



4 SCHOOLS

**GO 4 Schools guide to Parent/Student view
settings**

V 1.0.1

June 2021



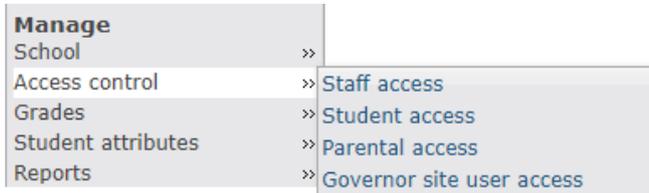
Contents

Access control	- 3 -
Student access.....	- 3 -
Parental access.....	- 4 -
Enabling the new student page view	- 4 -
Information visibility	- 5 -
Subject information	- 5 -
Grade visibility.....	- 6 -
At a glance charts.....	- 6 -
Residual labelling	- 7 -
Student profile	- 7 -
Timetable	- 7 -
Homework.....	- 8 -
Formative assessments.....	- 8 -
Attendance.....	- 8 -
Behaviour	- 9 -
Reports.....	- 9 -
Documents	- 10 -
Communications	- 10 -
Communication settings	- 10 -
Online inbox	- 11 -
Homework notifications.....	- 11 -
Behaviour notifications	- 11 -
Managed detention notifications	- 12 -
Additional communications	- 13 -

Access control

Access control for students and parents can be set separately. Student access is part of the GO 4 Schools Core module, whereas parental access is a separate module.

From the left-hand menu, select **Manage > Access control** and then you can choose staff, student or parental access. There is also an option to manage governor access if required.



Student access

Visibility to data in different academic years can be controlled from the table at the top of the page. For new customers this will only show the current academic year and will build each year that the school subscribes to GO 4 Schools. Data can be displayed or hidden for different year groups and different academic years.

Year group visibility

Specify which year groups' data should be visible to the students in those year groups. [Show explanation](#)

Links to view what information students will be able to see can be found at the top of the student pages

Academic year	Year group							Select all	Clear all
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13		
2019 (Current)	<input checked="" type="checkbox"/> Visible	Select all	Clear all						
2018	<input checked="" type="checkbox"/> Visible	Select all	Clear all						
2017	<input checked="" type="checkbox"/> Visible	Select all	Clear all						
2016	<input checked="" type="checkbox"/> Visible	Select all	Clear all						
2015	<input checked="" type="checkbox"/> Visible	Select all	Clear all						
2014	<input checked="" type="checkbox"/> Visible	Select all	Clear all						

GO 4 Schools requires a mapping file to allow student access. This needs to contain the student UPN, student account details, student email address. The account name allows students to use the automatic login tool whilst in school, and the email address is required to access GO 4 Schools outside of the school network. Details and examples are provided on the 'Student access' page.

Parental access

Overall visibility is controlled using the same table as shown above for student access. Parents access GO 4 Schools by using the email addresses that they have registered with the school and are contained in the school’s management information system. The page will give a summary of how many email addresses are missing and flag any students with missing parental email addresses.

Parental email addresses

This section displays the email addresses held for students’ parents. The email addresses are imported from your School Management System, e.g. SIMS or CMIS.

Year group	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Parental contacts without email addresses	58	59	56	51	49	23	34
Download parental details	Download						
Students without any parental email addresses	1	1	1	0	0	0	0

- No parental email addresses are known for this student.
- One or more parental email addresses are known for the student, but others are missing.

Year group	Status	Student	Parent/guardian	Inbox	Parent/guardian email address	Password?	Parent/guardian last login date	Tutorial group	Tutor
Year 7		[Redacted]	[Redacted]	View	[Redacted]	Yes Set	17/07/2019	7CML	[Redacted]
Year 7		[Redacted]	[Redacted]	View	[Redacted]	No Set		7KJ	[Redacted]

Enabling the new student page view

The new student page brings GO 4 Schools in line with the mobile app and allows schools to share information in a clear and informative way.

To enable the new page there are a few settings to allow the page to be previewed or fully enabled. Navigate to Manage > School > contact details and settings to access the options.

Enable Menu and Student Page Theme For Users

- Current menu and current student page
- New menu and current student page
- New menu and new student page
- Preview new menu and new student page for School Managers only

The visibility of the new page also has the option of enabling the new menu option in GO 4 Schools. Enabling the new menu and new student page will enable this for the school, parent and student sites. Ensuring parents and students are viewing the data in the same style as teaching staff helps avoid misunderstandings.

