



**ClassCharts**

Part of **tes**

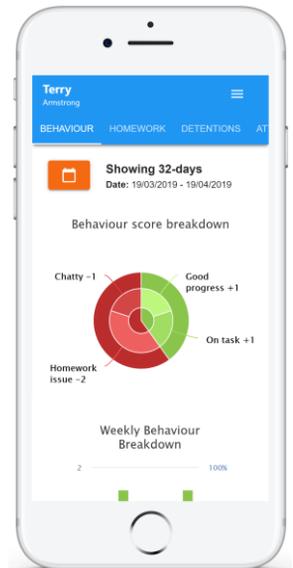
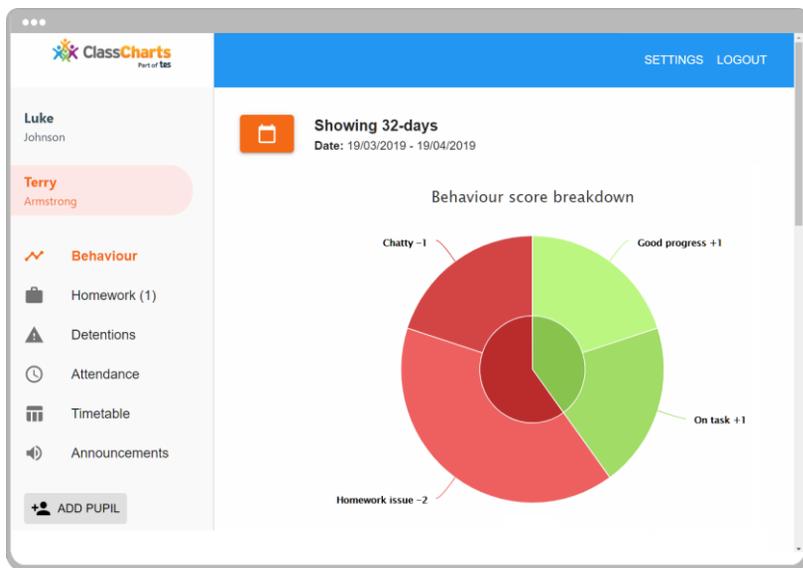
**Getting started with Parent accounts.**

# 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.



# 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.

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.



# 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.

[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](#).

LOG IN

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.](#)

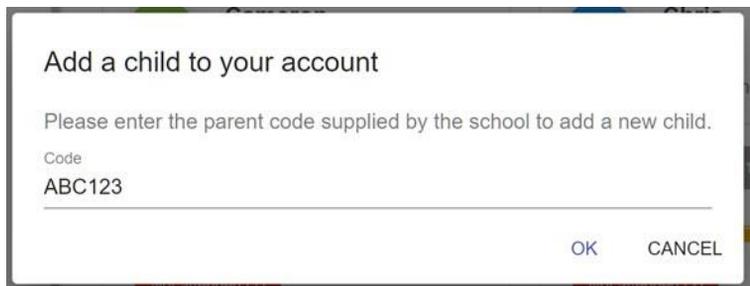
# Adding additional pupils

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.

A grey rectangular button with rounded corners. On the left side, there is a black icon of a person with a plus sign. To the right of the icon, the text "ADD PUPIL" is written in a bold, black, sans-serif font.

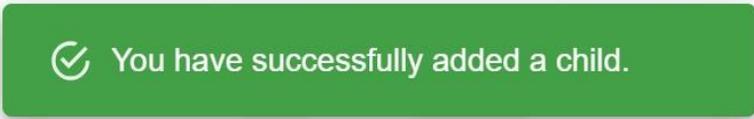
2. Enter [the Parent Access Code](#) that was provided to you by your school.

A white dialog box with a black border. The title is "Add a child to your account". Below the title, the text reads "Please enter the parent code supplied by the school to add a new child." There is a label "Code" followed by a text input field containing "ABC123". At the bottom right, there are two buttons: "OK" and "CANCEL".

3. Enter your child's [date of birth](#) when prompted.

A white dialog box with a black border. The title is "Date of birth confirmation". Below the title, the text reads "To confirm you are the parent / guardian, please enter your child's date of birth." There is a label "Date of Birth" followed by a text input field containing "08/03/2006". At the bottom right, there are two buttons: "OK" and "CANCEL".

