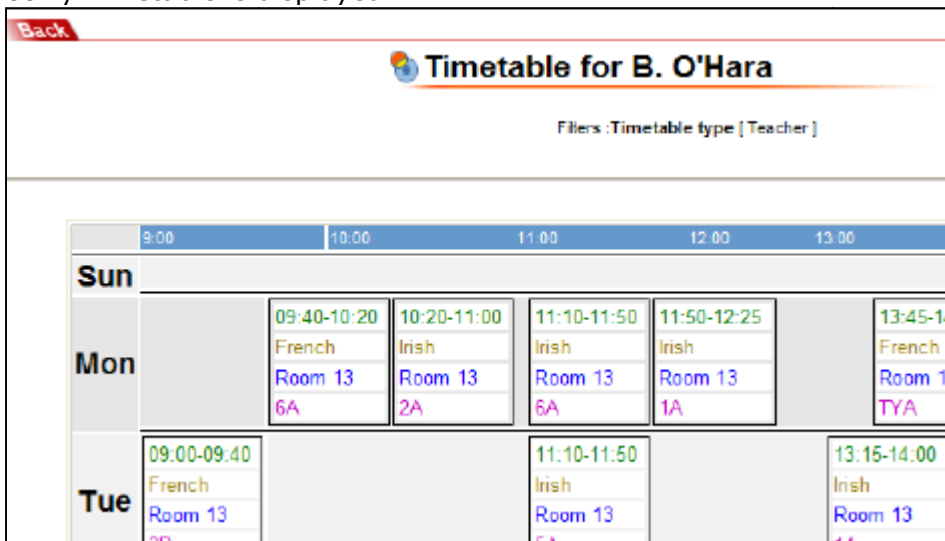
For example, your timetable for the day is displayed on the bitlet screen. To view your full timetable:

Click the **More** button on the *Timetable* bitlet:



09/06/09				
Time	Subject	Course	Year	Room
09:00	French	Junior Certificate	3	Room 13
11:10	Irish	Leaving Certificate	1	Room 13
13:15	Irish	Junior Certificate	1	Room 13
14:00	Irish	Leaving Certificate	2	Room 13
14:45	French	Leaving Certificate	2	Room 13

The weekly Timetable is displayed:



9:00							10:00							11:00							12:00							13:00						
Sun																																		
Mon	09:40-10:20					10:20-11:00					11:10-11:50					11:50-12:25					13:45-14:00													
	French					Irish					Irish					Irish					French													
Room 13					Room 13					Room 13					Room 13					Room 13														
6A					2A					6A					1A					TYA														
Tue	09:00-09:40							11:10-11:50							13:15-14:00																			
	French							Irish							Irish																			
Room 13							Room 13							Room 13																				
3B							6A							1A																				

Click the **Back** button to return to the home page:



2.2 Minimising Bitlet Areas

To minimize a bitlet area (today's calendar, for example):

Click the calendar minimize button:



The calendar is minimized.

To maximize the calendar so that it is visible once again, click the maximize button:



2.3 Closing the Bitlet View

To close the bitlet view:

1. Click Main Menu:



The Main Menu is displayed on the left hand side of the ePortal screen. Navigate to the functions you require via the menu. Click **Home** if you want to return to the bitlet view.

Note: Certain options that are not available using the bitlets on the home page are available via the menu options: **Results Entry**, for example.

3 Viewing Timetables

With ePortal it is possible to view not only your own timetable but also student timetables and also other teachers' timetables.

3.1 Viewing My Timetable

As described in section 2.1.1, it is possible to view your timetable for the day on the Timetable bitlet when you log on. Click **More** to view your full week's timetable.

3.2 Viewing Student Timetable

To view an individual student's timetable:

1. Type the student's name forename or surname (names are held in the database as Surname, Forename) into the Find Student area of the home page:



No Class groups available.

