ClassCharts

Part of **tes**

Getting started with Parent accounts

Home Learning

What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements from their 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 via our website, or through our iOS and Android apps.
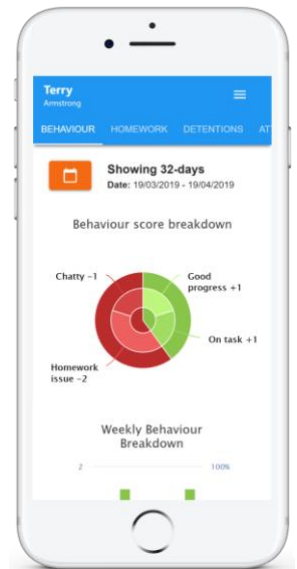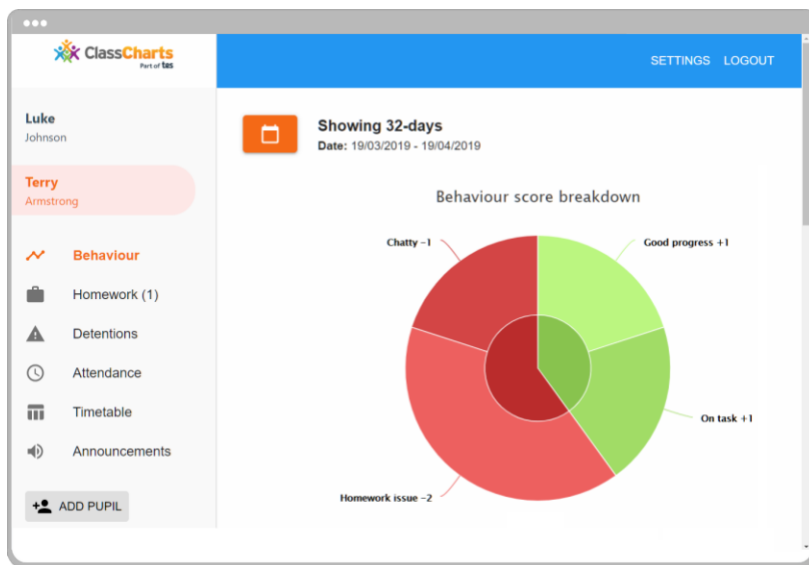
You should have received a Parent code from your school, which will look similar to the example code shown on the right.

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.

Home Learning

If 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.
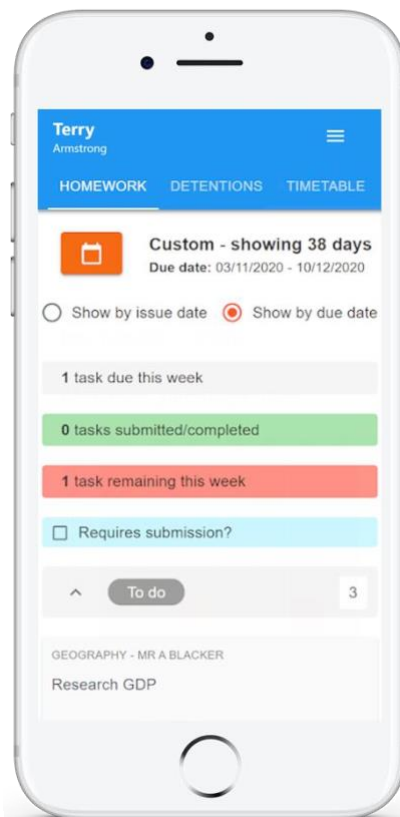
To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile.

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.

To do

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.

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.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

☐ Requires submission?

To only see homework tasks that 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.

⌄	To do							3
	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 homework Feedback icon homework task.

RECREATION - MRS A ABELL   ☐

Write a book review

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

Feedback   ⬀

feedback on one of their attachments, you will see a appear on the associated

Logging in to Class Charts

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

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

LOG IN   SIGN UP

Email address *

Your email address

Password *

Your password

2. Click on Charts parent

LOG IN

the Log in button to begin accessing your Class account.

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:
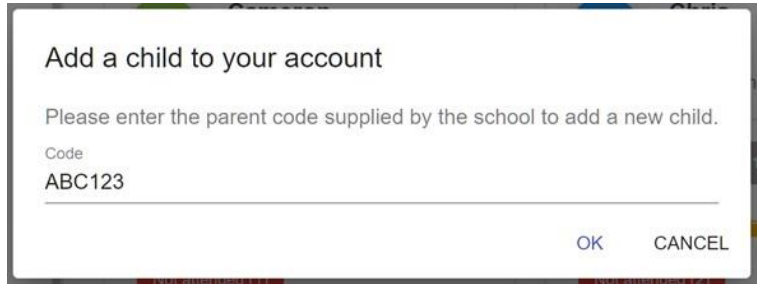
1. Click on Add Pupil button in the left hand side navigation menu.
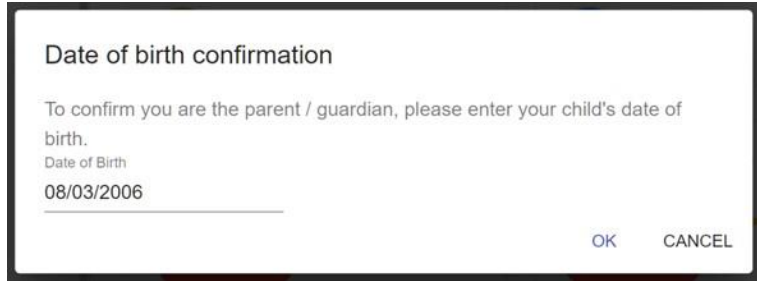
+👤 ADD PUPIL

**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.
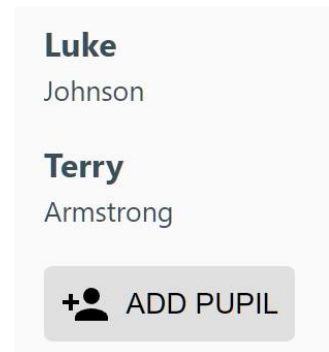
✓ You have successfully added a child.
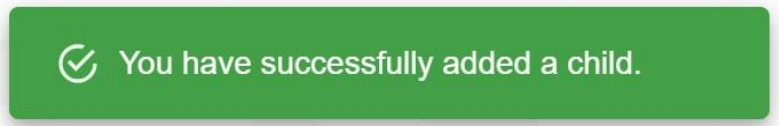
Switching between pupils

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 currently selected by looking for the orange tab highlighting their name in the left-hand side menu.
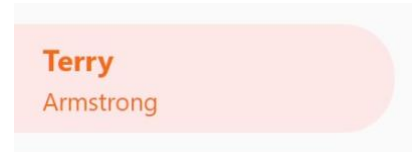
To switch between children on the mobile app, click on the Pupil icon in the bottom right hand corner of the app and select the child of your choice.

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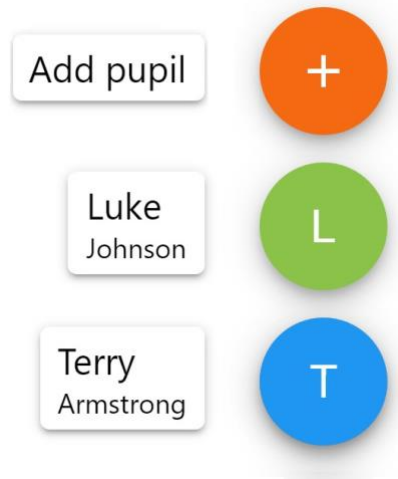
Account settings

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.

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.

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