Quick start guide

Getting started with Parental Access
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 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.
Creating a Class Charts Parent account

To create a parent account, select the I don’t have an account yet option.

This will bring up additional form options. 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.

A new field will appear once you click on the next field, asking you to provide the pupil’s date of birth.

Click on the Pupil’s date of birth field and use the calendar date selector to enter correct date.

Once you’ve finished entering your details, enter the password of your choice and click on the Log In button to be taken to your account.
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 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.
If it has been enabled by your school, you will be able to view your child’s attendance information. Depending on your school’s setup, this is either shown on a day by day basis for each of your child’s lessons or as AM and PM attendance for the day.

The attendance colour coded system is broken down as follows:

**Green**: Present

**Yellow**: Late

**Red**: Absent

**White**: No attendance information
If your school has decided to enable the homework view for parents, you will see a **Homework** option in the menu. Clicking on this option will display a list of the homework tasks which your child has been assigned to.

Homework tasks are displayed within 3 different categories: **To do**, **Pending**, and **Submitted**.

**To do**: These are the tasks that your child need to complete.

**Completed**: These tasks have been ticked as submitted by the student, but have yet to be confirmed by their teacher.

**Submitted**: These tasks have been confirmed as completed by the teacher who assigned the homework.

To change the date range for displayed homework tasks, select a new date range from the **date picker**.

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

To display tasks in the order they are, click on the **Due date** button.
Detentions

If your school has decided to enable the detentions view for parents, you will see a Detentions option in the top menu. Clicking on this option 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 Details button.

This will bring up a popup that describes the detention, including the reason for the detention, the awarding teacher and scheduling information.
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.

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.
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

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**.