



**Confey College**



**ePortal Step by Step Guide**

**for**

**Parents**

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
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# Confey College ePortal Step by Step Guide

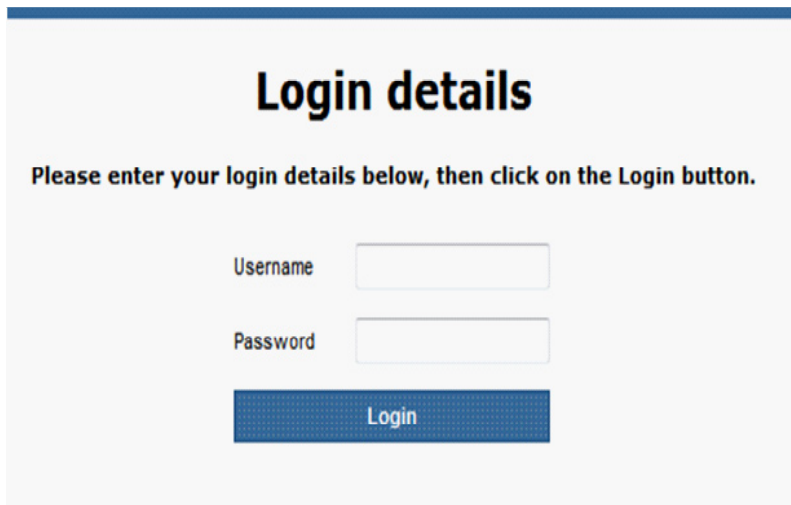
## Entering ePortal

Open your internet browser and enter [www.confeycollege.org](http://www.confeycollege.org)

(It is preferable to use Internet Explorer Version 6 or higher as your browser).

Scroll down to the icon  ePortal and click on it

You will arrive at this page:



**Login details**

Please enter your login details below, then click on the Login button.

Username

Password

Login

Enter your unique **Username** and **Password** that was provided in the accompanying letter sent to you by Confey College and click on ....**Login** .

You will arrive at this page:

User : Maire O'Portal  
Logged In : 23:09 19-Oct-2011  
[Logout](#)

O'Portal, E

### Noticeboard [More..](#)

Noticeboard: **General School Notices**

Could all tutors ensure that recycling bins are emptied during tutorial today. Ms. E Duffy.

---

Could all tutors ensure that recycling bins are emptied during tutorial today. Ms. E Duffy.

---

Stephen Brady  
Eoin Burke  
Cameron Cooney  
Jamie Costigan

### Timetable [More..](#)

Time	Tch	Sub	Room
08:50	Condren, Niamh	Tutorial	Rm. A-33
10:10	McLoughlin, Stephen	French	Rm. B-09
10:45	Condren, Niamh	SPHE	Rm. A-33
10:45	Ní Fhlátharta, Nóirín	Irish	Rm. B-01
11:45	Gahan, Bridget	Mathematics	Rm. A-04
13:40	Power, Enda	Geography	Rm. B-12

### Attendance [More..](#)

Category	%
Present	98.4%
Lates	0%
Absent	0%
Auth. Absent	1.6%

### Student Details [More..](#)

**Class group:** 08 1 E 1A5  
**Address:** 1234 The Square, Leixlip, Co. Kildare

### Results [More..](#)

0 examinations marked in this dataset.  
Click [more](#) to see all results in all datasets.

### Reports [More..](#)

There are no Reports available.

### Student Aptitude, Merits and Conduct [More..](#)

There are no student events listed.

## Noticeboard

From the main page you will be able to see the notices for the day.

This area also contains an archive for the week. To view this click on the red tab entitled **More..** opposite "**Noticeboard**"

And you will arrive at the page below:

**Back** General School Notices

Noticeboard: General School Notices

18/10/2011

This week is Roseweek supporting Austism Society of Ireland - All this week the shop will have wrist bands €1.00 and teddies €3.00.

There is a book club starting in the school. It will have a first meeting on Thursday 20th October during break @ 1.20p.m. in B07 with Ms. Brennan.

U/16 Basketball match today - squad to leave @ small break. Athletics ,eeting @ break tomorrow in B14 for events on Thursday & Friday.

Senior Soccer training after school on back pitch @ 2.30. Please sign attendance sheet on notice board.

U/16 soccer Panel on noticeboard. Leave class @ 10.10 tomorrow for cup game in Naas.

Catherine Gleeson [1 of 7] : 17-10-2011 09:55

**Subject:**

17th October 2011

U/16 Camogie: reminder tgar tge bus for todays game will be leaving ay 12.50 sharp.

There will be a Green Schools meeting in A04 tomorow at 1.10 all members to attend.

Click either the red tab entitled **Back** on the top left hand side of the **ePortal** page or **back** on your browser to get back to the main page.

