



# ClassCharts

## Quick start guide

Getting started with Parental  
Access

## What is Class Charts for Parents?

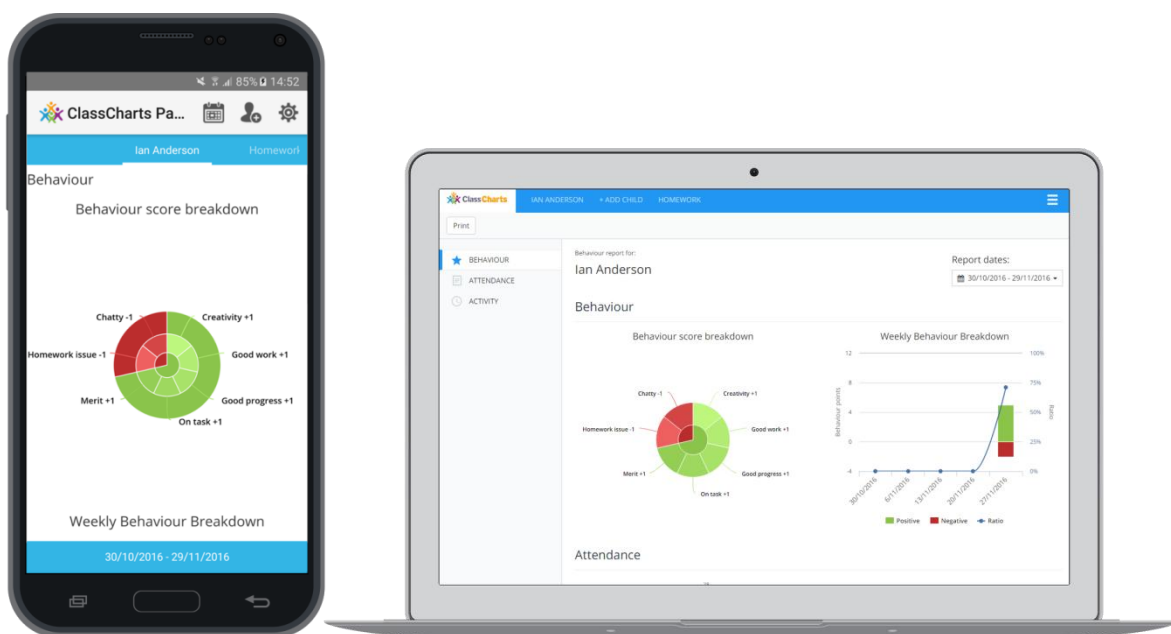
Depending on how your school has set our system up, you will be able to use Class Charts to keep track of your pupil's [achievements](#), access [behaviour](#) reports and view assigned [homework](#) tasks.

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**

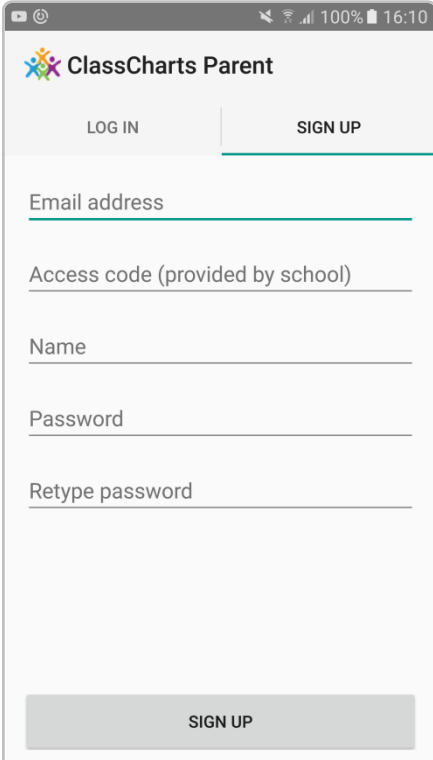
# Creating a Class Charts Parent account

