

Get ready for Live Teacher!

ArtForms is moving to a brand new way of keeping our pupil registers up to date called Live Teacher. This new online service will let you **access your register, manage your groups and change pupil details** on your smartphone, tablet or computer.

Unlike our paper registers, **Live Teacher can easily be changed as many times as you need** throughout the year and also allows you to make notes on your pupils and lessons. If it is used properly, it also means that the ArtForms office will be able to check pupil attendance and achievement records quickly if these are queried and without having to phone or email you – **this means less calls and emails for you from the office to try and sort out simple problems.**

[This guide was updated on 12/03/2020; to view the new information in this guide, please go straight to page 10.](#)

How do I sign up?

Step 1: Contact the office

Email educ.artforms@leeds.gov.uk to let us know that you need Live Teacher access. Please be aware that this may take up to a week to get sorted out.

Step 2: Email

You will receive an email with your login details and temporary password. You can go to <https://live.paritor.com/t/29> to sign in using these details.

Congratulations, you now have a Live Teacher account!

I've signed up, how do I get on to Live Teacher?

Go to <https://live.paritor.com/t/29> and select "sign in".

You will then see the Live Teacher home screen, which looks like the image below. Click "sign in" to get started.



Welcome To



Sign In

You will then see a screen that looks like this. Enter your email and the password you have been given in the space with the red box. **Please remember that Live Teacher contains information about your pupils so only tick "Keep me signed in" if you are on a password-protected computer, tablet or phone that only you can use.**



SCHOOBLE

Email Address

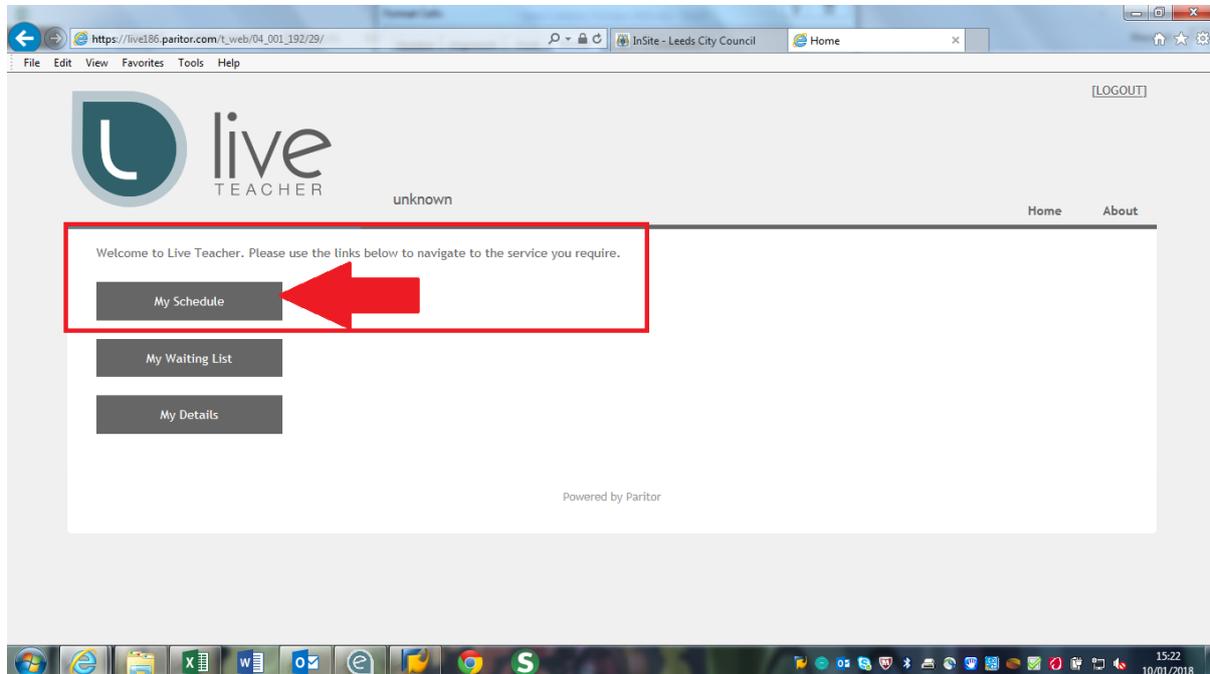
Keep me signed in

Sign in

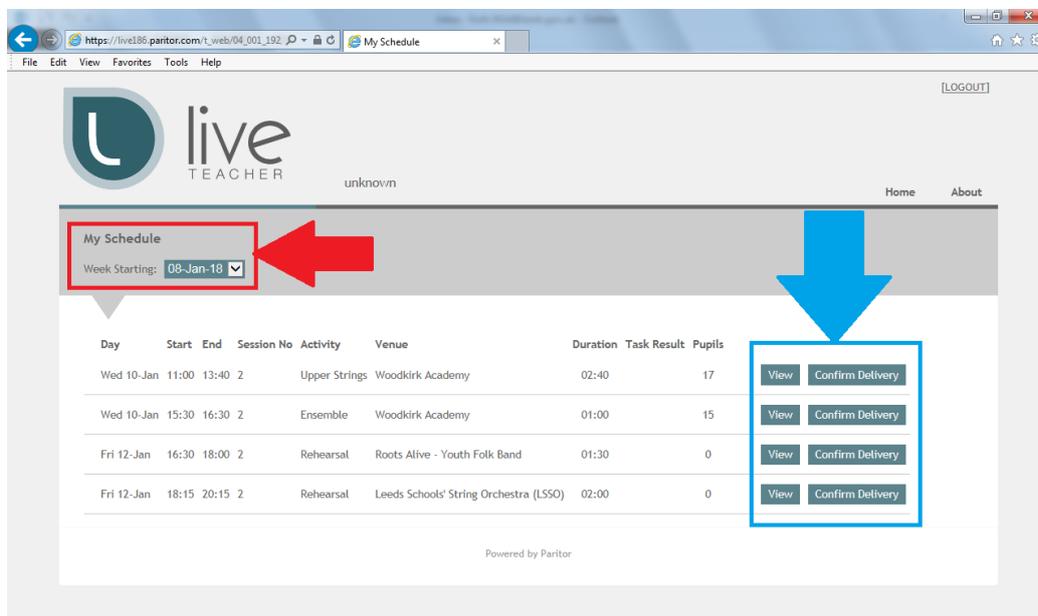
[Can't access your account?](#)

How do I use Live Teacher?

