# Class Charts User Guide

Class Charts is a website and a mobile app available to all parents to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, and track scheduled detentions.

If you have more than one child at our school, you can access Class Charts information about your children from a single, centralised parent account. If required the access code given in this letter can be used by more than one parent/carer on different devices to give access to Class Charts for their child/children. The app is available to both Android and iOS mobile users and can be downloaded from the respective app stores for free.
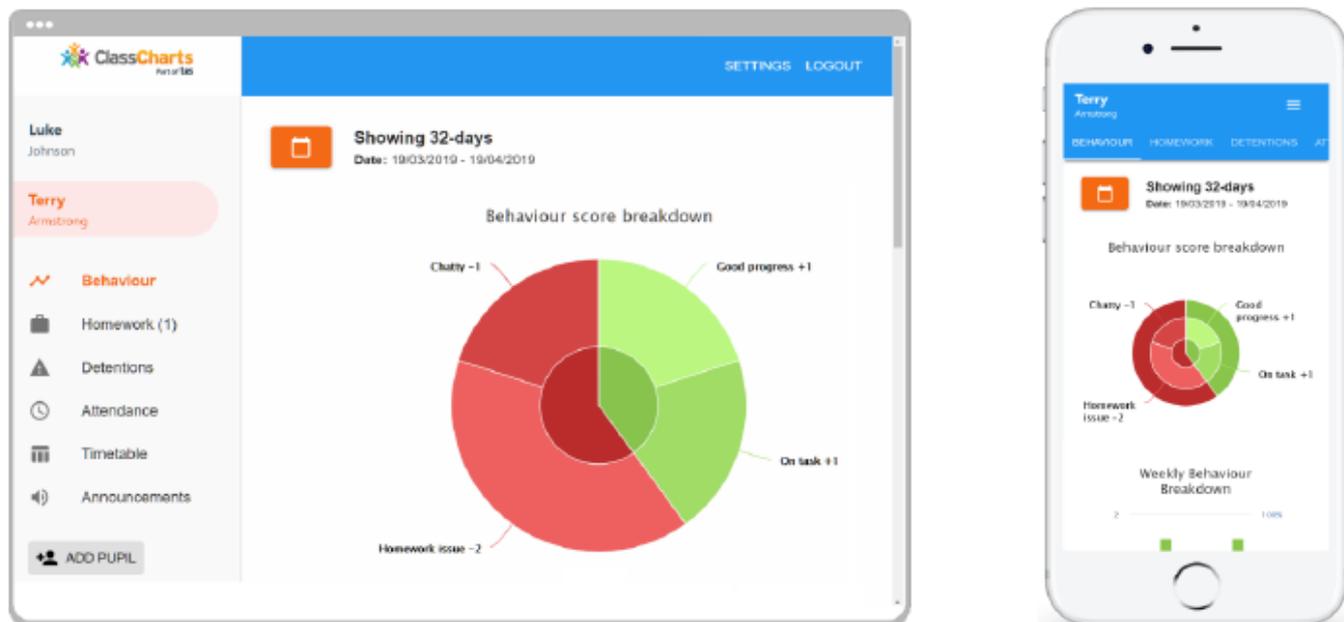
How do I activate my account with Class Charts?

Activating your account is simple and straight forward by following the steps below.

1. Open www.classcharts.com/parent/login or by downloading the Class Charts Parents App from your app store.
2. Enter your email address
3. Choose 'I don't have an account yet' (or add pupil on the app)
4. Enter your parent access code and name.
5. Choose a password.
6. Click Log-in!
7. To confirm activation you will be asked to give your child's date of birth.
8. If you wish to add another child then select the add pupil button and repeat the process above using the access code for the child you wish to register.

An overview of the data that can be accessed via class charts is given below. Each section can be accessed via a tab at the top of the webpage/app.

Behaviour

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 pre-sets or create your own custom date range.

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.

Homework

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 pre-sets 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 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.
Submitted: These are homework tasks that have been handed in on time.
Not submitted: These are homework tasks that were not handed in on time.
Late: These are homework tasks that have been handed in past the deadline.
Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

Detentions

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

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.

Timetable

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.