



ClassCharts

Quick start guide

Getting started with Parental
Access

What is Class Charts for Parents?

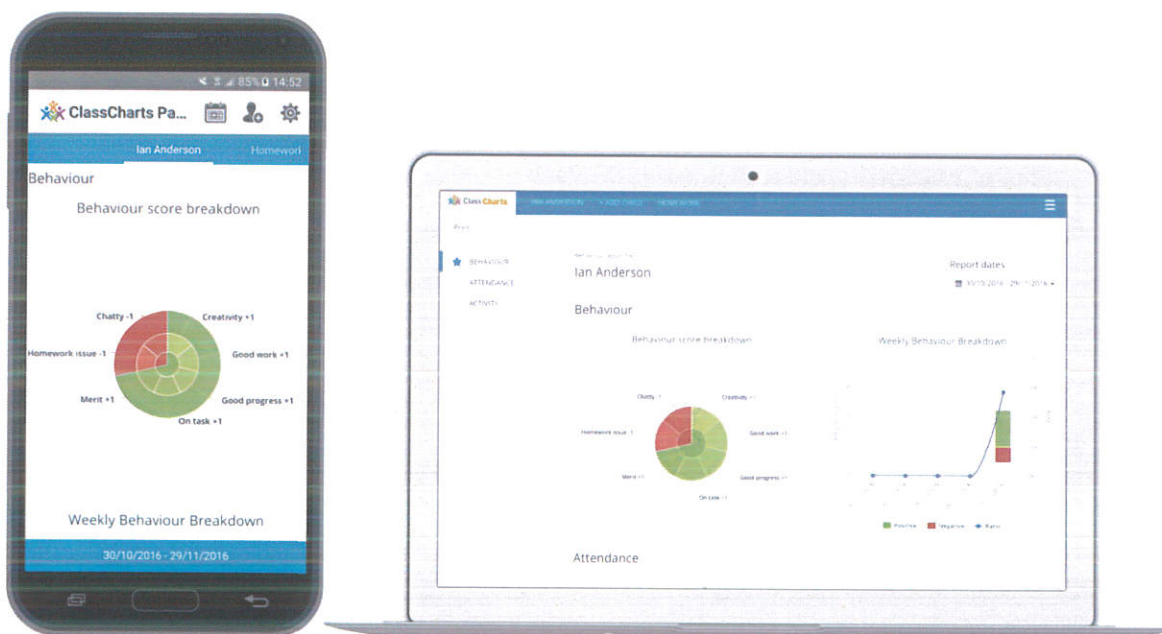
Depending on how your school has set our system up, you will be able to use Class Charts to keep track of your pupil's **achievements**, access **behaviour** reports, view assigned **homework** tasks and track scheduled **detentions**.

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.

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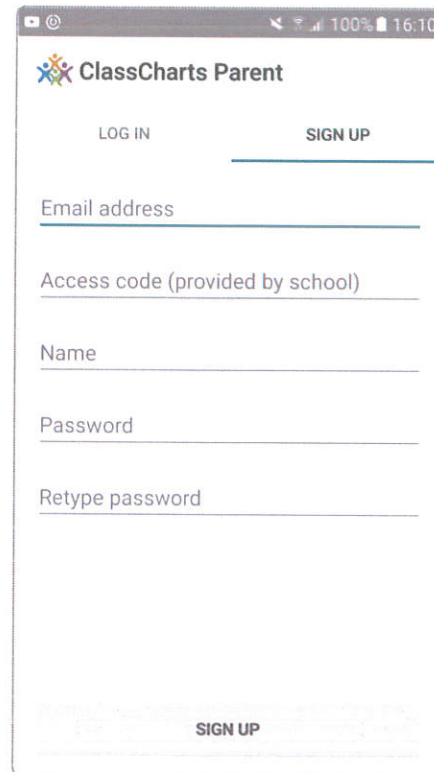
Creating a Class Charts Parent account

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.



