



An Introduction to:



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What is Class Charts for parents?

You can use Class Charts to keep track of your child's [behaviour](#), view [attendance](#) records, access their weekly [timetable](#), view assigned [homework](#) tasks, track scheduled [detentions](#) and view [announcements](#) from the college.

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via our [website](#), or through our [iOS](#) and [Android](#) apps.



ABC123

You have or will receive a [Parent code](#) from the college, which will look similar to the example code shown above.

This code is used to set up your Class Charts [parent account](#), details of which are on the next page.

Signing up to Class Charts

1. Select [Sign up](#) from the main page and fill in the form provided. Enter your [parent code](#) into 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.

LOG IN SIGN UP

Email address
[example@edukey.co.uk](#)

Access code (provided by school)
[ABC123](#)

Name
[Example parent](#)

Password

Retype password

2. Click on the [Sign up](#) button below the form.



3. Confirm the student's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.

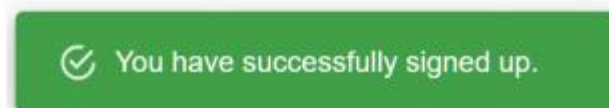
Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
[06/04/2007](#)

OK CANCEL

4. A [confirmation message](#) will appear, indicating that the sign-up process is complete. [Verify](#) your email address to continue.



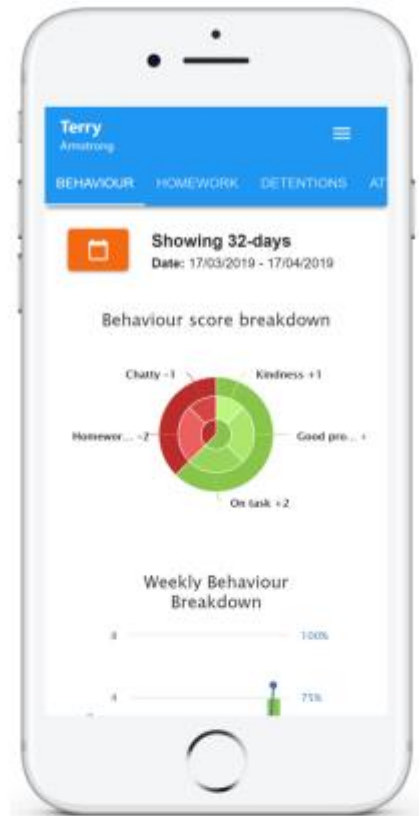
Behaviour

Selecting this tab will display multiple graphs which represent an overview of your child's **behaviour** data within a **customisable timeframe**.

By default, the displayed date range is **31 days**. To view a different range of behaviour data, click on the **Date** button to select from the available presets or create your own custom date range.

Below these graphs you can find a list of behaviour activity relating to your child. These display the **behaviour** that has been logged, **when** it was awarded, by **whom** it was awarded and in which **lesson** the behaviour was awarded in.

If a student is placed in after school detention or Crofton and will therefore be staying at school until 4 pm that day, you will be notified by Class Charts.



Thursday 11 July



Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20



Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Homework

Selecting this tab will display a list of **homework tasks** which have been assigned to your child.

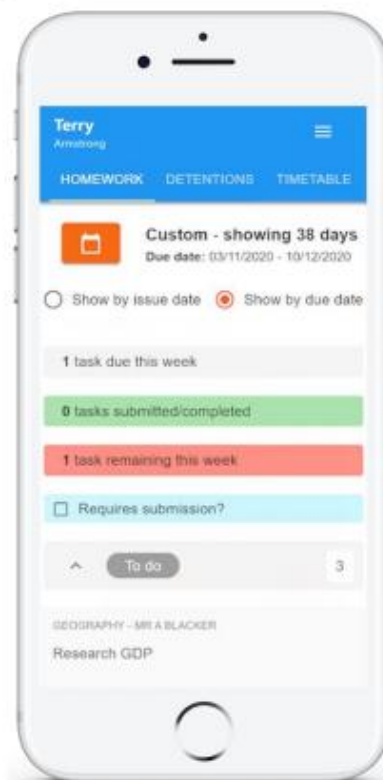
To change the date range for displayed homework tasks, click on the **Date** button to select from the available presets or create your own custom date range.

