Getting started with Pupil accounts

Contents

What is Class Charts for pupils?

Class Charts allows you to keep track of your achievements and behaviour, buy rewards from the Reward store, stay on top of your homework, keep track of scheduled detentions, view your timetable, check your attendance, create wellbeing submissions and view announcements from your school.

Class Charts for students can be accessed via our website, or by our iOS and Android apps.

You can access the student website and links to the student apps at:

https://www.classcharts.com/student/login
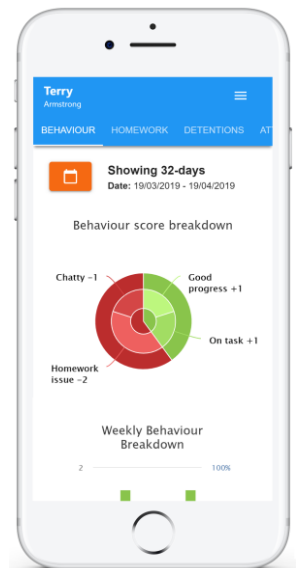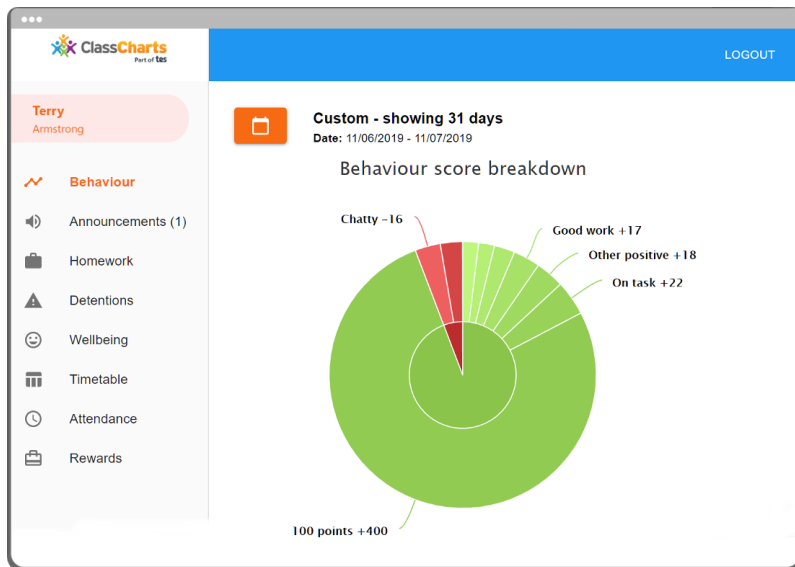
You should have received a Student code from your school, which will look similar to the example code shown on the right.

This code is used to log into your student account, which is covered on the next page.

ABC123

Logging in to Class Charts

Follow the steps below to access your student account.

1. Enter your email address and password into the fields provided.

Access code *

Your access code

Please enter the access code supplied by your teacher.

☑ Remember me

2. Click on the Log in button.

LOG IN

3. Enter your date of birth if prompted and click on the OK button.

Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK   CANCEL

Behaviour

If your school has decided to share behaviour information, you will see the Behaviour tab in your account.

Selecting this tab will display your overall behaviour in the form of a pie chart and a bar graph.

By default, the displayed date range is 31 days . To view a different range of behaviour data, click on the Date button.
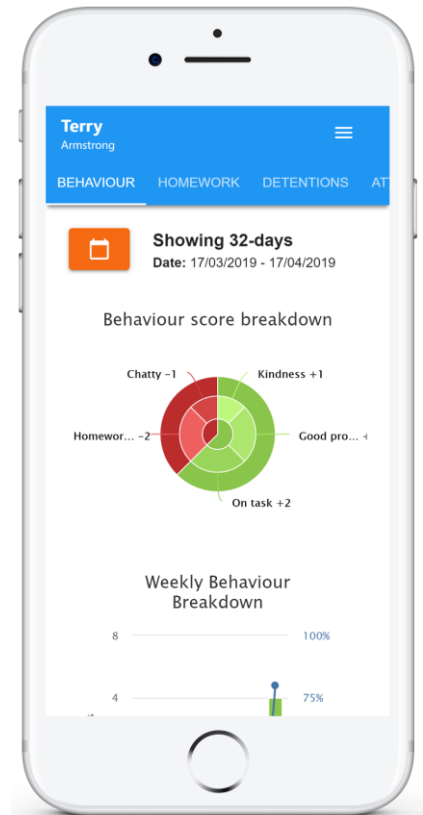
Below these graphs you will find a list of behaviour activity. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.

