

How to configure grading – basic setup

Before staff can begin entering grades, you will need to perform some configuration. This includes creating grade schemes (lists of grades that can be used) and grade elements (things to assess pupils on, i.e. Attitude to Learning).

Configuration with PARS elements is very quick and simple. You can have one element that works with all year groups and all subjects i.e. you would only need to create **one** element for Behaviour for Learning, rather than one aspect for every single subject.

This guide covers the basics for configuring grading in PARS. The grading setup in this guide **will not** write back to SIMS – these are PARS only grade types. For grades that write back to SIMS, please see our other training guides.

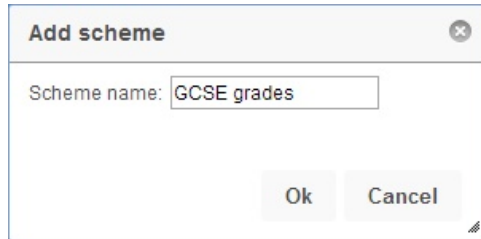
Creating a Grade Scheme

A grade scheme is a list of grades that staff can use when they are entering grades for pupils, much the same as a Grade Set in SIMS.

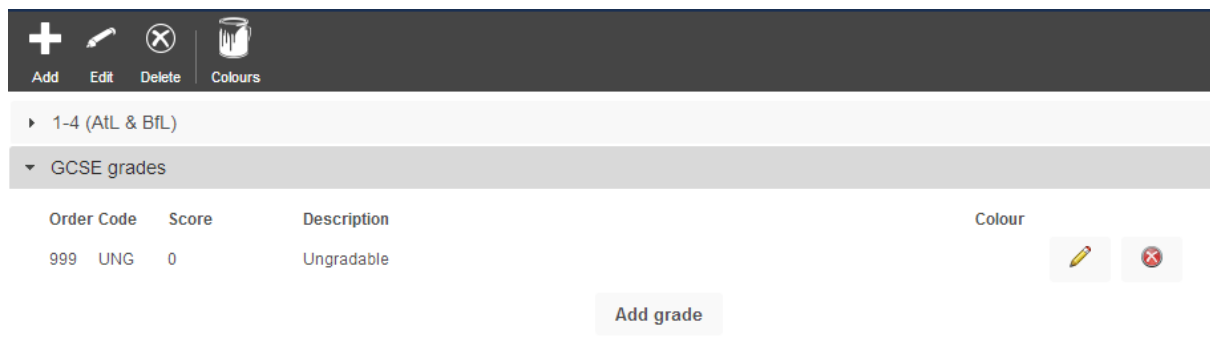
To begin configuring your grade scheme, go to:



PARS main menu > Grading > Configure > Configure grade schemes

Click the “Add” button from the top toolbar to create a new grade scheme. You will need to give it a name. The name should help you understand what grades will be in the grade scheme i.e. a grade scheme with A*, A, B, etc. might be called “GCSE grades”.

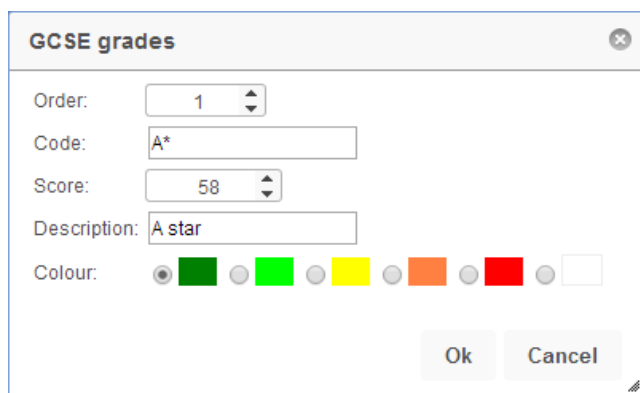


Once you have named your grade scheme, click the “OK” button. You will then be able to see your grade scheme on the configure grade schemes page in PARS Connect.



Order Code	Score	Description	Colour
999	UNG 0	Ungradable	 

Once you have created your grade scheme, you need to add some grades to it. Single click on the name of the grade scheme (i.e. GCSE grades) to select it, and then click the “Add grade” button.



This window allows you to add a grade to your grade scheme. The different options are explained below.

Order

This is where the grade will sit within the list of grades. For example, A* is the best GCSE grade that pupils can achieve, so it should be at the top of the list. A would come next, then B, then C, etc. Therefore A* should be order:1, A should be order:2, B should be order:3, etc.

Code

This is the grade that staff will enter i.e. A*, A or B for GCSE grades; D*, D, M or P for BTEC grades.

