



# ClassCharts

## Quick start guide

Getting started with Parental  
Access

## What is Class Charts for Parents?

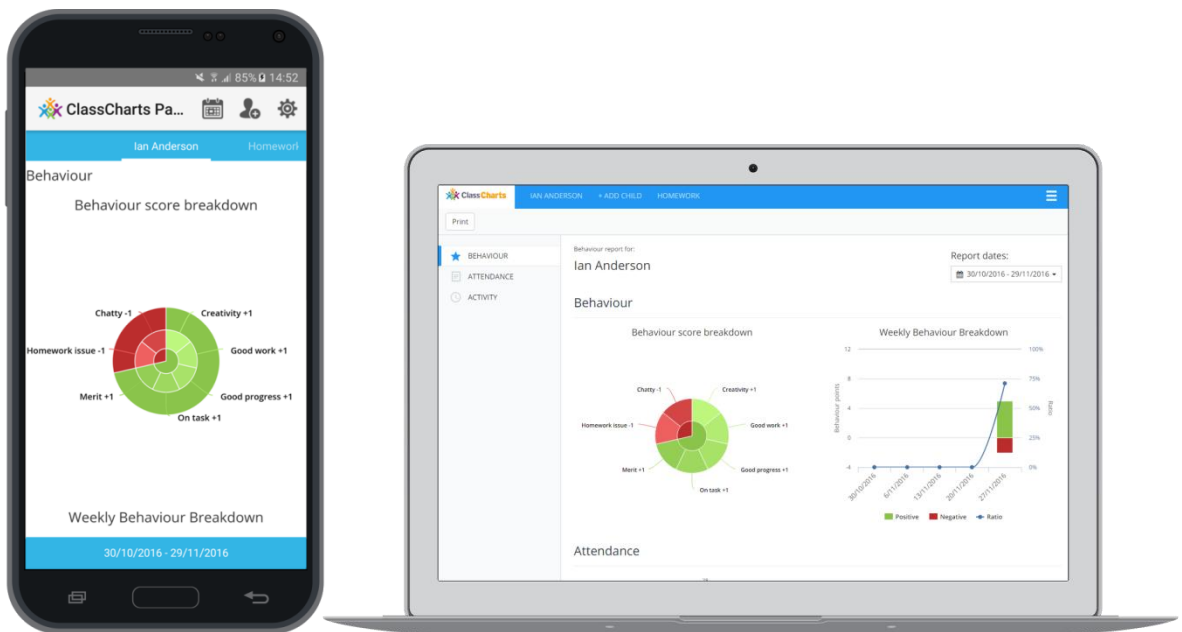
Depending on how your school has set our system up, you will be able to use Class Charts to keep track of your pupil's **achievements**, access **behaviour** reports, view assigned **homework** tasks and track scheduled **detentions**.

If you have more than one child at the school, or multiple schools, you can use the same parent account to view achievement data for all your children.

Class Charts for parents can be accessed via our **website**, or by our **iOS** and **Android** apps.

You can access the parent website and links to the parent apps at:

<https://www.classcharts.com/parent/login>



## Parent Code

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 **parent account**, which is covered on the next page.

**B5AK4R3**

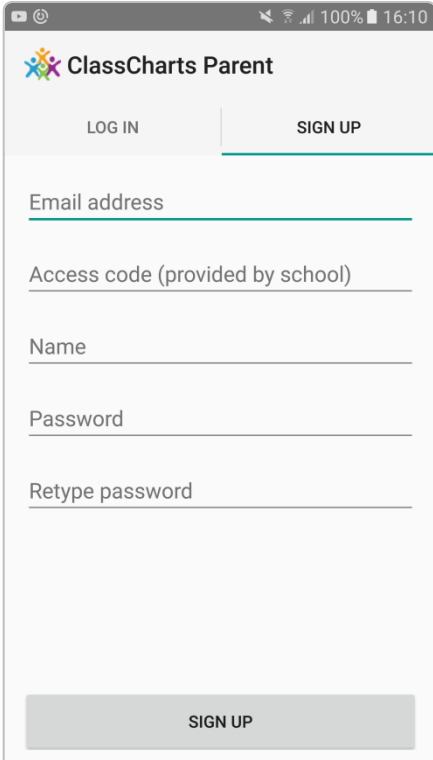
# Creating a Class Charts Parent account