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 view a homework task in more detail, click on the **expand** icon in the bottom right-hand corner of the homework tile.

A pop-up will appear that contains the **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 have not been recorded as completed by your child and have not been marked by their teacher.

To do

Completed: These are homework tasks that have been recorded as completed by your child but have not been marked by their teacher.

Completed

Late: These are homework tasks that have been submitted after the deadline.

Submitted late

Not submitted: These are homework tasks that have not been submitted.

Not submitted

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

Submitted

Keeping track of homework

1 task due this week

0 tasks submitted/completed

1 task remaining this week

☐ Requires submission?

As your child is assigned homework tasks, you may want track of how they 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 your child has [completed](#) and how many tasks they [still need to complete](#).

To see only homework tasks that require an [attachment submission](#), tick the checkbox labelled [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 ^{T_i}	Teacher ^{T_i}	Lesson ^{T_i}	Issued ^{T_i}	Due ^{T_i}	Estimated time ^{T_i}	Type ^{T_i}	Feedback ^{T_i}
<input checked="" type="checkbox"/>	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
<input checked="" type="checkbox"/>	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
<input checked="" type="checkbox"/>	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback

Detentions

Selecting this tab will display a list of [detentions](#) which have been set for your child

Detentions fall under 3 categories: [Attended](#), [Not attended](#), and [Pending](#).

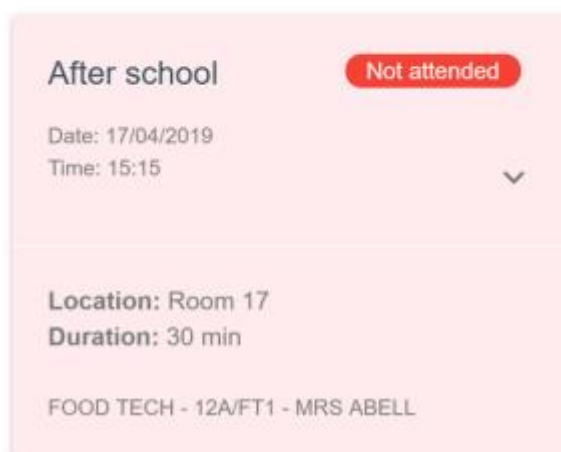
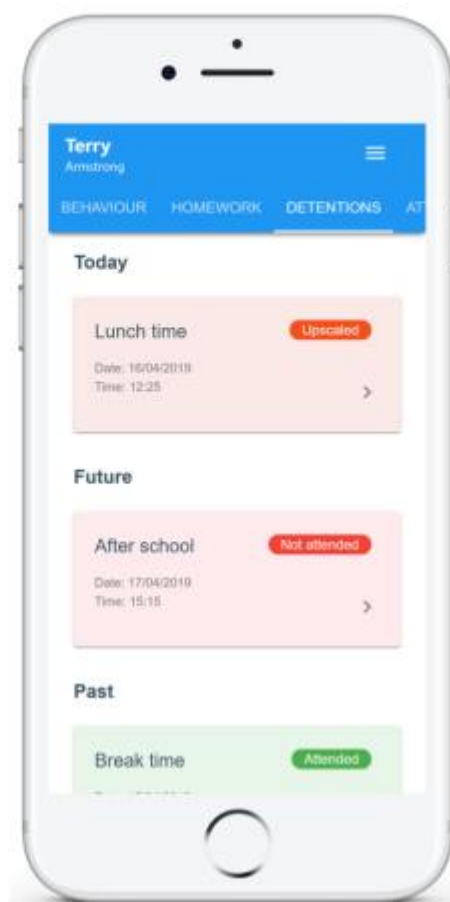
Attended: Your child has completed this detention.

Not attended: Your child did not complete this detention.

Pending: This detention has been issued but has not yet taken place.

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

Selecting this tab will present you with a table of your child's [attendance](#) data for the past 31 days.

To change the displayed timeframe of attendance records, click on the [Date](#) button and select the date range of your choice.