Once you have signed in to Live Teacher, you will see your home screen, which looks like the image below.

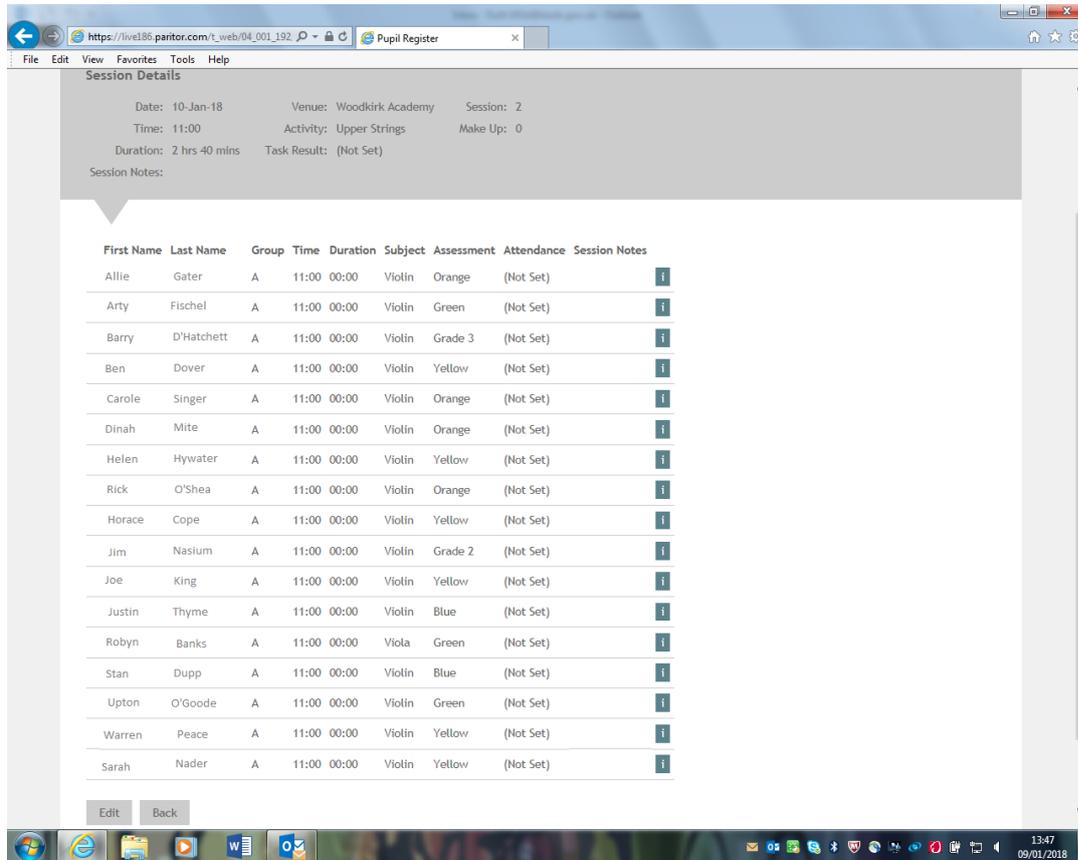


Click on “My Schedule” to begin using Live Teacher to manage your registers.



The above picture is what your schedule might look like. It will show what schools you go to, the day and time you will be there, and what lesson you are teaching. You can change the week in the drop down box where the **red arrow** is. The buttons at the right hand side where the **blue arrow** is allow you to manage your timetable. “**Confirm Delivery**” immediately marks you and all of your pupils as present at the school. If not all of your pupils were present, you will need to input their attendance manually.

To manage your class lists, click “**View**” to see the **Class List Page**.



The screenshot shows a web browser window with the URL https://live186.paritor.com/t_web/04_001_192 and the page title "Pupil Register". The interface is divided into "Session Details" and a table of student records.

Session Details:

- Date: 10-Jan-18
- Venue: Woodkirk Academy
- Session: 2
- Time: 11:00
- Activity: Upper Strings
- Make Up: 0
- Duration: 2 hrs 40 mins
- Task Result: (Not Set)
- Session Notes:

Class List Table:

First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance	Session Notes
Allie	Gater	A	11:00	00:00	Violin	Orange	(Not Set)	i
Arty	Fischel	A	11:00	00:00	Violin	Green	(Not Set)	i
Barry	D'Hatchett	A	11:00	00:00	Violin	Grade 3	(Not Set)	i
Ben	Dover	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Carole	Singer	A	11:00	00:00	Violin	Orange	(Not Set)	i
Dinah	Mite	A	11:00	00:00	Violin	Orange	(Not Set)	i
Helen	Hywater	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Rick	O'Shea	A	11:00	00:00	Violin	Orange	(Not Set)	i
Horace	Cope	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Jim	Nasium	A	11:00	00:00	Violin	Grade 2	(Not Set)	i
Joe	King	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Justin	Thyme	A	11:00	00:00	Violin	Blue	(Not Set)	i
Robyn	Banks	A	11:00	00:00	Viola	Green	(Not Set)	i
Stan	Dupp	A	11:00	00:00	Violin	Blue	(Not Set)	i
Upton	O'Goode	A	11:00	00:00	Violin	Green	(Not Set)	i
Warren	Peace	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Sarah	Nader	A	11:00	00:00	Violin	Yellow	(Not Set)	i