## Student Details

From the main page you will see your son or daughter's **Class Group** and **Address**.

Note: The last 3 digits of the Class Group is your child's class the rest are system codes and can be ignored eg 08 1 C

If you click on the red tab entitled **More..** opposite "**Student Details**" you will see all of your child's contact and personal details held by the school like this page:

<b>First Name</b>	E	<b>Last Name</b>	O'Portal
<b>Middle Name</b>		<b>Called</b>	E
<b>Code</b>	11-0171	<b>Class</b>	08 1 E
<b>Gender</b>	Male	<b>Postal Title</b>	Mr. & Mrs. O'Portal
<b>Date Of Birth</b>	01-05-1998	<b>Home Address</b>	1234 The Square, Leixlip, Co. Kildare
<b>Second Address</b>		<b>Notes</b>	
<b>County</b>	Kildare	<b>Home Phone</b>	01 6241234
<b>Other Phone</b>		<b>Email</b>	msportal@gmail.com
<b>Mother Occupation</b>	Maire	<b>Father Employer</b>	Sean
<b>Mother Occupation</b>		<b>Mother Employer</b>	
<b>Father Occupation</b>		<b>Father Employer</b>	
<b>Mother Phone</b>		<b>Mother Work Phone</b>	087 0901234
<b>Father Phone</b>		<b>Father Work Phone</b>	085 0501234
<b>Doctor</b>	Dr. K. Avondale	<b>Doctor Phone</b>	
<b>Doctor Notes</b>		<b>Class Group Key</b>	2011/2012 08 E 1

The fields for Code, Class and Group again are system codes and can be ignored.

Click either the red tab entitled **Back** on the top left hand side of the **ePortal** page or **back** on your browser to get back to the main page.

## Exam Results

From the main page you will see a list of house exams for which results are available. To view your son or daughter's Exam Results in detail just click on the red tab entitled **More..** opposite "**Exam Results**"

This will be populated with more and more information according as you child completes their exams.

You will see the following page:

**Back**

View:  Compare:

Exams	Datasets	Subjects
October Term	-	-

October Term						
Dataset	Subject	Teacher	Study Level	GRADES	Mark	FreeText
2011/2012	Irish	Ní Fhlátharta, Nóirin	A	C	68	E is an excellent student and obtains consistently high marks. E has made excellent progress this term
2011/2012	Mathematics	Gahan, Bridget	A	B	76	E is a helpful co-operative student who is a pleasure to teach. E shows a particular aptitude for this subject
2011/2012	History	McDonald, Thomas	A	B	80	E is an enthusiastic and interested student. E has made excellent progress this term.

**Study Level codes:** A = Ard (Higher), G = Gnath (Ordinary), B = Bonn Foundation, X = Common.

Click either the red tab entitled **Back** on the top left hand side of the **ePortal** page or **back** on your browser to get back to the main page.

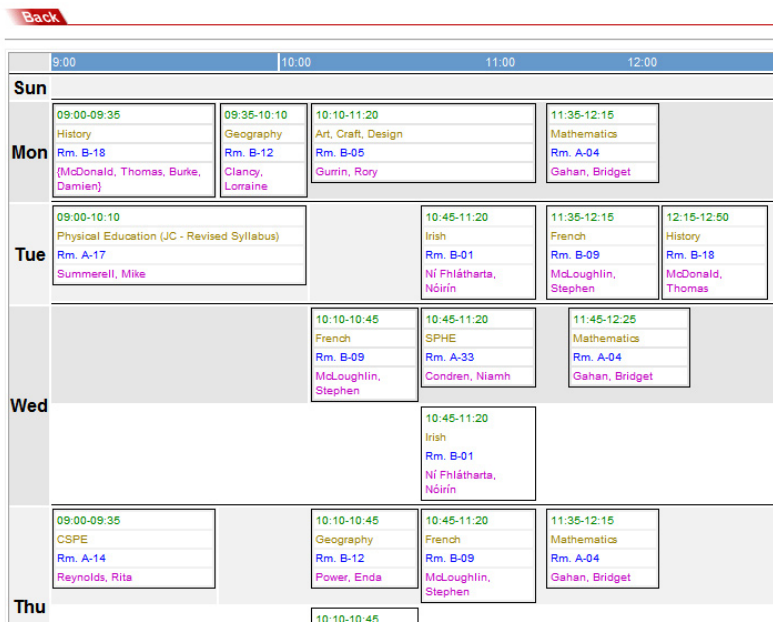
## Reports

Currently not used by Confey College and reports will continue to be posted home.

## Timetable

Here you will see your son or daughter's timetable for the day.

