



ClassCharts: A Guide for Parents and Carers



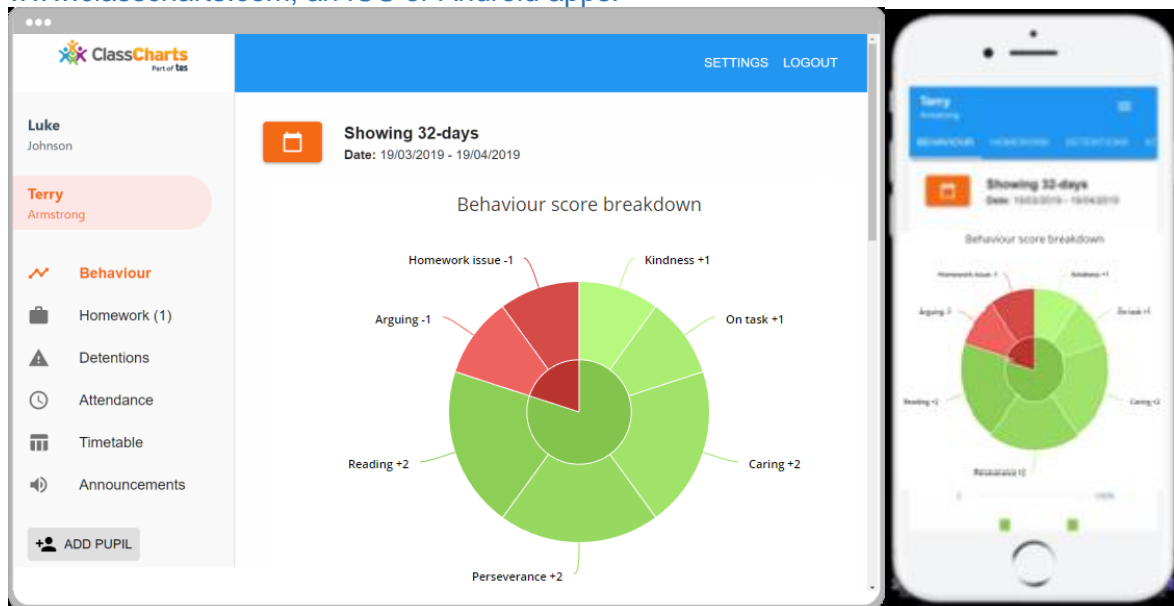
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What is Class Charts for parents?

You can use Class Charts to track the achievement (recognition), behaviour (consequences), and attendance as well as viewing their timetable. You can also view announcements from our school. If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed through the Class Charts website www.classcharts.com, an iOS or Android apps.



You will receive a Parent code from us, which will look similar to the example code shown on below. You might receive this at a parent evening or via email. This code is used to set up your Class Charts parent account, which is covered on the next page.

ABC123

Signing up to Class Charts

LOG IN SIGN UP

1. Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.

Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.

Email address

example@edukey.co.uk

Access code (provided by school)

ABC123

Name

Example parent

Password

••••••••

Retype password

••••••••

SIGN UP

2. Click on the Sign up button below the form.

3. Confirm the pupil's date of birth when prompted. Click on the Date of Birth field and use the date picker to enter the correct date.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth

06/04/2007

OK

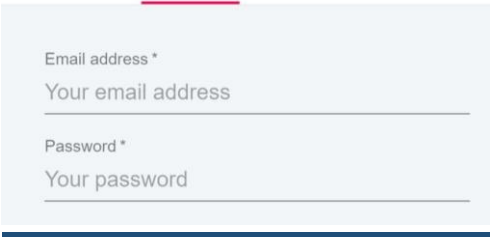

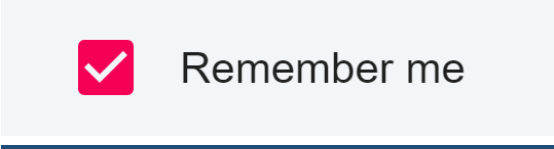
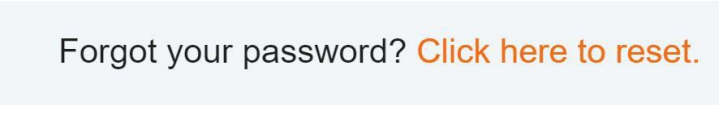
CANCEL

4. A confirmation message will appear, indicating that the sign up process is complete.



You have successfully signed up.

