ClassCharts

Part of tes

Getting started with Parent accounts

t. 01348 800 100 e. support@edukey.co.uk w. www.edukey.co.uk

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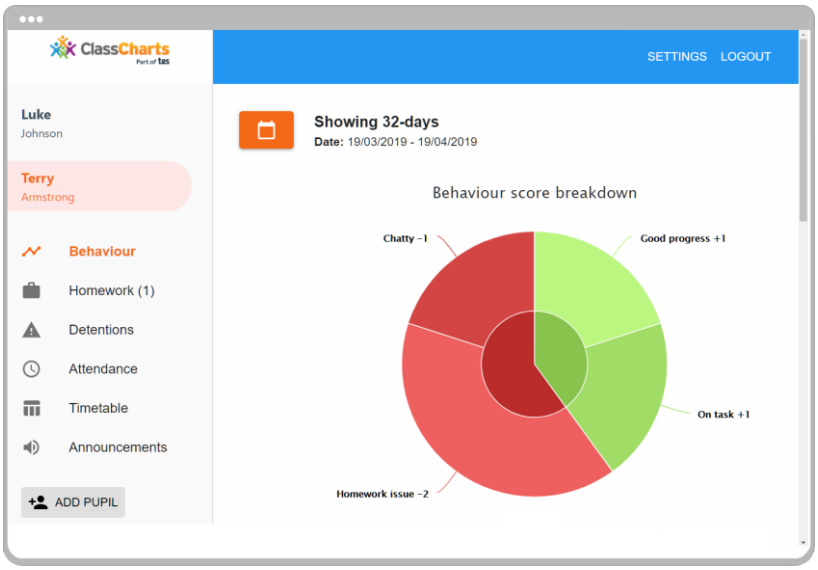
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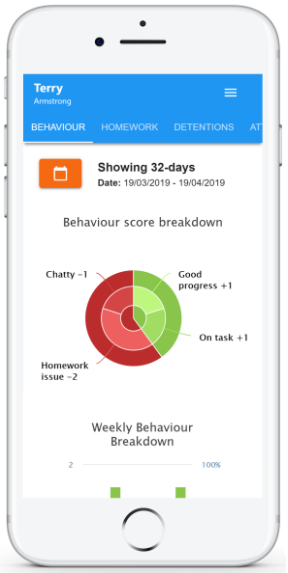
What is Class Charts for parents?

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.

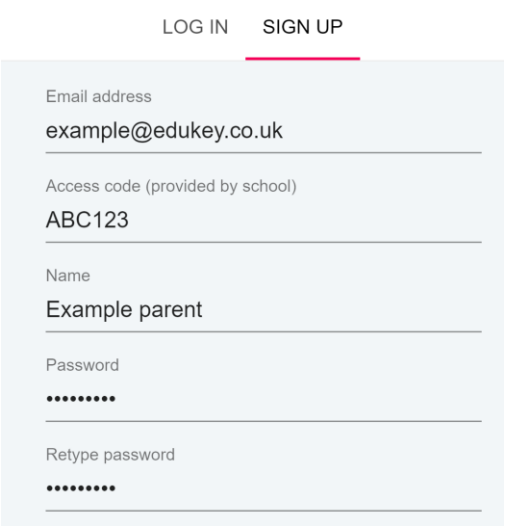
This code is used to set up your Class Charts parent account, which is covered on the next page.

ABC123

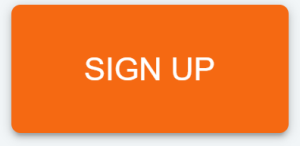
Signing up to Class Charts

1. Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.

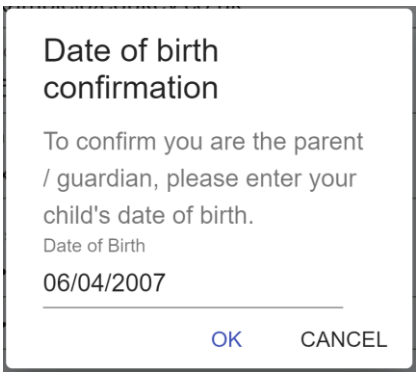
Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.



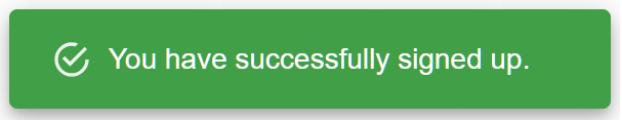
2. Click on the Sign up button below the form.



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.



4. A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue.

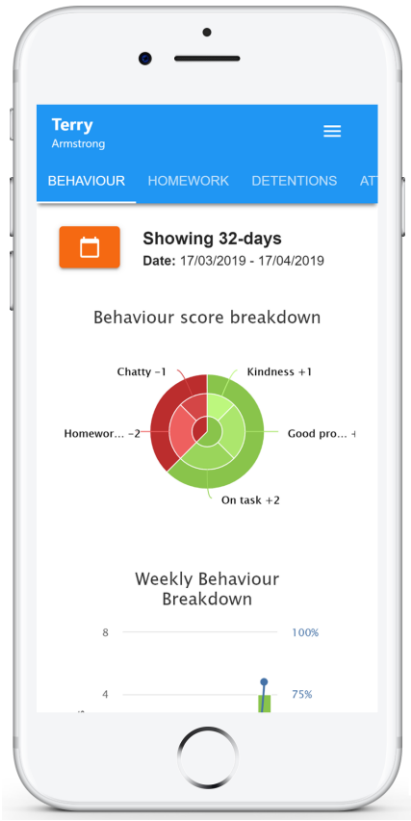


Behaviour

If 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.



Below these graphs you can 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.

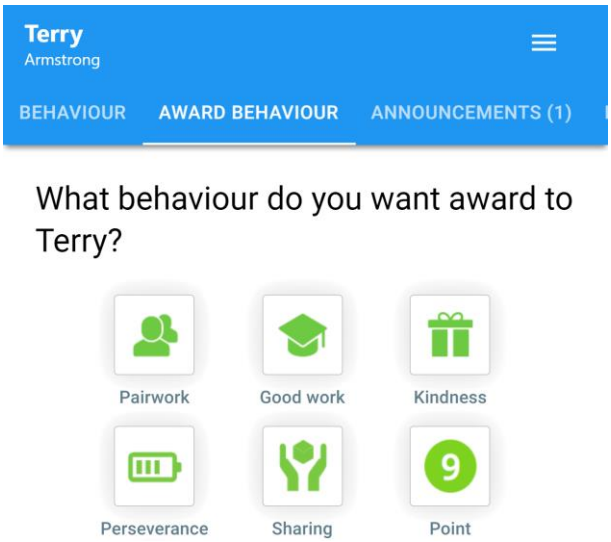
The level of detail within each behaviour award depends on the settings that your school has enabled.



