

# Using the Holy Cross College Connect Parent Portal

**Connect** is a website that allows parents and guardians to access information regarding the progress of their children at Holy Cross College. The site should be accessible on all modern web browsers via computers, phones or tablets. Connect allows parents to see course progress, student timetable, exam information and to make payments for trips, refectory/café, etc. *Note that some of the screens will look a little different depending on whether they are viewed on a larger computer screen or a mobile device.*

## 1. Logging into Connect

Use the address <https://connect.holycross.ac.uk> to access Connect.

Before using Connect for the first time a parent or guardian needs to **register** using the link on the Connect Log In page.

here.', 'If you have not registered to use Connect yet and are the parent or carer of a student attending Holy Cross, please click here to [Register](#).', and 'If you have forgotten your e-mail, your son/daughter can find it on the *My View student portal* within the *Connect Access* section.'" data-bbox="283 431 679 612"/>

## Register

To register you will be asked to enter your **email address** and a **password**. The email address **has to match** the email address specified by the student when they specified your contact details. If in doubt, the student can check or change this address on the *Connect Access* page on the *My View* student portal.

Following registration, you should receive an email containing a link that you need to complete the registration. If you don't receive this email, please check in your spam/junk-mail email folder in case the email has been incorrectly categorised.

## Already Registered but can't Login?


- If you've forgotten your password then use the appropriate link on the Log In page to reset it. A link will be sent to your registered email address to allow you to change it. If you don't receive this email, please check in

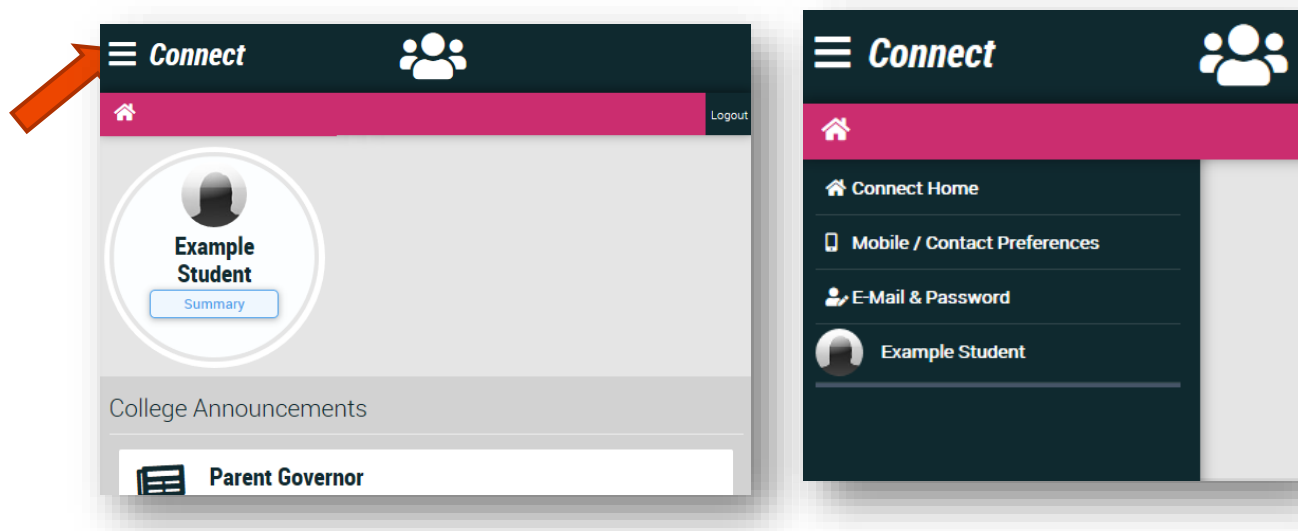
your spam/junk-mail email folder in case the email has been incorrectly categorised.