All staff can preview the new student page by using the link on a student page in GO 4 Schools.



Once on the preview the ‘View’ link enables you to check the information visibility you have set for both parents and students, enabling schools to have a live preview of the data shared.

 View page as student: Sophie ADAMS

 View page as parent: Mrs M Adams

 View page as parent: Mr G Adams

Information visibility

Subject information

Subject visibility is controlled from **Manage > Subjects and qualifications** page. Here you can completely hide a subject (possibly an intervention tracking markbook), hide marksheets to only show main tracking grades without a breakdown of modules/topics, hide formative assessments. This can be done for each subject within a year group.

Hide subject from students and parents
Hide marksheets from parents
Hide marksheets from students
Hide formative assessments from parents
Hide formative assessments from students

If marksheets are visible, it is also possible to show each individual assessment within the marksheets. This is controlled in the markbook editor and has to be set for each subject.

Visibility	Show mark sheets to	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Parents	Summative grades only will be shown if mark sheets are hidden.
	Show assessments to	<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Parents	Sheet summary grades only will be shown if assessments are hidden.

Notice that you can also control visibility of marksheets in the markbook editor as well. This will then update the Subjects and qualifications page.

Grade visibility

The progress and target grades used by your school can be set as visible or hidden from the grade settings page. In **Manage > Grades > Grade settings** you can set the visibility of each grade type.

Grade Settings

	Enabled	Name	Short name	Description	Visible to	Editable by	Hide from markbook if empty	Include Actual grades in statistics for																	
Default	Yes	End of year Target		This grade is the one we expect you to achieve by the end of the course.	Staff (grade), Students (grade), Parents (grade)	No one	No	None																	
Year 7	Yes	Yr 7 Target	<default>	This grade is the one we expect you to achieve by the end of the year.	<table border="1"> <thead> <tr> <th></th> <th>Grade</th> <th>Value</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Students</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Parents</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Grade	Value	%	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<default>	No	None	x
	Grade	Value	%																						
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Year 8	Yes	Yr 8 Target	<default>	This grade is the one we expect you to achieve by the end of the year.	<table border="1"> <thead> <tr> <th></th> <th>Grade</th> <th>Value</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Students</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Parents</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Grade	Value	%	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<default>	No	None	x
	Grade	Value	%																						
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Year 9	Yes	Yr 9 Target	<default>	This grade is the one we expect you to achieve by the end of the year	Staff (grade), Students (grade), Parents (grade)	<default>	No	None	x																

Tracking (residual) visibility can also be set from the grade settings page, where 'Band' is the residual wording (i.e. 'On Target'), 'Value' is how far from target and 'Colour' is the colour associated with the band.

Tracking and progress settings

	Preferred progress grade	Preferred target grade	Preferred scale	Residual output	Enable grade value control in markbook																	
Default	Current	Target	Simple index	Staff (band, colour), Students (band, colour), Parents (band, colour)	No																	
Year 7	<default>	<default>	<default>	Staff (band, colour), Students (band, colour), Parents (band, colour)	<default>	x																
Year 10	<default>	<default>	<default>	<table border="1"> <thead> <tr> <th></th> <th>Band</th> <th>Value</th> <th>Colour</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Students</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Parents</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Band	Value	Colour	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<default>	x
	Band	Value	Colour																			
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Year 11	<default>	<default>	<default>	<table border="1"> <thead> <tr> <th></th> <th>Band</th> <th>Value</th> <th>Colour</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Students</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Parents</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Band	Value	Colour	Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<default>	
	Band	Value	Colour																			
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																			
Year 12	<default>	<default>	<default>	<default> No one Parents (colour)	<default>																	

At a glance charts

At a glance charts are controlled from the **Manage > School > Statistics and analysis** page. The residual chart setting controls the progress overview in the new student page. The progress chart works based on legacy APS points and so is currently only of use to Welsh customers.

At a glance charts

	School site	Student site	Parent site
Show residual 'At a glance' charts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Show progress 'At a glance' charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include tutorial and pastoral subjects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is also an option to change the order of appearance if you have both charts enabled.

