Class Charts
Getting Started Guide – Parents

Parent Guide to Class Charts

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Setting up your account

Set up on a computer

- Go to: https://www.classcharts.com/parent/login
- In the login details select the button which says, I do not have an account yet.
- Then fill in your details to set up the account.
- You will need your access code to complete this process.

*You will only need to do this once so if you have more than one child at the school, please use one code to set up and then you will need the other codes to add other children to the account later.

Log in

Teacher	Parent	Student

Enter your email: [?]

Email address

Confirm your email:

Retype your email address

○ I already have an account

⦿ I don't have an account yet

Parent access code (supplied by school):

Access code

Your name:

Your name

Choose password:

Choose password

What makes a strong password?
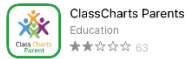
Retype chosen password:

Retype chosen password

By clicking the Log in button, you agree to our Privacy Policy

☐ Remember me   Log in

Set up on a phone

- Download the Class Charts parents app from your app provider, the app has this icon:

   ClassCharts Parents
  Education
  ★★☆☆☆ 63

- Then fill in your details to set up the account.
- You will need your access code to complete this process.

*You will only need to do this once, so if you have more than one child at the school please use one code to set up and then you will need the other codes to add other children to the account later.

Adding another pupil to the account
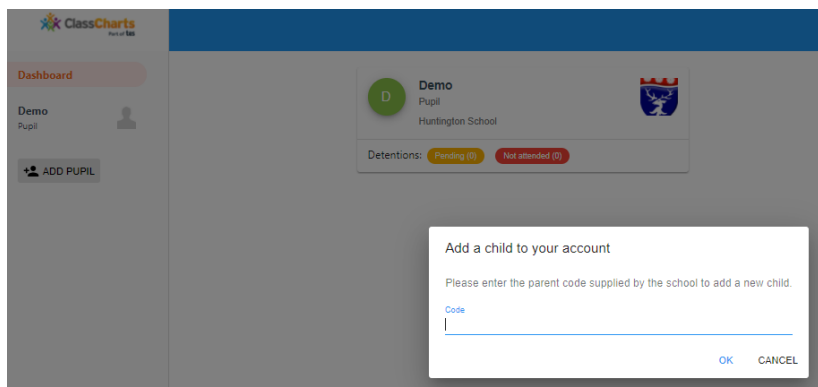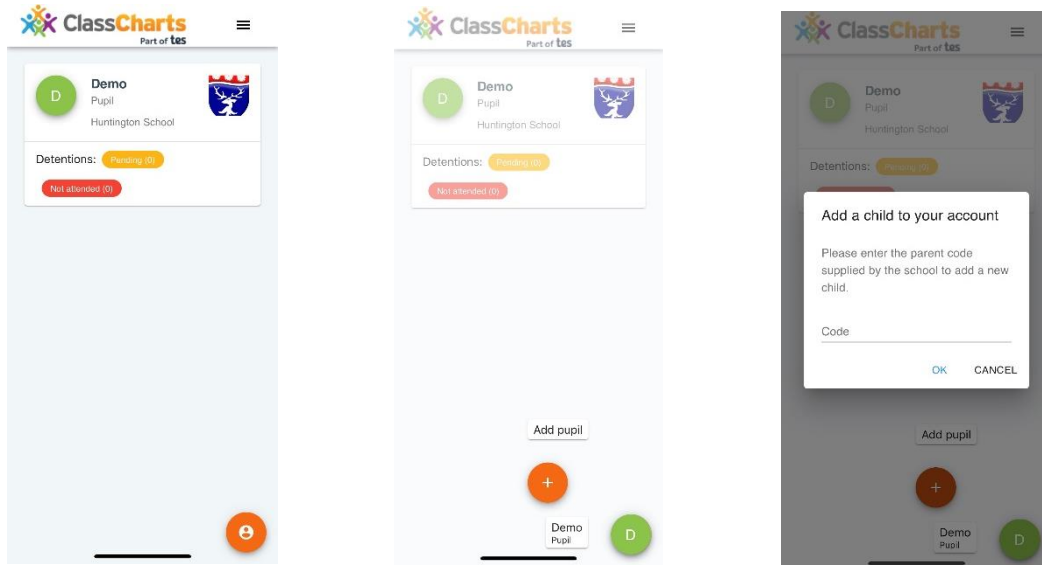
On the website

If you have more than one child in school you will now be able to add additional children.