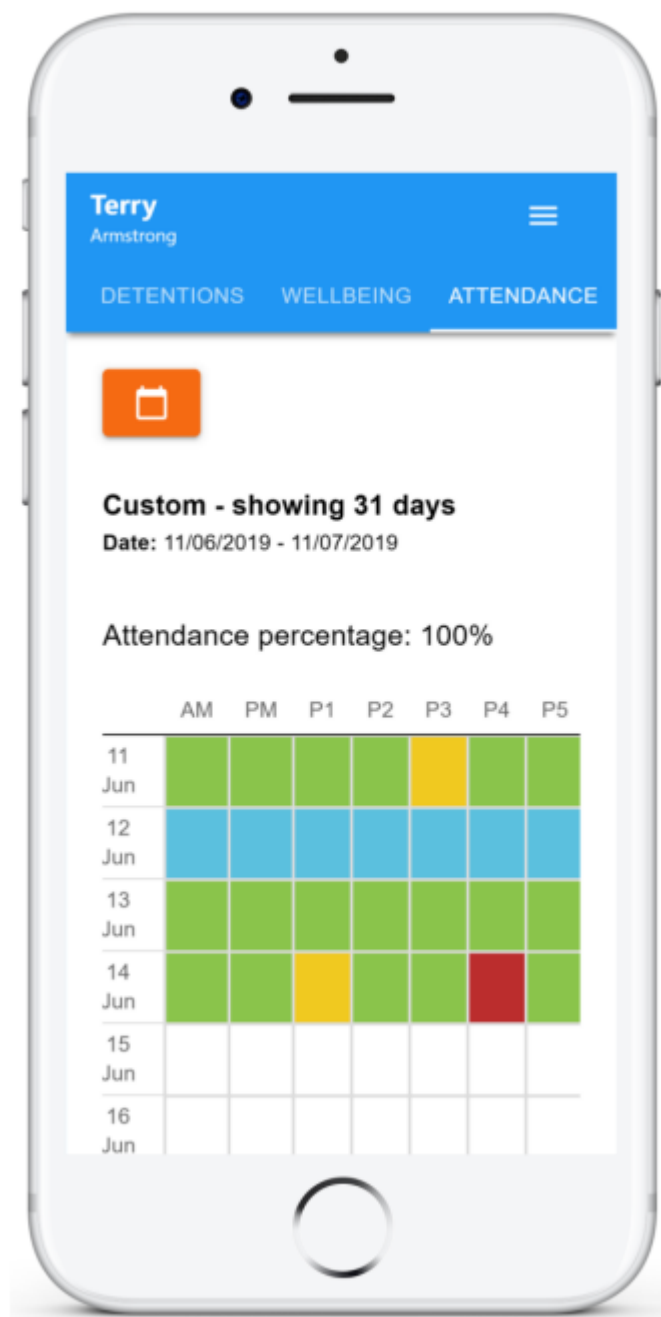
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

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

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so



Absences

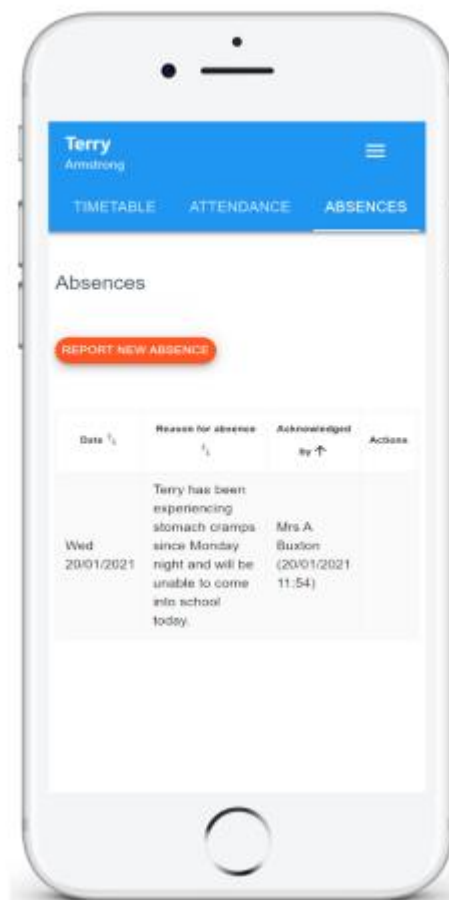
Selecting this tab will display a list of [absences that you have reported](#). This includes [when](#) the absence took place, [the reason](#) for the absence and who [acknowledged](#) your absence report.

