Configuring and Using On Report

Introduction

One of the ways to monitor pupil behaviour or progress in PARS is to place pupils "On report". Pupils are then monitored for a period until their behaviour improves. You can use the On Report feature in the following ways:

1. To notify teachers which pupils are On Report, without them needing to enter grades or comments electronically.
2. To place a pupil on a report that has fixed targets – the targets set will be the same for every student on that type of report (i.e. Tutor Report, Green Report, etc.)
3. To place a pupil on a customisable report – you can choose from a bank of targets, allowing for a tailored approach to dealing with individual pupils. Teachers will enter grades and/or comments electronically.

Creating a Grade Scheme

You only need to do this for options 2 and 3; if you do not want staff to enter grades or comments for On Report cards, skip this step.

Grade schemes are the results, i.e. 1,2,3,4; A,B,C,D; Excellent, Good, Poor; Yes/No (you don't require a grade scheme to be created for comment entry as it is a default option)
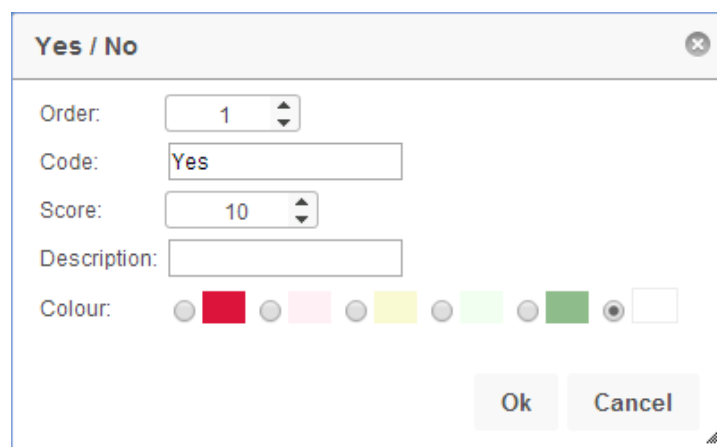
Go to:

PARS main menu > Grading > Configure > Configure grade schemes

You should now think about the targets you are going to be setting for pupils who are on report. For example - if pupils are going to be set a target of "complete all classwork" – how will staff mark this? They need to be able to say yes or no.

Therefore you would need to create a Yes or No grade scheme. First click the "Add" button on the top toolbar and give your grade scheme a name ("Yes/No" for example).

Your new grade scheme will then appear on the page. Click on the name of your grade scheme to expand it and you will see an "Add grade" button.

Yes / No

Order:	1
Code:	Yes
Score:	10
Description:	
Colour:	○ 🟥 ○ 🟪 ○ 🟨 ○ 🟩 ○ 🟢 ⦿ ⬜

Ok   Cancel

Order

This is where the grade sits in the grade scheme. Number 1 will be at the top of the list, then number 2, etc.

Code

This is the grade itself.

Score

How many points is the grade worth? The better the grade, the higher the score should be.

Description

This is an alternative name for the grade. This is rarely used.

Colour

This will be used as a background colour when entering this grade.

Repeat the steps above until you have created all of the grades in your grade scheme. You can create multiple grade schemes if you like.

Creating On Report Groups

The next thing you need to do is create your On Report groups – these are the equivalent of the different types of On Report cards i.e. Red report, Tutor report, etc.

To do this, go to:

PARS main menu > Group management > Group manager

On the left side of the page, click on "PARS Special groups" then on "PARS on report". You will then see an "Add" button on the top toolbar. Click this to add a new On Report group.

You will need to give your On Report group a name e.g. Tutor Report, as well as choosing whether or not it is a dynamic group. If you want staff to choose which targets are given to pupils whenever a child is put on report (option 3 from the first page) then you should tick the "dynamic on report group" option. Otherwise, leave this unticked.

Creating On Report Elements

On Report elements are the targets that are given to pupils e.g. "Arrive on Time" or "Complete All Classwork".

