

RM Learning Platform



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.



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

Home tab: Click to access your Feeds page, account details and information about your children.

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.

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

Help: Click to seek Help.

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

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

Today's Timetable: Where your child needs to be and when.

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

More Accessible mode: Click to turn on and off.

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

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

Navigation bar: The link to the current page (Feeds) 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.

Timetable: Click to see your timetable.

My Children: Click to view the student dashboard for each of your children, which shows a variety of information including results, progress, attendance records and marks.

Your home page is usually the Feeds page under the Home tab. This page shows all the latest news and information that is relevant to you.

You will see news and notifications about things like changes to your permissions, 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 each child's timetable.

If you have more than one child at the school, select the child whose assignments and timetable you want to see from the drop-down menu.

Click on an assignment to open it. To see all of the selected child's assignments, including those they have completed and handed in, click 'view all'.

Initially, the timetable display shows the selected child's timetable for today. To see the timetable for the whole week, click 'view full timetable'.

Accessing information about your children

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

To access one of your children's learning dashboard, click the Home tab and then click My Children in the left hand navigation bar.

The screenshot displays the Halfmoon School Parent Quick Start interface. At the top, the user is identified as Rachael Abbot. The school's name, Halfmoon School, is prominently displayed with the tagline 'modern methods - first class results'. The navigation bar includes 'Home' and 'Shared Spaces' tabs. The main content area is titled 'My Children' and is currently set to view details for 'Ben M. Abbot'. A 'Detailed View' button is visible. The dashboard is divided into several sections: 'Attendance' (Today, Attendance in the previous 7 days at 0%, Punctuality at 0%), 'Today's Timetable' (Sorry, there's no information available), 'Results' (Sorry, there's no information available), and 'Online Assignments' (1 current assignments, 0 assignments submitted in the last week). A 'Go to child's Space' link is also present next to a child icon.

If you have more than one child at the school, use the 'View details for' drop-down menu to select the child whose details you want to look at.

The Overview tab shows a summary of information about your child. Click the Detailed View button to see more details under various tabs.

Rachael Abbot | Help | Sign out

Halfmoon School
modern methods - first class results

Home | Shared Spaces

Desktop
My Account
My Children

My Children Overview

View details for: Ben M. Abbot

Personal Details | SEN Information | Timetable | Attendance | Behaviour | Results | Education Records | Assignments | Markbook | Goals | Targets | Progress | Learning Profile

Student Personal Details

Go to child's Space | Request Change

Forename	Benjamin	Registration Group	N (Year 13)
Surname	Abbot	House	
Middle Name	Michael	Meal	Sandwiches
Chosen Name	Ben	Free Meal End Date	
Gender	Male	Dietary Requirements	
Date of Birth	12/07/1993	Travel	Public Bus Service
Year	13	Route	

Parent/Guardian Contact Details

Name	Relation	Phone Numbers	Address
Rachael Abbot	Mother	D: 456 10910 M: 0378 984326 H: 456 10910	16 Brickberry Close Hampton Hargate Peterborough PE7 8AR

You may not see all the tabs shown in the example, 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.

Under the Personal Details tab, you can click the Request Change button 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.

