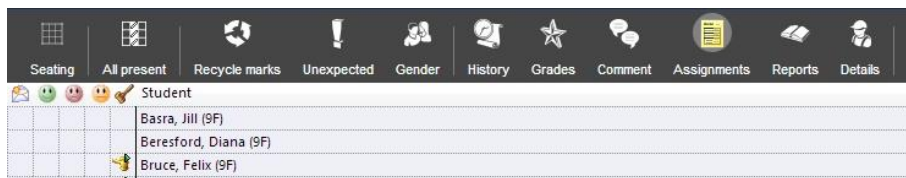


Creating a Homework Assignment

You can use PARS to log and record your homework assignments for your class. You will be able to see the previous assignments that have been set within the class as well as who has done their homework and what grades were given. Parents can also access this data using TASC Software’s parental portal, Insight.

To create a new homework assignment or view an old one, click the “Assignments” button from the top toolbar in your register.

NB if you do not have an Assignments button in your register, ask your network manager to give you a permission called “Access assignment diary” from the “Assignment Diary” section.

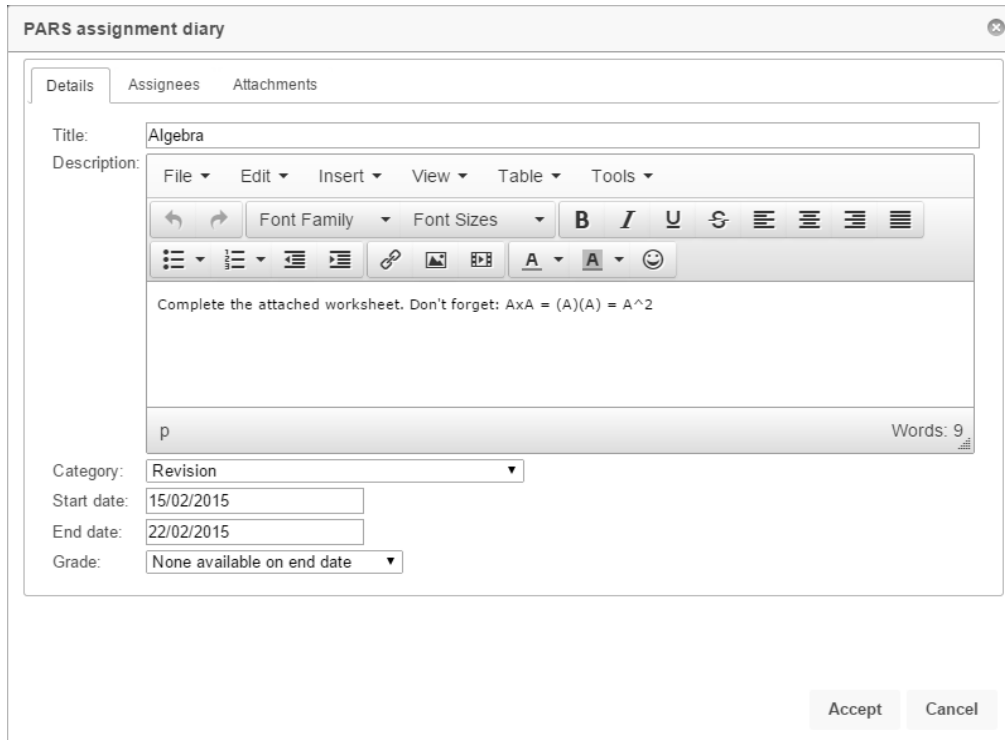


This opens the assignment diary window, where staff can manage homework.

Category	Title	Description	Start date	End date	Teacher	
Revision	Algebra	Complete the attached worksheet. Don't forget: $A \times A = (A)(A) = A^2$	15/02/2015	22/02/2015	Miss F Burton (8C)	+ Add
Evaluation	Measurements Test	Complete the assignment given out in class today.	01/02/2015	08/02/2015	Miss F Burton (8C)	✎ Edit
Revision	Measurements 2	Complete all questions on the attached worksheet, except question 12.	25/01/2015	01/02/2015	Miss F Burton (8C)	📄 Clone
Revision	Measurements 1	Complete the attached worksheet, which follows on from our work in class today.	18/01/2015	25/01/2015	Miss F Burton (8C)	- Delete
						✉ Email
						★ Grades
						Close

Creating a New Assignment

Click the “Add” button from the top right of the window.



The screenshot shows the 'PARS assignment diary' window with the 'Details' tab selected. The 'Title' field contains 'Algebra'. The 'Description' field contains a rich text editor with a menu (File, Edit, Insert, View, Table, Tools) and a toolbar (undo, redo, font family, font sizes, bold, italic, underline, link, unlink, list, indent, outdent, image, video, audio, text color, background color, smiley). The description text is 'Complete the attached worksheet. Don't forget: AxA = (A)(A) = A^2'. Below the text is a word count of 'p' and 'Words: 9'. The 'Category' dropdown is set to 'Revision'. The 'Start date' is '15/02/2015' and the 'End date' is '22/02/2015'. The 'Grade' dropdown is set to 'None available on end date'. At the bottom right are 'Accept' and 'Cancel' buttons.

You need to give your assignment a Title, which is its name. You can also give an optional description, which explains what the assignment involves.

You must give your assignment a start and end date – these are the dates where the assignment was initially set and the hand-in date.

You also have the option to select a category for your homework assignment. These will need to be configured in advance.

Once you have entered these details, click the “Assignees” tab at the top of the window.