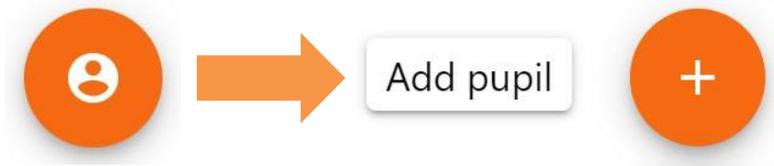
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

A green rectangular message box with rounded corners. On the left side, there is a white checkmark icon. To the right of the icon, the text "You have successfully added a child." is written in a white, sans-serif font.

# 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](#).



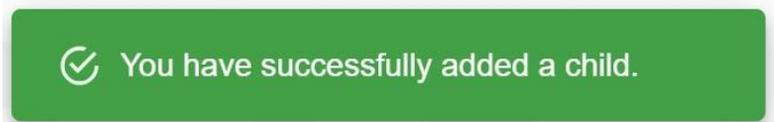
2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a white dialog box with a black border. The title is "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a text input field labeled "Code" containing the text "ABC123". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

3. Enter your child's [date of birth](#) when prompted.

A screenshot of a white dialog box with a black border. The title is "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a text input field labeled "Date of Birth" containing the text "08/03/2006". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.

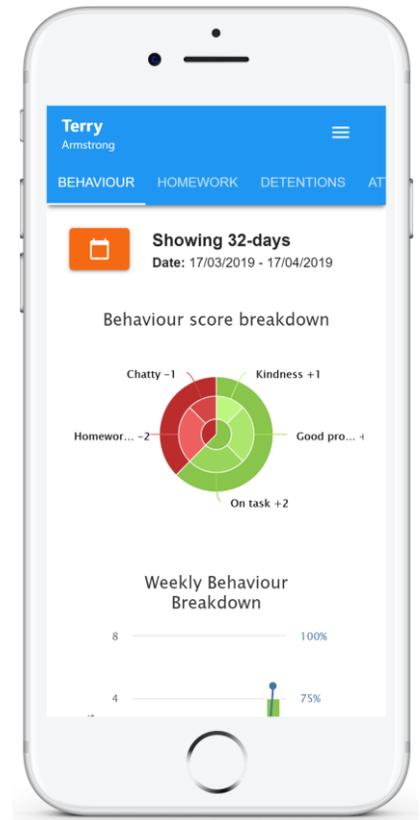


# Behaviour

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 pre-sets or create your own custom date range.



Thursday 11 July

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.

- +1 **Terry Armstrong**  
Reading awarded by Mr B Butterfield in 10A/Ar1.  
09:20

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- 1 **Terry Armstrong**  
Off task awarded by Mr B Butterfield in 10A/Ar1.  
Disrupting the lesson  
09:00

# 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.

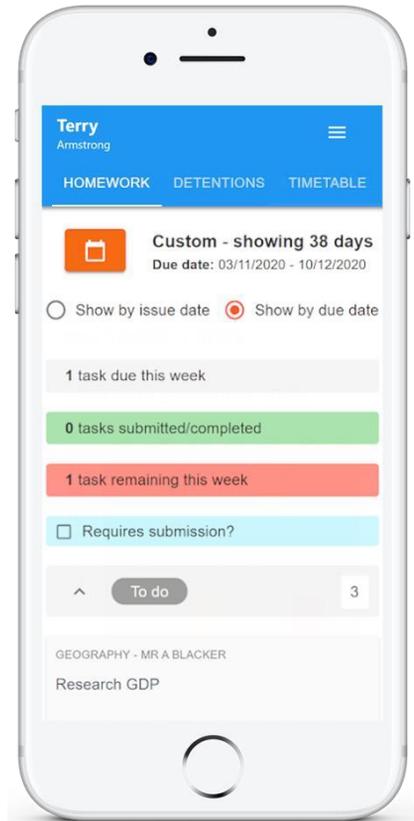
To change the date range for displayed homework tasks, click on the [Date](#) button to select from the available presets or create your own custom date range.

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.

