

Live Teacher Guide



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This chapter will show you how to allow a teacher access to use Live Teacher and how to notify them of their login and password details.

Firstly, open the Teacher's Record Card. Teacher records can be accessed by clicking:

Tuition (Menu Bar) > Teachers

An example Record Card is displayed below:

0 68	📕 🐻 💿 🤤 🦸 🕫 Teachers	- = X
Home	Communicate Data Print Payments Help	3
New Save and Close	Save Save Save and New Image: Close Record File Close Records	
Teacher Name	Nrs Pat Archer	
Details Schedule	e Pay Details Pay Scales Qualifications Notes Correspondence Activities Profile Access Contact Lists Payments	
	Male O Female	
Known As:		
Job Title:		
Address:	: 30 Ingley Close Mitton Rise Borsetshire BO3 7WD Photo:	
Home Tel No:		
Another Tel No:		
Mobile Tel No:	07159263578	
Email Address:	patarcher@music.com	
Website Address:		
Memberships		
Professional:		
* Current	Changed	.::

Now click on the Access tab (Highlighted above). The window will change to the view below:

	Home	Commu	unicate	Data	Print	Access	Payments	Help			_	_
Ż					5							
Reset			esend Live		able Back							
Passwo		e Access	cess Email		fice Access Office Acce							
	Elv	C ACCESS		Duck	onice Ace			_	_	_		_
Tea	cher Name	: Mrs Pat /	Archer									
etails	Schedule	Pay Deta	iils Pay Sca	les Qua	alifications	Notes	Correspondence	Activities	Profile	Access	Contact Lists	Payments
Back Of	fice Access	is Disabled	I I	Live Acces	s is Disable	d						

Currently 'Live Access is Disabled'. Click on the Enable Live Access button (Highlighted above).

A warning message box will then appear:

Warning	×
Clicking this button will grant the user the ability to access live.	
OK Cancel	

Click the **OK** button.

The Access tab will now be displayed as below:

	Home	Communica	te D	ata	Print	Acces	s Paymer	nts Help		
	monie	commanica					- Tuyinci	ito incip	_	_
C A) 🧉	3 🧉	D		N					
- /-		🚈 🔼								
Rese					able Back					
Passwo			s Email		ice Acces	-				
	Live	Access		Back	Office Acc	ess				
Теа	cher Name:	Mrs Pat Arche	r							
etails	Schedule	Pay Details	Pay Scales	; Qua	ifications	Notes	Corresponde	nce Activities	Profile	Access
Back O	ffice Access i	s Disabled	Liv	e Acces	is Enable	d				
		Last Login Date	Wab		_	lact	Login Date Mol	aile	_	
		Last Login Date	e web		_	Lasi	Login Date Mo	blie	_	
	Faile	d Password Atte	empts 0				Login Attem	pts 0		

This will set up a username – which will be the Teacher's email address – and a password to allow them to access the Live Teacher tool. An email will automatically be sent to the teacher containing a temporary password and username that the Teacher can use, and a link that takes them to the Live Teacher log in page.

Managing the Password



If a teacher forgets their password you can reset it in Ensemble by clicking on the **Reset Password** button (highlighted in the **red box**) in the *Access* tab on the Teacher's Record Card.

Alternatively if the password needs resending click Resend Live Access Email (highlighted in the green box)

Home	Communicate	Data	Print	Access	Payments	Help		
Password Ac	le Live cess Access Ema	il 🛛 🔾	Enable Back Office Access					
Teacher Name:	Mrs Pat Archer							
etails Schedule Back Office Access			ualifications ess is Enabled		Correspondence	Activities	Profile	Access
	Last Login Date Web			Last Lo	ogin Date Mobile			
	d Password Attempts	0			Login Attempts	0		

You can also see details on the frequency of their use of Live Teacher from this tab.

Teachers resetting their Password

A teacher can reset their password without having to involve the administration office. To do this, they need to click on **Reset Password** on the Live Teacher *web log-in screen* (Highlighted below):

Please enter your email address and password. Account Information Email Address Password Log On Reset Password	Log On			
Email Address Password Log On	Please enter your	email address and	d password.	
Password Log On	Account Inf	ormation		
Log On	Email Address			
Log On				
	Password		٦	
Reset Password	Log On			
	Reset Passwor	į		

They will then be taken to the *Reset Password* screen below:

Reset Password	
Use the form below to reset your password.	
Email Address	
Reset Password	

They will need to enter their Email Address and click **Reset Password.** They will then be emailed with their new password. Inside this email is a link to change your password. Click on it and you will be directed to the Change Password screen.

Using the Live Teacher App

Setting up the Live Teacher app

Watch the Set Up Tutorial Here

Go to the App Store and search for the Live Teacher app on your iPad.

Once you have downloaded the app you will then be prompted to enter your Live Teacher login email address and password. This will have been emailed to them once they have been activated to use Live Teacher.

Once this has been entered they will have to enter a memorable four digit pin which they will use to log in to the app in the future. This pin is for them to enter and will not be generated by the system or the app.

Teachers will then be prompted to download all of the data from Ensemble onto the app which could take several minutes.

Once this has been completed the app will be ready to use locally as well as online.

To log in to the app, beyond the first time, their four digit pin will need to be entered to access the app:



Updating the App

To update the Live Teacher app you will need to go to the **Updates** section of the App Store.

You will also need a Wi-Fi connection as this will display the latest updates that are pending.