To configure your on report elements, go to:

PARS main menu > On report > Configure on report elements

Click the "Add" button from the top toolbar. This will take you to a new page where you can enter the details of the element.

Code: R 1

Description: Behaviour

Grade Scheme: 1 to 4 ▼

☐ Hide when no members
☐ Hidden from grade entry screen

Priority: 0 ⇕

Each element needs to have a unique code. The code for this element should be "R_1" – to do this enter "R" into the first box and "1" into the second. The next element you create will be R_2 and so on.

The description is the name of the element. Remember that the element is a target for pupils who are on report.

In the "Horizontal grade Scheme" dropdown, choose the Grade Scheme you created earlier. Leave the vertical grade scheme blank.

Once these details are entered, click the "Associations" tab at the top of the page. This is where you can choose which subjects and form groups the element applies to.

☐ Associate with all classes   ☐ Associate with all Tutor groups

▼ Additional Science

Class	Associate
10x/Sa2	☐
10y/Sa2	☐
11x/Sa2	☐
11y/Sa2	☐

▶ Art

▶ Basic Skills

▶ Biology

Class	Associate
7A	☐
7B	☐
7C	☐
7D	☐
7E	☐
7F	☐
8A	☐
8B	☐
8C	☐
8D	☐

If the element can be used in any subject or any form group, then click the "Associate with all subjects" or "Associate with all tutor groups" options, respectively. Otherwise, select the subject(s) or form group(s) the element can be used in. Once done, click on the "Schedules" tab at the top of the page.

The schedule tells PARS when during the year the element can be used. Click the calendar icon next to "Start" and set the date to the beginning of the academic year. Then click the icon next to "End" and set this to the end of the academic year. This tells PARS the element can be used at any point during the school year. Once done, click on the "On report groups" tab at the top of the page.

Simply select the on report group or groups that your element applies to, then click the "Save" button at the top right. Dynamic on report groups (option 3 from the first page of this guide) will not appear on this tab, as they are handled later. If you are creating one of these on report groups, ignore the "On report groups" tab and click the "Save" button at the top right.

Placing a Pupil On Report
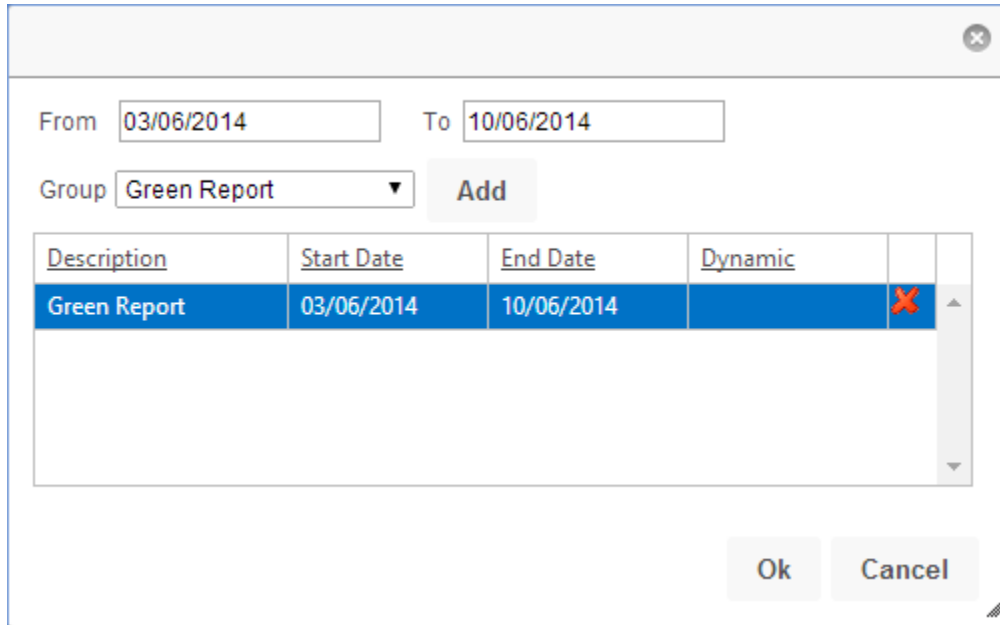
You will first need to place pupils on report. This can be done via the PARS main menu, or when adding a behaviour incident.

