



Gateway student demographics

User guide

August 2011

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Introduction

Purpose

- A considerable amount of data can be accessed about a student in the student demographics section.

Managed by

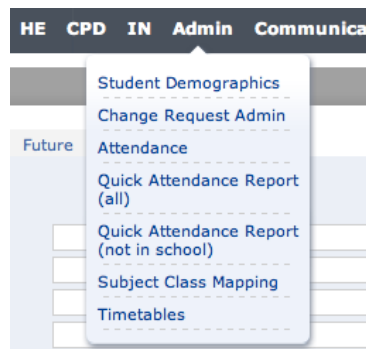
- SGA

Access by

- Teachers
- Parents

Access to module

- From the Gateway **admin** menu choose **student demographics**.



Staff

Search

- You will see a number of tabs and two columns of data that you can use to search for students.

Student Demographics

Search Report Left Future

Preferred Name

Surname

First Name

Second Name

Year Group

Roll Group

House

Age

Date of Birth

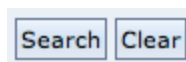
Hong Kong ID.

Gender M F

Tutor Group

Timetable Tag

- You may enter any combination of parameters. When you are ready click on the search button at the bottom of the page.



- The search results will be shown at the bottom of the screen.

Surname	First Name	Gender	Roll Group	House	Tutor Group	Medical Alert	
ABBO000010	ABBO000010	M	12M2	Maison	10A	Red	[View Details]


(1 - 1) Total 1

Page 1 /Page Display 50 /Page

- Notice that among the information displayed is a medical alert.
- Click on **view details**.

Personal Details

- Scroll down the page to see the student’s personal details.

Student Demographics			
			
ABBO000010 ABBO000010 (12M2)		Red Medical Alert	
Preferred Name	ABBO000010	Gender	M
Surname	ABBO000010	Age	16 years 3 months
First Name	ABBO000010	Date of Birth	18/05/1995
Second Name	Samson	Hong Kong ID.	Y456XXX(X)
Official Full Name	ABBO000010	Email	ABBO000010@tgmail.com
Personal Information			
Student's Mobile Number		Home Number	2203 0000
Address	Flat 332 . Floor 332 . Block 332 .		

- Further down the page you will find contact information. Highlighted in pink will be the student’s priority contact.

Guardian 1		Guardian 2 (Priority Contact)	
Title	Ms	Title	Mr
Marital Status	M	Marital Status	M
First Name	ABBO000004	First Name	ABBO000004
Surname	ABBO000004	Surname	ABBO000004
Relationship	Mother	Relationship	Father
Language	Other	Language	Cantonese
Employer		Employer	HKSAR
Work Number		Work Number	852 2803 0000
Mobile Number		Mobile Number	852 9409 0000
Email	ABBO000004@tgmail.com	Email	ABBO000004@tgmail.com
Use for contact	Y	Use for contact	Y
Emergency Contact 1		Emergency Contact 2	
Name	ABBO000010	Name	ABBO000010
Relationship	Friend	Relationship	Aunt
Language	English	Language	English
Work Number		Work Number	
Home Number		Home Number	852 2203 0000
Mobile Number	852 9036 0000	Mobile Number	
Sibling Information			
Sibling Name	ABBO000011, ABBO000011 (07M2 Maison)		

- Parents may request changes to this information online using the *change request forms*.

Extended demographics

- On the right hand side you will see a list of other information that may be accessed under the heading of extended demographics.



Medical information

- Click on this option then scroll down to see detailed medical information about the student.

Medical Information	
Immunisations	
Tetanus?	NO
HepatitisA?	NO
HepatitisB?	NO
Tuberculosis?	NO
Others?	NO
Background Allergies	
Does your child suffer from allergies?	
Does your child see a doctor about their allergies?	
*If YES – please provide name and contact details for Doctor:	
When did the last allergic reaction occur?	
What are they allergic to?	

Assessments

- This section shows details such as the results of external exams and standardised tests.

Assessments									
GCSE Results									
Candidate Number: 6002					UCI Number: 92835B096002C				
Option Title		Qualification			Grade				
ENGLISH LITERATURE OPTION B		GCSE			E				
CAT Results									
Date of Test	CAT Level		Standard Age Score	National Percentile	Stanine	KS3			
						English	Maths	Science	
10/12/2006	D	Verbal	88	22	3	5C	6C	5B	
		Non Verbal	106	66	6				
		Quantitative	104	60	6				
		Overall Mean	99	48					
30/12/1899	F	Verbal	88	22	3	5C	6B	6C	
		Non Verbal	101	52	5				
		Quantitative	119	90	8				
		Overall Mean	103	0					
CAT Level: D			Probability of achieving 5 GCSE grades A* - C OR EQUIVALENT: 32%						
CAT Level: F			Probability of achieving 5 GCSE grades A* - C OR EQUIVALENT: 74%						

- Additional documents may be uploaded if required.

