ClassCharts

Part of **tes**

Getting started with Parent accounts

Contents

# What is Class Charts for parents?

You will be able to use Class Charts to keep track of your child's behaviour, access their weekly timetable and track scheduled detentions. There are other functions available to use including attendance monitoring and homework that we are currently looking into and will let you know if and when we move forward with these.

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 via our website, or through our iOS and Android apps.
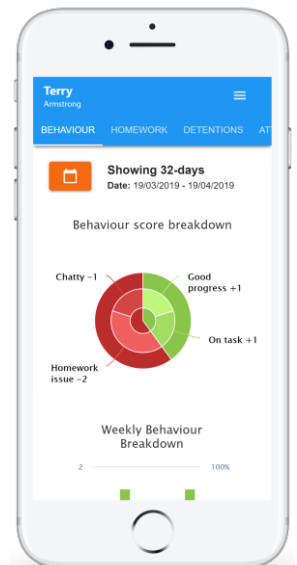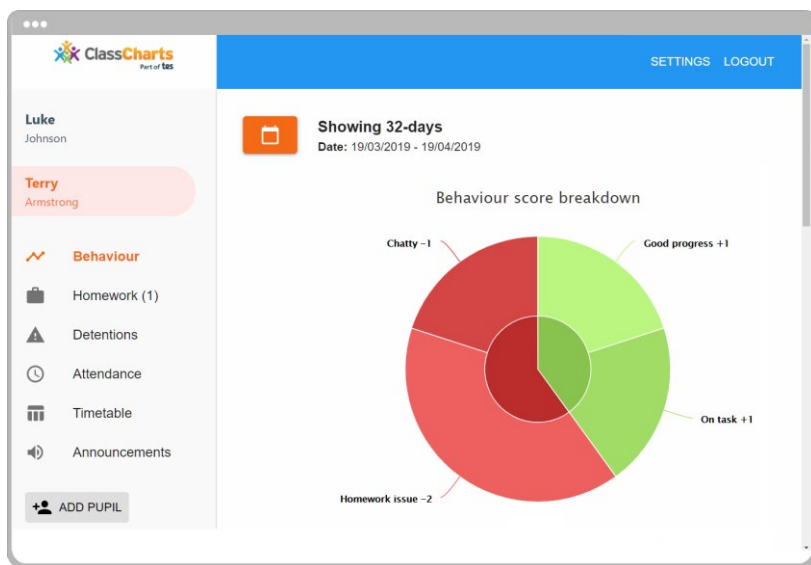
You should have received a Parent code from your school, which will look similar to the example code shown on the right.

This code is used to set up your Class Charts parent account, which is covered on the next page.

Signing up to Class Charts

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.

LOG IN   SIGN UP

Email address
example@edukey.co.uk

Access code (provided by school)
ABC123

Name
Example parent

Password
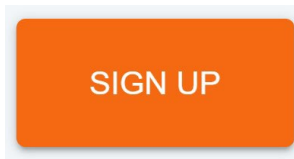•••••••••

Retype password
•••••••••

2. Click on the Sign up

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. Verify your email address to continue.
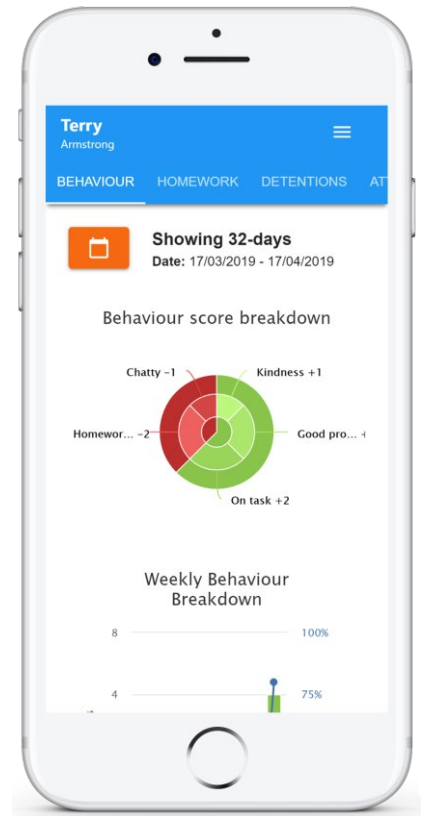
✓ You have successfully signed up.