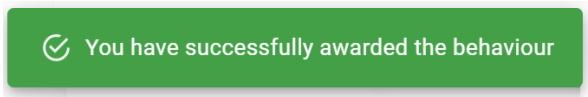
Awarding behaviour

If your school has decided to allow parents to award behaviour, you will see the Award behaviour tab when viewing pupils from that school.

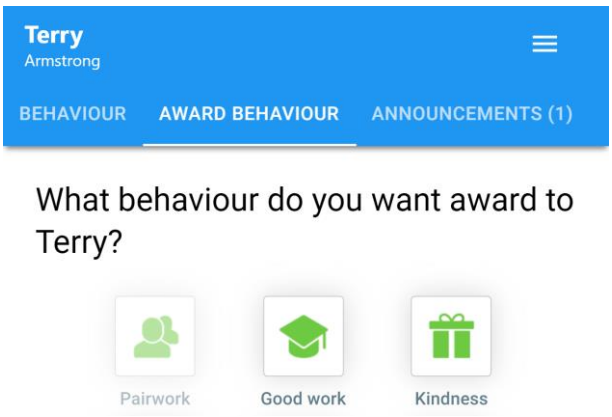
Selecting this tab will display a list of behaviour types that your school has shared with you.



To award a behaviour to your child, click on the behaviour type of your choice. Once you have confirmed your choice, a green banner will appear to inform you that the behaviour has been successfully awarded.



If a behaviour type appears greyed out, it means you have reached the daily limit for awarding that behaviour. The daily limit for each behaviour type is decided by your school.



Homework

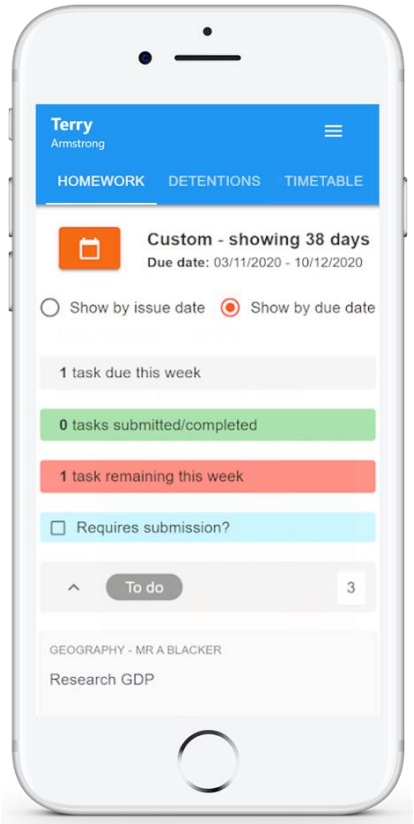
If your school has decided to share homework tasks with parents, you will see the Homework tab when viewing pupils from that school.

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.



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



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



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



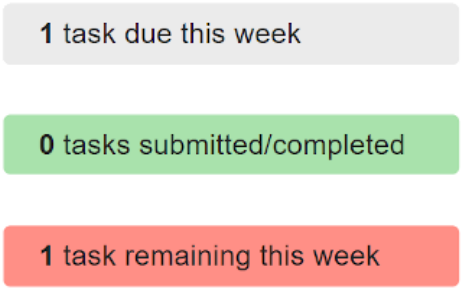
Submitted: These are homework tasks that have been handed in on time.



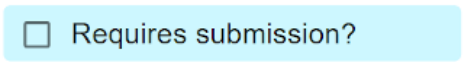
Keeping track of homework

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.



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

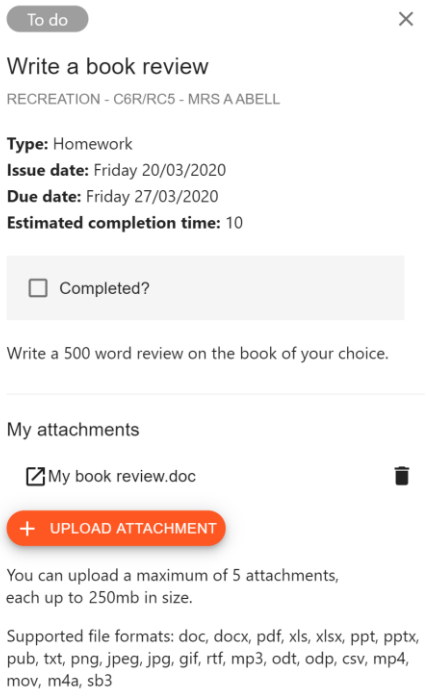
	Homework	Teacher	Lesson	Issued	Due	Estimated time	Type	Feedback
	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
	Create a poster on French food	Mrs A Abell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

Homework attachment submissions

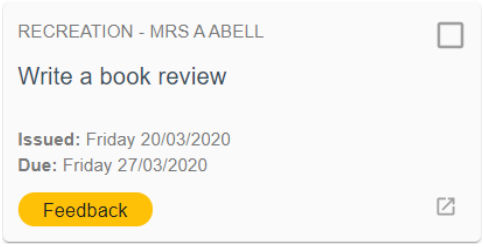
For certain homework tasks, your child may be asked to upload their work as an attachment. If your school has allowed it, you will be able to upload homework attachments on your child's behalf.

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.



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.

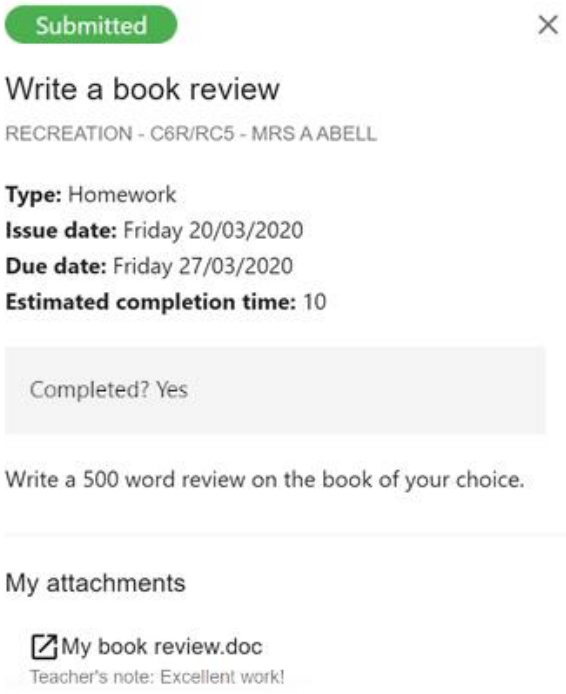


Homework attachment feedback

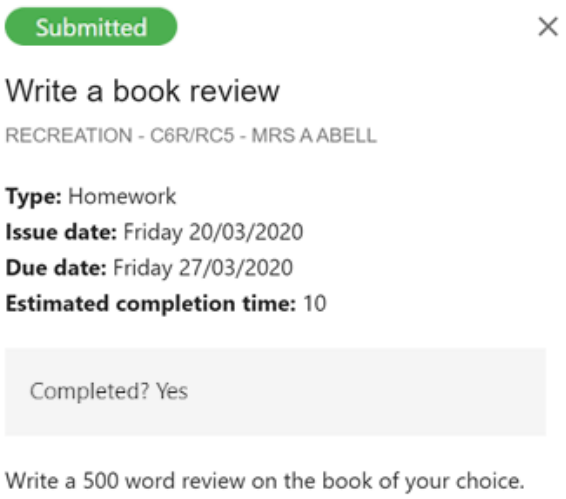
If your school has decided to share homework feedback with parents, you will be able to see your view child's homework attachments and the teacher feedback that followed.

