

RM LearningPlatform



Parent Quick Start

As a parent, guardian or carer, the RM Learning Platform gives you access to news about the schools that your children attend, and an up-to-date picture of your children's progress, whenever and wherever you need it. This *Quick Start* tells you how to sign in and get going. Before you can start, one of the schools at which you have children must supply you with a Username and Password.

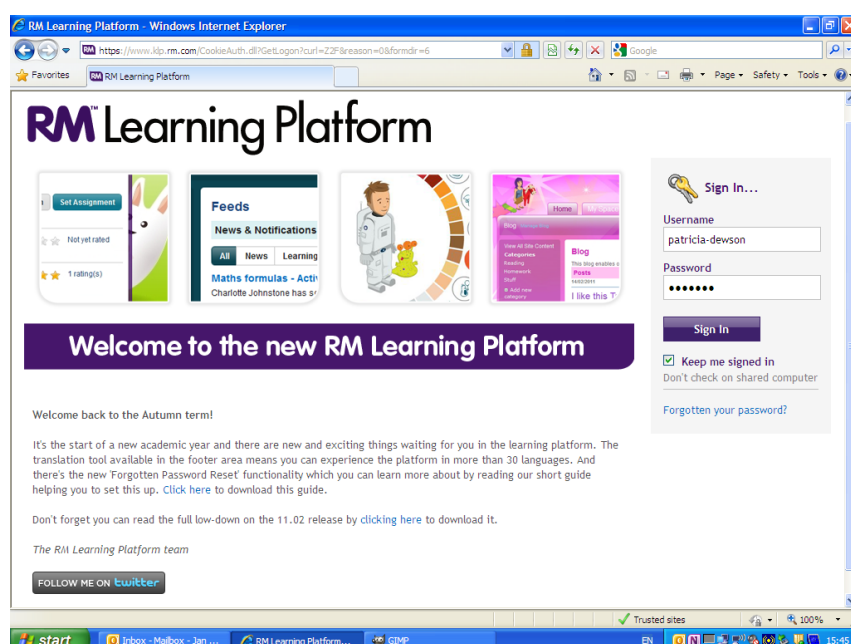
Signing in

First ensure you are connected to the Internet. then open your browser and type the following URL (Web address) in the address line:

<https://www.klp.rm.com>

then click the Go button or press Return on your keyboard.

Depending on your browser settings, a security alert may appear telling you that you are about to view pages over a secure connection. Click OK. The sign in page displays:



Enter your username and password. If you are using a computer in a safe place where unauthorised people cannot get to it, you might also want to tick 'Keep me signed in'. This prevents the inactivity timeout from operating so quickly if you don't do anything on screen for a while. Click Sign In.

If you forget your password, click 'Forgotten your password?' and follow instructions to reset it.



Signing out

To sign out after you have finished, either click 'Sign out' or close your browser. This is very important, particularly if you are using a computer that is in a public place or that someone else has access to. If you don't sign out properly, someone else might see your personal information.

Changing your password

To change your password after signing in:

1. Click the Home tab and then click My Account in the navigation bar, then click the Password tab.
2. Type your old password and your new password twice for confirmation, then click Save Changes.

Using your Home page

Desktop: Click to display your Desktop page, which provides Latest News, RSS Reader (which enables you link to online information services), Calculator and Clock.

Home tab: Click to access your My Children page and your account details.

Parent Space tab: Click to go to the parent space.

Shared Spaces tab: Click to select a space to go to.

Search: To search for content in spaces that you belong to, enter a search term then click the icon. To search for other users, leave the box blank and click the icon.

Help: Click to seek Help.

Navigation bar: The link to the current page (My Children) is highlighted.

My Account: Click to edit your personal profile, change the theme, change your password, modify your v-Me (personal avatar) and set your preferences for notifications.

Contact School: Click to send a message to a school that one of your children attends.

My Children: Click a child to view their student dashboard, which shows a variety of information including results, progress, attendance records and marks.

