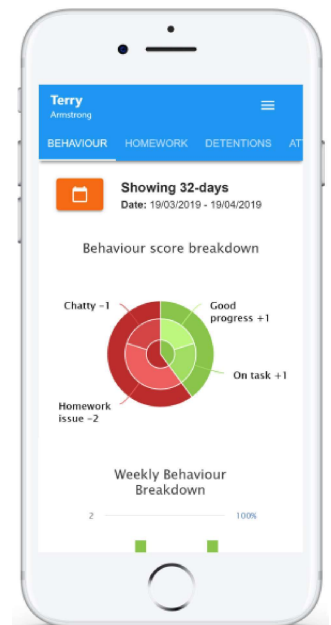
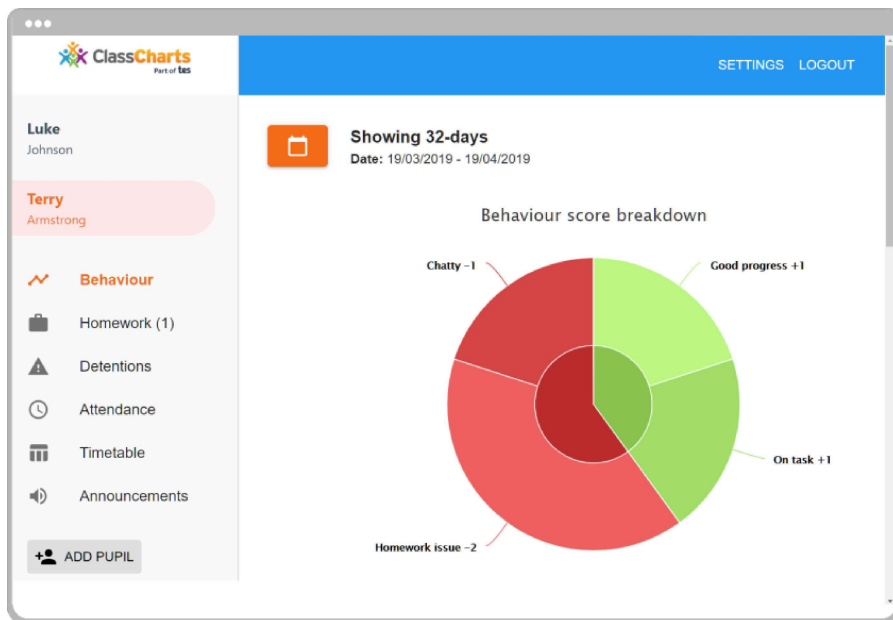


What is Class Charts for parents?

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.

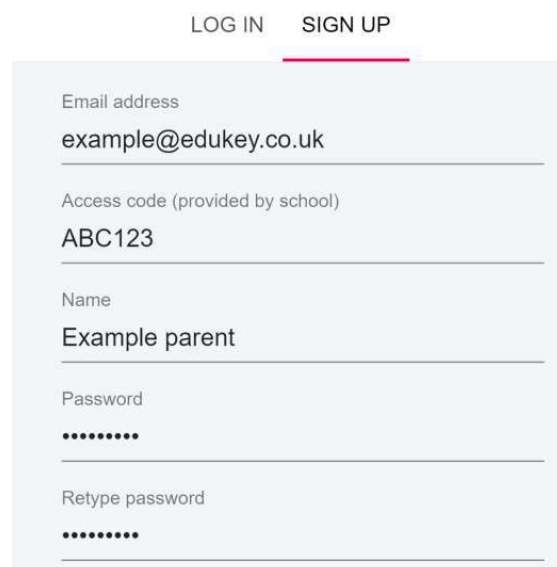
This code is used to set up your [Class Charts parent account](#), which is covered on the next page.

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.



A sign up form with a light blue background. At the top right, there are two links: 'LOG IN' and 'SIGN UP', with 'SIGN UP' highlighted by a red underline. The form contains five input fields: 'Email address' with the value 'example@edukey.co.uk', 'Access code (provided by school)' with the value 'ABC123', 'Name' with the value 'Example parent', 'Password' with masked characters '.....', and 'Retype password' with masked characters '.....'.

2. Click on the [Sign up](#) button below the form.

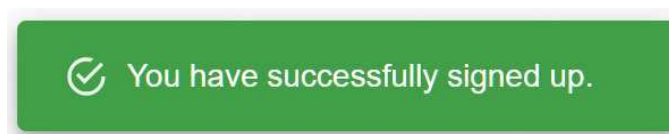


3. Confirm the pupil's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.



A white dialog box with a black border. The title is 'Date of birth confirmation'. The text inside says: 'To confirm you are the parent / guardian, please enter your child's date of birth.' Below this, there is a label 'Date of Birth' and a date picker showing '06/04/2007'. At the bottom right, there are two buttons: 'OK' and 'CANCEL'.

