



ClassCharts

Quick start guide

Getting started with Parental
Access

What is Class Charts for Parents?

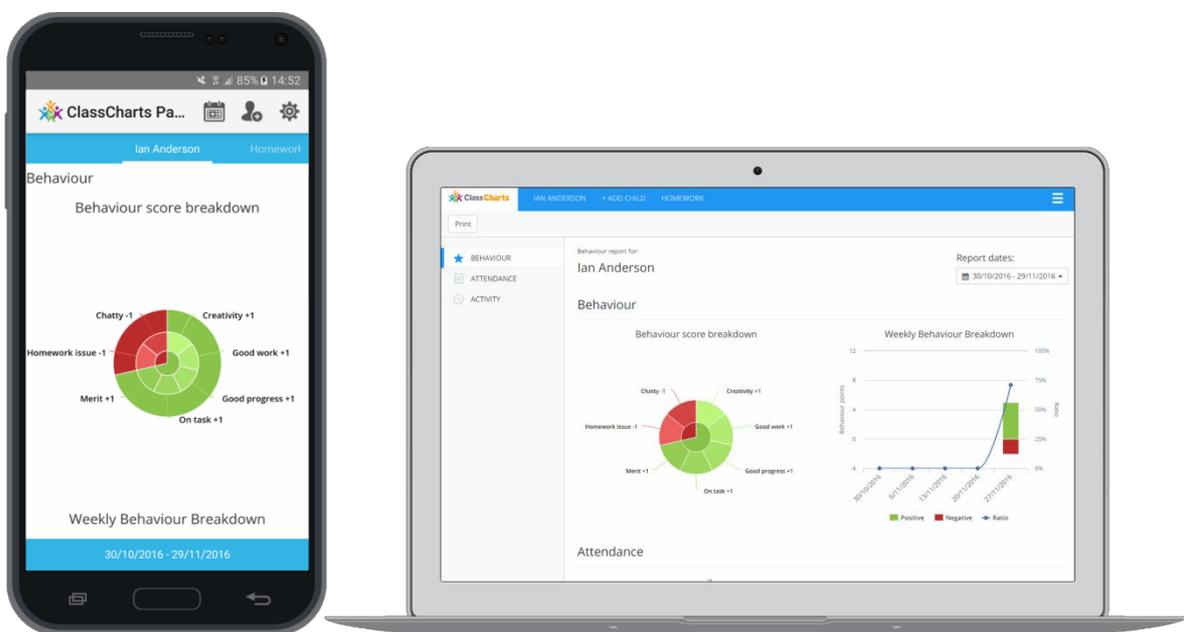
You will be able to use Class Charts to keep track of your pupil's [achievements](#) and access [behaviour](#) reports.

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.

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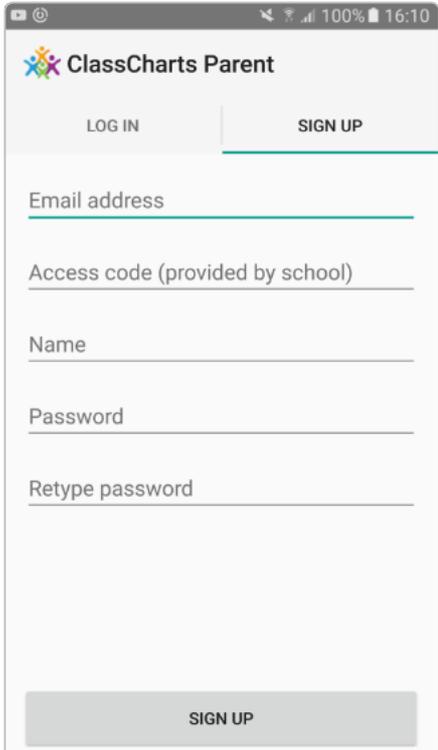
Creating a Class Charts Parent account

Creating an account via the app

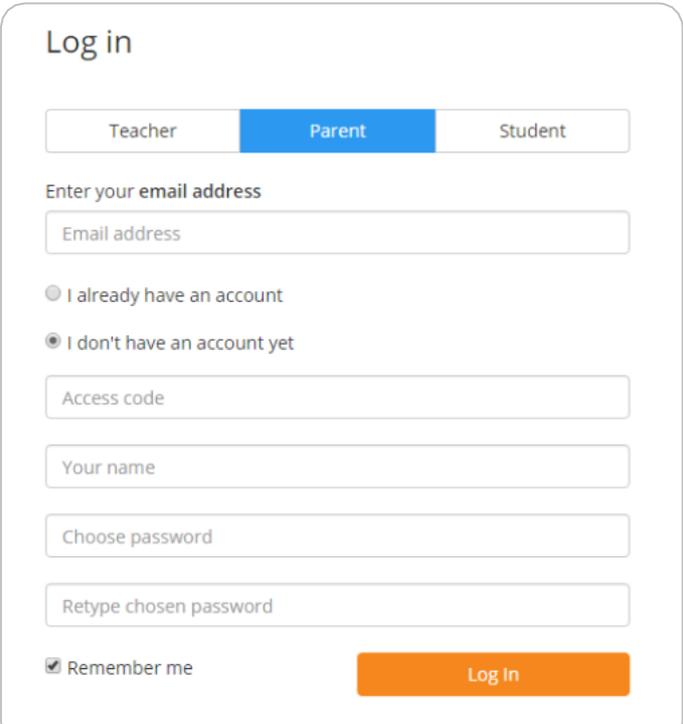
If you click the [Sign up](#) tab within the app you will be presented with an account creation form.