●●● 02-UK 奈	11:58		∦ 27% 🗉
Update All	Updates	Q pages	8
Pending Updates iPlayer Radio Version 1.5.0, 8.0 MB 25 Mar, 2014	- Recent searches stored for quick access - Recent searches stored for quick access - Schedules include 7 days both past & future - Programme length now shown in listings - Improved lock-screen functionsmore		UPDATE
Version 3.1.1, 23.0 MB 21 Mar, 2014	Fixed our most common crashes Other bug fixes and performance improvements		UPDATE
Ultimate Rugby Version 1.8.4, 11.7 MB 27 Mar, 2014	 Introduction of IRB 7's Series to the app Database update to include 7's Players/Teams/Tournaments New IRB 7's top nav icon. Improvements to image loading and app speed. Introduction of "Hide This League" feature. 		UPDATE
Live Teacher Version 1.0.6, 7.9 MB 1 Apr, 2014	New dashboard view which displays syncing information so the user knows when their changes are being synced to the master database. Currently selected session is indicated in the session list. more		
TripAdvisor Hotels Version 8.6, 30.2 MB 2 Apr, 2014	New for iPhone • Dramatically improved typeahead search - now takes your current location into account every time you search from the homepage ***Love our free app? Please help us out and take a moment to review usmore		UPDATE
Microsoft OneNote. Version 2.2, 196 MB 27 Mar, 2014	Beautifully redesigned for iOS 7 Photos of whiteboards and documents are now auto-cropped and enhanced Bug fixes		UPDATE
YouTube Version 2.5.1. 13.6 MB			UPDATE
	Featured Top Charts Near Me Purchased Updates		

Viewing and Editing the Schedule

In Live Teacher the primary view is the teacher's schedule. In here a teacher will be able to record the delivery of their lessons, the attendance of their pupils and create Makeup Sessions if required.

d			09:42		
Log out		Sc	hedule		Syn
essions		Sessi	on Details		Ed
Date: 21-Feb-14 Time: 12:00 Duration: 2 hrs	Venue: Abbacus Sec Activity: Classical - Sta Task Result: Not Set		ol EX8 4UY (()1392 734652)	Session: 7
		F	Pupils		Edit +
First Name	Last Name	Grou	ıp Time D	ouration Attendance	
Benjamin	Chocolate Buttons	А	12:30	2:00 Not Set	(i) >
Cecilia	Feathers	А	13:00	2:00 Not Set	(i) >
John	Fletcher	А	12:00	2:00 Not Set	(j) >
Lyndsay	Thomas	А	13:30	2:00 Not Set	(i) >

The Session Details displays detailed information for an individual session. This includes:

- Details of the lesson at the top such as the name of the Activity, Time, Duration, Date and the Venue.
- The Session Number
- The Task Result which indicates the delivery of the lesson is also displayed here.
- The register for the pupils who will attend the lesson.

Scroll through Sessions

See How to Scroll Through Sessions Here



On the top left of the screen, press **Sessions** as displayed above and this will open a *scroll bar on the left* in which a teacher can select their other scheduled sessions for the year:

iPad 🗢		09:44	֎ 56% ■
< Log out		Schedule	Sync
09:00 (6) WCIT Abbacus Secondary School	~	Session Details	Edit
12:00 (6.1) WCIT Abbacus Secondary School	e: Abbacus /: Classical	econdary School EX8 4UY (01392 73465) Stage 3	2) Session: 7
13:00 (6) Rock - Stage 3 Abbacus Secondary School	🗸 t: Not Set	-	
15:00 (6) Rock - Stage 1 Abbacus Secondary School		Pupils	Edit +
	ne	Group Time Duration At	
FRIDAY 14-FEB-2014	e Buttons	A 12:30 2:00 No	ot Set (i) >
09:00 (6) Jazz - Stage 2 Abbacus Secondary School		A 13:00 2:00 No	ot Set (i) >
11:00 (6) Classical - Stage 2 Abbacus Secondary School		A 12:00 2:00 No	ot Set (i) >
12:00 (6.1) Classical - Stage 2 Abbacus Secondary School		A 13:30 2:00 No	ot Set (j) >
12:00 (6) Classical - Stage 3 Abbacus Secondary School			
14:00 (6.2) Classical - Stage 2 Abbacus Secondary School	~		
14:00 (6) Brass Bridges Academy	~		
THURSDAY 20-FEB-2014			
09:00 (7) WCIT Abbacus Secondary School			
13:00 (7) Rock - Stage 3 Abbacus Secondary School			
15:00 (7) Rock - Stage 1 Abbacus Secondary School			

Swipe up or down in this menu to scroll through the sessions.

If a session has a *colour on the left hand side,* this indicates the delivery of the session. For example blue may indicate the lesson was confirmed. These colours are defined by their respective Task Results which will have been set in Ensemble.

If a sessions has a *tick on the left*, this indicates that at least one pupil's attendance has been recorded.

Record Lesson Delivery

See How to Record Lesson Delivery Here

	⊕ 56% ■
	Sync
	Edit
Session: 7	
Edit	-L.