The level of detail within each behaviour award depends on the settings that your school has enabled.

Homework

If your school has decided to share homework with pupils, you will see the Homework tab in your account.

Selecting this tab will display a list of the homework tasks which you have been given.

To change the date range for displayed homework tasks, click on the orange Date button.

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 mark a homework task as completed, view the homework task of your choice in more detail and tick the Completed? checkbox.
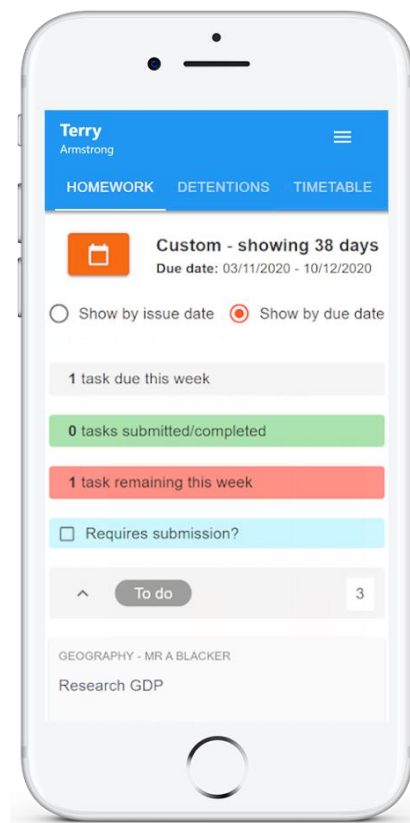
To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile.

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.

Homework status categories

To-Do: These are homework tasks that you need to complete. Once you have completed them, tick the checkbox.

To do

Completed: These are homework tasks that you have ticked as completed but have not been marked by your teacher.

Completed

Late: These are homework tasks that have been handed in past the deadline.

Submitted late

Not submitted: These are homework tasks that were not handed in on time.

Not submitted

Submitted: These are homework tasks that have been handed in on time.

Submitted

Keeping track of homework

As you are assigned homework tasks, you may want track of how you are progressing for the current week.

The three banners above the homework status categories count the number of homework tasks that are due this week, how many of those tasks you have completed and how many tasks you still need to complete.

To only see homework tasks that require an attachment submission, tick the checkbox labelled Requires submission.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

☐ Requires submission?

If you are viewing the Homework tab via a desktop or laptop, expanding a homework status category will display a table overview of each homework task for the selected date range.

⌃	To do							3
	Homework ↑↓	Teacher ↑↓	Lesson ↑↓	Issued ↑↓	Due ↑↓	Estimated time ↑↓	Type ↑↓	Feedback ↑↓
↗	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
↗	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
↗	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback

Homework attachment submissions

For certain homework tasks, you may be asked by your teacher to upload your work as an attachment.

When viewing a homework task in more detail, you will see the Upload attachment button if your teacher is expecting your work to be uploaded.

To submit a homework attachment, click on the Upload attachment button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your teacher leaves feedback on one of your homework attachments, you will see a Feedback icon appear on the associated homework task.

To view the feedback, click on the expand icon in the bottom right hand corner of the homework tile. Your teacher's feedback will appear directly below your homework attachment.

To do   ✕

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

☐ Completed?

Write a 500 word review on the book of your choice.

My attachments

⬈ My book review.doc   🗑

➕ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

RECREATION - MRS A ABELL   ☐

Write a book review

Issued: Friday 20/03/2020
Due: Friday 27/03/2020

Feedback   ⬈

My attachments

⬈ My book review.doc
Teacher's note: Excellent work!

➕ UPLOAD ATTACHMENT

Detentions

If your school has decided to share detention information with pupils, you will see the Detentions tab in your account.

Selecting this tab will display a list of detentions which have been set for you.

Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: You have sat this detention.

**Not attended**: You have not sat this detention.

Pending: This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

Upscaled: This detention has escalated into another type of detention.
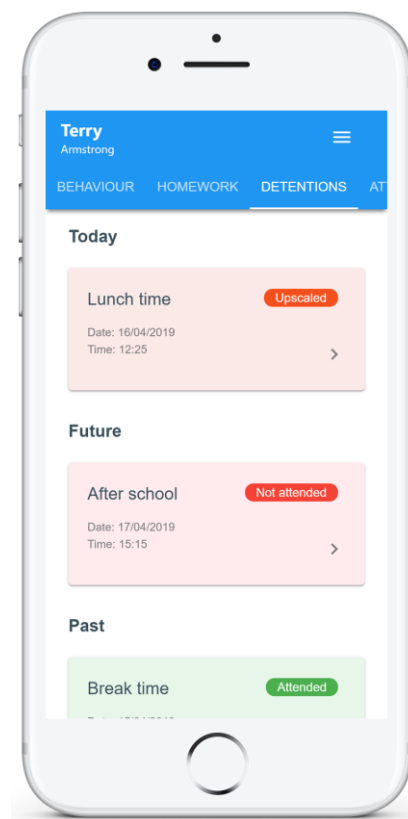
To view more information about a specific detention, click on the arrow icon.