## Creating an account via the app

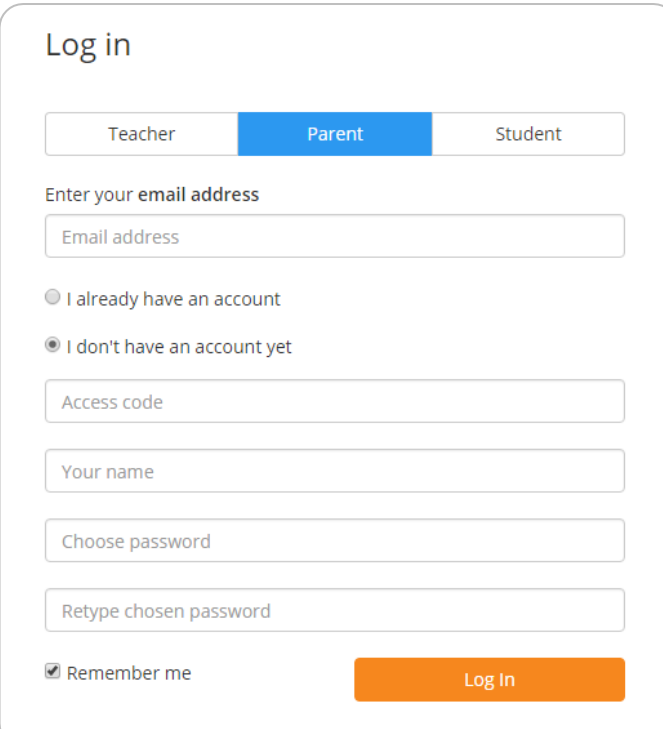
If you click the [Sign up](#) tab within the app you will be presented with an account creation form.

Simply fill in the form and enter your [parent code](#) in the [Access code](#) field. Clicking Sign up will log you into the account.

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



The screenshot shows the ClassCharts Parent app interface. At the top, there are two tabs: "LOG IN" and "SIGN UP", with "SIGN UP" being the active tab. Below the tabs are five input fields: "Email address", "Access code (provided by school)", "Name", "Password", and "Retype password". At the bottom of the screen is a large grey button labeled "SIGN UP". The status bar at the top indicates 100% battery and the time 16:10.



The screenshot shows the ClassCharts website login page. At the top, there are three tabs: "Teacher", "Parent" (which is highlighted in blue), and "Student". Below the tabs is a section titled "Log in" with a sub-header "Enter your email address" and an input field for "Email address". There are two radio button options: "I already have an account" and "I don't have an account yet" (which is selected). Below these are four input fields: "Access code", "Your name", "Choose password", and "Retype chosen password". At the bottom left is a checkbox labeled "Remember me" which is checked. At the bottom right is an orange button labeled "Log In".

## Creating an account via the website

To create an account on the website, select the [I don't have an account yet](#) option.

This will bring up additional form options. Simply fill in the form and enter your [parent code](#) in the "[Access code](#)" field.