You will be able to update the details of the session by clicking **Edit** on the top right (as displayed above) which is along the *Session Details* header. The menu that appears is displayed below:

d ᅙ		09	9:37			● 56% ■
Log out			Sync			
Sessions						
Date: 20-Feb-14 Time: 09:00 Duration: 3 hrs	Venue: Abbacus Activity: WCIT Task Result: Not Set	Secondary School	EX8 4U\	r (01392 734652)	Save De	ete Makeup Create Makeup
		Pu	ipils		START & E	ND Edit
First Name	Last Name	Group	Time	Duration Attenda	Date	20 February 2014 09:00 >
Joseph	Banner	В	10:20	3:00 Not Set	End	12:00 >
Marcus	Dunstom	С	11:20	3:00 Not Set		
Cecilia	Feathers	С	11:00	3:00 Not Set	DELIVERY	
John	Fletcher	А	11:40	3:00 Not Set	Not Set	
Stewart	Gabrielle	В	10:40	3:00 Not Set		
Ulga	Jackson	А	09:40	3:00 Not Set		
Mat	James	С	09:00	3:00 Not Set		
Michael	James	А	10:00	3:00 Not Set		
Stephen	Majorie	А	09:20	3:00 Not Set		(i) >
Tania	Prasad	А	09:00	3:00 Not Set		(i) >

Under *Start & End* will be able to edit the **Date** and **End** time of the session.

Log out			hedule			Syn
Sessions		Sessi	on Details			
Date: 20-Feb-14 Time: 09:00 Duration: 3 hrs	Venue: Abba Activity: WCIT Task Result: Not S		ol EX8 4UY (01392 734652)	Save De	elete Makeup Create Makeup
		F	Pupils		START &	END
First Name	Last Name	Grou	up Time [Duration Attenda	Date	20 February 2014 09:00 >
Joseph	Banner	В	10:20	3:00 Not Set	End	12:00
Marcus	Dunstom	С	Not Set	3:00 Not Set	DELIVER	0 >
Cecilia	Feathers	Co	onfirmed	3:00 Not Se <mark>t</mark>	Confirm	
John	Fletcher	School Can				
Stewart	Gabrielle	School Can				
Ulga	Jackson	A	09:40	3:00 Not Sot		
Mat	James	С	09:00	3:00 Not Set		
Michael	James	А	10:00	3:00 Not Set		
Stephen	Majorie	А	09:20	3:00 Not Set		(i) >
Tania	Prasad	А	09:00	3:00 Not Set		(i) >

You can record the Task Result of the lesson under *Delivery*:

The *Task Results* displayed will be those that have been defined within Ensemble.

Once finished, click Save.

Create Makeup Sessions

If a session hasn't taken place when it was originally scheduled, the teacher will able to create a Makeup session to occur at a later date in order for the scheduled teaching to still be fulfilled.

This is done by clicking:

Edit (Top right) > Create Makeup

		⊕ 56% ■
		Sync
		Edit
	Save	Delete Makeup Create Makeup
	START	& END
nda	Date	20 February 2014 09:00 >
Set	End	12:00 >

This will then display the options below:

iPad 🗢		09	9:40			֎ 56% ■
Log out		Sch		Sync		
Sessions		Sessio	n Detai	ls		
Date: 20-Feb-14 Time: 09:00 Duration: 3 hrs	Venue: Abbacus S Activity: WCIT Task Result: Not Set	econdary School	EX8 4U1	Y (01392 734652)		Save
		Pu	ipils		NON-DELIVERY F	REASON
First Name	Last Name	Group	Time	Duration Attenda	Teacher Abser	nt Medical (dep.)
Joseph	Banner	В	10:20	3:00 Not Set	START & END	
Marcus	Dunstom	С	11:20	3:00 Not Set	Date 24	February 2014 09:00 >
Cecilia	Feathers	С	11:00	3:00 Not Set	End	12:00 >
John	Fletcher	А	11:40	3:00 Not Set	End	0
Stewart	Gabrielle	В	10:40	3:00 Not Set		
Ulga	Jackson	А	09:40	3:00 Not Set		
Mat	James	С	09:00	3:00 Not Set		
Michael	James	А	10:00	3:00 Not Set		
Stephen	Majorie	А	09:20	3:00 Not Set		(i) >
Tania	Prasad	А	09:00	3:00 Not Set		(i) >

The teacher will be able to select the **Non-Delivery Reason** (which will be one the defined Task Results set by your service) and select a new **Date** and **End** for the Makeup session.

When finished, press Save.

Once returned to the previous menu, if the Makeup needs to be removed it can be deleted by pressing **Delete Makeup**.

Viewing Makeup Sessions

An Activity Plan that has a Makeup session will have this indicated on all their sessions on the *top right* of the Session Details:



Moreover a Makeup Session will have an altered session number from the original session so it is easy to identify. It will have a '0.1' added to the original number.

In the example below, the highlighted session is a Makeup session for the 7th session of the planned schedule.

MONDAY 24-FEB-2014	
09:00 (7) Brass Abbacus Secondary School	
09:00 (7.1) WCIT Abbacus Secondary School	
11:00 (7) Woodwind Abbacus Secondary School	
12:00 (7) Jazz - Stage 3 Abbacus Secondary School	

Record Pupil Attendance

See How to Record Pupil Attendance Here



The teacher can record the attendance of pupils in the lesson by clicking **Edit** (as above) next to the Pupils header:

ssions		Session Det	ails		E
Date: 24-Feb-14 Time: 09:00 Duration: 30 mins	Venue: Abbacus Sec Activity: Brass Task Result: Confirmed	condary School EX8 4	UY (01392 ⁻	734652)	Session: 7
		Pupils			Done
First Name	Last Name	Group Time	e Durati	on Attendance	
Stewart	Gabrielle	А	09:00	0:30 Not Set	
Thomas	Moore	А	09:20	0:30 Not Set	
ᠵ Tania	Prasad	А	09:20	0:30 Not Set	
Henrietta	Sadler	А	09:10	0:30 Not Set	
Rosie	Smith	А	09:10	0:30 Not Set	
🖌 Lyndsay	Thomas	А	09:00	0:30 Not Set	

The teacher will now be able to select the pupils to record attendance for. Click each individually or press **Select All** to select all the pupils in this session. Pupils that have been selected will have a blue tick next to their name. In this example all the pupils have been selected.