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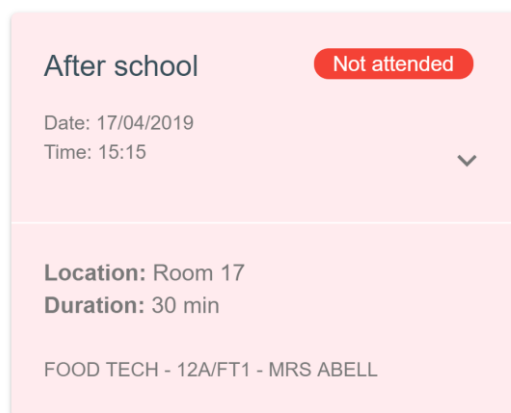
Attendance

If your school has decided to share attendance information with pupils, you will see the Attendance tab in your account.

Selecting this tab will present your attendance data for the past 31 days.

To change the displayed timeframe of attendance records, click on the orange Date button and select the date range of your choice.

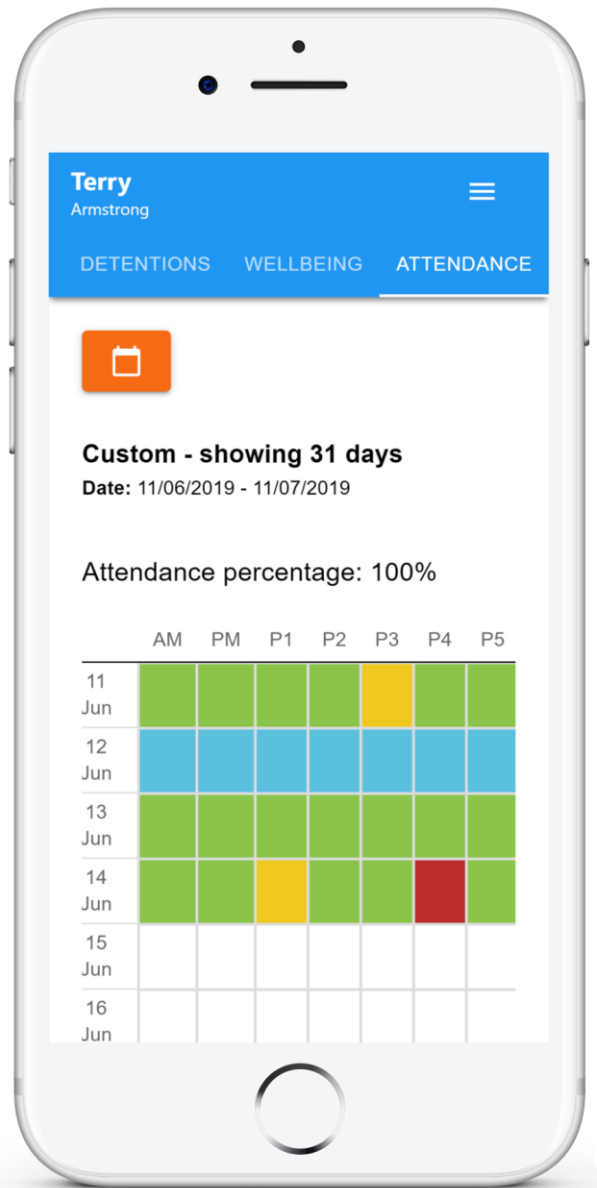Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

Present: You attended the lesson.

Late: You were late to the lesson.

