inovarconsulta

USER'S MANUAL: PARENT/CARER

Contents

1. Presentation

Inovar Consulta is an online portal giving access to information about the schooling activity for each pupil. This requires a device with an internet connection.

Access is **restricted** and only possible through use of each pupil's **personal details**, or with access credentials defined by the school and duly provided to the respective parent or carer. To ensure security, it is of utmost importance that any of these remain confidential and are **not shared** with any other user.

All available information is **updated** every time new records or data are submitted or added by the school (either by teachers or school office personnel).

Depending on each school's settings, all or only a part of the following information or actions are available in this platform:

- pupil's **timetable**;
- list of **textbooks** adopted by the school;
- **school subjects** in attendance (curriculum);
- **activities** inscribed in the **planner**;
- **class summaries** of the various subjects;
- **attendance** and **behavioural**/**disciplinary** records;
- continuous and periodical **assessment information** (of current school year or previous) and **qualifications** already attained by pupil;
- **brief commentaries** about pupil's progress;
- view and sign up for **meetings** scheduled by the form tutor;
- initiate the process of **absence** excuse;
- make a **pre-enrolment** application for the following year;
- fill in online **questionnaires**;
- view **documents** the school has made available regarding a given pupil or the class he/she is a part of.

2. Home screen

Whenever possible, this screen shows:

- the **pupil's personal details:** name, admission number and class;

- **attendance**: indicating type, day, time of occurrence and in which subject(s);

- **weekly timetable** of class periods and planned activities;

- **end-of-term grades** in each subject, compared to averages of grades obtained by the pupil's class and all those attending the same year;

- **contacts of school and form tutor**;

- scheduled **meetings** and **behavioural/disciplinary** records.

Clicking the area near the pupil's name allows you to change your password or to log out from current session.
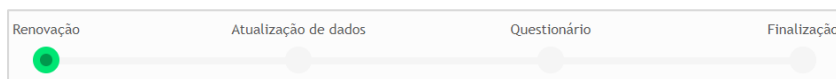
You can also view records from previous school years (if available in the database of current school). To that end, from the bar immediately below the pupil's personal details (top right corner of screen), select the school year and the class the pupil was a part of that year.

3. Main areas

3.1. Online enrolment

3.1.1. Renewal

This section allows you to initiate an enrolment renewal procedure, request a course change or a school transfer, during the time periods determined by the school for these purposes. As a rule, this area is only visible nearing the end of the current school year.

The online renewal procedure has, at most, three steps:

- state preferences, for instance, as to taking Moral and Religious Education classes or about optional subjects to take in grade years where such a possibility exists;

– update request of details of pupil, parent/carer, mother or father;

- answer to online questionnaires set by the school.

In the first step, the details of the parent or carer for the current school year are shown. If this is to change the following year, that will be formalised only in the next step. The same is to follow in case the parent/carer remains unchanged, but there are details to update or complete.

At this stage, if applicable, the optional subjects should be selected – as a rule, this is the case for pupils who will attend Years 7, 8, 10 or 12 – and check the box as to the option for taking Moral and Religious Education. For the latter, in case the option is **for** taking the subject, the religious denomination should be confirmed – as "Catholic" appears by default – or typed in Portuguese.

Anexo

Novas submissões substituem ficheiros anteriormente remetidos pelo que devem ser anexados novamente, caso sejam necessários.

[Adicionar]

Ficheiro	Apagar

As indicated, the second step allows the update or completion of pupil or parent/carer details, as well as those regarding the pupil's parents. Supporting evidence may be required to validate the update request, e.g. proof of address, so the attachment of relevant documents is also possible at this stage. In the "Observations" box, other aspects deemed important for the renewal process may be included.

The next step finalises the procedure. If the school has set a questionnaire, answering some questions is necessary before the process is final.

In the end, a document is generated, which can be signed and handed in at the school, if such is required.

New requests for enrolment renewal or detail update can be submitted up until the end of the deadline defined by the school. Also during this period, all documents related to submitted requests for enrolment renewal may be viewed. Access to these is done through the area indicating the date of last submission. To have access to documents at all times, even after deadline for enrolment renewal has ended, downloading programme-generated files is advised.

3.1.2. Textbooks

This shows the list of adopted textbooks for the grade year in attendance by the pupil. Information fields are presented that allow the identification of which textbook to acquire for a given subject, among which are:

- title;

- author(s);

- publishing house;

- price.

To view mentioned details, click on the name of the school subject you wish the information to.

3.2. Questionnaires

This tab gives access to questionnaires made available by the school.

The **"Survey questionnaire"**, for example, is important to the extent that it will allow the form teacher better knowledge of the pupils in the class group he/she is going to work with more closely. Thus, precious information about the students is gathered and available right from the start of the school year.

Here is also where questionnaires about **school trips and other activities** (from the Yearly School Activities Plan) can be found. These will appear in case the pupil has taken part in any of the activities and his/her opinion about them is required.

If any changes occur during the school year, a **pupil details update request** can be submitted through this tab. Such may include a change of address or phone numbers, information regarding internet access at home or given authorizations for school exit.

At the end, after all items on a questionnaire have been duly answered, the button **'submit'** must be clicked. This will ensure the answers are saved in the application. <u>Please note</u> that opening another window before clicking the button will cause all inserted information to be cleared, and thus, unsaved.

