

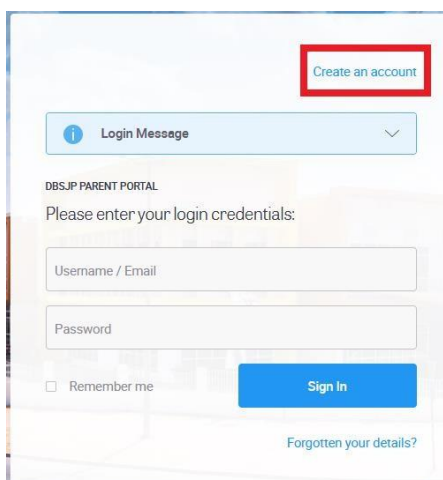
UTC Swindon Parent Portal Setup Guide

Registering Your Account

- To access the Parent Portal, open your web browser (on any device) and type in the following website address:

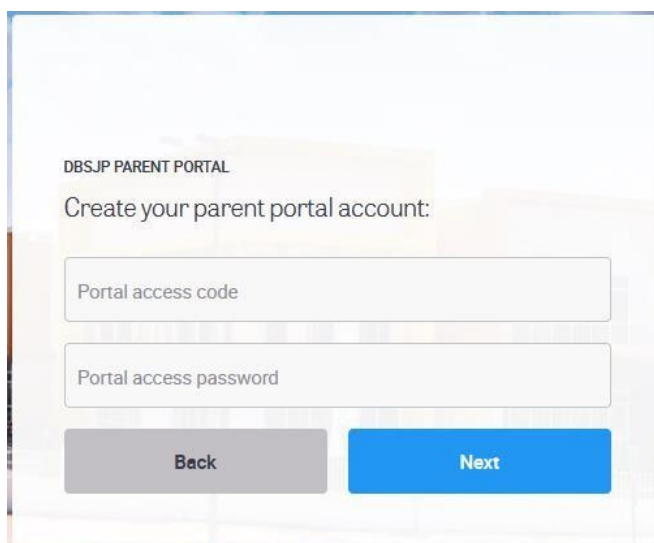
<https://utcswindon.parents.edgen.cloud>

- Click on the “**Create an Account**” hyperlink:



The screenshot shows the login page for the DBSJP Parent Portal. At the top right, a red box highlights the "Create an account" link. Below it is a "Login Message" dropdown menu. The main heading is "DBSJP PARENT PORTAL" followed by the instruction "Please enter your login credentials:". There are two input fields: "Username / Email" and "Password". Below these is a "Remember me" checkbox and a blue "Sign In" button. At the bottom right, there is a link for "Forgotten your details?".

- Type your Portal access code and password (which you will have received via email) into the fields and then click on the “**Next**” button:



The screenshot shows the account creation page for the DBSJP Parent Portal. The heading is "DBSJP PARENT PORTAL" followed by the instruction "Create your parent portal account:". There are two input fields: "Portal access code" and "Portal access password". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

- Type your details into the fields and then click on the “**Register**” button at the bottom. Please use the same email address as the one we have registered.

- The email address will be your username. Your password must be at least 12 characters long and include requirements shown in the orange box below:

[Sign-in instead](#)

DBSJP PARENT PORTAL

Please enter your details carefully:

Dr

Forename Surname

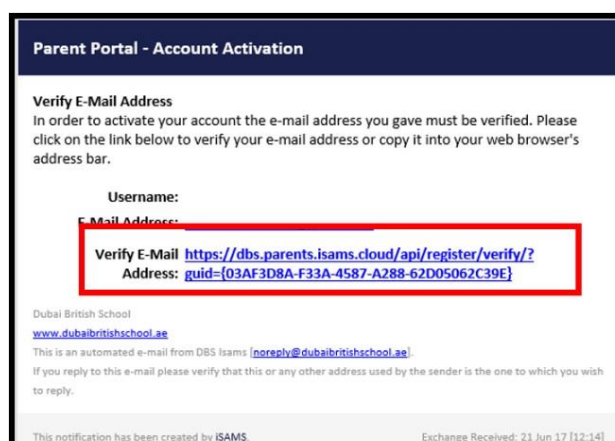
Email address

Password Confirm Password

Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).

Back Register

- You will then receive an email from Ed:Gen like the one below. Click on the “**Verify E-Mail Address**” link. This will complete the process. Now you will be able to log into the parent portal by typing in your email address and password on the parent portal website.