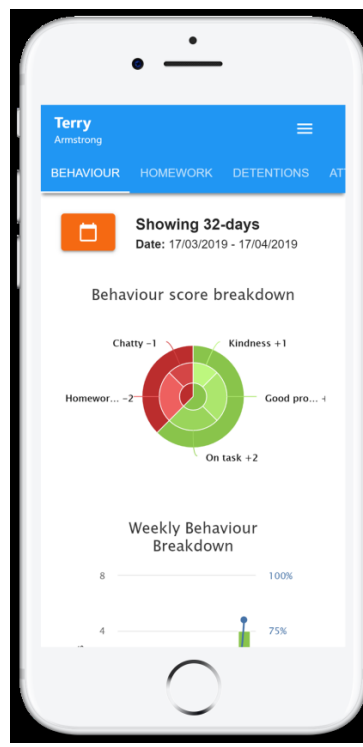
Logging in to Class Charts

<p>1. Select Log In from the main page and enter your email address and password into the fields provided.</p>	 <p>LOG IN SIGN UP</p> <p>Email address * Your email address</p> <p>Password * Your password</p>
<p>2. Click on the Log in button to begin accessing your Class Charts parent account.</p>	 <p>LOG IN</p>
<p>If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.</p>	 <p><input checked="" type="checkbox"/> Remember me</p>
<p>If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.</p>	 <p>Forgot your password? Click here to reset.</p>

Behaviour

You will see the Behaviour tab when viewing pupils from that school. Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.

By default, the displayed date range is 31 days. To view a different range of behaviour data, click on the Date button to select from the available presets or create your own custom date range.



Thursday 11 July



Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20



Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth. The level of detail within each behaviour award depends on the settings that your school has enabled.

Pupils can also receive negative consequence points for making poor choices. Pupils receive a verbal warning first and if their behaviour persists then further consequences are issued.

Positive and negative points indicate what the point awarded was for, when and by which member of staff.

Attendance

You can see the attendance record for your son/daughter by looking at the Attendance tab

Selecting this tab will present you with a table of your **child's attendance data for the past 31 days**.

To change the displayed timeframe of attendance records, click on the **Date** button and select the date range of your choice.

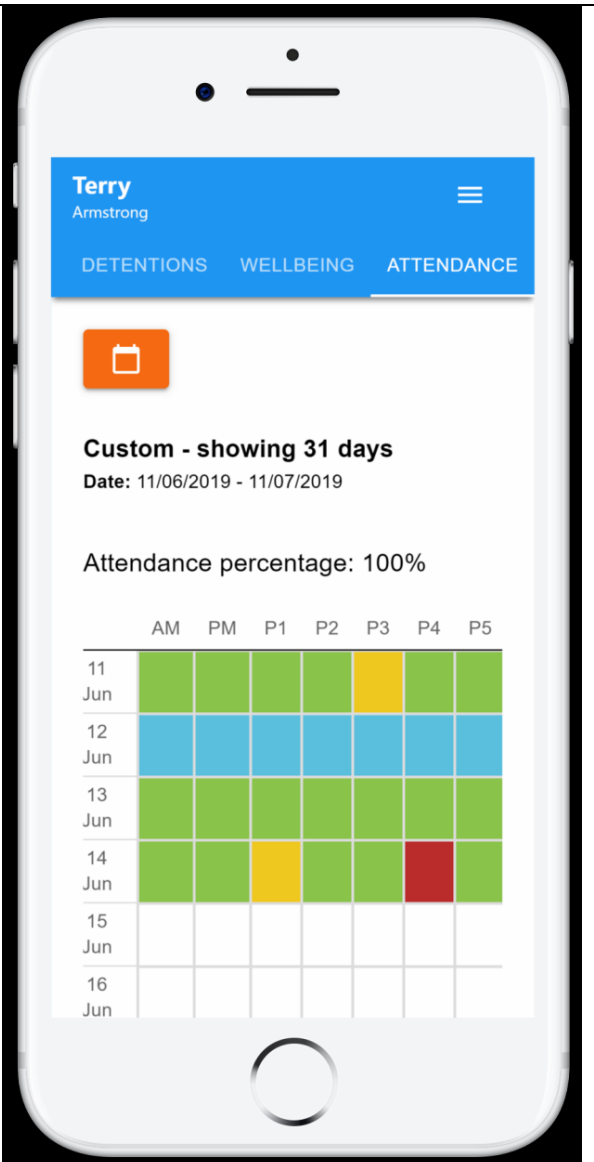
Attendance records fall under four categories: **Present, Late, Authorised absence and Unauthorised absence**.

