



# Student Portal

How to guide for pupils



# Pupil information

Arbor Student Portal Access

How to log in

How to change your password

How to see homework

How to complete and submit homework

# What can I access and see?

Access your own personal area of the student portal.

The screenshot shows a student portal dashboard for Walton Priory Middle School. The user is identified as Chloe Wallace. The dashboard is divided into several sections:

- Header:** Walton Priory Middle School logo, user name "Chloe Wallace", "Sign out", "Help Centre", and "Arbor" notification.
- Profile:** A yellow box highlights the "Full name" field. Below it is a profile picture of a smiling face with sunglasses and the text "Form 7KD".
- Statistics:** A section titled "Statistics" containing:
  - Attendance (2022/2023):** 99.2% (Year), 94.7% (Last 4 weeks).
  - Conduct Points - this term:** 50 (This year: 192 points, Last term: 42 points).
- Overdue Assignments:** A list of assignments that are due but not submitted:
  - 7KD/Tu: TEST HOMEWORK - DO NOT COMPLETE (Due 04 Apr 2023) - Not submitted
  - 7KD/St: Ingredients (Due 20 Mar 2023) - Not submitted
- Assignments that are due:** A list of assignments due for submission:
  - 7KD/Ps: TEST HOMEWORK - DO NOT COMPLETE (Due 04 Apr 2023) - Waiting for student to submit
- Submitted Assignments:** A list of assignments that have been submitted:
  - 7KD/Ps: TESTING HOMEWORK (Due 04 Apr 2023) - Submitted - waiting for teacher to mark
  - 7KD/Tu: TRIAL HOMEWORK (Due 24 Mar 2023) - Submitted late
- Marked Assignments:** A list of assignments that have been marked:
  - 7KD/Ps: Test homework - do not complete (Due 04 Apr 2023) - Marked
- My Courses:** A list of courses the student is enrolled in:
  - English (KStg3): Year 7: 7KD/En
  - French (KStg3): Year 7: 7KD/Fr
  - Maths (KStg3): Year 7: 7KD/Ma
  - Music (KStg3): Year 7: 7KD/Mu
  - PE (KStg3): Year 7: 7KD/Pe
  - PSHE (KStg3): Year 7: 7KD/Ps
  - RE (KStg3): Year 7: 7KD/Re
  - Science (KStg3): Year 7: 7KD/Sc
- Other sections:** "Previous lesson" (13:45 - 15:15, Fri, 31 Mar 2023, Maths (KStg3): Year 7: 7KD/Ma), "Next lesson" (08:35 - 08:45, Mon, 17 Apr 2023, Year 7: 7KD), and "My Calendar" (No events to display).

You will be able to see the homework that has been set, complete your homework, submit it and have it marked (if your teacher has selected this option).

Overdue Assignments	
7KD/Ps: TEST HOMEWORK - DO NOT COMPLETE (Due 04 Apr 2023)	Not submitted ▶
7KD/Tu: TEST HOMEWORK - DO NOT COMPLETE (Due 04 Apr 2023)	Not submitted ▶
7KD/St: Ingredients (Due 20 Mar 2023)	Not submitted ▶

Submitted Assignments	
7KD/Ps: NO MARK HW - TEST (Due 04 Apr 2023)	Submitted ▶
7KD/Ps: TESTING HOMEWORK (Due 04 Apr 2023)	Submitted - waiting for teacher to mark ▶
7KD/Tu: TRIAL HOMEWORK (Due 24 Mar 2023)	Submitted late ▶

Marked Assignments	
7KD/Ps: Test homework - do not complete (Due 04 Apr 2023)	Marked ▶

My Courses	
English (KStg3): Year 7: 7KD/En	▶
French (KStg3): Year 7: 7KD/Fr	▶
Maths (KStg3): Year 7: 7KD/Ma	▶
Music (KStg3): Year 7: 7KD/Mu	▶
PE (KStg3): Year 7: 7KD/Pe	▶
PSHE (KStg3): Year 7: 7KD/Ps	▶
RE (KStg3): Year 7: 7KD/Re	▶
Science (KStg3): Year 7: 7KD/Sc	▶
Geography (KStg3): Year 7: 7KD/Ge	▶
History (KStg3): Year 7: 7KD/Hi	▶
7KD/Tu	▶
Competitive Sports (KStg3): Year: 7KD/Cs	▶
STEM (KStg3): Year 7: 7KD/St	▶
Reading For Pleasure (KStg3): Yea: 7KD/R	▶

# How to log in

1. Access your email through Office365.  
E.g. [23smithh@waltonpriory.staffs.sch.uk](mailto:23smithh@waltonpriory.staffs.sch.uk)  
Your password is the same as your computer login.
2. Find the email from Arbor – student portal login
3. Open up Arbor on a new tab – type your email in the top box and then copy and paste password in.