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

Collaborating with other users

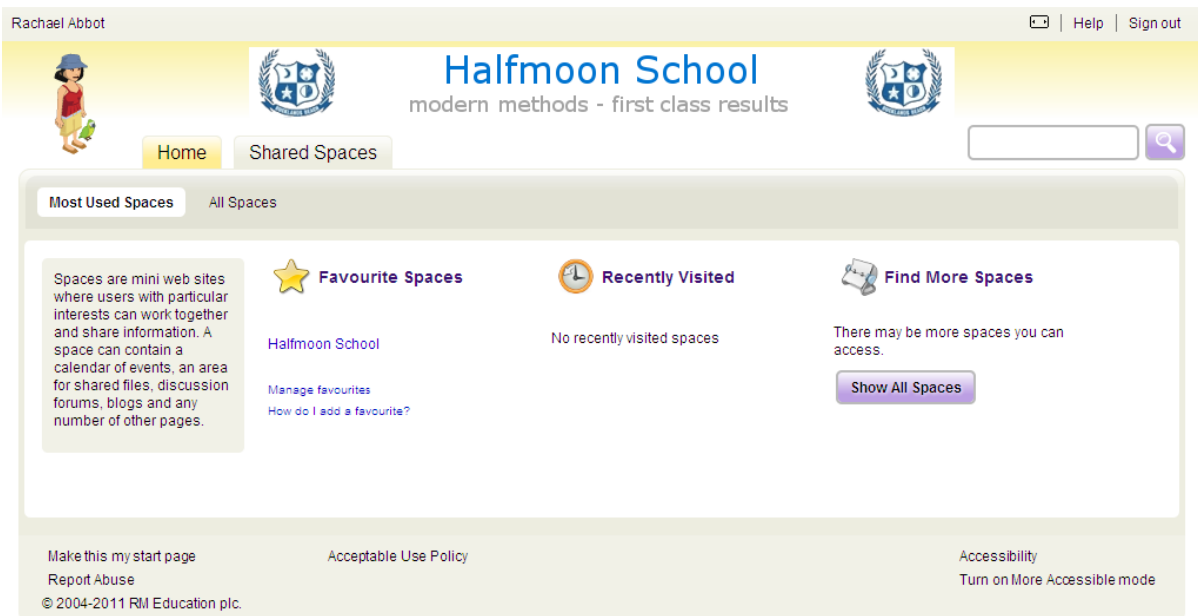
Interest Spaces enable users to share knowledge, information and issues, and have online discussions.

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

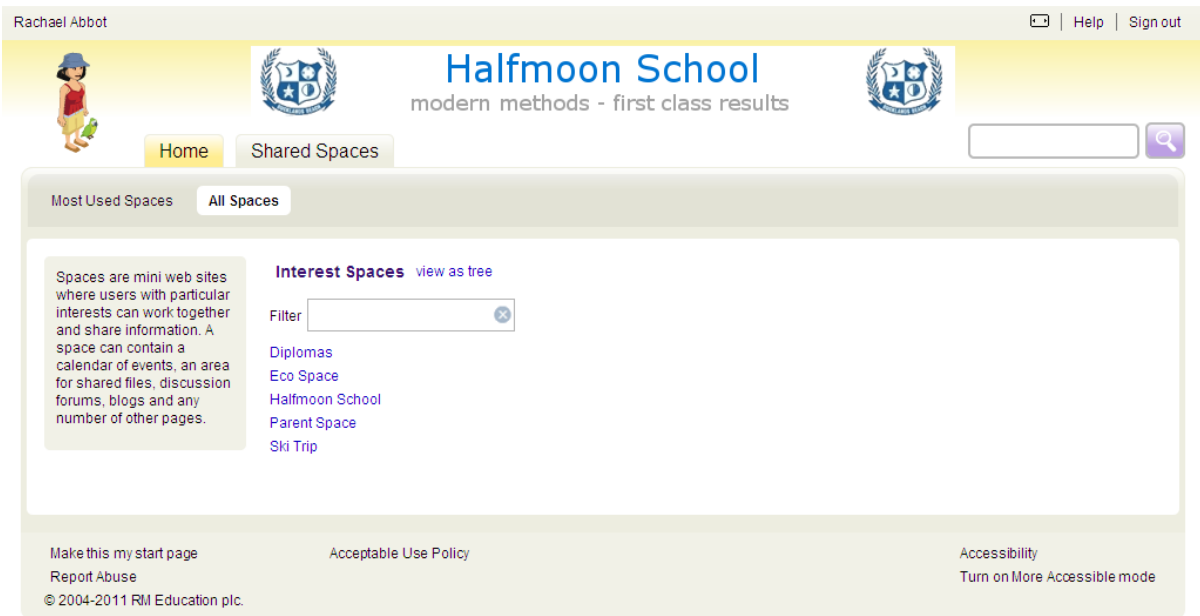
Beneath the main school Interest Space, anyone at your school can set up an Interest Space and invite others to be members. For example, you might get together with some of your fellow parents and set up an Interest Space for parent association.

