Live Teacher Guide

Contents

Activating a Teacher

▶

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:
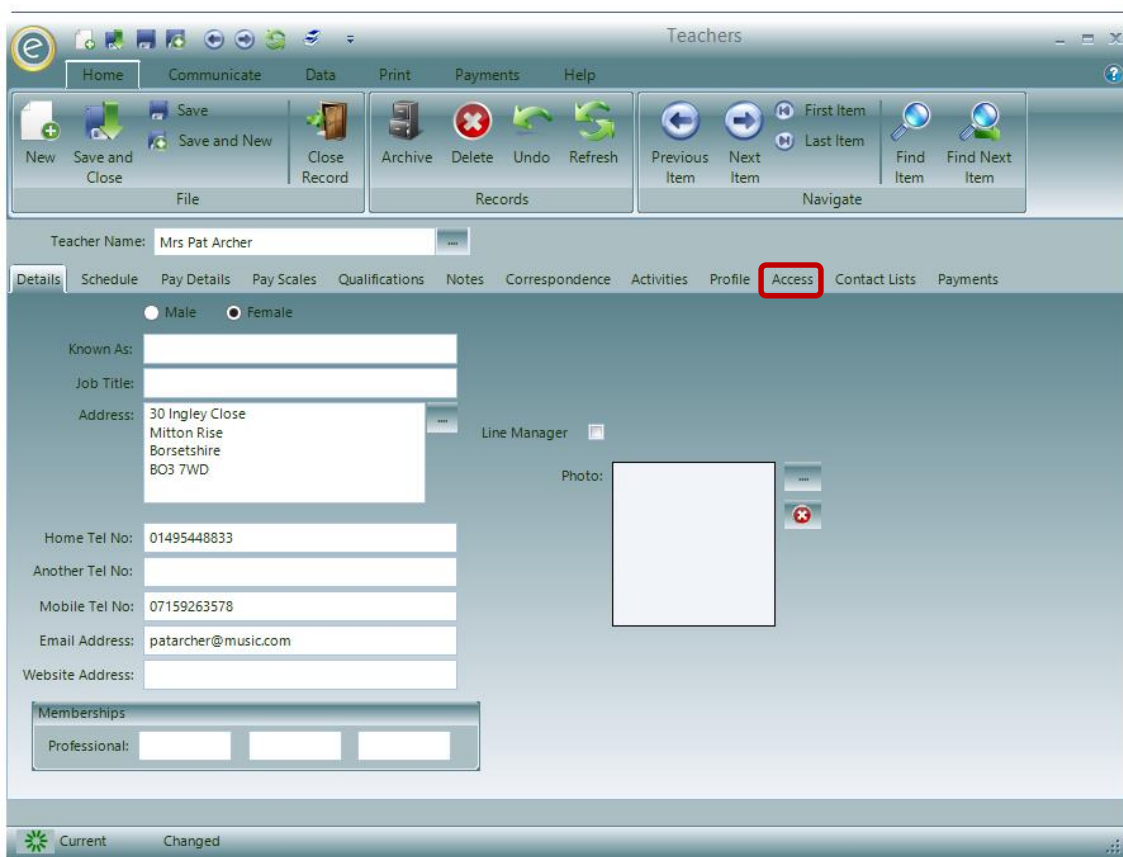
Now click on the Access tab (Highlighted above). The window will change to the view below:
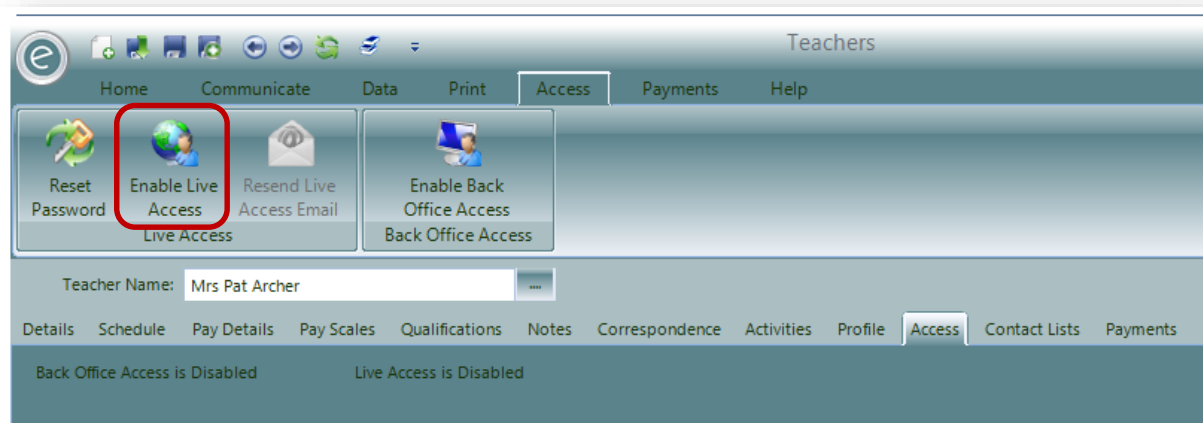
 Currently 'Live Access is Disabled'. Click on the Enable Live Access button (Highlighted above).

A warning message box will then appear:
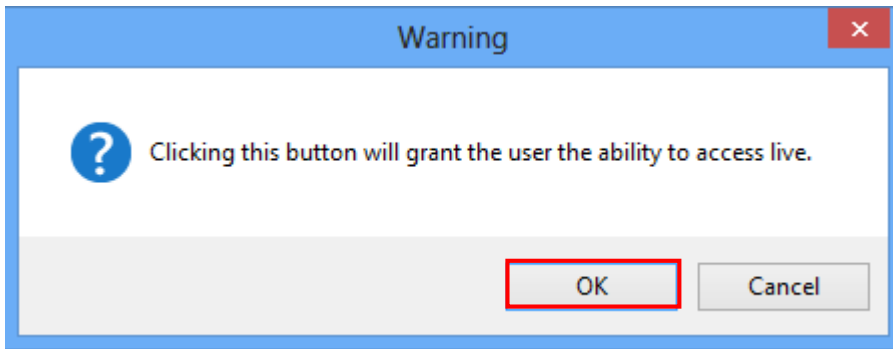
Click the OK button.

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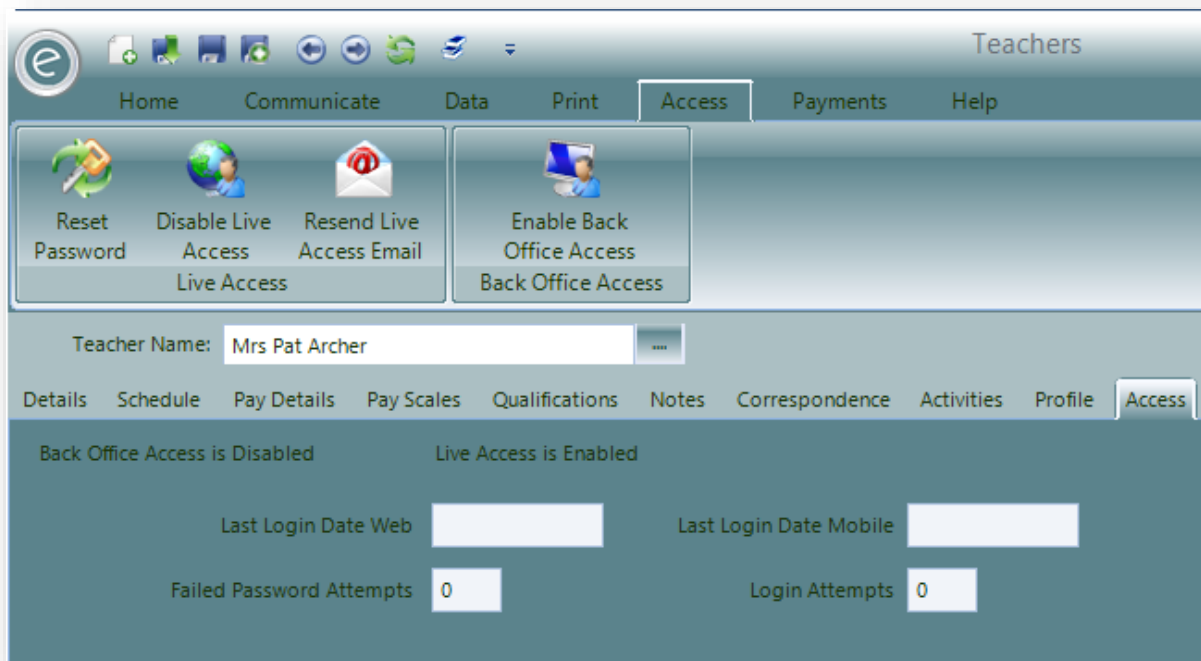
This will set up a username – which will be the Teacher's email address – and a password to allow them to access the Live Teacher tool. An email will automatically be sent to the teacher containing a temporary password and username that the Teacher can use, and a link that takes them to the Live Teacher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

Managing the Password

▶ Watch the Set Up Tutorial Here

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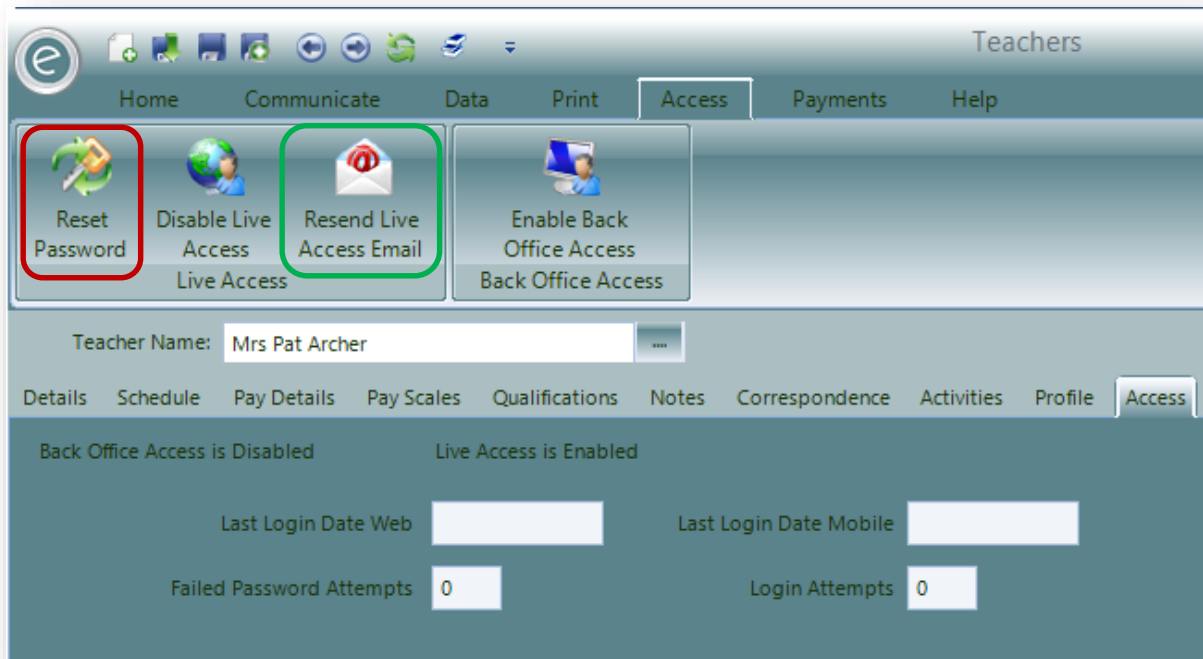
You can also see details on the frequency of their use of Live Teacher from this tab.

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):

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

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:

Welcome to Live Teacher

Version: 1.0.5

Please enter your PIN number.