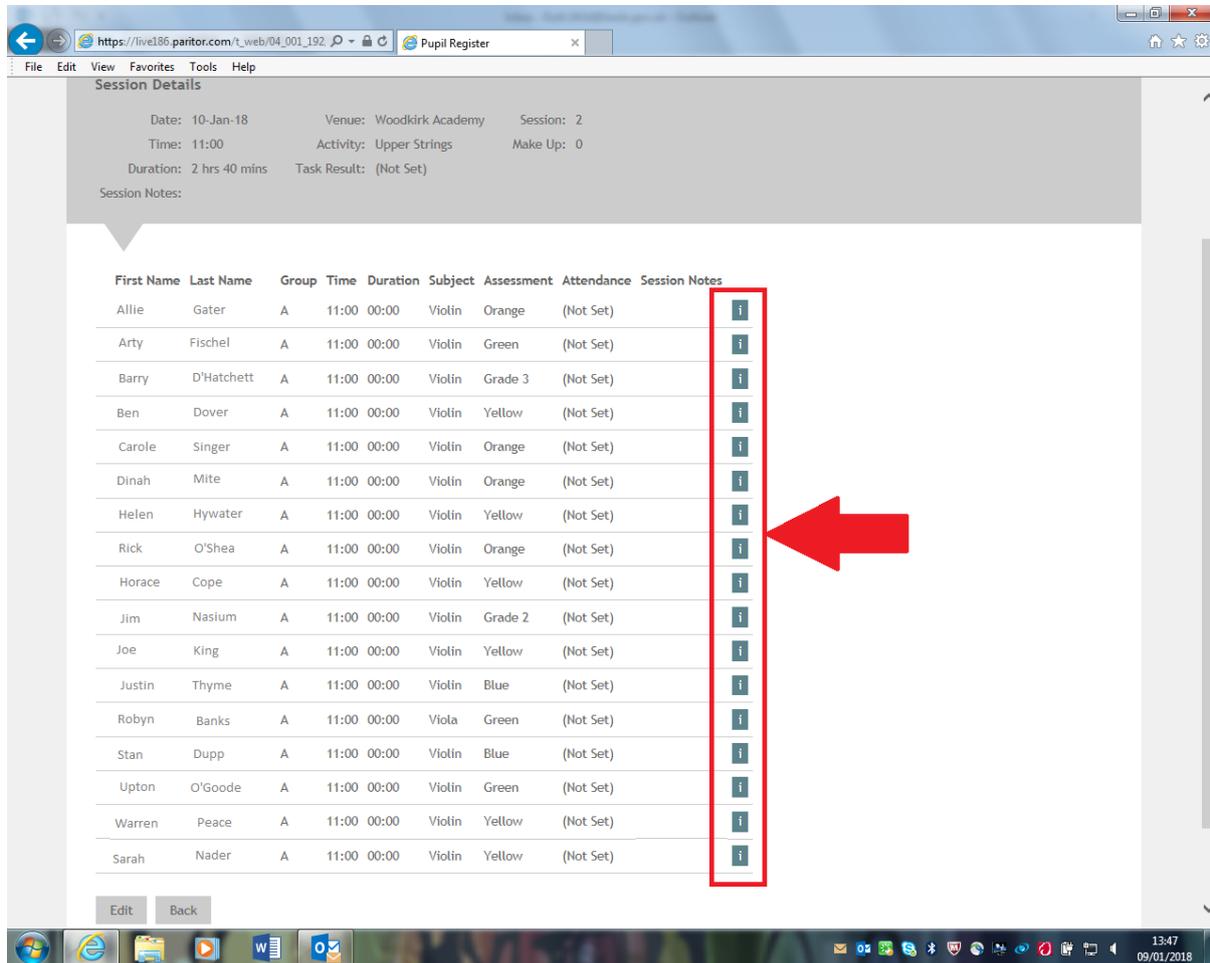
Buttons: Edit, Back

This will show you your class list for that teaching session. It will show the students' first and last names, their group, which instrument they're learning, their ArtForms attainment level and their attendance. You can change all of these things except their names on Live Teacher. You can also view individual students' attendance records.

When you change anything, the office does not get notified of it. Therefore you will still need to ring or email the ArtForms office if any of the following happens:

- If you want to add or remove a student from your class lists.
- If you want to order any colour award certificates.
- If you are ill or unable to attend a lesson for any reason.
- If the school cancels your lesson.

To view a student's attendance record, click on the "i" button at the right hand side of their name. This will bring up a page that shows their attendance record for this term. You can view a different term by selecting the drop down menu at the top of the page.