On the website, click on the add pupil button in the left hand menu and add the code you received from school for any other children:

On the app

On the app, click on the orange circle icon in the bottom right of your screen, then select the add pupil button, then provide the code for any other children you need to add to the app:

Viewing different students

On the website

To move between students on the website, select the student name from the menu on the left hand side of the page.
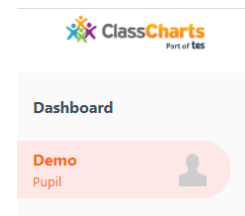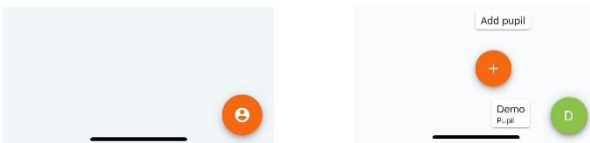
On the app

To move between students on the app, click on the orange circle icon at the bottom right of the main screen, from here there will be a coloured circle for each student on your app and you can click on these to change from one student to another.

Accessing student information

On the website

Each item in the left hand menu has a different category of information you can access.

Behaviour and Achievement

On the behaviour page you will be able to see a breakdown of behaviour and achievement points for a given time period. You can set the timescale at the top of the page. You can see a graph breaking down the points awarded by category. The red sections represent negative points and the green section represents the positive points.

Custom - showing 31 days
Date: 30/05/2021 - 30/06/2021
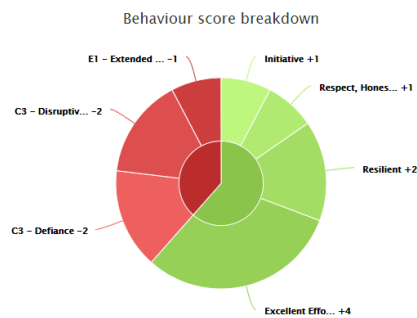
Behaviour score breakdown

E1 – Extended ... –1
Initiative +1
Respect, Hones... +1
C3 – Disruptiv... –2
Resilient +2
C3 – Defiance –2
Excellent Effo... +4

Below this, you can also see a graph of weekly behaviour and achievement points.

Weekly Behaviour Breakdown

14/6/2021
Positive: 1
Total: 0

● Positive ● Negative ─●─ Ratio
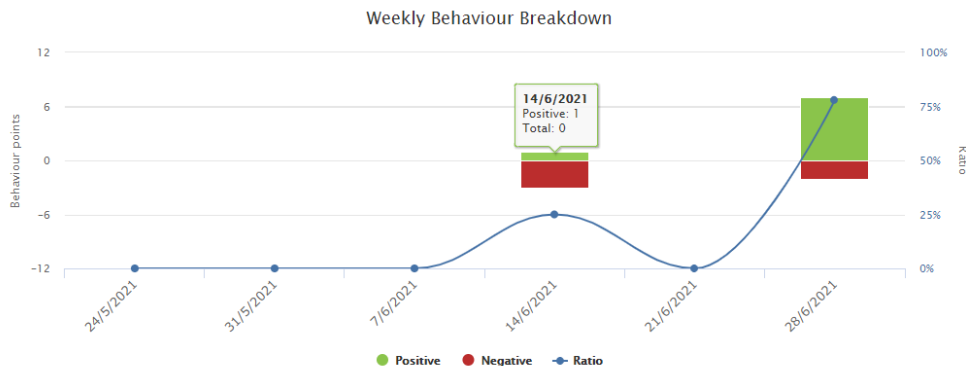
At the bottom of this page is the activity log which provides a little more detail of each behaviour and achievement event.

Activity

Wednesday 30 June

+1 **Demo Pupil**   10:00
   Resilient awarded by Mrs S McAtominey.

+2 **Demo Pupil**   09:53
   Excellent Effort awarded by Mrs S McAtominey.

-2 **Demo Pupil**   09:52
   **C3 - Defiance** awarded by Mrs S McAtominey.

Announcements

The school can communicate with you via announcements which will appear in your class charts dashboard. These will be found in the announcements tab, you will also receive an email to notify you of an announcement. You can also be requested to give consent via an announcement, in the same way you may have replied using a reply slip in the past.

