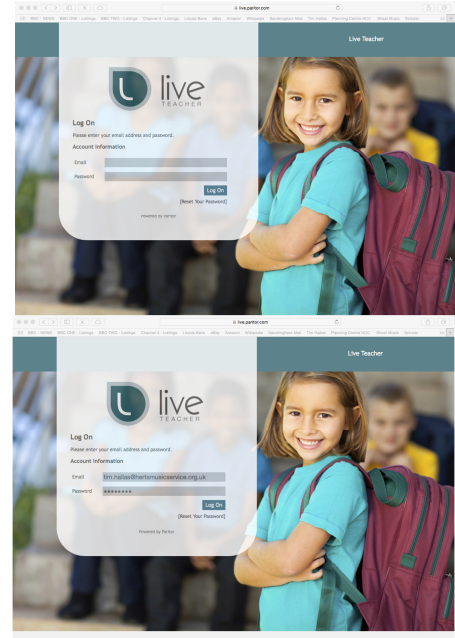


Logging in to Paritor

1. Start by going to the Music Service website www.hertsmusicservice.org.uk. **Add this to your bookmarks.**
2. Login to your HMS email. (If you are having problems with email, contact Malini.Patel@hertfordshire.gov.uk). You should find you have an email from Schooble giving you a password to access Paritor Live Teacher.
3. On the Music Service Website, now use the Paritor login, top right of the website. Use the password sent by Schooble.

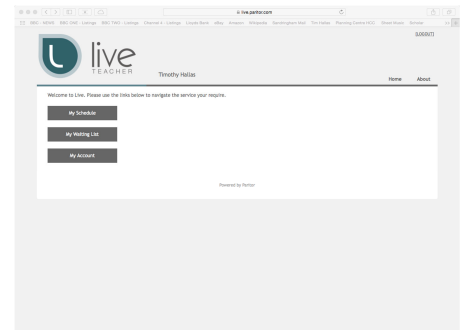
You are greeted with this login page.



4. Enter your details as shown in this example using your full **Music Service email address**.

Once logged into the website you should be greeted with the “Home” screen. From here you can navigate to the other areas of the website you’ll need to access.

5. **FIRST** – click on My Account and change your password to something you will remember.



Changing a password

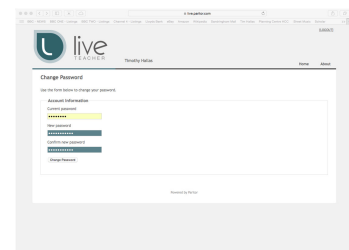
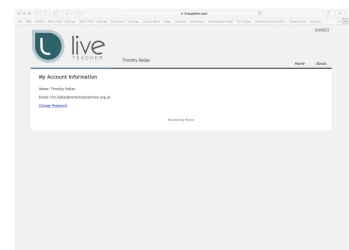
My Account

This is your name, email address and the option to change the password – select this.

Change Password

Fill in this form, selecting your new password, confirm it and click on the “Change Password” button.

When you have changed your password, click Home.



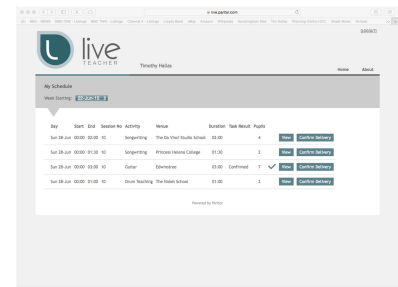
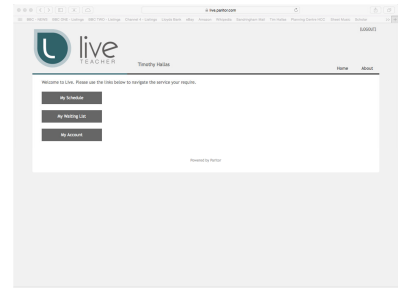
Viewing your Schedule (your timetable)

Home Screen

We are not using the Waiting List option.

