

Viewing Your Child's Information

2 HOW TO VIEW YOUR CHILD'S REPORTS

These instructions have been created using internet explorer. The process for using Google Chrome should not be too dissimilar.

System requirements

Reports can only be viewed on a Windows based device with Microsoft Word 2010 & above or Microsoft Word Viewer installed. (Microsoft Word Viewer is free to download from the Microsoft website.)

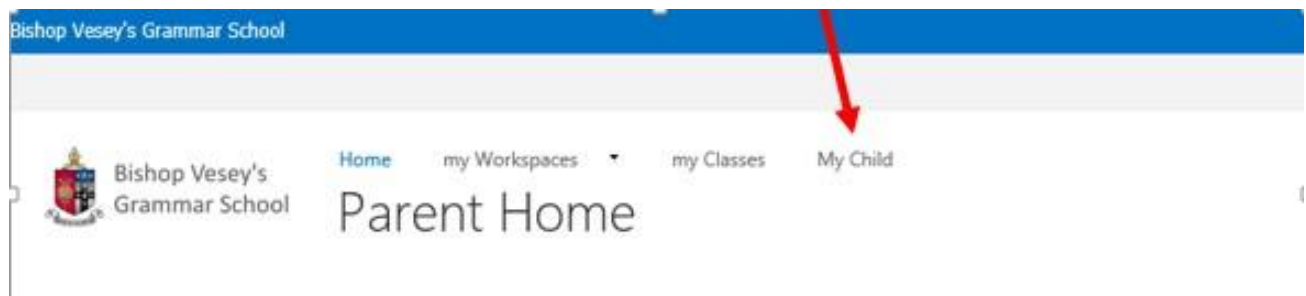
They cannot be viewed on iPad or android devices due to software compatibility issues.

For data protection compliance certain fields have been blanked for confidentiality.

Once you have logged into the VLE you will be redirected to the **Parent Home Page**. On this page is the navigation bar.

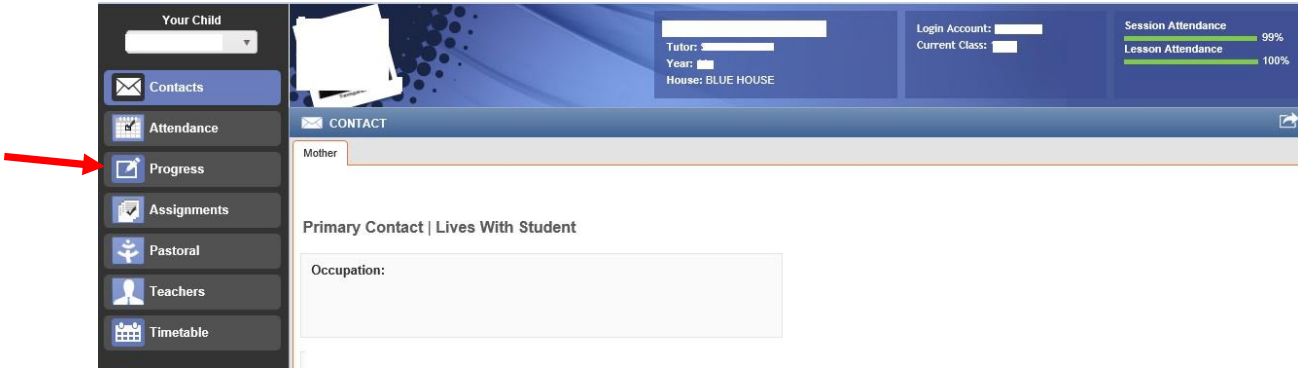
Step 1

Click the **My Child** link.



Step 2

This will launch the Student information Centre. **Click Progress** to launch the report repository.