Dashboard

Demo
Pupil

∿   Behaviour
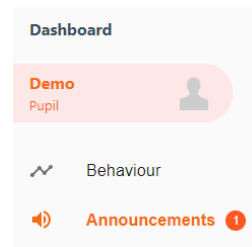
◢   **Announcements** 1

Announcements

Huntington School
Jun 30 2021 - **Mrs S McAtominey**

Requesting consent using an announcement

You can also be asked to provide consent or permission for an activity using an announcement in the dashboard.

Consent

[GIVE CONSENT]   [DO NOT CONSENT]

Huntington School
Jun 30 2021 - **Mrs S McAtominey**

The is a practice announcement

This is where an announcement would appear.

donotreply=classcharts.com@mg-eu.classcharts.com on behalf of Class Charts <donotreply@classcharts.com>   ▨ S McAtominey
New Class Charts Announcement

Dear Ms Demo,

There is a new announcement `Requesting consent using an announcement` for `Demo Pupil`. Please click here to view the announcement.

Best wishes,
ClassCharts on behalf of Huntington School

Timetable

Under the timetable section you will be able to view a student's timetable. It will show the present day, you can also select any day that week as well as specific dates. It will show the lesson, the class teacher and the time of the lesson.
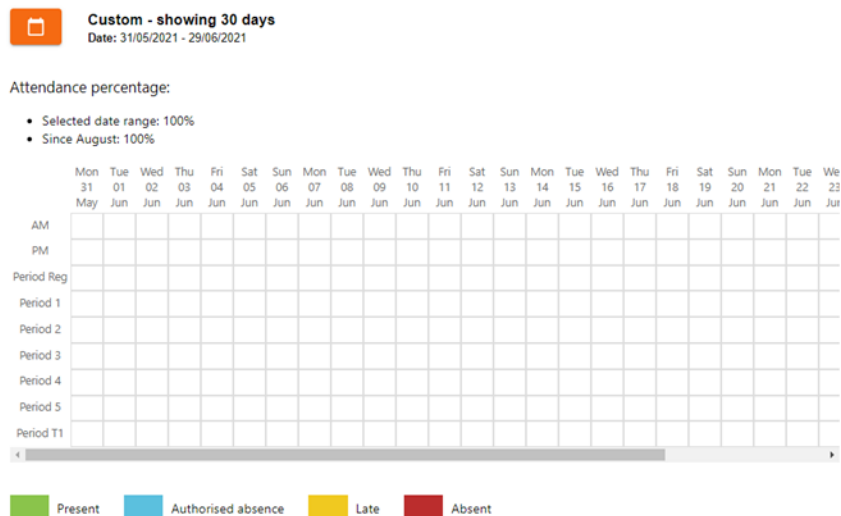
Jun

DATE	28 Mon	29 Tue	30 Wed	01 Thu	02 Fri

Attendance

You can also see attendance records for each lesson of the day. In graphed format, this will show different categories using colours.

Custom - showing 30 days
Date: 31/05/2021 - 29/06/2021

Attendance percentage:

- Selected date range: 100%
- Since August: 100%

	Mon 31 May	Tue 01 Jun	Wed 02 Jun	Thu 03 Jun	Fri 04 Jun	Sat 05 Jun	Sun 06 Jun	Mon 07 Jun	Tue 08 Jun	Wed 09 Jun	Thu 10 Jun	Fri 11 Jun	Sat 12 Jun	Sun 13 Jun	Mon 14 Jun	Tue 15 Jun	Wed 16 Jun	Thu 17 Jun	Fri 18 Jun	Sat 19 Jun	Sun 20 Jun	Mon 21 Jun	Tue 22 Jun	We 23 Jun
AM																								
PM																								
Period Reg																								
Period 1																								
Period 2																								
Period 3																								
Period 4																								
Period 5																								
Period T1																								

Present   Authorised absence   Late   Absent

Reporting Absence

You are able to report an absence for a student using the Class Charts dashboard. Select the report then absence button, then the orange report new absence button. This will automatically inform the school.
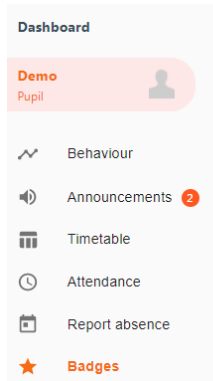
Absences

REPORT NEW ABSENCE

Date ↑↓	Reason for absence ↑↓	Acknowledged by ↑↓	Actions
Wed 30/06/2021	Music Exam at 14:15pm		EDIT DELETE

Badges

When a student's achievement points reach certain thresholds they will receive achievement badges, you will be able to see these badges from the dashboard and you will receive an email notification.

