

# Adding staff, students and groups



\*started before 1st Sep 2020

## What does adding staff, students and groups look like in my school?

What?	With MIS before 1st Sep 2020	With MIS on or after 1st Sep 2020	No MIS (CSV)
<b>Adding staff to Sparx and to groups</b>	Manually in <b>Staff Manager</b> and <b>Class Manager</b>		
<b>Adding groups to Sparx</b>	Manually* in <b>Class Manager</b>	On request to Sparx for now**	Manually in <b>Class Manager</b>
<b>Adding students to Sparx</b>	Automatically each day into <b>No Class</b>	On request to Sparx for now**	Using CSV upload
<b>Adding students to groups</b>	Automatically <u>once</u> in <b>Class Manager</b> , then manually* in <b>Student Manager</b>	On request to Sparx for now**	Using CSV upload

\* automatic daily syncing with your MIS is coming in the next few months

\*\* automatic daily syncing with your MIS is coming in the next few weeks

# Add staff to Sparx

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

1. Select the **More** tab on Teacher portal and then **Staff Manager**
2. From here, click **Add a new staff member** using the plus symbol at the top of the existing staff list.
3. Add details of the new staff member in the relevant fields **including their role**
4. Remember to check the **Send welcome email** box which will send a link to the user to create a password, and give them a role from the dropdown list.

Week 24




Dashboard

Lessons

Planner

Hand-in

### Staff Manager

Edit	Title	First name	Surname	Username	Email address	Roles
+ Add new staff member						
		Demo	Sparx-Leader	teacher	richard.boyd@sparx.co.uk	<div>Sparx Leader</div> <div>Teacher</div>
		Test	Teacher	test	boyd@darena.net	<div>Teacher</div>
		Test	Teacher2	test2	boyd@darena.net	<div>Teacher</div>

# Add new classes



1. Go to the More tab and select **Class Manager**
2. Click **Add new class**
3. Create a class name and select the **Year group**

**MIS post 1st Sep** - classes will already show in class manager if your site setup is complete

< Class Manager 7a1 View students in this class

**Class details** \* Required

Class name:\* 7a1

Year group:\* Year 7

Scheme of Learning:\* Year 7 - Sparx KS3

Attainment level:\* A

☐ I don't have a Scheme of Learning to set

This level should be suitable for students who need a significant amount of extra support.

Feedback

## Add Schemes of Learning

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

Assign the class a **Scheme of Learning** from your published list or check the **I don't have a Scheme of Learning to set** box if you don't yet have any published SoLs.

**Note:** if you don't publish and link SoLs to classes before you start using Sparx with students then no content will be visible in homework or lessons, meaning more manual work for teachers and a risk that students won't get suitable homework

The screenshot shows the 'Class Manager' interface for class '7a1'. At the top, there are navigation links for 'Class Manager' and 'View students in this class'. Below this, the 'Class details' section is visible, marked as '\* Required'. It contains four main fields: 'Class name:\*' with a text input containing '7a1', 'Year group:\*' with a dropdown menu showing 'Year 7', 'Scheme of Learning:\*' with a dropdown menu showing 'Year 7 - Sparx KS3', and 'Attainment level:\*' with a dropdown menu showing 'A'. There is also an unchecked checkbox labeled 'I don't have a Scheme of Learning to set'. A small note at the bottom right states: 'This level should be suitable for students who need a significant amount of extra support.' A vertical 'Feedback' button is on the right edge.

# Add Attainment Levels

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

## Classroom + Homework Classes

Choose an attainment level which is suitable for the lowest ability in the class.

## Homework only Classes

Choose a suitable attainment level if you are confident that the class is well setted and working at roughly the same level.

If classes are mixed ability or the attainment level is unknown choose **Diagnostic Homework**

The screenshot shows the 'New Class' form with the following details:

- Class details:**
  - Class name: Enter a class name
  - Year group: Year 7
  - Scheme of Learning: Year 7 - Sparx KS3
  - Attainment level: Select an attainment level (dropdown menu showing A, B, C, D)
- Students and Teachers:**
  - Choose how to add students: Manually by using the 'Student Manager' page

## Classroom class

The screenshot shows the 'New Class' form with the following details:

- Class details:**
  - Class name: 8a5
  - Year group: Year 8
  - Scheme of Learning: Year 8 Support - Sparx KS3
  - Attainment level: Select an attainment level (dropdown menu showing A, B, C, D, Diagnostic Homework)
- Students and Teachers:**
  - Choose how to add students: Manually by using the 'Student Manager' page

At the bottom, there is a message: "No teachers assigned to this class, would you like to add one?" and a "There is 1 error in this form" message.

