

Configuring Elements for a Teacher's Gradebook

Grade Schemes

When staff are assessing pupils, they will need to choose a grade from a list of available grades, such as GCSE grades or National Curriculum levels. These lists are known as Grade Schemes in PARS.

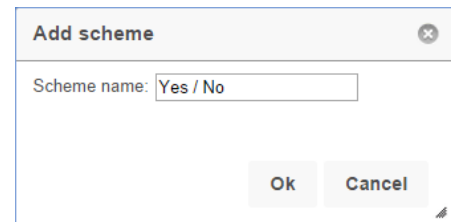
To configure a grade scheme, go to: Main menu > Grading > Configure > Configure grade schemes

You will come to a new page and you may see some existing grade schemes if they have been configured.



Order Code	Score	Description	Colour	
1	A	3	Above	Green
2	O	2	On	Yellow
3	B	1	Below	Red
999	UNG	0	Ungradable	

PARS has preset grade schemes for comment entry, numeric entry (e.g. 1-10) and percentages. You can also use any of the grade schemes that you can see on this page for teachers to enter grades.

If you want to use any other grades, then you will need to configure a new grade scheme. To do this, first click the “Add” button on the top toolbar. This will open a window where you can name your Grade Scheme. In this example, we are going to create a “Yes / No” grade scheme.

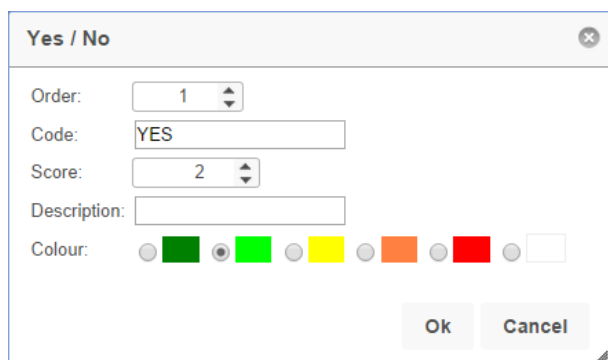


Once you have named your grade scheme, it will appear in PARS. There will already be a grade for Ungradable.

Yes / No			
Order Code	Score	Description	Colour
999 UNG	0	Ungradable	 

Add grade

You can add additional grades by clicking the “Add grade” button. This will open a new window where you can enter the details of a grade.









The fields shown in this window are explained on the next page.

Order	This is the position of the grade in the list. The grade with order:1 appears at the top of the list, then order:2 is next, etc.
Code	This is the grade that teachers will enter e.g. Yes, A*, 5c, etc.
Score	The score is the number of points attributed to a grade. For example, an A* at GCSE is typically worth 58 points.
Description	An optional description for the grade. If you were configuring BTEC grades, you might add “Distinction” as a description to a D grade.
Colour	The background colour that will appear when this grade is entered on the grade entry screen.

Repeat the steps above until you have entered all of the grades required:

▼ Yes / No

Order	Code	Score	Description	Colour
1	YES	2		  
2	NO	1		  
999	UNG	0	Ungradable	 

[Add grade](#)

If you need to make any amendments, you can click the Pencil button next to a grade to alter it. You can also delete unwanted grades (as long as they have not been used) by clicking the cross button.

If you want to rename the grade scheme itself, you can click the “Edit” button on the top toolbar.

Grade Elements

The next step is to configure the grade elements. These are the columns that staff will enter grades into, from the grade entry screen.

Go to: Main menu > Grading > Configure > Configure grading elements

Click the “Add element” button on the top toolbar to begin configuring a grade element. You will be taken to a new page with four tabs.

Basic

Code:

Description:

Horizontal grade Scheme: ▼

Vertical grade Scheme: ▼

Gradebook element
 Student review element
 Core element

Hide when no members
 Hidden from grade entry screen

Priority: ▼

Code	Name your elements G1, G2, G3, etc.
Description	This is the title of the element. Name it after the grade scheme you are going to use.
Horizontal grade scheme	Select the grade scheme that you want to use.
Vertical grade scheme	This is now redundant – leave this field as (none)

You can ignore the other settings on this page. Once you have entered these details, the basic tab is finished. Next click the “Years” tab.

Years

Some elements (such as those using GCSE grades) may be specific to certain years. The Years tab is used to tell PARS which year groups an element can apply to.