Behaviour

Your school has decided to share behaviour information with parents. 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

+1 Terry Armstrong

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

09:20

-1 Terry Armstrong

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

Disrupting the lesson

09:00

Below these graphs activity relating to your behaviour that was awarded, who lesson the behaviour many points the award

The level of detail depends on the enabled.

you can find a list of behaviour child. These display the awarded, when it was awarded the behaviour, the was awarded in, and how is worth.

within each behaviour award settings that your school has

4

Detentions

Your school has decided to share detention information with parents. You will see the Detentions tab when viewing pupils from that school.

Selecting this tab will display a list of detentions which have been set for your child

Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

**Pending**: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.
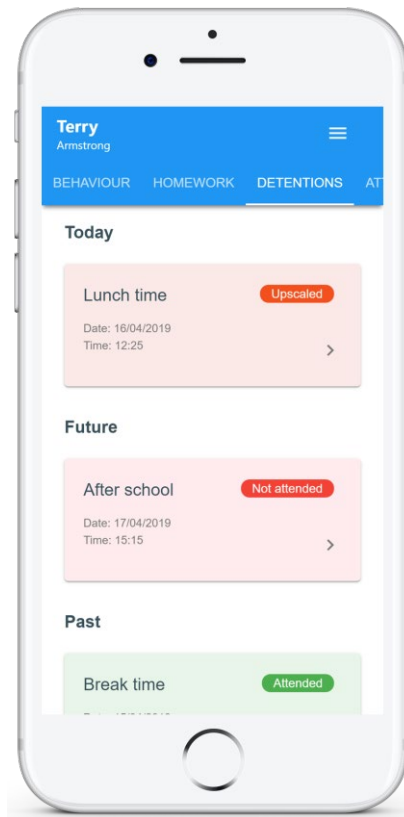
To view more information about a specific detention, click on the arrow icon.

This will bring up a popup that describes the detention, including the location for the detention, the awarding teacher and scheduling information.

has been acknowledged by a teacher.
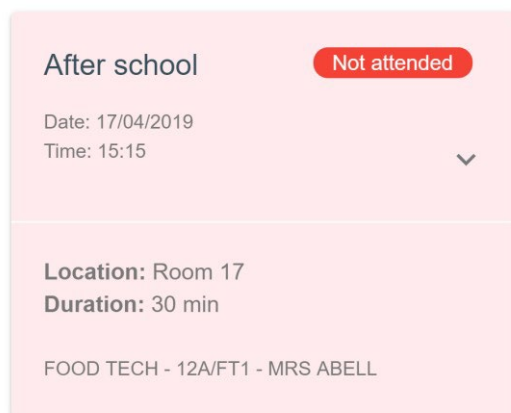
Homework

Your school has decided to share homework tasks with parents. You will see the Homework tab when viewing pupils from that school.

Selecting this tab will display a list of homework tasks which your child has been assigned to.

To change the date range for displayed homework tasks, click on the Date button to select from the available presets or create your own custom date range.

To display tasks in the order they were set, click on the Issue Date button

To display tasks in the order they are expected to be handed in, click on the Due date button.
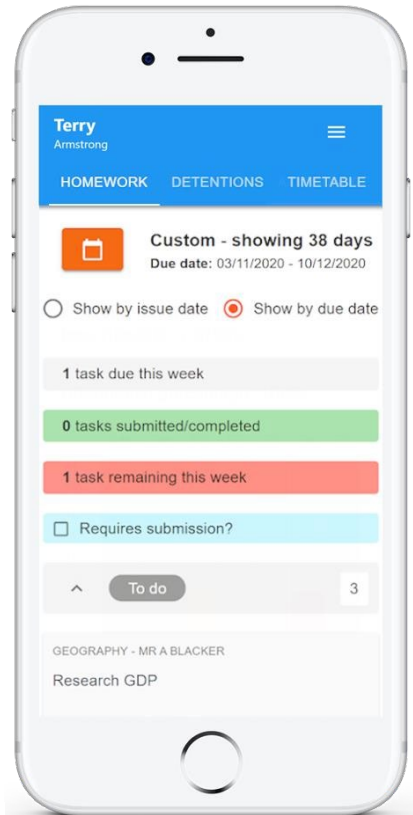
To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile.

