

# Student Quay User Guide

## What is Student Quay?

Student Quay is a student web site which can be accessed both internally within the college network and externally from home via the Priestley College website. Student Quay provides a variety of important and useful information from your student timetable to your higher education progression references. This guide will detail how to access Student Quay and where you can access your student profile, timetable, attendance statistics and other reports.

## How do I access Student Quay?

To begin, you will need to point your browser to the Student Quay URL. If you are accessing Student Quay internally, you can find the link to Student Quay on the Student Menu in the bottom right corner of desktop when you log on to a college computer:



If you are accessing Student Quay externally. You can find the link at the bottom of the Priestley College Website ([www.priestley.ac.uk](http://www.priestley.ac.uk)). Simply click on the 'Sixth Form Student Login' button and you will be redirected to the login page.

## Log In



Upon opening Student Quay you will be presented with a login page. On this page, simply enter the same credentials you use to log on to the college network. eg. Username: ab04123456, Password: mypassword

Upon clicking on the Student Quay link, the browser will launch and redirect you to the login page. On this page, simply enter the same credentials you use to log on to the college network.

You will then be redirected to the Profile page upon a successful login. To navigate around the site simply use the Navigation on the left hand side of the page and click on the icon to take you to that page.

## Profile Page

The profile page contains all your basic information as it is stored within the college database. Everything from your student ID number to your email address is shown here. It is important for you to ensure that the data that is shown here is up to date and correct. If any of the details shown are incorrect or outdated, inform Student Services and they will update your details accordingly.

College announcements and personal messages that are relevant to you may also be displayed at the bottom of the page.

## Timetable

The timetable page of Student Quay presents you with your college timetable in a format that may be familiar to you from your printed timetable. The timetable shows information such as start time and end time, the room number, class title and class tutor. This information is constantly updated and is linked with the college database.

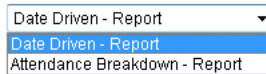
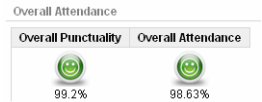
Map of College

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:45	Block A Room: 101 to 115 Classroom with Open Table/Printer/Storage		Block E		Block F Room: 101 to 115 Classroom Table/Printer/Storage
10:00	Block B Room: 121 to 135 Classroom Table/Printer/Storage	Block B	Block F Room: 101 to 115 Classroom Table/Printer/Storage	Block A Room: 101 to 115 Classroom Table/Printer/Storage	Block D Room: 101 to 115 Classroom Table/Printer/Storage
11:15	Block C Room: 116 to 130 Classroom Table/Printer/Storage	Block O	Block D	Block B Room: 121 to 135 Classroom Table/Printer/Storage	Block E Room: 136 to 150 Classroom Table/Printer/Storage
12:00					
12:15	Block E Room: 121 to 135 Classroom Table/Printer/Storage	Block B Room: 121 to 135 Classroom Table/Printer/Storage	Block A Room: 101 to 115 Classroom Table/Printer/Storage	Block F Room: 101 to 115 Classroom Table/Printer/Storage	Block C Room: 116 to 130 Classroom Table/Printer/Storage
13:00					

If you require a new printed timetable, simply click the 'Printer Friendly Timetable' button which will direct you to a full page timetable and then use the Print option within the browser to print off your timetable. A map of the college is also provided which shows every room within the college and its corresponding room number, this can be accessed by linking on the 'Map of College' link at the top of the timetable.

## Attendance

The attendance page of Student Quay allows you to view many statistics of your attendance. When you first load the attendance page you are presented with your overall attendance and punctuality scores. This shows your overall figures for the current year up to the current date.

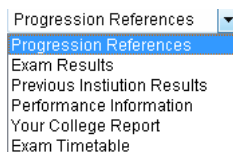


By selecting the 'Attendance Breakdown - Report' option of the drop down menu you can see a breakdown of your overall attendance. This is useful to inspect if you notice a decrease in your attendance percentage as you can see where your attendance has been affected and resolve any errors with your tutors if your attendance has been incorrectly marked.