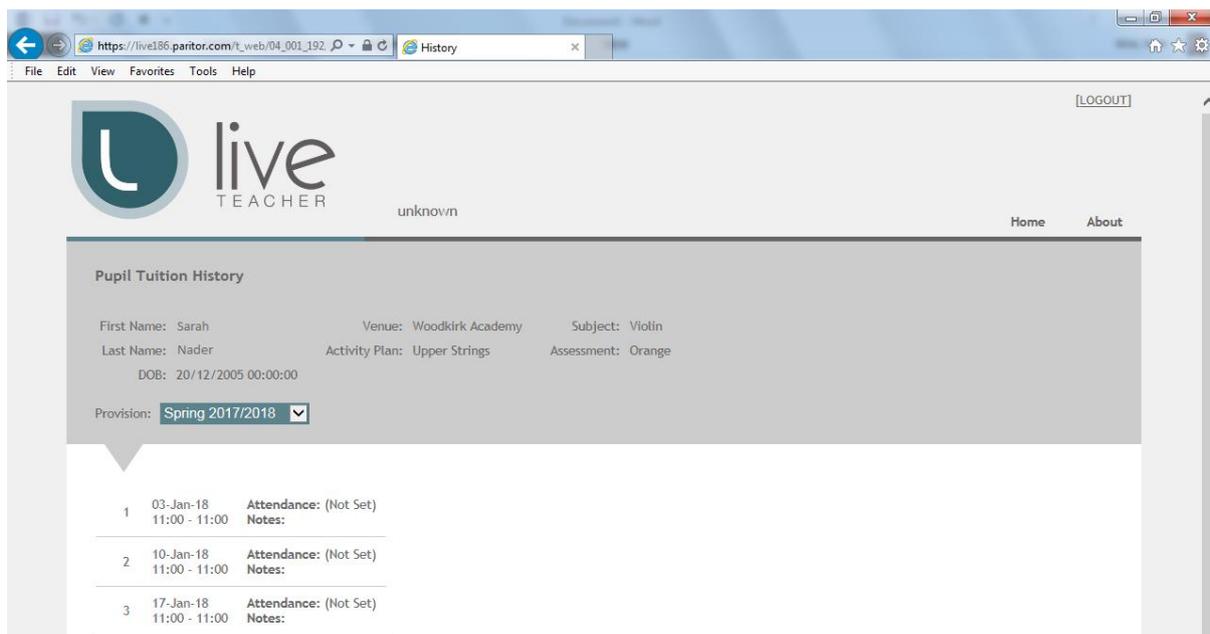


Session Details

Date: 10-Jan-18 Venue: Woodkirk Academy Session: 2
 Time: 11:00 Activity: Upper Strings Make Up: 0
 Duration: 2 hrs 40 mins Task Result: (Not Set)
 Session Notes:

First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance	Session Notes
Allie	Gater	A	11:00	00:00	Violin	Orange	(Not Set)	i
Arty	Fischel	A	11:00	00:00	Violin	Green	(Not Set)	i
Barry	D'Hatchett	A	11:00	00:00	Violin	Grade 3	(Not Set)	i
Ben	Dover	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Carole	Singer	A	11:00	00:00	Violin	Orange	(Not Set)	i
Dinah	Mite	A	11:00	00:00	Violin	Orange	(Not Set)	i
Helen	Hywater	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Rick	O'Shea	A	11:00	00:00	Violin	Orange	(Not Set)	i
Horace	Cope	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Jim	Nasium	A	11:00	00:00	Violin	Grade 2	(Not Set)	i
Joe	King	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Justin	Thyme	A	11:00	00:00	Violin	Blue	(Not Set)	i
Robyn	Banks	A	11:00	00:00	Viola	Green	(Not Set)	i
Stan	Dupp	A	11:00	00:00	Violin	Blue	(Not Set)	i
Upton	O'Goode	A	11:00	00:00	Violin	Green	(Not Set)	i
Warren	Peace	A	11:00	00:00	Violin	Yellow	(Not Set)	i
Sarah	Nader	A	11:00	00:00	Violin	Yellow	(Not Set)	i

Edit Back



[LOGOUT]

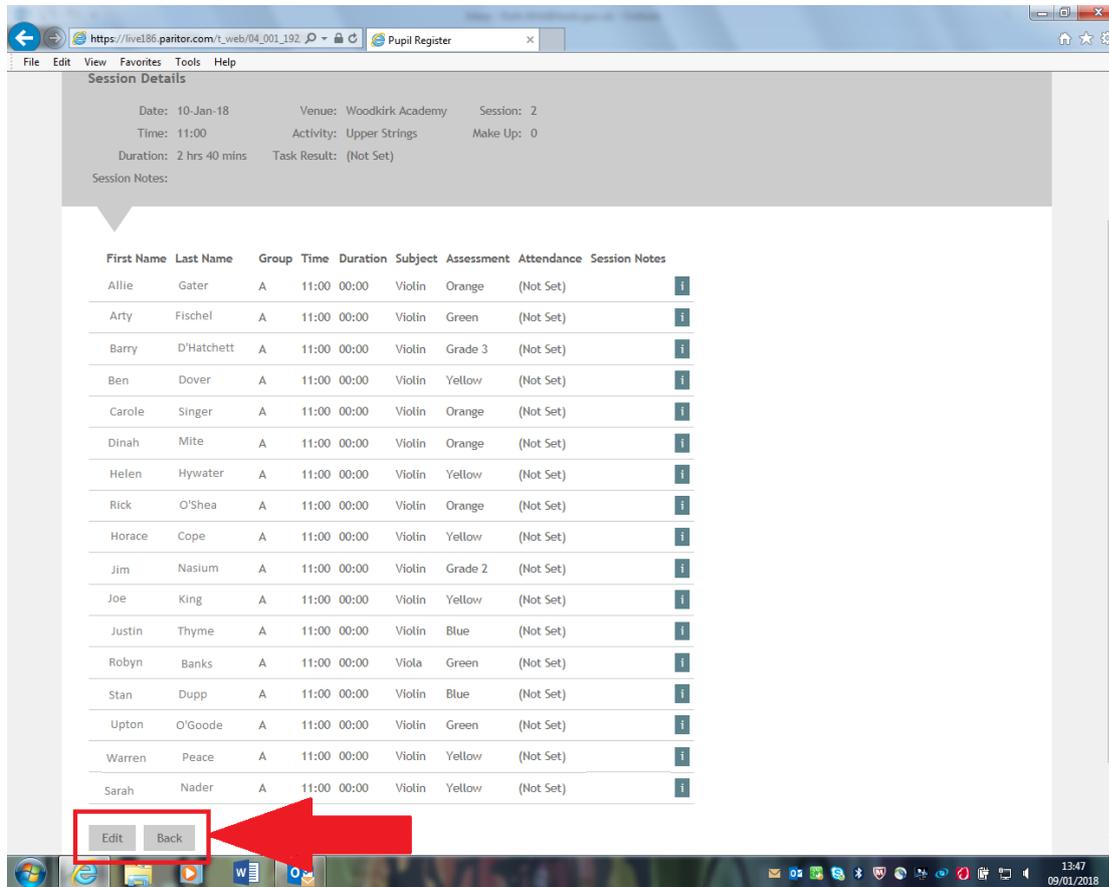
live TEACHER unknownn Home About

Pupil Tuition History

First Name: Sarah Venue: Woodkirk Academy Subject: Violin
 Last Name: Nader Activity Plan: Upper Strings Assessment: Orange
 DOB: 20/12/2005 00:00:00
 Provision: **Spring 2017/2018** ▼