## Homework class

sparx

# Add staff to classes

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

1. Select the **Class Manager** tab under the **More** section

Click the orange pencil icon next to the class you want to add the teacher to

2. Scroll to the **Teacher** section and add the correct teacher/s to the class
3. Choose **Send teacher emails** if you want them to receive messages about the class homework each week

**Note:** if teachers are not assigned to classes they won't see their groups by default when they log in

The screenshot shows the 'Class Manager' interface for class '7a1'. At the top, there's a navigation bar with a back arrow, 'Class Manager', and '7a1'. A button 'View students in this class' is on the right. Below this is the 'Students and Teachers' section. It includes a dropdown for 'Students initially added by:\*' set to 'Manually by using the \'Student Manager\' page'. The 'Teacher' section lists 'Demo Sparx-Leader' with a toggle for 'Send teacher emails?' set to 'Yes' and a 'Remove' button. An 'Add teacher' button is below. The 'Homework details' section has 'Set homework:' set to 'Yes', 'Homework hand-out day:' set to 'Wednesday', and 'Hand-out time:' and 'Homework hand-in day:' both set to 'Wednesday'. 'Cancel' and 'Save' buttons are at the bottom right. A 'Feedback' button is on the far right edge.

# Add students to classes

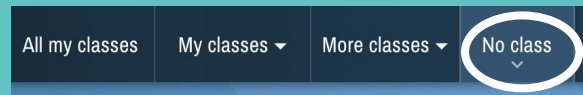


Students are placed in a group called **No Class** when they are first imported

When you first create your classes you will have the option to add students using an MIS sync **ONCE**.

We highly recommend that you **check your classes are correct** in your MIS before you run this sync.

1. In the class edit page click the **Students initially added by** drop down and choose **Using class information from my school's MIS**
2. Choose the correct class from those available in the dropdown list.



The 'New Class' form is displayed. It has several input fields and dropdown menus. The 'Class name' field has a placeholder 'Enter a class name'. The 'Year group' dropdown has a placeholder '- Choose a year group -'. The 'Scheme of Learning' dropdown has a placeholder 'Select a year group first' and a checkbox 'I don't have a Scheme of Learning to set'. The 'Attainment level' dropdown has a placeholder 'Select a year group first'. Below these is a section titled 'Students and Teachers' with a dropdown 'Choose how to add students'. This dropdown is open, showing options: '- Make a selection -', 'Using class information from my school's MIS', and 'Manually by using the 'Student Manager' page'. There is also a text input field for 'Add teacher' and buttons for 'Cancel' and 'Save' at the bottom right.



## Adding students to classes - ongoing

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

**MIS Pre 1st Sep** - after the initial MIS sync students can be moved between classes manually on the **Student Manager** page. See our Knowledge base for more info on how to do this

**MIS post 1st Sep** - students are added to groups via your MIS sync. If any changes are made to group membership in your MIS after your initial site setup please contact us so we can sync these changes in Sparx.

**No MIS** - You will need to use a CSV upload to add students both to Sparx and to your groups in Sparx. Please search for CSV on our Knowledge base for more information about how to do this.

# Homework details

MIS Pre  
1st Sep

MIS  
post 1st  
Sep

No MIS  
(CSV)

1. Complete homework Hand out and Hand in days
2. Set a time for when you want homework to go out on the handout day
3. Turn homework on if you are ready!

**Please note:** once a homework has been set it can't be deleted so make sure students are ready to complete their work before you choose to set it.

The screenshot shows the 'Class Manager' interface for class '7a1'. The 'Students and Teachers' section shows 'Students initially added by:\*' as 'Manually by using the 'Student Manager' page'. The 'Teacher' section lists 'Demo Sparx-Leader' with a toggle for 'Send teacher emails?' set to 'Yes' and a 'Remove' button. Below this is an 'Add teacher' button. The 'Homework details' section has two columns of dropdown menus. The first column has 'Set homework:' set to 'Yes' and 'Hand-out time:' set to an empty dropdown. The second column has 'Homework hand-out day:' set to 'Wednesday' and 'Homework hand-in day:' set to 'Wednesday'. At the bottom right are 'Cancel' and 'Save' buttons. A 'Feedback' button is visible on the right edge of the interface.

## Users and group checklist - what do you need to do?

Add	MIS pre 1st Sep 2020	MIS post 1st Sep 2020	No MIS (CSV)
Staff to Sparx	✓	✓	✓
New classes	✓	✗	✓
SoLs to classes	✓	✓	✓
Attainment levels to classes	✓	✓	✓
Staff to classes	✓	✓	✓
Students to classes	✓	✗	✗
Homework hand out, hand in and time	✓	✓	✓

# Preparing Users and Groups Module Check

## 1. Which page in Teacher Portal is used to add members of staff?

All staff are added and their details managed on the **Staff Manager** page which is accessed in the **More** menu in Teacher Portal

## 2. What will happen if you don't allocate a Scheme of Learning to your classes?

The homework planner will not be populated with content and, if you are using lessons, no topics will be displayed.

## 3. What happens if teachers are not assigned to classes?

They won't be able to see their classes by default when they log in