Authorised absence: You did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: You did not attend the lesson and did not have a valid reason to do so.
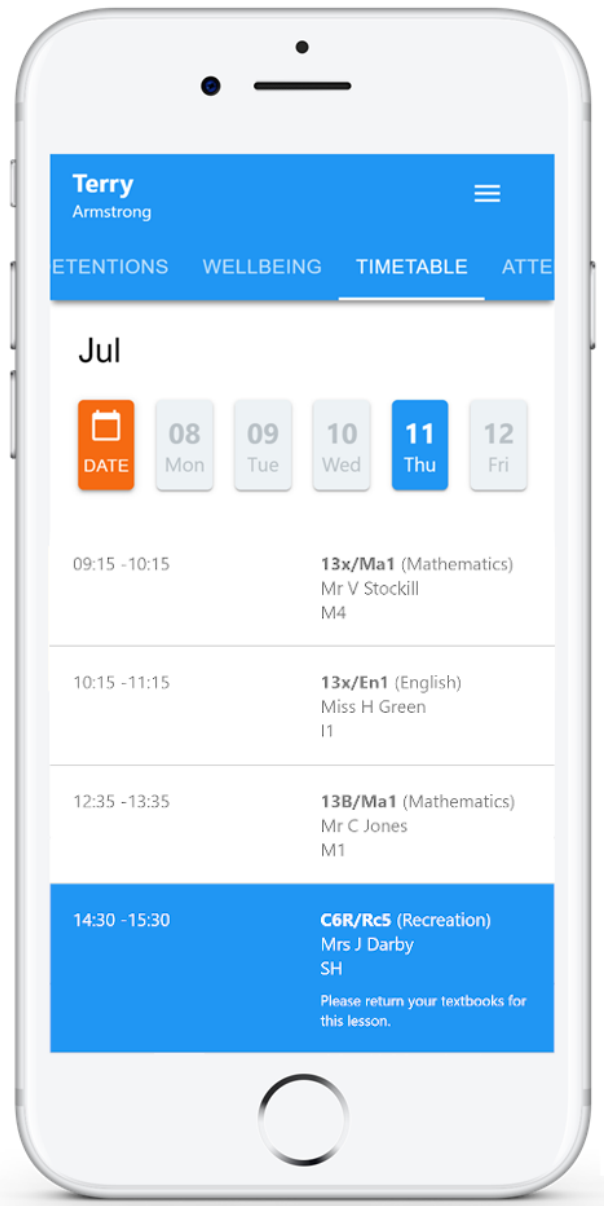
Timetable

If your school has decided to share timetable data with pupils, you will see the Timetable tab in your account.

Selecting this tab will present you with your timetable for the current day. This includes the time for each lesson, the lesson name, the teacher's name, the room where the lesson will take place and the lesson subject. If your teacher has left timetable notes, you will also see them for the lesson in your timetable.

Your current lesson will be highlighted in blue, as shown on the right.

To view your timetable for another day of the week, click on one of the other displayed dates along the top of the timetable.

To change the displayed week, click on the orange Date button and select a date from the week of your choice.

Classes

If your school has decided to share class data with pupils, you will see the Classes tab in your account.

Selecting this tab will present you with a list of your classes. Each class tile will display the class name, the class teacher, the subject and the room the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the Show all teachers button for the class of your choice.
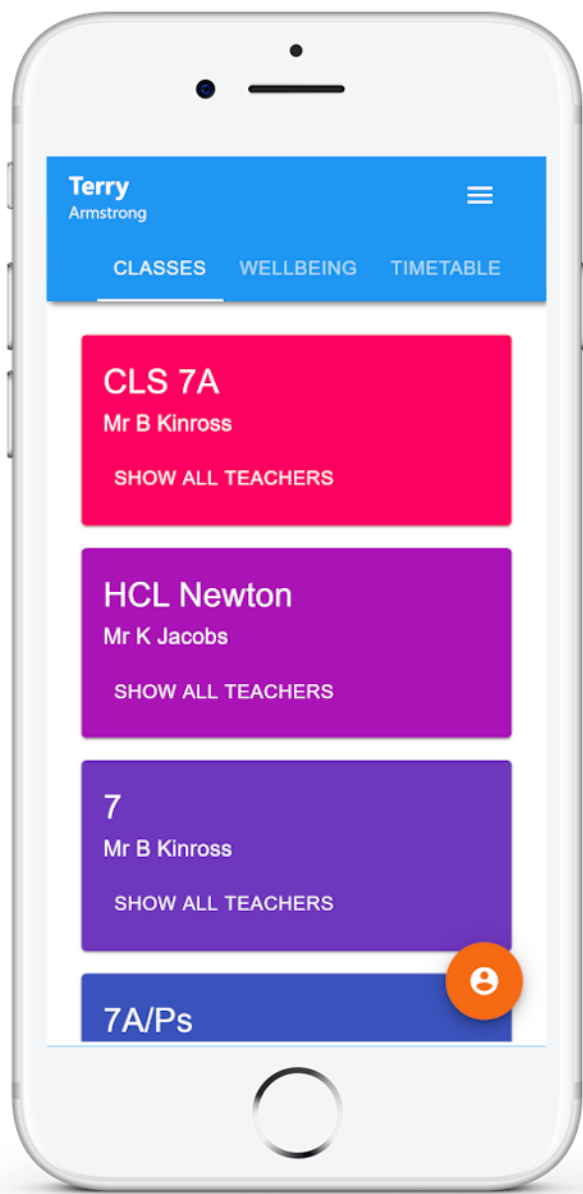
Reward Store

If your school has a reward store, you will see the Rewards tab in your account.