Once a pupil has been selected a teacher can also edit their starting time, duration and group by pressing **Set Time**, **Set Duration** and **Set Group** respectively.

To record the attendance for that pupil press Present?

This will display the screen below:

sions		Session Det	ails		
Date: 24-Feb-14 Time: 12:00 Duration: 1 hr	Venue: Abbacus S Activity: Jazz - Stag Task Result: Not Set	Session: 7			
		Pupils			Done
First Name	Last Name	Group Time	e Durati	on Attendance	
Marcus	Duistom	А	12:00	1:00 Not Set	
	Fletcher	А	12:00	1:00 Not Set	
	Gabrielle	А	12:00	1:00 Not Set	
Present	Majorie	А	12:00	1:00 Not Set	
Absent with Expla Henrietta Absent without Exp	Sadler	А	12:00	1:00 Not Set	
	Thomas	А	12:00	1:00 Not Set	
	et Duration Set Group	Select All			

The attendance options available will be the *Register Keys* defined within Ensemble.

Once the options have been selected, press **Done** to save.

og out		Schedule						
ssions		S						
Date: 24-Feb-14 Time: 12:00 Duration: 1 hr	Venue: Abbacus S Activity: Jazz - Sta Task Result: Confirmed	ge 3	ol EX8 4UY (0)1392 734652)	Session: 7			
		Р	upils		Edit +			
First Name	Last Name	Grou	p Time D	Juration Attendance				
Marcus	Dunstom	А	12:00	1:00 Present	(i) >			
Jennifer	Fletcher	А	12:00	1:00 Present	(i) >			
Stewart	Gabrielle	А	12:00	1:00 Present	(i) >			
Stephen	Majorie	А	12:00	1:00 Present	(i) >			
Henrietta	Sadler	А	12:00	1:00 Present	(i) >			
Lyndsay	Thomas	А	12:00	1:00 Present	(i) >			

All these pupils have their attendance selected as 'Present'. As can be seen, a green strip is now on the left of the pupil's first name to indicate this too.

Note: This colour will be set for the defined Register Key in Ensemble.

Add Pupils into Sessions

View How to Add Pupils into Sessions Here

● 54%	_ •
Sync	;
Edit	:
Session: 7	
Edit +	

Press the + (as above) along the Pupils header and you will have the option to:

- 1. Add a *new pupil* to the session
- 2. Transfer a pupil on a *waiting list* to the session

۲	54% 🔳
	Sync
New Session: 7 From Waiting List	Edit
Edit +	

Add a New Pupil

Press **New** to add new pupils into the schedule starting from this session. You can add pupils into lessons for any date.

Important: Teachers can only add pupils into sessions if they are being paid for by a School.

You will then be able to fill in the details below:

og out		Sch	edule			Add Pupil	Save
essions		Sessio	n Detail	ls	51151		
Date: 12-Feb-14 Time: 10:25 Duration: 40 mins	Venue: Yellow-Ha Activity: WCIT Task Result: Not Set	mmer Academy E	X8 3YU ((01395 632488)	PUPIL First Name	Session: irst Name	
Duration: 40 mins	lask Hesult: Not Set	Pu	ipils		Last Name	ast Name	
First Name	Last Name			Duration Attenda	DOB	01 Janu	ary 2008
Jo	Adler	A	10:25	0:40 Present	Gender		Female
Joseph	Banner	А	10:25	0:40 Not Set	Start Date	17 Febru	ary 2014
David	Bansworth		10:25	0:40 Not Set			
Hans	Berg	А	10:25	0:40 Not Set	SUBJECT & ASS	ESSMENT	
James	Cheeseman		10:25	0:40 Not Set	Alto Saxopho	ne	\bigcirc
Marcus	Dunstom		10:25	0:40 Not Set			(j) >
Michelle	Hooper	А	10:25	0:40 Not Set			(i) >
Jack	Jones		10:25	0:40 Not Set			(i) >
Tom	Jones		10:25	0:40 Not Set			(i) >
Tony	Woodland	А	10:25	0:40 Not Set			(j) >

Note: *Subject* and *Assessment* options will be those defined within Ensemble.

Once finished click **Save** to add the pupil to the session.

Important: Once a pupil has been added, their details can't be changed.

Transfer from a Waiting List

Teachers will also be able to add pupils who are on a Waiting List for their sessions. To do this they will need to press **From Waiting List** after pressing the **+**. The screen will then display this menu:

Pad			:13			֎ 50% ■
🕻 Log out		Sche	edule		Add Pu	pil Save
Sessions		Session	n Detai	ls		
Date: 24-Feb-14 Time: 09:00 Duration: 30 mins	Venue: Abbacus Seco Activity: Brass Task Result: Confirmed	ondary School	EX8 4U	Y (01392 734652)	PUPIL Select Pupil	
		Pu	pils		START DATE	
First Name	Last Name			Duration Attenda	Start Date 18 F	ebruary 2014 >
Stewart	Gabrielle	А	09:00	0:10 Not Set		
Thomas	Moore	А	09:20	0:10 Not Set	SUBJECT & ASSESSMEN	IT ① >
Tania	Prasad	А	09:20	0:10 Not Set	Default Subject	
Henrietta	Sadler	А	09:10	0:10 Not Set	< Level 1	
Rosie	Smith	А	09:10	0:10 Not Set		\bigcirc
Lyndsay	Thomas	А	09:00	0:10 Not Set		(j) >

This is very similar to creating a new pupil; here the teacher will need to press **Select Pupil...** to choose a pupil on the Waiting List then select a **Start Date** and assign their **Subject** and **Assessment**.

