

Stafford Hall School

Parents and Carers Guide To Using ClassCharts

July 2022 Version 1



ClassCharts

Part of **tes**

Getting started with Parent accounts

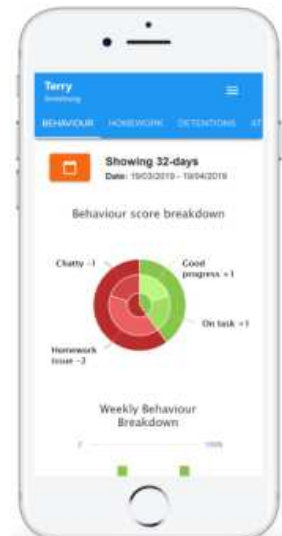
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What is ClassCharts?

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

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Signing Up For ClassCharts



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](#) 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.



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Logging In To ClassCharts



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 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](#).

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.](#)

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Adding Additional Students



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.

A grey button with a white plus sign and a person icon, followed by the text "ADD PUPIL".

+ 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.

A green rounded rectangle containing a white checkmark icon and the text "You have successfully added a child."

✓ You have successfully added a child.

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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.

SETTINGS LOGOUT

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.

× Change password

Current password

New password

Repeat password

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.

× Account details

Full name

Example parent

Email address

example@edukey.co.uk

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.

SAVE

DELETE ACCOUNT

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.



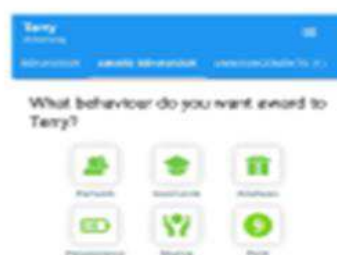
Below these graphs you can find a list of behaviour activity relating to your child. These display the **behaviour** that was awarded, **when** it was awarded, **who** awarded the behaviour, the **lesson** the behaviour was awarded in, and how many **points** the award is worth.

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

Adding 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.

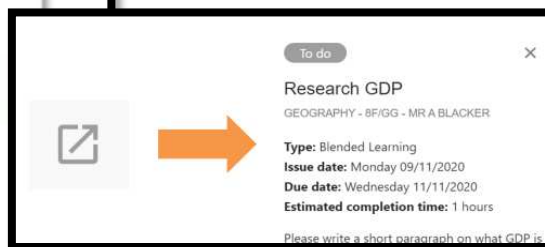
To display tasks in the order they were set, click on the **Issue Date** button

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.



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.

Tracking 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**.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

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.



Homework	Name	Date	Time	Priority	Estimated time	Status	
Research paper	Ms A. Bell	20/03	10:00	Medium	15-20 minutes	1 hour	Booked Learning
Write a story	Ms A. Bell	20/03	10:00	Low	15-20 minutes	15 minutes	Homework
Create a poster on	Ms A. Bell	20/03	10:00	Low	15-20 minutes	15 minutes	Homework

Uploading Documents

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

13 July 2022

Dear Parent / Guardian / Carer,

Over the last part of this academic year, we have started to use Class Charts.

Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and guardians. One of the key benefits of using Class Charts is that we can securely share the young persons achievements with you and to keep you up to date in real-time.

Each young person has a unique access code which we will issue to you ready for the new academic year.

Once you have been issued with a code, you will need to create an account and enter the code either through the portal on the school website or directly using the link below:

<https://www.classcharts.com/parent/login>

Links to the **Android** and **iOS** parent apps are also available from this page and the school website.

If you have more than one young person in the school that you need access for, you can enter the additional codes directly into your created account for each young person.

A quick guide to getting started with Class Charts is included with this letter and will be available on the website, but please do not hesitate to get in touch if you have any other questions.

Yours Sincerely

Lee Stockhill

Senior Leader for Attitudes & Behaviour

Lee.Stockhill@youngfoundations.com