Selecting this tab will present you with the rewards that are available and how many points they cost.

The Balance number shows how many points you have available to spend.

To purchase a reward, simply click on the Purchase button below a reward.

If you have enough points, the cost will be taken away from your balance and the reward will be successfully purchased.
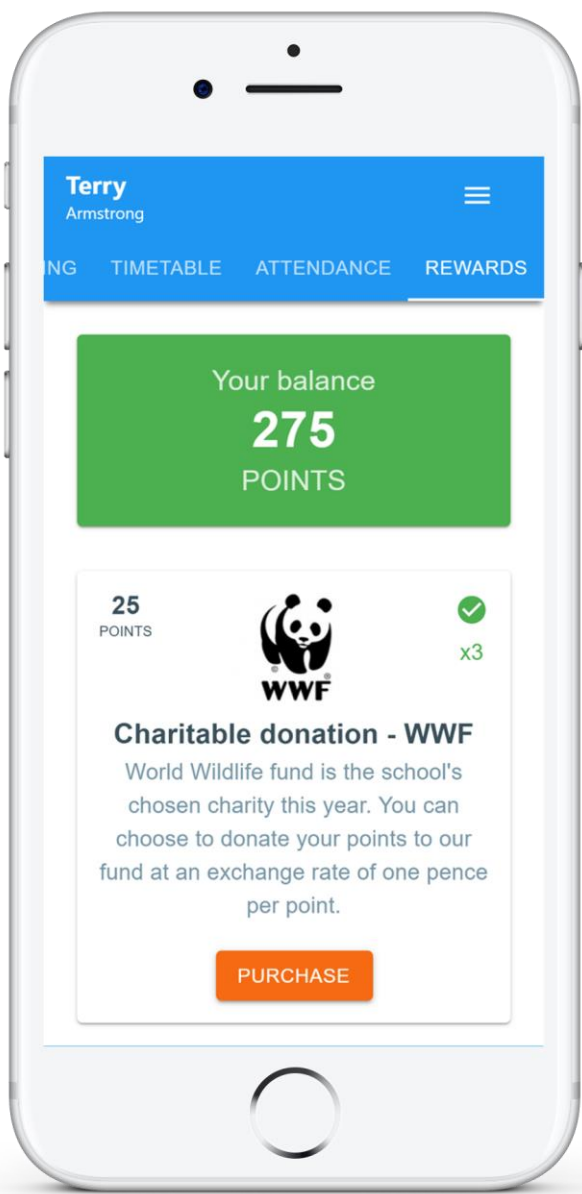
Wellbeing

If your school has decided to share wellbeing reporting with pupils, you will see the Wellbeing tab in your account.

Clicking on this tab will present you with five face icons, which represent a range of emotions. These icons can be used to record wellbeing submissions.

To record a wellbeing submission, select the face icon that most accurately describes how you are feeling.

You can add a description for the wellbeing submission, along with a tracker if your school has made them available to pupils.

Click on the Save button once you are finished.

Once a wellbeing submission has been recorded, you can make changes to it using the pencil icon.

