Quick start guide

Getting started with Parental Access

What is Class Charts for Parents?

The way your school has set our system up, you will be able to use Class Charts to view assigned homework tasks.

If you have more than one child at the school, or multiple schools, you can use the same parent account to view homework tasks 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:

http://www.classcharts.com/parent/login

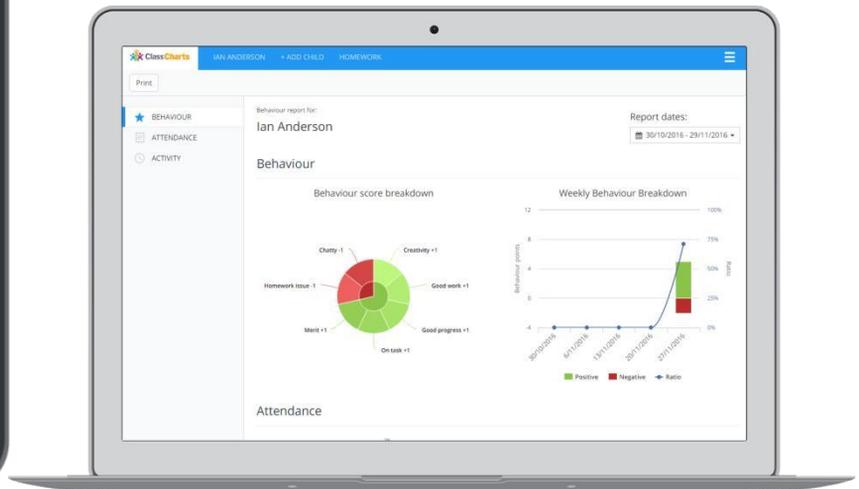## Parent Code

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.

B5AK4R3

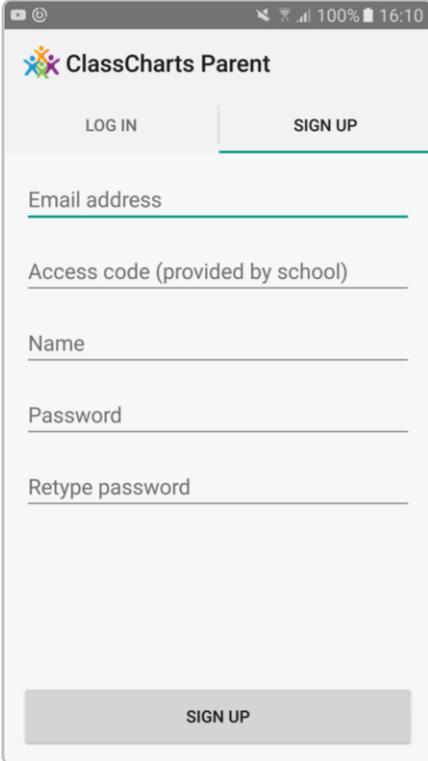# Creating a Class Charts Parent account

Creating an account via the app
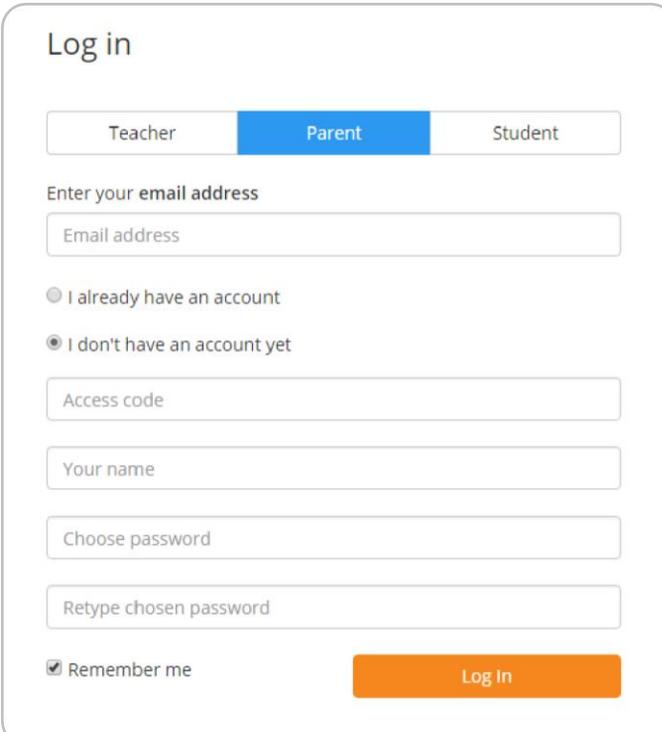
The app can be downloaded from google play or I Tunes.