When **Select Pupil...** has been pressed the teacher will see the list of pupils waiting for tuition:

Pad				10:13			● 50%
🕻 Log ou	Hans Berg (01	-Mar-09)	Scl	hedule		Add Pu	oil Save
Sessions	Brass (Classic	al) at Abbacus Secondary School	from 18-Feb-14		s		
D	James Eustace	e (28-Dec-89)				PUPIL	
Da Tir	Brass (Alto Sa	xophone) at Abbacus Secondary S	School from 18-F	eb-14	(01392734652)	Select Pupil	
Durati	Michelle Hoope	er (01-Nov-08)					
	Brass (French	Horn) at Abbacus Secondary Sch	ool from 18-Feb-	14		START DATE	
Firs					Duration Attenda	Start Date 18 F	ebruary 2014 >
Stev					0:10 Not Se t -		
Tho					0:10 Not Se t	SUBJECT & ASSESSMEN	т 🕕 >
Tani					0:10 Not Se t	Default Subject	
Hen					0:10 Not Se t	< Level 1	
Rosi	е	Smith	А	09:10	0:10 Not Set		0
Lynd	Isay	Thomas	А	09:00	0:10 Not Set		(i) >

The teacher will able to see information regarding each pupil such as:

- Name
- DOB
- Activity and Subject
- Venue
- Start Date

The pupils will be ordered *alphabetically by their last name*.

To select a pupil, the teacher will need to press the **row** of the desired pupil:

d				● 50% ■			
Log out Schedule			A	dd Pupil	Save		
Sessions		Session Details					
Date: 24-Feb-14 Time: 09:00 Duration: 30 mins	Venue: Abbacus Secondary School EX8 4UY (01392 734652) Activity: Brass Task Result: Confirmed				PUPIL Michelle Hoop	er (01-Nov-	-08)
		Pu	upils		START DATE		
First Name	Last Name			Duration Attenda	Start Date	18 Febru	ary 2014 >
Stewart Thomas	Gabrielle Moore	A	09:00 09:20	0:10 Not Set 0:10 Not Set	SUBJECT & ASSE	SSMENT	
Tania	Prasad	А	09:20	0:10 Not Set	French Horn		
Henrietta	Sadler	А	09:10	0:10 Not Set	< Level 1		
Rosie	Smith	А	09:10	0:10 Not Set			0
Lyndsay	Thomas	А	09:00	0:10 Not Set			(i) >

Here *Michelle Hooper* has been selected from the Waiting List and the **Start Date** and **Subject/Assessment** fields have automatically been filled with the information previously attached.

If the teacher wanted to change the pupil they can press the **pupil's name** and the Waiting List will be displayed again.

Once they are happy to add them to the activity plan press Save.

Important: Be careful to make sure the correct pupil is being added to this activity plan. Once **Save** has been pressed the teacher will be *unable to reverse this*.

View Pupil Information
Watch the Pupil Information Tutorial Here

A teacher using Live Teacher can also view extended information for a particular pupil. To access their information press the i on the row of the pupil. This is displayed below:

হ _og out	09:53 Schedule				© 54%∎ Syn		
essions		Session Details					
Date: 25-Feb-14 Time: 09:00 Duration: 45 mins	Venue: Abbacus Activity: Woodwing Task Result: Not Set		ol EX8 4UY	(01392 734652)	Session: 7		
		P	upils		Edit +		
First Name	Last Name	Grou	p Time	Duration Attendance	\frown		
Joseph	Banner	А	09:00	0:45 Not Set	(i) >		
Lily	Callaghan	А	09:00	0:45 Not Set	(i) >		
Marcus	Dunstom	В	09:15	0:45 Not Set	(i) >		
James	Eustace	В	09:15	0:45 Not Set	(j) >		
Cecilia	Feathers	В	09:15	0:45 Not Set	(j) >		
John	Fletcher	В	09:15	0:45 Not Set	(i) >		
Tania	Prasad	А	09:00	0:45 Not Set	(\mathbf{i})		

Once that has been pressed, another menu will appear:

Sessions			301	edule	View Tuition	Edit Notes	Syr
Data A			Session	n Details		Luit Notes	Ec
Time: 0 Duration: 4		Venue: Abba Activity: Wood Task Result: Not S		EX8 4UY (013	PUPIL Joseph Banner	Session:	7
			Pu	pils	PROVISION DETAILS		Edit 🕂
First Na r Joseph	ne	Last Name Banner	Group A	Time Dur 09:00	0:45 Not Set	Clarinet	(i) >
Lily		Callaghan	А	09:00	Lesson Type Assessment	Group Level 7	(j) >
Marcus James		Dunstom	В	09:15	SESSION NOTES		(i) >
Cecilia		Feathers	В	09:15	0:45 Not Set		(j) >
John		Fletcher	В	09:15			(j) >
Tania		Prasad	А	09:00			(i) >

Here a teacher can view the pupil's *Subject, Lesson Type* and *Assessment* for this session.