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.



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 to view your child's homework attachments or associated feedback.



Detentions

If 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

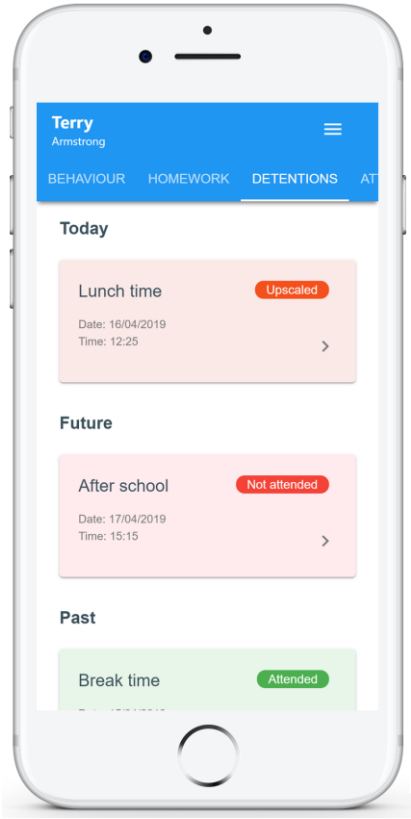
Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

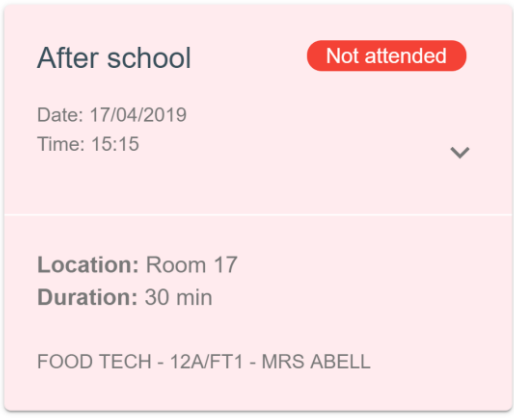
Pending: This detention has not been sat yet.

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.



Attendance

If your school has decided to share attendance records with parents, you will see the Attendance tab when viewing pupils from that school.

Selecting this tab will present you with a table of your child's attendance data for the past 31 days.

To change the displayed timeframe of attendance records, click on the Date button and select the date range of your choice.

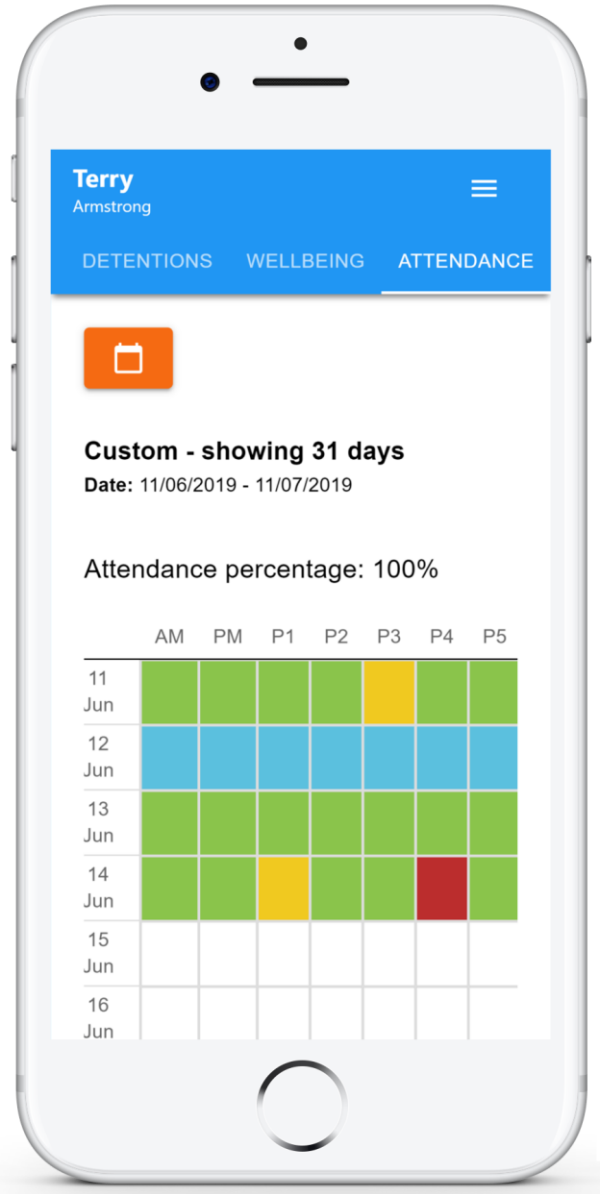
Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

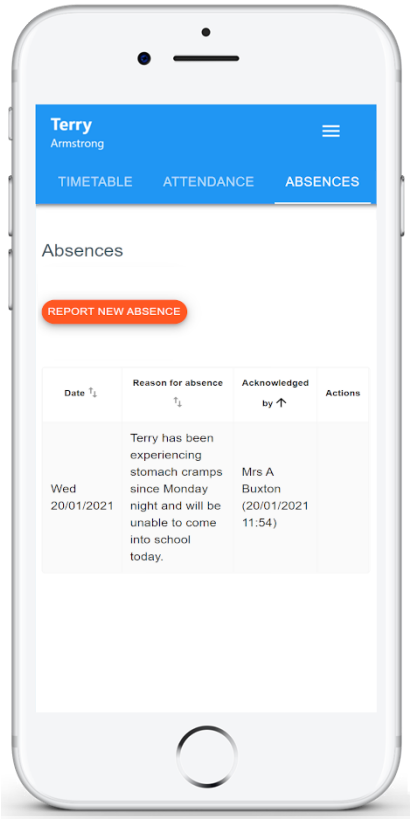
Authorised absence: Your child did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so.



Absences

If your school has decided to allow parents to report absences, you will see the Absences tab when viewing pupils from that school.