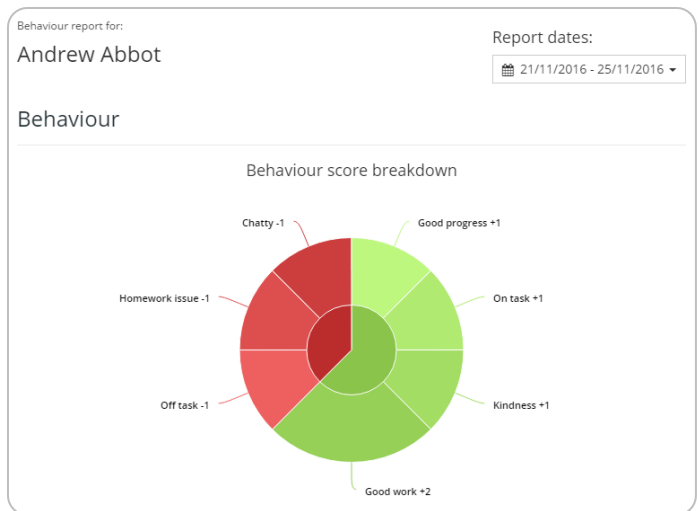
Please note: Your Access Code is **not** the same as your password. The access code is only needed for the initial sign up.

# Achievements and Behaviour

## Behaviour breakdown

On the behaviour screen, you will be presented with graphs which represent an overview of your child's achievement and behaviour data within a [customisable timeframe](#).

To change the date range of displayed behaviour data, simply click on the [calendar icon](#) to select from the available presets or create your own custom date range.



## Activity

25/11/2016

<b>-1</b>	<b>Andrew Abbot</b> Chatty awarded by Mrs A Abell.	15:37
<b>+1</b>	<b>Andrew Abbot</b> Good progress awarded by Mrs A Abell.	14:24
<b>+1</b>	<b>Andrew Abbot</b> On task awarded by Mrs A Abell.	14:24

## Activity Feed

Below these graphs you will 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.

# Attendance

Attendance					
	21 NOV	22 NOV	23 NOV	24 NOV	25 NOV
10A/Dr1	Green	White	Green	White	Yellow
10B/Bs1	Green	Green	White	Red	White
12A / Re	Green	Green	White	White	White

If it has been enabled by your school, you will be able to view your child's attendance information. Depending on your school's setup, this is either shown on a [day by day basis](#) for each of your child's [lessons](#) or as [AM and PM attendance for the day](#).

The attendance colour coded system is broken down as follows:

**Green:** Present

**Yellow:** Late

**Red:** Absent

**White:** No attendance information

# Homework

If your school has decided to enable the homework view for parents, you will see a [Homework](#) option in the menu. Clicking on this option will display a list of the homework tasks which your child has been assigned to.

Homework tasks are displayed within 3 different categories: [to do](#), [pending](#), and [submitted](#).

**To do:** These are the tasks that your child need to complete.

**Pending:** These task have been ticked as submitted by the student, but have yet to be confirmed by their teacher.

**Submitted:** These tasks have been confirmed as completed by the teacher who assigned the homework.

The screenshot shows a homework view interface with three categories: TO DO, PENDING, and SUBMITTED. Each category contains a homework task card with details like title, subject, teacher, and due date.

- TO DO:** G1: End of Module Test, Geography, Ian Anderson, Due date: 2/12/2016, DETAILS
- PENDING:** G1: Tectonic Plates Review, Geography, Ian Anderson, Due date: 30/11/2016, DETAILS
- SUBMITTED:** G2: Evaluate the following methods of sustainable development, Geography, Ian Anderson, Due date: 14/11/2016, DETAILS

The screenshot shows a homework task details view with the following information:

- Issue date: 28/11/2016
- Due date: 30/11/2016
- Estimated completion time: 30 minutes
- 10A/Gg2 - Geography - Mrs A. Abell
- G1: Tectonic Plates Review
- Read over the topics we have gone over in class

To view more information, click on [Details](#) to bring up a description of the homework and any other information provided by the teacher

# Detentions

If your school has decided to enable the detentions view for parents, you will see a [Detentions](#) option in the top menu. Clicking on this option 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.

The screenshot shows a user interface for viewing detentions. It is organized into three sections: 'TODAY', 'FUTURE', and 'PREVIOUS'. Each section contains a list of detention cards. Each card displays the detention type, location, teacher name, date, and time, along with a 'DETAILS' button.