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

Authorised absence: Your child did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so.



Timetable

You can also view the timetable for your child using the Timetable tab.

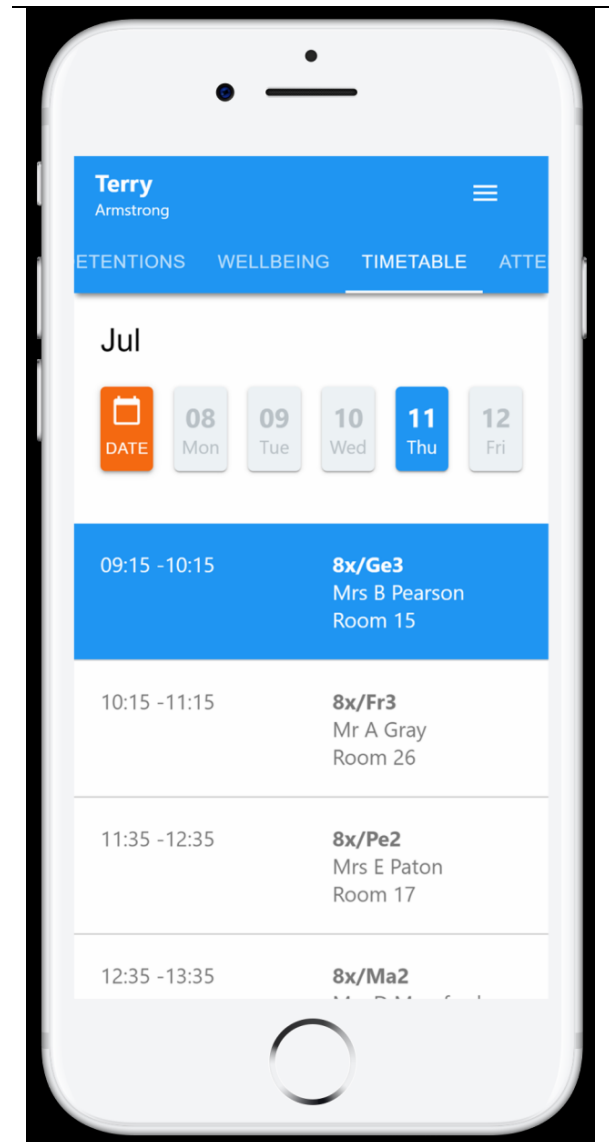
Selecting this tab will present you with your **child's timetable** for the current day.

This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place.

Your child's current lesson will be highlighted in blue, as shown on the right.

To view timetable data for another day of the week, click on one of the other **displayed dates** along the top of the timetable.

To change the displayed week, click on the **Date** button and select a date from the week of your choice.