Enter Notes

If a teacher wants to enter additional notes for this pupil they can click-<u>Edit Notes.</u>

Pad ᅙ		09	9:57				● 54% ■
CLog out Schedule		edule	View Tuition		Edit Notes	Sync	
Sessions		Session Details				Notes	Save
Date: 25-Feb-14 Time: 09:00 Duration: 45 mins	Venue: Abbacus Sec Activity: Woodwind Task Result: Not Set			PUPIL Joseph Bai	NOTES		
		Ρι	ipils	PROVISION E	Notes		
First Name Joseph	Last Name Banner	Group A	Time Dur 09:00	Subject			
Lily	Callaghan	А	09:00	Lesson Type Assessmen			
Marcus James	Dunstom	B	09:15				
Cecilia	Feathers	B	09:15	SESSION NO			
John	Fletcher	В	09:15				
Tania	Prasad	А	09:00				

Once the notes have entered they will then need to press **Save** and the notes will appear underneath *Session Notes* here.

Note: Any notes entered will only appear for this particular session.

View Parent Information

Press on the **pupil's name** (Joseph Banner from this example) and the teacher will see the pupil's date of birth and the names of any listed parents:

ad ᅙ		15	5:11			֎ 50%
Log out		Sche	edule	 Joseph B 	Banner	Syr
Sessions		Sessior	n Details			Ec
Date: 25-Feb-14 Time: 09:00 Duration: 45 mins	Venue: Abbacus Secon Activity: Woodwind Task Result: Confirmed	ndary School	EX8 4UY (013	DETAILS DOB	Section 15-Oct-98	7
		Pu	pils	PARENT 1		Edit 🕂
First Name Joseph	Last Name Banner	Group A	Time Dur 09:00	Mr Daniel Banner	>	(j) >
Lily	Callaghan	А	09:00			(j) >
Marcus	Dunstom	В	09:15			(i) >
James	Eustace	В	09:15			(j) >
Cecilia	Feathers	В	09:15			(j) >
John	Fletcher	В	09:15			(j) >
Tania	Prasad	А	09:00			(i) >

To view further information regarding the parent, press the on the **parent's name** (Mr Daniel Banner in this example):

Pad ᅙ			15:11		@ 50% 🔳
🕻 Log out		Sc	hedule	K Back Mr Daniel Banner	Sync
Sessions		Sessi	on Details		Edit
Date: 25-Feb-14	Venue: Abbacus Sec	ondary Scho	ol EX8 4UY (013	PARENT 1	essions 7
Time: 09:00 Duration: 45 mins	Activity: Woodwind Task Result: Confirmed			Mr Daniel Banner	
		F	Pupils	Landline	Edit +
First Name	Last Name	Grou	ıp Time Dur	Mobile	
Joseph	Banner	А	09:00		(i) >
Lily	Callaghan	А	09:00		(i) >
Marcus	Dunstom	В	09:15		(i) >
James	Eustace	В	09:15		(i) >
Cecilia	Feathers	в	09:15		(j) >
John	Fletcher	В	09:15		(i) >
Tania	Prasad	А	09:00		(i) >

Pupil Tuition History

Watch How to View and Edit Tuition History Here

Teachers will also be able to access the tuition history for a *specific activity plan* for an individual pupil. This is a useful record of the lessons that the pupil has attended and will attend. Similarly to viewing the extended information for a pupil, a teacher will first need to press the **i** next to the relevant pupil:

হ ∟og out	09:53 Schedule				© 54% ∎ Syn		
essions		Session Details					
Date: 25-Feb-14 Time: 09:00 Duration: 45 mins	Venue: Abbacus Activity: Woodwing Task Result: Not Set		ol EX8 4UY	(01392 734652)	Session: 7		
		Р	upils		Edit +		
First Name	Last Name	Grou	p Time	Duration Attendance	\frown		
Joseph	Banner	А	09:00	0:45 Not Set	(i) >		
Lily	Callaghan	А	09:00	0:45 Not Set	(i) >		
Marcus	Dunstom	В	09:15	0:45 Not Set	(i) >		
James	Eustace	В	09:15	0:45 Not Set	(i) >		
Cecilia	Feathers	В	09:15	0:45 Not Set	(i) >		
John	Fletcher	В	09:15	0:45 Not Set	(j) >		
Tania	Prasad	А	09:00	0:45 Not Set	(i) >		

Once that has been pressed, another menu will appear:

Pad 🗢			9:56 			● 54% ■
Log out		Sch	edule	View Tuition	Edit Notes	Syn
Sessions		Sessio	n Details			Edi
Date: 25-Feb-14 Time: 09:00 Duration: 45 mins	Venue: Abbacus Seco Activity: Woodwind Task Result: Not Set	ondary School	EX8 4UY (013	Joseph Banner	Session	7
		Pu	ipils	PROVISION DETAILS		Edit 🕂
First Name	Last Name	Group	Time Dur	Subject	Clarinet	
Joseph	Banner	A	09:00	Lesson Type	Group	i >
Lily	Callaghan	А	09:00	Assessment	Level 7	(i) >
Marcus	Dunstom	В	09:15			(i) >
James	Eustace	В	09:15	SESSION NOTES		(j) >
Cecilia	Feathers	В	09:15			(j) >
John	Fletcher	В	09:15			(j) >
Tania	Prasad	А	09:00			(i) >

Press View Tuition. The screen will now display the tuition history for the pupil for this activity plan:

Schedule	
Spring	
Sping	Edit Enter Finish Date
Venue: Abbacus Secondary School Finished On: Activity: Woodwind Leave Reason: Subject: Clarinet ssessment: Level 7	
Sessions	
Attendance:Not Set Notes:	
Attendance:Not Set Notes:	
Attendance:Not Set Notes: ^{test}	
Attendance:Not Set Notes:	
Attendance:Not Set Notes:	
Attendance:Not Set	
	Activity: Woodwind Subject: Clarinet Sessions Sessions Attendance:Not Set Notes: Attendance:Not Set Notes:

The basic details for the pupil regarding this activity plan are displayed at the top of the screen. These are:

- Pupil name
- DOB
- Venue
- Activity
- Subject
- Assessment level
- Finish date and Leave Reason

By scrolling up and down the screen beneath *Sessions*, a teacher then be able to see the scheduled tuition for the pupil. The teacher will able to see:

- Each session in the activity plan for the selected term
- The session's number
- Session date and duration
- Attendance
- Notes

To return to the Schedule for all tuition click **< Schedule** on the top left of the screen.