Registration [More...](#)

No Teaching group available

Find Student

Stu Name:

Stu Id:

2. Click **Find** or press Return. If there is more than one student called *Aiken*, a list is displayed. Select the required student to display record.
3. View the student's timetable for today or click **More** in the Timetable bitlet to view the student's full timetable:



Personal Details [More...](#)

 **Anna Aiken**
The Orchard Salthill Galway
Tel: 091

Code 05-0032 **Class** A;1A
Course Junior Certificate **Year** 1
Gender F **DOB** 20/04/93
Mother Mary **Father** Mel
Home phone 091 **Other phone**  087 7816654 

Timetable [More...](#)

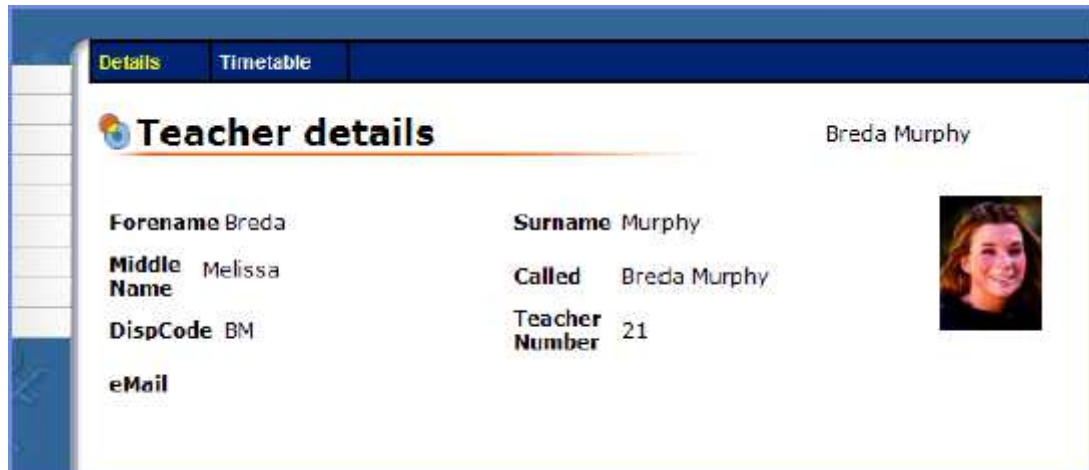
Time	Tch	Sub	Room
09:00	O' Neill, James	Geography	Room 11
09:00	Gibbs, Nora	Art, Craft, Design	Art
11:10	Camey, Seán	English	
13:15	Burke, Niamh	Business Studies	17
14:45	Kelly, Collette	Mathematics	Room 10

Click the link to view selected student's timetable for this week

3.3 Viewing Teacher Timetables

To view another teacher's timetable:

1. Type the teacher's name or code in the Find Teacher area of your home page.
2. Click **Find**. If there is more than one teacher with the same name, a list is displayed. Select the required teacher.
3. The Teacher Details screen is displayed:



Click the timetable link to display the teacher's timetable, if required.

4 Viewing My Teaching Groups

ePortal allows you to view your Teaching Groups from the Teaching Group bitlet on the ePortal home page.









4.1 Viewing a Single Teaching Group

To view one of your Teaching Groups:

Open the ePortal home page.

Click the required Group code on the 'My Teaching Groups' bitlet:

The list of students within your selected Teaching Group is displayed:

Students in Teaching group A					
Ak - Ci		De - Du		Fa - Gi	
id:	Name	id	Name	id:	Name
 03-0002	Akien, Ronan	 03-0038	Devaney, Liam	 02-0040	Faughnan, Joseph
 03-0021	Boyle, Mary	 02-0023	Dockery, Michael	 02-0037	Burke, Dairde
 03-0004	Burden, Ron	 03-0017	Downey, Cora	 03-0032	Gallagher, Liam

Click a Student code to display the selected student's record.