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

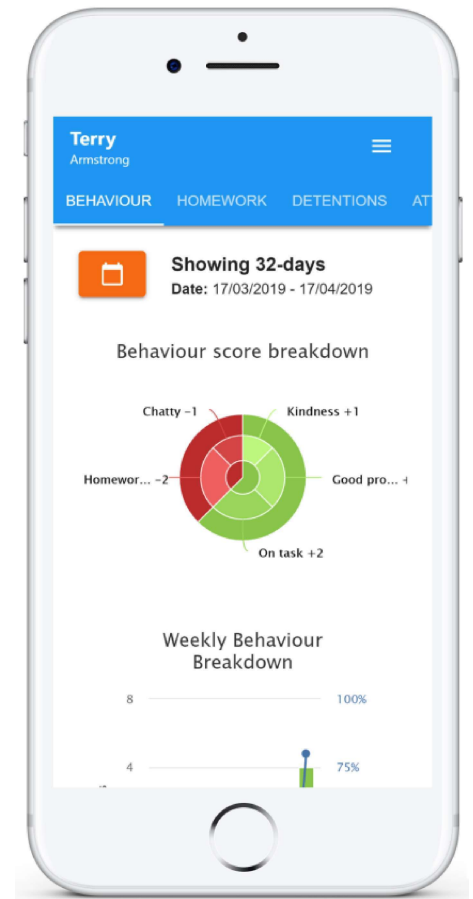


Behaviour

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.

Thursday 11 July

+1

Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20

-1

Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

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.

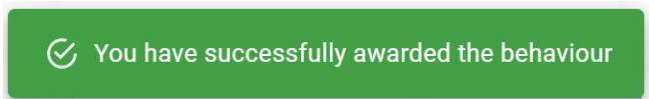
Selecting this tab will display a list of behaviour types that your school has shared with you.

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.

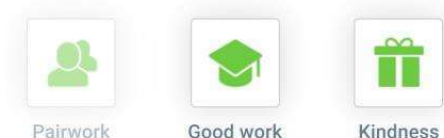
If a behaviour type appears [greyed out](#), it means you have reached the [daily limit](#) for awarding that behaviour. The daily limit for each behaviour type is decided by your school.



What behaviour do you want award to Terry?



What behaviour do you want award to Terry?



Homework

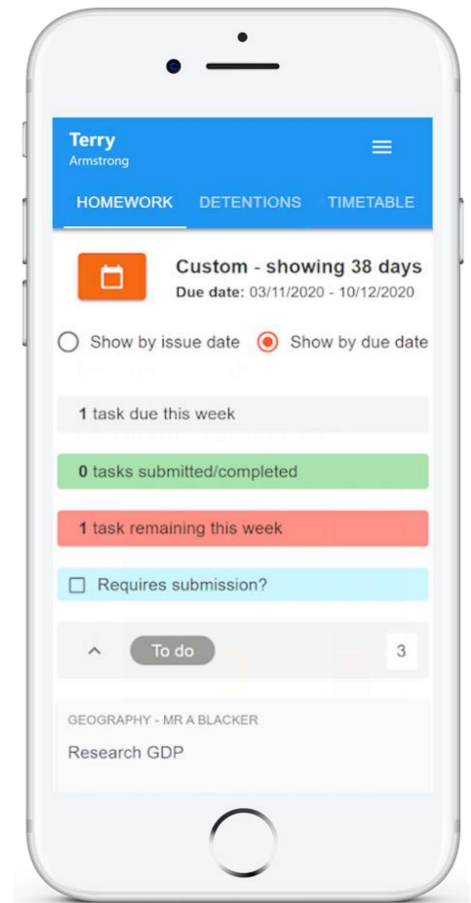
If your school has decided to share homework tasks with parents, you will see the [Homework](#) tab when viewing pupils from that school.

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

×

Research GDP
GEOGRAPHY - 8F/GG - MR A BLACKER

Type: Blended Learning
Issue date: Monday 09/11/2020
Due date: Wednesday 11/11/2020
Estimated completion time: 1 hours

Please write a short paragraph on what GDP is and how it is used.

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](#).

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.

<div> ^ <div>To do</div> <div>3</div> </div>								
	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.

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

RECREATION - MRS A ABELL



Write a book review

Issued: Friday 20/03/2020

Due: Friday 27/03/2020

[Feedback](#)

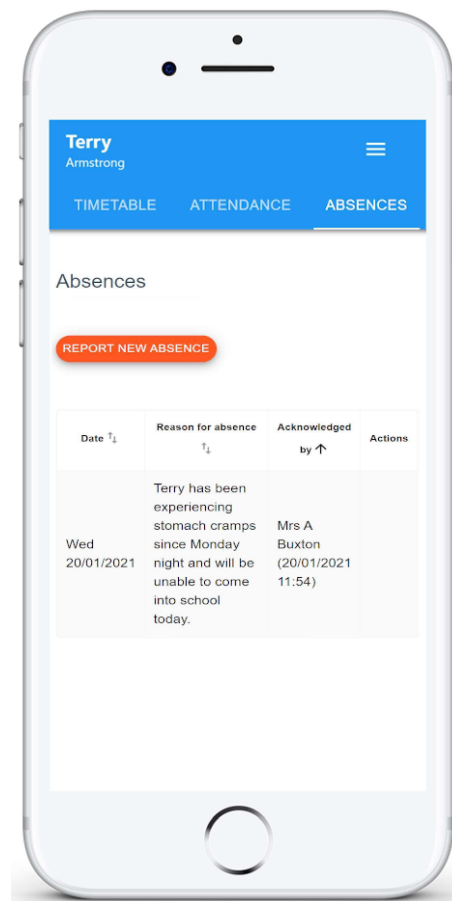


Absences

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.

Date of absence

26/01/2021

✕

Reason for absence

Terry missed the bus today.

Please report your child's absences as soon as possible

Attachments

+ ATTACH SUPPORTING EVIDENCE

You can upload a maximum of 5 attachments, each up to 250mb in size.

SUBMIT

CANCEL