



ClassCharts

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:

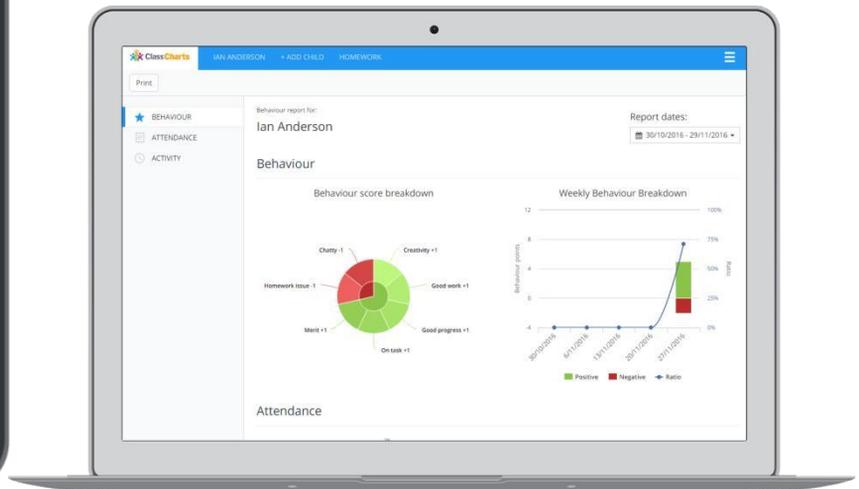
<http://www.classcharts.com/parent/login>

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.

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Creating a Class Charts Parent account

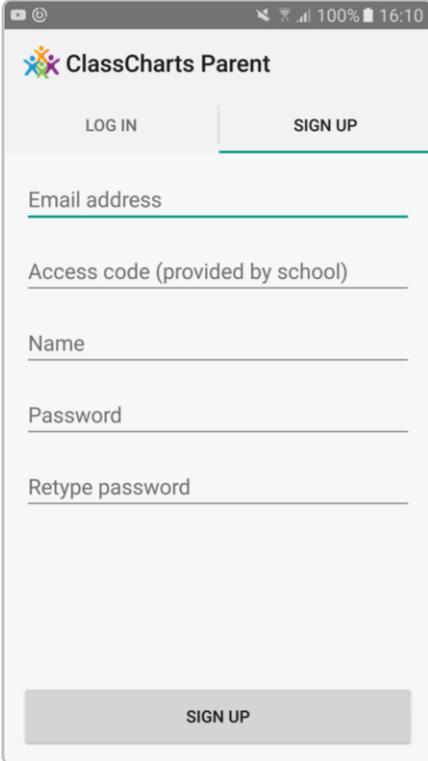
Creating an account via the app

The app can be downloaded from google play or I Tunes.

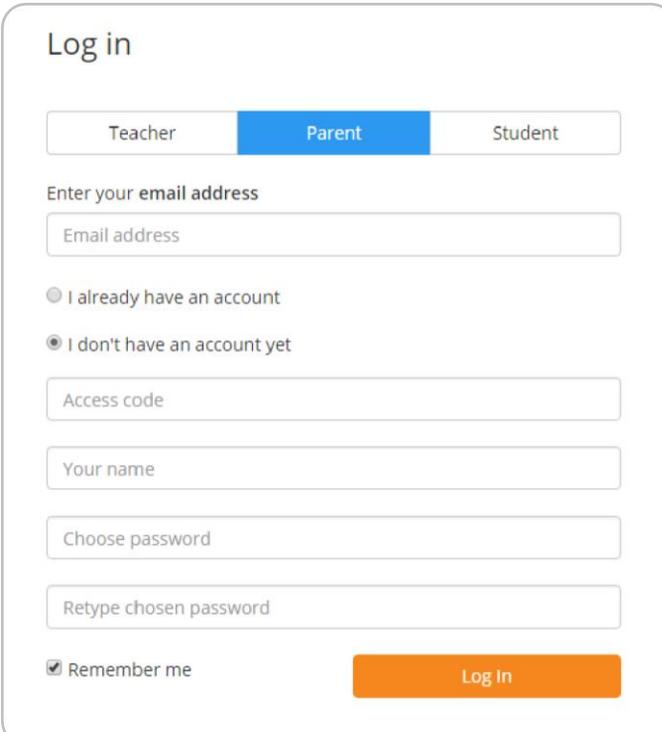
If you click the “Sign up” tab within the app you will be presented with an account creation form.

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.



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 are five input fields: 'Email address', 'Access code (provided by school)', 'Name', 'Password', and 'Retype password'. At the bottom of the screen is a large grey button labeled 'SIGN UP'. The status bar at the top indicates 100% battery and the time 16:10.