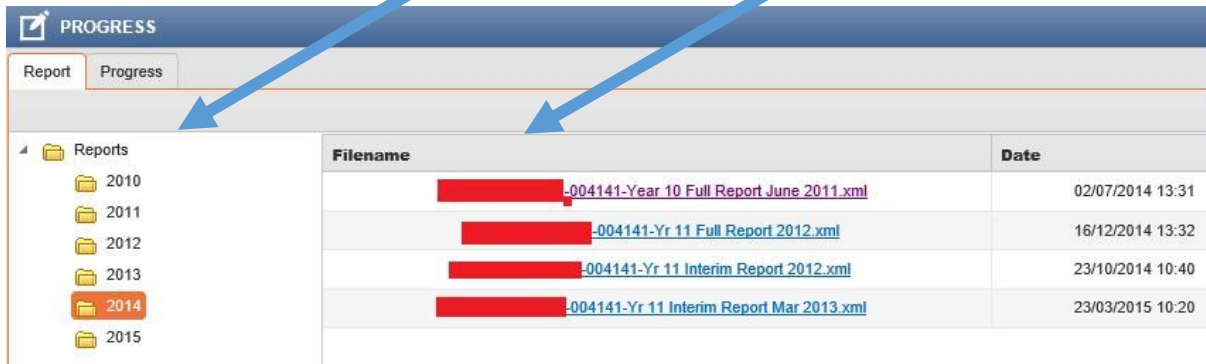


Step 3

If you have more than one child at the school use the drop down box to select which child's reports you need to access.



Here you will find two panels. The left side is for the report year. The right side pane contains links to the reports for the year selected.



Step 4

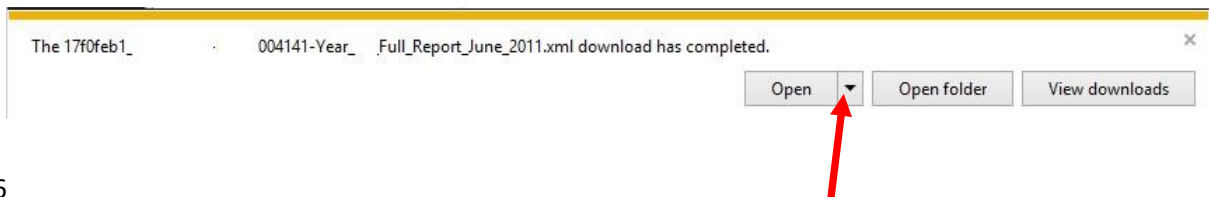
The reports are generated in .xml format. You will need Microsoft Word 2010 and above or Microsoft Word Viewer installed. (Microsoft Word Viewer is a free download from the Microsoft website)

To view a report **click** on the year you wish to view and then the report required. This should then present you with a download link



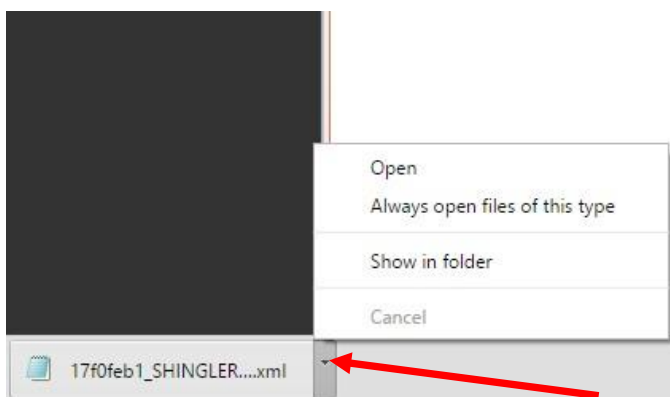
Step 5

To download the report **click save**. Once the report has been downloaded **click** the arrow next to the **open** option and **click open with**