- If you use a number of different email addresses and can't remember which you used to register for Connect, ask the student to check via the *Connect Access* page on the *My View* student portal.
- If, having tried these options, you're still struggling to login, please email the Connect admin team via [connect@holycross.ac.uk](mailto:connect@holycross.ac.uk)

## 2. Connect Home Page

On the Connect Home Page you will see the student(s) that you can access. Click on the **Summary** button to view their information (see section 3 of this document). There may also be **College Announcements** to read.

Click on the standard 'hamburger' menu  at the top-left of the screen to access options to change your contact or login details.



### Mobile/Contact Preferences

On this page you can specify or change your mobile phone number and choose whether you prefer to receive messages from the college via email or text.

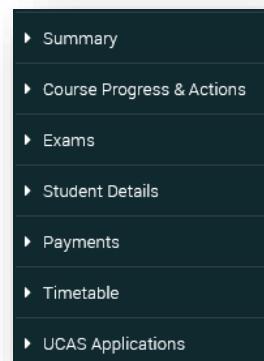
### E-Mail & Password


You can change your email address or password on this page.


### 3. Student Information

#### Summary Page

The Summary page gives an overview of key information about the student including course progress, attendance and today's lessons. There are links to further information pages within each summary panel.



There are also pages available via the 'hamburger' menu  at the top-left of the screen.

You will see blue question mark buttons  on various screens: click on these to show an information box with more details about the information being viewed.

#### Course Progress and Actions

On the course progress page for each qualification being studied you will see a history of the estimated grades and key assessment grades given at each assessment point throughout the student's time at the college. Key Assessments are graded by staff and will inform the Estimated Grade. This Estimated Grade is given by the teacher based on student performance in the Key Assessment but also takes into consideration class work, homework, coursework, etc. It is the teachers professional judgement of where a student is at in relation to their final grade. Teachers will also express their opinion as to the student's **engagement** in lessons which is related to their attitude to work they are doing in and out of college. Click on the blue question mark within Connect to find out more about engagement in lessons.

The screenshot displays two panels. The left panel, titled 'GCE A Level Physics', shows a list of assessment points with their corresponding grades. A legend indicates that 'A' is the 'MEG' (Minimum Expected Grade) and 'B' is the 'CURRENT' grade. The right panel, titled 'L3 Physics (Two Year A level) Y2', shows the student's estimated grades and the teacher's opinion on engagement in lessons for each year.

Assessment Point	Grade
Estimated Grade 1 - 2018/19	B
Key Assessment 1 - 2018/19	C
UCAS Predicted Grade - 2018/19	A
Estimated Grade 4 - 2017/18	A
Estimated Grade 3 - 2017/18	C
Estimated Grade 2 - 2017/18	A
Estimated Grade 1 - 2017/18	A
UCAS Predicted Grade - 2017/18	A

Year	Estimated Grade	Teacher's Opinion
Y2	Estimated Grade 1 - 2018/19	Always
Y1	Estimated Grade 4 - 2017/18	Always
Y1	Estimated Grade 3 - 2017/18	Always
Y1	Estimated Grade 2 - 2017/18	Always
Y1	Estimated Grade 1 - 2017/18	Always

The latest estimated grade is shown on the left, and on the summary screen, together with the **MEG** grade. The MEG grade is the Minimum Expected Grade and is what the college would expect the student to achieve as a bare minimum. This MEG grade is based upon their prior GCSE attainment and national data related to achievement.

**SMART Actions** can be recorded for each subject and indicate some key tasks that the teacher or student have decided are important in order to improve or maintain performance in the subject.