Simply fill in the form and enter your [parent code](#) in the [Access code](#) field. Clicking Sign up will log you into the account.

Please note: Your Access Code is **not** the same as your password, the access code is only need for the initial sign up.



The screenshot shows the 'ClassCharts Parent' app interface. At the top, there are two tabs: 'LOG IN' and 'SIGN UP', with 'SIGN UP' being the active tab. Below the tabs, there are five input fields: 'Email address', 'Access code (provided by school)', 'Name', 'Password', and 'Retype password'. At the bottom of the form is a large grey button labeled 'SIGN UP'. The status bar at the top of the phone shows 100% battery and the time 16:10.



The screenshot shows the 'Log in' page on the ClassCharts website. At the top, there are three tabs: 'Teacher', 'Parent' (which is selected and highlighted in blue), and 'Student'. Below the tabs, there is a section titled 'Enter your email address' with an input field. Below that are two radio buttons: 'I already have an account' and 'I don't have an account yet' (which is selected). Below the radio buttons are four input fields: 'Access code', 'Your name', 'Choose password', and 'Retype chosen password'. At the bottom left, there is a checked checkbox labeled 'Remember me'. At the bottom right, there is an orange button labeled 'Log In'.

Creating an account via the website

To create an account on the website, select the [I don't have an account yet](#) option.

This will bring up additional form options. Simply fill in the form and enter your [parent code](#) in the "[Access code](#)" field.

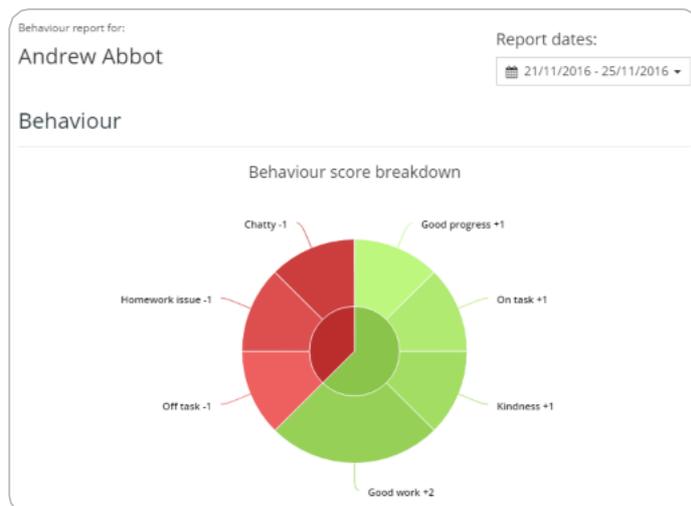
Please note: Your Access Code is **not** the same as your password. The access code is only needed for the initial sign up.

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

25/11/2016

-1	Andrew Abbot Chatty awarded by Mrs A Abell.	15:37
+1	Andrew Abbot Good progress awarded by Mrs A Abell.	14:24
+1	Andrew Abbot On task awarded by Mrs A Abell.	14:24

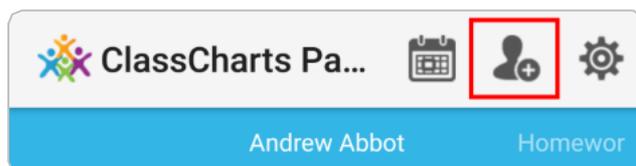
Activity Feed

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.

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.

A screenshot of a dialog box titled 'Add a child to your account'. The dialog contains the text 'Please enter an access code to add a new child.' followed by a text input field with a cursor. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

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.