Once you have logged in here you can then log in from anywhere – home computer, phone, tablet etc.

# How to change your password

Create your new password by clicking on your face on the student portal page.

Walton Priory Middle School

My Items ▾

 **Full name**  
Form 7KD

**Previous lesson** ▶  
13:45 - 14:15  
Fri, 31 Mar 2023  
Maths (K1tg3): Year 7:  
7KD/Ma  
Room: RH6  
Mr Chandler

**Next lesson** ▶  
08:35 - 08:45  
Mon, 17 Apr 2023  
Year 7: 7KD >  
Room: SC2  
Miss Dawson

**My Calendar** ▶  
No events to display.

Click here

Walton Priory Middle School

Chloe Wallace [Sign out](#) [Help Centre](#) [Arbor](#)

My Items ▾

**My Account**

**Login Details**

Username	cwallace3157
Password	<a href="#">Click to change password</a>

Click here

## Change password

Current password\*

New password\*

Confirm password\*

Complete me

# How to see homework

Full name



Form 7KD

### Previous lesson ▶

13:45 - 15:15  
Fri, 31 Mar 2023  
**Maths (KStg3): Year 7:**  
7KD/Ma >  
Room: RM6  
Mr Chandler

### Next lesson ▶

08:35 - 08:45  
Mon, 17 Apr 2023  
**Year 7: 7KD >**  
Room: SC2  
Miss Dawson

### My Calendar ▶

No events to display.

### Statistics

#### Attendance (2022/2023)

**99.2%** 99.2% Year  
94.7% Last 4 weeks

#### Conduct Points - this term

**50** This year: 192 points  
Last term: 42 points

### Overdue Assignments

- 7KD/Tu: **TEST HOMEWORK - DO NOT COMPLETE** (Due 04 Apr 2023) Not submitted ▶
- 7KD/St: **Ingredients** (Due 20 Mar 2023) Not submitted ▶

### Assignments that are due

- 7KD/Ps: **TEST HOMEWORK - DO NOT COMPLETE** (Due 04 Apr 2023) Waiting for student to submit ▶

### Submitted Assignments

- 7KD/Ps: **TESTING HOMEWORK** (Due 04 Apr 2023) Submitted - waiting for teacher to mark ▶
- 7KD/Tu: **TRIAL HOMEWORK** (Due 24 Mar 2023) Submitted late ▶

### Marked Assignments

- 7KD/Ps: **Test homework - do not complete** (Due 04 Apr 2023) Marked ▶

### My Courses

- English (KStg3): Year 7: 7KD/En ▶
- French (KStg3): Year 7: 7KD/Fr ▶
- Maths (KStg3): Year 7: 7KD/Ma ▶
- Music (KStg3): Year 7: 7KD/Mu ▶
- PE (KStg3): Year 7: 7KD/Pe ▶
- PSHE (KStg3): Year 7: 7KD/Ps ▶
- RE (KStg3): Year 7: 7KD/Re ▶
- Science (KStg3): Year 7: 7KD/Sc ▶

You can click on any of these to look at, submit or check.

You don't get a notification for homework – you will have to login and check your homework daily.

# How to complete and submit homework

Walton Priory Middle School

My Items

Sign out Help Centre

Assignments

Assignment

Assignment: <b>TEST HOMEWORK - DO NOT COMPLETE</b>

**TEST HOMEWORK - DO NOT COMPLETE**

Title	TEST HOMEWORK - DO NOT COMPLETE
Due	04 Apr 2023 - Overdue
Course	PSHE (KStg3): Year 7: 7KD/Ps
Marking	Comment only
Status	Late
Submission Type	Submit via Arbor

**Student Instructions**

Instructions	ABCDEFG
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**My Submissions**

Drag or click to upload

Mark as submitted

Clicking on an assignment will take you to this page

You can drag a document or image into this box to submit your homework.

This will then show in their markbook.

If your teacher wants you to submit your homework online or acknowledge that you have completed it you will see this green box and will need to click it once you have completed your homework.