To report an absence, click on the [Report new absence](#) button.

Next, enter the details of the reported absence into the [form](#) provided.

You can also include up to 5 [files](#) in your absence report as [supporting evidence](#). To do this, click on the [attach supporting evidence](#) button and select the files of your choice.

Click on the [Submit](#) button to send your child's absence report to their school. The absence can be [edited](#) and [deleted](#) until it has been [acknowledged](#) by the college.



Date of absence

26/01/2021

✕

Reason for absence

Terry missed the bus today.

Please report your child's absences as soon as possible

Attachments

+ ATTACH SUPPORTING EVIDENCE

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

SUBMIT

CANCEL

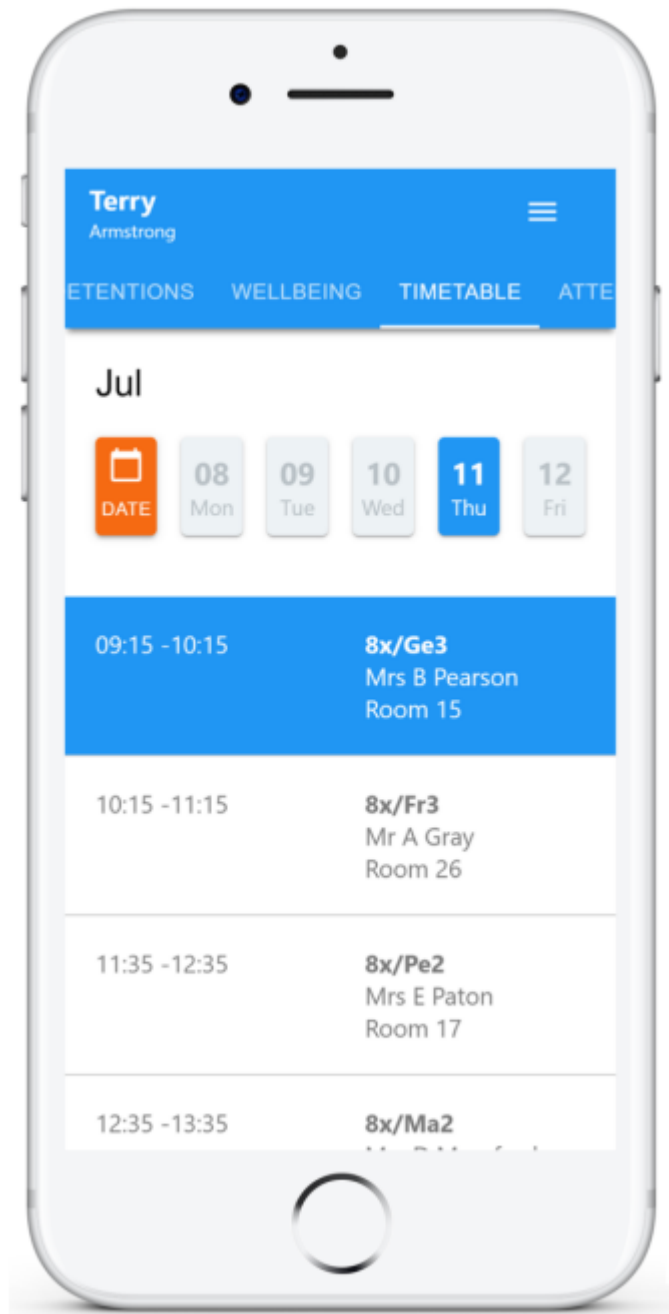
Timetable

Selecting this tab will present you with your child's **timetable** for the current day. This includes the **time** of each lesson, the **lesson name**, the **teacher's name** and the **room** where the lesson will take place.