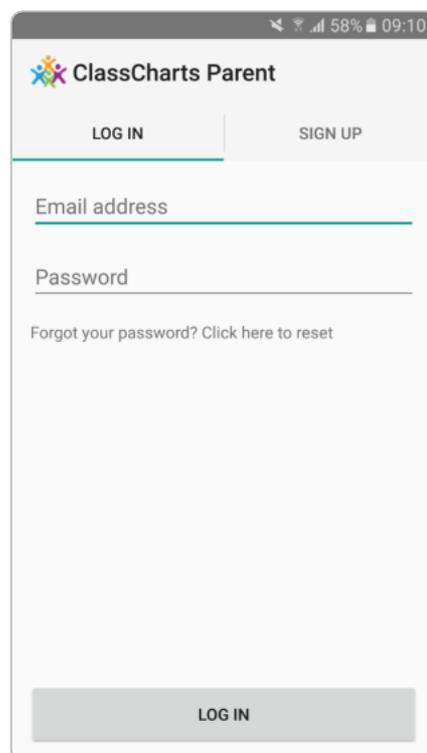
Accessing Class Charts for Parents

Logging in to the Class Charts Parent app

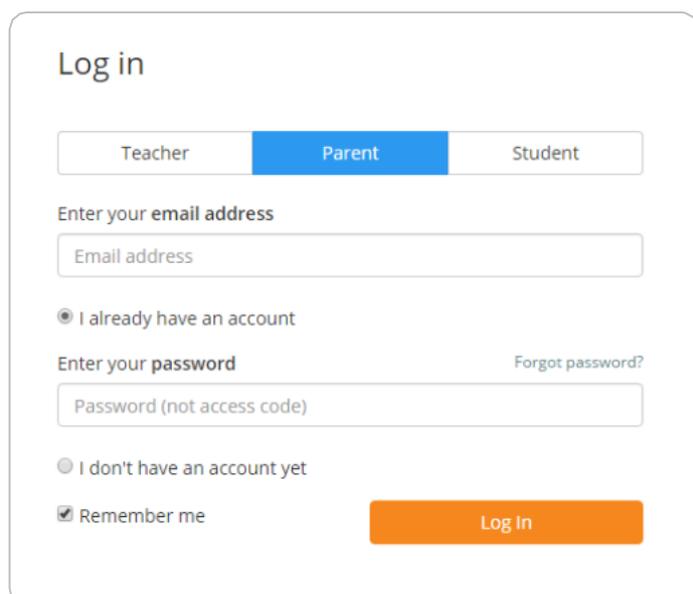
When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

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.



The screenshot shows the ClassCharts Parent app login interface. At the top, there is a status bar with signal strength, 58% battery, and the time 09:10. Below the status bar is the app header with the ClassCharts Parent logo and name. There are two tabs: 'LOG IN' (selected) and 'SIGN UP'. The main form area contains an 'Email address' input field, a 'Password' input field, and a link that says 'Forgot your password? Click here to reset'. At the bottom of the form is a large grey 'LOG IN' button.



The screenshot shows the Class Charts website login page. The title is 'Log in'. There are three tabs: 'Teacher', 'Parent' (selected), and 'Student'. Below the tabs is a form with the following elements: 'Enter your email address' with an input field containing 'Email address'; a radio button selected for 'I already have an account'; 'Enter your password' with an input field containing 'Password (not access code)' and a 'Forgot password?' link; a radio button for 'I don't have an account yet'; a checked checkbox for 'Remember me'; and an orange 'Log In' button.

Logging in to the Class Charts Website

To log back into your Class Charts account, first ensure that you have selected the parent option.

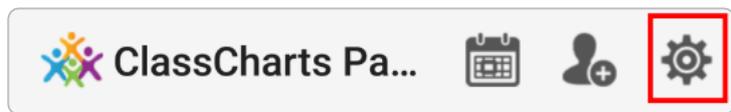
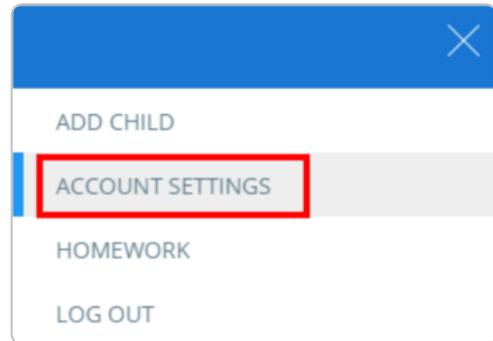
Next, select the [I already have an account](#) option and enter your login details.

If you cannot remember your password you can click on [forgot password](#) to reset it.

Settings

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:

Email address:

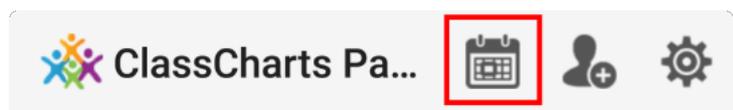
Email address is used for logging in.

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](#)



29/10/2016 28/11/2016 This week

Last week

This month

Last month

Last 14 days

Last 30 days

Last 90 days

Since August

Custom Range

Apply Cancel

Oct 2016							Nov 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	+	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10