1	03-Jan-18 11:00 - 11:00	Attendance: (Not Set) Notes:
2	10-Jan-18 11:00 - 11:00	Attendance: (Not Set) Notes:
3	17-Jan-18 11:00 - 11:00	Attendance: (Not Set) Notes:

To edit the details of your pupils, including attendance, attainment level and instrument, click **“Edit”** at the bottom of the **Class List Page**.



Session Details

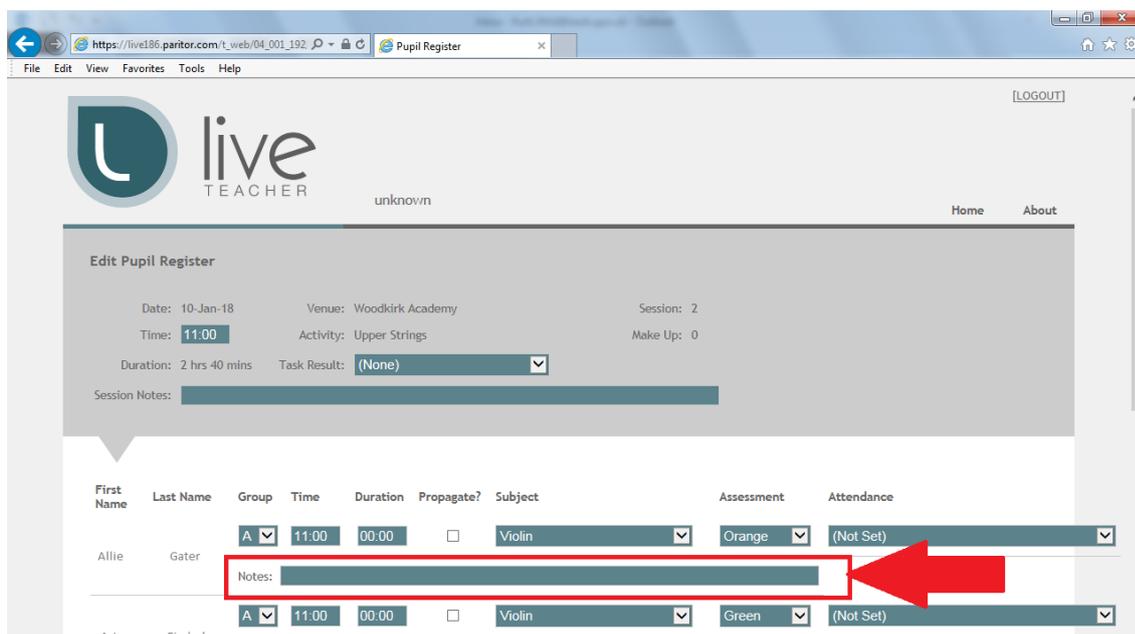
Date: 10-Jan-18 Venue: Woodkirk Academy Session: 2
 Time: 11:00 Activity: Upper Strings Make Up: 0
 Duration: 2 hrs 40 mins Task Result: (Not Set)

Session Notes:

First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance	Session Notes
Allie	Gater	A	11:00	00:00	Violin	Orange	(Not Set)	
Arty	Fischel	A	11:00	00:00	Violin	Green	(Not Set)	
Barry	D'Hatchett	A	11:00	00:00	Violin	Grade 3	(Not Set)	
Ben	Dover	A	11:00	00:00	Violin	Yellow	(Not Set)	
Carole	Singer	A	11:00	00:00	Violin	Orange	(Not Set)	
Dinah	Mite	A	11:00	00:00	Violin	Orange	(Not Set)	
Helen	Hywater	A	11:00	00:00	Violin	Yellow	(Not Set)	
Rick	O'Shea	A	11:00	00:00	Violin	Orange	(Not Set)	
Horace	Cope	A	11:00	00:00	Violin	Yellow	(Not Set)	
Jim	Naslum	A	11:00	00:00	Violin	Grade 2	(Not Set)	
Joe	King	A	11:00	00:00	Violin	Yellow	(Not Set)	
Justin	Thyme	A	11:00	00:00	Violin	Blue	(Not Set)	
Robyn	Banks	A	11:00	00:00	Viola	Green	(Not Set)	
Stan	Dupp	A	11:00	00:00	Violin	Blue	(Not Set)	
Upton	O'Goode	A	11:00	00:00	Violin	Green	(Not Set)	
Warren	Peace	A	11:00	00:00	Violin	Yellow	(Not Set)	
Sarah	Nader	A	11:00	00:00	Violin	Yellow	(Not Set)	

Buttons: Edit, Back

You can make notes on a student by typing in the “Notes” box beside their name. We recommend using this to keep up with what skills or pieces your students are working towards, but you can use this box for anything you want. Please remember that these notes can be viewed at any time by the management and admin teams.