3.3. Schooling Info

3.3.1.   Curricula

This page shows the **list of subjects** that make part of the curriculum the pupil is enroled in, as well as the **number of weekly class periods** of each subject, the **turn** the pupil belongs to (for subjects in which the class is divided), the name of the **teachers** of each subject and the **form teacher** contact details.

3.3.2.   Class summaries

To better follow the syllabus' matters dealt with in each subject of the curriculum, **all class summaries** are shown, as well as the corresponding **attendance** recorded for the pupil. To view these, select the desired **subject** and **date**.

If a date is not given, then all summaries for the selected school subject are listed in reverse chronological order (from latest to earliest.)

3.3.3. Attendance

The **attendance register** for each subject can be viewed.

In the summary table presented, each acronym and colour identify a type of attendance registered (the description of each code is shown by placing the mouse pointer on the acronym):

- **FI** (Absence unauthorised)
- **FJ** (Absence excused)
- **FM** (Essential material missing: the pupil did not have all the school supplies or equipment needed for class)
- **FD** (Discipline notice: registered when the pupil misbehaved)
- **FP** (Tardy: registered when the pupil arrives late to class)
- **TPC** (Homework assignment missing)

Other information regarding attendance is also included.

- RI (Recovered absence unauthorised: the pupil did an assignment or an activity which compensated for absences registered, or made a commitment to stop absenteeism and kept it. This causes absences to be disregarded, in the terms defined by Portuguese law)

- RJ (Recovered absence excused)

- MX (Maximum number of absences allowed by law: this number generally refers only to unauthorised absences. However, for pupils enroled in education and training, vocational-technical or vocational courses, this number will reflect the sum of either unauthorised **and** excused absences)

- MI (Maximum number of unauthorised absences allowed by law)

To view more details on each attendance register made, **click on the school subject name**, which will show:

- the **day** the absence was registered;
- the description of the **type** of attendance registered;
- the **time** it occurred.

3.3.4. Discipline

Information about pupil's behaviour is accessed through this window.

This can be records praising the student's efforts or giving account of disciplinary occurrences.

All include information about:

- **date** and **time** the occurrence took place;
- **subject** and **teacher** who wrote the record;
- **grade** of the importance/severity of a misbehaviour occurrence and a descriptive account of the facts.

3.3.5. Documents

This area allows access to documents made available by the school for the pupil or his/her class, e.g. a memorandum.

3.4. Activities

3.4.1. Planner

The **school timetable**, **assessment dates** and other **planned activities** can be viewed in this window.

By default, the information presented is for the current school week. However, the user can opt for a different organisation in terms of visualisation. On the top right corner, just above the calendar weekdays, click on the preferred option: date, day, week or month.

The information in the calendar is shown in different colours:

- **green** indicates the class periods in the pupil's weekly timetable;

- **yellow** highlights other activities which do not occur with the same regularity as classes, such as assessment tests or school trips.

3.4.2. Meetings

Dates for **meetings** scheduled by the form teacher will appear in this tab.

The information **on the left** relates to the call to order: **date** and **time** of the meeting, the **agenda** of matters to be discussed and other information.

Clicking the date of a meeting will make appear, **on the right**, details about the number of **signed up participants**, allowing an option to **confirm** attendance of the meeting. By clicking the blue button, a list is shown with the names of pupils whose parents or carers have confirmed attendance.

3.5. Assessment

3.5.1. Assessment grades

Whenever a teacher makes an assessment record on the platform, the parent/carer gains immediate access to it.

This window uses a colour code which helps in quickly understanding the quality of the performance in assessment, as well as the pupil's progress, in all selected subjects. Thus:

- green: indicates a good or excellent grade
- yellow: the grade was satisfactory/average
- red: the aims were not attained in the assessment or the grade was unsatisfactory
- white: the pupil did not show in class to take assessment or the grade is not expressed using numbers (a qualitative-lettered grade is used instead).

Clicking on any one coloured cell opens a window. This details more information about the assessment chosen:

- the **date** when it took place;
- the **method** utilised (e.g. test, group work, ...);
- the class **average grade** in that assessment.

3.5.2. Mid-term assessment

Mid-term assessments per subject are made available here in each school term. A **brief commentary** about the pupil's general performance and/or suggestions of **pedagogical support measures** made by the teachers may also show.

Clicking on each subject allows access to more details regarding the assessment information.

3.5.3. End-of-term assessment

This tab gives access to the **grades** awarded the pupil in each subject at the end of every school term. You may also view the **brief commentaries** written by the teachers about the assessment in their respective subjects, as well as a **general brief commentary** made by all teachers of the class group and/or suggestions about **pedagogical support measures** to put into effect.

Clicking a subject will allow for more details on **assessment**, such as:

- final grades in each module (only pupil's attending vocational or vocational-technical courses);

- qualitative information on aspects of special relevance.

3.5.4. Grades

Final grades awarded the pupil in every subject are shown here.

The information is presented according to the grade year and path the pupil is enroled in.

3.6. School record

Location of the school information kept about a pupil's **grade history**, organised in **education cycles** and/or **upper secondary education**.

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