To delete a wellbeing submission, click on the bin icon for the submission of your choice.
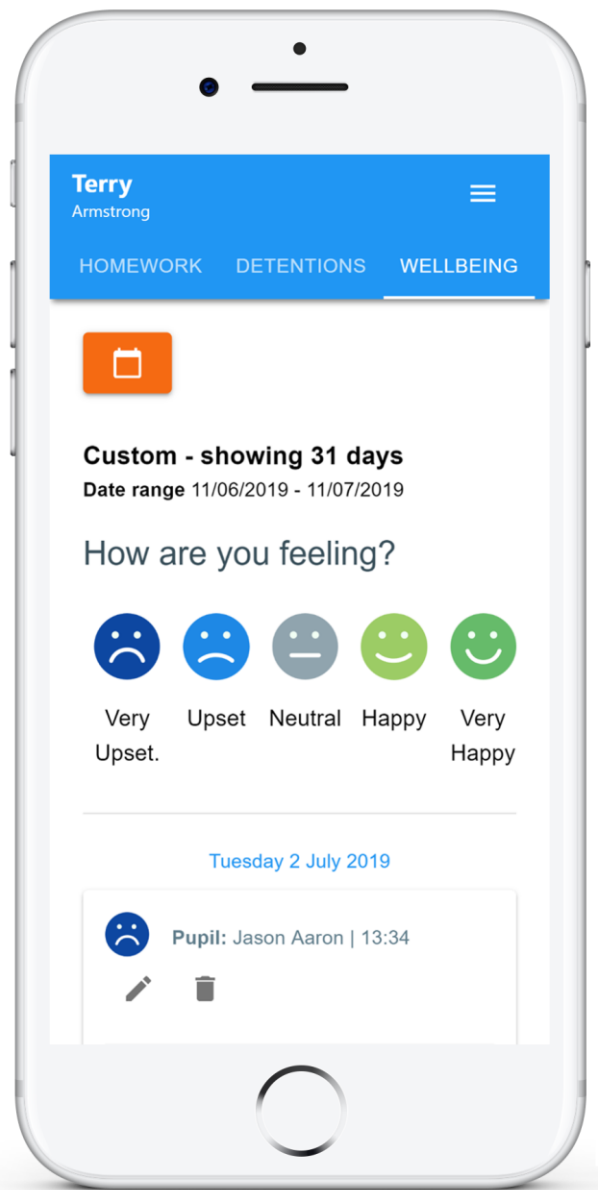
Announcements

If your school has decided to share announcements with pupils, you will see the Announcements tab in your account.

Selecting this tab will display a list of announcements that have been shared with you.

Announcements with a pin icon will always stay at the top of the announcements list.

If an announcement has attachments, click on the filename to download or open then.
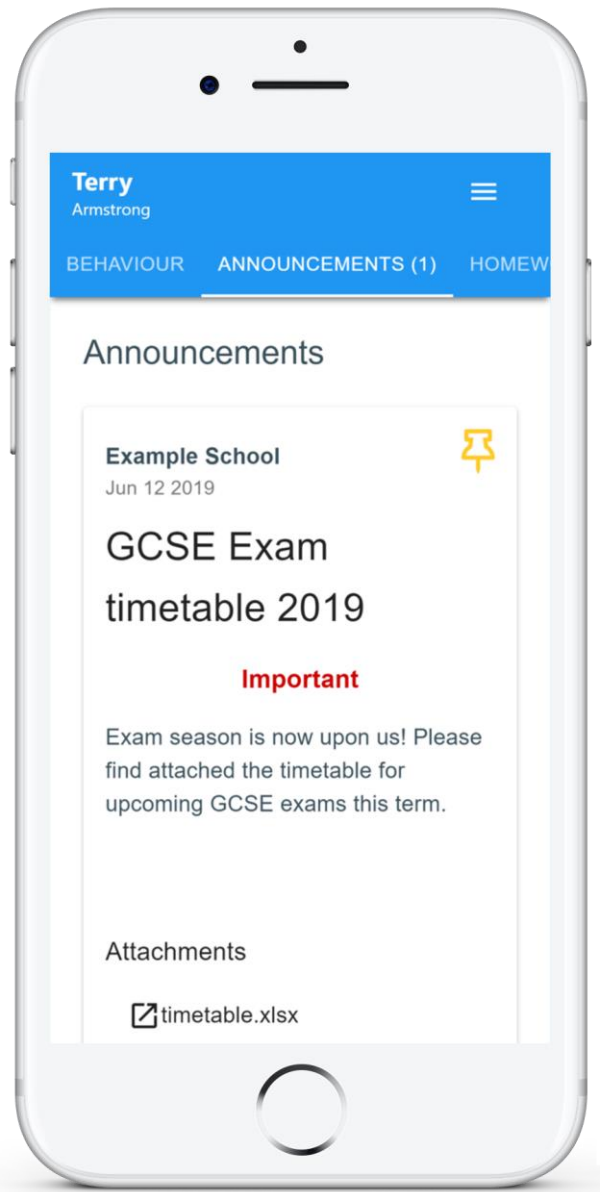
On-Report Cards

If your school has decided to share On-Report cards with pupils, you will see the On-Report Cards tab in your account

Selecting this tab will display a list of On-Report cards that have been shared with you.

Each card displays the timeframe that the On-Report card is active for, the reason why you have been placed on report and a description.