View Provisions

iPad 🗢	
Schedule	
Provisions	
First Name: Last Name: DOB:	

Live Teacher will only display the scheduled tuition for the pupil by the individual Provisions (i.e Autumn, Spring and Summer).

Therefore to view the tuition for a different Provision within this activity plan press **Provisions** (as above) on the top left:

iPad 🗢	10:00	€ 53% ■
< Schedule	Schedule	
PROVISIONS	Spring	Edit Enter Finish Date
Spring	Venue: Abbacus Secondary School Finished On: Activity: Woodwind Leave Reason:	
Summer	Subject: Clarinet sessment: Level 7	
	Sessions	
	Attendance:Not Set Notes:	
	Attendance:Not Set Notes:	
	Attendance:Not Set Notes: ^{test}	
	Attendance:Not Set Notes:	
	Attendance:Not Set Notes:	
	Attendance:Not Set	

A scroll panel will emerge on the left hand side with the available Provisions. The teacher can then select one and view the pupil's tuition history within it.



Teachers will be able to edit the Assessment of the pupil in the Tuition History by clicking **Edit** (as above):

²ad 奈 <	^{10:04} Schedule		
Provisions	Spring	Edit Enter Finish Date	
First Name: Joseph Last Name: Banner DOB: 15-Oct-98	Venue: Abbacus Secondary School Finished C Activity: Woodwind Leave Reasc Subject: Clarinet	Edit Save	
	Assessment: Level 7 AS	SESSMENT	
	Sessions	evel 7	
6 11/02/2014 09:00-09:45	Attendance:Present Notes:		
7 25/02/2014 09:00-09:45	Attendance:Present Notes:		
8 04/03/2014 09:00-09:45	Attendance:Not Set Notes:		
9 11/03/2014 09:00-09:45	Attendance:Not Set Notes:		
10 18/03/2014 09:00-09:45	Attendance:Not Set Notes:		

Once the Assessment level has been edited, the change will be carried forward to the next Provisions. For example if the Assessment is changed in Spring, it won't affect Autumn but Summer onwards will default to the chosen Assessment level.
Ending Tuition for a Pupil



If a pupil ends tuition during the term this can recorded on Live Teacher by entering a Finish Date within the Tuition History view.

Important: Teachers will only be able to do this for pupils in *school billed sessions*.

Click Enter Finish Date (as above) on the top right of the screen:

d 중 Schedule	10:12 Schedule	© 51% ■
		Edit Enter Finish Dat
Provisions	Spring	Edit Enter Finish Date
First Name: Jo Last Name: Adler	Activity: WCIT Le	Finished C Enter Finish Date Save
DOB: 01-Jan-98	Subject: Classical Assessment: < Level 1	FINISH DATE
	Sessions	Finish Date 17 February 2014 >
5 05/02/2014 10:25-11:05	Attendance:Present Notes:	REASON
		Personal Reasons
6 12/02/2014 10:25-11:05	Attendance:Present Notes:	
7 26/02/2014 10:25-11:05	Attendance:Not Set Notes:	
8 05/03/2014 10:25-11:05	Attendance:Not Set Notes:	
9 12/03/2014 10:25-11:05	Attendance:Not Set Notes:	
10 19/03/2014 10:25-11:05	Attendance:Not Set	

You will be able to select the Finish Date and the reason for leaving.

Note: Reasons will already be defined by *Leave Reasons* in Ensemble.

Click Save to save the finish date.

Synchronising with Ensemble

See the Synchronisation Video Tutorial Here



Once updates have been made on Live Teacher they will need to be synchronised with your master database in Ensemble. It is recommended that this is done regularly in order to keep all records backed up and up to date.

Click **Sync** (as above) at the top right of the screen:



Press **Sync** again to begin the synchronisation.

Once this is complete the screen will be displayed as below:



Once the changes have been synchronised with your Ensemble database, you can view these changes in the *Audit Log* within Ensemble.

Using the Live Teacher Website

Teachers can also use Live Teacher on the web. The website is unique to each Service:

http://live.paritor.com/t/XXXX

Note: XXXX is where your service's *Customer Number* should be entered. This number can be seen in the Service Bar at the bottom of Ensemble:

	 Display latest news from Paritor
	👻 Display your To Do List
	 Display latest SMS Replies
EnterpriseEntit	ConnectionID : 1
EnterpriseEntity\	ConnectionID : 1

In this example the *numerical* Customer Number is **1**

The webpage is displayed below:

			Home About	
h		U live		
N . 1	Log On			
m (1)	Please enter	your email address and password.		
100	Account In	formation		
11	Email	demo@paritor.co.uk		
	Password			
1		Log On [Reset Your Password] Powered by Paritor		

The Teacher will need to enter their Email Address and Password in order to log in. Click **Log On** to enter Live Teacher. A homepage for an example Teacher is displayed below:

L LIVE TEACHER Matthew Harper	(LOGOUT)
	Home About
Welcome to Live. Please use the links below to navigate the service your require.	
My Schedule	
My Reports	
My Account	
Powered by Paritor	

The area highlighted is always available while using the website. Click **Home** to return to this screen and **About** to view details of their current version of Live Teacher. They can click **Log Off** to sign out.