PIN　　　　　　　PIN
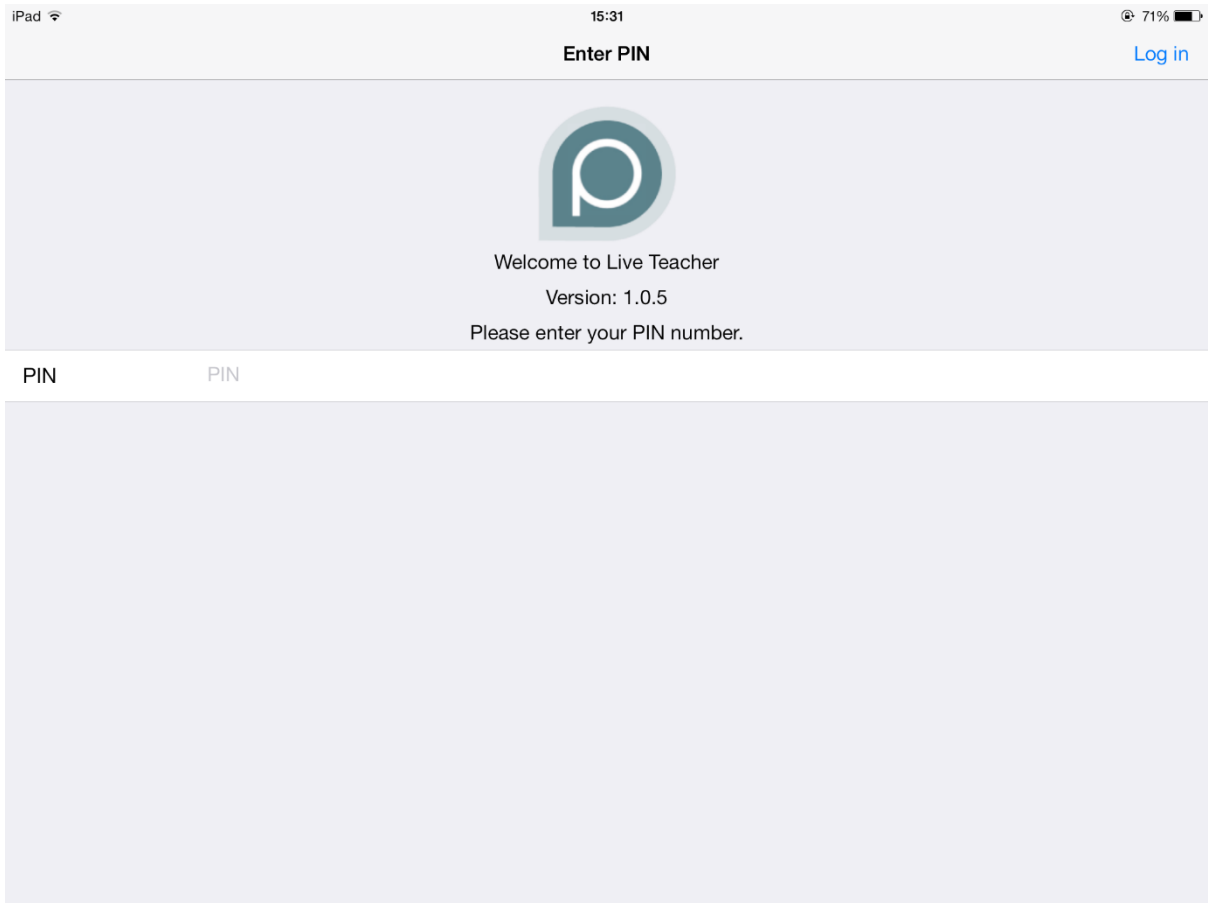
Updating the App

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.
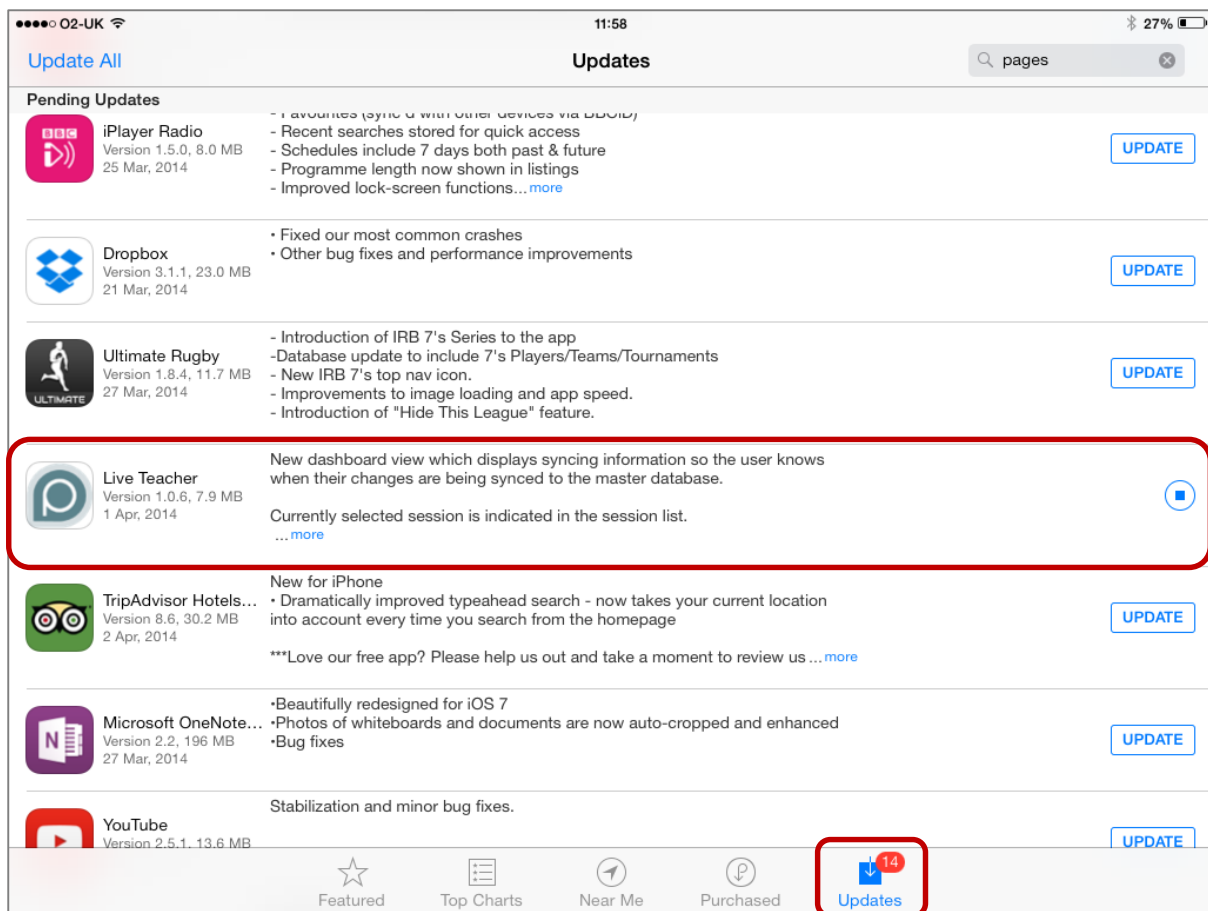
Viewing and Editing the Schedule

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.

❮ Log out   **Schedule**   Sync

Sessions   **Session Details**   Edit

Date: 21-Feb-14   Venue: Abbacus Secondary School EX8 4UY (01392 734652)   Session: 7
Time: 12:00   Activity: Classical - Stage 3
Duration: 2 hrs   **Task Result: Not Set**

Pupils   Edit +

First Name	Last Name	Group	Time	Duration	Attendance		
Benjamin	Chocolate Buttons	A	12:30	2:00	Not Set	ⓘ	›
Cecilia	Feathers	A	13:00	2:00	Not Set	ⓘ	›
John	Fletcher	A	12:00	2:00	Not Set	ⓘ	›
Lyndsay	Thomas	A	13:30	2:00	Not Set	ⓘ	›

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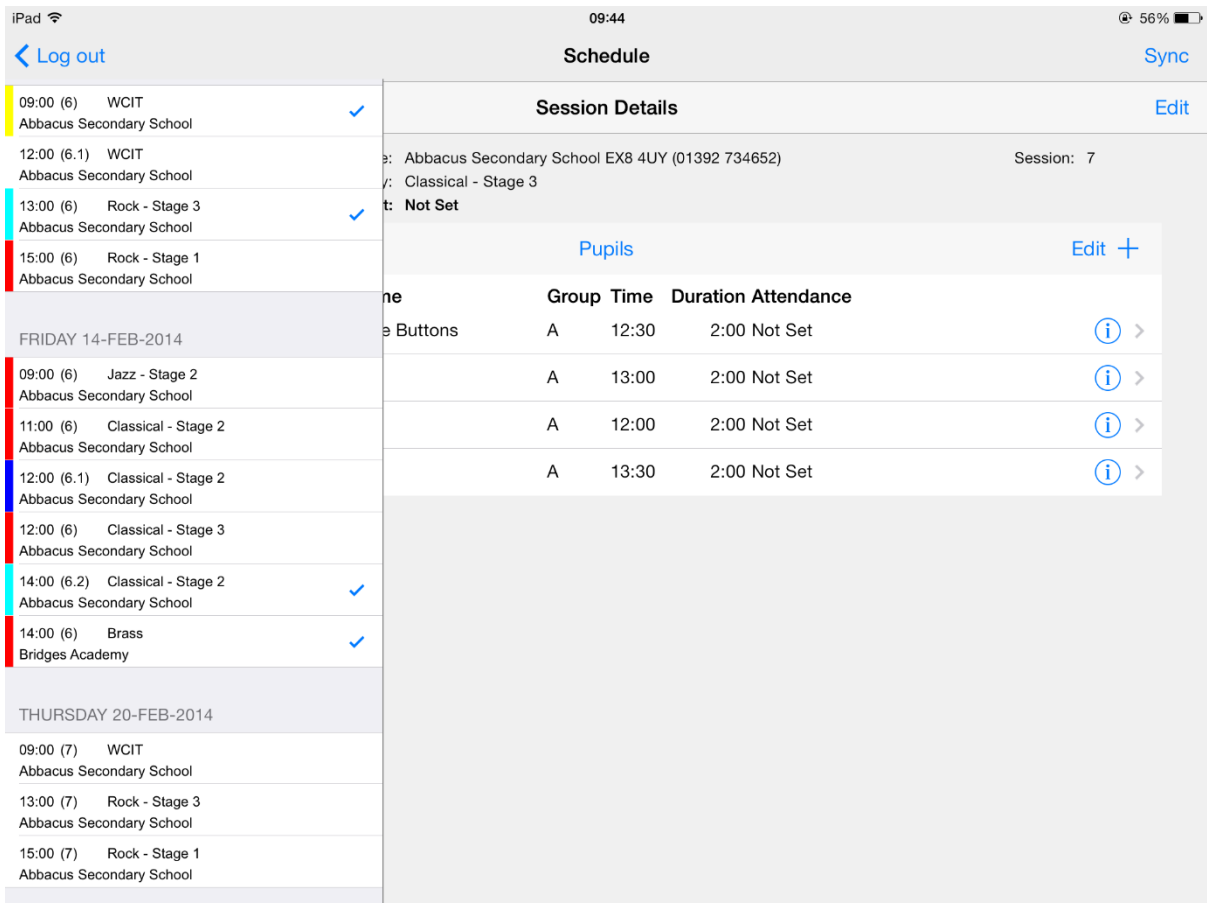
Swipe up or down in this menu to scroll through the sessions.

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](#)
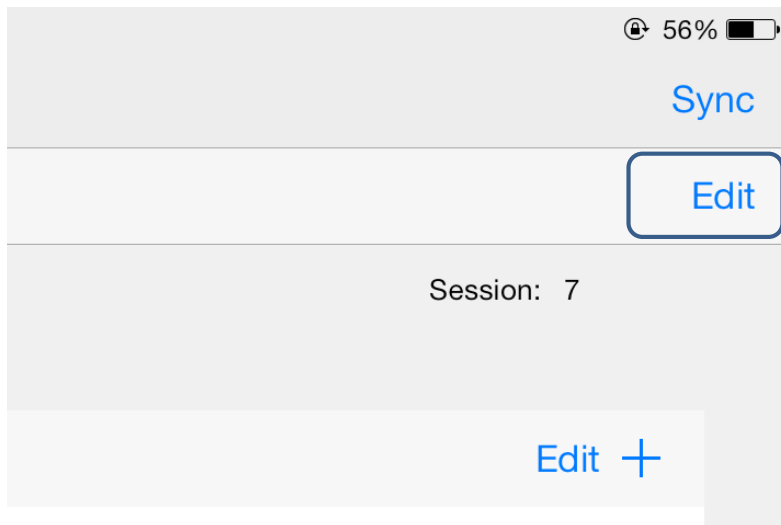
You will be able to update the details of the session by clicking Edit on the top right (as displayed above) which is along the *Session Details* header. The menu that appears is displayed below:
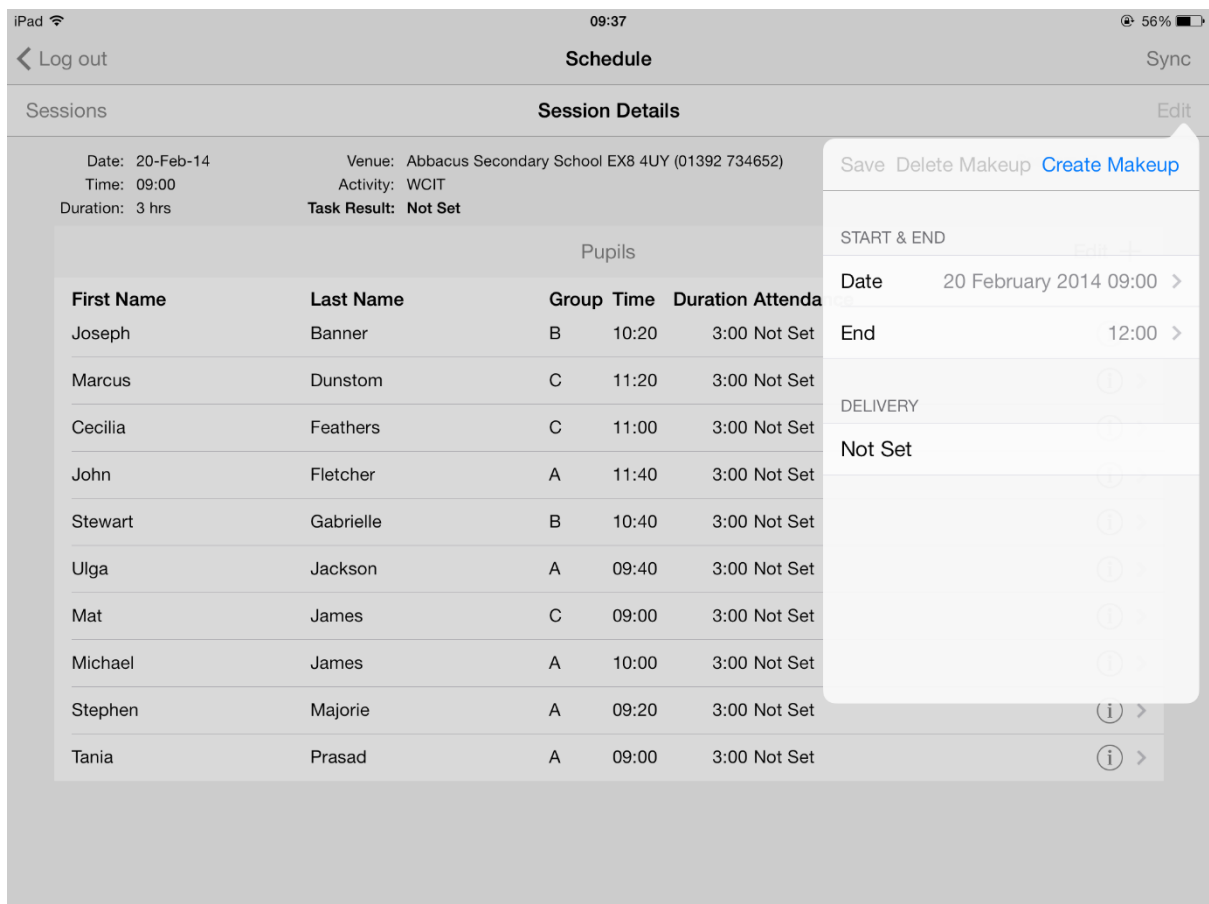
Under *Start & End* will be able to edit the Date and End time of the session.

