

**inovar**consulta

USER'S MANUAL: PARENT/CARER





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## 1. Presentation

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**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

The screenshot shows the 'Faltas' (Absences) table with the following data:

Data	Dia da semana	Hora	Disciplina	Tipo
05-06-2014	quinta-feira	15:25 - 16:15	História	✖ Não justificada
05-06-2014	quinta-feira	14:30 - 15:20	História	✖ Não justificada
05-06-2014	quinta-feira	12:25 - 13:15	Geografia	✖ Não justificada
05-06-2014	quinta-feira	11:30 - 12:20	Inglês (LE1)	✖ Não justificada
04-06-2014	quarta-feira	11:30 - 12:20	Ciências Naturais	✔ Justificada
04-06-2014	quarta-feira	10:30 - 11:20	Ciências Naturais	✔ Justificada
04-06-2014	quarta-feira	09:25 - 10:15	Inglês (LE1)	✔ Justificada
04-06-2014	quarta-feira	08:30 - 09:20	Matemática	✔ Justificada
03-06-2014	terça-feira	09:25 - 10:15	Português	✔ Justificada
03-06-2014	terça-feira	08:30 - 09:20	Geografia	✔ Justificada

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.

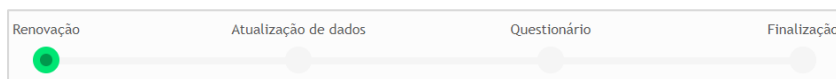
You can also view records from previous school years (if available in the database of current school). To that end, from the bar immediately below the pupil's personal details (top right corner of screen), select the school year and the class the pupil was a part of that year.



## 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/carers, 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/carers remains unchanged, but there are details to update or complete.

Ordem de preferência de disciplinas opcionais  
Devem ser escolhidas disciplinas de opção diferentes, num mínimo de duas.

Física e Química A

Biologia e Geologia

Educação Moral e Religiosa

Pretendo frequentar Educação Moral e Religiosa  Sim  Não

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

The screenshot shows the 'Manuais' section of the application. It features a table with the following data:

Título	Autores	Editora	ISBN	Preço
<ul style="list-style-type: none"> <li>▼ Língua Estrangeira II - Francês</li> <li>Moto Croisés 3 - Nível 3</li> <li>&gt; <u>Português</u></li> <li>&gt; Inglês</li> <li>&gt; História</li> <li>&gt; Geografia</li> </ul>	Luisa Pacheco, Suzana Costa	Porto Editora, Lda.	978-972-0-31242-6	9 €

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 screenshot shows a web interface for 'Recolha inicial de dados'. At the top, there is a navigation menu with options like 'INICIO', 'MATRICULAS ELETRONICAS', 'QUESTIONARIOS', 'CADEIRNETA DIGITAL', 'ATIVIDADES', 'AVALIAÇÕES', and 'HABILITAÇÕES'. The main content area contains four input fields: 'Dados dos Alunos', 'Dados do Pai', 'Dados da Mãe', and 'Dados do Encarregado de Educação'. A blue 'Guardar' button is positioned to the right of the first field. The footer of the page includes the version 'v2015.000' and copyright information 'Inovar +AZ - Sistemas de Informação © 2015 - Todos os direitos reservados'.

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. Please note 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

Disciplina	Nº tempos semanais	Turno	Professor
Português	4	1	Mário Lúcio Gomes Freitas Baptista - Gaal
Inglês (LE1)	3	1	Carolina Mendes Lopes - Gaal
Francês (LE2)	2	1	Mário Lúcio Gomes Freitas Baptista - Gaal
História	2	1	Abelardo Mendes Lopes - Gaal
Geografia	3	1	Luís Manuel Mendes Lopes - Gaal
Matemática	4	1	Mário Lúcio Gomes Freitas Baptista - Gaal
Educação Visual	2	1	Teresa Clara Mendes Lopes - Gaal
Educação Física	3	1	Mário Lúcio Gomes Freitas Baptista - Gaal
Educação Moral e Religiosa	1	1	Luís Manuel Mendes Lopes - Gaal
Educação s/a Cidadania	1	1	Mário Lúcio Gomes Freitas Baptista - Gaal
Ciências Naturais	3	2	Luís Manuel Mendes Lopes - Gaal
Físico-Química	3	2	Abelardo Mendes Lopes - Gaal

Diretor de turma: Mário Lúcio Gomes Freitas Baptista - Gaal  
 Contacto: mlgal@inovarconsultas.pt  
 Atendimento: 4Meia: 10:30 às 11:20

Documentos disponíveis para impressão

v015.000 | Inovar +AZ - Sistemas de Informação © 2015 - Todos os direitos reservados