A popup will appear that contains the a description of the homework task, the estimated completion time and any links or attachments

that may have been included.

Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

Completed

Late: These are homework tasks that have been handed in past the deadline.

Submitted late

Not submitted: These are homework tasks that were not handed in on time.
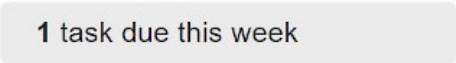
Not submitted

Submitted: These are homework tasks that have been handed in on time.

Submitted

Keeping track of homework

As your child is assigned homework tasks, you may want track of how they are progressing for the current week.

1 task due this week

The three banners above the homework status categories count the number of homework tasks that are due this week, how many of those tasks your child has completed and how many tasks they still need to complete.

0 tasks submitted/completed

1 task remaining this week
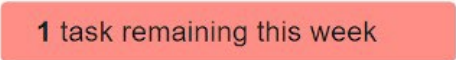
To only see homework tasks that

☐ Requires submission?

require an attachment submission, tick the checkbox labelled Requires submission.

If you are viewing the Homework tab via a desktop or laptop, expanding a homework status category will display a table overview of each homework task for the selected date range.

	⌂ Homework ↑↓	⊚ Teacher ↑↓	🔖 Lesson ↑↓	🗓 Issued ↑↓	🗓 Due ↑↓	🕐 Estimated time ↑↓	🏷 Type ↑↓	📎 Feedback ↑↓
↗	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
↗	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
↗	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback

Homework attachment submissions

For certain homework tasks, your child may be asked to upload their work as an attachment. If your school has allowed it, you will be able to upload homework attachments on your child's behalf.

When viewing a homework task in more detail, you will see the Upload attachment button if your child's teacher is expecting their work to be uploaded.

To submit a homework attachment, click on the Upload attachment button and select the files of your choice. Successfully uploaded files will then appear above the button.

To do   ✕

Write a book review
RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

☐ Completed?

Write a 500 word review on the book of your choice.

My attachments

↗ My book review.doc   🗑

➕ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

If your child's teacher leaves feedback on one of their homework attachments, you will see a Feedback icon appear on the associated homework task.

Homework attachment feedback

If your school has decided to share homework feedback with parents, you will be able to see your view child's homework attachments and the teacher feedback that followed.

When viewing a homework task in more detail, you will see the My attachments section if homework submissions were set by the teacher. This contains your child's uploaded homework attachments along with any teacher comments.

To view the homework attachment in more detail, click on the filename to generate a copy of the attachment.

Submitted ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

Completed? Yes

Write a 500 word review on the book of your choice.

My attachments

My book review.doc
Teacher's note: Excellent work!

If your school has decided not to share homework feedback with parents, you will see the Feedback indicator on homework tasks with teacher feedback, but will you will not be able

Submitted ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

Completed? Yes

Write a 500 word review on the book of your choice.
to view your child's homework attachments or associated feedback.