You can record the Task Result of the lesson under *Delivery*:
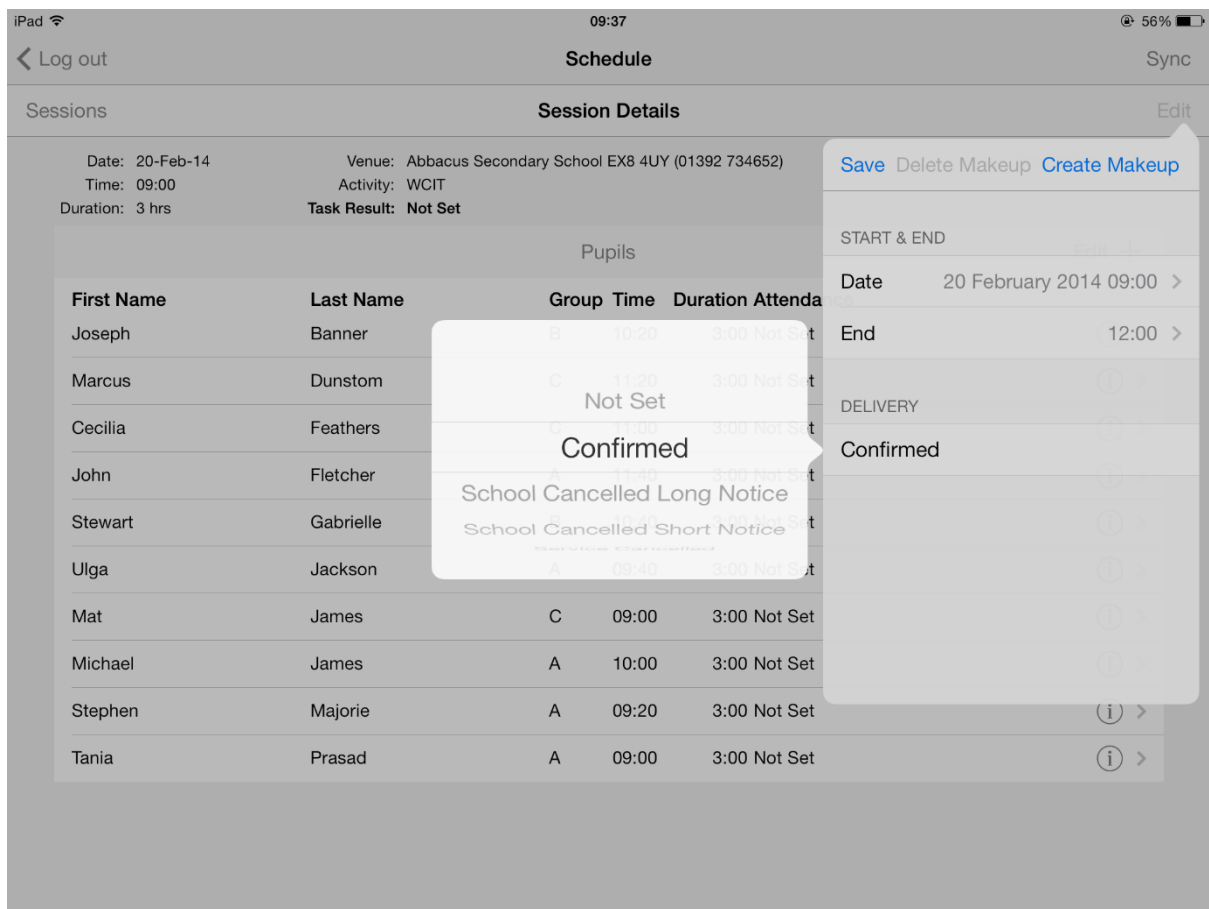
The *Task Results* displayed will be those that have been defined within Ensemble.

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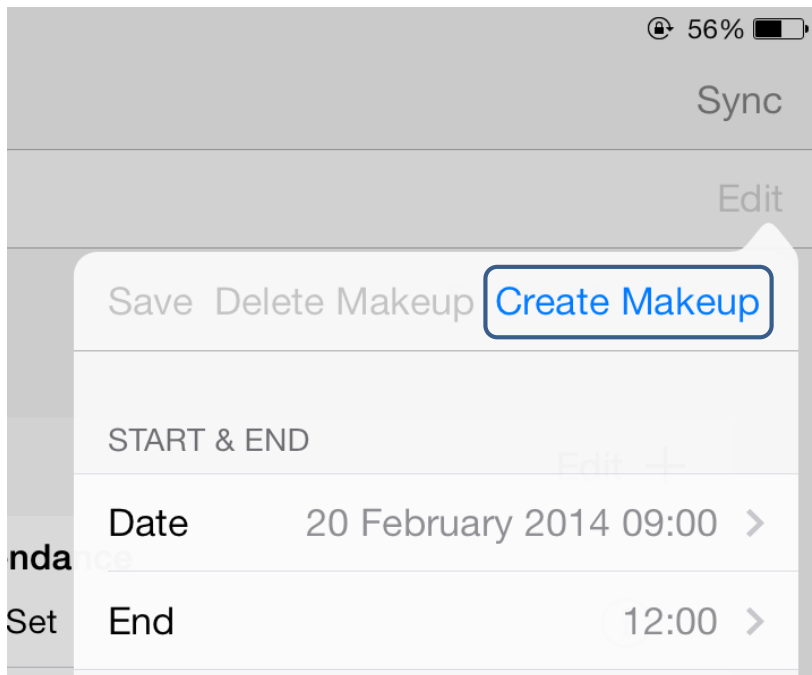
This will then display the options below:
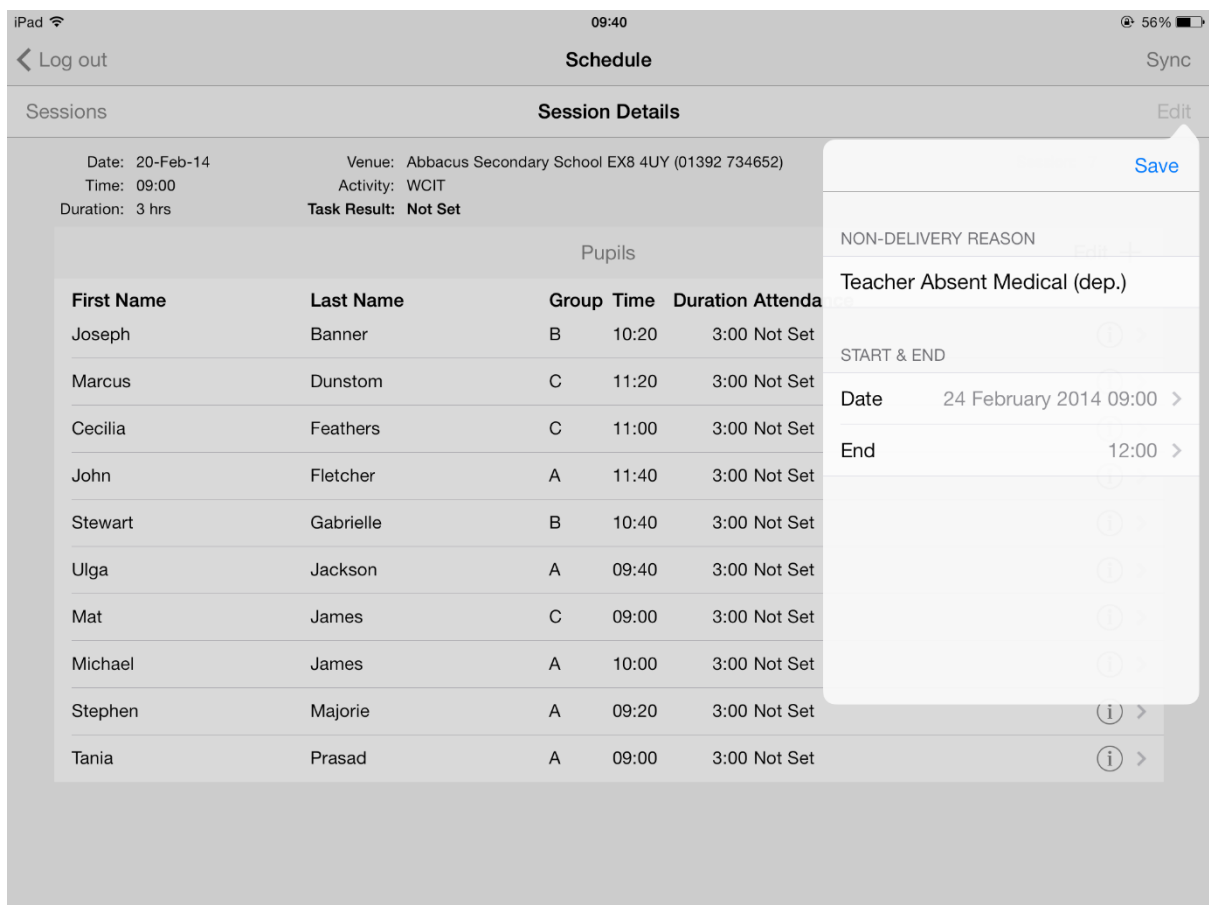
The teacher will be able to select the **Non-Delivery Reason** (which will be one the defined Task Results set by your service) and select a new **Date** and **End** for the Makeup session.

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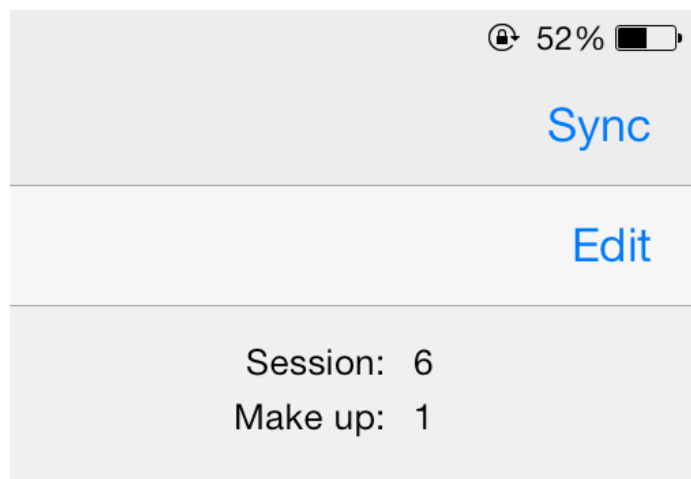
Moreover a Makeup Session will have an altered session number from the original session so it is easy to identify. It will have a '0.1' added to the original number.

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

Record Pupil Attendance

▶ [See How to Record Pupil Attendance Here](#)
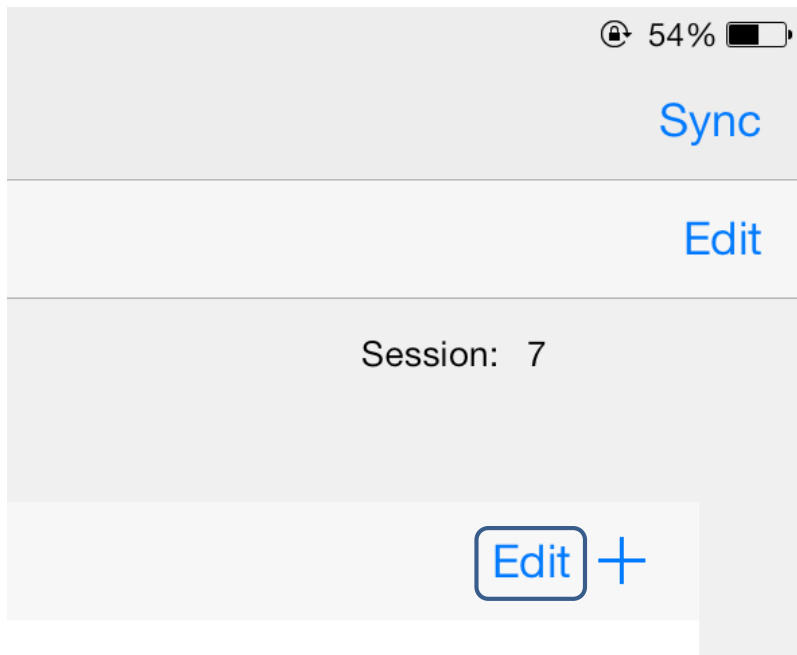
The teacher can record the attendance of pupils in the lesson by clicking **Edit** (as above) next to the Pupils header:
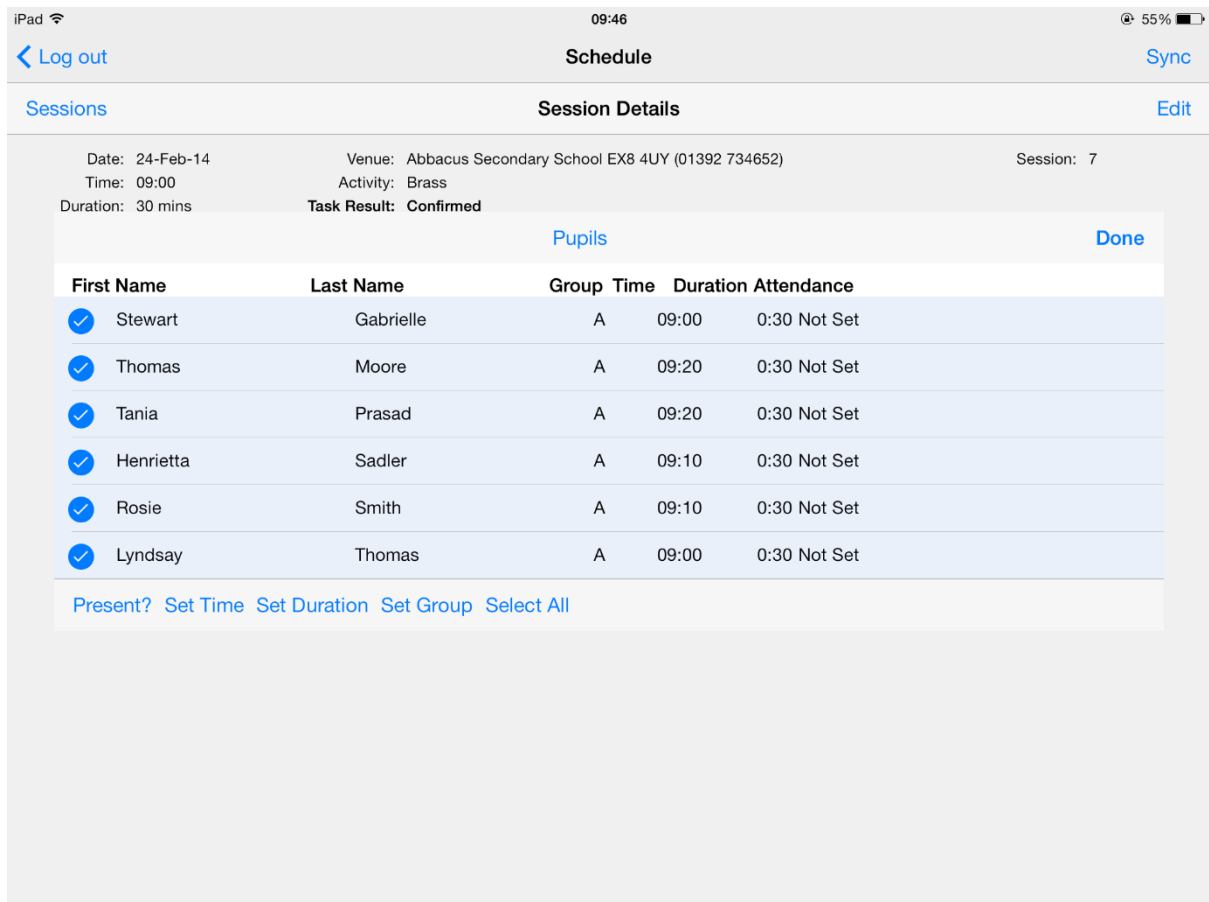
The teacher will now be able to select the pupils to record attendance for. Click each individually or press **Select All** to select all the pupils in this session. Pupils that have been selected will have a blue tick next to their name. In this example all the pupils have been selected.

