

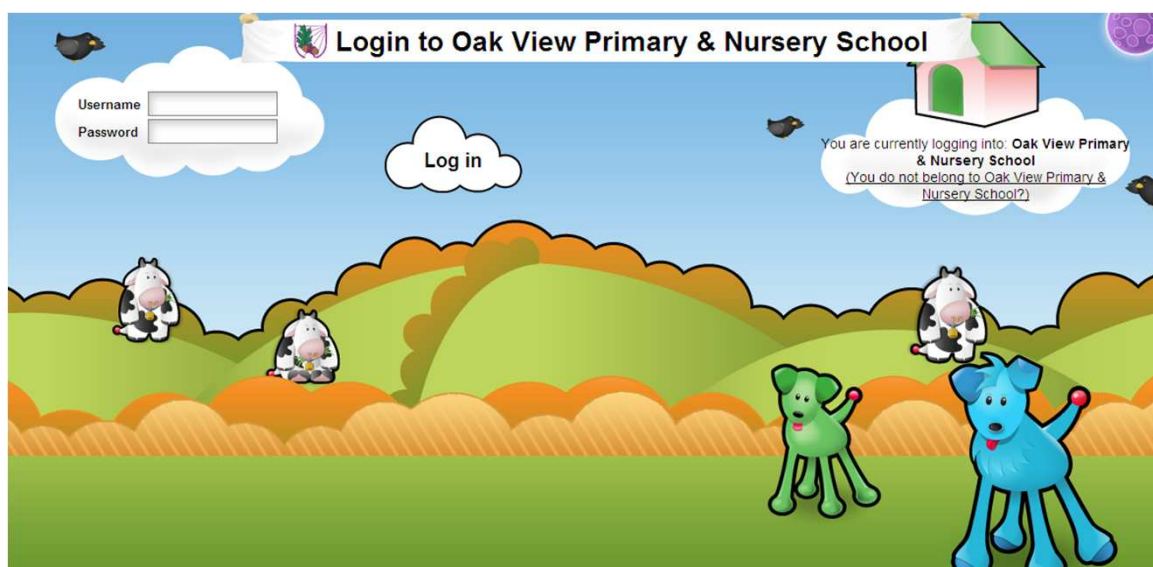
# DB Primary:

## Parental User Manual

October 2011  
M Kelly

# Logging In

- Visit Oak View's school portal address:  
**<http://oakview.herts.dbprimary.com>**
- You will be taken to a login page, into which you must enter your username and password:

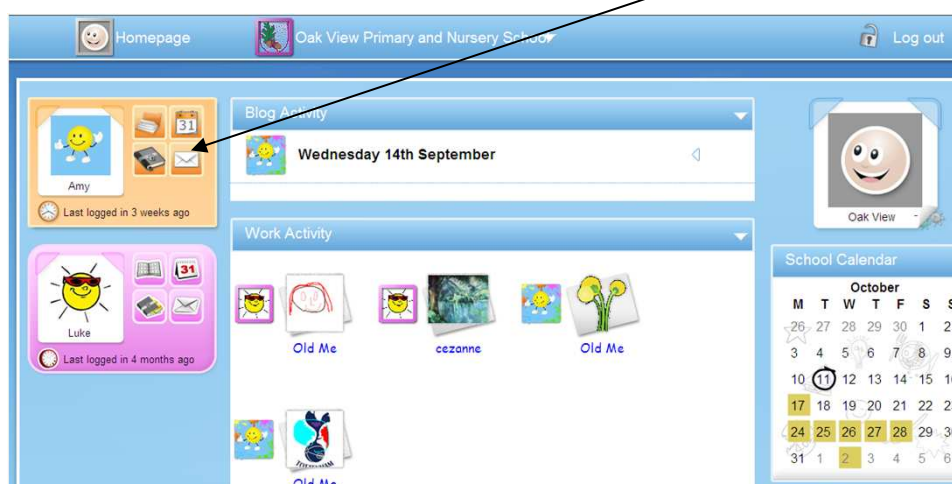


- This will take you to your own parental homepage, here is an example:

M	T	W	T	F	S	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## Linking to your child