	School site	Student site	Parent site
Progress charts displayed before residual charts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Show progress ribbon charts by default	<input type="checkbox"/>	n/a	n/a

Residual labelling

If you are sharing the residual label with parents/students in reports/detailed progress, you can set a specific label to display to parents for all residual schemes, e.g. "Progress Band". From the left hand menu navigate to Residual schemes and at the top of the page there is a section 'Set name for residual schemes'. Add your preferred name to update all schemes in use.

Set name for residual schemes

Add a display name for your residual schemes.

Student profile

Details on the student profile are controlled through student attributes. In Manage > Student attribute > Student attributes you will be able to see all the attributes that are set up within your system. You can then go into the settings and set the attribute visibility.

Name	Public name	Attribute Set	Visible to	Use for analysis of attainment data	Use for analysis of attendance data	Use for analysis of behaviour data	Special attendance register	Include in profile on Student page	Hide when empty	Created		
Admission date			Staff only						Yes	07 Nov 2013	Settings	Manage values
Admission number			Staff only						Yes	29 Oct 2014	Settings	Manage values
Country of Birth		Demographic	Staff only						Yes	16 Aug 2016	Settings	Manage values

There are two settings within this page, the overall visibility and whether to include in the student profile.

Visibility

- Show to staff
- Show to students
- Show to parents

Include in profile on Student page

Timetable

The settings for timetable visibility are found in Manage > School > Calendar and timetable. If you select 'Display timetable to students', you will then be able to select the rooms and teachers options. There is also an option to display lesson attendance on the timetable.



Timetable Settings

- Display timetable to staff
- Display timetable to students
- Display class rooms to students
- Display class teachers to students
- Display timetable to parents
- Display class rooms to parents
- Display class teachers to parents
- Display attendance to parents

Homework

Homework is automatically visible to parents and students. There are no visibility settings applied to homework, however there are notification settings which will be covered later in this document in 'Communications'.

Formative assessments

Formative assessments can be enabled / disabled in **Manage > School > Contact details and settings > settings tab** page. Once enabled you will then get a **Manage > School > Formative assessments** menu item. The bottom of the page has a simple visibility setting.

Visibility

- Show to students
- Show to parents

Attendance

An attendance summary is shown by default. This can be hidden from the **Manage > School > Attendance settings** page. There is also a setting for allowing access to the detailed student attendance page, and the ability to exclude today's attendance.

Attendance Visibility

Year Group	Parents	Students
Year 7	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 8	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 9	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 10	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 11	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 12	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 13	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide
Year 14	<input type="checkbox"/> Hide	<input type="checkbox"/> Hide

Parent/Student access

- Make student attendance page available to parents
- Make student attendance page available to students

Attendance Calculation

- Exclude today's attendance marks from student attendance page

Behaviour

Behaviour visibility is also set in the **Manage > School > Contact details and settings > settings tab**. This includes overall visibility and visibility of group behaviour.

Behaviour tracking

- Show behaviour data to students
- Show behaviour data to parents
- Show group behaviour data to students and parents

There is an additional setting if your school uses behaviour score accounts.

- Enable behaviour score accounts
- Show behaviour score accounts to parents

There is also an option to add location details.

- Show behaviour event location to students & parents

If you are using managed detentions, you have a further option to show these on the full behaviour record, and whether to show supervisor and room details.

Managed detentions

- Enable managed detentions
- Enable managed detention notification
- Show detention details on student full behaviour record

Show supervisor and location of detention sessions to:

Parents and students ▼
None
Parents
Students
Parents and students

Reports

Once a report has been 'Prepared for publication' you will then get an option to 'Publish'.

Make completed reports visible to students and/or parents.
[Show explanation](#)

A Publication settings page will then open where you can choose who to publish to, and whether to send an email notification.

Access status

Students' access status: **OK**, Year 7 data is visible to the students in Year 7.

Parents' access status: **OK**, Year 7 data is visible to the parents of the students in Year 7.

Publication settings

Who would you like to be able to see this report?

Students

Do you wish to notify them by email? Yes No

Parents

Do you wish to notify them by email? Yes No

Any reports that are prepared but not published will be visible to staff but not to students or parents. (Snapshots)

Documents

Uploaded documents have a default visibility set by the school, but these can be adjusted for an individual document. In **Manage > Documents > Document types** you can set the default visibility for a document type.

