


Registers & Basic Behaviour

When you log in to PARS Connect, the first thing you will see is your diary.

By default your calendar will show you your events for this week, Monday to Friday. You will see any lessons that you have, as well as extra classes, detentions and SIMS events.

Your lessons will be colour-coded, depending on whether you are covering them, and whether the register has statutory marks.

	Not covering	Covering
Not statutory (academic lesson)		
Statutory (usually form group)		

You can view another person’s timetable by clicking the “Alias” button at the top right of the page. 

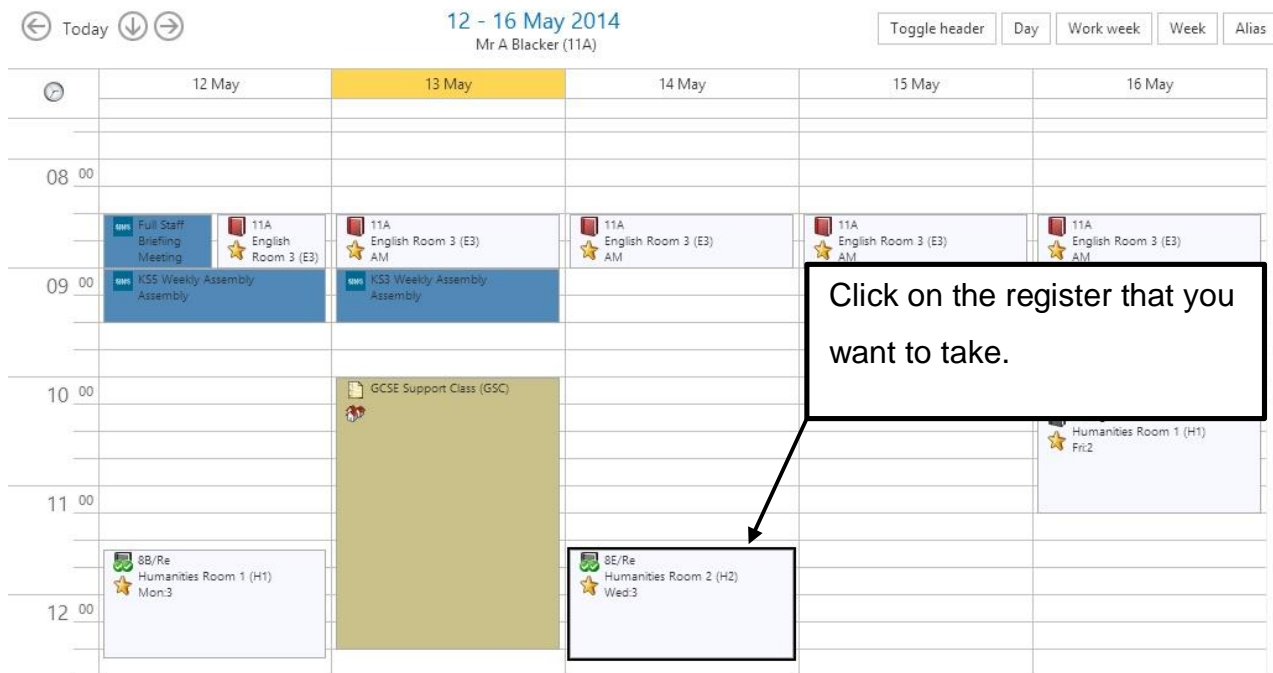
This will open a drop-down menu showing a list of staff at the school. Click on someone’s name to view their timetable.



To switch back to your own timetable, click the Alias button again, then click on your name.

Taking a register

First click on the register that you want to take. Remember that you can see all of your registers on you diary.