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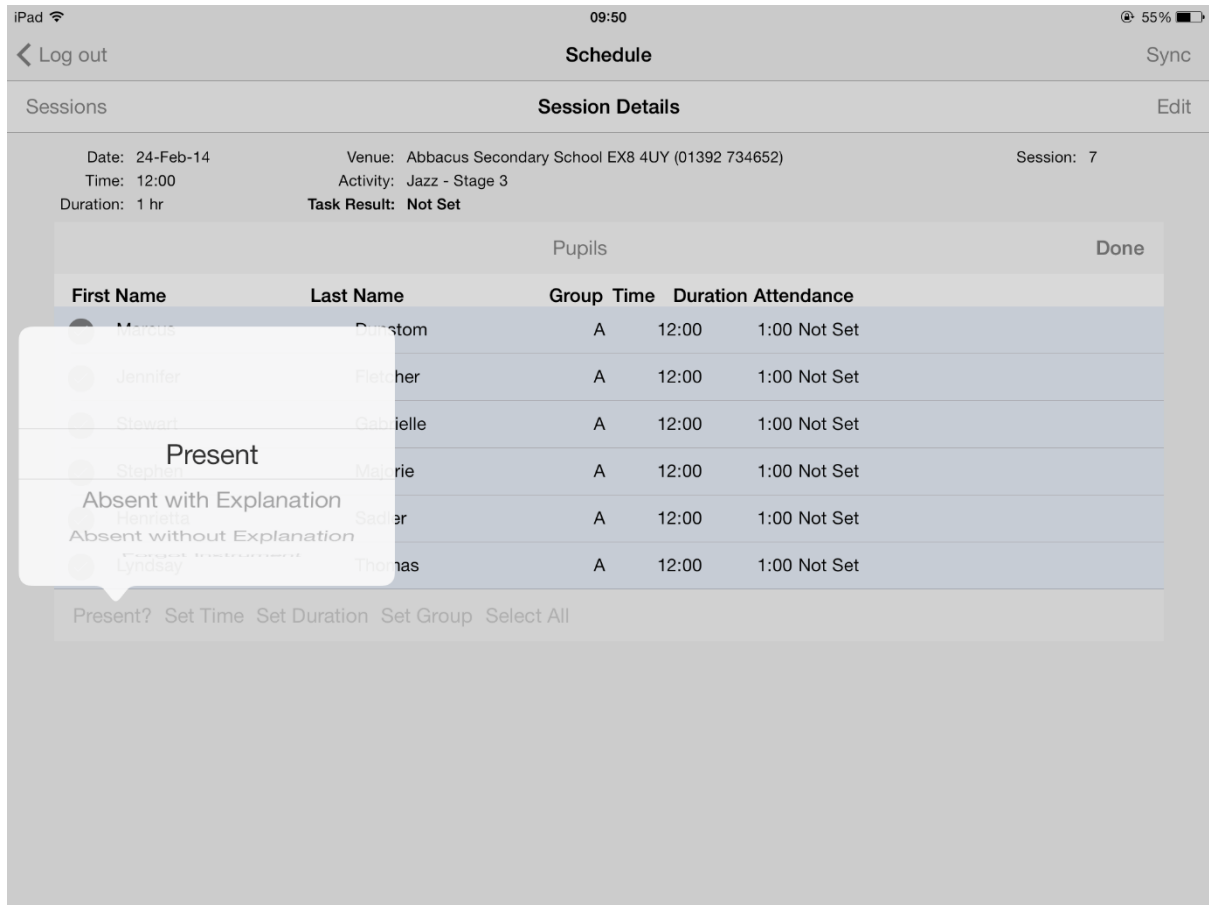
The attendance options available will be the *Register Keys* defined within Ensemble.

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

❮ Log out   **Schedule**   Sync

Sessions   **Session Details**   Edit

Date: 24-Feb-14   Venue: Abbacus Secondary School EX8 4UY (01392 734652)   Session: 7
Time: 12:00   Activity: Jazz - Stage 3
Duration: 1 hr   **Task Result:** Confirmed

Pupils   Edit ＋

First Name	Last Name	Group	Time	Duration	Attendance		
Marcus	Dunstom	A	12:00	1:00	Present	ⓘ	›
Jennifer	Fletcher	A	12:00	1:00	Present	ⓘ	›
Stewart	Gabrielle	A	12:00	1:00	Present	ⓘ	›
Stephen	Majorie	A	12:00	1:00	Present	ⓘ	›
Henrietta	Sadler	A	12:00	1:00	Present	ⓘ	›
Lyndsay	Thomas	A	12:00	1:00	Present	ⓘ	›

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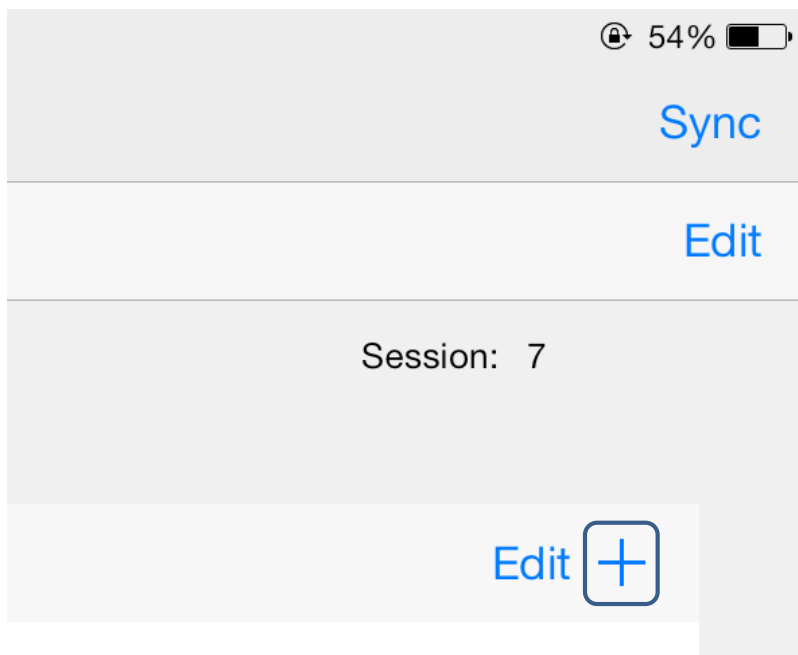
Press the + (as above) along the Pupils header and you will have the option to:

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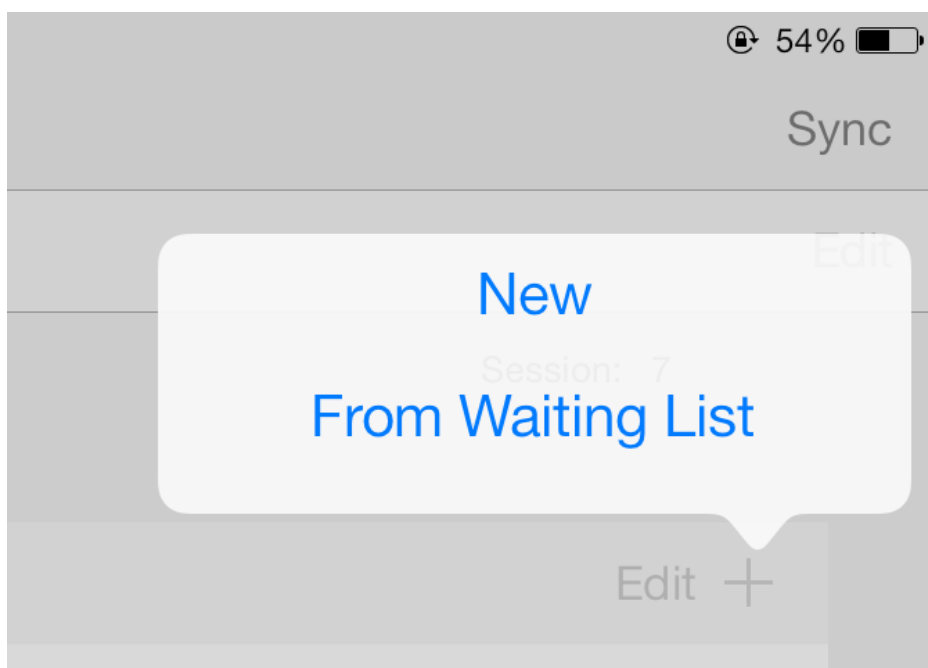
Add a New Pupil

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:

Note: *Subject* and *Assessment* options will be those defined within Ensemble.
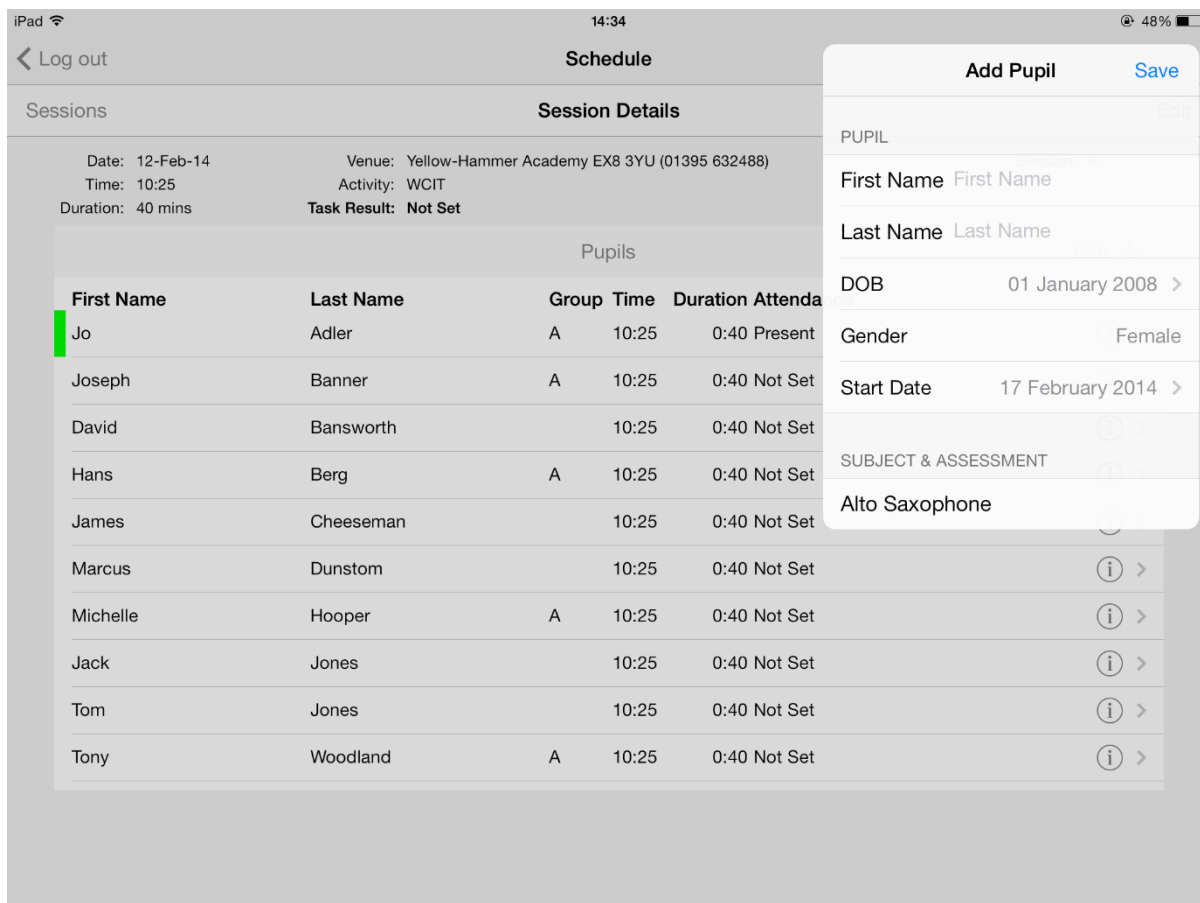
Once finished click **Save** to add the pupil to the session.