Alongside the badges, pupils will also be able to exchange their reward points for items in the reward store, which will be accessible via the pupil app.

Dashboard

Demo
Pupil

~ Behaviour

◀) Announcements 2

🏛 Timetable

🕐 Attendance

📅 Report absence

★ **Badges**

ICT Super Star

On the app

Each item in the top menu bar has a different category of information you can access.


Behaviour and Achievement

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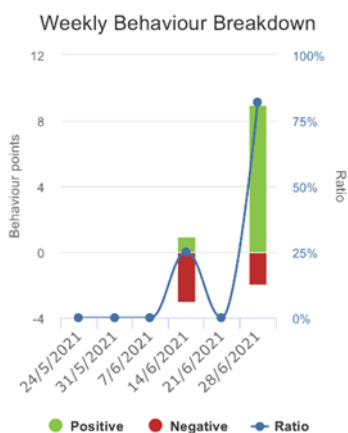
At the bottom of this page is the activity log which provides a little more detail of each behaviour event.

Activity

Wednesday 30 June

Demo Pupil

Intelligence event **ICT Super Star** occurred.

12:27

Demo Pupil

Excellent Effort awarded by Mrs S McAtominey.

12:27

Announcements

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donotreply=classcharts.com@mg-eu.classcharts.com on behalf of Class Charts <donotreply@classcharts.com>   S McA
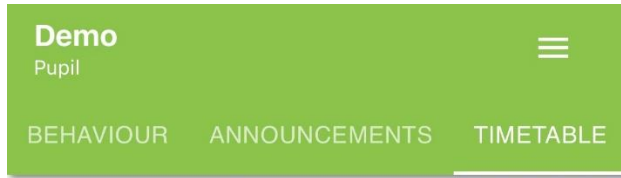**New Class Charts Announcement**

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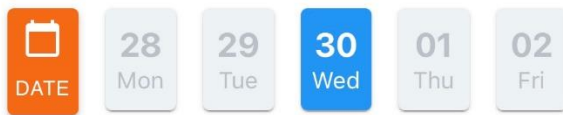ClassCharts on behalf of Huntington School

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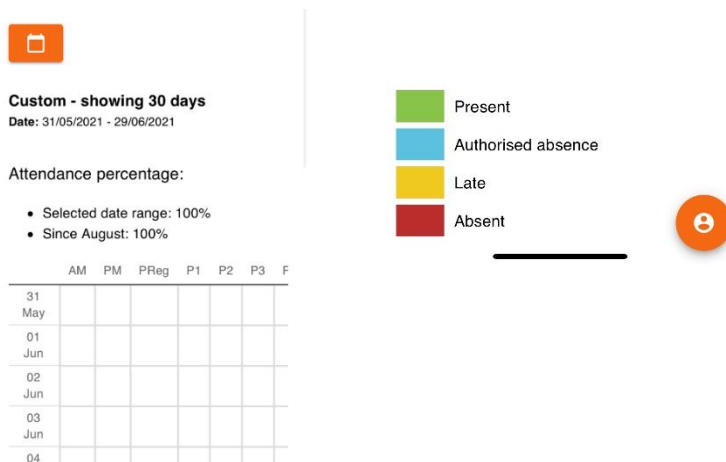

Attendance

You can also see attendance records for each lesson of the day. In graphed format, this will show different categories using colours.

Report Absence

You are able to report an absence for a student using the Class Charts dashboard. Select the report an absence button, then the orange report new absence button. This will automatically inform the school.

Date of absence
30/06/2021

Reason for absence

When reporting an absence please provide a reason for absence and an expected duration of absence.

Attachments

+ ATTACH SUPPORTING EVIDENCE

A maximum of 5 attachments can be uploaded, 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, py

SUBMIT   CANCEL

Badges

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Demo
Pupil

ATTENDANCE   REPORT ABSENCE   BADGES

ICT Super
Star