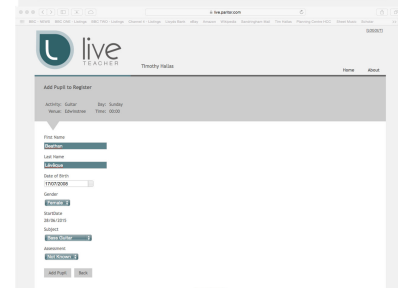
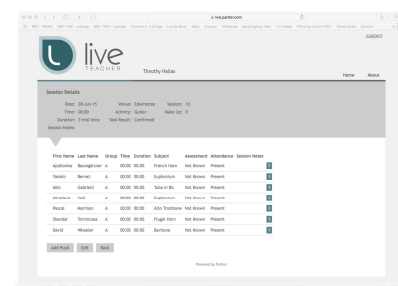
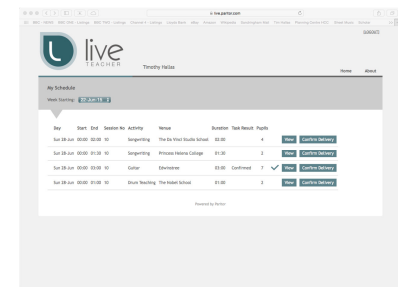
To access your schedule, click on the button labelled “My Schedule”.

This should show your Teaching Activities/Venues which will have been set up by HMS. If any schools, centres or activities are missing, please email musicparitor@hertfordshire.gov.uk



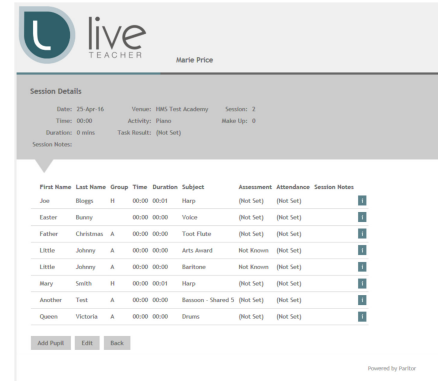
How to add your pupils

1. It is very important that before you add any pupils you select the WEEK IN WHICH YOU STARTED TEACHING THEM from the drop-down labelled “Week Starting”
2. Select a school by clicking on the “View” button.
3. This opens up the pupil list. There may be some pupils added already, if they are taught in a centre, or in a direct billed school, or if they have been transferred from another teacher.
4. If you can see a button marked “Add Pupil” you will be responsible for adding any further pupils. If this button does not appear, email musicparitor@hertfordshire.gov.uk if any changes are needed.
NB. Pupils must be added on their first week of teaching. Pupils only appear from this point onwards and won't appear retrospectively.
5. To add new names, click on the “Add Pupil” button.
6. Fill in the all boxes except for Assessment. If you don't have the date of birth for a pupil, please add it as 01/01/1930. Please double check all information carefully, you will not be able to change it later.
7. When you are sure the information is correct, click Add Pupil (to save the data) **ONCE ONLY! It takes some time to respond. Do not click Add Pupil again!**
8. Wait until the screen changes back to the school page and you should see the pupil you have added. If you have more pupils who started **in the same week**, add them in the same way.



Assigning Groups (or Individual)

1. You need to set a group or (none) for each pupil.
2. Go to the session page and click edit.
3. If you teach groups you should assign each group a letter.
4. In the duration box, add the total duration for the group.
5. Individual pupils should be set to (none).



Confirming Teaching

1. Every teaching session either needs to be “Confirmed” or your absence logged in Paritor – this is what generates your pay.
2. On the “My Schedule” page, if the teaching was all completed as normal, simply click “Confirm Delivery” – a large tick will appear – this means you will be paid. You cannot undo the tick. Always check that your total teaching hours (duration) are entered and correct, even if all pupils attended and their individual durations are correct.
3. To change something and add durations, click “View”
4. The next window opens up the detail for that session. Click on “Edit” to change the settings as appropriate.
 - a. Don’t change the time
 - b. Check or complete the duration of the lesson, and the total duration at the top of the page.
 - c. **You must use this format 00:30 or 02:50.** Note the colon, not full stop, and the leading zero. If you don’t do this, it will go wrong!
 - d. Ignore the Assessment column.

5. From this window, you can change the Confirmed status to other options including Absent.

This is also where you will record pupil absences.

6. If you click on the ‘i’ next to a pupil you can see their attendance over the term, or previous terms.

7. You can add what is useful for you in the notes. For example, the lesson number – notes can be seen by admin staff but they won’t go looking for messages here – always use email. It’s good practice to put in the lesson numbers to keep track, at least every half term.