## Creating an account via the app

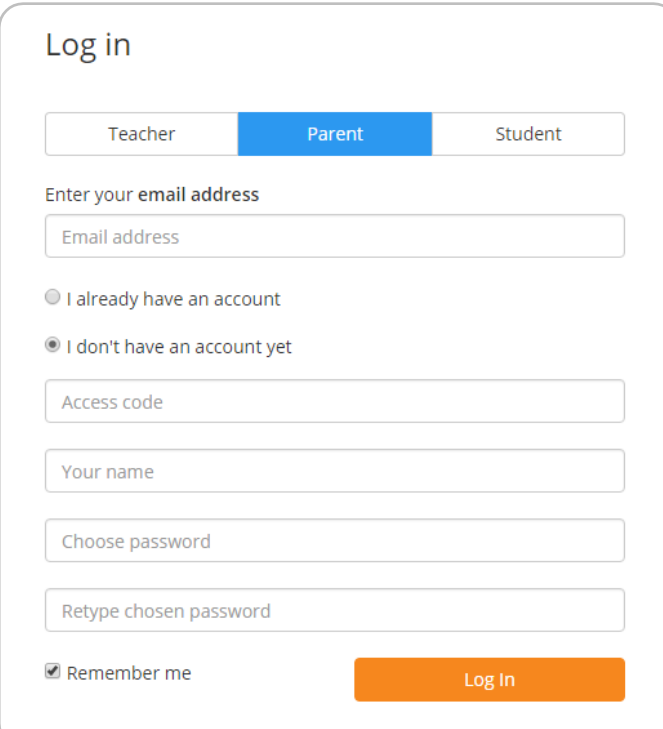
If you click the “Sign up” tab within the app you will be presented with an account creation form.

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". The "SIGN UP" tab is selected. Below the tabs, there are five input fields: "Email address", "Access code (provided by school)", "Name", "Password", and "Retype password". At the bottom of the screen, there is a large grey button labeled "SIGN UP". The status bar at the top of the phone shows 100% battery and the time 16:10.



The screenshot shows the ClassCharts website login page. At the top, there is a "Log in" heading. Below it, there are three tabs: "Teacher", "Parent", and "Student". The "Parent" tab is selected. Below the tabs, there is a section titled "Enter your email address" with an input field for "Email address". Below that, there are two radio buttons: "I already have an account" and "I don't have an account yet". The "I don't have an account yet" option is selected. Below the radio buttons, there are four input fields: "Access code", "Your name", "Choose password", and "Retype chosen password". At the bottom left, there is a checkbox labeled "Remember me" which is checked. At the bottom right, there 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.

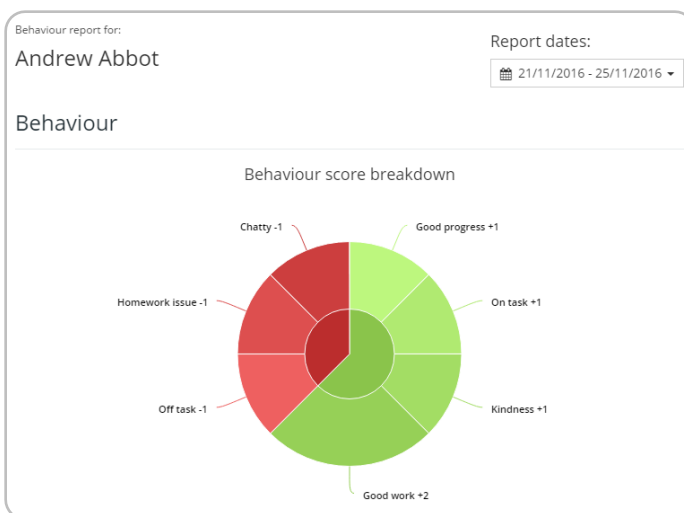
Please note: Your Access Code is **not** the same as your password, the access code is only need for the initial sign up.

# 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 management 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:

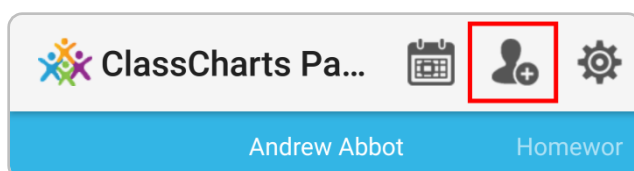
- Issue date: 28/11/2016
- Due date: 30/11/2016
- Estimated completion time: 30 minutes
- 10A/Gg2 - Geography - Mrs A. Abell
- G1: Tectonic Plates Review
- Read over the topics we have gone over in class

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

# Adding / switching children

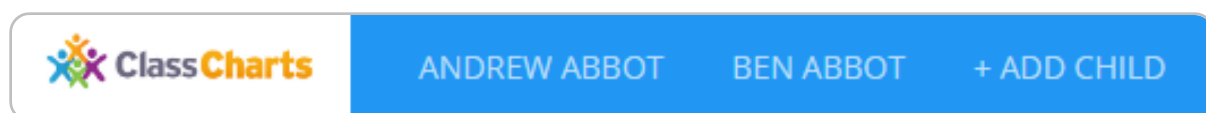
To add another child to your Class Charts account, simply click on the “add child” option in the website menu or the [add child icon](#) within the app.

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 task for all children on your account will appear within the homework tab.