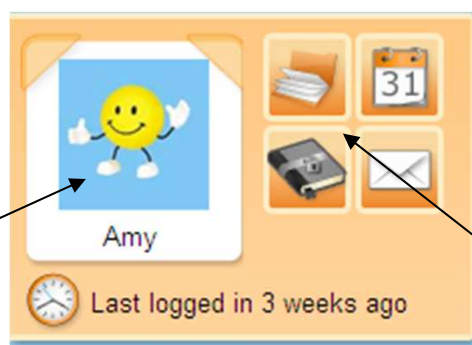
- Links to your children will have been created when your account was set up by Mrs Kelly at Oak View School and a mini profile for your child will be shown on the left hand side of your profile:



## Your Parent Homepage: viewing your child

- Your parent homepage is split into three columns
- The **Left** column, as mentioned above, will display your children. If you click on your child then their homepage will display in a full page, clicking on different parts will display different parts of their homepage:

Clicking on your child's profile picture will take you directly to his/her main homepage



Clicking on the different icons will take you to one of the following:

- Their work
- Their calendar
- Their blog
- Their mail

- Your child's homepage in full will appear as follows:

The screenshot shows a user interface for a school's online platform. At the top, there is a navigation bar with 'Homepage', 'Oak View Primary and Nursery School', and 'Log out'. Below this, the main content area is divided into several sections:

- Left Column:** Two user profile cards. The top one is for 'Amy' with a 'Last logged in just now' indicator. Below it is a card for 'Luke' also with a 'Last logged in just now' indicator. Each card has icons for various functions like messages and calendar.
- Middle Column:** A 'Blog Activity' section showing two entries: 'Tuesday 11th October' and 'Wednesday 14th September'. Below this is a 'Work Activity' section displaying several icons representing different pieces of work, some labeled 'Old Me' and 'cezanne'.
- Right Column:** A 'School Calendar' for the month of October, showing dates from 26th to 6th.

Three callout boxes provide instructions:

- One points to the 'Homepage' link, stating: 'Clicking here will take you back to your homepage'.
- Another points to the school name, stating: 'Clicking here will take you to any default community you are a member of'.
- The third points to the 'Log out' link, stating: 'Click here to log out of your account'.

Clicking on the blog or any of the Quick Links will take you to a more detailed area within your child's profile

- The **middle column** of your homepage will pull through blog and Mywork information from your linked child(ren)

This close-up focuses on the 'Blog Activity' and 'Work Activity' sections. The 'Blog Activity' section shows two entries with dates and small icons. The 'Work Activity' section shows a grid of icons representing different pieces of work, some labeled 'Old Me' and 'cezanne'.

Two callout boxes provide detailed explanations:

- On the left, a box states: 'Blog activity – shows your child's most recent blogs. Clicking on the picture next to the title will take you to your child's homepage'.
- On the right, a box states: 'Work activity – shows your child's most recent piece of work. Clicking on an icon will take you to a piece of work'.

At the bottom, a callout box states: 'Clicking on either heading will minimise the boxes, displaying just the title.'

- The **right column** refers to information about you, the parent:

You can change your profile picture by clicking on the cogs on the bottom right of the image area

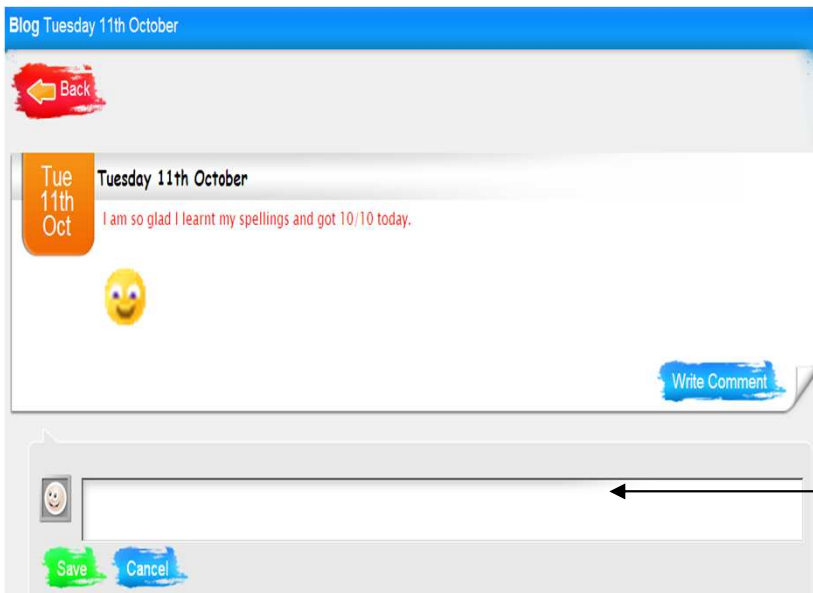
The calendar is unique to you as the parent and will pull through any appointments from communities you are a member of

This is your communities list, detailing the different communities you belong to.