RECREATION - MRS A ABELL

Write a book review

Issued: Friday 20/03/2020
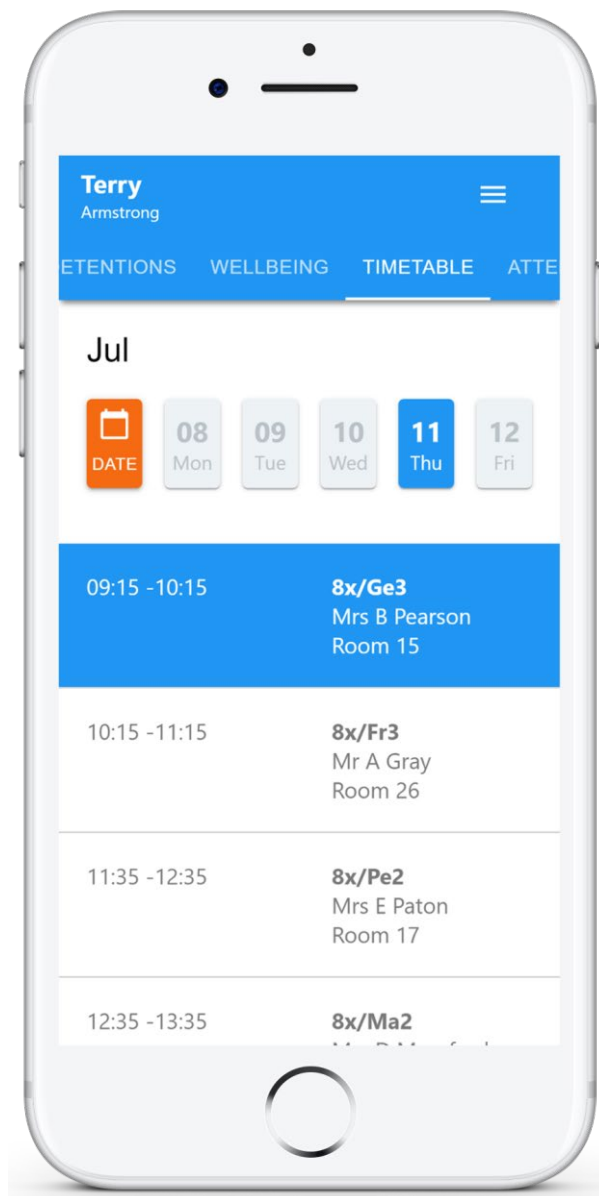**Due:** Friday 27/03/2020

Feedback

Timetable

Your school has decided to share timetable data with parents. You will see the Timetable tab when viewing pupils from that school.

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.

Classes

Your school has decided to share class data with parents. You will see the Classes tab when viewing pupils from that school.

Selecting this tab will present you with a list of your pupil's classes. Each class tile will display the class name, the class teacher, the subject and the room
the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the Show all teachers button for the class of your choice.
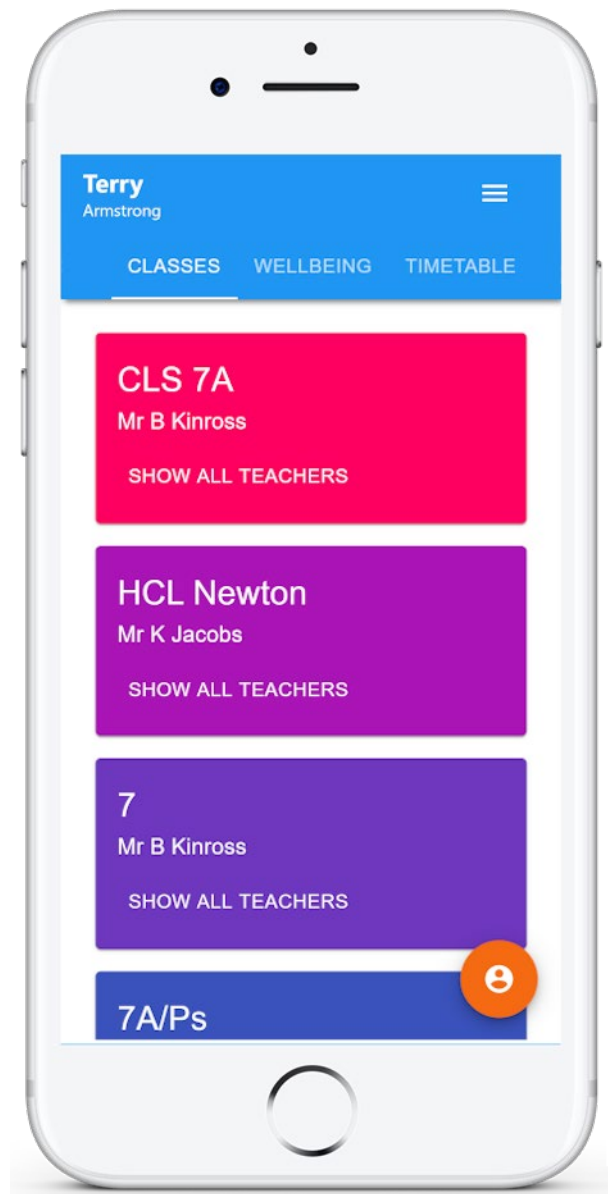
Logging in to Class Charts