Your child's current lesson will be highlighted in **blue**, as shown on the right.

To view timetable data 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 **Date** button and select a date from the week of your choice.

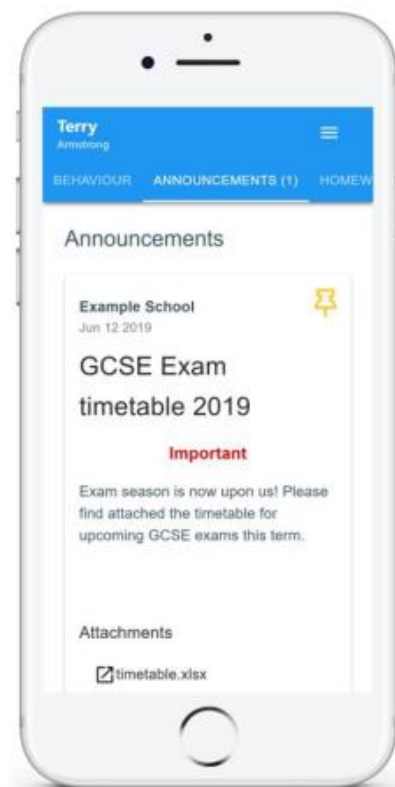


Announcements

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 you are viewing announcements from the main parent dashboard, click on the X icon in the top right-hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the student's individual [Announcements](#) tab.



On-Report Cards

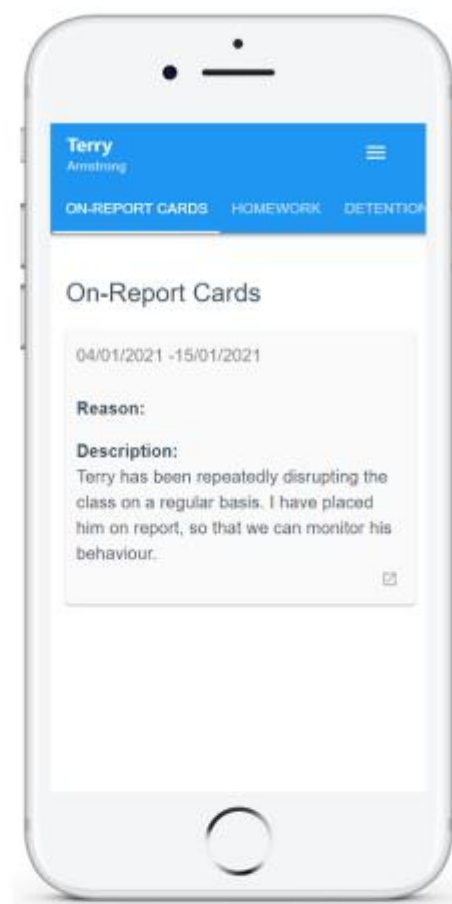
Selecting this tab will display a list of [On-Report cards](#) that have been shared with you.

Each card displays the [timeframe](#) that the On-Report card is active for, the [reason](#) why the student has been placed on report and a [description](#).

To find out more about an On-Report card, click on the [expand](#) icon.

To leave a comment on an expanded On-Report card, click on the [Add new comment](#) button and enter the message of your choice.

This message will be seen by the teachers that are involved with your child's On-Report card.



Comments

I'm really pleased to hear this!

22/01/2021 09:13

[Delete](#) | [Edit](#)

[ADD NEW COMMENT](#)

Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

1. Select [Log In](#) from the main page and enter your [email address](#) and [password](#) into the fields provided.
2. Click on the [Log in](#) button to begin accessing your Class Charts [parent account](#).

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled [Remember me](#).

If you have [forgotten](#) your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

[LOG IN](#) [SIGN UP](#)

Email address *

Your email address

Password *

Your password

LOG IN



Remember me

Forgot your password? [Click here to reset.](#)

Adding additional children

Once you have set up your Class Charts parent account, you can [add additional children](#) to the same account. To add another child to your account, please follow the steps below:

1. Click on [Add Pupil](#) button in the left hand side navigation menu.

A grey rectangular button with a white plus sign and a person icon, followed by the text "ADD PUPIL" in blue capital letters.