4.2 Viewing all Your Teaching Groups

To view all your Teaching Groups in summary format:

Click **More** on the Teaching Groups bitlet; the 'My Teaching Groups' screen is displayed:

You can see at a glance the Subject(s) you are teaching, the Course, Year and the number of students (Size) in each group.

If required, select this table, copy it, and paste it into a third party application, Microsoft Excel, for example.

5 Student Records

There are various ways to access student records in ePortal:

Use the Find Student option on the home page

Use the menu: select **Records | Students**

Click a Student ID link when viewing your teaching or class group(s) as outlined in section 4.1

Select the student name from a student list

The information on the Student Record page is similar in layout to your own (Teacher) home page screen. As with the teacher's home page, the student record page is divided into a number of bitlets.

5.1 Personal Information

The 'Personal Details' bitlet allows you to see the student's address, class, date of birth, doctor's information, etc. Expand the bitlet to view more detailed information:

1. Click **More** on the Personal Details bitlet. The student's Personal Details screen is displayed.
2. Information that may have been truncated on the bitlet is now visible.

5.2 Siblings

Where a student has brothers and/or sisters enrolled in the school, these students are listed under the Siblings area:



Code	Name	Course	Year
03-0001	Akien, Ronan	Leaving Certificate	1

Note: To view the record of the selected student's sibling, click the Code hyperlink.

5.3 Reports

If the student has any associated reports, they are displayed in the 'Reports' bitlet.

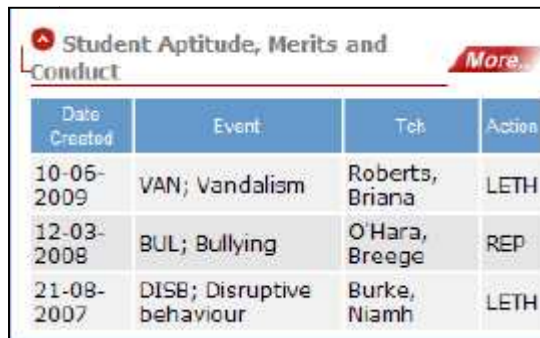
Note: You must purchase the Facility Document Storage module to be able to view reports via ePortal and you must also have a PDF viewer (Adobe ® Acrobat ®, for example) installed on your computer.

Reports include report cards, letters that have been sent home etc.

5.4 Student Aptitude, Merits and Conduct

The ePortal system allows you to view students' overall behavioural pattern and allows you to record either positive or negative comments when required. To view a student's behavioural record:

1. Log in to ePortal and use the 'Find Student' function to locate the required student.
2. A summary of the student's behaviour is displayed in the 'Student Aptitude, Merits and Conduct' bitlet:



Student Aptitude, Merits and Conduct More			
Date Created	Event	Tel	Action
10-05-2009	VAN; Vandalism	Roberts, Briana	LETH
12-03-2008	BUL; Bullying	O'Hara, Breege	REP
21-08-2007	DISB; Disruptive behaviour	Burke, Niamh	LETH

3. Click More to view extra details

Note: In the screen above the actions are displayed in abbreviated form: LETH (Letter sent home); REP (Reprimanded by teacher).

5.5 Recording an Event

To record an incident of good or bad behavior (What is referred to as an *Event* in Facility Terms):

1. Use the 'Find Student' Function to locate the required student.
2. Click the **Event Entry Screen** link, under the 'Student Aptitude, Merits and Conduct' bitlet area:



3. Click Add an Event
4. Select the event type, describe what actions were taken (if any), and type the details.
5. The event is recorded and saved against the selected student's record.

NOTE: It is not possible to delete an event via ePortal so ensure that the information you add is accurate. If you do want to remove an event, you will need to delete it via Facility Administration – discuss this with your system administrator.

5.6 Viewing Student Results

It is possible to access student results from the Results bitlet.

Note: From the Student record screen it is only possible to view results. If you want to input results for any specific examination, select **Assessment | Results Entry** from the main menu. See Chapter 7 for more information.