To find out more about an On-Report card, click on the expand icon.
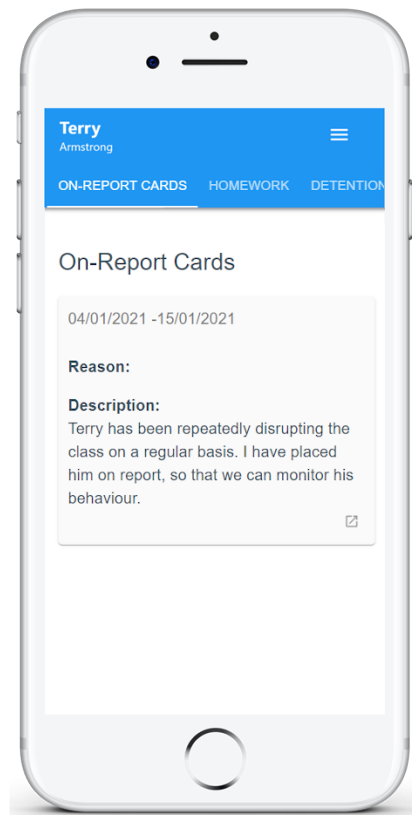
You will see your progress towards the On-Report card for each day and period.

To switch to a different day in the timeframe, click on the Back and Next buttons.

Messaging

If your school has decided to allow two-way communication with pupils, you will see the Messaging tab in your account.

Selecting this tab will display a list of teachers that you are able to send and receive messages from. To send a message to a specific teacher, select their name from the list.

You will be presented with a messaging thread between you and the selected teacher. To send a message, type into the text field provided and click on the green send icon.
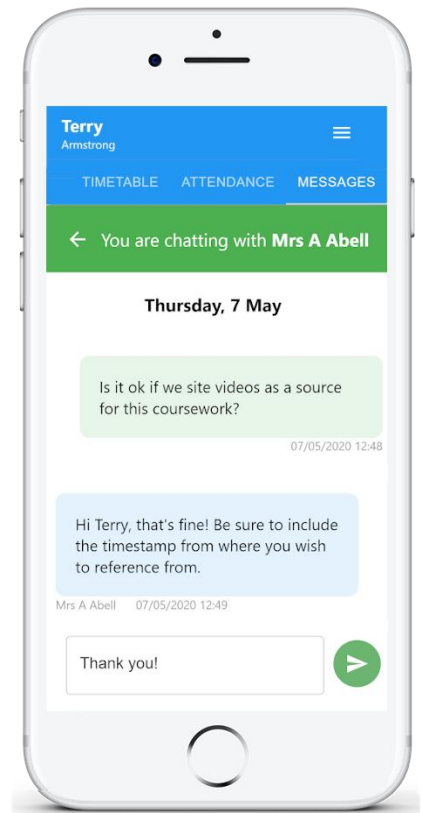
If the thread has been locked by a teacher, you will be unable to send and receive additional messages.

This thread was locked

If you have received a new unread message, you will see a red dot on the Messaging tab and the teacher's name.

Messaged

DA Mrs D Asher
    2 hours ago

SD Mr S Dumbell
    9 days ago

Badges

If your school has decided to share badges with pupils, you will see the Badges tab in your account.

Badges are a way for your school to inform you when significant behaviour goals have been achieved. Similar to an achievement.

You will be issued with a badge when you meet the badge's criteria. The criteria for each badge will be set up by the school.

Any badges you have earned will be displayed here, listing each type of badge and how many times they have been awarded.