Score

Enter the number of points that the grade is worth. An A* is typically worth 58 points.

Description

You can add a description to grades if required. This is generally not necessary, though this is sometimes used with BTEC grades. A grade of D* might have a description of Distinction Star.

Colour

Choose which colour should be associated with the grade. This will be the background colour on teachers' marksheets wherever they enter this grade.

Creating grade elements

Now that you have created a grade scheme, you need to create a grade element. A grade element is the equivalent of an Aspect in SIMS Assessment Manager.

To begin creating your elements, go to:

PARS main menu > Grading > Configure > Configure grading elements

Click the "Add element" button from the top toolbar to create a new element. This will take you to a new page.

Basic Tab

Description

This is the name of the element i.e. Attitude to Learning or Target Grade

Code

A code is made up of two sections, each with up to 3 alphanumeric characters. The first section of the code should abbreviate the element's description (its name) as well as the year groups that it applies to. For example, an Attitude to Learning element that applies to Key Stage 3 might be coded AL3 (AL = Attitude to Learning, 3 = KS3).

The second part of the code is used to denote which subject it applies to. You do not normally need to use this when creating grade elements that do not write back to SIMS.

Horizontal grade scheme

This is where you choose which grade scheme will be linked to your element. Choose the grade scheme that you created earlier.

Type

There are three buttons that allow you to choose what kind of element you are creating. Student Review elements are the most common, they are very similar to SIMS aspects. Gradebook elements are used by classroom staff to create mark books, and core grades are rarely used. Select "Student Review element".

Tickboxes

Display only (read only)

Staff will not be able to enter grades for this element as it is read-only (although there is a permission to overrule this).

Hide when no members

When staff are entering grades, if there are no pupils that this element applies to then the element will be hidden. This setting is very rarely required.

Hidden from grade entry screen

Staff will not be able to enter grades for this element. Grades can still be imported or viewed in grade reports.

Always visible on active view

PARS can filter teachers' marksheets so that they only see columns for the grades that need to be entered right now. This is called the Active View. You can force elements to appear on Active View (even if they do not need to have grades entered) by using this option. See the enter grades page for more information about Active View.

Priority

The priority affects the position of the element on teachers' marksheets. Elements will be grouped together based on their schedule (see below), and then by their priority. So if two elements are both open for grade entry at the same time, the one with the higher priority will appear further left of teachers' marksheets. If two elements are not being assessed at the same time, the one that closes soonest will be furthest left.

Years tab

On this tab you should select which year groups the element is linked to. Untick any years that do not use the element you are creating.

Year group	Select
Year 7	<input checked="" type="checkbox"/>
Year 8	<input checked="" type="checkbox"/>
Year 9	<input checked="" type="checkbox"/>
Year 10	<input type="checkbox"/>
Year 11	<input type="checkbox"/>
Year 12	<input type="checkbox"/>
Year 13	<input type="checkbox"/>

Associations

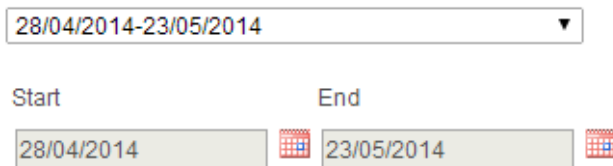
The associations tab allows you to link the element to groups – either classes or form groups. Select the subjects and/or form groups you want to link the element to. If you are linking the element to all form groups or all subjects, you can use the checkboxes that say “Associate with all classes/Tutor groups”.

If you are linking the element to specific subjects, then you can define which classes within that subject the element is linked to. Select a subject by clicking the checkbox next to it, then click on the name of the subject to see a list of the classes. If you tick any of the classes they will be **excluded** meaning that the element is not linked to that class.

Please note that your element will only ever be linked to classes that are in the year groups that you selected on the “Years” tab.

Schedules

Finally you need to set your schedules. These are the equivalent of result sets in SIMS. Each schedule is a date range, and staff will only be able to enter grades during that date range. An element can have multiple schedules, so staff can enter multiple grades into an element over the course of the year.



28/04/2014-23/05/2014

Start End

28/04/2014 23/05/2014

Click the icon next to “Start” to select the start date for your schedule, then click the icon next the “End” to set the end date. Once you have done this, your dates will appear in the drop-down above. You can click on the drop-down and select “New schedule” to create another schedule for your element.

Finally, click Save (top right) to create your element! It is now ready for teachers to use. You can view your element on a grade entry screen by going to:

PARS main menu > Grading > Grade entry > Enter grades

Find a class that is linked to your aspect to view the element you have created.