To view the student's results:

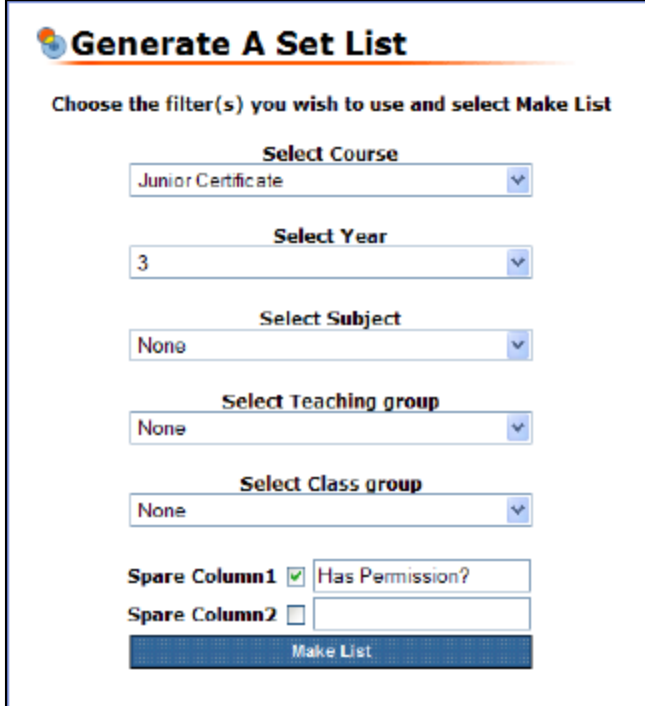
1. Select a student record.
2. Click **More** on the Results bitlet. The student's results screen is displayed.
3. The results for one examination are displayed by default. Your Administrator will configure the results that are displayed.
4. To see the results the student achieved for a specific exam: select the required options from the Exam, Data set (i.e. academic year) and Subject drop-down lists.

5.7 Generating a Student List

ePortal offers you the option to easily assemble lists of students which can then be printed, if required. You can assemble your list based on various criteria. For example, assume a school excursion is being organised for all Junior Certificate students and you want to create a list of all those who are eligible to go and note the students who have returned signed permission letters from their guardians.

To create the list:

1. On the ePortal home page, click Main Menu.
2. On the left hand menu select **Records | Student Lists**. The 'Generate a Set List' screen is displayed.
3. Select the criteria you require. In this example we want to retrieve a list of all 3rd Year Junior Cert students. Select the Course and Year from the drop-down lists.
4. Because we want to be able to mark the students who have permission to go on the excursion, we will add a new column called 'Has Permission?' To do this select the Spare Column 1 check box and type *Has Permission?*



Generate A Set List

Choose the filter(s) you wish to use and select Make List

Select Course
Junior Certificate

Select Year
3

Select Subject
None

Select Teaching group
None

Select Class group
None

Spare Column1 Has Permission?

Spare Column2

Make List

5. Click Make List. The list of student is created. Note that the new column you have specified in the preveious step is visible:

List of students in Junior Certificate, year 3

Name	Code	Course	Year	Class	Has Permission?
Binley, Sheila	04-0044	Junior Certificate 3	3	3A	
Bourke, Ross	04-0048	Junior Certificate 3	3	3A	
Boyle, Niamh	04-0063	Junior Certificate 3	3	3A	
Brogan, Eamonn	04-0050	Junior Certificate 3	3	3A	
Burke, Elaine	04-0036	Junior Certificate 3	3	3A	
Butler, Brian	04-0054	Junior Certificate 3	3	3A	
Butler, Carol	04-0017	Junior Certificate 3	3	3A	
Carr, Ciaran	04-0043	Junior Certificate 3	3	3A	
Clayton, Danny	04-0028	Junior Certificate 3	3	3A	
Coleman, Michael	04-0012	Junior Certificate 3	3	3A	
Corcoran, Marta	04-0071	Junior Certificate 3	3	3A	
Cullen, Michael James	05-0088	Junior Certificate 3	3	3A	
Dodd, Jennifer	04-0014	Junior Certificate 3	3	3A	

6. Position your pointer in the list and **right-click | Print** to print the list. Use the customized column you created to mark the students who have parental consent to go on the excursion.