2. Enter the [Parent Access Code](#) that was provided to you by the child's school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code:

ABC123

OK

CANCEL

3. Enter your child's [date of birth](#) when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth

08/03/2006

OK

CANCEL

4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

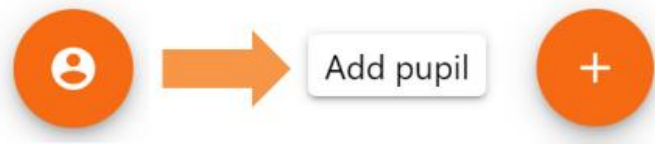


You have successfully added a child.

Adding additional children (app)

You are also able to add additional children through the Class Charts Parent app. To add another child to your account via the app, please follow the steps below:

1. Click on the [Pupil](#) icon in the bottom right-hand corner of the app and select [Add pupil](#).
2. Enter the [Parent Access Code](#) that was provided to you by the child's school.
3. Enter your child's [date of birth](#) when prompted.
4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.

A screenshot of a mobile app dialog box titled 'Add a child to your account'. Below the title, it says 'Please enter the parent code supplied by the school to add a new child.' There is a label 'Code' followed by a text input field containing 'ABC123'. At the bottom right, there are two buttons: 'OK' and 'CANCEL'.A screenshot of a mobile app dialog box titled 'Date of birth confirmation'. Below the title, it says 'To confirm you are the parent / guardian, please enter your child's date of birth.' There is a label 'Date of Birth' followed by a text input field containing '08/03/2006'. At the bottom right, there are two buttons: 'OK' and 'CANCEL'.

Switching between children

If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

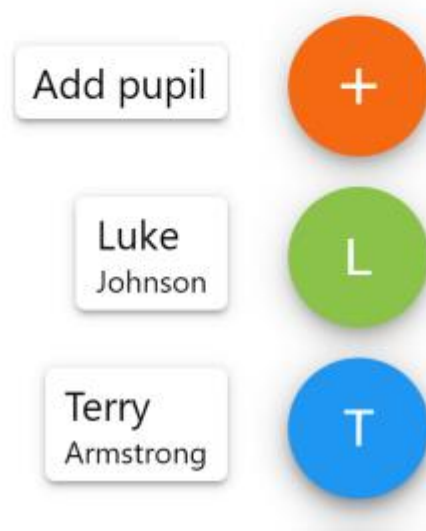
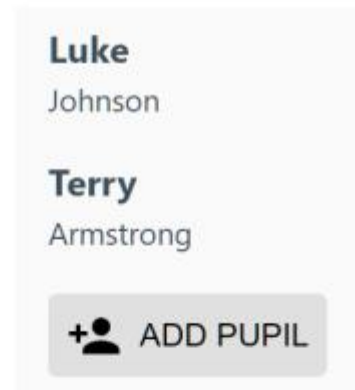
To switch between children on the desktop view, click on their [name](#) in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

You can check to see which child is currently selected by looking for the [orange tab](#) highlighting their name in the left-hand side menu.

To switch between children on the mobile app, click on the [Pupil](#) icon in the bottom right-hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs



Account settings

If you're using the desktop view, you can access the account settings menu through the [Settings](#) button in the top right-hand corner of the page.

If you're using the mobile app, these options can be accessed through the [three lines](#) menu in the top right-hand corner.

The [Change password](#) page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of [8 characters](#) long and we recommend including an [uppercase](#) letter, a [lowercase](#) letter, a [number](#) and a [symbol](#).

The [Account details](#) page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on the [Delete Account](#) option to permanently delete it. Should you change your mind, you will need to sign up again using the [parent code](#) provided to you by the college.

SETTINGS LOGOUT



✕ Change password

Current password

New password

Repeat password

✕ Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

"I don't have a parent code!"

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

"I can't log in! "

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

"It says I don't have an account!"

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

"My password is incorrect!"

Please use the "Forgot your password" link to reset your password.

"I would like to know more about your privacy policy"

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes. For more detailed information please click here:

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