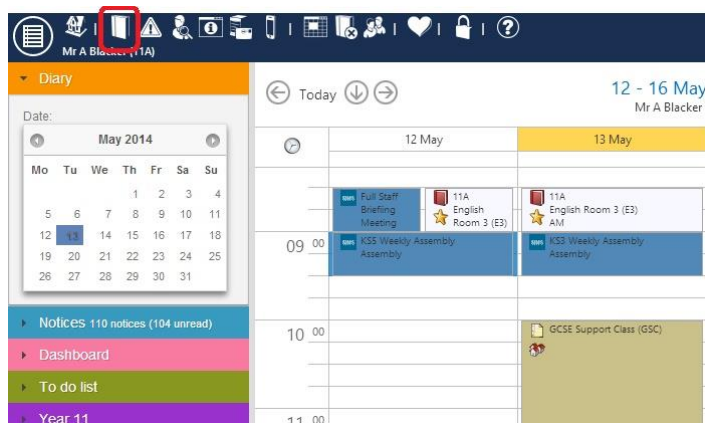
12 - 16 May 2014
Mr A Blacker (11A)

Toggle header Day Work week Week Alias

	12 May	13 May	14 May	15 May	16 May
08:00					
09:00	<ul style="list-style-type: none"> Full Staff Briefing Meeting KSS Weekly Assembly Assembly 	<ul style="list-style-type: none"> 11A English Room 3 (E3) AM KSS Weekly Assembly Assembly 	<ul style="list-style-type: none"> 11A English Room 3 (E3) AM 	<ul style="list-style-type: none"> 11A English Room 3 (E3) AM 	<ul style="list-style-type: none"> 11A English Room 3 (E3) AM
10:00		GCSE Support Class (GSC)			
11:00					<ul style="list-style-type: none"> Humanities Room 1 (H1) Fri:2
12:00	<ul style="list-style-type: none"> 8B/Re Humanities Room 1 (H1) Mon:3 		<ul style="list-style-type: none"> 8E/Re Humanities Room 2 (H2) Wed:3 		

Click on the register that you want to take.

You can also click the register button at the very top-left of PARS (circled in red). This will open the register if you have a lesson taking place right now.



Mr A Blacker (11A)

Diary

Date: May 2014

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Notices 110 notices (104 unread)
- Dashboard
- To do list
- Year 11

12 - 16 May
Mr A Blacker (

	12 May	13 May
09:00	<ul style="list-style-type: none"> Full Staff Briefing Meeting KSS Weekly Assembly Assembly 	<ul style="list-style-type: none"> 11A English Room 3 (E3) AM KSS Weekly Assembly Assembly
10:00		GCSE Support Class (GSC)
11:00		

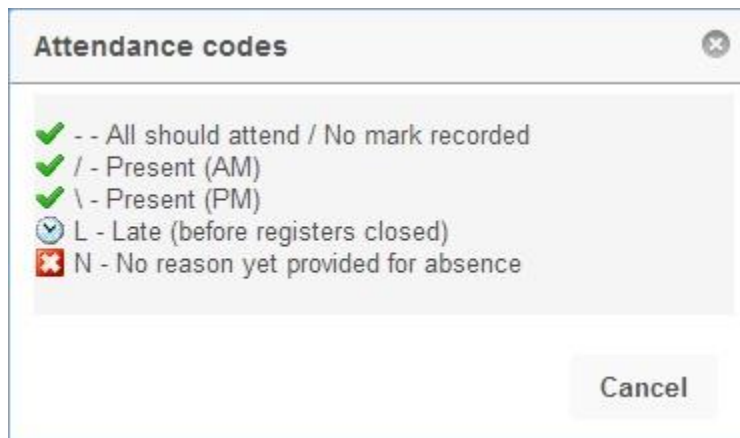
Student	AM	Wed:1	Wed:2	Wed:3	Wed:4	PM	Wed:5
Abbot, Andrew (8E) Dd	/	/	/	-	-	-	-
Agathocleous, Stelios (8E)	/	/	/	-	-	-	-
Aldridge, Courtney (8E)	T	T	T	T	T	T	T
Anderton, Wesley (8E)	/	/	/	-	-	-	-
Arkwright, Shaun (8E)	/	/	/	-	-	-	-
Bandaras, Maria (8E)	/	/	/	-	-	-	-
Biggleswick, Jerry (8E)	/	L005	/	-	-	-	-
Blimpkin, Lee (8E)	/	/	/	-	-	-	-
Cantabrigian, Rebecca (8E)	/	/	/	-	-	-	-
Canterbury, Fiona (8E)	/	/	/	-	-	-	-
Copper, Kara (8E)	/	/	/	-	-	-	-
Dalli, Thabie (8E)	/	/	/	-	-	-	-
Donaghan, Tiffany (8E)	/	/	/	-	-	-	-
Elker, Hank (8E)	N	N	N	-	-	-	-

You can see attendance data for the whole day.