Assignments Due: Assignments that each child needs to hand in. Click on an assignment to open it.

News and Notifications: Click on an item to see more.

Health Check: Click to check that your computer is properly set up.

Accessibility: Click for information about keyboard shortcuts and other accessibility aids.

More Accessible mode: Click to turn on and off.

Widgit Point: Click to turn on and off. When turned on, symbols illustrating meanings display when you hover over words.

Translate: Click to translate the current page into a language of your choice.

Your home page is usually the My Children page under the Home tab. This page shows all the latest news and information that is relevant to you, links to details about your children's progress and assignments that your children need to complete very soon.

You will see news and notifications about things like new blog postings or comments, changes to your child's attendance or behaviour details, assignments that have been marked, and so on. Click on an item to find out more.

You will also see a list of assignments that teachers have set each of your children and which are due in the near future. Click on an assignment to open it. To see all of a child's assignments,

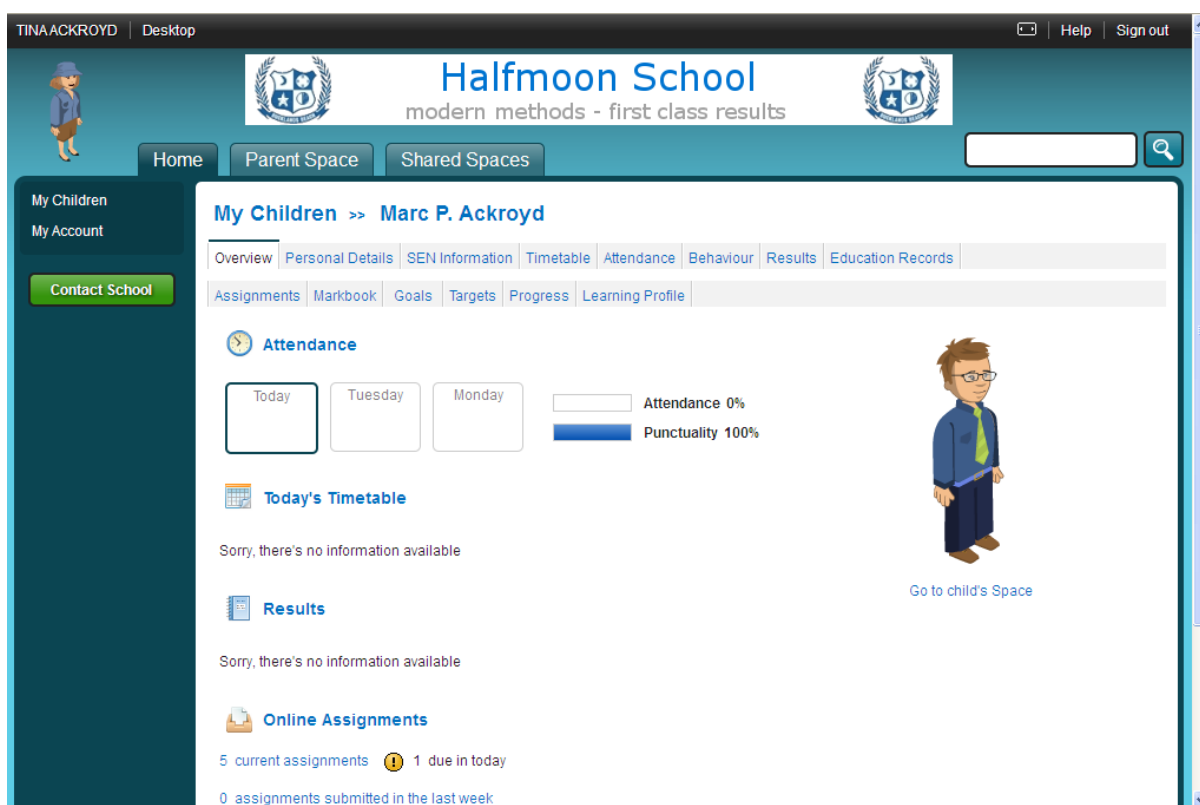
including those they have completed and handed in, click the child's image to open their student dashboard, then click the Assignments tab.

