

Accessing Grades via ProPortal

From the college web site, scroll down to the bottom of the page and click on 'Moodle', and then scroll down to the bottom of that page, and click on 'My ILP'.

Or click [here](#)

Log in using your college username and password.

ProPortal will default to the 20/21 academic year, but you need to view your 19/20 information. Use the dropdown at the top of the page to change the academic year to 19/20.

The screenshot shows the ProPortal login page for Elizabeth Perkins. At the top, there is a blue header with the 'proportal' logo and a dropdown menu for the academic year. The dropdown menu is open, showing 'Select' and '19/20' (which is highlighted). Below the header, the page says 'Welcome Elizabeth Perkins' and 'Please Select a student'. A yellow message box states: 'Your student account has not been configured for this academic year (20/21). Your student record has not been attached to the current academic year, however you may be able to view previous years using the academic year dropdown. Contact Your ProPortal administrator who will be able to configure your student record.' The footer includes 'Compass Computer Consultants Ltd.' and 'Timeout: 29 mins'.

You will now see your landing page, looking something like this:

The screenshot shows the ProPortal landing page for Elizabeth Perkins. The page has a blue header with the 'proportal' logo, a dropdown menu for the academic year (set to '19/20'), and navigation links: 'Information', 'Skills for Success/Work Exp.', 'Performance', and 'Meetings and Comments'. The user profile section shows 'Elizabeth Perkins' with a 'No Image Available' placeholder and buttons for 'Add Controls' and 'Reset'. The dashboard contains several widgets: 'Notice Board' with links for Moodle login, OneFile login, BKSB login, and a link for a coronavirus update; 'Recent 'My Comments'' showing 'No Records'; 'My Attendance & Punctuality' showing 'Attendance: N/A' and 'Punctuality: N/A'; 'Upcoming Assessments' showing 'No Records'; 'Upcoming 'Development Targets'' showing 'No Records'; 'Upcoming Meetings' showing a meeting on 26/08/2020 at 10:30 AM; and 'My Learning Diary' showing a meeting due on 26/08/2020 at 10:30. The footer includes 'Compass Computer Consultants Ltd.' and 'Timeout: 29 mins'.

To see your grade(s), select menu item 'Information' and then 'Enrolments'.

You will then see a list of your 19/20 enrolments, with your overall grade displayed for each that is applicable. In the example below, two of the enrolments have final grades displayed.

Course Code	Course Name	Group Code	Completion Status	Grade	Outcome	Start Date	Expected End Date	Actual End Date	Reason for Leaving
4506EEP-1/1	Employability, Enrichment and Pastoral	S07	Continuing			02/9/2019	26/06/2020		
4506WE-1/1	Work Experience	S07	Continuing			09/9/2019	26/06/2020		
4506A-1/1	Level 3 Certificate in Personal Training	S07	Completed	PA	Achieved (non AS-Level)	09/9/2019	26/06/2020	09/06/2020	
4506P-1/1	Sports Studies - Personal Training Academy - Level 3	S07	Continuing			02/9/2019	26/06/2020		
4506PE-1/1	Independent Study	S07	Continuing			09/9/2019	26/06/2020		
1866B-1/1	Level 2 Certificate in Fitness Instructing (Gym Based)	S07	Completed	PA	Achieved (non AS-Level)	27/2/2020	27/06/2020	09/06/2020	