The screenshot shows a 'Log in' form on a website. At the top, there are three tabs: 'Teacher', 'Parent' (which is selected and highlighted in blue), and 'Student'. Below the tabs, the text 'Enter your email address' is followed by an 'Email address' input field. There are two radio button options: 'I already have an account' and 'I don't have an account yet' (which is selected). Below these are four input fields: 'Access code', 'Your name', 'Choose password', and 'Retype chosen password'. At the bottom left is a checked checkbox for 'Remember me', and at the bottom right is an orange 'Log In' button.

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.

The screenshot shows a list of homework tasks categorized into three sections: TO DO, PENDING, and SUBMITTED. Each task card includes the title, subject, teacher's name, and due date, along with a 'DETAILS' link.

- TO DO:** G1: End of Module Test, Geography, Ian Anderson, Due date: 2/12/2016.
- PENDING:** G1: Tectonic Plates Review, Geography, Ian Anderson, Due date: 30/11/2016.
- SUBMITTED:** G2: Evaluate the following methods of sustainable development, Geography, Ian Anderson, Due date: 14/11/2016.

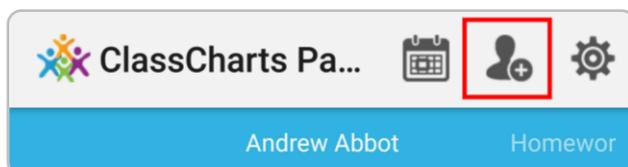
The screenshot shows the details for the task 'G1: Tectonic Plates Review'. It includes the issue date (28/11/2016), due date (30/11/2016), and estimated completion time (30 minutes). The task is assigned by Mrs A. Abell in the 10A/Gg2 - Geography class. The description reads: 'Read over the topics we 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.

A screenshot of a dialog box titled 'Add a child to your account'. The text inside says 'Please enter an access code to add a new child.' Below this is 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 task for all children on your account will appear within the homework tab.

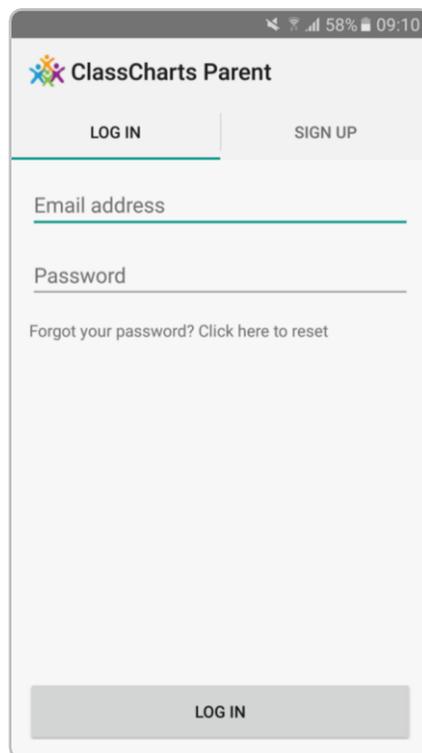
Accessing Class Charts for Parents

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.



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

Log in

Teacher **Parent** Student

Enter your **email address**

Email address

I already have an account [Forgot password?](#)

Enter your **password**

Password (not access code)

I don't have an account yet

Remember me

Log In

Logging in to the Class Charts Website

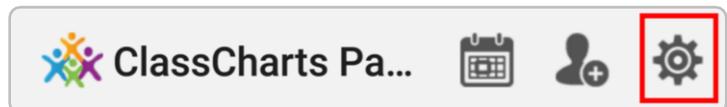
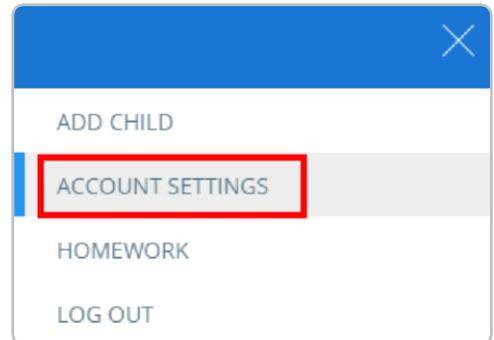
To log back into your Class Charts account, first ensure that you have selected the parent option.

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

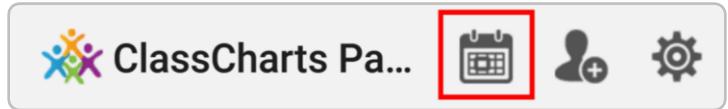
To access the settings menu for your account, you can either select “[Account Settings](#)” from the 3 lines menu in the top right corner of the website, or by clicking the [settings cog](#) within the app.



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](#)”



The screenshot displays the date selection interface. At the top, there are two date input fields: "29/10/2016" and "28/11/2016". Below these is a calendar view for October and November 2016. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date 29 is highlighted in blue in the October calendar, and 28 is highlighted in blue in the November calendar. To the right of the calendar is a list of preset date ranges: "This week", "Last week", "This month", "Last month", "Last 14 days", "Last 30 days" (highlighted in blue), "Last 90 days", "Since August", and "Custom Range". At the bottom right of the interface are "Apply" and "Cancel" buttons.