If you have more than one child at the school, click the image of the child whose details you want to look at. This opens the child's student dashboard, and you can look at their timetable, attendance record, results and marks, and so on.

Accessing information about your children

Each of your children has a student dashboard which shows a variety of information about them and their learning, including attendance, results, progress, and so on.

To access the student dashboard for one of your children, click the Home tab and then click the child's image (avatar)



The Overview tab shows a summary of information about your child.

Click 'Go to child's space' to view your child's own personal My Space, which provides them with the opportunity to publish examples of their work.

Alternatively, click other tabs to see more details as follows. Note that you may not see all the tabs shown in the example screen above, depending on whether the school has the relevant modules of the RM Learning Platform turned on.

- **Personal details**

This tab shows personal and registration details for your child, parent/guardian details, and any medical details that the school needs to be aware of.

- **SEN Information**

If relevant, this shows SEN details for your child. The information displays in two tables: SEN Overview and 'History of past reviews'.

- **Timetable**

This shows your child's timetable.

- **Attendance**

This shows your child's attendance record.

- **Behaviour**

This shows any notable events concerning your child, from a behaviour point of view.

- **Results**

This tab shows key stage 1 and 2 results for your child, in different subjects.

- **Markbook**

If present, this lists marks and teacher comments for work that your child has completed.

- **Assignments**

If present, this lists assignments that your child needs to do.

- **Education Records**

This contains education records (reports and other files) for your child.

- **Goals**

This shows any long term goals that your child has set for themselves.

- **Targets**

This shows any targets that either teachers or your child have set.

- **Progress**

This records the progress that your child is making towards relevant milestones in each subject they are taking.

- **Learning Profile**

This details your child's learning aspirations at the current stage in their education.

For example, click the Personal Details tab to check your child's personal details.

Halfmoon School
modern methods - first class results

Home | Parent Space | Shared Spaces

My Children >> **Marc P. Ackroyd**

Overview | **Personal Details** | SEN Information | Timetable | Attendance | Behaviour | Results | Education Records

Assignments | Markbook | Goals | Targets | Progress | Learning Profile

Student Personal Details

Forename	Marcus	Registration Group	10B (Year 10)
Surname	Ackroyd	House	
Middle Name	Phillip	Meal	Unknown Meal Type
Chosen Name	Marc	Free Meal End Date	
Gender	Male	Dietary Requirements	
Date of Birth	21/01/1996	Travel	Unknown Travel Type
Year	10	Route	

Are any of the details on this page wrong or out of date?
[Let us know](#)

Parent/Guardian Contact Details

Name	Relation	Phone Numbers	Address	Email Address
TINA ACKROYD	Mother	H: 756993	27 Springfield Avenue, Kempston Bedford Bedfordshire MK42 8HU	

Medical Details

Notes	To be obtained from previous school
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Under the Personal Details tab, you can click 'Let us know' to request a change to your child's personal details; for example, you might want to alert the school to a change of address. In the pop-up window, enter details of the changes you want to make then press OK. Your request will be sent to the Learning Platform Administrator at the school for action.

Collaborating with other users

Interest Spaces enable users to share knowledge, information and issues, and have online discussions.

Your school will always have a top level Interest Space, to which everyone at your school belongs.

Beneath the main school Interest Space, anyone at your school can set up an Interest Space and invite others to be members. For example, you might get together with some of your fellow parents and set up an Interest Space for parent association.

Using the main school Interest Space

To access the main school Interest Space, and look at the latest news and events, click the Shared Spaces tab. A list of your most used and favourite spaces displays. Here is an example:

Rachael Abbot

Help | Sign out

Halfmoon School
modern methods - first class results

Home Parent Space Shared Spaces

Most Used Spaces All Spaces

Spaces are mini web sites where users with particular interests can work together and share information. A space can contain a calendar of events, an area for shared files, discussion forums, blogs and any number of other pages.