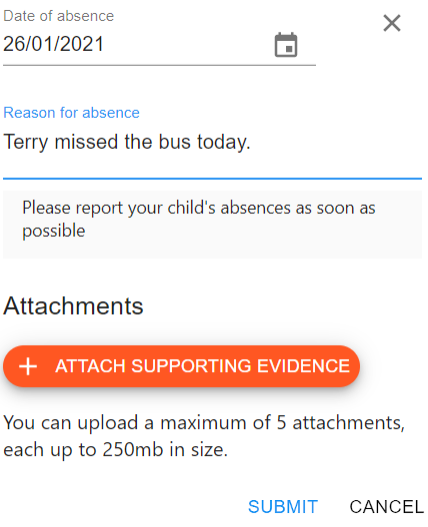
Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

To report an absence, click on the Report new absence button.

Next, enter the details of the reported absence into the form provided.

You can also include up to 5 files in your absence report as supporting evidence. To do this, click on the Attach supporting evidence button and select the files of your choice.

Click on the Submit button to send your pupil's absence report to their school. The absence can be edited and deleted until it has been acknowledged by a teacher.



Timetable

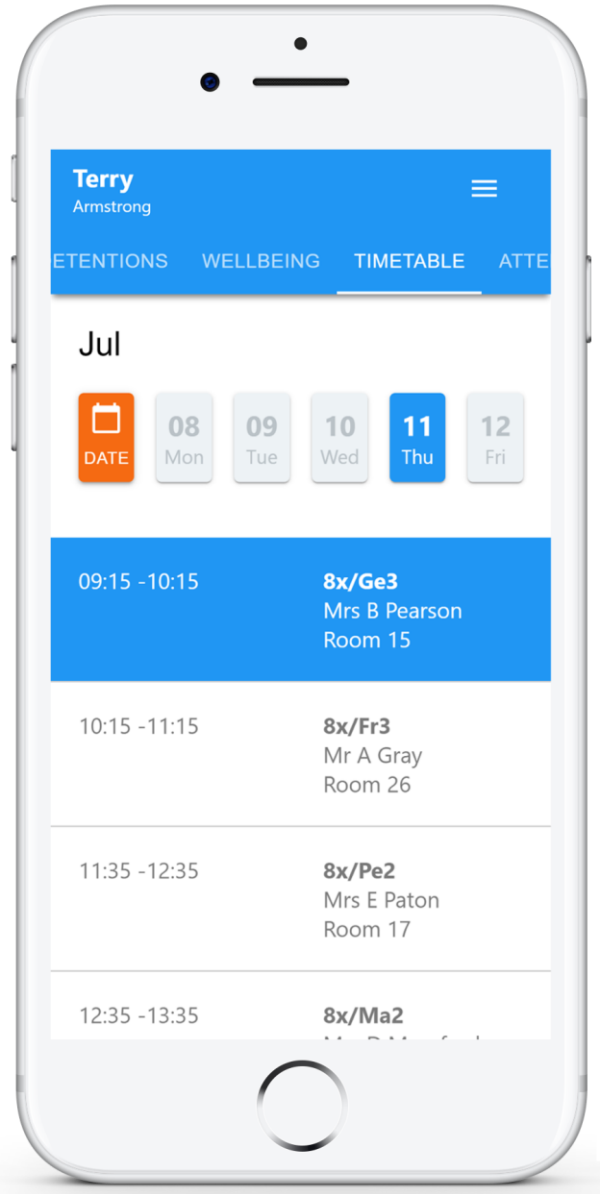
If your school has decided to share timetable data with parents, you will see the Timetable tab when viewing pupils from that school.

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.

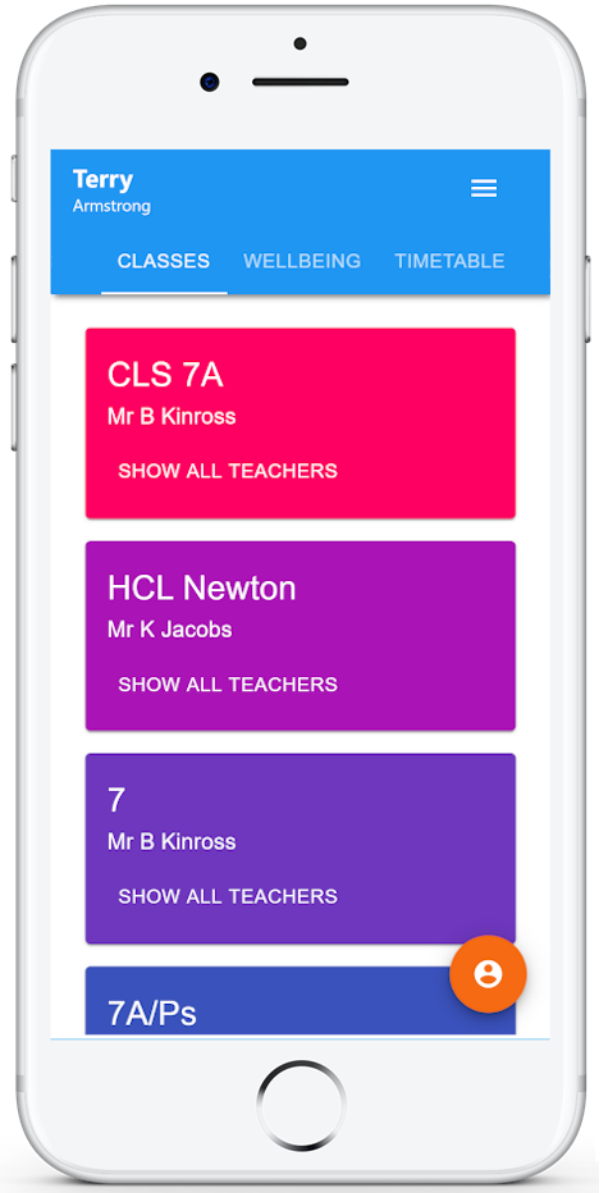


Classes

If 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.



Wellbeing

If your school has decided to share wellbeing data with parents, you will see the Wellbeing tab when viewing pupils from that school.

Clicking on this tab will present you with five face icons, which represent a range of emotions. These icons can be used to record wellbeing submissions for how your child is currently feeling.