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LOGOUT

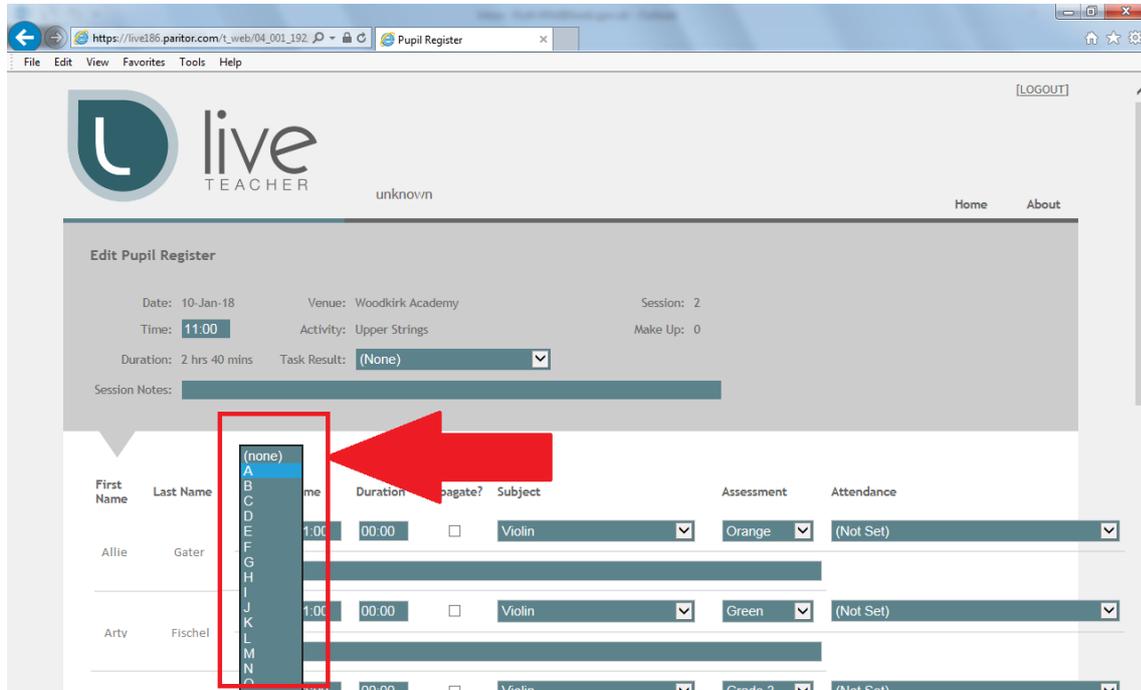
Edit Pupil Register

Date: 10-Jan-18 Venue: Woodkirk Academy Session: 2
 Time: 11:00 Activity: Upper Strings Make Up: 0
 Duration: 2 hrs 40 mins Task Result: (None)

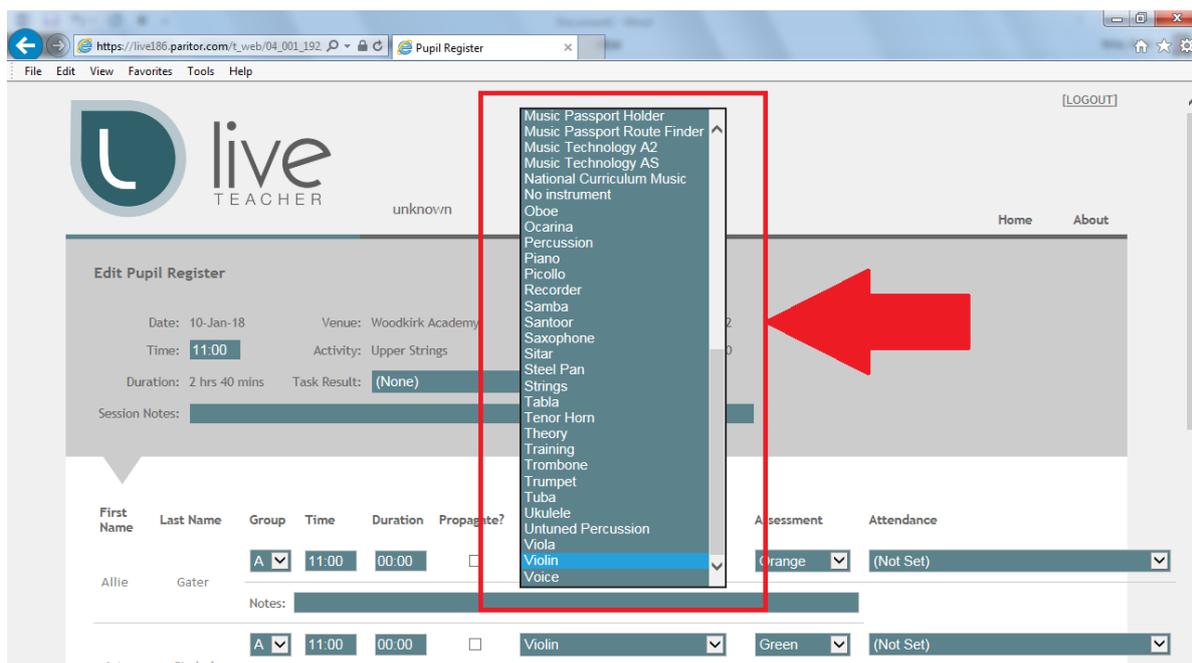
Session Notes:

First Name	Last Name	Group	Time	Duration	Propagate?	Subject	Assessment	Attendance
Allie	Gater	A	11:00	00:00	<input type="checkbox"/>	Violin	Orange	(Not Set)
Notes: <input type="text"/>								
Arty	Fischel	A	11:00	00:00	<input type="checkbox"/>	Violin	Green	(Not Set)