To place a pupil on report via the main menu, go to:
PARS main menu > On report > On report episodes

Click the "Add" button at the top of this page and a Student Selection window will open. Select the pupil you wish to place on report and click "Accept".
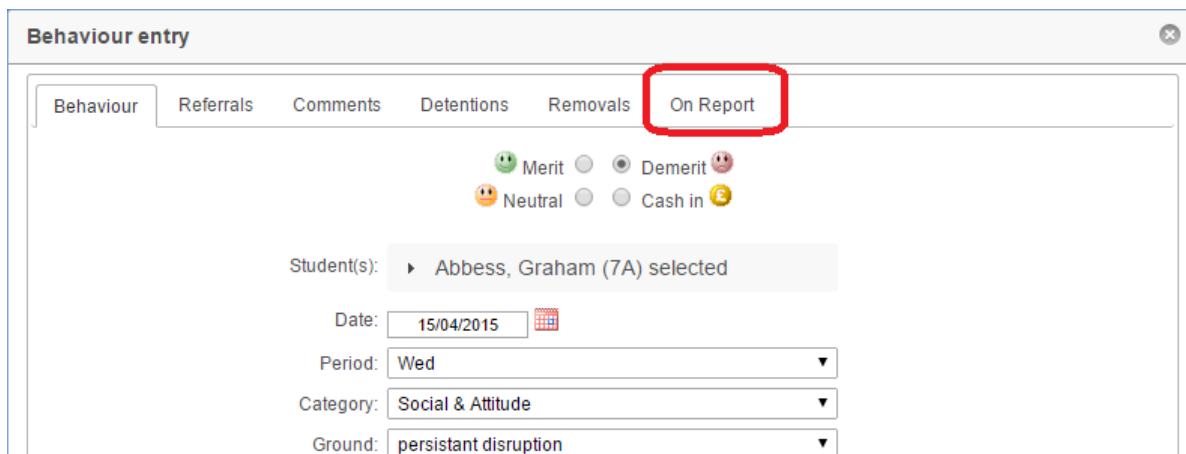
Here you should choose the date range where the pupil(s) will be on report. Then from the "Group" dropdown, select the type of on report you want to place the pupil on, then click the "Add" button. Click "OK" once done.

To place a pupil on report via a behaviour incident:

When adding a negative behaviour incident, you will have a tab at the top of the behaviour entry window called "On report".

Click on the "On report" tab. Again you will need to choose a start and end date for the period where the pupil(s) will be on report.

Choose the type of report that the pupil will be on from the "Group" dropdown, then click the "Add" button. Once done click "Accept" to save the behaviour incident and the pupil will also be placed on report.

Recording On Report Grades

When teachers enter their register and one of the pupils in their class is on report, they will see a notification popup (along with any other information regarding their class).

Warnings

One or more pupils on this register have a notice.

Pupils on Report
Green Report
  Abbot, Andrew

Homework not received
What are the five Ks in Sikhism?
The 5 Ks date from the creation of the Khalsa Panth by Guru Gobind Singh in 1699. Find out what they are and describe each of them. Homework is due in next week.
02/06/2014   9 students

Arkwright, Shaun (8E) ; Bandaras, Maria (8E) ; Biggleswick, Jerry (8E) ; Blimpkin, Lee (8E) ; Cantabrigian, Rebecca (8E) ; Canterbury, Fiona (8E) ; Copper, Kara (8E) ; Dalli, Thabie (8E) ; Donaghan, Tiffany (8E) ;

Close

Teachers will also be able to see an icon next to any pupils who are on report.

Clicking on this icon will open the grade entry page for On Report grades.

Staff simply click on the grade they wish to enter from the bottom of the page. Once all grades have been entered, a "Save" button will appear at the top right of the page.