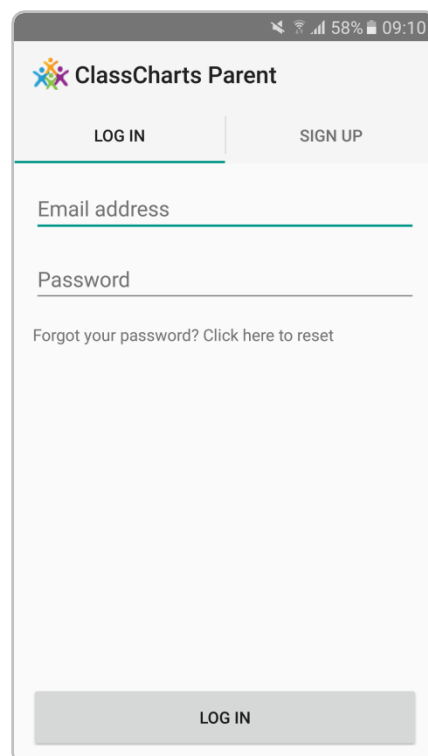
# Accessing Class Charts for Parents

## Logging in to the Class Charts Parent app

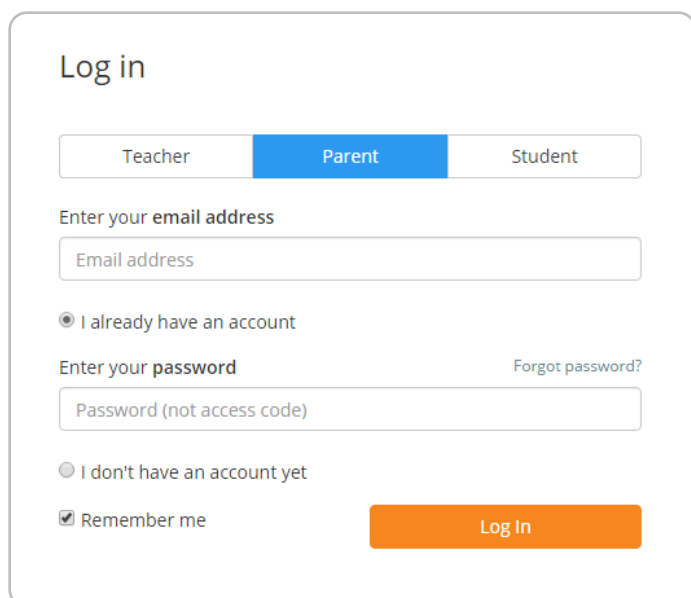
When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

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 09:10. Below that is the ClassCharts Parent logo and the title. There are two tabs: "LOG IN" (selected) and "SIGN UP". The main form has two input fields: "Email address" and "Password". Below the password field is a link: "Forgot your password? Click here to reset". At the bottom, there is a large "LOG IN" button.



The screenshot shows the Class Charts website login page. The title is "Log in". There are three tabs: "Teacher", "Parent" (selected), and "Student". Below the tabs, there is a section for "Enter your email address" with an input field. Below that, there is a radio button for "I already have an account" (selected) and a link for "Forgot password?". Below that, there is a section for "Enter your password" with an input field. Below the password field, there is a radio button for "I don't have an account yet" and a checkbox for "Remember me" (checked). At the bottom, there is an orange "Log In" button.

## Logging in to the Class Charts Website

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

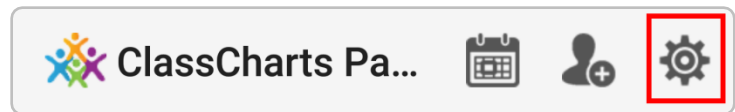
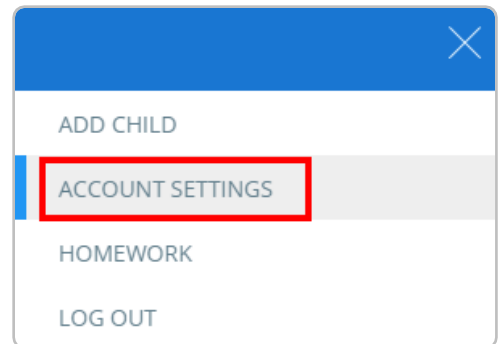
Next, select the [“I already have an account”](#) option and enter your login details.

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



# Settings

To access the settings menu for your account, you can either select “[Account Settings](#)” from the 3 lines menu in the top right corner of the website, or by clicking the [settings cog](#) within the app.



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 are also able to control how frequently you will receive summaries of your child’s behaviour. You can choose between receiving [daily](#) reports, [weekly](#) reports, or [disabling](#) the summary feature altogether.

On the parent app, you are able to toggle [instant notifications](#) of behaviour on or off.

To change the timeframe that your account displays information in, click on the [calendar icon](#). You will be able to change to [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](#)”