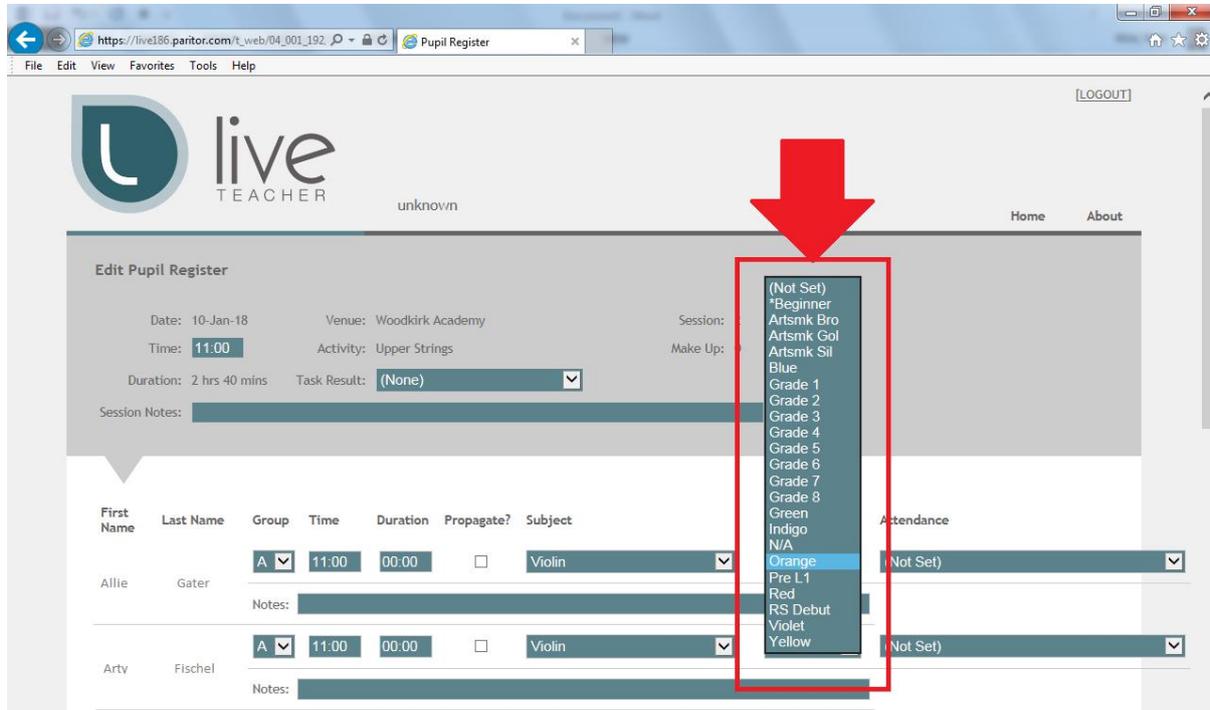
If you teach lots of small groups throughout one visit to a school, you can change a student's "group" by selecting the **drop down menu (the downwards arrow to the right of the letter A) below "Group"**. Unless you are in a National Curriculum or Whole Class/Whole Class lesson, everyone will initially be in Group A. **Please do not change pupil groups for National Curriculum, Whole Class or Whole Class groups as the admin team sorts these by pupil year group.**



You may find that students decide to change their instrument part-way through the year – especially if you are a woodwind or brass teacher. If this happens, you can update a pupil's instrument by selecting the **drop down menu below "Subject"**. **Remember to keep the admin team and your co-ordinator up to date with any instrument swaps that involve ArtForms instruments!**



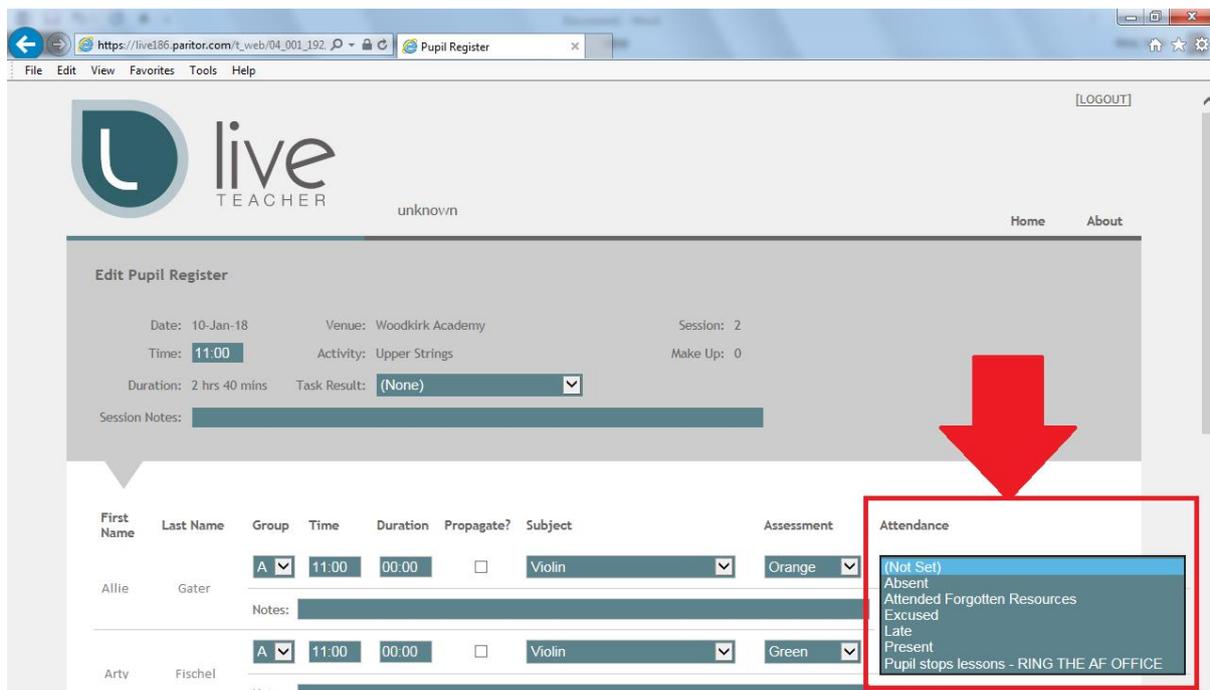
To change a student's attainment level you can select the **drop down menu below "Assessment"**. This will allow you to choose any of the standard grades or ArtForms colour award levels, or if the pupil has not yet reached any of these, you can set them as a beginner. **You will still need to contact the ArtForms office if you would like any colour award certificates for your pupils.**



The screenshot shows the 'Edit Pupil Register' page in the Live Teacher system. A red arrow points to the 'Assessment' dropdown menu for the pupil 'Allie Gater'. The dropdown menu is open, showing a list of options including '(Not Set)', 'Beginner', 'Artsmk Bro', 'Artsmk Gol', 'Artsmk Sil', 'Blue', 'Grade 1' through 'Grade 8', 'Green', 'Indigo', 'N/A', 'Orange', 'Pre L1', 'Red', 'RS Debut', 'Violet', and 'Yellow'. The 'Orange' option is currently selected.

