

Quick Guide to The Virtual Academy Parental Dashboard

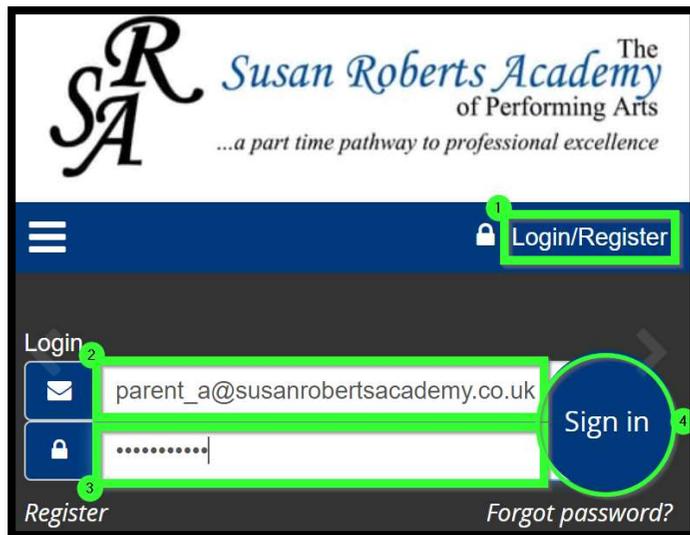
Logging In

Open a web browser and go to <https://srapa.co.uk>

On a desktop



On a mobile



Enter your email and password and select **Sign In** to be taken to your dashboard.

Your dashboard

After logging in you will be shown the Dashboard Overview.

At a glance you can see which student(s) are registered to your account, what classes the student(s) are currently timetabled in, outstanding fees and their next upcoming lesson.

To access a student record, click their Initials or Name.

The screenshot shows the dashboard overview page. At the top left is the logo for Susan Roberts Academy of Performing Arts, with the tagline "...a part time pathway to professional excellence". To the right of the logo, the text reads "The Susan Roberts Academy of Performing Arts", "07766 761267", and "admin@susanrobertsacademy.co.uk". In the top right corner, there is a "Logout" button. Below the header, a blue bar contains the text "Hi Parent Forename, you are viewing:" followed by a dropdown menu set to "Overview" and a "Menu" button. Below this, there is a light blue box with a "Request Fee" button. The text "Total Outstanding: £111" is displayed in red. A grey box contains the text "Parent Forename Parent Surname". At the bottom, a white box with a green border contains a circular icon with the initials "SS", the text "Student Forname Student Surname", "Example Class: Monday 12:00 - 13:00", and "£111 outstanding".

The screenshot shows the student record page. At the top, there is a dropdown menu set to "Overview" and a menu icon. Below this, there is a light blue box with a "Request Fee" button. The text "Total Outstanding: £111" is displayed in red. A grey box contains the text "Parent Forename Parent Surname". Below this, a white box with a green border contains a circular icon with the initials "SS", the text "Student Forname Student Surname", "Example Class: Monday 12:00 - 13:00", and "£111 outstanding". At the bottom, the text "The Susan Roberts Academy of Performing Arts" and the "Friendly Manager" logo are visible.

Student Records

- Profile** The details we hold about this student and which contacts are associated with their record; please ensure all medical information is kept up to date.
- Fees** The current fees applied to the student's account.
- Events** A personalised timetable of all upcoming lessons for the student; **you can acquire all upcoming Zoom links from this section.**
- Attendance** Our attendance records for the student.
- Membership** A list of classes the student is timetabled into.

Hi Parent Forename, you are viewing: Edit Menu

Student Forename Student Surname

Profile **Fees** **Events** **Attendance** **Membership**

Email		
Primary Phone		
Alternate Phone		
Gender	Female	
Date Of Birth	01/02/2000	Age: 20 years
Join Date	26/04/2020	Member For: 2 days
Student Classes	Virtual Tap Grade 4: Saturday 11:20 - 12:20 Virtual Tap Grade 1: Saturday 14:00 - 14:45 Example Class: Monday 12:00 - 13:00	

Student Forename Student Surname Edit Menu

Profile **Fees** **Events** **Attendance** **Membership**

Email

Phone

Alternate

Gender Female

Date Of Birth 01/02/2000

Join Date 26/04/2020

Student Classes Virtual Tap Grade 4: Saturday 11:20 - 12:20
Virtual Tap Grade 1: Saturday 14:00 - 14:45
Example Class: Monday 12:00 - 13:00

Address Example
Example

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Contact Records

You can update your contact details (number, address changes etc.) by selecting the appropriate contact from the drop-down menu and selecting the edit button as shown below.