Favourite Spaces

Halfmoon School

Manage favourites
How do I add a favourite?

Recently Visited

No recently visited spaces

Find More Spaces

There may be more spaces you can access.

Show All Spaces

Make this my start page
Report Abuse

Acceptable Use Policy

Accessibility
Turn on More Accessible mode

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If the main school Interest Space is not listed, click Show All Spaces or the All Spaces tab to display all Shared Spaces you belong to. Here is an example:

Rachael Abbot

Help | Sign out

Halfmoon School
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Home Parent Space Shared Spaces

Most Used Spaces All Spaces

Spaces are mini web sites where users with particular interests can work together and share information. A space can contain a calendar of events, an area for shared files, discussion forums, blogs and any number of other pages.

Interest Spaces view as tree

Filter

Diplomas
Eco Space
Halfmoon School
Parent Space
Ski Trip

Make this my start page
Report Abuse

Acceptable Use Policy

Accessibility
Turn on More Accessible mode

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Find the Interest Space and click its name. Here is an example:

Space members:
Click to see a list of interest space members.

Navigation bar:
Click a link to go to the relevant page.

The administrator(s) for the site are displayed here. Click on a person to see their contact details.

Web parts:
Click on items to open them, or use the provided controls.

The screenshot shows the Halfmoon School website interface. At the top, there's a header with the school name, logo, and navigation tabs: Home, Parent Space, and Shared Spaces. Below this is a 'Most Used Spaces' sidebar with links to Noticeboard, Discussions, Document Library, Whats On, and Recycle Bin. The main content area features a 'Welcome to our school!' message, a 'School Newsletter Click Here' button, and a 'News' section with a 'Bus Timetable changes' announcement. A 'Translate this page' widget is visible in the bottom right corner.

Normally, as a parent you will only have read access to the main school Interest Space.

Use the provided controls to open items and view them in full, follow links, play videos and so on.

Using other Interest Spaces

You may be a member of a number of other Interest Spaces, each of which enables groups of users to share information and resources. For example, you may be a member of an Interest Space for a school trip, or for a school team.

You access all Interest Spaces in the same way as the main school Interest Space, as described above. Here is an example:

If you are an administrator of the Interest Space, you will see the administrator controls, so you can change the membership of the Interest Space, edit site settings, create further spaces, create new content, and customise pages.

Page content: As on the main school Interest Space, use the provided controls to open displayed items, play videos and so on.

You may only have read access to an Interest Space (which means you can only read information, not contribute), or contributor access (which means you can contribute but you cannot change the layout or other aspects of the space), or you may be an administrator (which gives you full control over the space, so you can control membership, edit space settings, customise pages and so on).

All interest spaces work in exactly the same way. Use the provided controls to open items, follow links, play videos and so on.

Using the parent space

To access the parent space, click the Parent Space tab. The parent space works in the same way as other Interest spaces, but it is designed for use by parents.

Some key terms

Here are short definitions of some of the key terms you will come across in the RM Learning Platform. For a more complete Glossary of terms, see the online Help.

Interest Space

Interest Spaces enable RM Learning Platform users to share knowledge, information and issues, and have online discussions.

Your school will always have a top level Interest Space, to which everyone involved in the school belongs: students, teachers, parents, governors and so on.

Beneath the school Interest Space, anyone may set up an Interest Space for a particular project or topic, and invite other users to join. For example, some students might set up an Interest Space for a geography field trip project. Members of each Interest Space can add content as required, for example discussions, wikis, blogs, document libraries and other tools.

Markbook

For each assignment and course your child is taking, they will have an online markbook. This enables teachers to record the marks your child obtains for their work and add comments. At any time, you can look at your child's markbooks.

v-Me

If your school permits it, you can edit your own v-Me (Virtual Me, also known as an avatar). This is a small icon that you use to represent yourself. Your v-Me appears in the top left hand corner of every page in the portal, and in various other places including against online discussion posts.