# 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

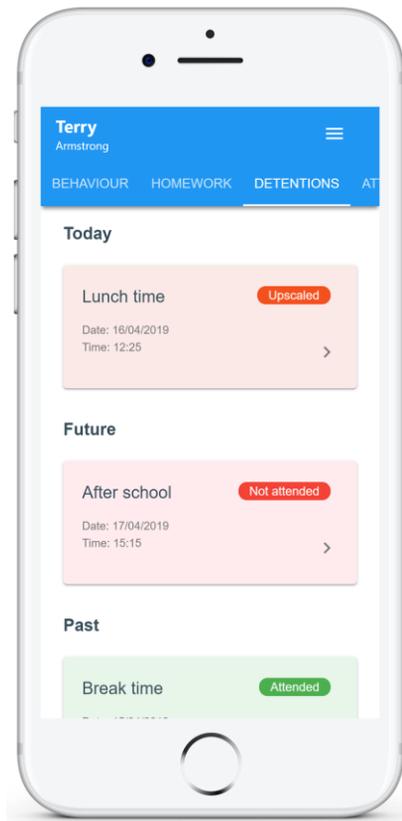
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

**Attended:** Your child has sat this detention.

**Not attended:** Your child did not sit this detention.

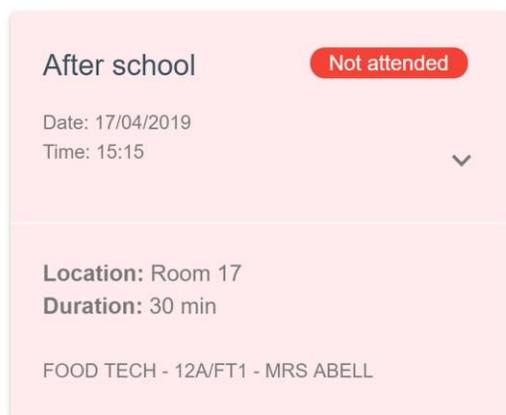
**Pending:** This detention has not been sat yet.

**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

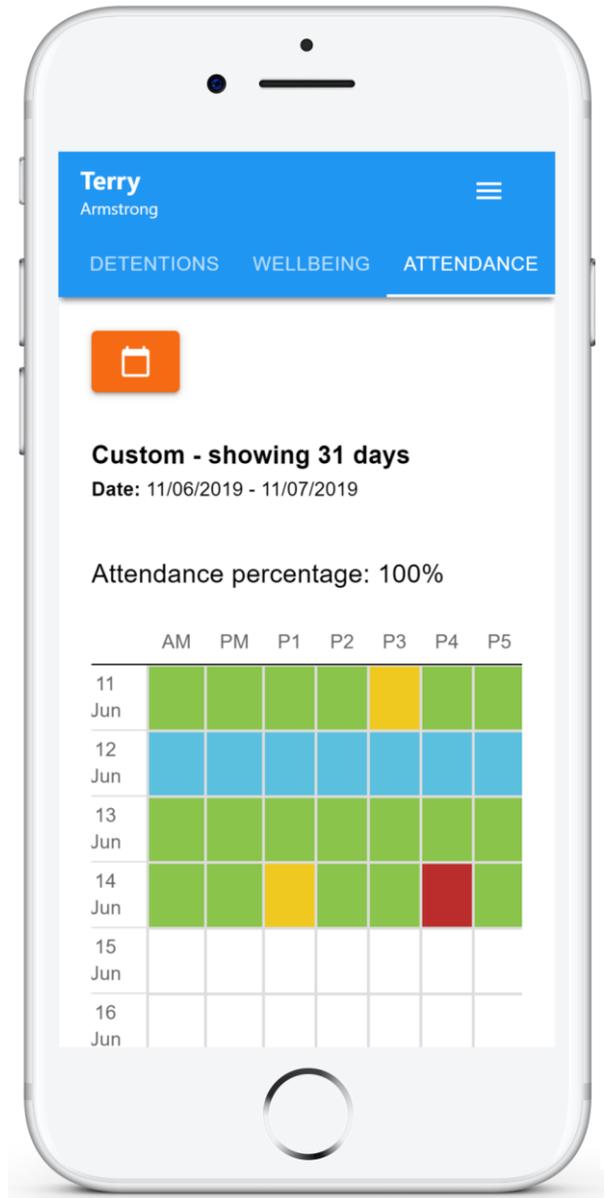
[Unauthorised absence](#).

**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.



# 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/>