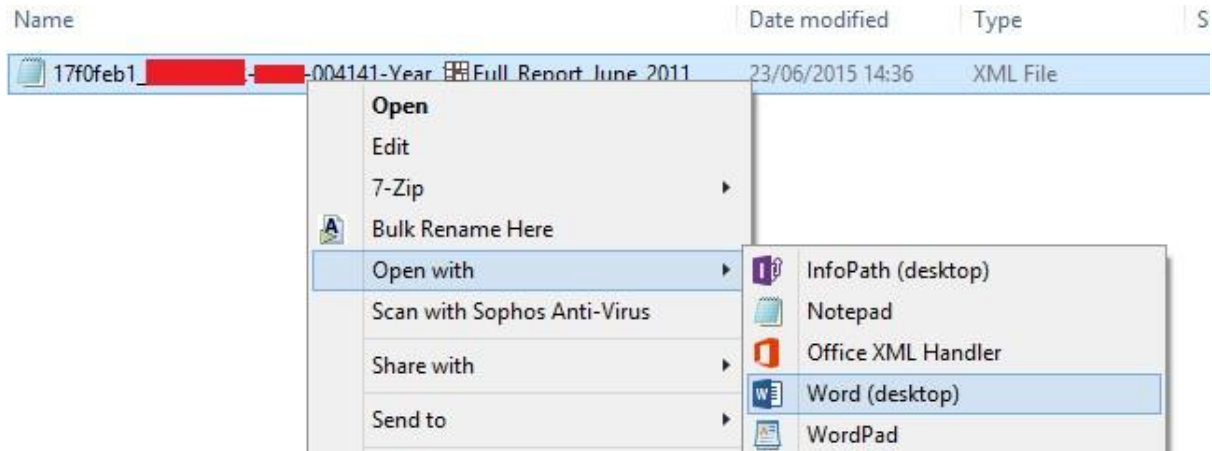
Step 6

If using Google Chrome once you click on a report you will see the following download link. **Click** the arrow next to the file name and **select Show in folder**.



Step 7

This should then launch the Download folder. **Right click** the report and **select** “open with”. From the submenu **select** Word.



The report will now launch for you to view as shown below. You might like to print the report once you have opened it. Use the normal procedure for printing a Word document.



Subject	PTA	OCE	Recent Assess	Commitment	Exam %	Grp or Yr Ave %	Comment
Biology							GCSE exam.

Feedback

Step 1

When you have successfully viewed the report please navigate to the **School Reports - Parental Feedback** page.

Step 2

From the **VLE Parent Home Page** click the **arrow** next to **My Workspaces**.

Bishop Vesey's Grammar School



Bishop Vesey's
Grammar School

Home

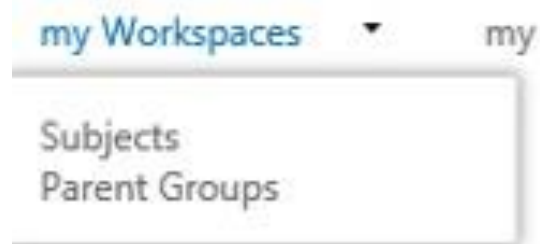
my Workspaces



Parent Home

Step 3

When the drop down menu appears **click Subjects**.



Step 4

In the subjects page you will find a link to the **School Reports - Parental Feedback** page. **Click** on the link to open the page.



Bishop Vesey's
Grammar School



Home

my Workspaces

my Classes

My Child

Home

Subjects

Recent

Parent Groups

Site Contents

Available Workspaces



You can also access the page directly via the link shown below

<https://vle.bishopveseys.bham.sch.uk/myWorkspaces/Subjects/School%20Reports%20%20Parental%20Feedback/SitePages/Home.aspx>

School Reports - Parental Feedback

Search this site

School Reports - Parental Feedback

Welcome to the BVGS School Reports Page

This is the place where you can confirm receipt of your son or daughter's school report, and give us any feedback about the reports.



Year 7 Full Report July 2015

[Respond to this Survey](#) [Actions](#)

Survey Name: Year 7 Full Report July 2015

Survey Description:

Time Created: 19/06/2015 04:04 PM

Number of Responses: 0

- Show a graphical summary of responses
- Show all responses

On the page you will find a **Respond to this Survey** link where you can confirm you have successfully downloaded and read your child's report. You should find a survey that will relate to the set of reports released. The example shown below is for the **Year 7 full July 2015** reports.

The screenshot shows a survey interface. At the top, the title "Year 7 Full Report July 2015" is circled in red, with a red arrow pointing to it from the right. Below the title, there are three links: "Respond to this Survey" (with a document icon), "Actions", and "Settings". A red arrow points to the "Respond to this Survey" link from the left. Below the links is a table with the following data:

Survey Name:	Year 7 Full Report July 2015
Survey Description:	
Time Created:	19/06/2015 04:04 PM
Number of Responses:	0

The survey should look very similar to the example shown below. The Survey also gives you the opportunity to leave feedback.

The screenshot shows a confirmation survey page. At the top left, it says "School Reports - Parental Feedback" and "EDIT LINKS". The title "Year 7 Full Report July 2015" is prominently displayed. Below the title, there are two buttons: "Finish" and "Cancel". The main text reads: "Tick the box below to confirm that you have successfully downloaded and read your son's July 2015 report". Below this text is a checkbox. Underneath the checkbox, it says: "If you wish you can write a comment below." Below this text is a large empty text box for comments. At the bottom right, there are two buttons: "Finish" and "Cancel".

If for any reason you are unable to view the report or experience any other technical issue with the vle please contact the IT support team via email vlesupport@bishopveseys.bham.sch.uk