

## Taking a Register

When you log in to PARS Connect, the first thing you will see is your diary.

Your lessons will be colour-coded, depending on whether you are covering them, and whether the register has statutory marks.

	Not covering	Covering
<b>Not statutory (academic lesson)</b>		
<b>Statutory (usually form group)</b>		

Click on a register to open it.

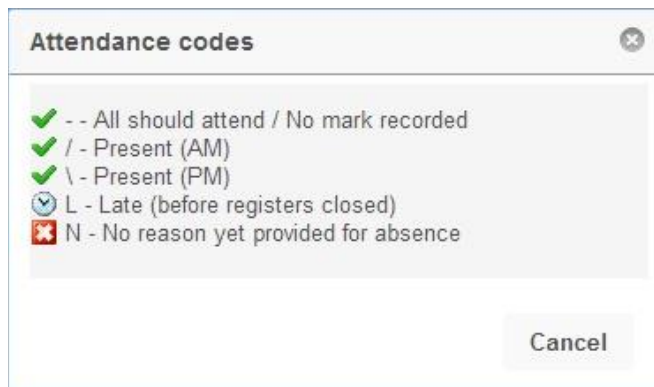
Student	AM	Wed:1	Wed:2	Wed:3	Wed:4	PM	Wed:5
Abbot, Andrew (8E) Dd	/	/	/	-	-	-	-
Agathocleous, Stelios (8E)	/	/	/	-	-	-	-
Aldridge, Courtney (8E)	T	T	T	T	T	T	T
Anderton, Wesley (8E)	/	/	/	-	-	-	-
Arkwright, Shaun (8E)	/	/	/	-	-	-	-
Bandaras, Maria (8E)	/	/	/	-	-	-	-
Biggleswick, Jerry (8E)	/	L005	/	-	-	-	-
Blimpkin, Lee (8E)	/	/	/	-	-	-	-
Cantabrigian, Rebecca (8E)	/	/	/	-	-	-	-
Canterbury, Fiona (8E)	/	/	/	-	-	-	-
Copper, Kara (8E)	/	/	/	-	-	-	-
Dalli, Thabie (8E)	/	/	/	-	-	-	-
Donaghan, Tiffany (8E)	/	/	/	-	-	-	-
Elker, Hank (8E)	N	N	N	-	-	-	-

You can see attendance data for the whole day.

The current period (3) is highlighted.

You can enter marks for pupils by click the buttons on your keyboard. Use N to mark a pupil absent, slash (/ or \) to mark a pupil present, and L to mark them late. If you mark a pupil late, you will also need to enter how many minutes late they were.

You can also left-click in the column for this register (for example, Wed:3 in the screenshot above) to see a list of the attendance codes that are available to you.



Single click on the attendance code that you want to use.

You may have access to different attendance codes, depending on your permissions.

You can also click on a pupil's name in the register to change their attendance mark. When you have completed your register, buttons will appear at the top-right allowing you to save. **You will not be able to save your register until you have entered marks for ALL pupils.**



Click "Save" to save the register but keep it open, or "Save+Close" to save the register and return to your diary.

## Alternative Methods to Access Registers

### Via a teacher's timetable

You can view other staff members' timetables and access their registers. To do this you must go back to the homepage in PARS. Click the house button in the dark blue bar at the top of PARS.



The alias button is used to access other staff members' timetables. The alias button appears at the top right of the timetable.

	Monday, July 11	Tuesday, July 12	Wednesday, July 13	Thursday, July 14	Friday, July 15
08:00					
09:00	Full Staff Meeting Meeting	KS3 Assembly Assembly			KS4 Assembly Assembly
10:00					11x/Re3 Humanities Room 2 (H2) Fri:1
11:00					7A/Gg Humanities Room 1 (H1) Fri:2








































Clicking the alias button will open a window with a list of all staff members. Teachers are shown at the top of the list. Click on a teacher's name to view their timetable. You will then be able to take their registers.

Via the take a register page

All of the day's registers can be viewed on the **Take a register** page. This page is accessed via:

**Main menu > Attendance > Take a register**

52
Date: 11/07/2016

Teacher	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5
Abell, Mrs Anita (11D)	 11D	 10y/Sc2				 11D	 13A/Bi1
Andrews, Mrs Selina (11E)	 11E	 7A/Sc	 7A/Sc	 11x/Sc3		 11E	
Asif, Mrs Mina		 8y/En3		 7y/Ma3	 8x/En3		
Atkinson, Mr John			 7F/En	 10x/En1	 8x/En1		 11x/En1
Barnes, Ms Theresa (9C)	 9C	 7C/Sc	 7C/Sc	 11x/Ch1		 9C	 8A/Sc
Blacker, Mr Adrian				 8B/Re			 11y/Re3
Brown, Mr James (10A)	 10A	 12A/Te 1		 13V1/It1	 13V1/It1	 10A	 11y/Re2
Brown, Mr Paul		 9x/Dt1	 9x/Dt1	 13D/Bs1	 13D/Bs1		 10B/He1
Burrows, Miss Katie		 9y/Ar1	 8x/Ar1		 7A/Ar		 10B/Ar1

All of the day's registers will be shown. By default the page will be ordered alphabetically by staff members' surnames. You can order the page by class code by clicking on one of the column headers.

By default, today's registers will be shown. You can change the date by clicking the date selector button at the top left of the page.

Once you have found the register you want to take, click on it to open it.