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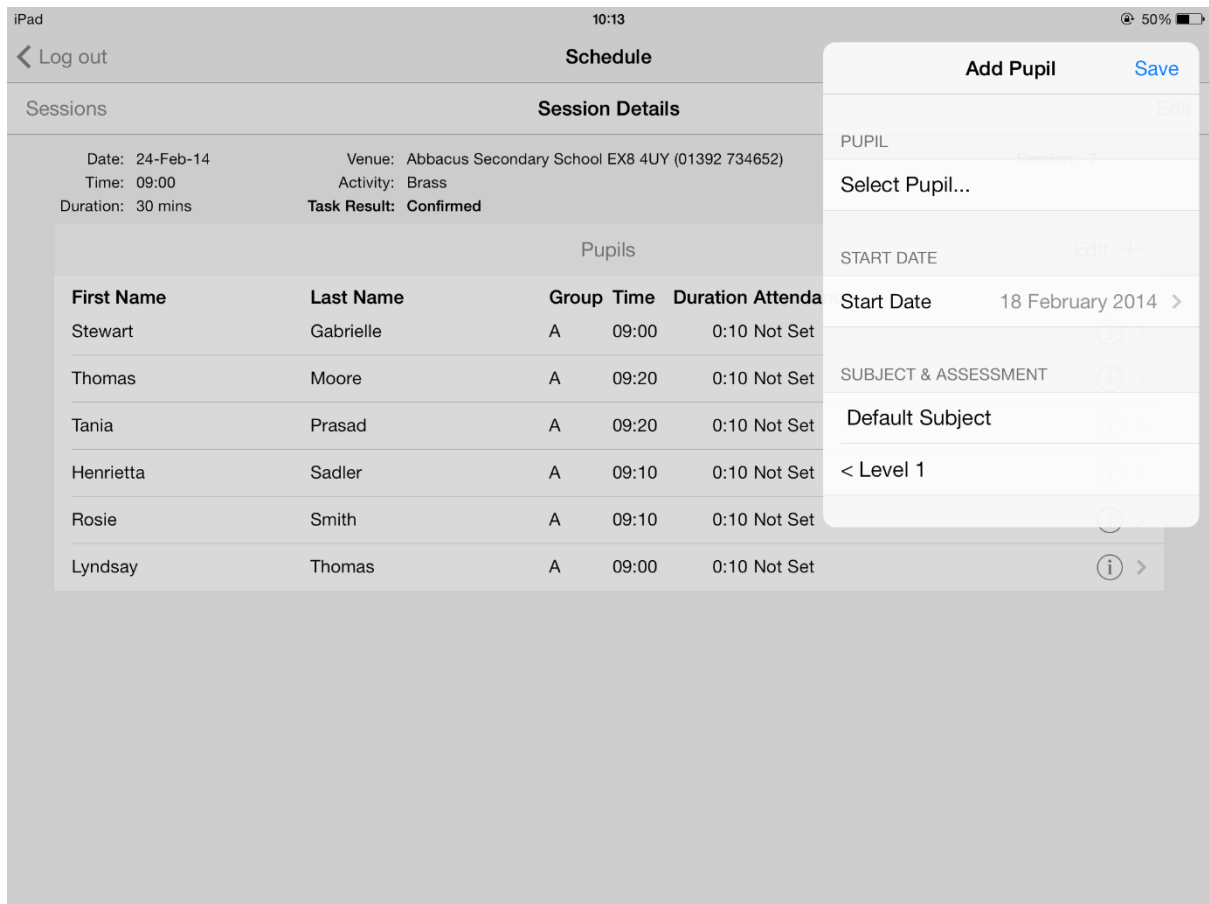
This is very similar to creating a new pupil; here the teacher will need to press **Select Pupil...** to choose a pupil on the Waiting List then select a **Start Date** and assign their **Subject** and **Assessment**.

When **Select Pupil...** has been pressed the teacher will see the list of pupils waiting for tuition:
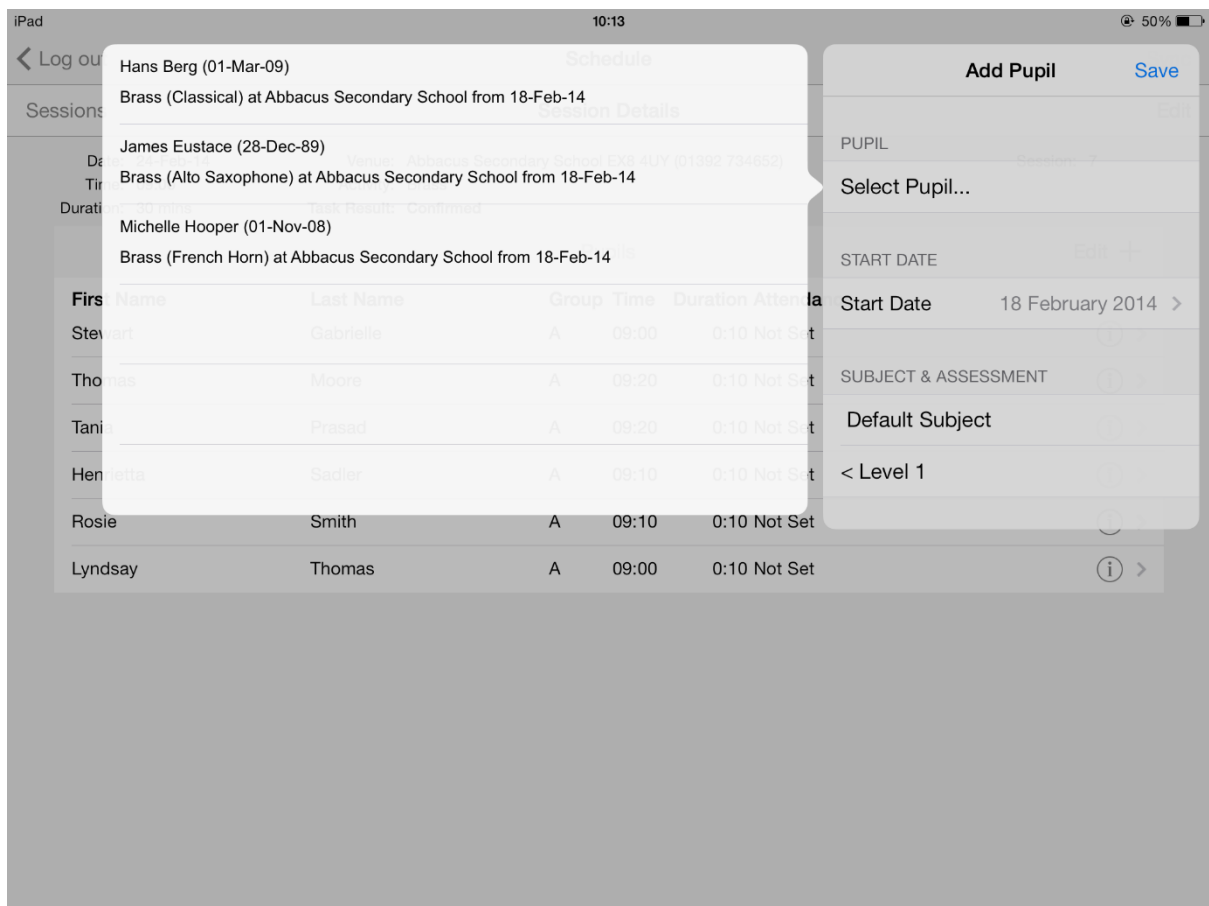
The teacher will able to see information regarding each pupil such as:

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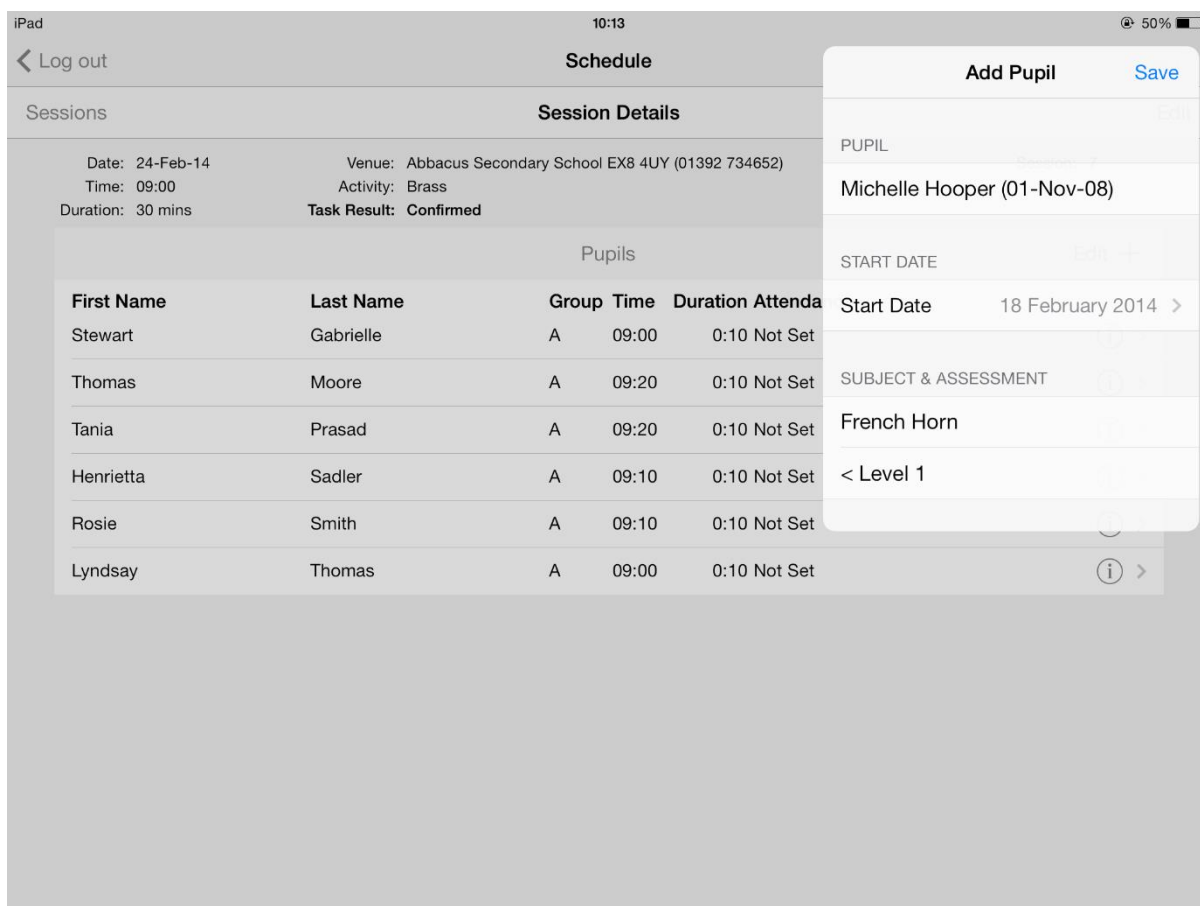
Here *Michelle Hooper* has been selected from the Waiting List and the **Start Date** and **Subject/Assessment** fields have automatically been filled with the information previously attached.

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:

❮ Log out   **Schedule**   Sync

Sessions   **Session Details**   Edit

Date: 25-Feb-14   Venue: Abbacus Secondary School EX8 4UY (01392 734652)   Session: 7
Time: 09:00   Activity: Woodwind
Duration: 45 mins   **Task Result: Not Set**

Pupils   Edit +

First Name	Last Name	Group	Time	Duration	Attendance	
Joseph	Banner	A	09:00	0:45	Not Set	ⓘ ›
Lily	Callaghan	A	09:00	0:45	Not Set	ⓘ ›
Marcus	Dunstom	B	09:15	0:45	Not Set	ⓘ ›
James	Eustace	B	09:15	0:45	Not Set	ⓘ ›
Cecilia	Feathers	B	09:15	0:45	Not Set	ⓘ ›
John	Fletcher	B	09:15	0:45	Not Set	ⓘ ›
Tania	Prasad	A	09:00	0:45	Not Set	ⓘ ›

Once that has been pressed, another menu will appear:

‹ Log out   **Schedule**   Sync

Sessions   **Session Details**   Edit

Date: 25-Feb-14	Venue: Abbacus Secondary School EX8 4UY (013	7
Time: 09:00	Activity: Woodwind	
Duration: 45 mins	Task Result: Not Set	

Pupils

First Name	Last Name	Group	Time	Dur
Joseph	Banner	A	09:00	
Lily	Callaghan	A	09:00	
Marcus	Dunstom	B	09:15	
James	Eustace	B	09:15	
Cecilia	Feathers	B	09:15	
John	Fletcher	B	09:15	
Tania	Prasad	A	09:00	

View Tuition   **Edit Notes**

PUPIL

Joseph Banner   ›

PROVISION DETAILS

Subject   Clarinet

Lesson Type   Group

Assessment   Level 7

SESSION NOTES

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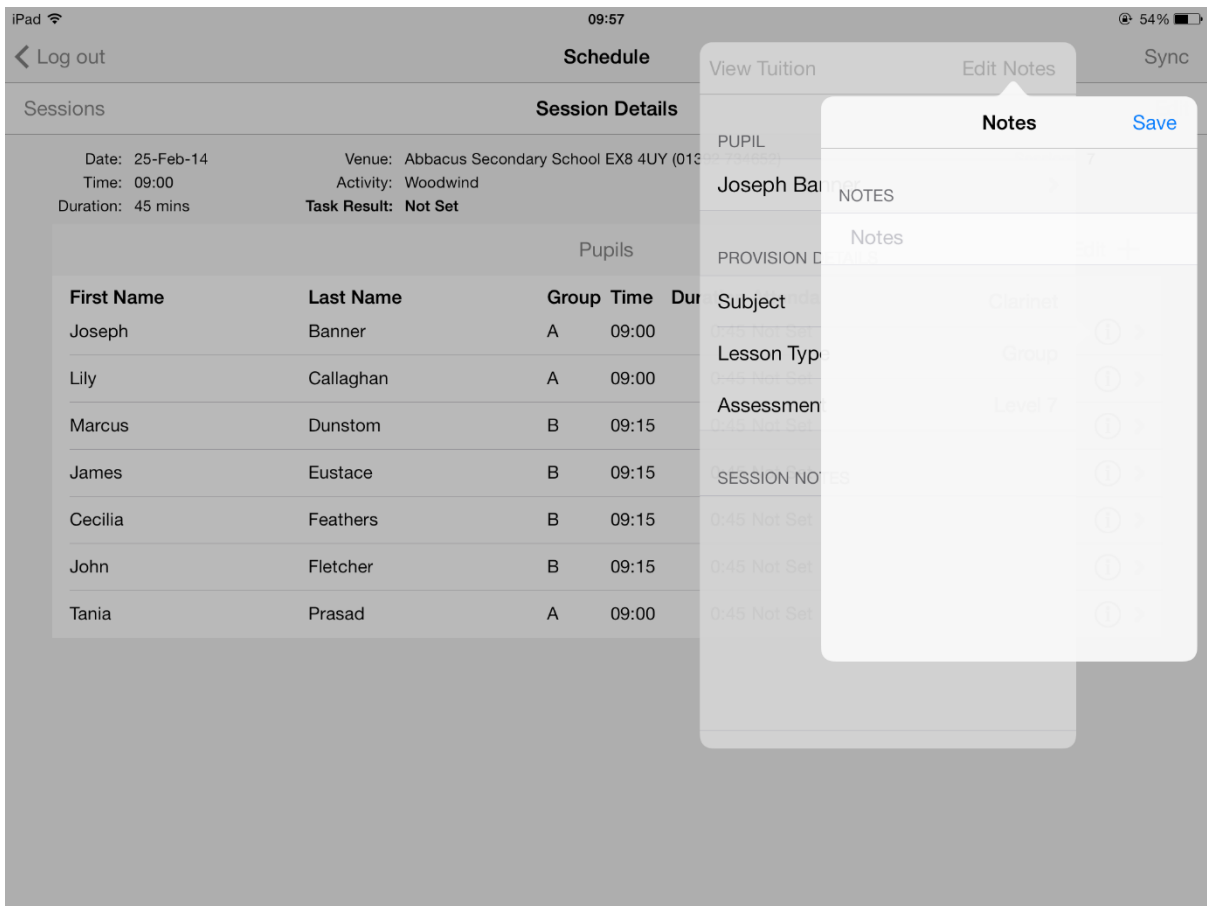
Once the notes have entered they will then need to press **Save** and the notes will appear underneath *Session Notes* here.