My Schedule View

On the Home Screen a Teacher can click My Schedule to view their schedule for tuition:



The My Schedule screen is displayed below:

	car ung.	17-	Feb-14									
Day	Start	End	Session No	Activity	Venue	Room	Duration	Task Result	Has Makeup	Pupils		
Thu	09:00	12:00	7	WCIT	Abbacus Secondary School		03:00	Teacher Absent Medical (dep.)	1	10	~	View
Thu	13:00	14:00	7	Rock - Stage 3	Abbacus Secondary School		01:00	Confirmed		5		View
Thu	15:00	16:00	7	Rock - Stage 1	Abbacus Secondary School		01:00			4		Viev
Fri	09:00	10:00	7	Jazz - Stage 2	Abbacus Secondary School		01:00	Weather		2		View
Fri	11:00	12:00	7	Classical - Stage 2	Abbacus Secondary School		01:00	School Cancelled Long Notice		1		View
Fri	12:00	14:00	7	Classical - Stage 3	Abbacus Secondary School		02:00			4		View
Fri	14:00	14:45	7	Brass	Bridges Academy		00:45			3		Viev

The Schedule is displayed on a table with details of the lessons conducted by the Teacher for a particular week. This week is selected by choosing a date in the **Week Starting** field.

View Session Details



To view the details of a session click **View** (as above) on the row for the session concerned. This will display the screen below:

	20-Feb-14			Abbacus	Secondar	y School	Session: 7		
Time: (WCIT	A		Make Up: 0		
Duration: 3	s nrsu mins	Task	Result	Teacher	Adsent M	edical (dep.)			
First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance	Session Notes	
Joseph	Banner	В	10:20	03:00	Classical	Level 6	Absent with Explanation		i.
Marcus	Dunstom	С	11:20	03:00	Classical	Level 6	Present		i
Cecilia	Feathers	С	11:00	03:00	Classical	Level 6	Forgot Instrument		i
John	Retcher	А	11:40	03:00	Classical	Level 6	Present		i
Stewart	Gabrielle	В	10:40	03:00	Classical	Level 6	Present		i
Ulga	Jackson	А	09:40	03:00	Classical	Level 6	Present		i
Michael	James	А	10:00	03:00	Classical	Level 6	Present		i
Mat	James	С	09:00	03:00	Classical	Level 6	Present		i
Stephen	Majorie	А	09:20	03:00	Classical	Level 6	Present		i
Tania	Prasad	A	09:00	03:00	Classical	Level 6	Present		i

Here the teacher can view the *details for this session* and the *pupils registered to attend*.

The session details include:

- Date of session
- Start time
- Duration
- Venue

- Activity
- Task Result (i.e Confirmed or Lesson Cancelled)
- Session Number
- Number of Makeups

In the pupil register the teacher can see the pupil's:

- First and last name
- Group
- Start time
- Duration
- Subject
- Assessment level
- Attendance
- Notes

Record Pupil Registration

Tania	Prasad
Edit	Back

To record information on the pupil register click **Edit** (as above) on the bottom left. The window below will be displayed:

Date: 2	20-Feb-14		Venue: /	Abbacus Sec	condary School	Session: 7	
Time: ()9:00	A	ctivity: \	WCIT		Make Up: 0	
Duration: 3	8 hrs0 mins	Task	Result:	Teacher A	bsent Medical (dep.)	•	
First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance
Joseph	Banner	В	10:20	03:00	Classical	Level 6	Absent with Explanation
Joseph	Danner	Notes:					
Marcus	Dunstom	С	11:20	03:00	Classical	Level 6	Present
Marcus	Dunstom	Notes:					
Cecilia	Feathers	C	11:00	03:00	Classical	Level 6	Forgot Instrument
Ceclua	reactions	Notes:					
	А	11.40	03:00	Classical	Level 6	Present	

The teacher will now be able to record the Task Result of the session to indicate its delivery outcome.

In the pupil register they will also be able to edit:

- Group
- Start time
- Duration
- Subject
- Assessment level
- Attendance
- Notes

Once done, click Save on the bottom left.

Add Pupils

For *school billed lessons only,* the teacher will also be able to add a pupil into the session for activity plan. They will then continue tuition after this date.

After clicking **View** for the desired school billed session, the **Add Pupil** option will be displayed on the bottom left:



This will display the window below:

dc	Pupil to Register
-\	WCIT at 12-Feb-14 10:25 at Yellow-Hammer Academy
F	irst Name
L	ast Name
D	late of Birth
G	ender
	Male •
	tartDate
	12/02/2014
S	ubject Default Subject
4	ssessment
	(Not Set)
	Add Pupil

Enter the Name and DOB of the pupil then click Add Pupil.

My Account View

On the Home Screen a Teacher can click My Account to view their account information:

Welcome to Live. Please use the links below to navigate the service your requir	e.
My Schedule	
My Reports	
My Account	

The *My Account* screen is displayed below:

My Account Information
Name: Matthew Harper
Email: Matthew Harper
Change Password

This simply displays the Teacher's name and email address. They can click on **Change Password** to change their password:

Change Password
5
Use the form below to change your password.
Account Information
Current password
New password
Confirm new password
Change Password

They will need to enter their current password and the new password twice. Click **Change Password** to save.