- TODAY**
  - Breaktime Detention**
    - Room 40
    - Sean Abbey
    - Date: 12/10/2017 11:00
    - DETAILS
- FUTURE**
  - Lunchtime detention**
    - Canteen
    - Sean Abbey
    - Date: 17/10/2017 13:50
    - DETAILS
- PREVIOUS**
  - Afterschool detention**
    - Room 55
    - Sean Abbey
    - Date: 5/10/2017 15:30
    - DETAILS

The screenshot shows a popup window with a green header and a close button (X). The popup contains the following information:

- Type: Breaktime Detention
- Status: Attended | Time: 11:00 | Date: 10/10/2017
- P.E.y9 - - Mrs. M Anderson
- Location: Room 40
- Length: 10 mins
- Reason: Detention

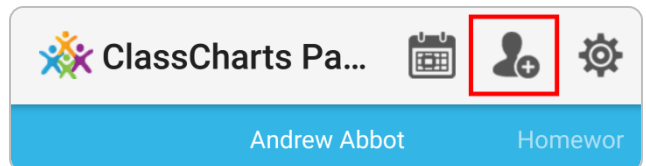
To view more information about a specific detention, click on the [Details](#) button.

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

# Adding / switching children

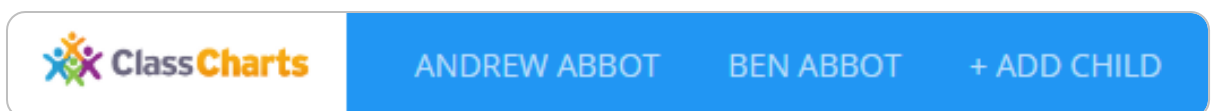
To add another child to your Class Charts account, click on the [add child](#) option in the website menu or the [add child icon](#) within the app.

You will then be asked for an access code.

A screenshot of a dialog box titled 'Add a child to your account'. The dialog has a blue header with a close button (X). Below the header, it says 'Please enter an access code to add a new child.' There is a text input field with a cursor. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Next, enter your [parent access code](#) for the child you wish to add.

This code will have been given to you by the school and is unique for that pupil.



Once the parental code has been accepted, you will see the child you have just added as a [selectable option](#) in the menu.

Click on the pupil to display that child's behaviour and attendance data (if it has been enabled by your school).

If your school has chosen to share homework information, the homework tasks for all children on your account will appear within the homework tab.