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:
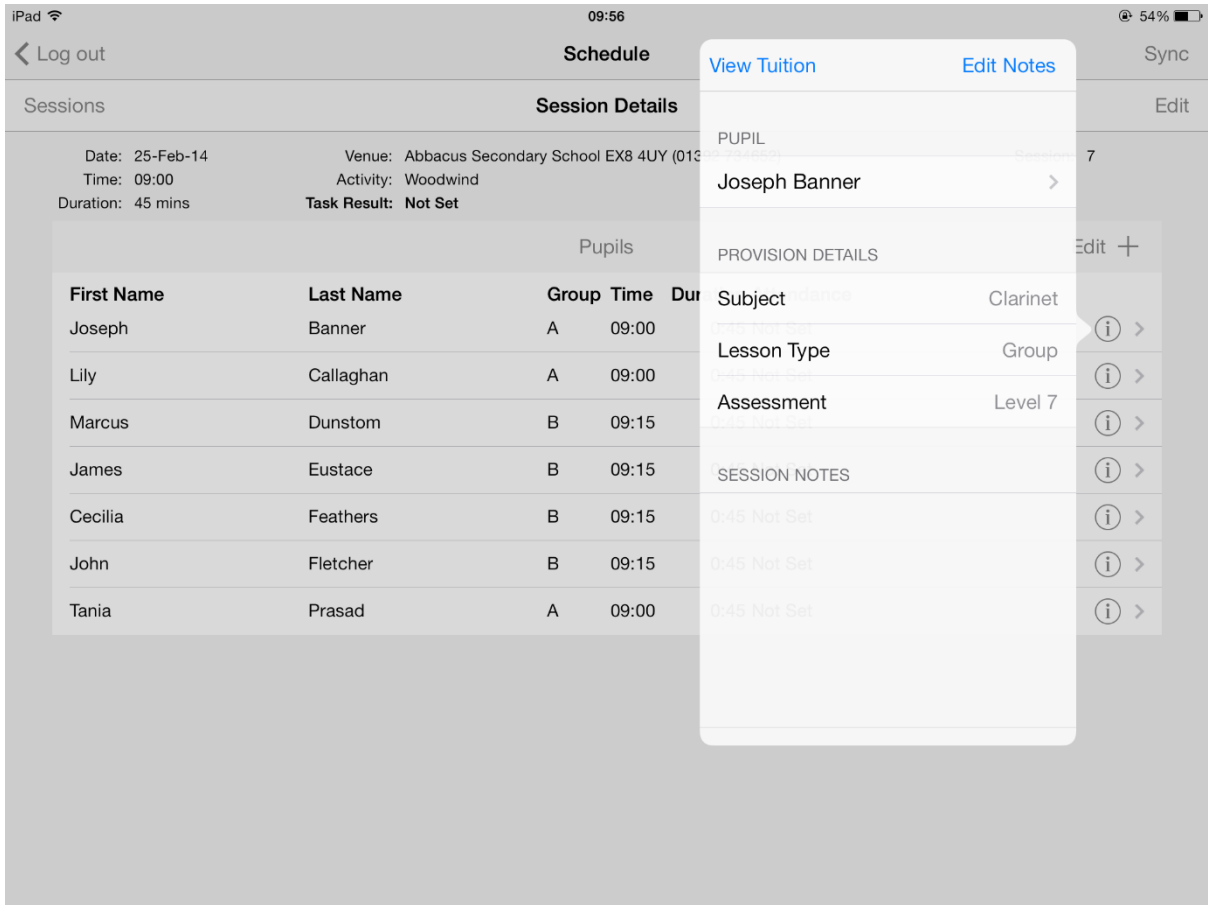
Sessions   Session Details   Edit

Date: 25-Feb-14   Venue: Abbacus Secondary School EX8 4UY (013...
Time: 09:00   Activity: Woodwind
Duration: 45 mins   Task Result: Confirmed

Pupils   Edit +

First Name	Last Name	Group	Time	Dur
Joseph	Banner	A	09:00	0:45 Present
Lily	Callaghan	A	09:00	0:45 Present
Marcus	Dunstom	B	09:15	0:45 Present
James	Eustace	B	09:15	0:45 Present
Cecilia	Feathers	B	09:15	0:45 Present
John	Fletcher	B	09:15	0:45 Present
Tania	Prasad	A	09:00	0:45 Present

‹   Joseph Banner

DETAILS

DOB   15-Oct-98

PARENT 1

Mr Daniel Banner   ›

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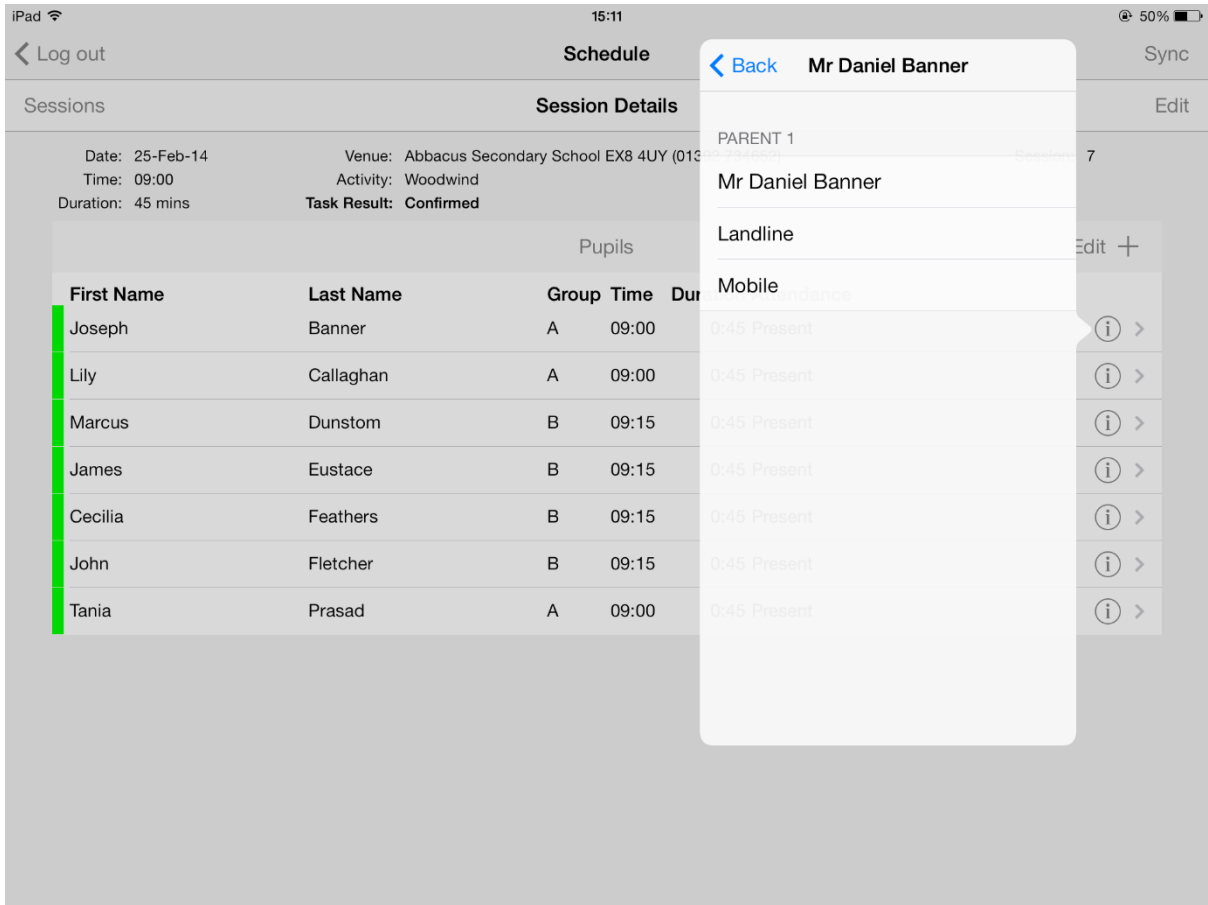
Pupil Tuition History

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:

❮ Log out   **Schedule**   Sync

Sessions   **Session Details**   Edit

Date: 25-Feb-14	Venue: Abbacus Secondary School EX8 4UY (01392 734652)	Session: 7
Time: 09:00	Activity: Woodwind	
Duration: 45 mins	**Task Result: Not Set**	

<div align="center">Pupils</div>   Edit +

First Name	Last Name	Group	Time	Duration	Attendance	
Joseph	Banner	A	09:00	0:45	Not Set	ⓘ ›
Lily	Callaghan	A	09:00	0:45	Not Set	ⓘ ›
Marcus	Dunstom	B	09:15	0:45	Not Set	ⓘ ›
James	Eustace	B	09:15	0:45	Not Set	ⓘ ›
Cecilia	Feathers	B	09:15	0:45	Not Set	ⓘ ›
John	Fletcher	B	09:15	0:45	Not Set	ⓘ ›
Tania	Prasad	A	09:00	0:45	Not Set	ⓘ ›

Once that has been pressed, another menu will appear:

‹ Log out   **Schedule**   View Tuition   Edit Notes   Sync

Sessions   **Session Details**   Edit

Date: 25-Feb-14   Venue: Abbacus Secondary School EX8 4UY (013   7
Time: 09:00   Activity: Woodwind
Duration: 45 mins   **Task Result: Not Set**

Pupils   Edit +

PUPIL

Joseph Banner   ›

PROVISION DETAILS

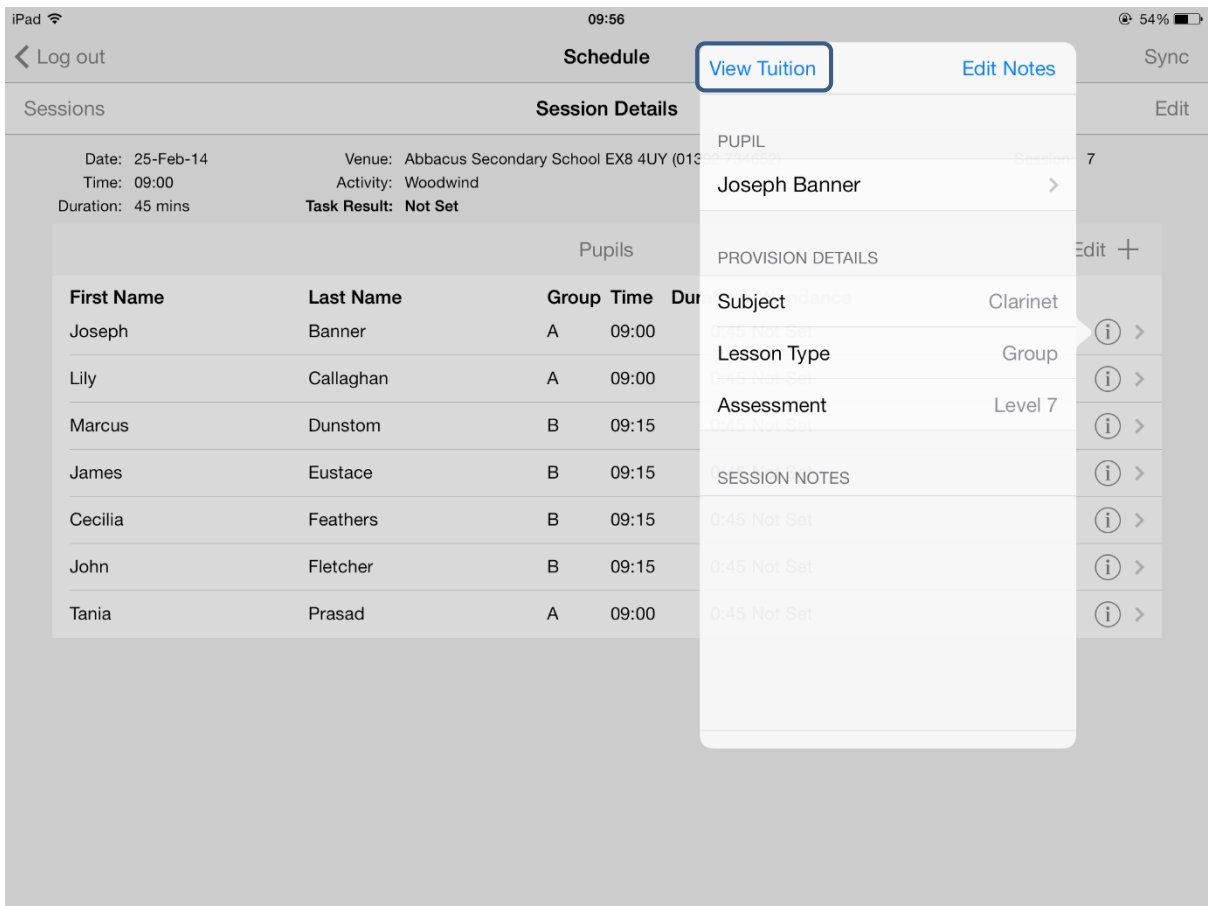| First Name	Last Name	Group	Time	Dur	Subject	Clarinet	
Joseph	Banner	A	09:00		Lesson Type	Group	ⓘ ›
Lily	Callaghan	A	09:00				ⓘ ›
Marcus	Dunstom	B	09:15		Assessment	Level 7	ⓘ ›
James	Eustace	B	09:15				ⓘ ›
Cecilia	Feathers	B	09:15		SESSION NOTES		ⓘ ›
John	Fletcher	B	09:15				ⓘ ›
Tania	Prasad	A	09:00				ⓘ ›

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

‹ Schedule   **Schedule**

Provisions   **Spring**   **Edit** Enter Finish Date

First Name:	Joseph	Venue:	Abbacus Secondary School	Finished On:
Last Name:	Banner	Activity:	Woodwind	Leave Reason:
DOB:	15-Oct-98	Subject:	Clarinet	
		Assessment:	Level 7	

