

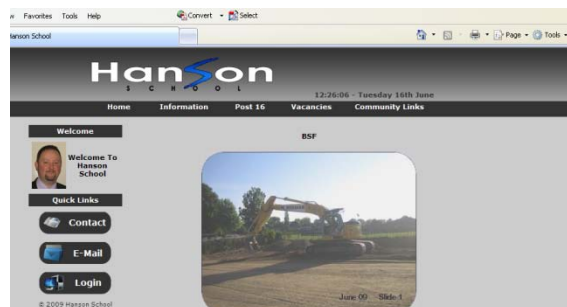
Learning Gateway

This booklet gives you a brief introduction to Hanson's Learning Gateway.

Getting to the school's web pages

To login you must access the school website www.hansonschool.com Click on the Login button found on the left hand side of the front page. From here you will be directed to a login page, click on your login in box either Student, Staff or Parents to obtain your login box. Enter your login name and password.

Please remember your password is case sensitive:



When logging in you must ensure you include the following ***hs_yourname.06***

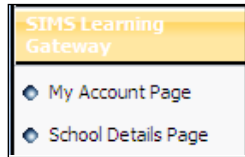
After successful log-in, the page will look something like this.



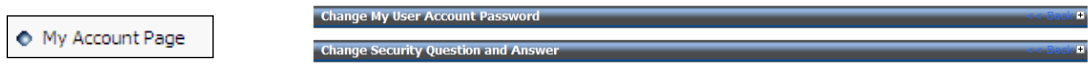
The key elements here are:

<p>A The site name and school badge.</p>	<p>B A banner graphic and logo</p>
<p>C Tab links for other sites to which you might have access (eg Governors).</p>	<p>D Announcements and other items for everyone within the site</p>
<p>E The Quick Launch Area (QLA) showing general Microsoft libraries, etc.</p>	<p>F A section personalised according to the User Log-in ID giving access to all relevant areas, across several schools if necessary.</p>

Section F in the preceding graphic is a SIMS Navigation Web Part and is slightly different for parent, student and teacher who obviously need access to different data from SIMS.



The My Account Page stores information which the user can alter.



Each section can be expanded using the cross to show more detail:

View My Account

A screenshot of a web form titled "View My User Account - Francis Abbot". The form contains several input fields: "First Name" with the value "Francis", "Last Name" with "Abbot", "Address" with a dropdown menu showing "16 Brickberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom", "Email Address" (empty), "User Name" with "AbbotF2", and "User Name (pre-Windows 2000)" with "AbbotF2".

This panel shows basic information about you as held by the school. If anything looks wrong, please contact school about it.

Change My Password

You cannot change the user-name ID which school gives you, but you can change your password:

A screenshot of a web form titled "Change My User Account Password". It includes a message: "Your new password must comply with this site's Password Policy". Below this are three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom of the form is a blue button labeled "Change".

When you change your password you will need to conform to the password policy. Your password must:

- be at least **7 characters long**
- have at least **one CAPITAL LETTER**
- have at least **one lower case letter**
- have at least **one number.**
- Must not contain 2 or more consecutive letters from your login name

An example of an acceptable password would be Password6 – but you should always devise a password which is hard to guess.

**REMEMBER YOUR LOGIN AND PASSWORD SHOULD
NEVER BE GIVEN TO ANYONE.**

Change My Security Question and Answer

Change Security Question and Answer

This Security Question and Answer is used if you ever forget your password

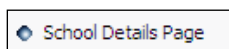
Security Question

Security Answer

If you forget your password you can have it emailed to you if:


- School knows your email address
- You know your own ID
- You know the answer to the security question you devise and save here.

The **School Details Page** button shows basic information about the school, as held in SIMS .net.

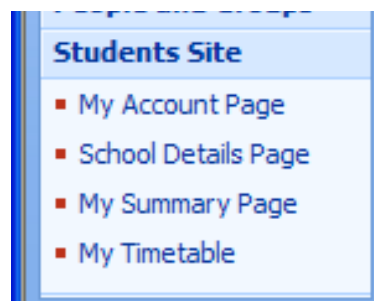


School Details Page button

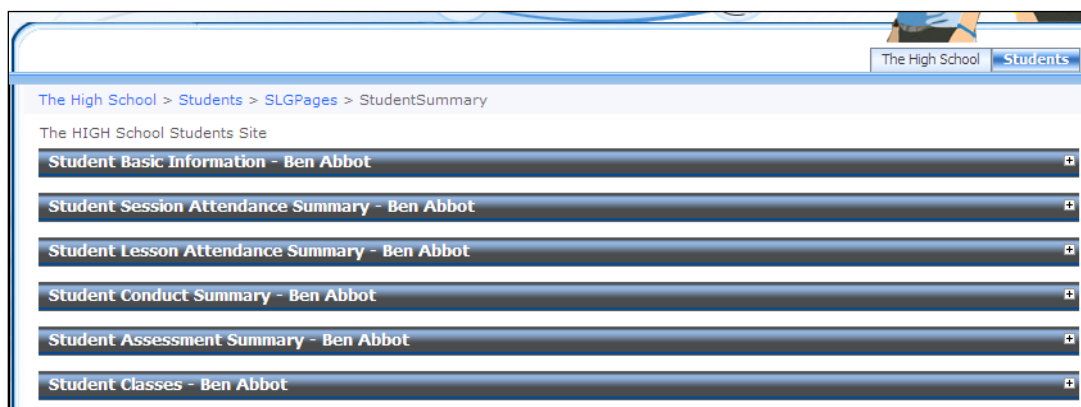
School Establishment Information - The HIGH School

School Name	<input type="text" value="The HIGH School"/>	
LA	<input type="text" value="000 City of London"/>	
Establishment Number	<input type="text" value="TST2"/>	
Unique Reference	<input type="text"/>	
School Phase	<input type="text" value="Secondary"/>	
School Type	<input type="text" value="Comprehensive all-thr"/>	
School Governance	<input type="text" value="Community"/>	
Intake Type	<input type="text" value="Comprehensive"/>	
Boarding Pupils	<input type="checkbox"/>	

Students see a special set of tabs for navigation near the top of the screen:



Clicking shows this page:



The High School > Students > SLGPages > StudentSummary

The HIGH School Students Site

- Student Basic Information - Ben Abbot
- Student Session Attendance Summary - Ben Abbot
- Student Lesson Attendance Summary - Ben Abbot
- Student Conduct Summary - Ben Abbot
- Student Assessment Summary - Ben Abbot
- Student Classes - Ben Abbot

Each of the panels here can be expanded (click the + sign at the right hand end of each bar) to show exact details.

Your **Student** page will show you your school timetable and student notices: