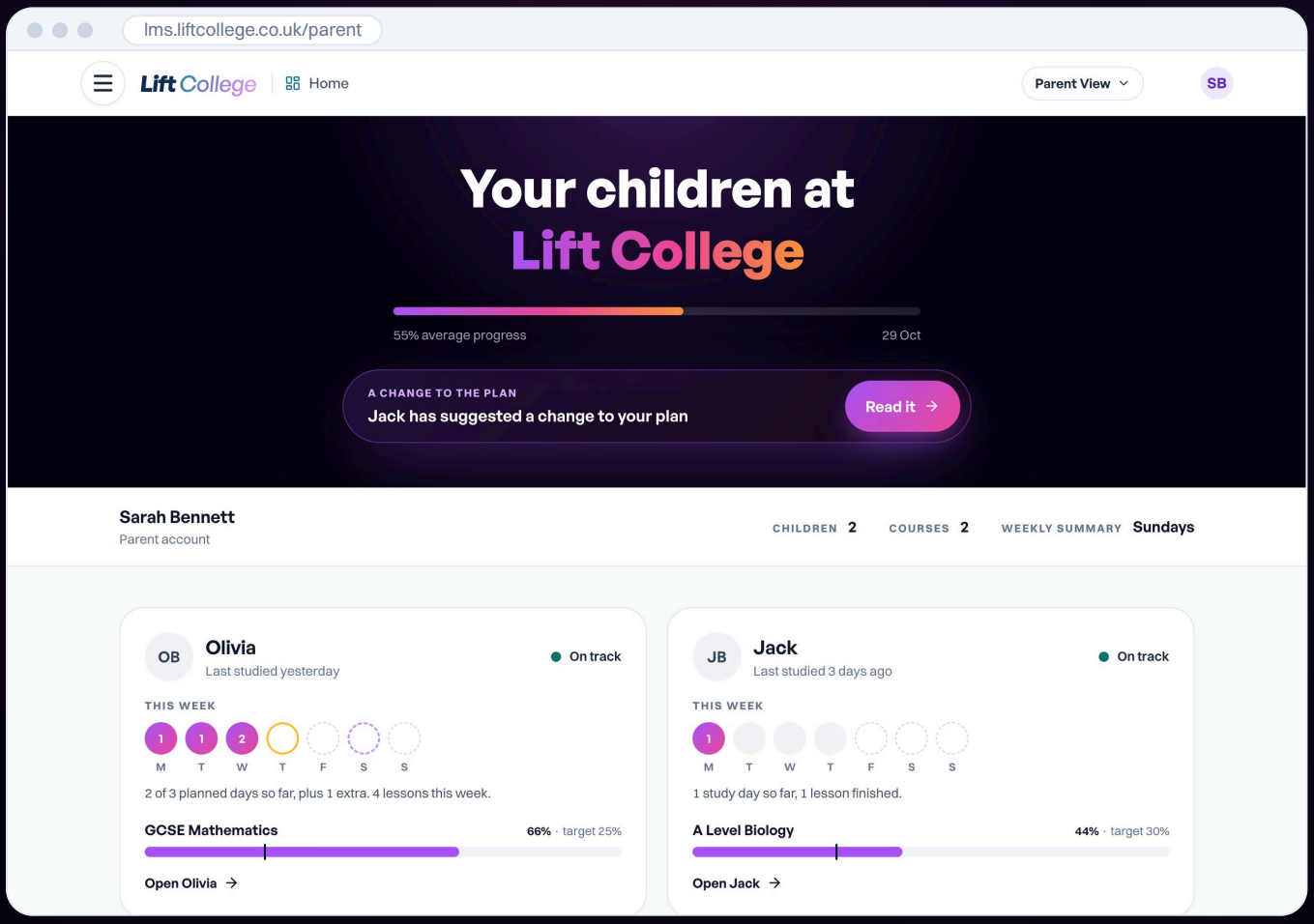
Lift College

For parents and guardians

A GUIDE TO THE PARENT PORTAL

Follow your child's progress, together

See how your child is getting on at Lift College, agree a study plan with them, and get a short update each week. All in one place, on your phone or computer.



WHAT IT IS

Everything about your child's learning, in one place

The parent portal is part of Lift College. It shows you how your child is getting on with their GCSEs, A Levels or any other course, and helps you support them at home without having to ask "have you done any work?".

See their progress

Lessons finished, study days, progress against their target and what is coming up, for every course.

Marks and feedback

Each assignment they hand in, with their answers, the mark and the tutor's feedback.

A study plan you agree

Build a weekly plan together in about 10 minutes. Your child agrees it on their own account.

Alerts and a weekly summary

Choose what we email you about, from a missed planned day to an exam entry deadline.

Add courses

Browse every course on liftcollege.co.uk and add one to your child's account when you buy it.

For the whole family

Invite another parent or guardian. Each of you has your own login and your own alert settings.

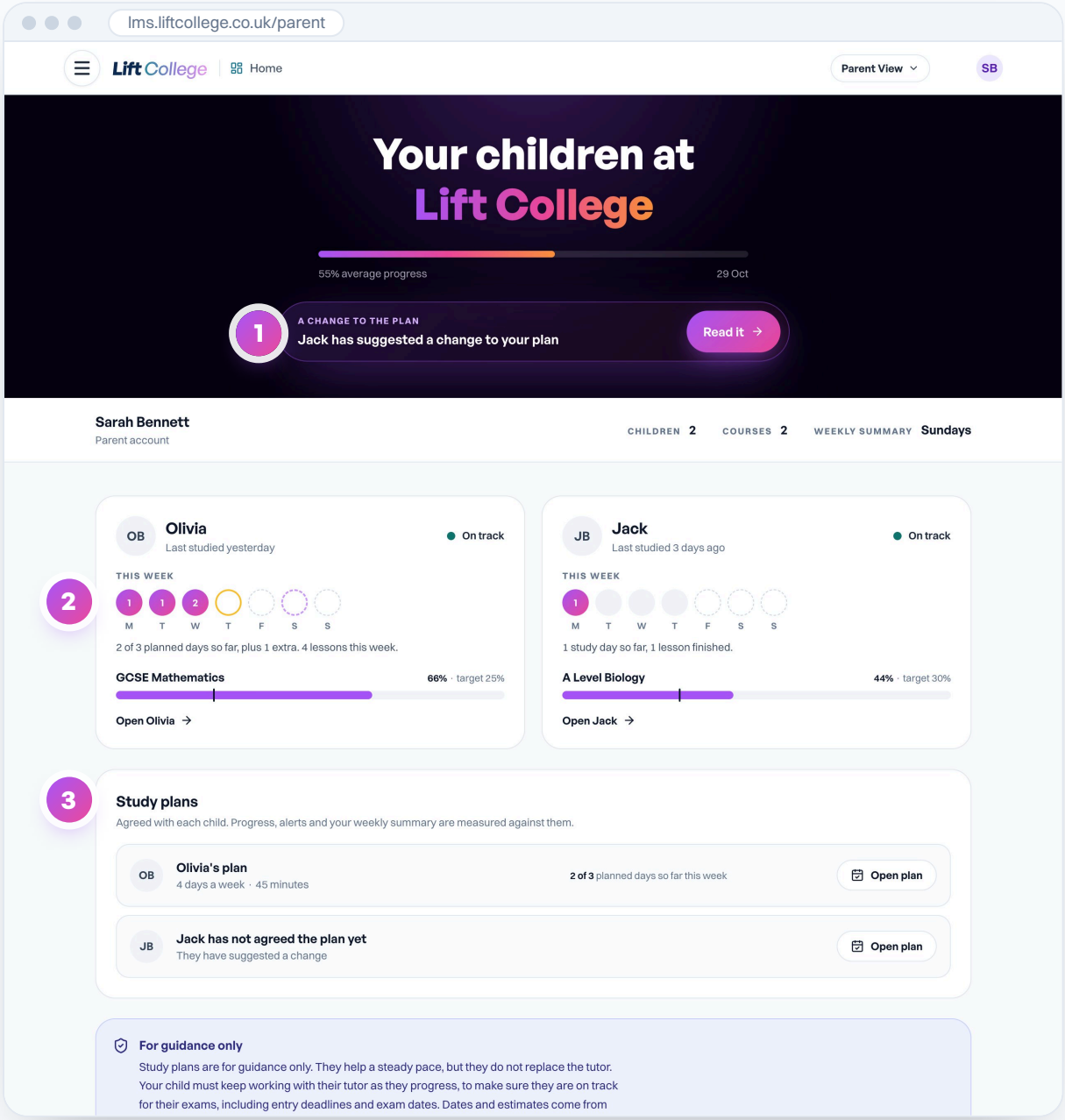
Private and secure

Only Lift College links a child's account to a family, so nobody can see a learner's progress just by knowing their email address. Your child can always see who is linked to their account. Messages between your child and their tutor stay private.

HOME

Every child, at a glance

When you sign in, Home shows each of your children side by side, with this week's study, their progress against target and their study plans.



1 What needs you

The banner shows the one thing worth your attention, such as a change your child has suggested to their plan.

2 This week

A circle for each day. Filled days are study days with the number of lessons finished. Ringed days are the days in their plan.

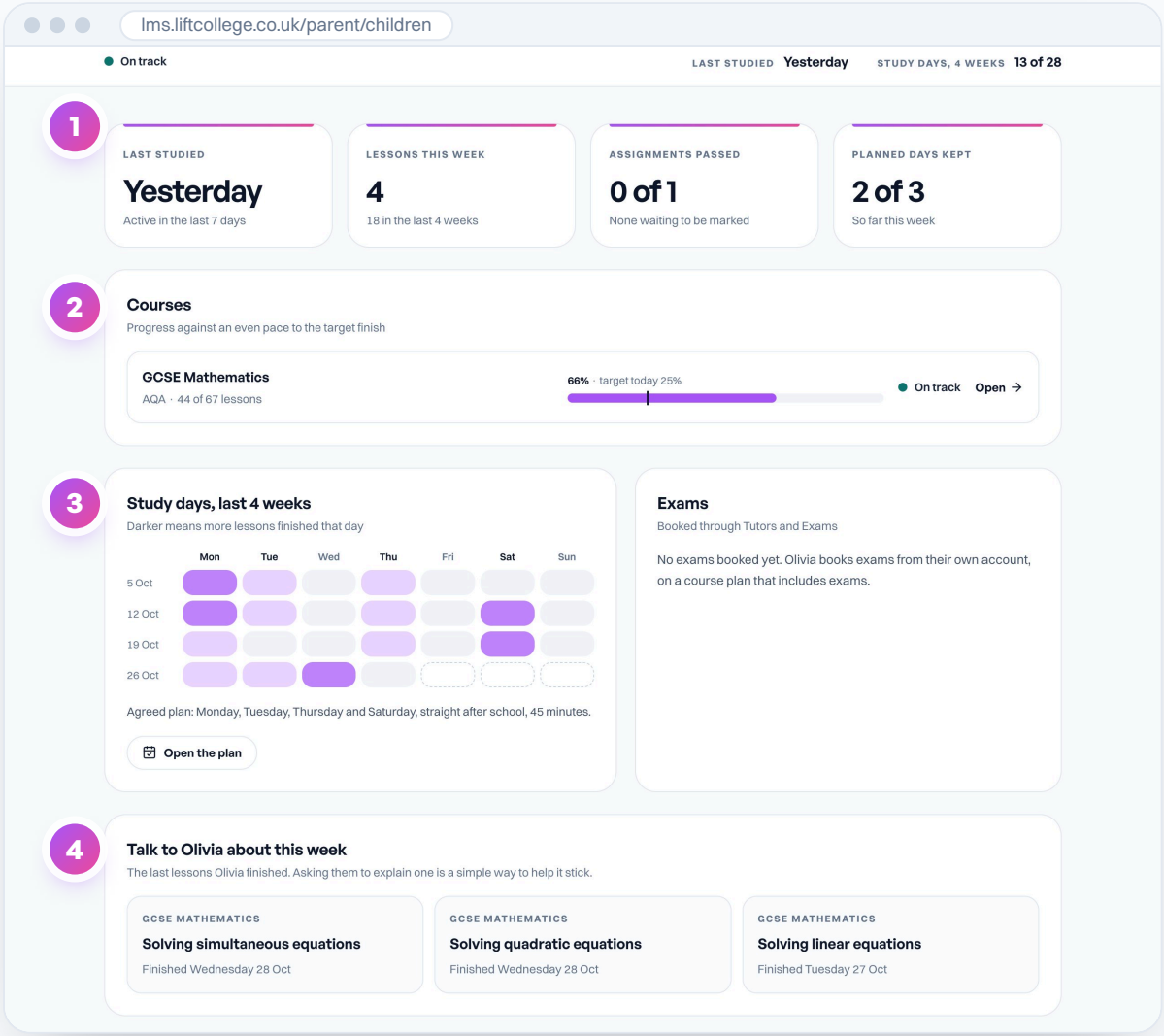
3 Study plans

Each plan, how many planned days have been kept this week, and anything waiting for your child to agree.

EACH CHILD

A closer look at each child

Open a child to see how they are doing on every course. The page answers the questions parents ask most: are they studying, are they on track, and what have they been learning?



1 The key numbers

When they last studied, lessons this week, assignments passed and planned days kept.

2 Each course

Progress against an even pace to the target finish date, with a clear on track or behind.

3 Study days

The last four weeks at a glance. Darker days mean more lessons finished.

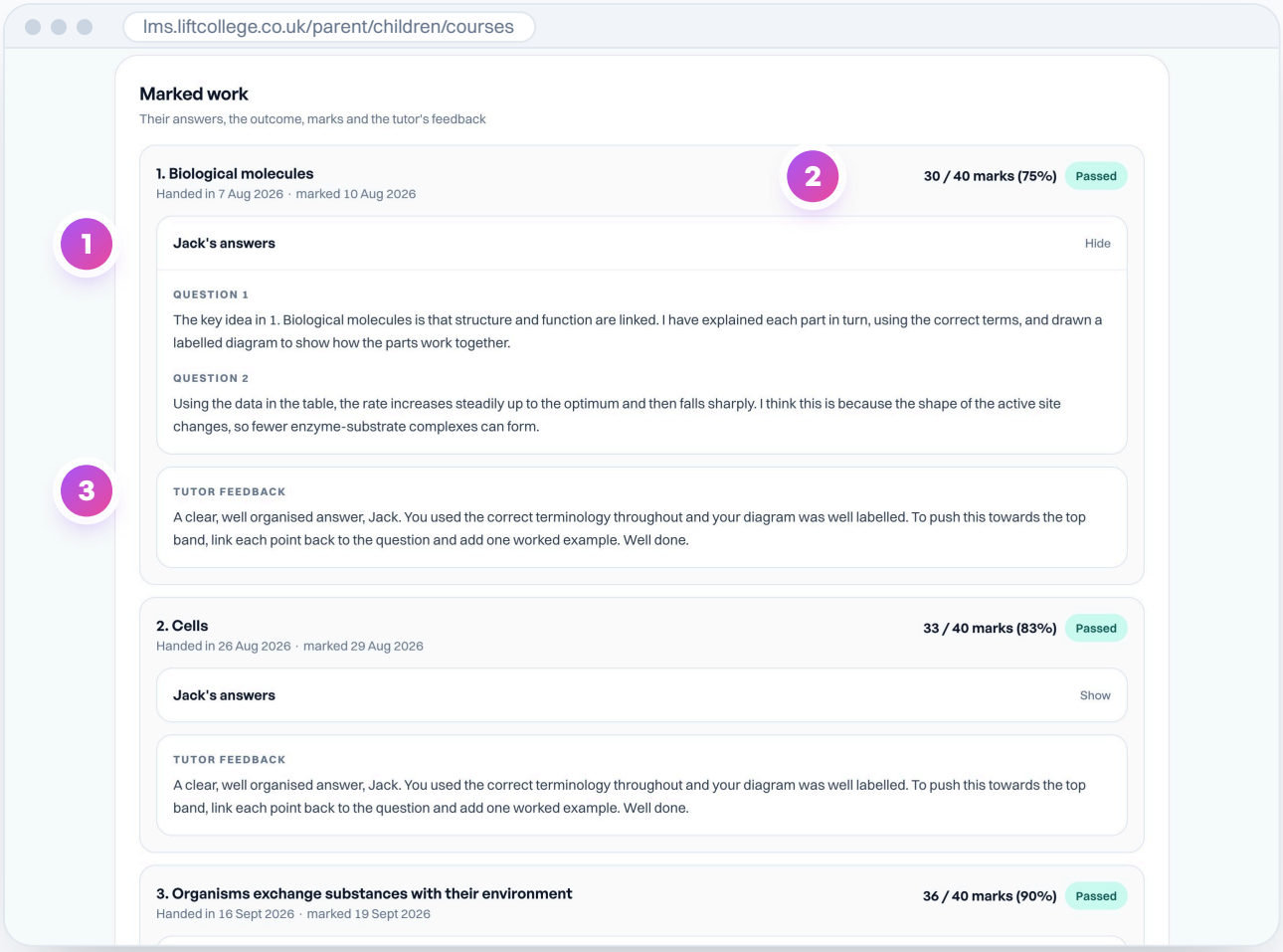
4 Something to talk about

The last lessons they finished. Asking them to explain one is a simple way to help it stick.

MARKS AND FEEDBACK

See the work they hand in

Open a course to see every assignment your child has handed in. You can read their answers, see the mark and read exactly what their tutor said.



1 Their answers

Tap Show to read what they wrote, question by question, exactly as they handed it in.

2 The mark

Marks and the outcome: passed, or returned for more work. Returned work shows what needs doing.

3 Tutor feedback

The tutor's comments, so you can celebrate what went well and help with what is next.

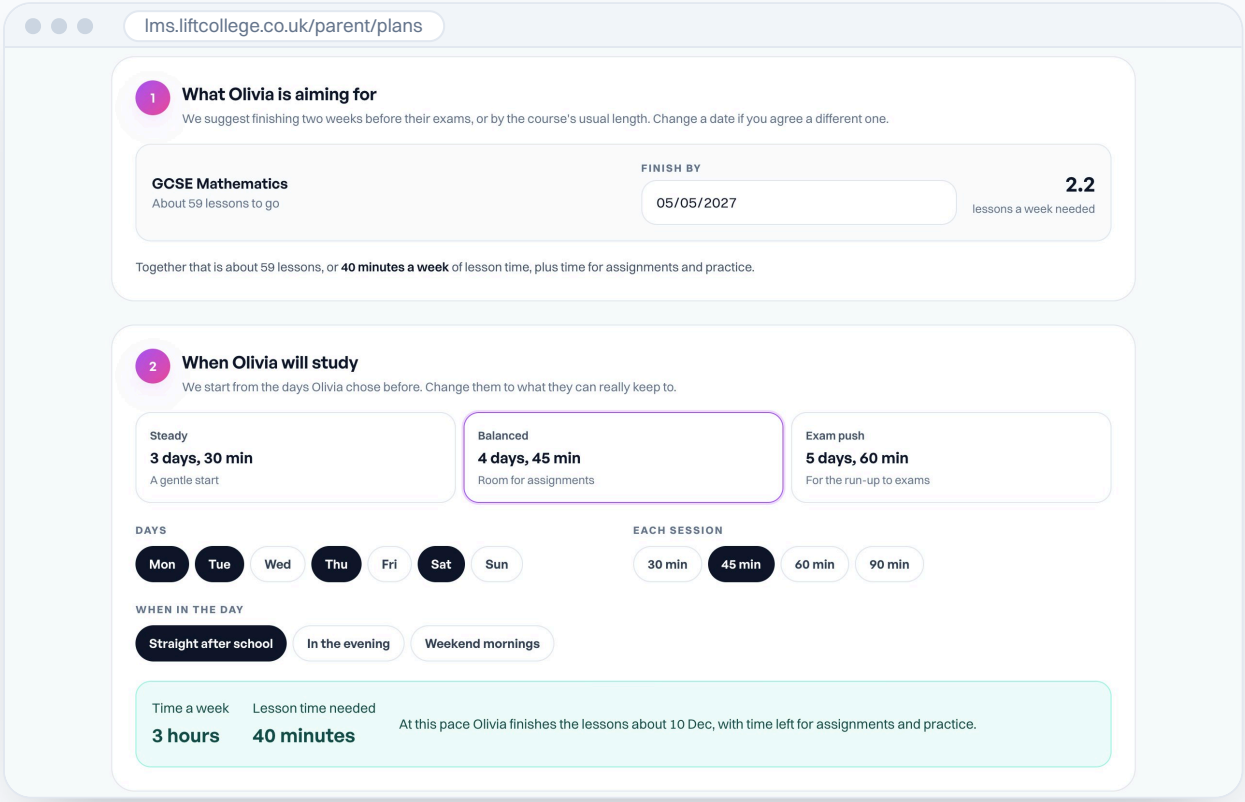
What you can and cannot see

You see your child's courses, study days, the work they hand in, their marks and their tutor's feedback. You cannot see their messages. Your child is told exactly what you can see.

STUDY PLANS

Make a study plan, together

Sit down with your child and build a plan in about 10 minutes. Every number comes from their course, so the plan is realistic from the start.



1 What they are aiming for

A finish date for each course. We suggest one from their exam dates or the usual course length.

2 When they will study

Pick the days and session length they can really keep to. We show what that pace means.

3 Milestones

A finish date for each unit, spaced out to the finish date.

4 If something gets in the way

Your child picks what is most likely to stop them, and what they will do instead.

5 How you will check in

A short weekly look at the plan together, and a review every few weeks.

6 Agree it

Send it to your child. They agree it, or suggest a change, from their own account.

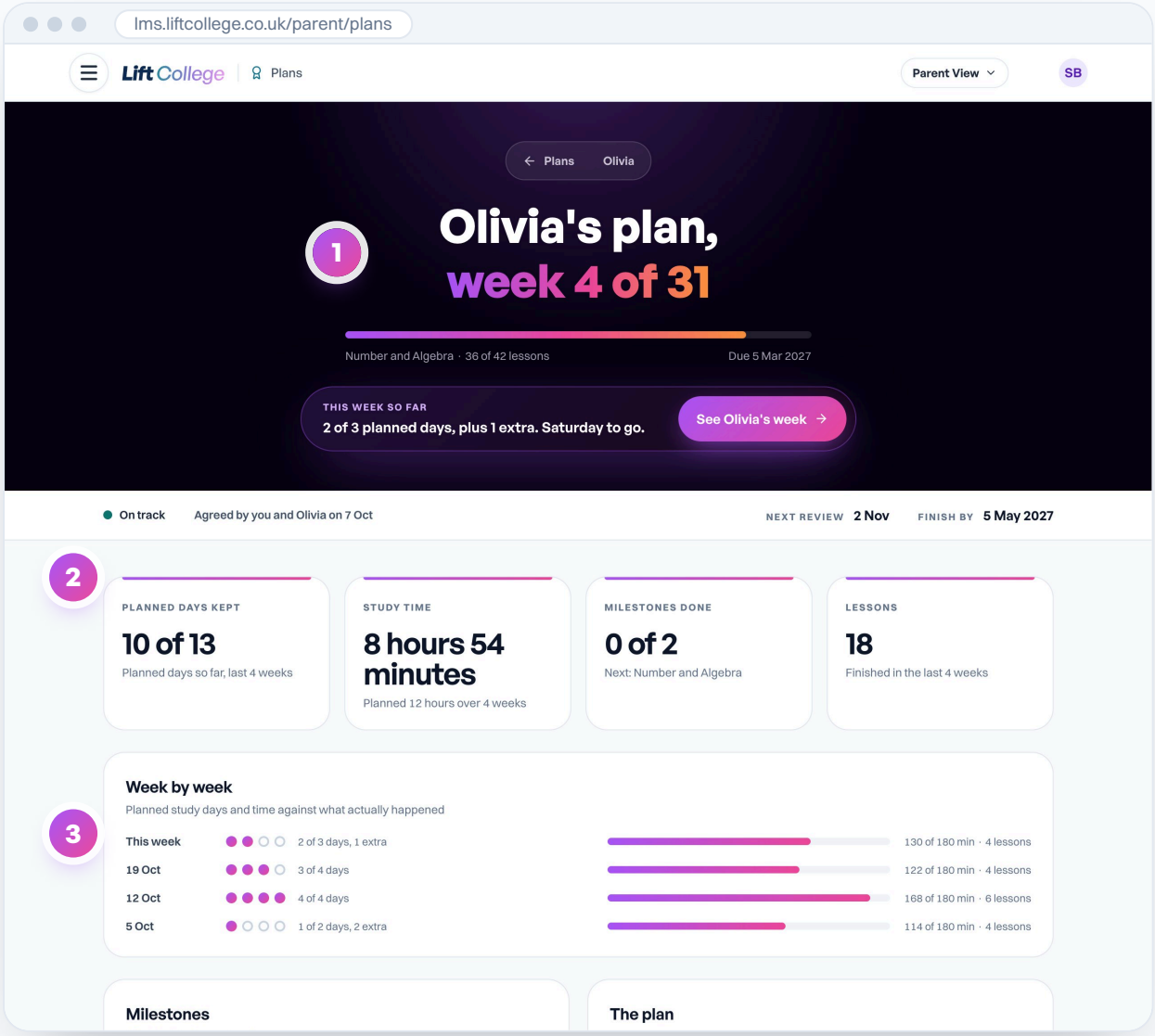
For guidance only

Study plans help a steady pace, but they do not replace the tutor. Your child must keep working with their tutor as they progress, to make sure they are on track for their exams, including entry deadlines and exam dates.

STUDY PLANS

Follow the plan, week by week

Once you have both agreed, the plan has its own page. Home, your alerts and your weekly summary all measure against it.



1 Where they are

Which week of the plan they are in, the next milestone and how this week is going.

2 Planned days kept

Planned days kept, study time against the time planned, milestones and lessons finished.

3 Week by week

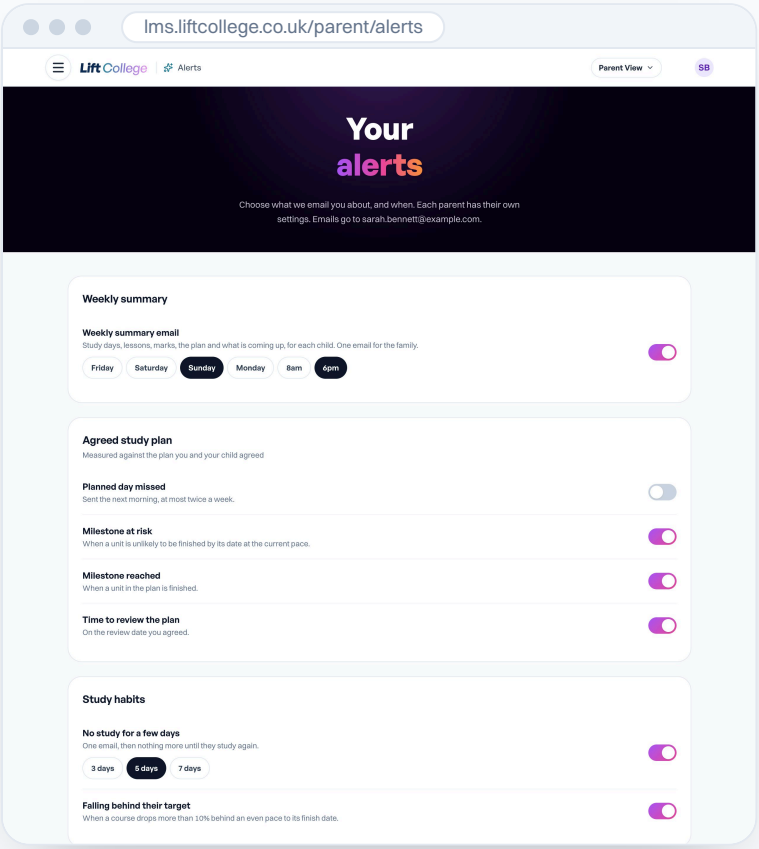
Planned study days and time against what actually happened, for the last four weeks.

Plans change. Use **Change the plan** at any time; the new version starts once you and your child have both agreed it again.

ALERTS

Hear about what matters

Choose what we email you about, and when. Turn each alert on or off with one tap. Each parent or guardian has their own settings.



Calm, not constant

Alerts are designed not to nag. A missed planned day is sent at most twice a week, and "no study for a few days" is sent once, then nothing more until they study again.

Weekly summary

- One email for the family on the day and time you choose: study days, lessons, marks, the plan and what is coming up.

Agreed study plan

- Planned day missed
- Milestone at risk
- Milestone reached
- Time to review the plan

Study habits

- No study for a few days (you choose 3, 5 or 7)
- Falling behind their target

Assignments and results

- Assignment handed in
- Assignment marked
- Returned work not picked up
- Certificate issued

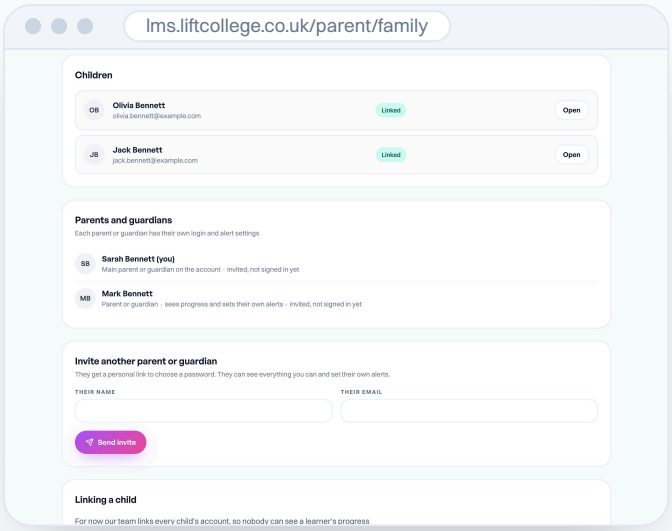
Exams

- Exam entry deadlines, 4 weeks and 1 week before
- Exam booking updates

FAMILY AND COURSES

Your family, and adding courses

Family shows who is linked to your account. Courses shows every course on liftcollege.co.uk.

