

BHASVIC Advantage Quick Reference Guide

2. How to ... view your young person's Subject Review

1. Introduction

The purpose of this document is to provide brief notes explaining how to access the most recent Subject Review, for a student you are responsible for, through Parent Advantage.

2. Pre-requisites

Before trying these instructions, please ensure that you have registered as a Parent on Advantage.

3. Instructions

3.1 Logging on to Parent Advantage

From the BHASVIC website, click the "Parents and Carers" option from the header menu, and then the "Parent Advantage" option from the side menu.

This should then display some notes about Parent Advantage, other topical information and the Parent Advantage Icon.



Click the icon to display the authentication screen:

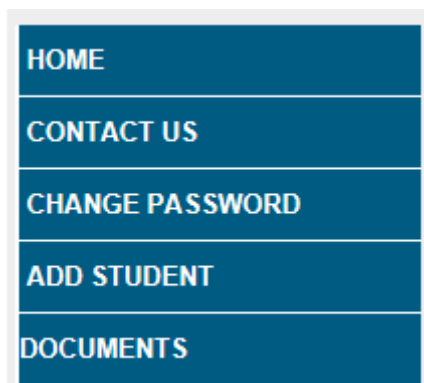
Enter your email address, and the password that you provided when first registered or most recently changed it to. Click "Login" to proceed to Parent Advantage.

If you have never logged into Advantage, you will need to click "First Time User" and provide the authentication code sent to you by the College.

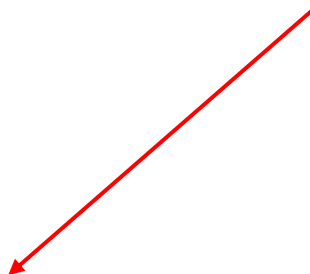
If it is your first time accessing the system, you will need to link your young person's account by going to Add Student and entering the authentication details that were emailed to you.

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3.2 Accessing the Subject Review Documents

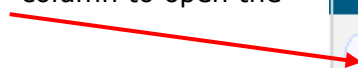
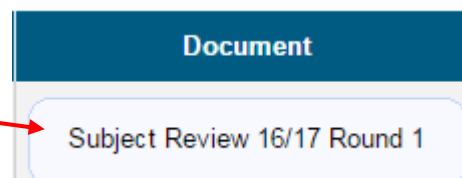


Click the "Documents" option in the left hand menu.



This should then list all the available documents for the student, or students, you are responsible for. For each academic year, there are three "Rounds" of Subject Review documents, which include the student's reflection on each of their courses, their Teachers' assessments and attendance summaries.

Click the link under the "Document" column to open the require Subject Review document.



Depending on the facilities provided by your browser, these documents should be displayed in a new window or you may be given an option to download or open them. If you have problems opening the document, please ensure that "Pop-up Blocking" is not activated.

3.3 Attendance Reports

Before academic year 2016/17, we also published Attendance Reports. These have now been replaced by "live" reports which show the latest information at any time of the year. To view these reports, click the "Home" menu option, then select the student.

Select Menu options "Timetable and Attendance", then "Course Attendance". This screen then includes an "Attendance Reports" link to produce reports that can be viewed, exported or printed.

Please note that Calculated Attendance figures quoted in Subject Reviews generally cover attendance up to the end of the week before publication. There may, therefore, be some slight difference with the figures presented in the live reports.

4. Further Information

Please also see guide "01 - How to authenticate your Parent Advantage Account" if you are using Parent Advantage for the first time.

Information about Subject Reviews is available from the "Subject Reviews" page in the parents' section of our website. Here you can find out what Subject Reviews are as well as the method and purpose of grades and assessments.

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS team at BHASVIC for further assistance. Our preferred method of contact is by email at cis@bhasvic.ac.uk.