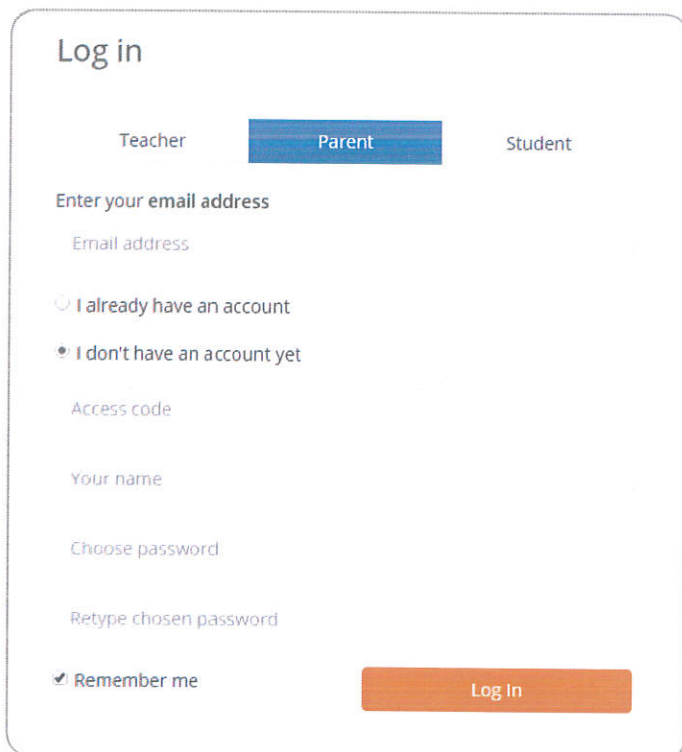
The screenshot shows the ClassCharts Parent app interface. At the top, there are two tabs: "LOG IN" and "SIGN UP", with "SIGN UP" being the active tab. Below the tabs are five input fields: "Email address", "Access code (provided by school)", "Name", "Password", and "Retype password". At the bottom right, there is a "SIGN UP" button.

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.



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

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

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

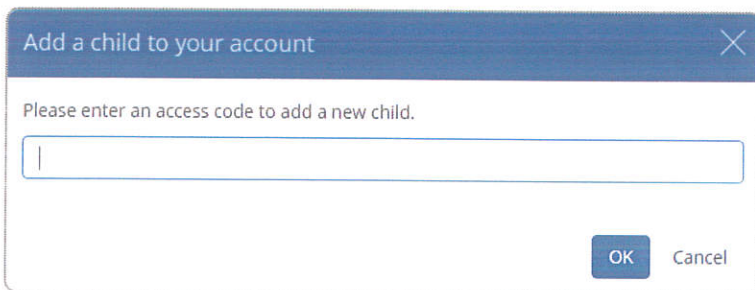
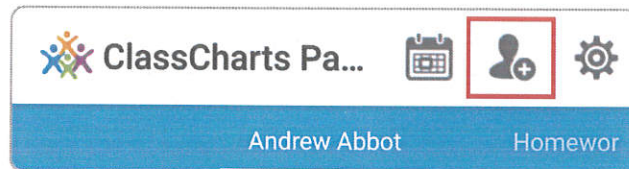
Activity Feed

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.

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 text inside says 'Please enter an access code to add a new child.' Below this is a text input field. 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.

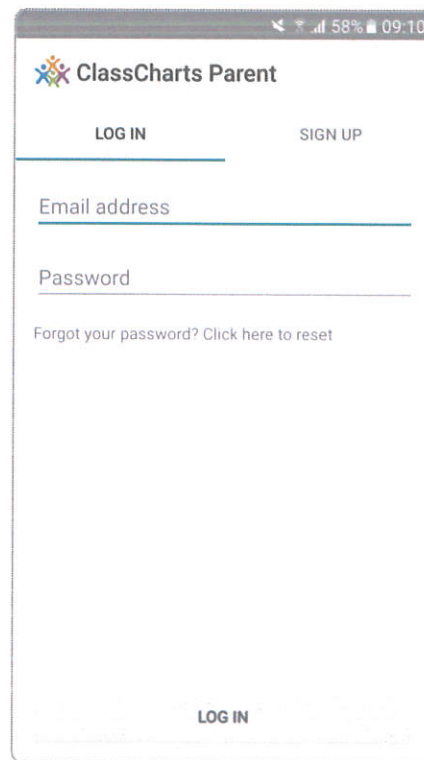
Accessing Class Charts for Parents

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.



Logging in to the Class Charts Website

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

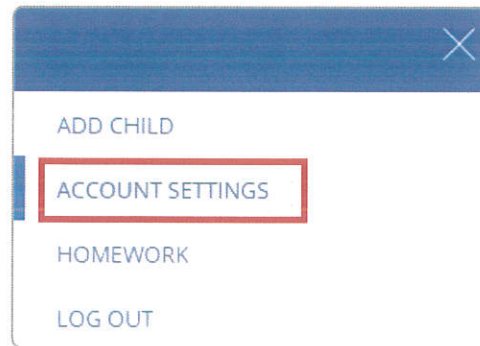
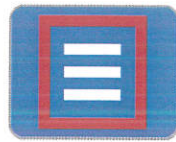
Next, select the [I already have an account](#) option and enter your login details.

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

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

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](#)