This page shows the **list of subjects** that make part of the curriculum the pupil is enrolled 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

inovarconsulta | Agrupamento de Escolas | Ano Letivo 2014/15

INÍCIO |
  MATRÍCULAS ELETRÓNICAS |
  QUESTIONÁRIOS |
  CADENETA DIGITAL |
  ATIVIDADES |
  AVALIAÇÕES |
  HABILITAÇÕES

2013/2014 | 9 - 8

### Sumários

Selecione uma disciplina para ver os respetivos sumários

Disciplina:  Dia:

Data	Professor	Sumário	Observações
05-06-2014 09:25 - 10:15 N.º 130	Mário Lúcio Gomes Freitas Baptista - Gaal (Português)	Diálogo com os alunos acerca da avaliação final.	
05-06-2014 08:30 - 09:20 N.º 129	Mário Lúcio Gomes Freitas Baptista - Gaal (Português)	Avaliação da oralidade.	
03-06-2014 09:25 - 10:15 N.º 128	Mário Lúcio Gomes Freitas Baptista - Gaal (Português)	Teste de compreensão oral.	Faltas: <input checked="" type="checkbox"/> Justificada
03-06-2014 08:30 - 09:20	Mário Lúcio Gomes Freitas Baptista - Gaal (Português)	Leitura e análise do poema "O menino de sua mãe", de Fernando Pessoa. Discurso Direto e discurso indireto.	Faltas: <input checked="" type="checkbox"/> Justificada

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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

**Assiduidade**  
Clique numa disciplina para visualizar detalhes de cada falta

Disciplina	FI	FJ	FM	FD	FP	TPC	RI	RJ	MX
Português	4	1	0	0	0	0	0	0	8
Inglês (LE1)	32	3	0	0	0	0	0	0	5
Francês (LE2)	13	2	0	0	0	0	0	0	4
História	19	2	0	0	0	0	0	0	4
Geografia	43	1	0	0	0	0	0	0	6
Matemática	36	8	0	0	0	0	0	0	8
Ciências Naturais	21	8	0	0	0	0	0	0	6
Física-Química	10	4	0	0	0	0	0	0	6
Educação Visual	23	8	0	0	0	0	0	0	4
Educação Física	0	0	0	0	0	0	0	0	6
Educação Moral e Religiosa	5	1	0	0	0	0	0	0	2
Educação p/a Cidadania	0	0	0	0	0	0	0	0	2

**Descrição detalhada**

Data	Tipo de falta	Hora
03-06-2014	Justificada	09:25 - 10:15
27-05-2014	Injustificada	08:30 - 09:20

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 enrolled 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

Data	Professor	Comportamento
09-06-2015 10:50 - 11:25	Sabine Pinto (Educação Visual)	Grav: 4 O aluno continua a distrair-se a toda a hora, distraindo também quem está por perto.
11-05-2015 08:15 - 09:00	Sabine Pinto (Educação Visual)	Grav: 2 O aluno distrair-se com facilidade.
04-05-2015 10:05 -	Sabine Pinto (Educação Visual)	Grav: 1 O aluno distrair-se com facilidade.
16-03-2015 16:00 - 16:45	Maria Inês (Inglês)	Grav: 5 O aluno, mesmo depois de o ter mudado de lugar, continuou a conversar com os colegas à sua volta.
13-03-2015 09:00 - 09:45	Maria Inês (Inglês)	Grav: 4 O aluno, quando vem às aulas, é para conversar e perturbar as aulas. Hoje, voltou a acontecer o mesmo.
09-03-2015 11:45 - 12:30	Sabine Pinto (Educação Visual)	Grav: 2 O aluno distrair-se com facilidade.

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 screenshot shows a weekly timetable for the week of May 11th to 17th, 2015. The interface includes a calendar view on the left and a detailed view of the days on the right. Activities are color-coded: green for regular classes and yellow for special events or assessments. A dropdown menu is open over the 11th of May, showing options for 'Dia', 'Semana', 'Semana de aulas', 'Mês', and 'Agenda'.

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

The screenshot shows the 'Reuniões' (Meetings) interface. It features a table of scheduled meetings with columns for 'Data', 'Ordem de trabalhos', 'Observações', 'Data', 'Hora', 'Lotação', 'Inscritos', and 'Confirmar'. Below the table, there is a section for 'Alunos inscritos' (Signed-up students) with a table listing names, dates, and times.