## Exams

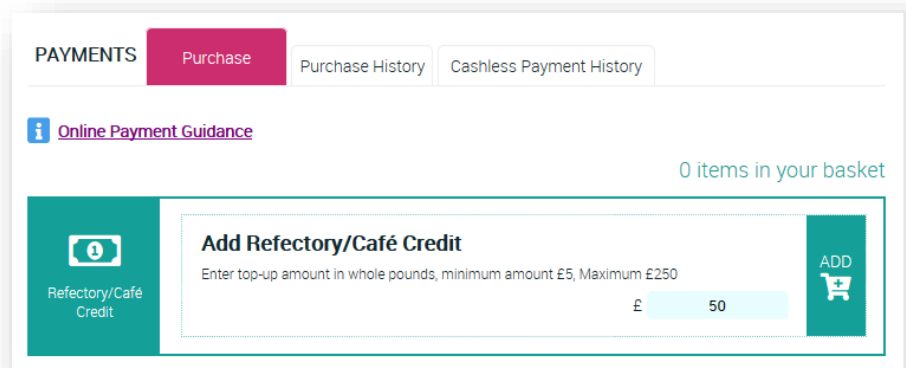
The exams section shows any current or previous exam board entries for qualifications taken at Holy Cross, including results if there are any. The dates and times of any future exams may also be shown.

## Student Details

This screen shows the main contact information for the student. If any of this information is incorrect then the student should request these be changed via the equivalent screen in the *My View* student portal.

## Payments

The payments page can be used to pay for trips, exams or relevant items that may be required for a particular course. Any items that are available to pay for will be listed on this screen. You can also purchase Refectory/Café credit: these credits are added to a student's swipe card to allow them to purchase food and drinks in the College's Refectory or Coffee Shop using cashless payments. You can see what food items the cashless payments have been used for too on this screen. Payments are made via Worldpay and most cards are accepted. There is a separate Online Payment Guidance document linked from the Payment page that gives further details about this.




## Timetable

You can view the timetable for the student. Note that this is just their standard timetable and does not take into account days in the college where the timetable may be changed due to exams or other college events.


## Parent's/Carer's Evening


In the weeks leading up to college parents' evenings, you will be able to book appointments via this page. Appointments with each teacher will last 5 minutes, with at least a 5 minute gap between appointments to allow for queuing or other delays.

**PARENTS'/CARERS' EVENING APPOINTMENTS**

 All appointments last for 5 minutes and you must leave a gap of at least 5 minutes between your appointments. If you are unable to attend any of the dates please go to the **EVENING ATTENDANCE** section beneath the appointment times.


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 **Wed 6 Feb, 2019 from 4.30 pm**  
Upper Sixth and Level 2 Parents' Evening (A-K)


 Unable to attend this evening? [Click here to view alternative dates.](#)


You will be shown the Parent/Carer Evening to which you've been allocated, based on student surname. If it is not possible for you to attend the evening there may be a link to book appointments for an alternative evening instead. If you and other parent/carers of the student are unable to attend either of the evenings then please indicate that in the section at the bottom of the screen together.















































You will see a list of subjects for which appointments are required. The first subject will be highlighted showing the teacher(s) of that subject. Beneath will be a list of time-slots when that teacher is available.

 **Appointments Required:**

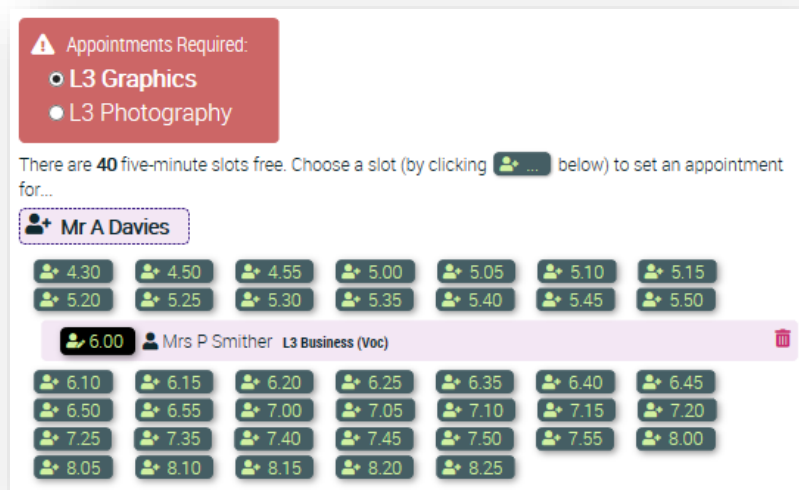
- L3 Business (Voc)**
- L3 Graphics
- L3 Photography

There are **46** five-minute slots free. Choose a slot (by clicking  ... below) to set an appointment for...