The current period (3) is highlighted.

You can enter marks for pupils by click the buttons on your keyboard. Use N to mark a pupil absent, slash (/ or \) to mark a pupil present, and L to mark them late. If you mark a pupil late, you will also need to enter how many minutes late they were.

You can also left-click in the column for this register (for example, Wed:3 in the screenshot above) to see a list of the attendance codes that are available to you.



Single click on the attendance code that you want to use.

You may have access to different attendance codes, depending on your permissions.

You can also click on a pupil's name in the register to change their attendance mark.

When you have completed your register, buttons will appear at the top-right allowing you to save.

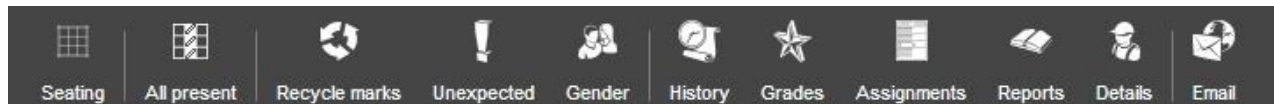


Click “Save” to save the register but keep it open, or “Save+Close” to save the register and return to your diary.

You will not be able to save your register until you have entered marks for ALL pupils.

Extra features in registers

There are buttons at the top of the register that give you extra options. You may not see all of these buttons, depending on the permissions you have been given.



Seating

This opens the seating plan for your class.

All present

This button will mark all pupils in the class present. You will not be able to overwrite any marks that have been entered by your attendance officer.

Recycle marks

This gives all pupils in the class the same attendance mark that they got in their last statutory register. There are two statutory periods in the day, AM and PM. These are often form tutor periods, though sometimes the marks are taken from a lesson i.e. pupils get their PM mark from period 5, not from a form tutor.

Unexpected

If a pupil who is not normally in your class has arrived, you can use this button to add them to your register.

Gender

This splits the class into separate groups of boys and girls. This tends to only be used by PE teachers.

History

Click this button to see a report of the pupils' attendance to your class. The attendance percentage given is based on whether the pupils were sat in front of you – so if pupils were on a visit or work experience, they will be counted as absent here. As a teacher, you need to know how often the pupils are in front of you and learning.

Grades

This will take you to the grade entry page for your class.

Assignments

This opens the assignment diary, sometimes known as the homework diary. You can add or view homework assignments, record which pupils completed the work, send emails to pupils or parents, and issue behaviour incidents to the pupils who did or did not complete the work.

Reports

There are a few reports that can be accessed from within the register. “This register” and “This register with photos” will give a report showing all of the pupils in the class, with or without their photos. “Behaviour” will give a report showing the pupils’ behaviour within a time period.

Details



If you hover your mouse over a pupil’s name, a window will open showing their details. However if you click “Details”, this window will stop appearing.

Email

This button allows you to send an email to all of the pupils in your class.

Adding behaviour incidents

You can add behaviour incidents via your register too. Next to pupils’ names on the left of the register, there are columns with faces at the top.

    Student	
	Abbot, Andrew (8E)
	Agathocleous, Joe (8E)
	Aldridge, Courtney (8E)
	Anderton, Wesley (8E)
	Arkwright, Shaun (8E)

The red face is for negative behaviour and the green face is for positive behaviour.
(You may also see neutral, which is orange – neutral incidents are for information only)

There will be icons next to pupils’ names if they have already received behaviour incidents today.

The icons will be faded if the behaviour incidents were not added in your class.

    Student	
 2 	Abbot, Andrew (8E)
	Agathocleous, Joe (8E)
 2 	Aldridge, Courtney (8E)
	Anderton, Wesley (8E)
	Arkwright, Shaun (8E)

To add a behaviour incident for one pupil, click the space to the left of their name, under the smiley face columns.

Click here to add a positive incident for Joe

Click here to add a negative incident for Joe



	Student
	Abbot, Andrew (8E)
	Agathocleous, Joe (8E)
	Aldridge, Courtney (8E)
	Anderton, Wesley (8E)
	Arkwright, Shaun (8E)

You can add behaviour incidents for multiple pupils at once by clicking the smiley faces at the top of the columns.