Cross phase info

- Where appropriate you will have an option to view cross-phase information.

Cross Phase Info			
EAL	N	LOTE 1	-
SEN	N	LOTE 2	-
SEN Stage	-	LOTE 3	-
Year & House	6L Dilong - Red	LOTE 4	-
Gifted & Talented	-		
Siblings	-		
Family Information			
Mailing Title	Mr Stephen Bingham		
Address	Flat 15846, Floor 15846, Block 1584, 15846 15846 Sai Kung		
Home Number	-		
Father Contact*	852 2828 0000 / 852 6434 0000	Email	BING000002@gmail.com
Mother Contact*	852 6434 0000	Email	BING000002@gmail.com

[▲ Back to Top](#)

Student notes

- In this section staff may make notes on students. As this section can be accessed by all staff it should not be used to record sensitive data. Parents may also request that they be given access to this data.

Student Notes

*Note: Please do not use this area to record **sensitive data**. This entry will be accessible by all teaching staff within school. Parents may also request or be given access to this information.*

Student Notes **IN Notes**

[+ New Record](#) All Years All Terms

Type	From	Date	Category	Comment	Attachment	Status
+	testing2, testing	13/08/2011	Gold Certificate	For geography project	-	[Suspend] [Delete]

- Notes will stay with the student throughout the school so filters are available to allow data to be displayed from a particular year or term.
- In all previous sections data was read-only. In this section you can create and delete records – you cannot edit notes once entered.
- Click on new record.

Student Notes **IN Notes**

[+ New Record](#) All Years All Terms

- This will pop up a box where notes may be entered.

New Record

Date: 13/08/2011

Type: Positive Neutral Negative

Category: Commendation

Comment:

Attachment: No file chosen

Supported file types :
jpg, gif, bmp, doc, xls, ppt, pdf, txt, rtf, docx, xlsx, csv, zip, png
*Unsupported Files will not be attached.

- A single file may also be uploaded if required.

IN Notes

- This section will show any notes generated in the Individual Needs module for the selected student.

Student Notes **IN Notes**

All Years All Terms

No Record Found.

CAS commitment list

- For schools that use the activities module clicking on this option will take you to the commitments section of the activities module.

Activity Management

Commitments Approval Settings Reports

Back to Search Result

School Year: 11/12 APPL000002, APPL000002 [Show Details] Edit Advisor's Note

- Intended - Achieved - Not Achieved

Major 4/4 | Minor 10/7 | Project 1/1 | CAS Week 1/2

Commitment Name	Magnitude	CAS Type	Date Started	Progress	L1	L2	L3	L4	L5	L6	L7	L8	Status	Manage	Outcome
30 Hour Famine	Minor	C,S	2011-01-21	Planning									--	[Delete]	View
Award for Young People (Silver)	Major	C,A,S	2010-09-02	Planning	○	○	○	○	○	○	○	○	--	[Delete]	View
Battle of the Books	Minor	S	2011-02-09	Planning									--	[Delete]	View

Attendance report

- Clicking on this option will take you into the attendance module, showing the attendance report for the selected student.

Year: 11/12

From: 23/08/2011 To: 23/08/2011 09D LI--000744, LI--000744 Go

Individual Student Report (with comments) for Island School from 23/08/2011 to 23/08/2011 (School Year : 2011)

Print Print the whole rollgroup (please select "Landscape" to print)

Month	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	Present	Abs total	Abs suspected	Late				
09D LI--000744, LI--000744																																							
Aug																																			0	1	1	0	
Total																																			0	1	1	0	

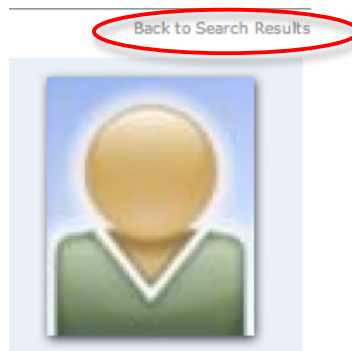
Attendance Remarks

- 03/09/2009: fever - mum rang
- 04/09/2009: mum rang
- 07/09/2009: parent rang
- 30/09/2009: swimming gala

- This includes comments taken from the attendance module, such as reasons for absence.