Selecting the 'Attendance Breakdown - Report' option of the drop down menu allows you to find your punctuality and attendance figures for each of your classes between two dates.

## Reports Section

The reports section of Student Quay allows you to view a variety of reports and to view your exam results. To navigate through the reports section use the options within the 'Report Type' drop down menu. Not all of the options may be available at first such as the Progression References option which is not available until around the end of your first academic year at Priestley.



## Progression References

The progression references page shows your predicted grade and final grade for each of your classes. The final grade shown here is the grade that is sent along with your reference shown below the grades to UCAS attached to your UCAS application. From this page you can also accept that you are happy with your reference to be sent off when required to.

## Exam Results

The exam results page shows all of your results from every exam you have undertaken whilst at Priestley College. This includes both first and second year results. A breakdown of each module is also shown below the final grades, detailing each module individually with both the marks and grade achieved.

Reports and Exams

Report Type: **Exam Results**

Final grades

Academic Year	Status	Module Level	Subject	Grade
2010	Completed	3AO	Computing A1	
2010	Completed	3AO	Electronics A1	
2010	Completed	3AO	Maths (Mechanics) A1	
2010	Completed	3AO	Physics A1	
2010	Completed	TU	Spanish Foundation	
2011	Completed	3AO	Computing A2	

Exam Results by Academic Year

Academic Year	Subject	Exam Period	Option Code	Grade And Marks	Grade
2011	Extended Project	Summer	9990		
2011	GCE A2 Level Computing	January	F453		
2011	GCE A2 Level Computing	Summer	H447		
2011	GCE A2 Level Computing	Summer	F454		
2011	GCE A2 Level Computing	Summer	F453		
2011	GCE A2 Level Electronics	Summer	ELE54		
2011	GCE A2 Level Electronics	Summer	ELE55		
2011	GCE A2 Level Electronics	Summer	F451		
2011	GCE A2 Level Electronics	Summer	ELE56		
2011	GCE A2 Level Mathematics (ME)	January	4752A		
2011	GCE A2 Level Mathematics (ME)	January	4751		
2011	GCE A2 Level Mathematics (ME)	Summer	4771		

## Previous Institution Results

The previous institution results page shows all your results which you had previously achieved prior to your entry at Priestley. This details all your grades for all your GCSEs and any other examinations.

## Performance Information

The performance information page shows a breakdown of your performance within each subject after each academic period. This report shows your target grade which you should be aiming to achieve, your predicted grade which your tutor has predicted you will achieve and effort, participation and deadline scores on a scale of 1-5, with 1 being the highest you can achieve. Any cause of concern levels and praises from your tutors are also shown here. The information here is updated after each academic period.

Performance Information

Period	Subject	Target	Predicted	Effort	Participation	Deadline	Concern	Praise
1	AS Chemistry Block F 2011	B	B	2	1	2	N	Y
2	AS Chemistry Block F 2011	B	B	1	1	1	N	1 - 2

## Your College Report

The College Report page shows a breakdown of each of your subjects and a report written by each of your tutors. From this page you can view each report and also print off the report if you so wish.

Reports and Exams

Report Type: **Your College Report**

Your College Report

You will find below your classes and a report written by your tutors.

Subject Tutor	Class	View Report	Print Report
RACHEL WILLIAMSON	A2 Computer Studies Block G 2011		
ADRIAN BIRCHENROUGH	A2 Electronics Block D 2011		
PAUL MAGSON	A2 Maths with Decision Block B 2011		
STEPHEN PENNINGTON	Extended Project gp2 Block F 2011		

## Exam Timetable

The Exam Timetable page shows each of your upcoming exams detailing the date and time of each exam, where it will take place and also your seating number. Your venue and/or seating number may not be allocated at first so it is recommended to regularly check your exam timetable for any changes. Any clashes and in which order they will be taken is also shown.