Data	Ordem de trabalhos	Observações	Data	Hora	Lotação	Inscritos	Confirmar
28-08-2015	Preparação do próximo ano letivo.		28-08-2015	19:30	5	0	<input type="checkbox"/>
29-07-2015		Levar documentação para solicitar subsídio da ação social escolar.	29-07-2015	18:30	5	1	<input checked="" type="checkbox"/>

Nome	Data	Hora
Aluno Exemplo	09-06-2015	18:30

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.

Data da avaliação	29-10-2013
Disciplina	Português
Instrumento	Teste
Avaliação	62 %
Média da turma	70,87 %



### 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

Avaliações de fim de período

**1.º Período**

- Português
- Inglês (LE1)
- História e Geografia de Portugal
- Matemática
- Ciências Naturais
- Educação Visual
- Educação Tecnológica
- Educação Musical
- Educação Física
- Educação Moral e Religiosa
- Apoio ao Estudo
- Educação para a Cidadania

**2.º Período**

- Português
- Inglês (LE1)
- História e Geografia de Portugal
- Matemática
- Ciências Naturais
- Educação Visual
- Educação Tecnológica
- Educação Musical
- Educação Física
- Educação Moral e Religiosa
- Apoio ao Estudo
- Educação para a Cidadania

**3.º Período**

- Português
- Inglês (LE1)
- História e Geografia de Portugal
- Matemática
- Ciências Naturais
- Educação Visual
- Educação Tecnológica
- Educação Musical
- Educação Física
- Educação Moral e Religiosa
- Apoio ao Estudo
- Educação para a Cidadania

**Apreciação global**

Aluno que revela dificuldade... Precisa estar mais concentrado para memorizar as suas lições...  
 Aluno que revela dificuldades mas que tem vindo a progredir através do trabalho por si realizado...  
 Aluno que revela interesse na realização das atividades no âmbito do trabalho de casa...  
 Aluno que revela dificuldades mas que tem vindo a progredir através do trabalho por si realizado...  
 Aluno que revela interesse na realização das atividades no âmbito do trabalho de casa...  
 Aluno que revela dificuldades mas que tem vindo a progredir através do trabalho por si realizado...  
 Aluno que revela interesse na realização das atividades no âmbito do trabalho de casa...

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.

Avaliações de fim de período

1.º período | 2.º período | 3.º período

Português

Período	1.º período	2.º período	3.º período
Capacidade de aplicação de conhecimentos	Excelente	Bom	Bom
Capacidade de aplicação de conhecimentos	Excelente	Bom	Bom
Capacidade de iniciativa	Excelente	Bom	Bom
Capacidade de comunicação	Excelente	Bom	Bom
Capacidade de trabalhar em equipa e cooperação	Excelente	Bom	Bom
Capacidade de articulação com o meio envolvente	Excelente	Bom	Bom
Capacidade de concretização de projetos	Excelente	Bom	Bom
Capacidade de autonomia	Excelente	Bom	Bom
Capacidade de criatividade	Excelente	Bom	Bom

**Apreciação global**

1.º Período | 2.º Período | 3.º Período

Estratégias de remediação

Procurar ler os enunciados com mais atenção.



### 3.5.4. Grades

**Avaliação Global**

Disciplinas	Situação	1.º Período	2.º Período	3.º Período
Português	Matriculado	3	3	3
Inglês (LE1)	Matriculado	3	3	3
Francês (LE2)	Matriculado	2	2	3
História	Matriculado	2	2	2
Geografia	Matriculado	2	2	2
Matemática	Matriculado	3	3	3
Ciências Naturais	Matriculado	2	2	2
Física-Química	Matriculado	2	3	3
Educação Visual	Matriculado	2	2	2
Educação Física	Matriculado	4	4	4
Educação Moral e Religiosa	Matriculado	4	4	4
Tecnologias de Informação e Comunicação	Matriculado	3	2	3
OFICINA DE TEATRO	Matriculado	3	3	3
Educação para a Cidadania	Matriculado	5	5	5B

Documentos disponíveis para impressão  
[matrizes de renovação de matrícula](#)

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 enrolled in.

### 3.6. School record

**Habilitações do Aluno**

2.º ciclo - Decreto Lei Nº 139/2012

Disciplinas	5.º	6.º	Exame
Português	3		
Inglês	3		
História e Geografia de Portugal	3		
Matemática	3		
Ciências Naturais	3		
Educação Visual	4		
Educação Tecnológica	3		
Educação Musical	3		
Educação Física	4		
Educação Moral e Religiosa	3		
Apeço ao Estado			
Educação para a Cidadania	4		

Ano letivo  
 5.º Ano - 2014/15  
 6.º Ano -

1.º ciclo - Decreto Lei Nº 91/2013

Disciplinas	4.º	Exame
Português	3	3

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

