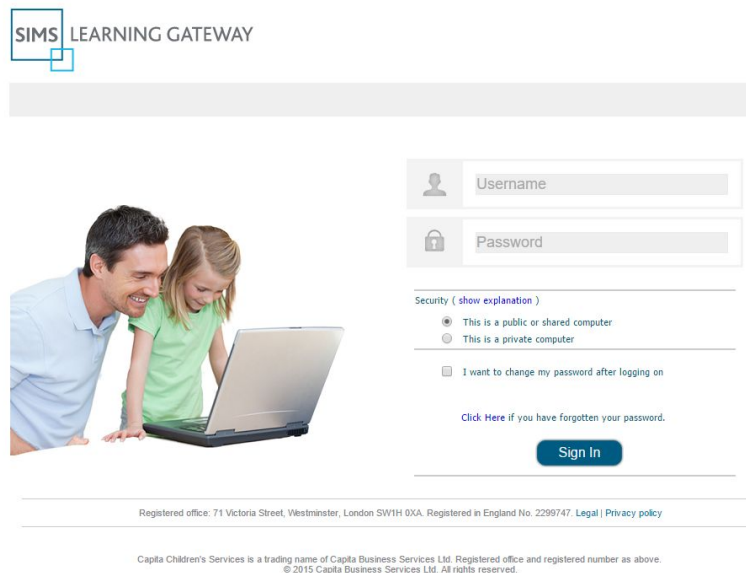


Banbridge Academy Learning Gateway

User Guide

Parents are **strongly advised** to follow the instructions below to activate an account:

1. Visit : www.banbridgeacademy.org.uk, access the **Parental Information** menu at the top of the home page and select **Learning Gateway**;
2. You will be redirected to the SIMS Learning Gateway logon screen;



The image shows the SIMS Learning Gateway login interface. On the left, there is a photograph of a man and a young girl looking at a laptop. On the right, there is a login form with the following elements:

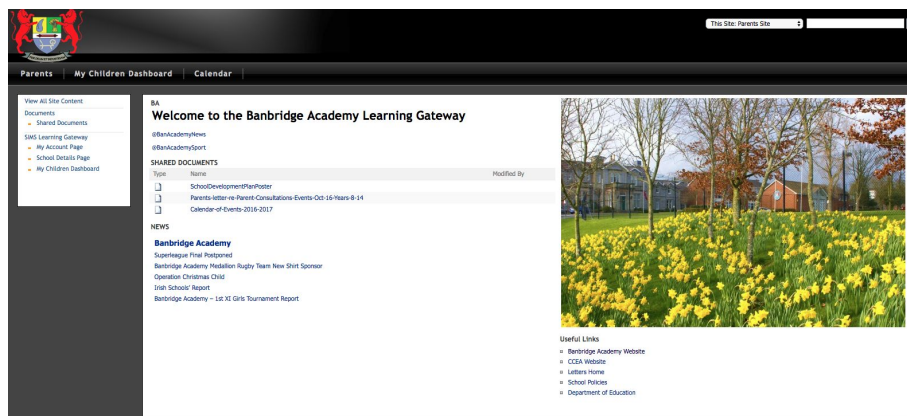
- Username input field
- Password input field
- Security options: This is a public or shared computer, This is a private computer
- I want to change my password after logging on
- [Click Here if you have forgotten your password.](#)
- Sign In** button

At the bottom of the page, there is a footer with the following text:

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3. Use the Username and Password provided with this guide to **Sign In**;
4. When logging in for the first time you will be required to set a **secure password**;
5. Select **My Account Page** from the side menu on the left;



The image is a screenshot of the Banbridge Academy Learning Gateway dashboard. The page has a dark header with navigation tabs: **Parents**, **My Children Dashboard**, and **Calendar**. On the left, there is a sidebar menu with options: **View All Site Content**, **Documents** (with a sub-menu for **Shared Documents**), **SIMS Learning Gateway**, **My Account Page**, **School Details Page**, and **My Children Dashboard**. The main content area is titled **Welcome to the Banbridge Academy Learning Gateway** and includes a social media link for **@BanAcademyNews**. Below this is a **SHARED DOCUMENTS** table with columns for **Title**, **Name**, and **Modified By**. The table lists three documents: **SchoolDevelopmentPlanPoster**, **Parents-Letter-re-Parent-Consultations-Events-Oct-16-News-8-14**, and **Calendar-of-Events-2016-2017**. There is also a **NEWS** section with a heading **Banbridge Academy** and several news items. On the right side of the dashboard, there is a large photograph of a field of yellow daffodils in front of a school building. Below the photo is a **Useful Links** section with links to **Banbridge Academy Website**, **CCSA Website**, **Letters Home**, **School Services**, and **Department of Education**.

6. Your details will be displayed, please ensure you set a security question by selecting the **Change** button in the **Change Security Question and Answer** section;
7. Select **Parents** from the top menu to return to the start page;
8. Pupil information is accessible through the **My Children Dashboard** link available in the top and side menus, select this link;
9. This section of the site can be used to access information and to send or request an update to information stored on our computer system;
10. We are initially supporting Year 8 accounts and while siblings in other Year Groups will appear within the gateway the information presented on them may be absent or incomplete until it is rolled out to the entire Year Group;
11. For a Year 8 students please select **Student Dashboard**, this section of the site provides Attendance, Assessment and Behaviour information about the individual student;
12. Select **More info...** in the Attendance or Assessment panel to access more detail;
13. To access an electronic version of the recent **Supplementary Report Card** please select **View Reports** on the **My Children Dashboard** page, reports will be organised by Academic Year and are available to download in pdf format;
14. The **Data Collection Sheet** option can be used to review and update information stored on our computer system, select this link and follow the instructions to review and request any necessary changes. No change will be requested until you select the FINISH option at the end of the process, please read instructions carefully. If updates are confirmed the Data Collection Sheet option will disappear from the menu options until it has been reviewed in school;
15. The School **Calendar** has been provided in the top menu for your convenience;
16. **Please ensure you logout when finished and keep your username and password secure; you will be required to periodically reset your password to maximise security.**