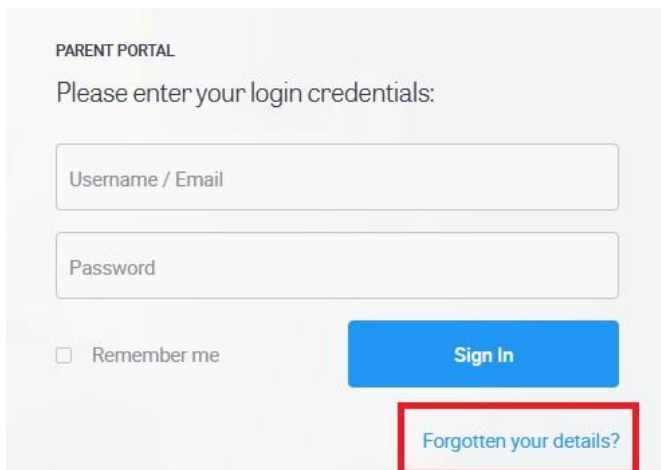


Password Reset

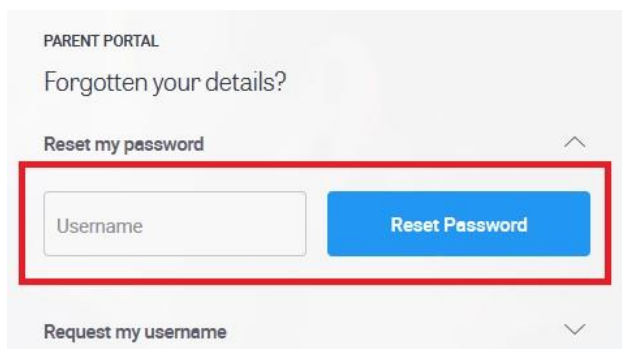
To change your password please:

Open the Ed:Gen Parent Portal (<https://utcswindon.parents.edgen.cloud>)

- Click on “Forgotten your details?”



- Type your registered email address into the Username field and click “Reset Password”.



- The system will generate a password reset link and send it to your email. **Please note, the link will expire after 1 hour.**


Parent Portal Features

The following menus are available:

Home Communication School Life School Profile School Information My Account Log Out

From **Home** you can use Quick Links to Jump to timetables. This includes school timetable and exam timetables:

Quick Links

Jump to... 

You can also switch between students if you have more than one student at the school:







My Children

Clicking on your student's name jumps you straight to the **School Profile** tab where you can view the following:





- **School Timetable** – use this option to view and export the current timetable
- **Attendance** – use this option to view and export the AM and PM attendance
- **Public Exams** – use this option to view and export and public exam details
- **Gradebooks** – use this option to view assessment point and PPE grades

Gradebooks explanations

When you first click on gradebooks you will see the classes that your student is in. An example is shown below:

Name	Description
 2023/25 10 CompSci	Grade set - 9, 8, 7, 6, 5, 4, 3, 2, 1, U
 2023/25 10 Dig2	Grade set - L2D*, L2D, L2M, L2P, L1D, L1M, L1P, U
 2023/25 10 EngLang1	Grade set - 9, 8, 7, 6, 5, 4, 3, 2, 1, U
 2023/25 10 EngLit1	Grade set - 9, 8, 7, 6, 5, 4, 3, 2, 1, U
 2023/25 10 Ma1	Grade set - 9, 8, 7, 6, 5, 4, 3, 2, 1, U
 2023/25 10 NCFE1	Grade set - L2D*, L2D, L2M, L2P, L1D, L1M, L1P, U

Clicking on the class gives you more detail about target grade and each assessment point data:

Description	Type	Value
GCSE Maths Target		
 GCSE Mathematics	Assessment	5
Assessment Point 2		
 AP2 Y10 Current Working Grade	Assessment	5
 AP2 Y10 On Track	Assessment	=
 AP2 Y10 Attitude to Learning	Assessment	1

In the example above you can see:

- **Target Grade** – this shows the grade we would expect your student to reach and is taken from government data and CAT assessments.

- You will then see the Assessment Point and PPE grades. It includes the following:
 - **Current Working Grade** – the grade that your student gained in the assessment point
 - **On Track** – this shows Current Working Grade against Target grade and will be shown as + (above target grade), = (on track for target grade), - (below target grade)
 - **Attitude to Learning** – please see descriptors below:

The **Attitude to Learning (ATL)** is about doing the work in class, acting on feedback and seeking to work to the best of their ability.

		What does it look like in the classroom?	What is the impact on learning?
Outstanding	1	<ul style="list-style-type: none"> • All tasks are completed readily • They respond to feedback and may collaborate with peers in order to understand better • Feedback is acted upon and previous work is improved • They show a mind-set of “can-do” for all of the above 	Students with these attributes tend to make above average progress and exceed their target grade because they know what they have learned. They are able to act on their feedback because they have developed independence and resilience.
Good	2	<ul style="list-style-type: none"> • All tasks are completed • They listen to feedback and act on it • They sometimes seek to understand better • Work is improved when directed • They show a mind-set of desire to do well – and go for it! 	They will be on track to make good progress to meet and sometimes exceed their target grade. Students will be in a good place to revise because they know what they have done and what their teachers have said needs to happen next.
Requires improvement (coasting)	3	<ul style="list-style-type: none"> • Most tasks are attempted, some are incomplete • The feedback given is not always valued • They are passive without a sense of readiness to progress • Previous work is not used or improved • Can be distracting and/or distracted 	Students will have gaps in knowledge and skills because of incomplete work. They will not always remember what has been done in class, which will make revision more difficult. If something does not improve, they are unlikely to meet their target grade.
Inadequate	4	<ul style="list-style-type: none"> • Tasks are not attempted without regular reminders and work is regularly incomplete • They are unaware of, or unwilling to act on their feedback • They are unfocussed and do not demonstrate a willingness to engage and develop • Are often distracting to themselves and others • Students with an attendance concern (lower than 90%) automatically fall into this category 	They will not make good progress over time because there will be significant gaps in knowledge and skills. Revision will feel more like learning it for the first time and can create stress when time begins to run out.