PARS assignment diary ✕

Details Assignees Attachments

Student	Start	End	Status	Comment	Grade
Arkwright, Deborah	<input type="text"/>	<input type="text"/>		...	
Bruce, Felix	<input type="text"/>	<input type="text"/>		...	
Ching, Lee	<input type="text"/>	<input type="text"/>		...	
Flannigan, Flora	<input type="text"/>	<input type="text"/>		...	
Franks, Douglas	<input type="text"/>	<input type="text"/>		...	
Giannelli, Isabelle	<input type="text"/>	<input type="text"/>		...	
Henderson, Mark	<input type="text"/>	<input type="text"/>		...	
Kate, Doran	<input type="text"/>	<input type="text"/>		...	






Received all

Issue Merits

Issue Demerits

Accept Cancel

You will see a list of pupils in your class – these pupils will be expected to complete the homework. You mark the homework using the icons to the right of the pupils’ names.

-  Exception - the pupil is not required to complete the assignment
-  Pending - the pupil has not yet submitted the homework
-  Complete - the pupil submitted the assignment in good time
-  Late - the pupil submitted the assignment late
-  Incomplete - the pupil has not (and will not) complete the assignment

You can set alternative start and end dates for pupils if required, or add comments.

Once done, click the Accept button at the bottom right to save the homework.

Sending Emails

You can send emails from the assignment diary to either students or parents. To do this, first click on the assignment that you are emailing about, then click the “Email” button.

Category	Title	Description	Start date	End date	Teacher	
Revision	Algebra	Complete the attached worksheet. Don't forget: $A \times A = (A)(A) = A^2$	15/02/2015	22/02/2015	Miss F Burton (8C)	+ Add
Evaluation	Measurements Test	Complete the assignment given out in class today.	01/02/2015	08/02/2015	Miss F Burton (8C)	✎ Edit
Revision	Measurements 2	Complete all questions on the attached worksheet, except question 12.	25/01/2015	01/02/2015	Miss F Burton (8C)	📄 Clone
Revision	Measurements 1	Complete the attached worksheet, which follows on from our work in class today.	18/01/2015	25/01/2015	Miss F Burton (8C)	✖ Delete
						✉ Email
						★ Grades






This will open a window where you can compose your message. You need to give your email a subject at the top of the window and a body in the middle.









Select who you want to email from the bottom of the window then click “Send”.

PARS assignment diary ✕

Email subject:

File ▾ Edit ▾ Insert ▾ View ▾ Table ▾ Tools ▾

↶ ↷
 Font Family ▾ Font Sizes ▾
 B *I* U     

   
  
A ▾ A ▾ 

Hi {FORENAME}

You can enter free text here, or enter mail merge fields by clicking **Insert > Field**

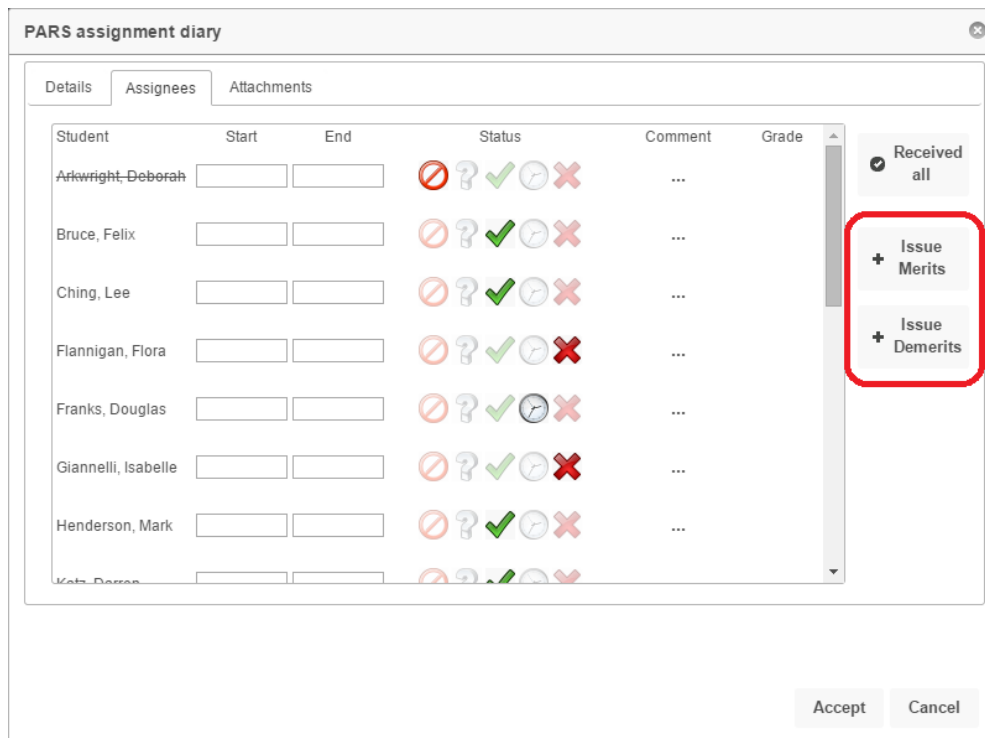
p » strong Words: 17

Highest priority contact
 Student only
 All contacts
 Only where no assignment has been received
 Send attachments

Managing Homework

To record which pupils have handed their homework in and issue behaviour incidents, you will again need to click the “Assignments” button from your register. This will open the Assignment Diary window where you can see all previous assignments.

Click on the assignment you want to deal with, and then click “Edit”.



Click “Issue Credits” or “Issue Demerits” to give behaviour incidents to pupils. You will need to choose a status (i.e. completed, late) and all pupils with that status will be given a behaviour incident.