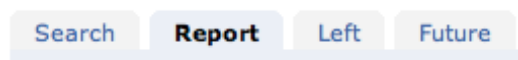
Back to search results

- When you have finished with this section click on back to search results above the student's photo on the right hand side.



Report

- The report section allows you to generate a variety of reports.
- From the student demographics start page click on the report tab.



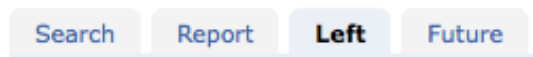
- You will be given a number of choices for the sort of report you want to generate.

A 'Generate Report' form with three sections: 'Report Type', 'Export Type', and 'Content'.
Report Type: Radio buttons for '09D' (selected), 'Year Group', 'Subject Name', 'Class Name', and 'Activity'.
Export Type: Radio buttons for 'Print Out', 'CSV Export' (selected), and 'CSV for SMS'.
Content: Radio buttons for 'Data' (selected) and 'Statistics'.

- Once you have selected the report type and content you will see a list of fields appear at the bottom of the screen. You can selected fields relating to:
 - Personal information
 - Family information
 - Further demographics
 - Medical information
- When you have selected the fields you require scroll to the bottom and click on **go**.
- There are plans to increase the fields available and to make it possible to save reports for reuse.

Left

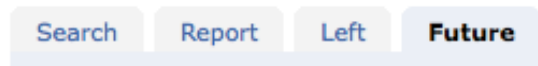
- This tab allows you to access data for students who have left.



- You may search for a specific student or a group as you do for the main student demographics page.

Future

- This tab allows you to see students who are set to join the school.



- You may search for a specific student or a group as you do for the main student demographics page.

Preferred Name Age
 Surname Date of Birth
 First Name Hong Kong ID.
 Second Name Gender M F
 Year Group Tutor Group
 Roll Group Timetable Tag
 House
 Remarks: For searching X-phase students use "Year 6 (X-Phase)" at School Year to initiate the search

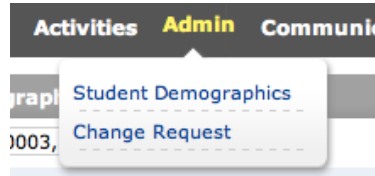
- When you have made your selection click on **search**.
- Search results will be shown at the bottom of the page.

Surname	First Name	Gender	Roll Group	House	Tutor Group	Medical Alert	
ALBA000005	ALBA000005	F	07E	Einstein	-	None	[View Details]
AU--000102	AU--000102	M	07R	Rutherford	-	Red	[View Details]
BARN000039	BARN000039	F	07R	Rutherford	-	None	[View Details]
BART000011	BART000011	M	07E	Einstein	-	None	[View Details]
BAXI000003	BAXI000003	F	07E	Einstein	-	None	[View Details]
BENT000014	BENT000014	M	07D	Da Vinci	-	None	[View Details]
BENE000005	BENE000005	F	07W	Wilkesboro	-	Blue	[View Details]

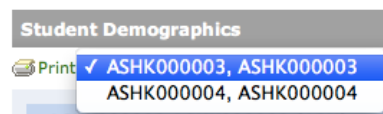
Parents

Parental view

- Parents can access the student demographics from the admin menu.



- if the parent has more than one child at ESF schools they can select the child they want from the drop down box at the top.



- The main student demographics page is the same as it is for staff.

Other demographics

- The number of options for other demographics is reduced for parents.



- These are the same as they are for the staff except the attendance report. The parent version does not show the comments.

From 23/08/2011 To 24/06/2011 12N - ASHK000003, ASHK000003 Go

Individual Student Report for Island School from 23/08/2011 to 23/08/2011 (School Year : 2011)

Print
(please select "Landscape" to print)

Month	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	Present	Abs total	Abs suspected	Late		
12N ASHK000003, ASHK000003																																					
Aug																																		0	1	1	0
Total																																		0	1	1	0

Status : Present Present (Off-Site) Early Leave Present (Returned) Late Absent Absent Suspected

Reason :

Present (On-Site)	Present (Off-Site)	Absent / Late / Early Leave
B - Forgot to bring card C - Card failure E - Educational reason/Visit F - Family reason H - Family holiday	M - Medical/Sickness U - Unexplained X - Unauthorised W - Forgot to swipe card Z - Suspension	L - Exam Leave S - Study Leave T - Field Trip D - Transport Delay / Bad Weather E - Educational reason/Visit F - Family reason H - Family holiday