School Announcements

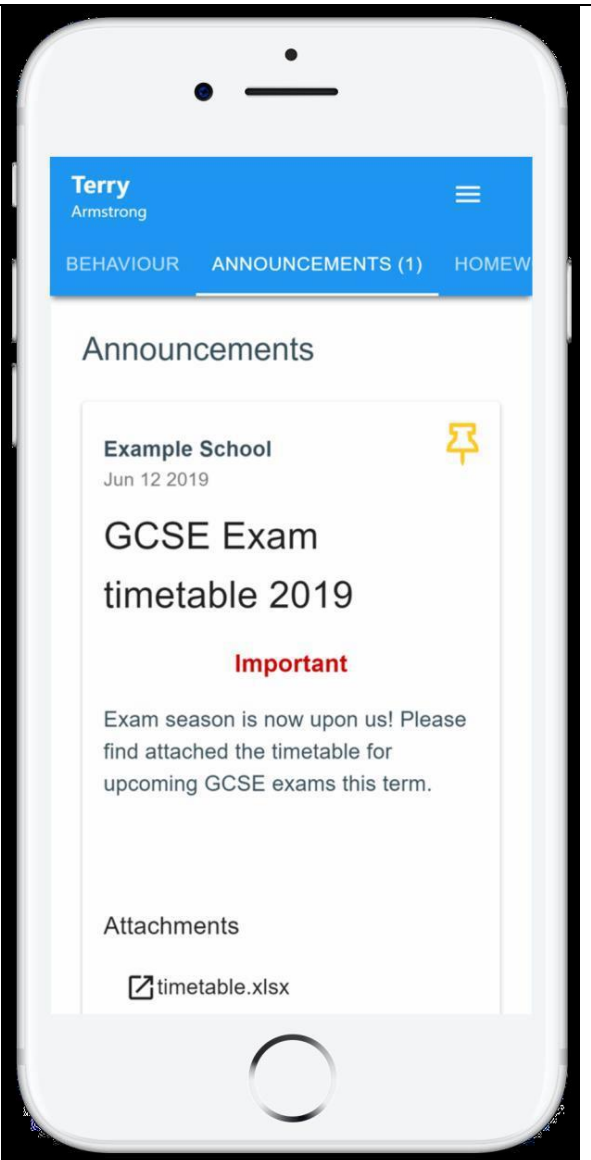
We will use Class Charts to share announcements with parents and carers and these will appear on the **Announcements** tab.

Clicking on this option will display a list of **announcements** that have been shared with you regarding the selected pupil.

Announcements with a **pin** icon will always stay at the top of the announcements list.

If you are viewing announcements from the main parent dashboard, click on the **X** icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual **Announcements tab**.



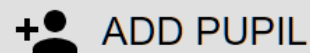
Once you have signed up to Class Charts, you can log back into your parent account at any time.

Adding additional pupils

(Using the Website)

Once you have set up your Class Charts parent account, you can **add additional children** to the same account. To add another child to your account, please follow the steps below:

1. Click on **Add Pupil** button in the left hand side navigation menu.

A grey rectangular button with a white plus sign and a person icon to the left of the text "ADD PUPIL".

2. Enter the **Parent Access Code** that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK CANCEL

3. Enter your **child's date of birth** when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
08/03/2006

OK CANCEL

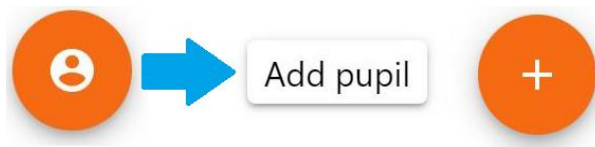
4. A **confirmation message** will appear and the child will be added to the left hand side navigation menu.

A green rectangular message box with a white checkmark icon to the left of the text "You have successfully added a child.".

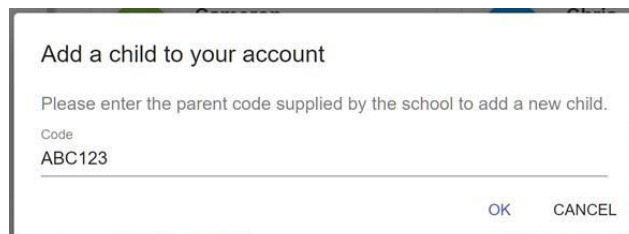
Adding additional pupils (using the ClassCharts app)

You are also able to add additional children through the **Class Charts Parent app**. To add another child to your account via the app, please follow the steps below:

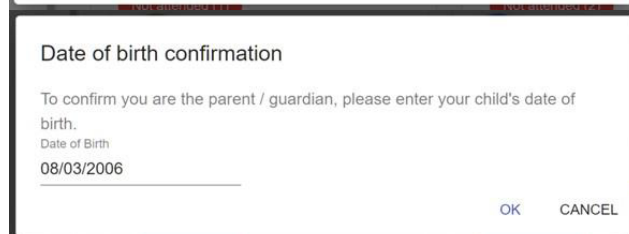
1. Click on the **Pupil** icon in the bottom right hand corner of the app and select **Add pupil**.