The behaviour entry window will then open.

Behaviour entry ✕

Behaviour Referrals Comments Detentions Removals On Report

Merit Demerit Neutral Cash in

Student(s): ▶ Alcott, Alwyn (8E) 6 selected

Date: 

Period: ▼


Category: ▼

Ground: ▼

Outcome: ▼

Location: ▼

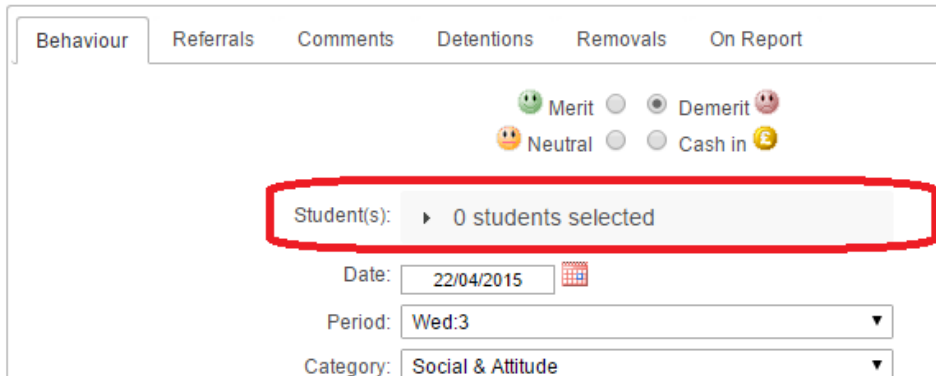
Recorded by: ▼

Points: 

Housepoints:

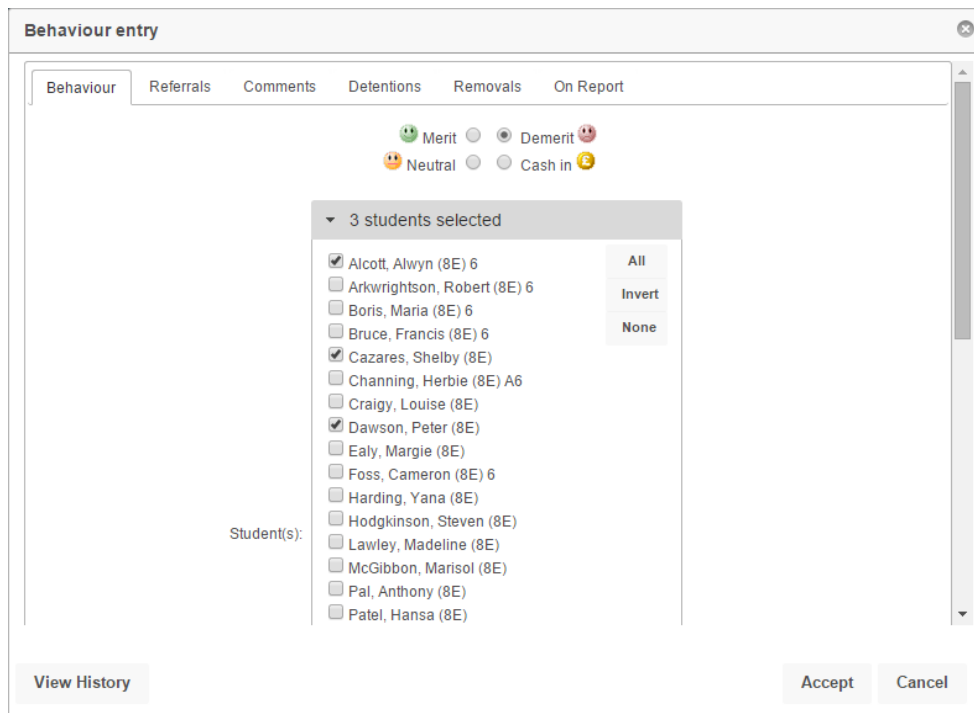
View History
Accept
Cancel

If you are adding behaviour incidents for multiple pupils, you need to select which pupils are receiving the incidents. To do this, click the Students button at the top of the window.