6 Roll Call and Lesson-by-Lesson Registration

Facility ePortal allows you to record attendance from your classroom PC Mac, Ipad. ePortal also allows you to view students' attendance patterns over a specified period and allows you to mark specific students absent in advance (where, for example, you know that a student will be absent for a specified period due to illness).

6.1 Strategies for Recording Attendance

Before describing how to record attendance with ePortal, it is important to fully understand the different strategies that schools use when recording attendance. Depending on the strategy that your school uses, some sections in this chapter may not be relevant to you.

Where schools use roll call, the roll is generally taken in the morning in the students' homeroom before classes begin. This grouping of students that are brought together for an AM roll call is referred to (in Facility terms) as the **Class Group**. Once the roll is taken, students disperse into their teaching groups for the first lesson of the day.

If your schools use lesson-by-lesson registration, the teacher records attendance in each lesson (in each of their teaching groups). No roll call with a class group is taken in this scenario.

Finally, in some schools a combination of both roll call and lesson-by-lesson registration is used.

6.2 Lesson-by-Lesson Registration

To record attendance information for a lesson:

1. Open the ePortal home page. On the Registration bitlet, select the required teaching group from the list for the today:



User: Murphy, Breda
Logged In: 15:39:09-Jun-2009
Logout

More Roll Call More
No Class groups available.

Room
Room 12
ROOM 4

More Registration More

Today's Teaching Group

Group	Crs	Year	Time	M
A	Junior Certificate	3	10:20 - 11:00	

More Find Student

Stu Name
Stu Id
Find

Year
ate 3
ate 2
ate 1

- The registration screen for the selected teaching group is displayed. For this example, we will assume that there is one absence in the teaching group for this lesson.

To mark the absent student:

- Select the 'Absent' option:



Note: For demonstration purposes, only four categories are being used in the screen above; your school may use others.

- Double-click the check boxes beside the names of the absent students. If you want you can use the keyboard to mark students: select the check box and type 'O' and press tab to move to the next student.
- Click **Submit Values**. All the other students that you did not mark are automatically marked as 'Present' and a warning message is displayed. Review the message and ensure that the details are correct.
- Click **OK**. The database is updated.

If you make a mistake, it is possible to reset the values. See section 6.3.1 where the process for resetting values is outlined. Note that the process for resetting values for lesson-by-lesson registration and for the roll call is the same.

6.2.1 Using the Keyboard

It is possible to take the lesson registration without having to use the mouse. To use the keyboard to mark students:

- Select the required student's check box.
- Type the code for the absence category. In the example above the codes are P=Present; O= Absent; L=Late. These codes will vary from school to school.
- Press the TAB key to move to the next check box. If you want to move backwards in the list, press SHIFT and TAB.

4. Click **Submit** when you have marked all your student records.

6.2.2 Accessing Lesson Registration via the Main Menu

It is possible to access the Registration screens via the main menu:

1. Click **Main Menu** on the ePortal home page:
2. Select **Registration | This Lesson** from the left hand menu.
3. A list of all the students in your *current* teaching group is displayed. Mark students as described on page 20.

6.2.3 Viewing Lesson History (Lesson-by-Lesson Registration)

If your school uses lesson-by-lesson registration it is possible to view attendance statistics for a teaching group over a specified date range. For example, if you want to view the attendance pattern for the students in one of your teaching groups for the month of February:

1. Select **Registration | Lesson History**.
2. Type the class group name and click **Find Class group**.
3. The Dates screen is displayed. Type the date range you require or click the Calendar icons to select the Start and End dates:

Note: The longest range that you can view is four weeks.