Using the main school Interest Space

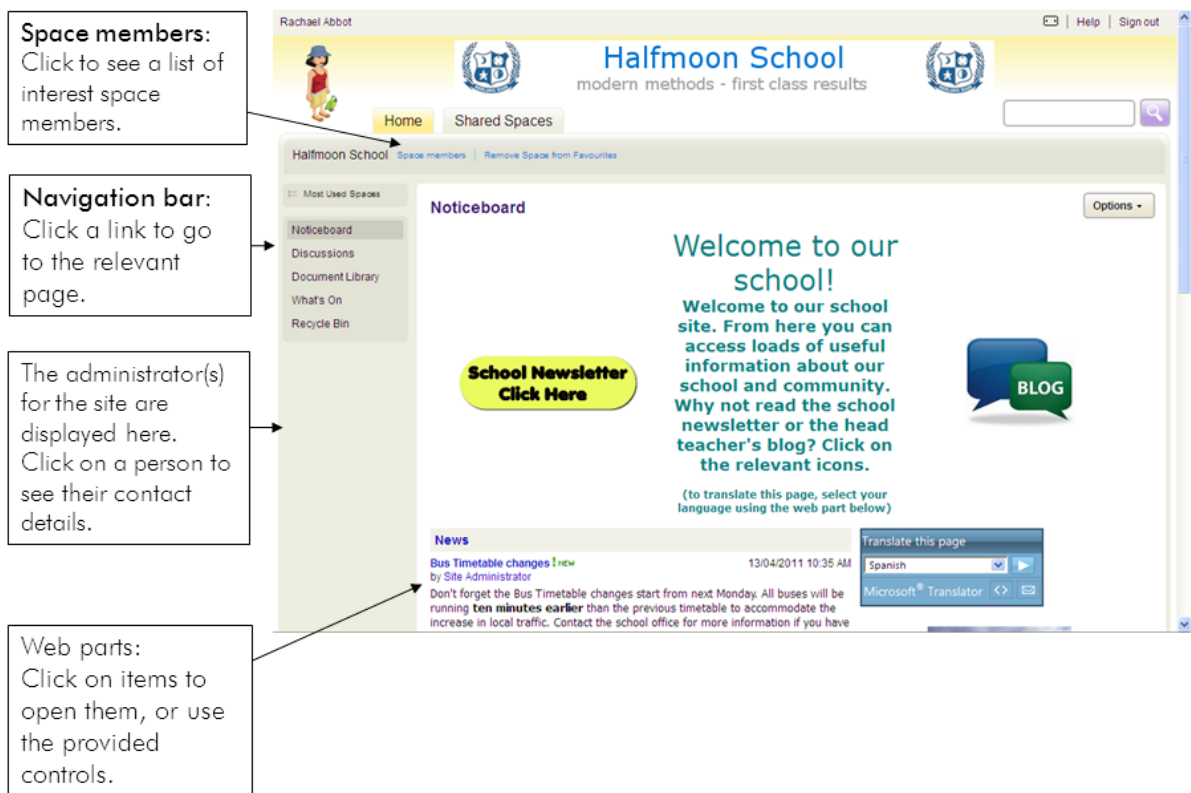
To access the main school Interest Space, and look at the latest news and events, click the Shared Spaces tab. A list of your most used and favourite spaces displays. Here is an example:



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:



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



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:

The screenshot shows the user interface for an Interest Space titled 'Ski Trip' on the Halfmoon School platform. The page header includes the school logo and name, 'Halfmoon School modern methods - first class results'. Below the header, there are navigation tabs for 'Home' and 'Shared Spaces'. The main content area is titled 'Ski Trip' and includes options to 'Manage Space', 'Add Space to Favourites', and 'Create Space'. A sidebar on the left lists 'Most Used Spaces' with options: Noticeboard, Discussions, Document Library, Whats On, Recycle Bin, and an 'Add Content' button. The main content area features a 'Noticeboard' with a banner image of a snowy mountain scene. Below the banner, there are sections for 'News' and 'Web Links'. A news item is highlighted with a red background, stating: 'Deposits are due! Don't forget that I need your deposits by the end of next week for the 2011 Ski Trip. Don't miss out on the trip of a lifetime - come and see me if there are any problems. PLACES ARE RUNNING OUT'. Other news items include 'Welcome!' and 'Map of the pistes in Geilo'. The 'Web Links' section lists 'Snow report for the region' and 'Five day weather forecast for Geilo'. There are also 'Edit' and 'Options' buttons for the noticeboard.

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.

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.