Hi Parent Forename, you are viewing:

[Parent Forename Parent Surname](#) [Edit](#) [Menu](#)

Parent Forename Parent Surname

Overview

Parent Forename Parent Surname

Student Forname Student Surname

Name	Parent Forename	Parent Surname
Email	parent_a@susanrobertsacademy.co.uk	
Primary Phone	01305913955	
Alternate Phone	013591395031	
Gender		
Date Of Birth		
Join Date	26/04/2020	Member For: 2 days
Address		

Parent Forename Parent Surname [Edit](#) [Menu](#)

Overview

Parent Forename Parent Surname

Student Forname Student Surname Surname

Email parent_a@susanrobertsacademy.co.uk

Phone 01305913955

Alternate 013591395031

Gender

Date Of Birth dd/mm/yyyy

Join Date 26/04/2020

Address

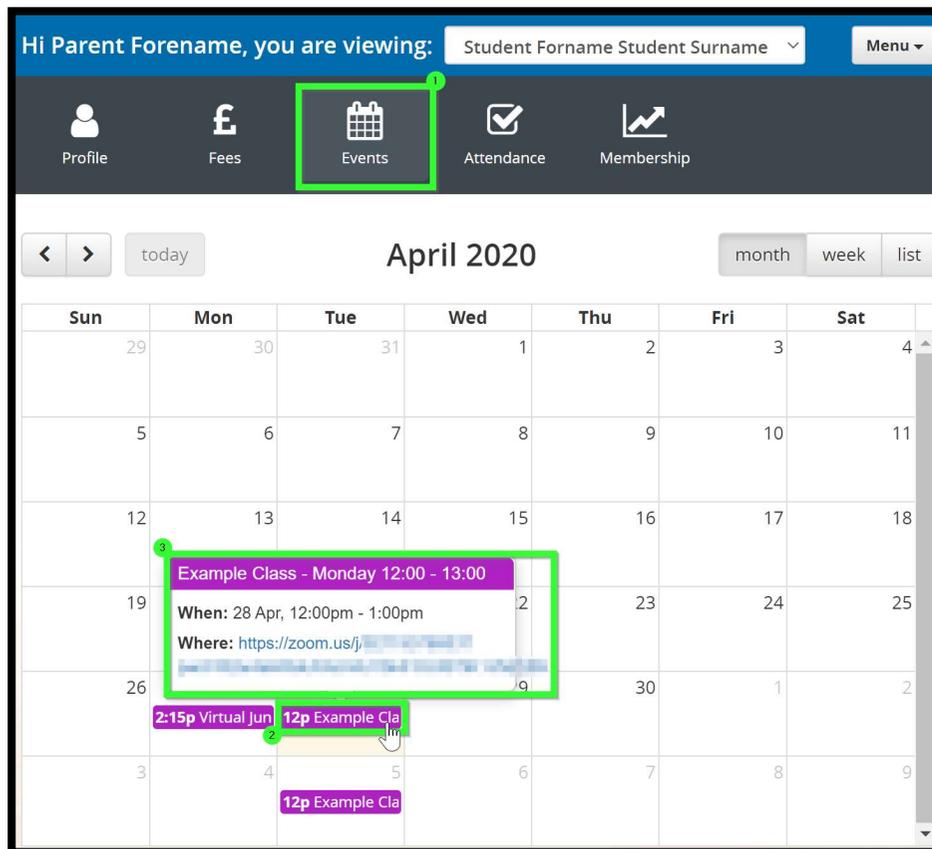
Medical

Privacy Allow

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Finding your Zoom meeting code

Emails containing the Zoom link for each session will be sent 15 minutes prior to the session. You can access all upcoming Zoom meeting links from the **Events** section of a student record as shown below:

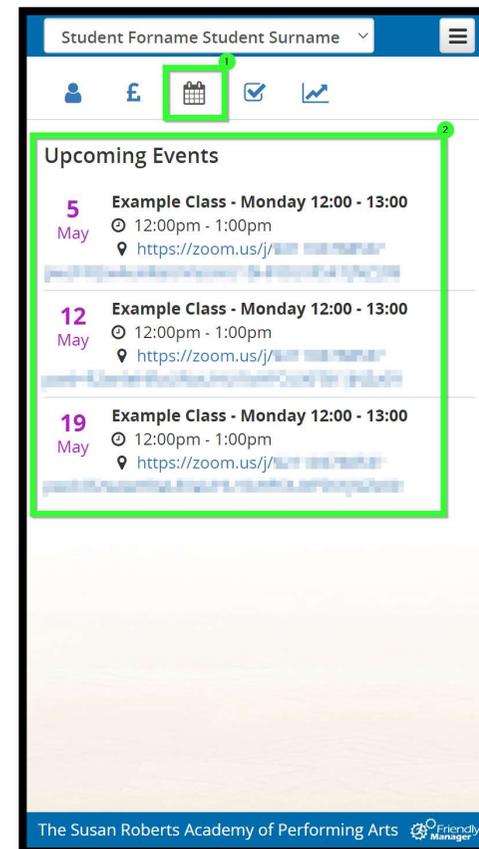


Hi Parent Forename, you are viewing: Student Forname Student Surname

Profile Fees **Events** Attendance Membership

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Example Class - Monday 12:00 - 13:00 When: 28 Apr, 12:00pm - 1:00pm Where: https://zoom.us/j/...		2	23	24	25
26	2:15p Virtual Jun	12p Example Cla	9	30	1	2
3	4	5	6	7	8	9
		12p Example Cla				



Student Forname Student Surname

Profile Fees **Events** Attendance Membership

Upcoming Events

- 5 May** Example Class - Monday 12:00 - 13:00
12:00pm - 1:00pm
<https://zoom.us/j/...>
- 12 May** Example Class - Monday 12:00 - 13:00
12:00pm - 1:00pm
<https://zoom.us/j/...>
- 19 May** Example Class - Monday 12:00 - 13:00
12:00pm - 1:00pm
<https://zoom.us/j/...>

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