If you click on the **More..** tab across from **Timetable** you will see their full weekly timetable in detail like this:



The screenshot shows a web-based timetable interface. At the top left, there is a red button labeled "Back". Below it is a header row with time slots: 9:00, 10:00, 11:00, and 12:00. The main content is a grid of lessons for each day of the week (Sun, Mon, Tue, Wed, Thu). Each lesson box contains the time slot, the subject name, the room number, and the teacher's name.

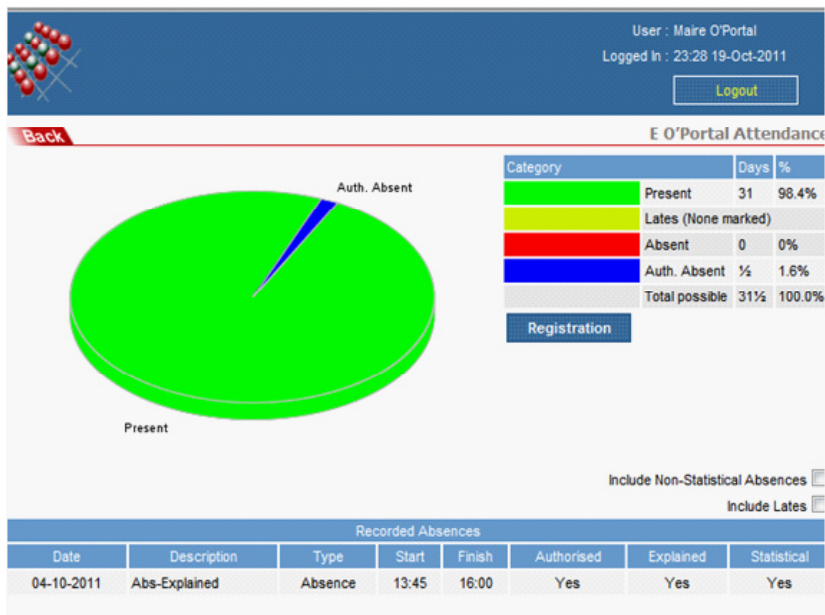
	9:00	10:00	11:00	12:00	
<b>Sun</b>					
<b>Mon</b>	09:00-09:35 History Rm. B-18 (McDonald, Thomas, Burke, Damien)	09:35-10:10 Geography Rm. B-12 Clancy, Lorraine	10:10-11:20 Art, Craft, Design Rm. B-05 Gurin, Rory	11:35-12:15 Mathematics Rm. A-04 Gahan, Bridget	
<b>Tue</b>	09:00-10:10 Physical Education (JC - Revised Syllabus) Rm. A-17 Summerell, Mike		10:45-11:20 Irish Rm. B-01 Ní Fhlátharta, Nóirín	11:35-12:15 French Rm. B-09 McLoughlin, Stephen	12:15-12:50 History Rm. B-18 McDonald, Thomas
<b>Wed</b>		10:10-10:45 French Rm. B-09 McLoughlin, Stephen	10:45-11:20 SPHE Rm. A-33 Condren, Niamh	11:45-12:25 Mathematics Rm. A-04 Gahan, Bridget	
<b>Thu</b>	09:00-09:35 CSPE Rm. A-14 Reynolds, Rita	10:10-10:45 Geography Rm. B-12 Power, Enda	10:45-11:20 French Rm. B-09 McLoughlin, Stephen	11:35-12:15 Mathematics Rm. A-04 Gahan, Bridget	

Click either the red tab entitled **Back** on the top left hand side of the **ePortal** page or **back** on your browser to get back to the main page.

## Attendance

From the main page you will see a summary of your child's attendance in the form of a pie chart and a colour coded percentage breakdown.

Click on the red tab entitled **More..** opposite **Attendance** and you will see it in detail like this:



Click either the red tab entitled **Back** on the top left hand side of the **ePortal** page or **back** on your browser to get back to the main page.

## Attendance Registration explained

Confey College collects two types of attendance records:

Firstly, there is the **Official Roll Call** which is taken during their **Tutorial** when they start school each day. This is also done at the start of the **First class after lunch** (fourth class on Wednesday). This data is used for any report that includes attendance statistics for a student e.g. Christmas Reports.

The summary pie chart in ePortal is taken from this data and when you click on the More button you will see the breakdown of this i.e. there will usually be two entries per day.

**Total Possible** = the total number of days, to date, that your child was expected to attend from the start of the academic year.

Secondly, there is the **Teacher's Registration**. This is a record taken by each teacher at the start of each class. If a class register has not been entered into ePortal for some reason, it will appear as a blank.

This information can be viewed in the Registration area of ePortal (see Registration).

## Registration

Click on the blue Registration button just beneath the Category area for further detail on your child's attendance.