4. Click **View Attendance**. A list of the attendance patterns for the students in the teaching group is displayed for the selected range.

6.2.4 Graphical Representation of the Teaching Group Attendance

It is possible to view a graphical representation of the attendance for a teaching group if required.

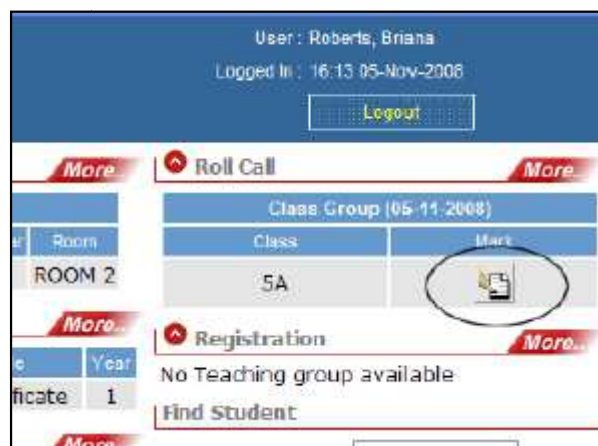
1. Click **More** on the Registration bitlet.
2. A pie chart displaying attendance data for the first teaching group of the day is displayed by default.
3. Click the View Graph icon to view the pie chart for any of your other teaching groups.

Click an area of the pie chart to view the student names that make up that area.

6.3 AM/PM Roll Call

For schools that use roll call to record attendance, the process is similar to lesson-by-lesson registration. Some schools take a single roll call each day; others take two roll calls per day: an AM and a PM roll, as in the example below. To take a roll call:

1. Open the ePortal home page. On the Roll Call bitlet, click the Mark icon for the required class group:



2. Alternatively you can access the Roll Call screen when you click **Main Menu** and select **Roll Call | For Today** from the menu. The Roll Call screen is displayed.



1. Select the absence category you require and double-click the required check box for the student to whom you want to apply the category. If you are taking the roll call for the morning, select the check boxes under the AM column. It is also possible to use your keyboard to input the attendance data (see section 6.2.1 on page 21).
2. Click **Submit Values**. The database is updated.
3. Repeat the process for the afternoon roll call (if your school also takes an afternoon roll call), marking the check boxes under the PM column.

6.3.1 Resetting Values

If you make a mistake and incorrectly mark a student as being absent, for example, it is possible to clear the error:

1. Click **Reset Values** if the mistake occurs *before* you click **Submit**.
2. A warning message is displayed informing you that you will lose all your changes. Click **OK**. All selections are cleared.

If you have submitted the attendance data and realised that you have made a mistake, it is still possible to overwrite the data in the database. For example, if a student had been accidentally marked as present:

1. Select the required category for the student, 'Absent' for example.
2. Double-click the required student check box to apply the category.
3. Click **Submit Values**. The roll call is updated: the original attendance record that you had submitted is overwritten.

6.3.2 Amend Roll Call

In some cases you may know that a particular student will be absent from school for a particular period. For example, if a student is ill and will not attend school for a number of weeks, it is possible to add this information to the database.