 **Mrs P Smither**

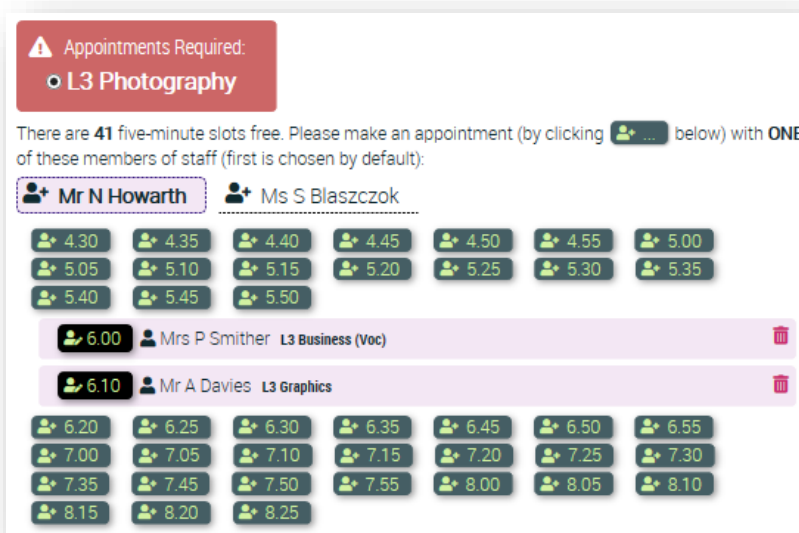
 4.30	 4.35	 4.40	 4.45	 4.50	 4.55	 5.00
 5.05	 5.10	 5.15	 5.20	 5.25	 5.30	 5.35
 5.40	 5.45	 5.50	 5.55	 6.00	 6.05	 6.10
 6.15	 6.20	 6.25	 6.30	 6.35	 6.45	 6.50
 6.55	 7.00	 7.05	 7.10	 7.15	 7.20	 7.25
 7.30	 7.35	 7.45	 7.50	 7.55	 8.00	 8.05
 8.10	 8.15	 8.20	 8.25			

If you click on a time slot, then an appointment with the selected teacher will be booked for you and then next subject in the list will be selected.



You will again see the list of times when this teacher is available but you will also not be able to select a time that is within 5 minutes of any appointments you've already made. For example, in the image of the screen above, 17:55 and 18:05 are not available because there is an appointment at 18:00.

If the student has two or more teachers for a subject then for typical subjects you will be expected to choose one of the teachers to make an appointment with. For triple award subjects, such as BTEC Applied Science, then the instruction on the screen may request that you make more than one appointment with two or more teachers. Click on the teacher that you want to make an appointment with before choosing the time.



To delete an appointment click on the red dustbin button.

When all appointments have been made you will be able to refer back to this screen at any time to remind you of the times of your appointments. It is also possible

that pastoral tutors or other staff may contact you if they would like to also see you on the evening and they could add other appointments to the list. You also will be emailed a reminder of your appointment times the day before.

**Mon 4 Mar, 2019 from 4.30 pm**  
Lower Sixth Parents' Evening 2 (L-Z)

6.00	Mrs P Smither	L3 Business (Voc)	
6.10	Mr A Davies	L3 Graphics	
6.30	Mr N Howarth	L3 Photography	

**i** If none of the available slots are appropriate or no available slots remain please contact the college to make arrangements.

**👍 All Course Appointments Have Been Made**  
Please check this page prior to parents' evening as other appointments may be added depending on your child's circumstances.

If there are no convenient appointment times left for a particular course then you may wish to contact the college and arrange to discuss the progress of the student with their teacher via a telephone conversation or other convenient method.