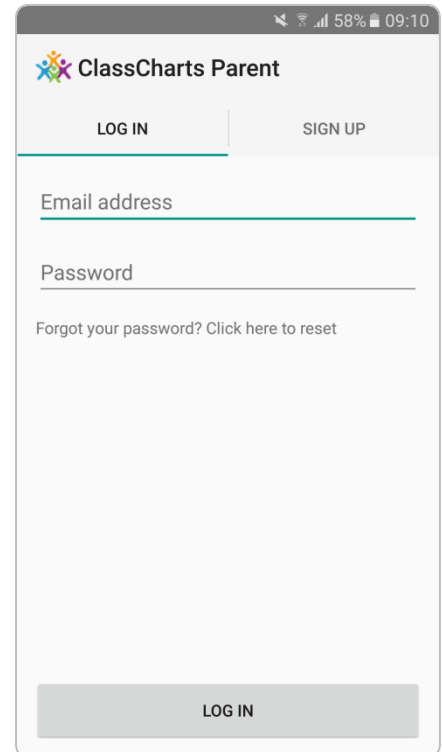
# Accessing Class Charts for Parents

## Logging in to the Class Charts Parent app

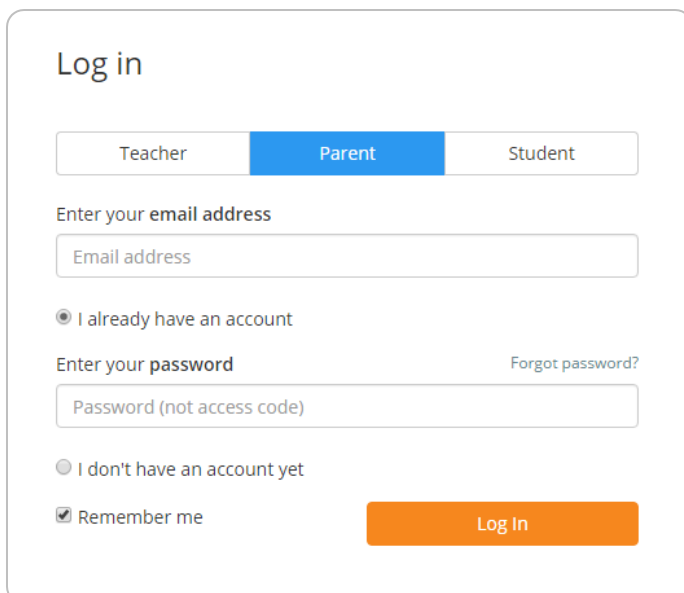
When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

Simply enter the email address and password you used when creating your Class Charts account and you will be able to log back in.

If you cannot remember your password you can click on the [forgot password](#) link to receive a password reset email.



The screenshot shows the ClassCharts Parent app login interface. At the top, there is a status bar with signal strength, Wi-Fi, 58% battery, and the time 09:10. Below the status bar is the app logo and the text "ClassCharts Parent". There are two tabs: "LOG IN" (selected) and "SIGN UP". Below the tabs are two input fields: "Email address" and "Password". Below the password field is a link that says "Forgot your password? Click here to reset". At the bottom of the screen is a large grey button labeled "LOG IN".



The screenshot shows the Class Charts website login page. At the top, it says "Log in". Below this are three tabs: "Teacher", "Parent" (selected), and "Student". Below the tabs is a section titled "Enter your email address" with an input field labeled "Email address". Below this is a radio button labeled "I already have an account". Below that is a section titled "Enter your password" with an input field labeled "Password (not access code)" and a link labeled "Forgot password?". Below the password field is another radio button labeled "I don't have an account yet". At the bottom left is a checked checkbox labeled "Remember me". At the bottom right is an orange button labeled "Log In".

## Logging in to the Class Charts Website

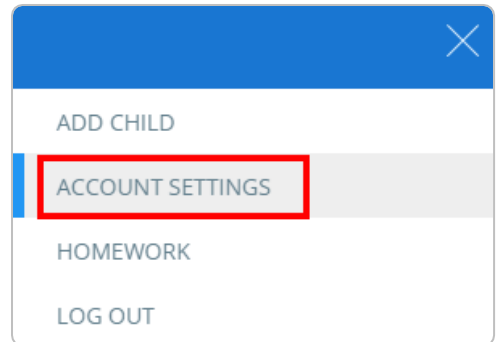
To log back into your Class Charts account, first ensure that you have selected the parent option.

Next, select the [I already have an account](#) option and enter your login details.

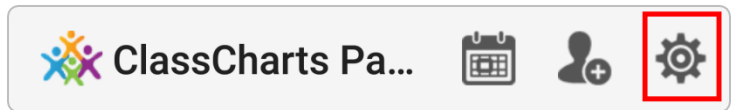
If you cannot remember your password you can click on [forgot password](#) to reset it.

# Settings

To access the settings menu for your parent account, select [Account Settings](#) from the 3 lines menu in the top right corner of the website.



If using one of the parent apps, you can access the settings menu by clicking on the [settings cog](#) shown on the right.



## Your details

Full name:

TEST Parent

Email address:

exampleparent@edukey.co.uk

Email address is used for logging in.

Within the settings menu, you will be given the option to change your [name](#), along with the [email address](#) and [password](#) that you use for your account.

You can also change the displayed language, by selecting a different option from the [Language](#) drop down menu.

To change the timeframe that your account displays information in, click on the [date range](#) in the top right hand corner of the website. If using the apps, click on the [calendar icon](#). You will be able to apply [preset date ranges](#) or a [custom range](#) of your preference.

To set a custom date range, simply click on your start date and then your end date and click [apply](#)