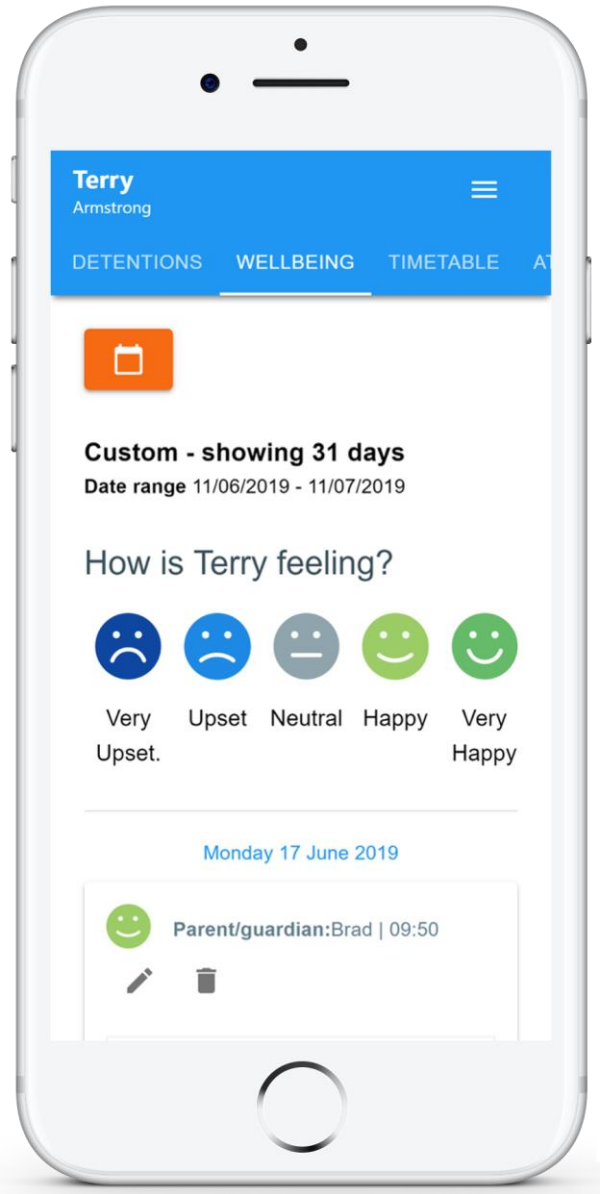
To record a wellbeing submission, select the face icon that most accurately describes your child's emotions.

You are able to add a description for the wellbeing submission, along with a tracker if your school has made them available to parents.

Click on the Save button once you are finished.

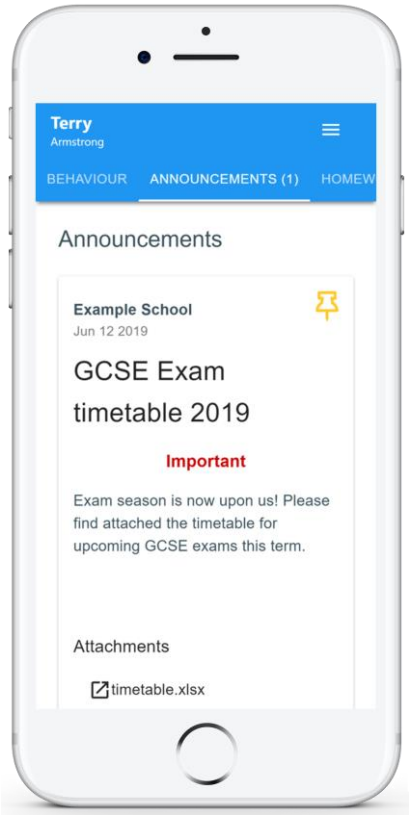
Once a wellbeing submission has been recorded, you can make changes to it using the pencil icon.

To delete a wellbeing submission, click on the bin icon for the submission of your choice.



Announcements

If your school has decided to share announcements with parents, you will see the Announcements tab when viewing pupils from that school.



Selecting this tab will display a list of announcements that have been shared with you regarding the selected pupil.

Announcements with a pin icon will always stay at the top of the announcements list.

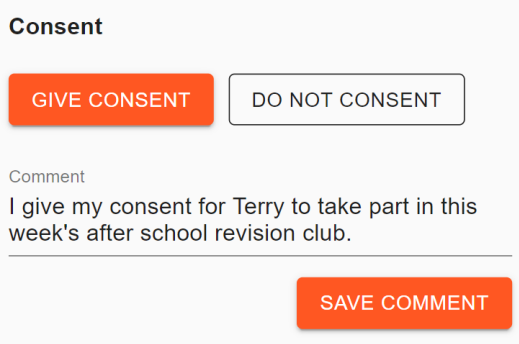
If you are viewing announcements from the main parent dashboard, click on the X icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual Announcements tab.

Depending on your school's setup, you may receive announcements that require your consent.

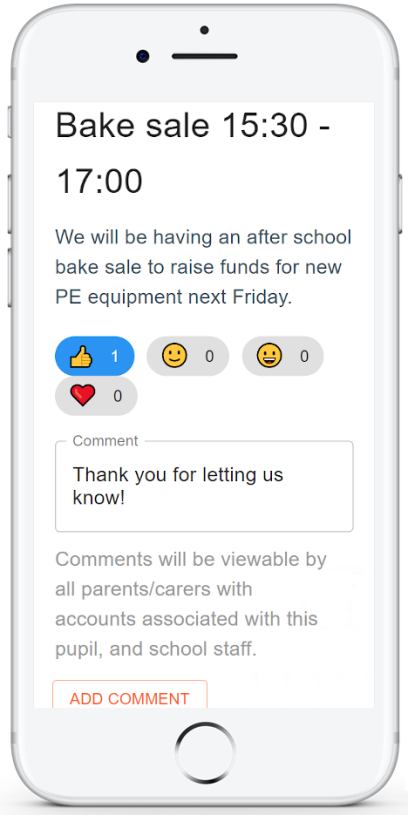
To confirm or deny your consent for an announcement, click on the Give consent and Do not consent buttons respectively.

You can also leave a comment regarding your consent. Enter the comment of your choice and click on the Save comment button.



Announcement comments and reactions

Depending on how your school has sent up certain announcements, you may also have the option to leave a comment or a positive reaction.



To leave a comment on an announcement that supports it, enter a comment of your choice into the text box provided and click on the Add comment button.

To leave a positive reaction on an announcement that supports it, click on the emoji of your choice. Your selection will be highlighted in blue.

Please Note: Depending on how your school has set up the announcement, your responses will either be public or private.

Public comments will be seen by all associated parents and staff members.

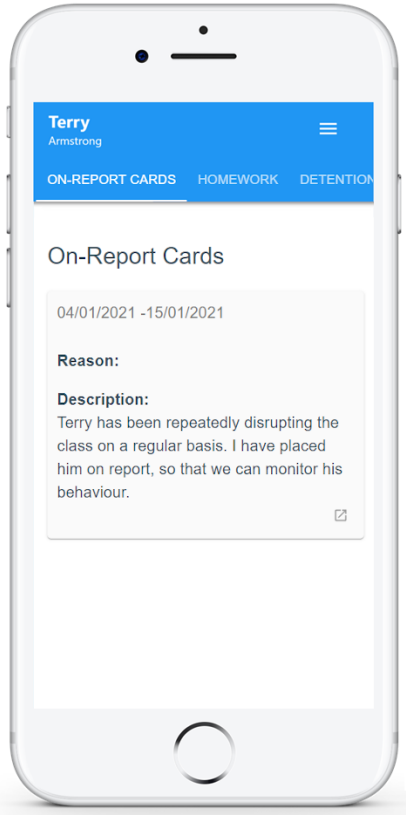
Private comments will only be seen by yourself and any associated staff members.