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

LOG IN   SIGN UP

1. Select Log In from the main page and enter your email address and password into the fields provided.
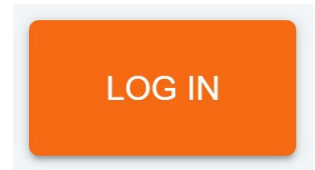
Email address *

Your email address

Password *

Your password

2. Click on the Log in button to begin accessing your Class Charts parent account.

LOG IN

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.

✓ Remember me

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.
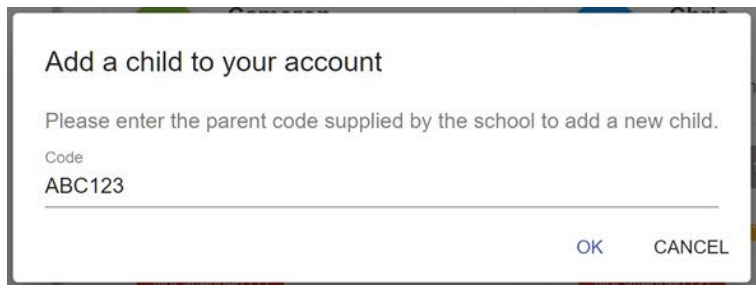
Forgot your password? Click here to reset.

Adding additional pupils

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.

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.

You have successfully added a child.

Adding additional pupils (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 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 pupil icon popup.

✓ You have successfully added a child.
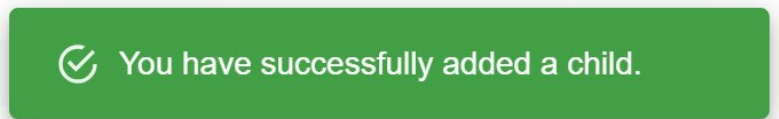
Switching between pupils

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.

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.

Luke
Johnson

Terry
Armstrong

+👤 ADD PUPIL

You can check to see which pupil is looking for the orange tab highlighting hand side menu.

Terry
Armstrong
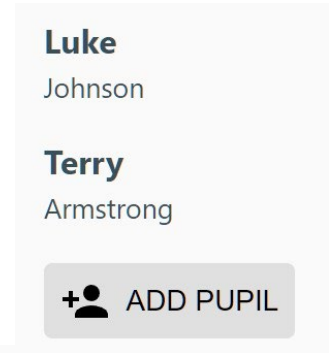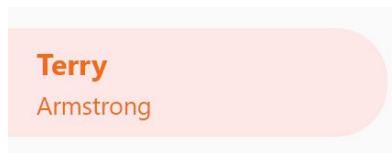
currently selected by their name in the left

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.

Add pupil   +

Luke
Johnson   L

Terry
Armstrong   T
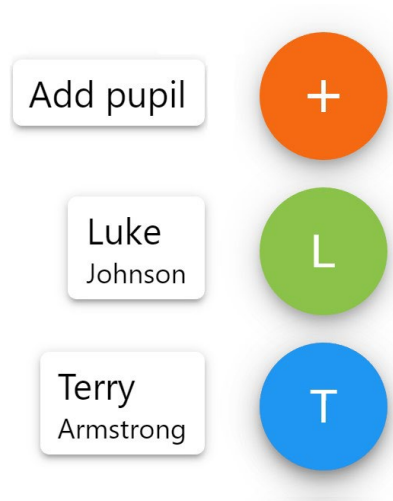
Account settings

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.

SETTINGS   LOGOUT

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

≡

The Change password page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a lowercase letter, a number and a symbol.

✕ Change password

Current password

New password

Repeat password

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.

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 provided to you by your school.

✕ Account details

Full name
Example parent

Email address
example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

"I don't have a parent code!"

Please contact your school 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.

"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.

"I'm not seeing _____!"

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

"I would like to know more about your privacy policy"

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

https://www.edukey.co.uk/edukey-terms-conditions/