First Name	Last Name	Group	Time	Duration	Propagate?	Subject	Assessment	Attendance
Allie	Gater	A	11:00	00:00	<input type="checkbox"/>	Violin	Orange	Not Set
Arty	Fischel	A	11:00	00:00	<input type="checkbox"/>	Violin	Not Set	Not Set

Finally, you can manage the attendance for your pupils by selecting the **drop down menu below "Attendance"**.



The screenshot shows the 'Edit Pupil Register' page in the Live Teacher system. A red arrow points to the 'Attendance' dropdown menu for the pupil 'Allie Gater'. The dropdown menu is open, showing a list of options including '(Not Set)', 'Absent', 'Attended Forgotten Resources', 'Excused', 'Late', 'Present', and 'Pupil stops lessons - RING THE AF OFFICE'. The '(Not Set)' option is currently selected.

First Name	Last Name	Group	Time	Duration	Propagate?	Subject	Assessment	Attendance
Allie	Gater	A	11:00	00:00	<input type="checkbox"/>	Violin	Orange	(Not Set)
Arty	Fischel	A	11:00	00:00	<input type="checkbox"/>	Violin	Green	(Not Set)

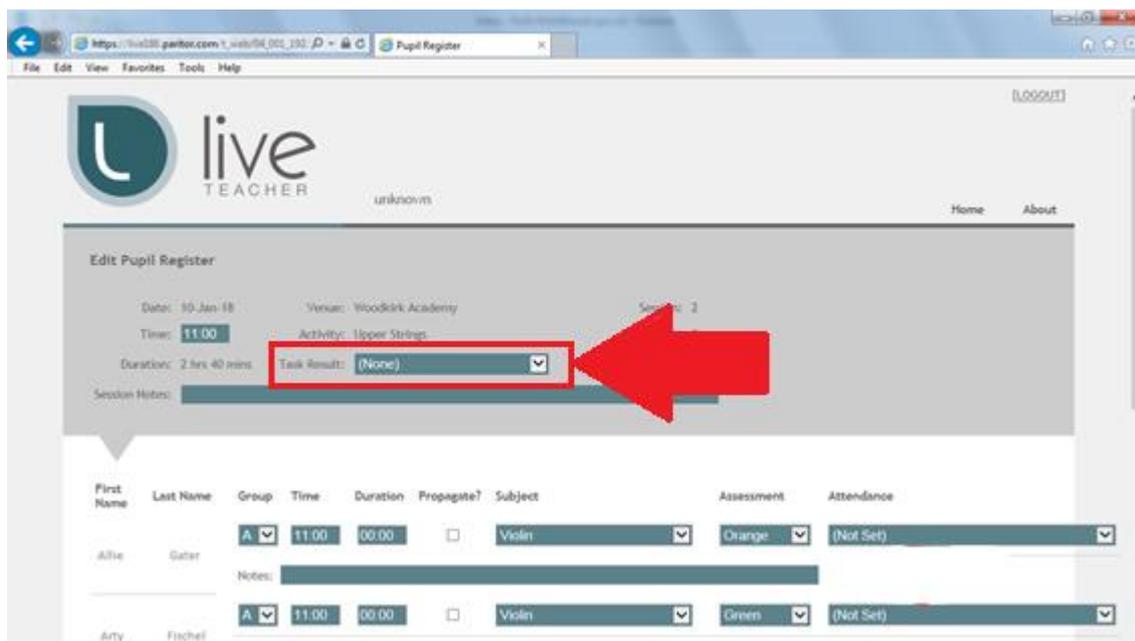
This allows you to set the pupil's attendance to any of the following:

- Absent
- Attended (Forgotten Resources)
- Excused
- Late
- Present
- Pupil stops lessons – RING THE AF OFFICE

Please note that if you are using a smartphone, you will need to **scroll up** in order to mark a pupil as “**Absent**”.

In the case of a pupil stopping lessons, please email educ.artforms@leeds.gov.uk ASAP so that we can remove them from your Live Teacher register. **This is especially important in direct billing schools as failure to do so can result in a lot of extra work for our Finance Officer and our colleagues in the Income Team.**

New: Setting the task result



First Name	Last Name	Group	Time	Duration	Propagate?	Subject	Assessment	Attendance
Alfie	Gater	A	11:00	00:00	<input type="checkbox"/>	Violin	Orange	(Not Set)
Arty	Fischer	A	11:00	00:00	<input type="checkbox"/>	Violin	Green	(Not Set)

After you have set your pupils' attendance you will need to change the task result at the top of the page to “Confirmed”. Once you have done this and saved, then you do not need to do anything further.

Please do not select confirm delivery at any point unless all of your pupils were present as this will lead to issues with attendance records disappearing.

Please feel free to send an email to educ.artforms@leeds.gov.uk if you would like any further assistance in setting up or using your Live Teacher account, or if you have any questions or ideas about how you can use it in your lessons. Remember that the ArtForms admin team work year-round (except for a week or so over Christmas) so we are always about if you need any help!

We hope you enjoy using Live Teacher!