Comments will be viewable by all parents/carers with accounts associated with this pupil, and school staff.

Comments will be private and only viewable by school staff.

On-Report Cards

If your school has decided to share On-Report cards with parents, you will see the On-Report Cards tab when viewing pupils from that school.



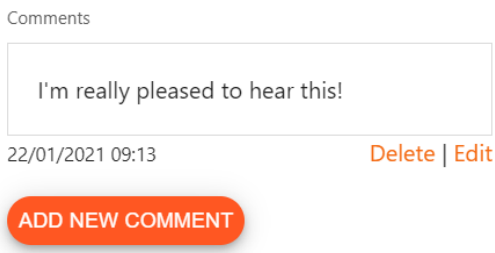
Selecting this tab will display a list of On-Report cards that have been shared with you regarding the selected pupil.

Each card displays the timeframe that the On-Report card is active for, the reason why the pupil has been placed on report and a description.

To find out more about an On-Report card, click on the expand icon.

To leave a comment on an expanded On-Report card, click on the Add new comment button and enter the message of your choice.

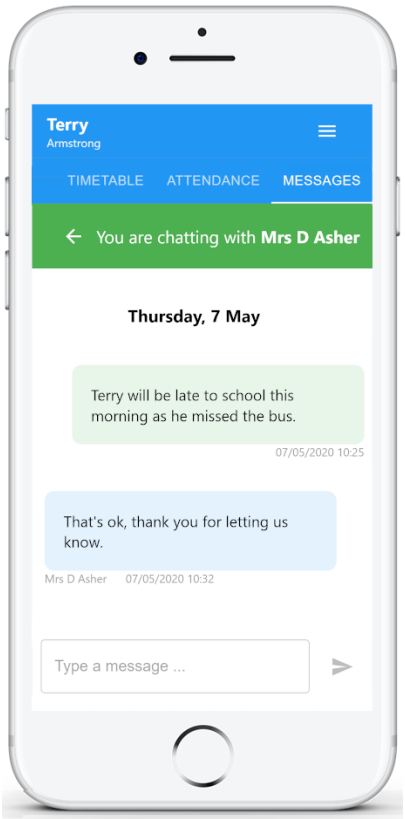
This message will be seen by the teachers that are involved with your child's On-Report card.



Messaging

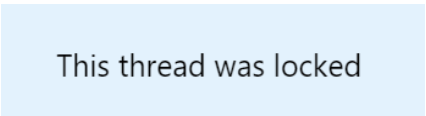
If your school has decided to allow two-way communication with parents, you will see the Messaging tab when viewing pupils from that school.

Selecting this tab will display a list of teachers that you are able to send and receive messages from. To send a message to a specific teacher, select their name from the list.

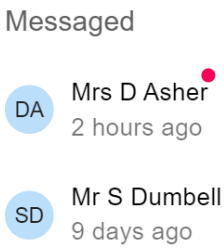


You will be presented with a messaging thread between you and the selected teacher. To send a message, type into the text field provided and click on the green send icon.

If the thread has been locked by a teacher, you will be unable to send and receive additional messages.



If you have received a new unread message, you will see a red dot on the Messaging tab and the teacher's name.



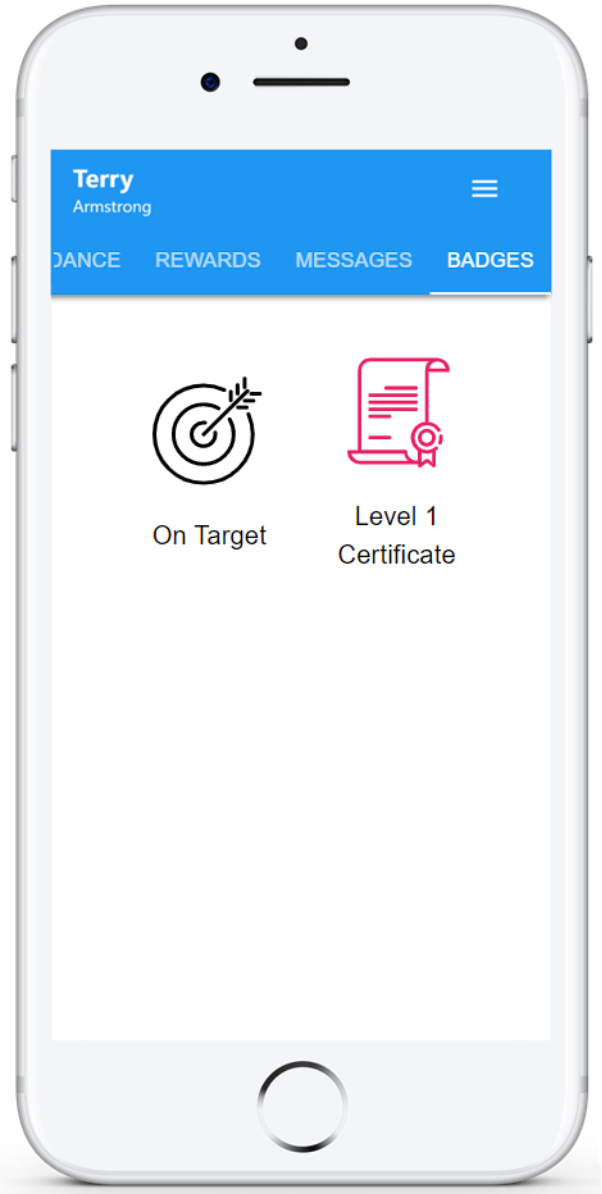
Badges

If your school has decided to share badges with parents, you will see the Badges tab when viewing pupils from that school.

Badges are a way for your school to inform you when significant behaviour goals have been achieved.

Your child will be issued with a badge when they meet the badge's criteria. The criteria for each badge will be set up by the school.

Any badges that your child has earned will be displayed here, listing each type of badge and how many times they have been awarded.