Sessions

| 1 | 07/01/2014 09:00-09:45 | Attendance:Not Set |
| | | Notes: |

| 2 | 14/01/2014 09:00-09:45 | Attendance:Not Set |
| | | Notes: |

| 3 | 21/01/2014 09:00-09:45 | Attendance:Not Set |
| | | Notes:test |

| 4 | 28/01/2014 09:00-09:45 | Attendance:Not Set |
| | | Notes: |

| 5 | 04/02/2014 09:00-09:45 | Attendance:Not Set |
| | | Notes: |

| 6 | 11/02/2014 09:00-09:45 | 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.
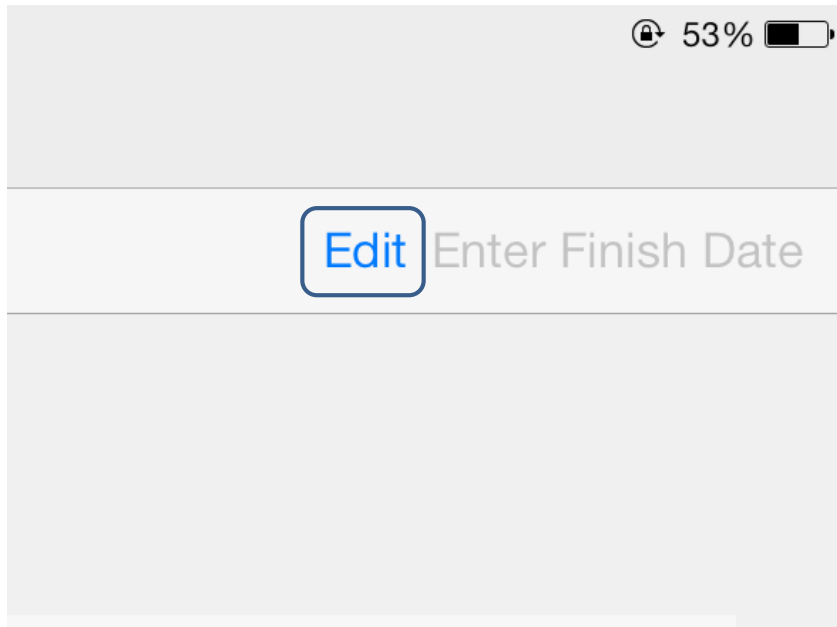
View Provisions
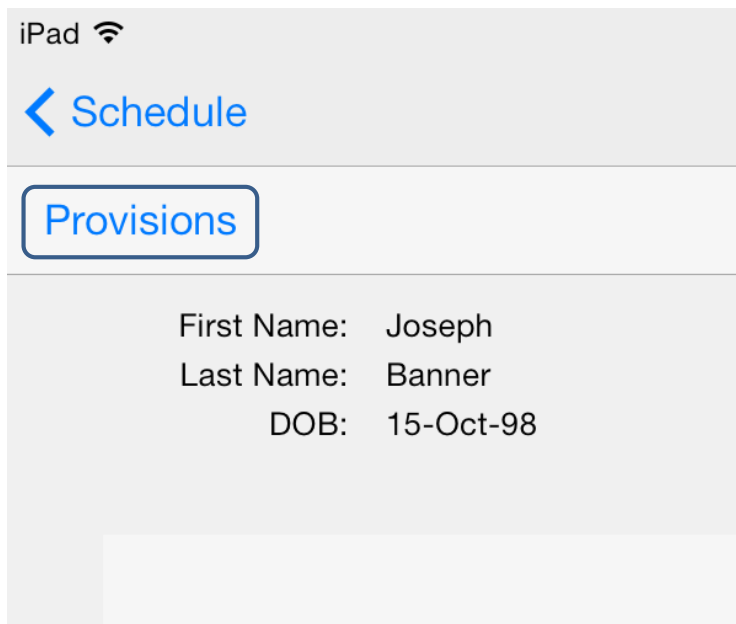
Live Teacher will only display the scheduled tuition for the pupil by the individual Provisions (i.e Autumn, Spring and Summer).

Therefore to view the tuition for a different Provision within this activity plan press **Provisions** (as above) on the top left:
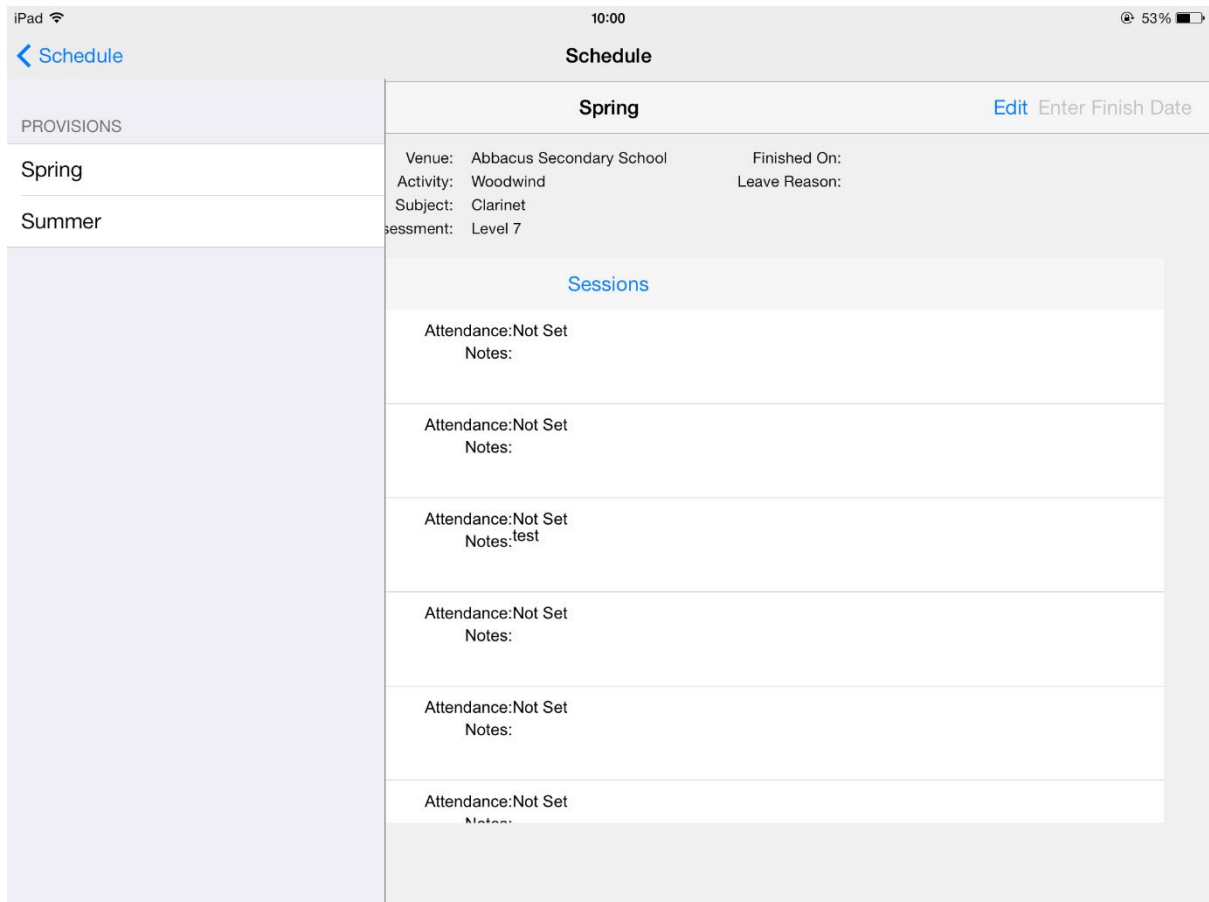
A scroll panel will emerge on the left hand side with the available Provisions. The teacher can then select one and view the pupil's tuition history within it.

Edit Assessments

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

‹ Schedule   **Schedule**

Provisions   **Spring**   Edit Enter Finish Date

First Name: Joseph   Venue: Abbacus Secondary School   Finished C
Last Name: Banner   Activity: Woodwind   Leave Reaso
      DOB: 15-Oct-98   Subject: Clarinet
   Assessment: Level 7

Edit   Save

ASSESSMENT

Level 7

Sessions

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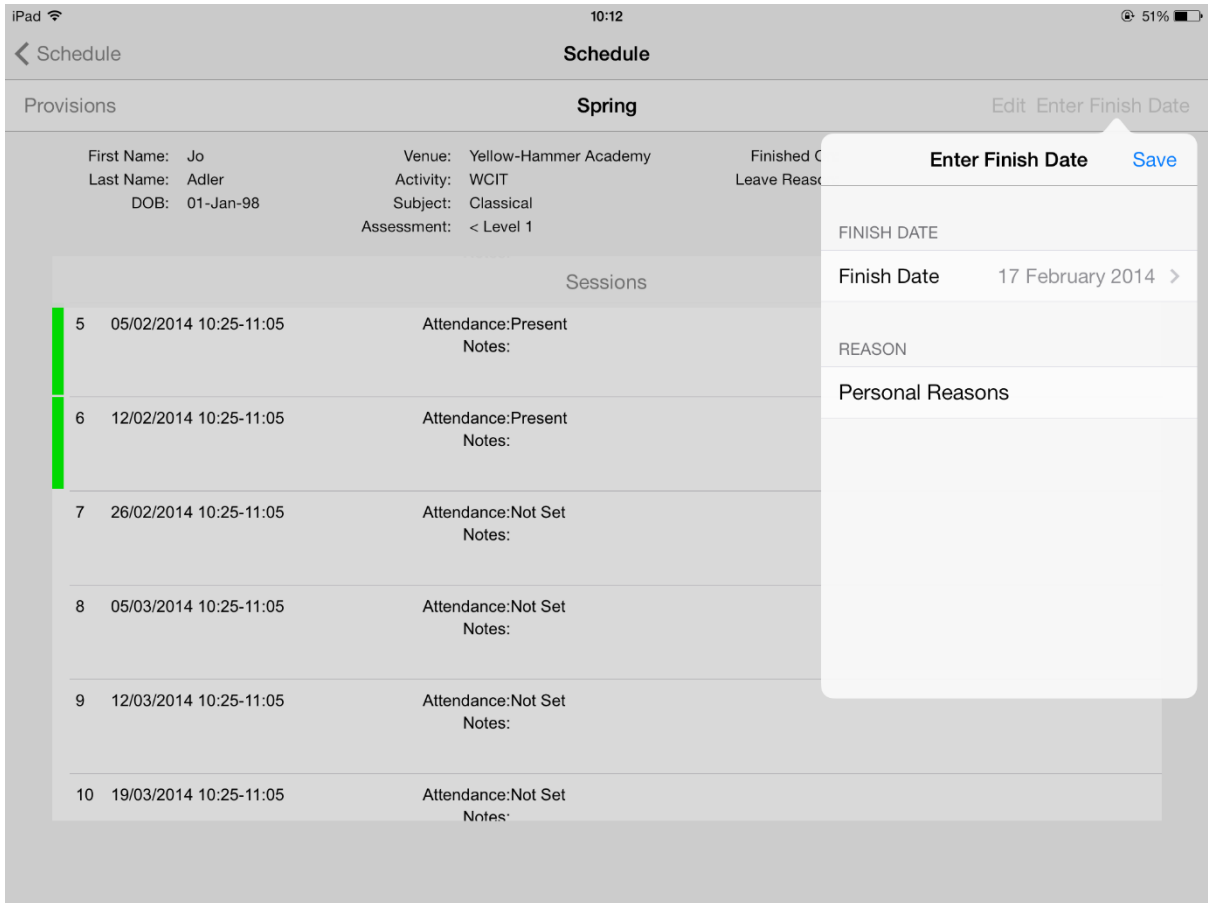
Ending Tuition for a Pupil
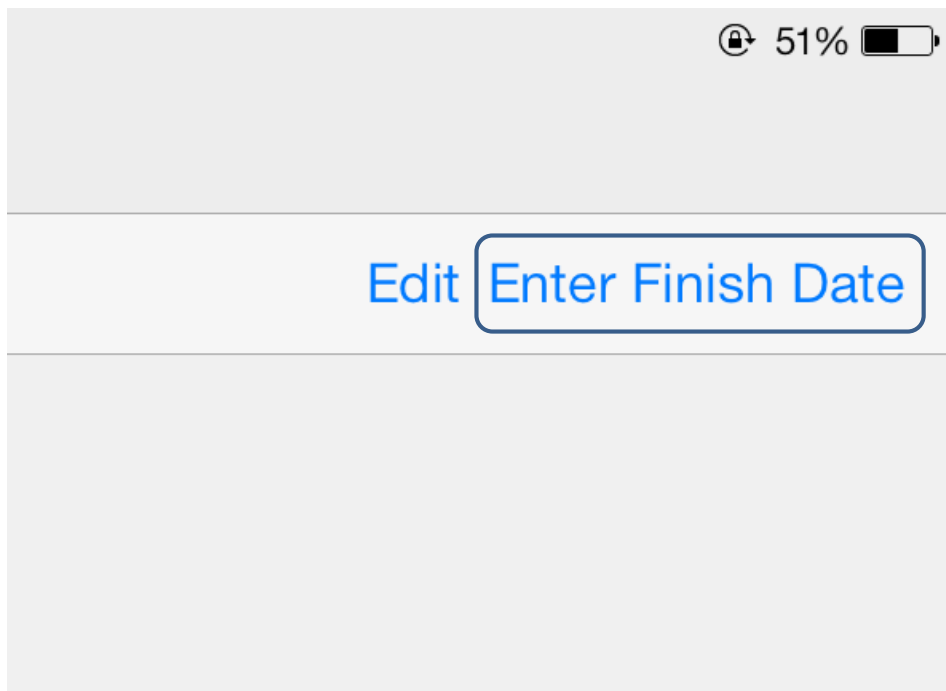
If a pupil ends tuition during the term this can recorded on Live Teacher by entering a Finish Date within the Tuition History view.

