

In March 2019 we are launching the new parent user interface for our OPT system. You will still access the system in the same way and with the same username and password but the view upon logging in will be different.

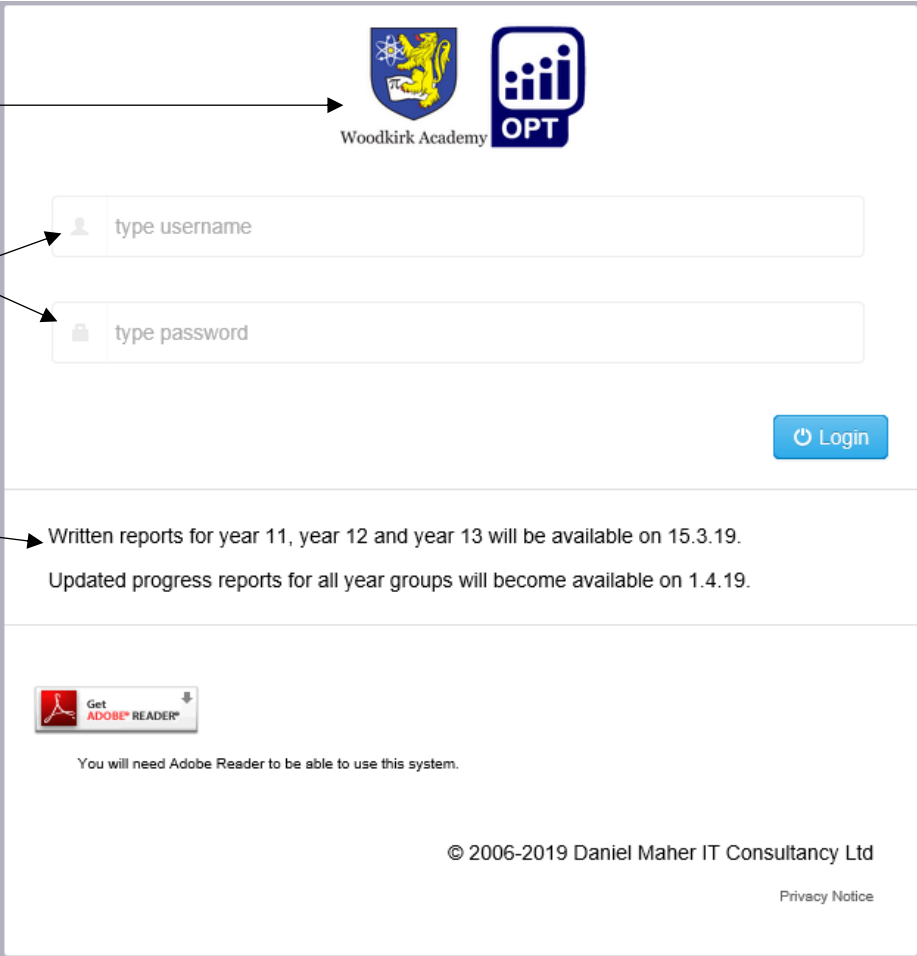
This brief guide explains some of the changes and the new features available to you as parent users.

Clicking the OPT or Woodkirk images on any screen will return you to the home screen. Once you have logged in this is where the details for students will be visible.

The system will still be accessed in the same way using your existing username and password.

Important messages relating to the release of student reports will be displayed here.

Access the OPT system using:  
<https://www.woodkirkacademy.co.uk/parents/opt-reporting-system>  
 For queries<sup>1</sup> relating to the system please contact:  
[optreporting@woodkirkacademy.com](mailto:optreporting@woodkirkacademy.com)



<sup>1</sup> Please note that if requesting a new password we are now required to ensure that e-mail addresses in the OPT system match those details held on the school contact information list. If you need to update your contact details please contact the main reception.

For students in year 7 through to year 11 the view will be as shown in the example below.

The latest school photograph and the name of your son/daughter will be displayed at the top of the box.

The most recent progress report will be available automatically. So that you are able to determine whether you have seen the specific report the dates on which it was updated and last viewed will be displayed. If the last viewed date says **NEVER** this indicates the report has not been viewed since the new profile design has been launched.

Also on this row will be the most recent attendance certificate showing attendance on specific days and the most recent written report for a student.

The cumulative attendance and merit count for your son/daughter will be displayed along with the date on which they were updated.

At the bottom will be four further options:

**Personal details:** showing the personal tutor and form tutor information for students.

**Report History:** available here are the historic progress reports, written reports and improvement codes for your son/daughter.

**Timetable:** the timetable for your son/daughter can be viewed here or downloaded as a PDF document.

**Useful documents:** other information or documents relating to reporting and progress.

The screenshot shows a user interface for a student profile. At the top, there is a blue header containing a circular placeholder for a student photograph and a box labeled "Student Name". Below this header is a row of three report cards, each with a red PDF icon. The first card is titled "Latest Progress Report" and shows "Updated: 11/01/2019" and "Last Viewed: 28/02/2019". The second card is titled "Latest Attendance Certificate" and shows "Updated: 04/01/2019". The third card is titled "Written Report Unavailable" and is greyed out. Below the report cards is a row of two summary cards. The first is titled "Attendance" and displays "92.31%" in a red box, with "Updated: 25/02/2019" below it. The second is titled "Merits" and displays "34" in a green box, with "Updated: 07/02/2019" below it. At the bottom of the interface is a light blue menu with four options: "Personal Details" (with a person icon), "Report History" (with a circular arrow icon), "Timetable" (with a calendar icon), and "Useful Documents" (with a document icon).

For sixth form students the view will be as above with some additional options as outlined below.

Mock examination and ongoing assessment grades will appear as a .pdf document in this space.

At the bottom of the menu list is an additional box entitled 'Revision Topics'. Here you will be able to view and download revision topic lists for all of the subjects your son/daughter is studying in Key Stage 5. At present this list is populated for year 13 students and the year 12 lists will be added in due course.

The screenshot displays the OPT Parent User Guide interface for a sixth form student. The interface is organized into several sections:

- Header:** A blue header bar containing a circular profile picture placeholder and a box labeled "Student Name".
- Progress Reports:** Three grey boxes with document icons. The first is labeled "Progress Report Unavailable". The second is labeled "Latest Attendance Certificate" with a red PDF icon and "Updated: 07/01/2019". The third is labeled "Written Report Unavailable".
- Attendance:** A white box with a green bar showing "97.77%" and "Updated: 11/03/2019".
- Mock Results:** A white box with a red PDF icon and the text "Assessment Week 2 - Winter 2018".
- Menu List:** A vertical list of menu items: "Personal Details", "Report History", "Timetable", "Useful Documents", and "Revision Topics".

Two callout boxes with arrows point to specific elements: one points to the "Latest Attendance Certificate" box, and another points to the "Revision Topics" menu item.