Students Registration Lesson History

Lesson History for most recent 5 days: E O'Portal

10-11-11	01-12-11	02-12-11	03-12-11	04-12-11	Present	Possible	Present %	
PRE - PRE PRE PRE	PRE PRE - PRE PRE PRE	PRE - PRE PRE PRE PRE PRE	PRE PRE PRE PRE PRE PRE	PRE PRE PRE PRE PRE PRE	PRE - PRE PRE - PRE -	26	32	81.25

Select the start and end of date range for lesson history

Start Date: 06-12-2011 [calendar] End Date: 06-12-2011 [calendar]

[View Date Range](#)

[<< Back](#)

This shows the most recent 5 days attendance in each class.

You can view this information for any day, or week you wish by clicking on the little calendar icons provided and choosing your dates. Then click on the **View Date Range** button. This information will appear on the same page below these dialogue boxes like this:

Lesson History for most recent 5 days: E OPortal

20-11-11	20-11-11	20-11-11	01-12-11	02-12-11	Present	Possible	Present %
PRE PRE PRE PRE PRE PRE	PRE PRE PRE PRE ABS	PRE PRE PRE PRE	PRE PRE PRE PRE	PRE PRE PRE PRE PRE PRE	26	32	81.25

Select the start and end of date range for lesson history

Start Date: 01-11-2011 [calendar] End Date: 04-12-2011 [calendar]

View Date Range

Lesson History from 01-11-2011 to 04-12-2011: E OPortal

07-11-11	PRE PRE PRE - - PRE -	08-11-11	PRE - - PRE - PRE -	09-11-11	PRE PRE - PRE -	10-11-11	PRE PRE PRE PRE PRE PRE	11-11-11	PRE PRE PRE PRE PRE PRE
14-11-11	PRE PRE PRE PRE - PRE PRE	15-11-11	PRE - PRE PRE PRE PRE PRE	16-11-11	PRE PRE PRE PRE - PRE PRE	17-11-11	PRE - PRE PRE PRE - PRE PRE	18-11-11	PRE PRE PRE PRE PRE - -
21-11-11	PRE PRE PRE - PRE PRE PRE	22-11-11	PRE - PRE PRE PRE PRE PRE	23-11-11	PRE PRE PRE PRE - PRE PRE	24-11-11	PRE PRE PRE PRE PRE PRE	25-11-11	PRE PRE PRE PRE PRE PRE
28-11-11	PRE PRE PRE PRE PRE PRE	29-11-11	PRE - PRE PRE - PRE ABS	30-11-11	PRE - PRE PRE PRE	01-12-11	PRE PRE - PRE PRE PRE	02-12-11	PRE - PRE PRE PRE PRE PRE
Present					103				
Possible					126				
Present %					80.47				

PDF Document Link

Right click the link above and choose "Save As..." to save the file to your computer, or click the link if you have a suitable Acrobat PDF Reader plugin.

<< Back

There is a facility available for you to print or save this information.

**Possible** = the total number of classes your child was expected to attend in the week.

## Attendance Codes

- PRE Present
- ABS Absence Unexplained
- AB-EX Absence Explained
- ICD Staff Day
- SA School Activity
- SSC Special School Closure
- SUS Suspended
- USA AWOL
- WRK Work Experience
- L-EX Late Explained
- LATE Late Unexplained

Click either the blue tab entitled [<< Back](#) on the bottom right hand side of this **ePortal** page or **back** on your browser to get back to the previous Attendance page.

## Student Aptitude, Merits and Conduct

Not used by Confey College and these comments will continue to be recorded in the school journal.

## Frequently Asked Questions (FAQ's)

- **What do I do if I would like to make an amendment to any of the details contained within the database on my son or daughter?**

Send an email to [info@confeycollege.org](mailto:info@confeycollege.org) with the Subject heading **ePortal Query** and state your query.

- **What do I do if I have a query regarding my son or daughter's attendance on ePortal?**

Follow current school procedures in relation to attendance by contacting the class teacher, tutor or Year Head as appropriate.

- **How are the user names and passwords produced?**

The ePortal system produces these electronically.

- **Can I change my User Name and Password from the one I was issued with by the school?**

No, this is not possible in the ePortal system.

- **What do I do if I lose my Password?**

Send an email to [info@confeycollege.org](mailto:info@confeycollege.org) with the Subject heading **ePortal Query** and request new password to be generated.

- **Can both of my child's parents/guardian's have separate**

## **User names and Password's?**

Yes. Send an email to [info@confeycollege.org](mailto:info@confeycollege.org) with the Subject heading **ePortal Query** with your request.

- **Will all of this information still be kept manually also?**

Yes, for the foreseeable future it is intended that the manual system will be kept in place. So, you will continue to receive school reports etc.

- **Where is all of this ePortal information kept? Is it secure?**

Yes, absolutely. It is held on the school's own server, which is fully protected by firewalls as advised by Serco. No third party has access to this information.

***Updates will be provided on the FAQ's Noticeboard on ePortal.***

## Notes

## Notes