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.

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 need for the initial sign up.

Homework

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.

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.

Pending: These task 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 DO

G1: End of Module Test
Geography
Ian Anderson

Due date: 2/12/2016   DETAILS

PENDING

G1: Tectonic Plates Review
Geography
Ian Anderson

Due date: 30/11/2016   DETAILS

SUBMITTED

G2: Evaluate the following methods of sustainable development
Geography
*Ian Anderson*

Due date: 14/11/2016   DETAILS

Issue date: 28/11/2016 | Due date: 30/11/2016 | Estimated completion time: 30 minutes

10A/Gg2 - Geography - Mrs A. Abell

G1: Tectonic Plates Review

Read over the topics we have gone over in class

To view more information about the homework task, click on "details" to bring up a description of the homework, and how long it should take.

Adding / Switching children

To add another child to your Class Charts account, simply 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.
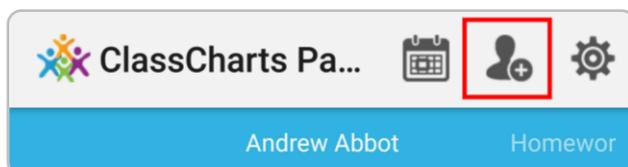
Next, enter your parent access code for the child you wish to add.

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 task for all children on your account will appear within the homework tab.
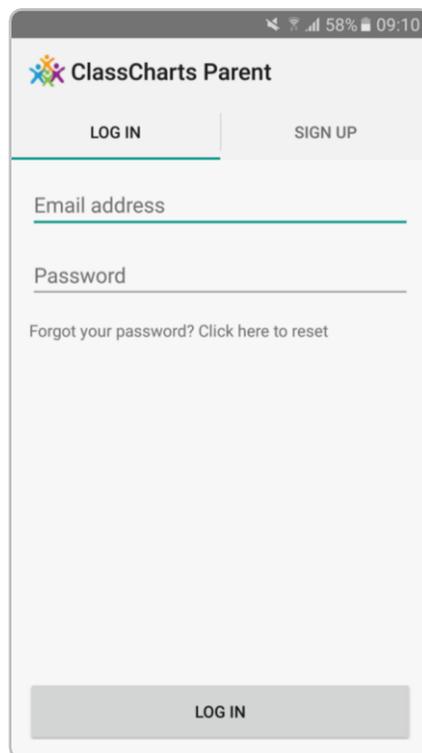
Accessing Class Charts for Parents

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

Settings
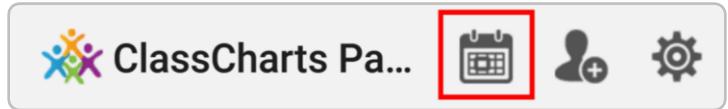
To access the settings menu for you account, you can either select "Account Settings" from the 3 lines menu in the top right corner of the website, or by clicking the settings cog within the app.
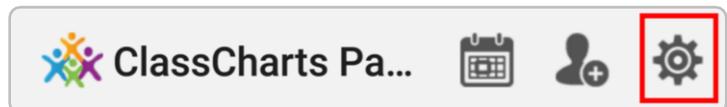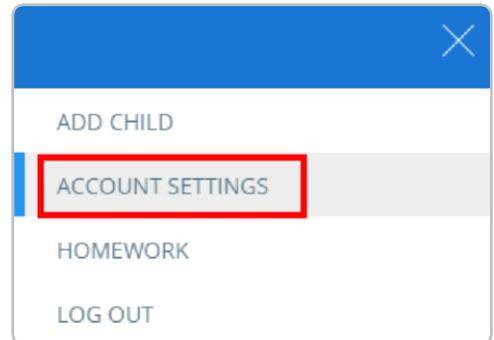
Within the settings menu, you will be given the option to change your name along with the email address and password that you use for your account. Currently behaviour and reward information is not available but may be in the future.

To change the timeframe that your account displays information in, click on the calendar icon. You will be able to change to 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"