Terry
Armstrong

DANCE   REWARDS   MESSAGES   BADGES

On Target

Level 1
Certificate
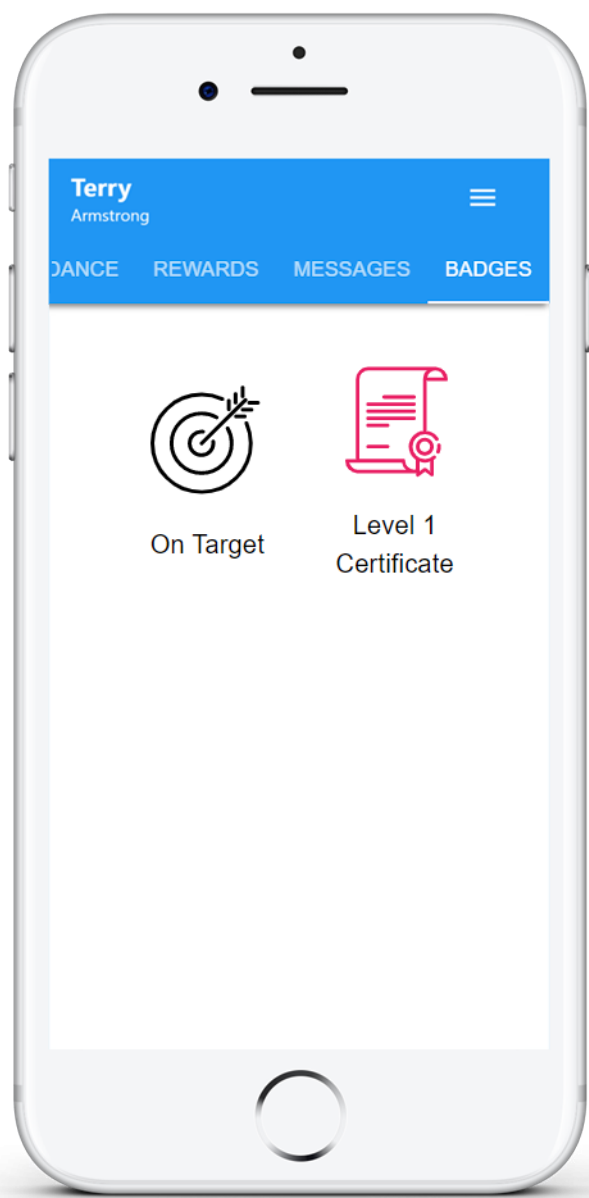
Pupil Fields

If your school has decided to share pupil fields with pupils, you will see the Pupil fields tab in your account.

Pupil fields are data that is related to you. These can appear in the form of current grades, target grades or any other text based information.

To find out more about the fields you can see in your account, please contact your school.
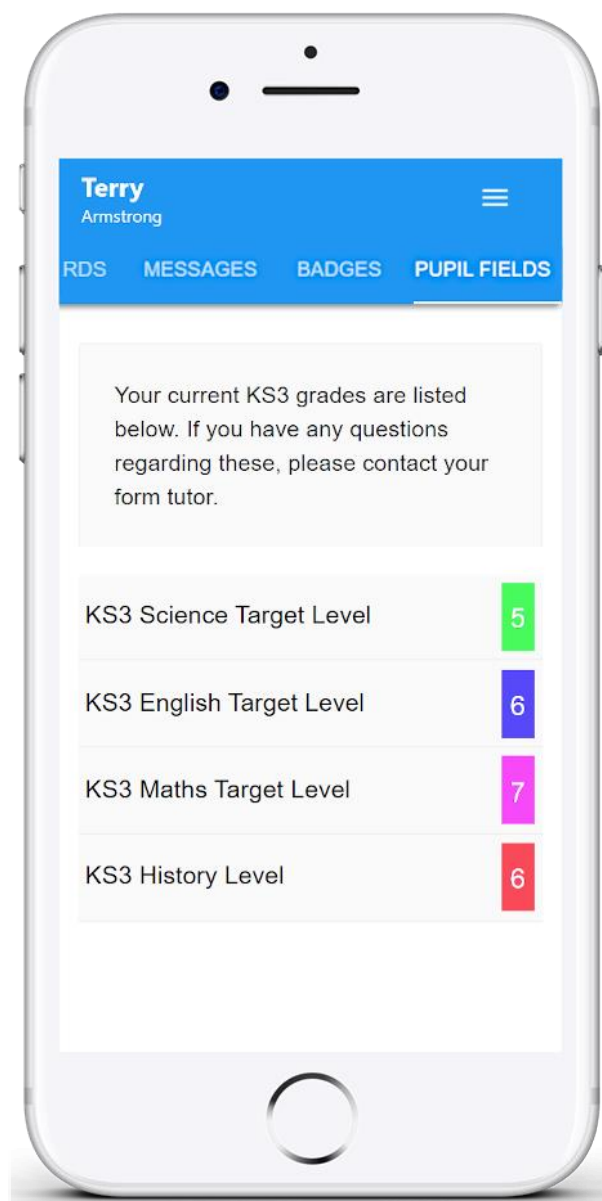
FAQs and troubleshooting

"I don't have a student code!"

Please contact your school and ask for a new student code.

"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"

•Your data is held securely in the UK.

•Your data is shared with us by the school and we will only use it for the purpose it is shared for.

•We will not share your data with anyone.

For more detailed information please click here:

https://www.edukey.co.uk/edukey-terms-conditions/