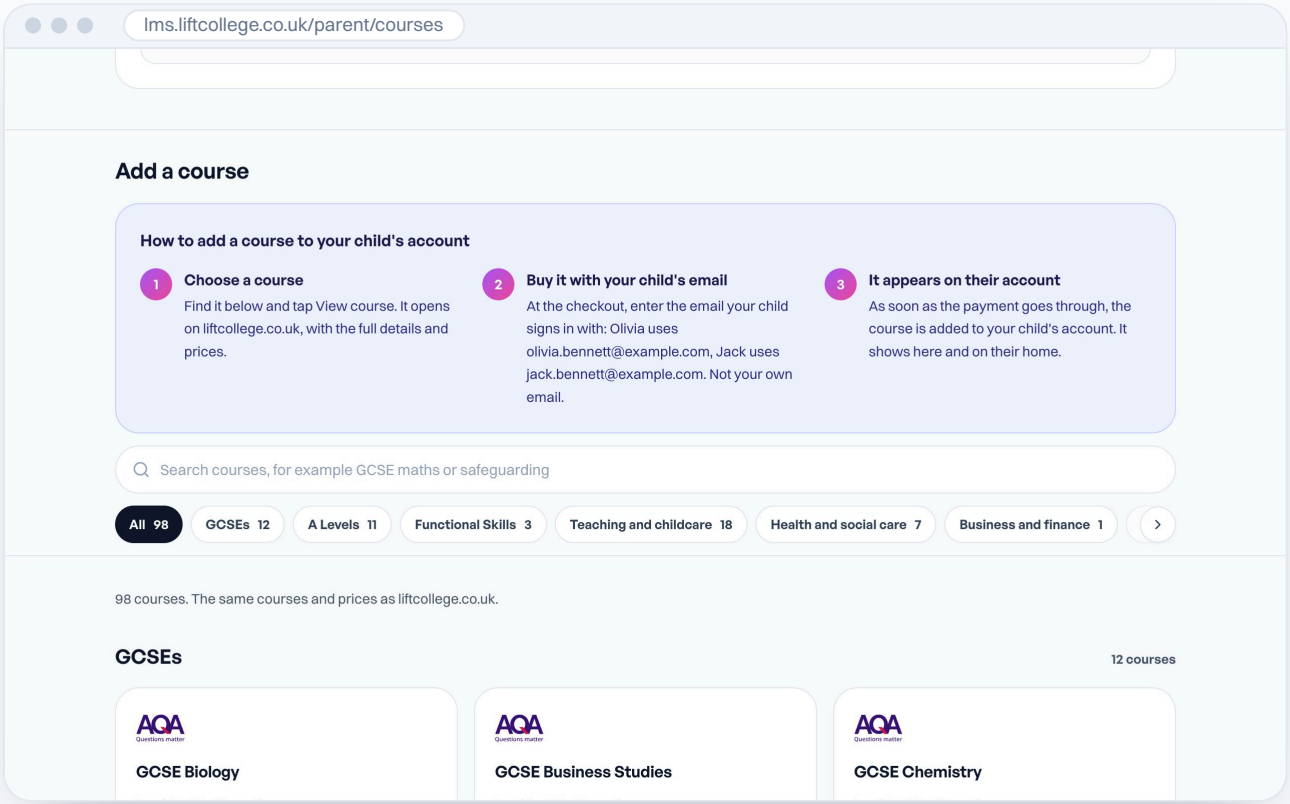


Parents and guardians

- See each child linked to your family, and open them in one tap.
- Invite another parent or guardian. They get a personal link to choose a password.
- Each of you has your own login and your own alert settings.
- To link a child, email info@liftcollege.co.uk and our team will do it for you.

Adding a course

Search or browse by area, then choose **View course**. Buy it on liftcollege.co.uk using **your child's sign-in email**, not your own, and the course is added to their account as soon as the payment goes through.



GETTING STARTED

Up and running in a few minutes

1 **We set up your family**

Email info@liftcollege.co.uk with your name and your child's name and sign-in email. Our team links your child's account to your family.

2 **Open your invitation**

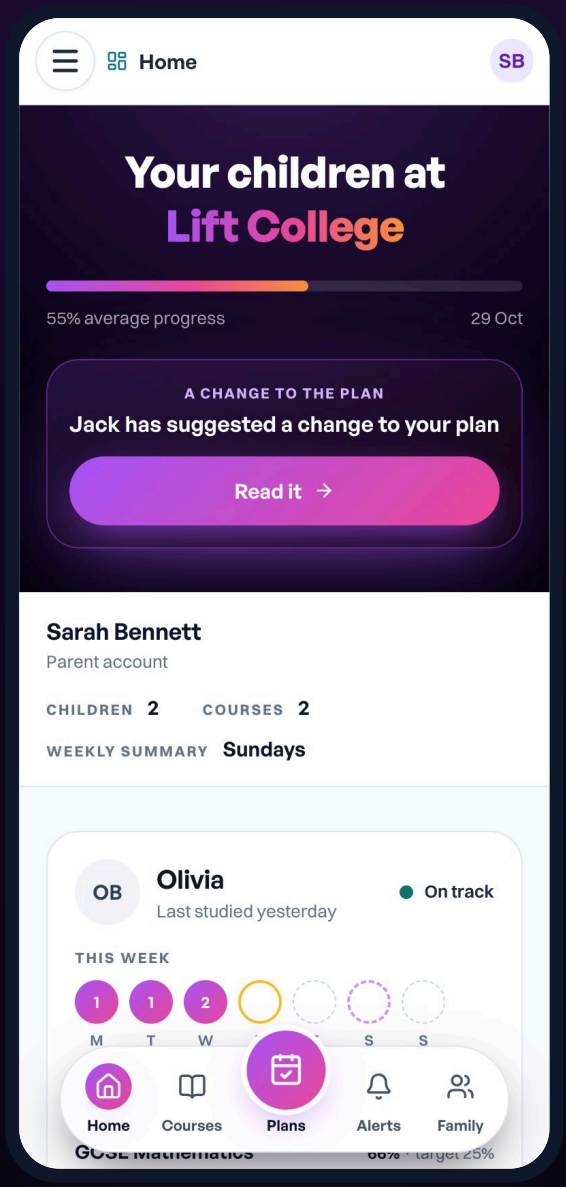
You get an email from Lift College with a personal link. Choose a password and you are in.

3 **Make a plan together**

Sit down with your child, build a study plan and choose your alerts. Your weekly summary starts straight away.

4 **On any device**

Sign in at lms.liftcollege.co.uk on your phone, tablet or computer. Your child keeps using their own account as normal.



Questions? We are here to help.

Email info@liftcollege.co.uk and our team will get back to you.

Lift College