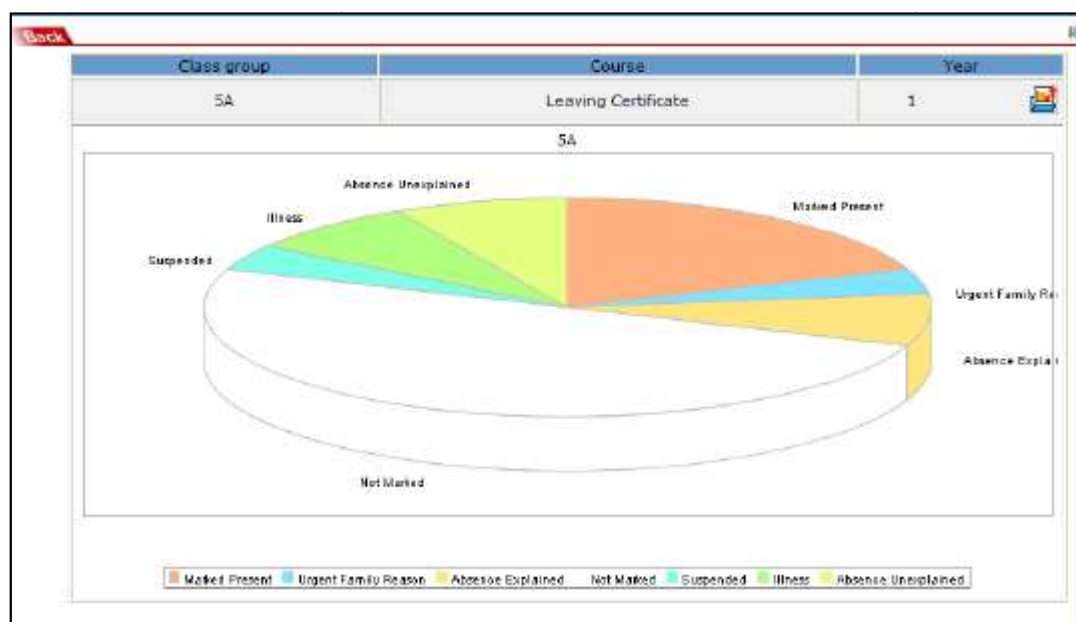
1. Click **Main Menu** on the ePortal home page if the menu is not visible.
2. Select **Roll Call | Amend Roll Calls**. The 'Class Group Roll Call Dates' screen is displayed.
3. Type the start and end dates as required or click the calendar icons to select the dates you require.
4. Click **View Attendance**.
5. Select the absence category you require (*Illness*, for example) and mark the roll call as required:
6. Click **Submit**. The database is updated. The selected student will be automatically marked when the roll is taken between the specified dates.

It is also possible to use Amend Roll Call to select a date range in the past and correct any errors that may be present in the roll.

6.3.3 Graphical Representation of the Class Group Attendance

It is possible to view a pie chart version of the roll calls data for a class group. To view a graphical rendering of the roll call data:

1. Open the ePortal home page.
2. Click **More** on the Roll Call bitlet.
3. A pie chart is displayed giving a breakdown of the various absence categories:



Because only the AM roll call has been taken, just half of the pie chart is currently marked.

4. Click any area of the chart to view the students who make up that selected category.

Tip: If required, **right-click | Print** in the pop-up window to print a list of the students within the selected absence category.

7 Assessment

ePortal allows you to add results for examinations from any PC with an Internet connection (assuming that ePortal has been configured for external access).

7.1 Adding Results

To input results for a selected examination:

1. On the ePortal home page, click **Main Menu**.
2. Select **Assessment | Results Entry**. Your available result entry templates are displayed.

Note: A Result Entry Template is a saved set of conditions relevant to certain subjects. A template will store assessment information relevant to each subject.

3. Select the template you require and click **Enter results**:
4. Select the Teaching Group you require. Click **Enter results**.
5. The 'Results Entry' screen is displayed. Depending on the course, subject and how it is graded, this screen will vary from teacher to teacher. Click the cell and type the mark or grade as required (in the example results entry template below, the Grade is automatically calculated based on the mark achieved). In some cases you may also be given the option to choose options from a drop-down list.



Result entry (Current assessment)				
Teaching group - A				
Student	Id	02 (2) / Irish / Miss		
		MARK	Grade	F
 Armstrong, David	02-0016	45	D2	
 Barrett, Tony	04-0068	67	C1	
 Bell, Alexander	02-0005	85	A2	
 Bourke, Donna	04-0075	<input type="text"/>		

6. If a Teachers' Comments column has been configured for the current examination, you can choose the required comment from the drop-down list:
7. Once you have added the results for all your students, click **Submit**. The database is updated.