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:

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.
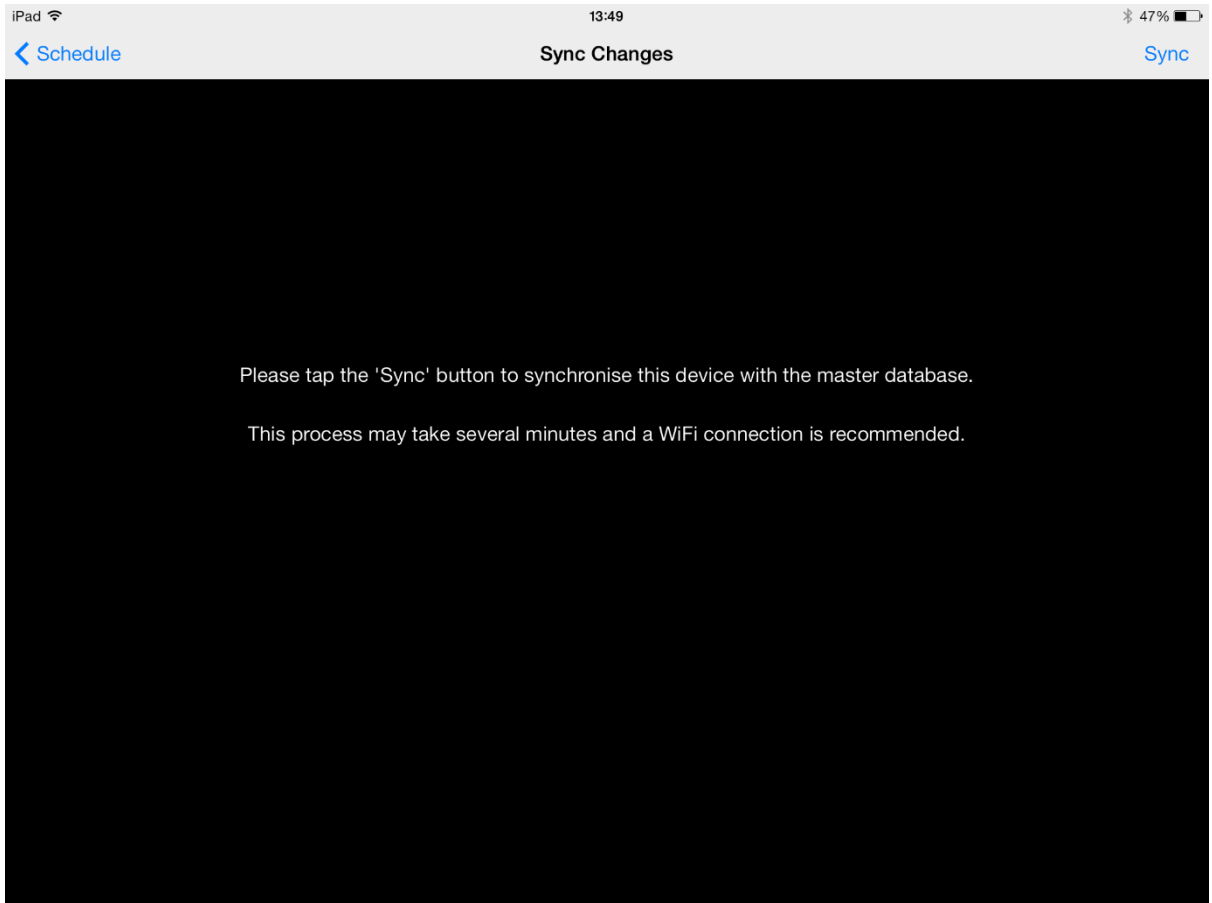
Click **Save** to save the finish date.

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:

Please tap the 'Sync' button to synchronise this device with the master database.

This process may take several minutes and a WiFi connection is recommended.

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

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

Synchronisation Complete

Synchronisation has completed successfully.

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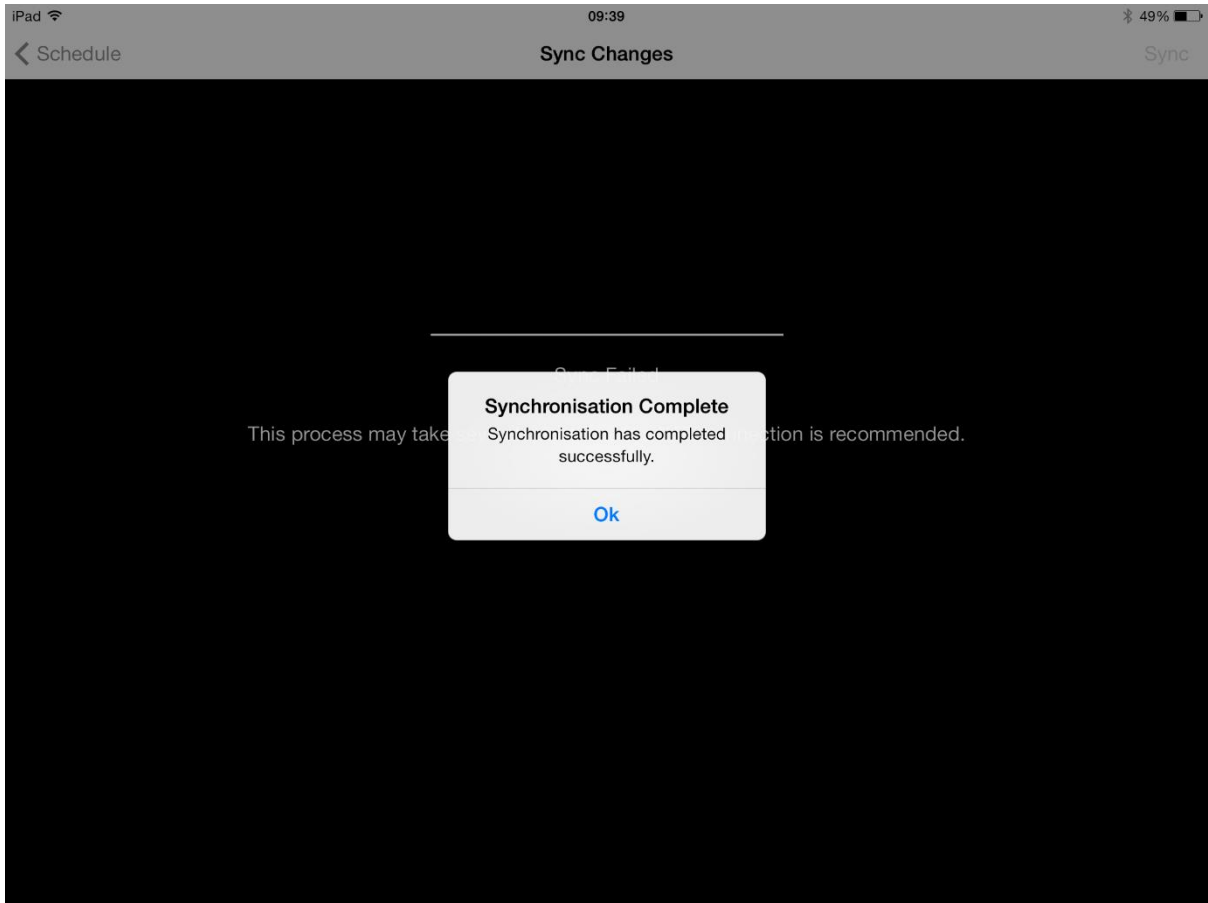
Once the changes have been synchronised with your Ensemble database, you can view these changes in the *Audit Log* within Ensemble.

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:
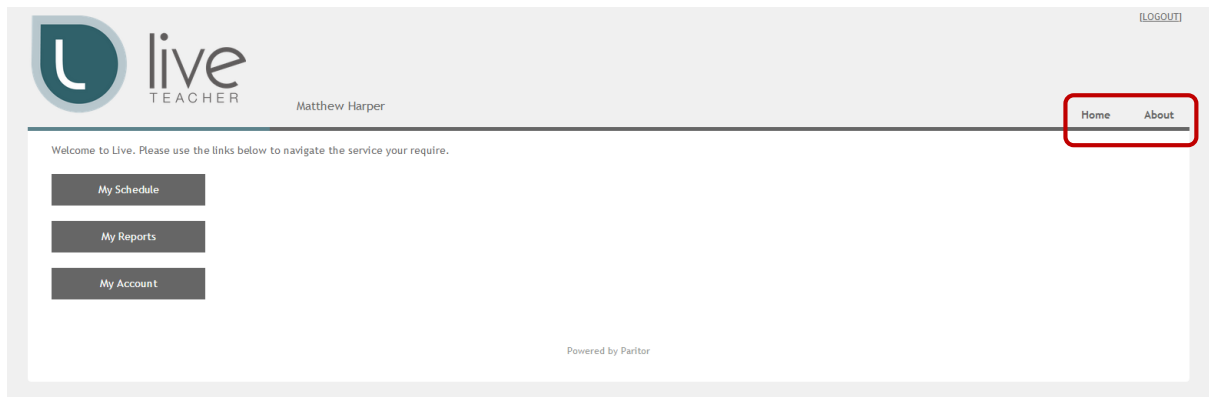
In this example the *numerical* Customer Number is **1**
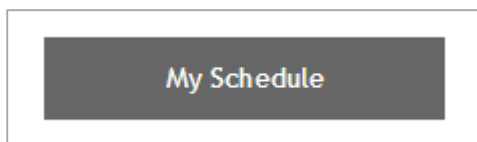
The webpage is displayed below:

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:

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:

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:

Session Details

Date: 20-Feb-14	Venue: Abbacus Secondary School	Session: 7
Time: 09:00	Activity: WCIT	Make Up: 0
Duration: 3 hrs0 mins	Task Result: Teacher Absent Medical (dep.)	

First Name	Last Name	Group	Time	Duration	Subject	Assessment	Attendance	Session Notes	
Joseph	Banner	B	10:20	03:00	Classical	Level 6	Absent with Explanation		i
Marcus	Dunstom	C	11:20	03:00	Classical	Level 6	Present		i
Cecilia	Feathers	C	11:00	03:00	Classical	Level 6	Forgot Instrument		i
John	Fletcher	A	11:40	03:00	Classical	Level 6	Present		i
Stewart	Gabrielle	B	10:40	03:00	Classical	Level 6	Present		i
Ulga	Jackson	A	09:40	03:00	Classical	Level 6	Present		i
Michael	James	A	10:00	03:00	Classical	Level 6	Present		i
Mat	James	C	09:00	03:00	Classical	Level 6	Present		i
Stephen	Majorie	A	09:20	03:00	Classical	Level 6	Present		i
Tania	Prasad	A	09:00	03:00	Classical	Level 6	Present		i

Edit   Back

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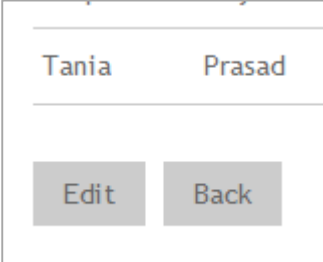
The session details include:

- 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

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

Edit Pupil Register

Date: 20-Feb-14   Venue: Abbacus Secondary School   Session: 7
Time: 09:00   Activity: WCIT   Make Up: 0
Duration: 3 hrs0 mins   Task Result: Teacher Absent Medical (dep.) ▼

First Name	Last Name	Group	Time	Duration	Subject		Assessment		Attendance	
Joseph	Banner	B	10:20	03:00	Classical	▼	Level 6	▼	Absent with Explanation	▼
		Notes:								
Marcus	Dunstom	C	11:20	03:00	Classical	▼	Level 6	▼	Present	▼
		Notes:								
Cecilia	Feathers	C	11:00	03:00	Classical	▼	Level 6	▼	Forgot Instrument	▼
		Notes:								
John	Fletcher	A	11:40	03:00	Classical	▼	Level 6	▼	Present	▼
		Notes:								

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:

Add Pupil to Register

WCIT at 12-Feb-14 10:25 at Yellow-Hammer Academy
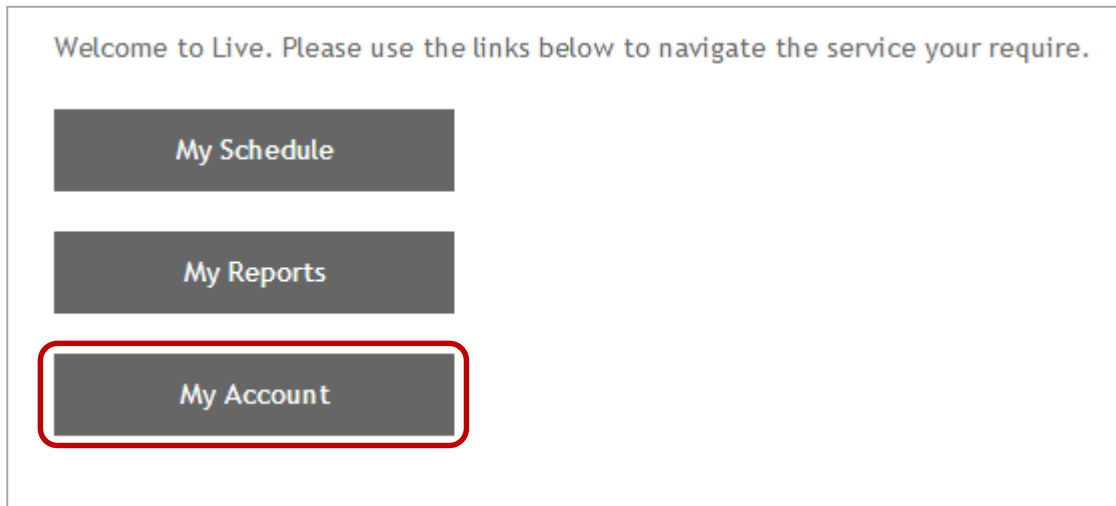
First Name

Last Name

Date of Birth

Gender

Male ▼

StartDate

12/02/2014

Subject

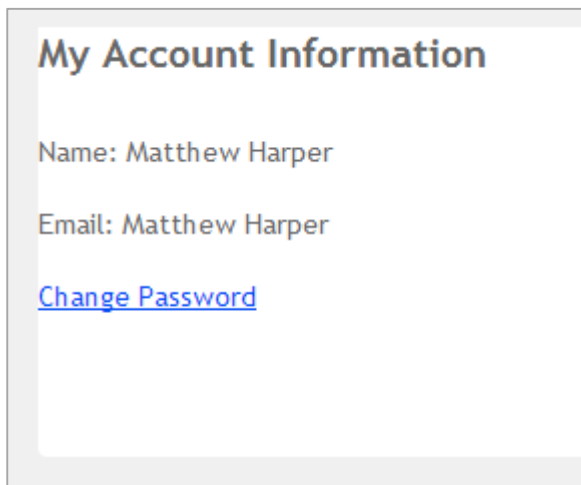Default Subject ▼

Assessment

(Not Set) ▼

Add Pupil

Back to Register

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 require.

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:

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