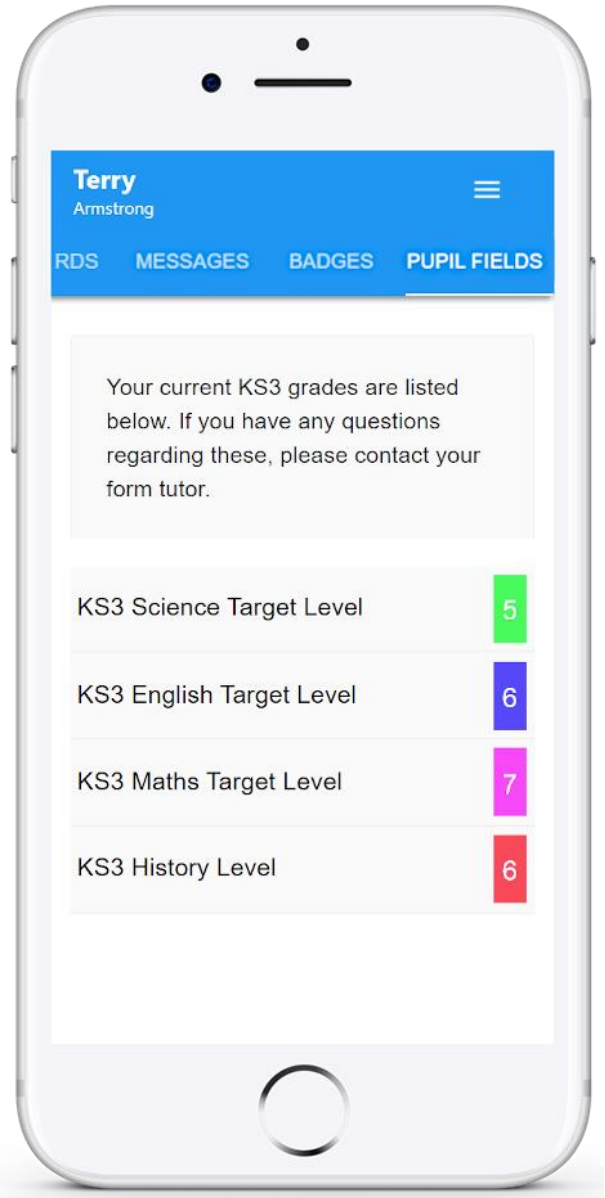


Pupil Fields

If your school has decided to share pupil fields with parents, you will see the Pupil fields tab when viewing pupils from that school.

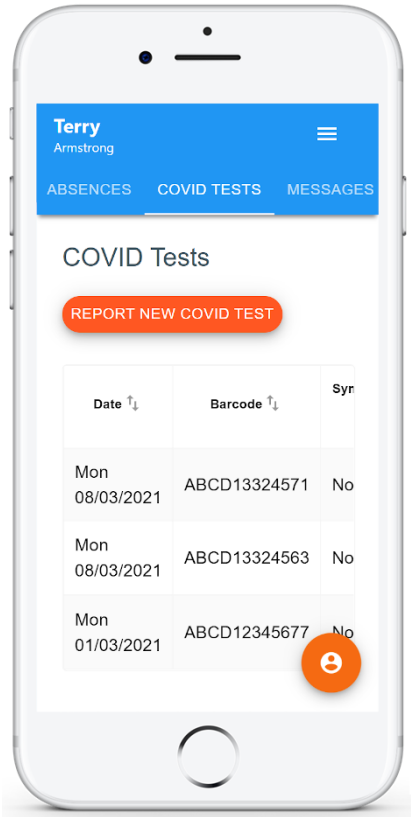
Pupil fields are aspects of data that are related to your child. These can appear in the form of current grades, target grades or any other text based information.

To find out more about the fields you can see in your account, please contact your school.



COVID Tests

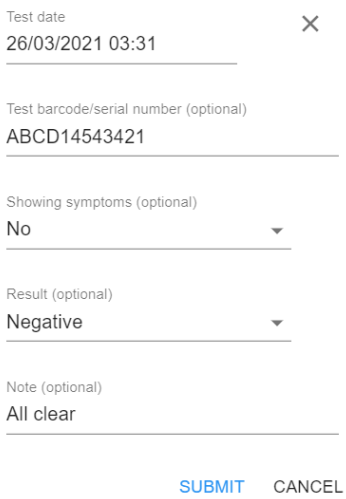
If your school has decided to allow parents to view and / or record COVID test results, you will see the COVID Tests tab when viewing pupils from that school.



Selecting this tab will display a list of your child's COVID test results. Depending on your school's set up, you will be presented with test results that were recorded by yourself, your school, or both.

If your school has granted you with permission, you can submit your own test results via the the Report new COVID test button.

A form will appear, allowing you to enter when the test was taken, the test barcode, whether or not your child was showing symptoms, the result of the test, and any additional notes.

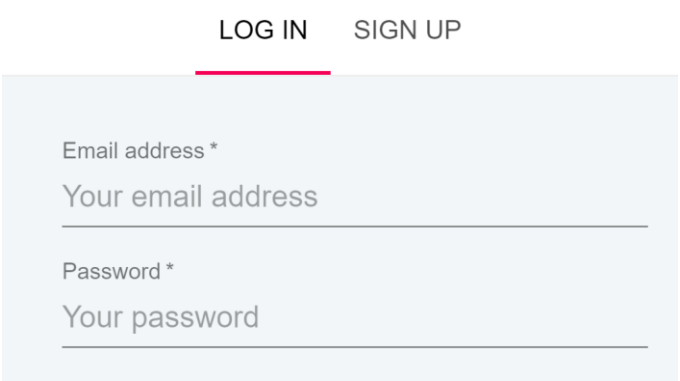


Once you've finished, click on the Submit button to submit the COVID test result.

Logging in to Class Charts

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

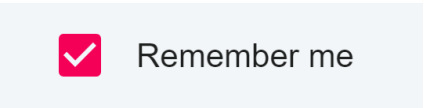
1. Select Log In from the main page and enter your email address and password into the fields provided.



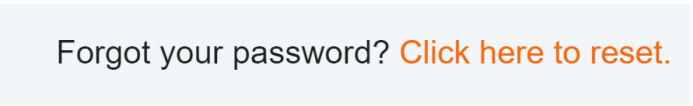
2. Click on the Log in button to begin accessing your Class Charts parent account.



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



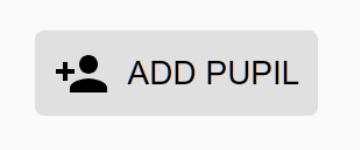
If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.



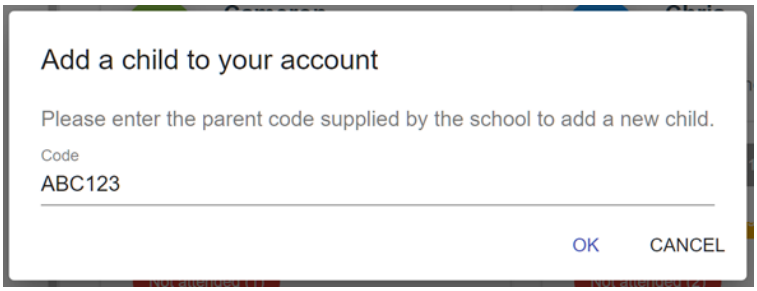
Adding additional pupils

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:

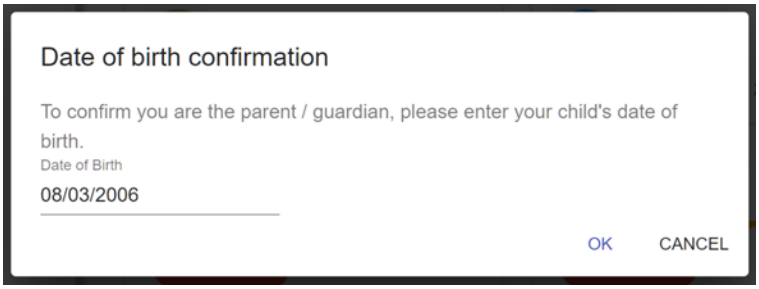
1. Click on Add Pupil button in the left hand side navigation menu.