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

Deselect any year groups that will not be using your element, then click the “Associations” tab at the top of the page.

Associations

Next you need to decide which groups (classes and/or form groups) can use your element. You will see two lists; one for tutor groups and another for subjects.

Associate with all classes

Additional Science	
Class	Associate
10x/Sa2	<input type="checkbox"/>
10y/Sa2	<input type="checkbox"/>
11x/Sa2	<input type="checkbox"/>
11y/Sa2	<input type="checkbox"/>
▶ Art	
▶ Basic Skills	
▶ Biology	
▶ Business Studies	

Associate with all Tutor groups

Class	Associate
7A	<input type="checkbox"/>
7B	<input type="checkbox"/>
7C	<input type="checkbox"/>
7D	<input type="checkbox"/>
7E	<input type="checkbox"/>
7F	<input type="checkbox"/>
8A	<input type="checkbox"/>
8B	<input type="checkbox"/>
8C	<input type="checkbox"/>
8D	<input type="checkbox"/>
8E	<input type="checkbox"/>
8F	<input type="checkbox"/>

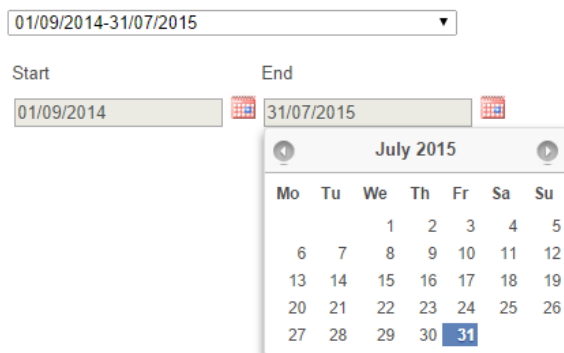
Select the classes and/or tutor groups that will be using your element. You can select individual groups by using the checkboxes, or click the “Associate with all...” checkboxes at the top of either list to link the element to every tutor group / academic class.

Note that your element will never be available to groups that are not in one of the years you selected on the previous tab. Once done, click the “Schedules” tab at the top of the page.

Schedules

On this tab you need to set a date range. Your element will only be available for use during that range, so set the start and end dates to cover the entire academic year (it doesn’t matter if you go into the holidays).

To set the start or end date, click the calendar icon and a window will open.

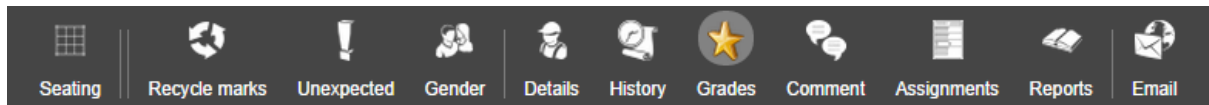


Finally, click the “Save” button at the top right of the page to finished creating your element. It is not ready for teachers to use.

Entering Grades into the Element

In order to use the new elements that you have created, staff should access their grade entry screens via their registers, rather than the main menu.

Once staff have opened their register, they should click the “Grades” button at the top of the page.



This will open the grade entry screen for that class. Click the Gradebook button at the top of the window and you will then be able to begin entering grades.


PARS grading


Active Gradebook Review Core SIMS Export History Membership Close

03/09/2014 Wednesday AM
★ Yes / No

ADNO	Name	F	6	P	E	S	G
003763	Adams, Melanie (10D)						
003769	Austin, Shannon (10D)						
003772	Barnstable, Tracy (10D)						
003773	Berrett, Rhys (10D)						
003780	Butterfield, Liam (10D)						
003782	Clarke, Patrick (10D)						
003783	Clegg, Victoria (10D)						
003794	Dickinson, Robert (10D)						
003797	Eastwood, Fiona (10D)						
003887	Erdem, Kaan (10D)				✓		
003895	Gary, Kirsten (10D)						
003802	Geller, Courtneyv (10D)						

Yes / No - Adams, Melanie (10D)

	YES	NO
	UNG	



There will be one column for each of the Gradebook elements that have been configured. Click in one of the cells and a pupil's photograph will appear at the bottom left (if available) and the grades available for use in that column will appear at the bottom of the window.

Simply click on a grade to enter it for that pupil. Once you have finished entering your grades, double click on the column header to rename it. You should name the column to reflect the reason that you assessed the pupils i.e. Class Test or Homework.

Finally, click the Save button at the top right.