

How to Configure Assessment Manager Linked Grades

Before you begin, you need to decide which grades & aspects you want teachers to see. PARS will not flood-fill itself with SIMS' Assessment Manager Aspects as there are usually many old and unused aspects in the SIMS database.

You also need to have a list of the dates where grades will be entered e.g. Year 7 grades might be entered 3 times a year, during October, February and May.

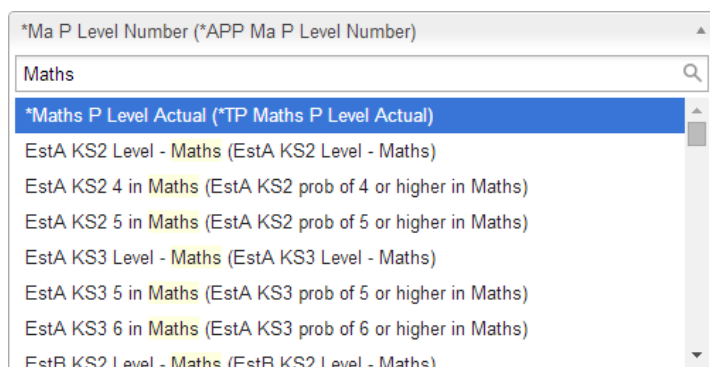
As schools use SIMS grading in many different ways, this guide will cover the basics of what needs to be done. If you have specific requirements please contact the PARS helpdesk on 01902 824281.

To get started, go to:

PARS main menu > Grading > Configure > Configure grading elements

		Code	Description	H Scheme	V Scheme	Scheduled	Associated	Priority	Hidden
+	Type: Core element								
+	Type: Gradebook element								
+	Type: Sims element								
+	Type: Student review element								

Click the “Add SIMS element” button from the top toolbar and a new page will open. First you need to choose which aspect you want to pull in to PARS. To do this, click on the "Choose an aspect" drop down. You will see a list of every aspect that you have in SIMS (minus any that have already been pulled into PARS).



There is a Search bar at the top of the list, where you can type a phrase (such as “Maths” in the screenshot, left).

This will filter the list of aspects so that you only see aspects whose name contains the phrase you enter.

Select the aspect you want to pull into PARS. Next you will need to give your element a code. Each Aspect needs a unique code that should be an abbreviation of the Aspect name, as well as the subject and year group(s) it applies to. Codes can be up to 6 characters, broken into two sections of 3 characters. Try to keep the codes uniform, i.e.

Aspect	Code
Maths Effort	EF_MA
GCSE Maths Effort	EFG_MA
GCSE Maths Target	TGG_MA
Year 7 Maths Target	TG7_MA

The first section of the code should be an abbreviation of the aspect (i.e. Effort) and the year group(s) it applies to (i.e. 7).

The second section should simply abbreviate the subject.

You can also give your element a description if you like. If you do, the description will replace the aspect name on teachers' grade entry screens. You can also use the Read only option if you do not want staff to enter grades into this element.

Once you have added the details above, click on the "Group" tab at the top of the page. You will then see two lists, one of subjects and the other containing form groups. Select the form groups and/or subjects that the element applies to.

Basic		Groups	Result sets	Dates	Schedules
Class	Associate	Class	Associate		
Art	<input type="checkbox"/>	7A	<input type="checkbox"/>		
Biology	<input type="checkbox"/>	7B	<input type="checkbox"/>		
Business Studies	<input type="checkbox"/>	7C	<input type="checkbox"/>		
Drama	<input type="checkbox"/>	7D	<input type="checkbox"/>		
English	<input type="checkbox"/>	7E	<input type="checkbox"/>		
French	<input type="checkbox"/>	7F	<input type="checkbox"/>		
Geography	<input type="checkbox"/>	8A	<input type="checkbox"/>		
History	<input checked="" type="checkbox"/>	8D	<input type="checkbox"/>		

Once done, click the "Result sets" tab.

This tab allows you to select the result sets which are used by this aspect. Note that you should choose the same result sets as the aspect is linked to in SIMS – this allows existing grades to be pulled into PARS.

After selecting your result sets, click on the "Schedules" tab. You do not need to go to the "Dates" tab.

Group	Year 10 Autumn Term	Year 10 Spring Term	Year 10 Summer Term	Year 11 Autumn Term	Year 11 Spring Term
History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10x/Hi1 (#7794)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10x/Hi2 (#7795)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10y/Hi1 (#7835)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10y/Hi2 (#7836)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11B/Hi1 (#7905)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11C/Hi1 (#7908)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12C/Hi1 (#7956)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13B/Hi1 (#7988)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7A/Hi (#7547)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7B/Hi (#7556)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This tab allows you to link classes to result sets.

