

## 2.b My Details – Assessment Reports

The 'View Details' option in your portal's home page will give you access to your 'Assessment Reports'. Please select 'This year's Reporting Periods' and that will show you the PDF file holding the year's reports.

The screenshot shows the Donhead Parent Portal interface. At the top, it says 'Parent Portal' and 'Logged in as: Murtagh'. Below the navigation bar, there is a 'My Calendar' section showing a calendar for December 2017 with 'Campion Day' and 'Autumn Term' highlighted. To the right, under 'Pupil Details', three pupils are listed: Liam MURTAGH (Current Pupil, Year Five), Lucas Liam MURTAGH (Leaver, Year Six), and Xavier MURTAGH (Past Pupil, Year Six). The 'View Details' button for Liam MURTAGH is circled in red. Below the pupil details is a 'My Notices' section with an inbox and two notices: 'Donations for the Christmas Fair' and 'Christmas Jumper Day'.

The screenshot shows the 'My Details' page for Liam MURTAGH. It includes a profile picture and personal information: Year: Year Five, Form: Prep W (Mrs Bernadette White), House: Loyola, Age: 9 years 7 months, Date of Birth: 19 April 2008. Below this is a 'Book Activities' button and a list of expandable sections: Pupil Details, Siblings, Contact Details, Pupil Subjects and Teachers, and Assessment Reports. The 'Assessment Reports' section is circled in red. Below the sections is a 'Reporting Period' dropdown set to 'Michaelmas Term', a 'Show this year's Reporting Periods' checkbox (checked and circled in red), and a 'Show all reports for this pupil' checkbox. At the bottom, a table lists assessment reports:

Report Name	Created Date	Modified Date
Autumn345 For Michaelmas Term	07/12/2017	07/12/2017