2. Enter the **Parent Access Code** that we provided.



3. Enter your **child's date of birth** when prompted.



4. A **confirmation message** will appear and the child will be added to the pupil icon popup.

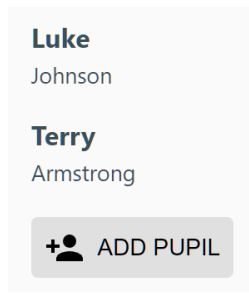


If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

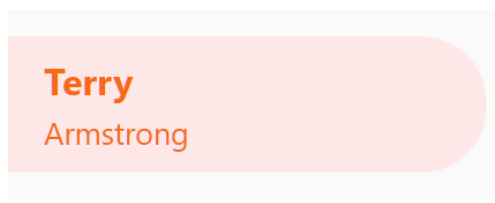
Switching between pupils

To switch between pupils on the desktop view, click on their name in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.



You can check to see which pupil is currently selected by looking for the **orange tab** highlighting their name in the left hand side menu.

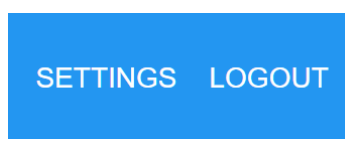


To switch between children on the mobile app, click on the **Pupil** icon in the bottom right hand corner of the app and select the child of your choice.

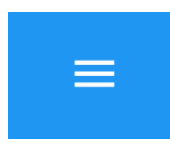
Their individual pupil dashboard will open, allowing you to swipe between their available tabs.



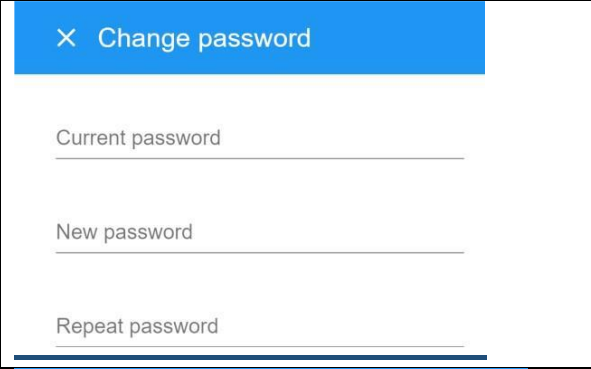
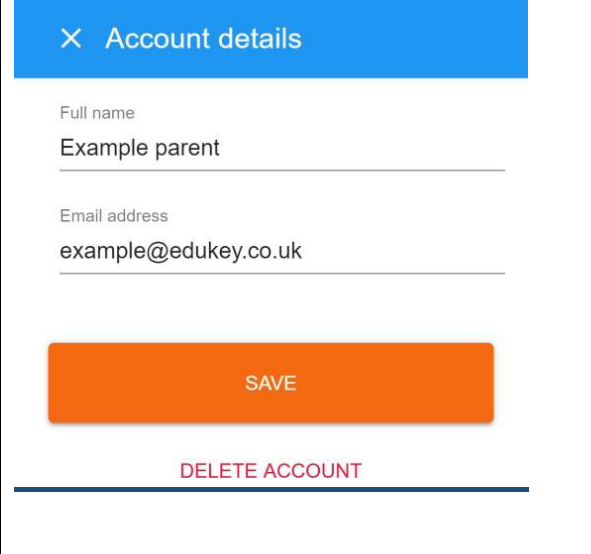
If you're using the desktop view, you can access the account settings menu through the Settings button in the top right hand corner of the page.



If you're using the mobile app, these options can be accessed through the three lines menu in the top right hand corner.



FAQ & Troubleshooting

<p>The Change password page allows you to enter a new password for your Class Charts parent account.</p> <p>The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a Symbol</p>	
<p>The Account details page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.</p> <p>If you no longer wish to use your Class Charts parent account, click on the Delete Account option to permanently delete it. Should you change your mind, you will need to sign up again using the parent code we provided.</p>	

“I don’t have a parent code!”

Please contact us on the dedicated email: egclasscharts@ellisguilford.nottingham.sch.uk and ask for a new parent code.

“I can’t log in!”

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt. Also ,check your junk or spam folder.

“It says I don’t have an account!”

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

“My password is incorrect!”

Please use the “Forgot your password” link to reset your password.