For example, the year 10 classes will be linked to the year 10 result sets, but not the year 11 result sets.

Each result set has a column and each class has a row. Wherever the two meet in the table, there will be three options.

The left option means the result set is not linked to that class.

The right option means the result set is linked to that class and staff can enter grades.

If you select the middle option, the result set will be visible but read-only in that class.

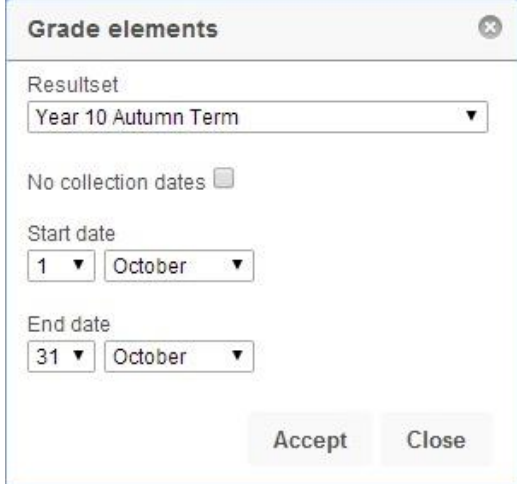
Group	Year 10 Autumn Term	Year 10 Spring Term	Year 10 Summer Term	Year 11 Autumn Term	Year 11 Spring Term
History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10x/Hi1 (#7794)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10x/Hi2 (#7795)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10y/Hi1 (#7835)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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11C/Hi1 (#7908)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12C/Hi1 (#7956)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13B/Hi1 (#7988)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Your element is now ready. Click the “Save” button at the top-right to save your element and you will be taken back to the grade elements page. You can edit your element if necessary, by clicking on the element and then clicking the “Edit” button from the top toolbar.

You can set the date ranges for multiple elements once they have been created in PARS. To do this, click the “Edit all dates for result set” button.

This feature allows you to set the date range for multiple result sets at once. First choose the result set that you want to edit. You then need to choose a start and end date – this is the period where teachers need to enter their grades.

When you click Accept, any SIMS element that has been configured will use this date range for the result set you chose.



Example

You have created 3 SIMS elements, Art Target, Biology Target & Dance Target. All 3 are linked to the result set “Year 10 Autumn Term”. When you use the “Edit all dates for result set” feature – each of the 3 elements will be linked to the result set “Year 10 Autumn Term” which will have the date range you selected.

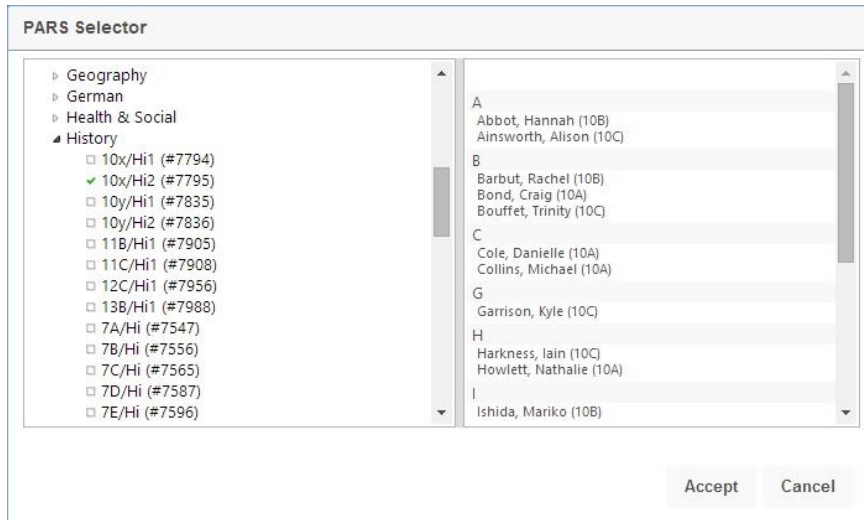
Edit all dates for result set affects all of the SIMS elements you have created, but not any you create in the future.

Checking Your Work

For peace of mind, you may wish to view a teacher's grade entry page (the equivalent of a Marksheet in SIMS). To do this, go to:

PARS main menu > Grading > Grade entry > Enter grades

Select a class that your elements should be linked to.



Make sure that you have clicked "SIMS" from the top of the page and you should see the elements you have created, with any grades that have already been entered.