Document Types

Title	Status	Default visibility	Show in markbooks	Display sequence	
Individual Education Plan	Enabled ▼	Hidden from students and parents ▼	Yes ▼	1	x
Exam timetable	Enabled ▼	Hidden from students and parents	No ▼	2	x
Attendance Referral	Enabled ▼	Show to students only	No ▼	3	x
		Show to parents only			
		Show to students and parents			

In **Manage > Documents > Documents** when you add a new document you get visibility options.

- Show this document to the student
- Show this document to the parents of the student

In addition, there is a setting in **Manage > School > Contact details and settings > settings tab** to allow the download of documents.

Documents

- Enable document download for parents
- Enable document download for students

Communications

Communication settings

This page gives an overview of all automated notifications that are available depending on which modules your school uses. There will also be options to send emails or App notifications if your school has the GO 4 Schools mobile app.

Online inbox

The online inbox shows all notifications that have been sent and is also available for staff to see on the student page. It retains information even if parents or students have deleted the emails from their email account.

Online inbox

Show online inbox to: Parents and Students ▾

- None
- Parents
- Students
- Parents and Students**

Homework notifications

A daily homework summary can be sent to parents and/or students. There is the functionality to have different settings for specific year groups if required.

Homework

Automatic daily summaries of homework are sent every evening after 16:00, as configured:

	Email	Notification
Default	Students (Enabled), Parents (Enabled)	Parents (Enabled)
Add a specific rule for		
	Students <input type="checkbox"/>	Parents <input checked="" type="checkbox"/>

Homework

07 Aug 2019 4:02 PM

In the last 24 hours, you have had 0 homework tasks set. You have 1 homework tasks due in the next 7 days.

Behaviour notifications

Behaviour notifications have the same overall settings as homework.

	Email	Notification
Default	Students (Enabled), Parents (Enabled)	Parents (Enabled)
Add a specific rule for a year group		

There is also an 'opt out' setting.

- Allow parents and students to choose not to receive behaviour update emails

Behaviour notifications have a frequency setting.

By default send behaviour updates to parents and students: Weekly ▾

- Never
- Daily
- Weekly**



If you have set up any 0 point behaviour events you can decide whether to include them in the summary.

Include events that score zero points in behaviour summary emails: Never ▼

Never

Events with positive significance only

Events with negative significance only

All events with zero points

Behaviour

10 May 2019 6:01 PM

In the last week, has had 18 positive and 1 negative events recorded.

Managed detention notifications

The overall setting is the same as other notifications, however, these are not automated notifications. When a detention manager has allocated students to a detention session, they can then go into the detention register and notify parents and students when the detention has been set up. Notifications will also be sent if the detention is changed or cancelled.

Managed detention

	Email	Notification	
Default	Students (Enabled), Parents (Enabled)	Students (Enabled), Parents (Enabled)	
Add a specific rule for a year group			

Detention session register: SLT (60 minutes)

Date: 08 Aug 2019 Time: 15:30-16:30 Room: 1 Supervisors: GO4Schools School Manager Notifiable: yes

Links: [View/manage detention sessions](#)

This page lists students allocated to this detention session. [\[Show notes\]](#)

	Students (3)	Detention	Attended <input type="checkbox"/>	Completed <input type="checkbox"/>	Notes	Notify <input checked="" type="checkbox"/>	Notified
	Chloe ADAMS	SLT Detention for Out of Class Incident <i>Wed 7 Aug 2019 10:00 (-5 points):</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	1 Natalie ADAMS	Internal exclusion for Serious breach of School rules <i>Wed 7 Aug 2019 10:00 (-30 points):</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	1 Sophie ADAMS	SLT Detention for Out of Class Incident <i>Wed 7 Aug 2019 09:00 (-5 points):</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Save
There are no changes to save
Notify



Detention

08 Aug 2019 5:07 AM

Dear Sophie ADAMS, You are required to attend a SLT detention for Out of Class Incident on 22 Jul 2019 at 16:00. The detention has a duration of 60 minutes in R101 supervised by Manager A.

Additional communications

The GO 4 Schools communication channels simplify and encourage the flow of information between school and home. Communicating with parents and ensuring students are kept up to date has never been easier or more reliable.

The online inbox is available to all schools and is a record of all messages sent to students/parents. The Mobile App is available as a separate module and will allow for the delivery of notifications. Email is available for schools with parental engagement, and SMS is available to all schools through our partnership with Twilio.

Please see the GO 4 Schools guide to parent/student view settings guide in the Help and technical support-Online resources page on our website.