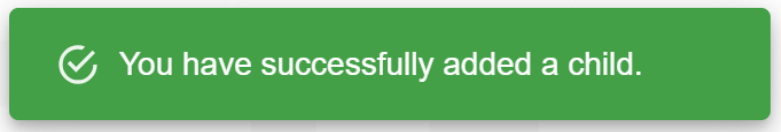
2. Enter the Parent Access Code that was provided to you by your school.



3. Enter your child's date of birth when prompted.



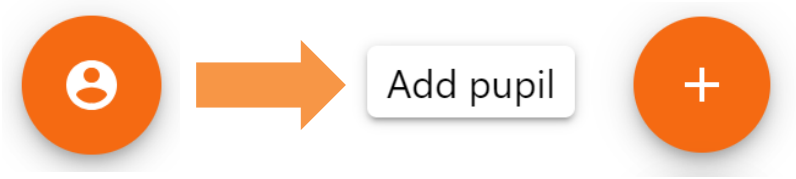
4. A confirmation message will appear and the child will be added to the left hand side navigation menu.



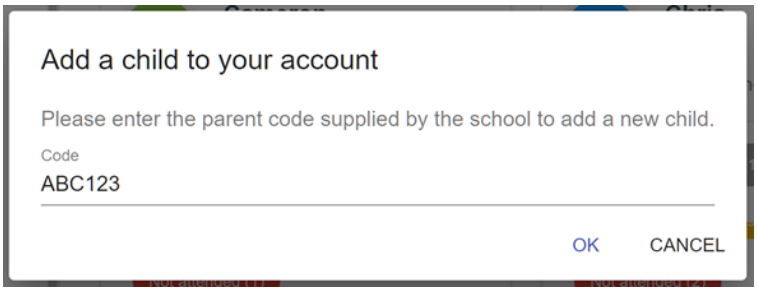
Adding additional pupils (app)

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:

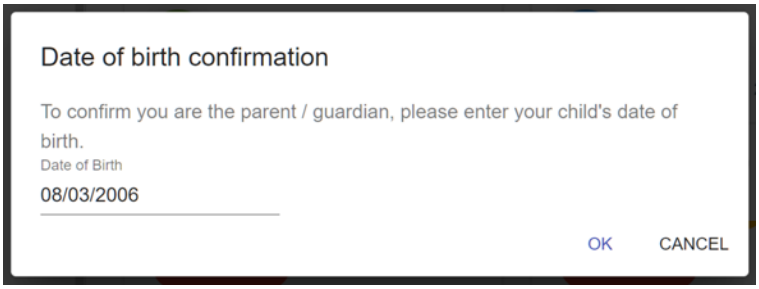
1. Click on the Pupil icon in the bottom right hand corner of the app and select Add pupil.



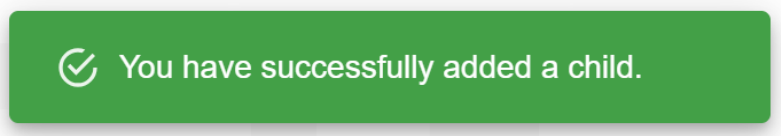
2. Enter the Parent Access Code that was provided to you by your school.



3. Enter your child's date of birth when prompted.



4. A confirmation message will appear and the child will be added to the pupil icon popup.

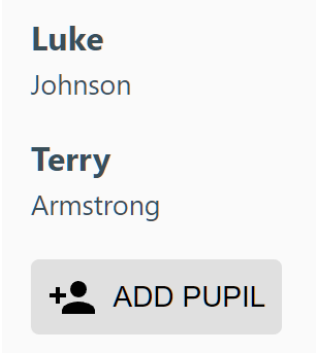


Switching between pupils

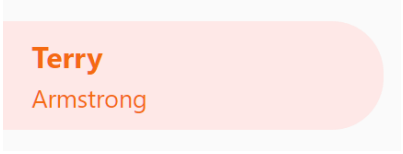
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

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.

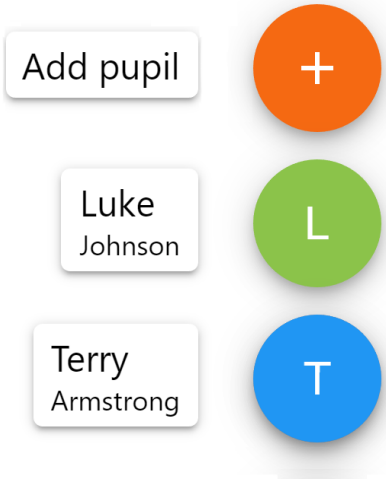


You can check to see which pupil is currently selected by looking for the orange tab highlighting their name in the left hand side menu.



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.

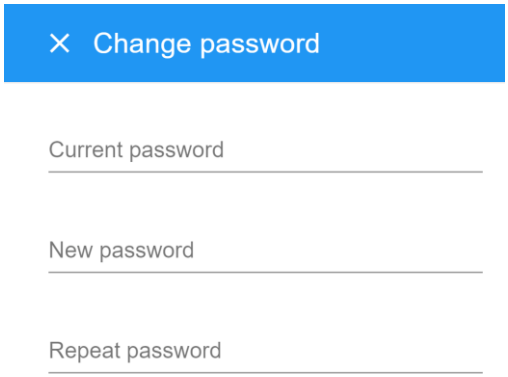


If you're using the mobile app, these options can be accessed through the three lines menu in the top right hand corner.



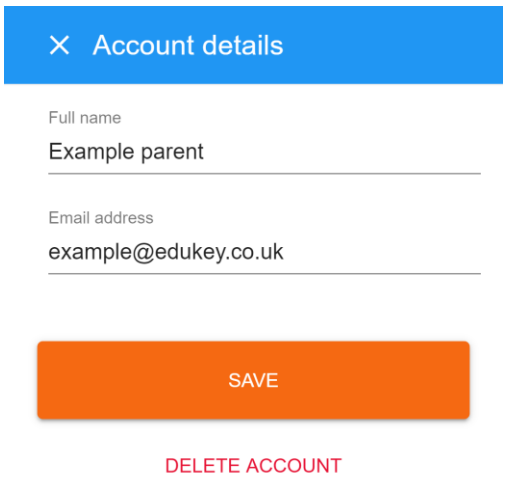
The Change password page allows you to enter a new password for your Class Charts parent account.

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.



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/