The screenshot shows the 'Behaviour' tab selected in a window with tabs for 'Referrals', 'Comments', 'Detentions', 'Removals', and 'On Report'. Below the tabs are radio buttons for 'Merit' (green smiley), 'Demerit' (red frowny), 'Neutral' (yellow neutral), and 'Cash in' (yellow coin). The 'Student(s):' dropdown menu is highlighted with a red box and shows '0 students selected'. Below this are fields for 'Date: 22/04/2015', 'Period: Wed:3', and 'Category: Social & Attitude'.

This will open a drop-down list showing the names of all of the pupils in your class. Select the pupils that you want to give the behaviour incident to. Click the Students button again when you have selected the pupils.



The screenshot shows the 'Behaviour entry' window with the 'Student(s)' dropdown menu open. The dropdown shows '3 students selected' and a list of 15 pupils with checkboxes. The selected pupils are Alcott, Alwyn (8E) 6, Cazares, Shelby (8E), and Dawson, Peter (8E). To the right of the list are buttons for 'All', 'Invert', and 'None'. At the bottom of the window are 'View History', 'Accept', and 'Cancel' buttons.

Student Name	Selected
Alcott, Alwyn (8E) 6	<input checked="" type="checkbox"/>
Arkwrightson, Robert (8E) 6	<input type="checkbox"/>
Boris, Maria (8E) 6	<input type="checkbox"/>
Bruce, Francis (8E) 6	<input type="checkbox"/>
Cazares, Shelby (8E)	<input checked="" type="checkbox"/>
Channing, Herbie (8E) A6	<input type="checkbox"/>
Craigy, Louise (8E)	<input type="checkbox"/>
Dawson, Peter (8E)	<input checked="" type="checkbox"/>
Ealy, Margie (8E)	<input type="checkbox"/>
Foss, Cameron (8E) 6	<input type="checkbox"/>
Harding, Yana (8E)	<input type="checkbox"/>
Hodgkinson, Steven (8E)	<input type="checkbox"/>
Lawley, Madeline (8E)	<input type="checkbox"/>
McGibbon, Marisol (8E)	<input type="checkbox"/>
Pal, Anthony (8E)	<input type="checkbox"/>
Patel, Hansa (8E)	<input type="checkbox"/>

You now need to choose the category, ground and outcome.

Category: ▼

Ground: ▼

Outcome: ▼

You should choose the category first. Categories are usually things like:

- Attendance
- Behaviour & Attitude
- Work
- Equipment & Uniform

Choose the category that relates to the pupils' actions e.g. Excellent Classwork would be under the Work category.

Next you need to choose the Ground. This is what the pupil has done, e.g. Excellent Classwork.

Finally choose the Outcome. This is what you are going to do in response to the pupils' actions. Outcomes are things like Verbal Praise or Bronze Award.

PARS knows who you are and which room you are in, so you do not need to enter this information.

You can add additional comments about the incident if you wish. To do this, click the “Comments” tab at the top of the window.

Behaviour entry
✕

Behaviour
Referrals
Comments
Detentions
Removals
On Report

Grounds You can enter free text about the behaviour incident here. Click the Accept button at the bottom of the window when you're finished.

Outcome

Support

View History
Accept
Cancel

Click the Accept button at the bottom of the window once you’ve finished. The behaviour incident will then be saved and the smiley face icons will appear next to the pupils in your register.

Student			
😊			Abbot, Andrew (8E)
😊			Agathocleous, Joe (8E)
😬	😬		Aldridge, Courtney (8E)
			Anderton, Wesley (8E)

Referring behaviour incidents

You can refer behaviour incidents to other members of staff if needed. You should only do this if you expect the recipient to take further action with the behaviour incident because you are not able to deal with it yourself.

PARS has other features for making staff aware of behavioural issues, so behaviour referrals should not be used for 'information only'.

Behaviour incidents can be referred when the incident is being added in PARS. At the bottom of the behaviour entry window, there is a "Referral list" (circled in red, below).

Select	Name	Notice	Email	SMS
<input type="checkbox"/>	Form Tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Head of House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Head of Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Head of Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SENCO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Form supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All teachers of selected pupil (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: View History, Add, Accept, Cancel

You will see a list of the people that you can refer the incident to.

Click the "Select" box in order to send a referral to that member of staff. You can also click the Email or SMS boxes to send a copy of the referral via email or SMS.