The 'what's on' section describes the activity within communities you are a part of

The screenshot shows a vertical sidebar with a blue background. At the top is a profile picture of a smiling face with a gear icon in the bottom right corner. Below it is a 'School Calendar' for October, showing dates from 26 to 6. The 11th is circled. Underneath is a 'My Communities' section with a dropdown arrow and one entry: 'Oak View Primary and Nursery School'. At the bottom is a 'What's On' section with a list of events, each with a smiley face icon. The events are: 'Next Monday it is INSET 3 - School closed for Parent Teacher Consultation', 'Next Monday it is 'half term'', 'On the 2nd November it is 'YE Visit to the Victorian School'', 'On the 5th November it is 'Choir trip to Family Classical Concert'', 'On the 5th November it is 'Act 4 Assembly'', and 'On the 1st December it is 'Assembly Angels''.

## Blog Entries



It is not possible to create your own blog within your child's account.

By clicking on 'write comment' you can respond to your child's blog. Click on 'save' once you've written your comment.

## Reporting Inappropriate Content



If you find any content that you consider inappropriate then it can be reported to a nominated 'whistle monitor' at the school if you click on the 'whistle icons'. This will email the details to a nominated member of staff with an optional message from the parent.



# Parent Communities

## Homepage

A parent community can prove very beneficial, a place where important school information can be communicated, such as: term dates and events, recent letters and newsletters.

It is not possible to create your own community however you can answer quizzes, create and answer surveys, begin and post in forum discussions.

Homepage

Oak View Primary and Nursery School

Log out

Oak View Primary and Nursery School

What's On

Next Monday it is 'INSET 3 - School closed for Parent Teacher Consultation'

Go to this...

Next Monday it is 'Half term'

Go to this...

On the 2nd November it is 'Y6 Visit to the Victorian School'

Gallery

Calendar

Forum

Click on the feature to access it.

## • Community Gallery

Homepage

Oak View Primary and Nursery School

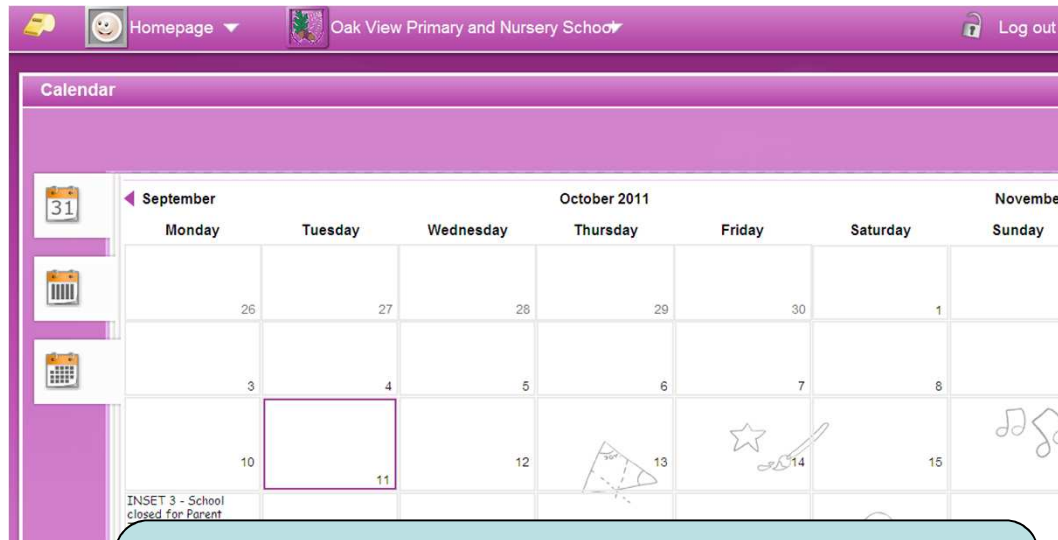
Log out

Gallery

Issue55\_September20 Issue56\_October2011

In the gallery area you can view documents, images, photos and so on about your child's school. By clicking on the icon you are given the option to add a comment and rate the document.

## • Community Calendar



Teachers can enter important dates into a calendar, providing you with information about what is happening at school for you to view.

