



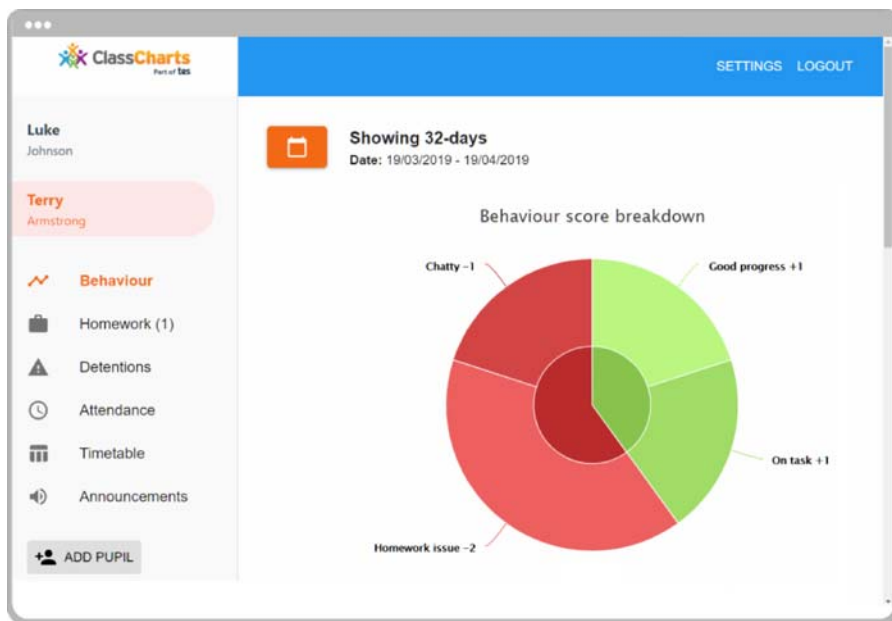
Getting started with Parent accounts

What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to 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](#), create [wellbeing](#) submissions and view announcements from their school.

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.



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 [Class Charts parent account](#), which is covered on the next page.

ABC123

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 pupil'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.

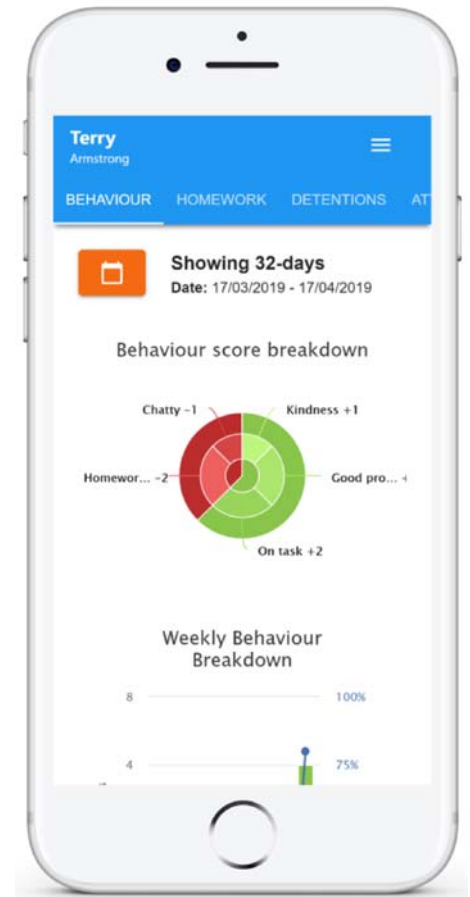


Behaviour

If your school has decided to share behaviour information with parents, you will see the **Behaviour** tab when viewing pupils from that school.

Selecting this tab will display multiple graphs which represent an overview of your child's **achievement** and **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 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.

Thursday 11 July

+1 **Terry Armstrong**
Reading awarded by Mr B Butterfield in 10A/Ar1.
09:20

-1 **Terry Armstrong**
Off task awarded by Mr B Butterfield in 10A/Ar1.
Disrupting the lesson
09:00

Homework

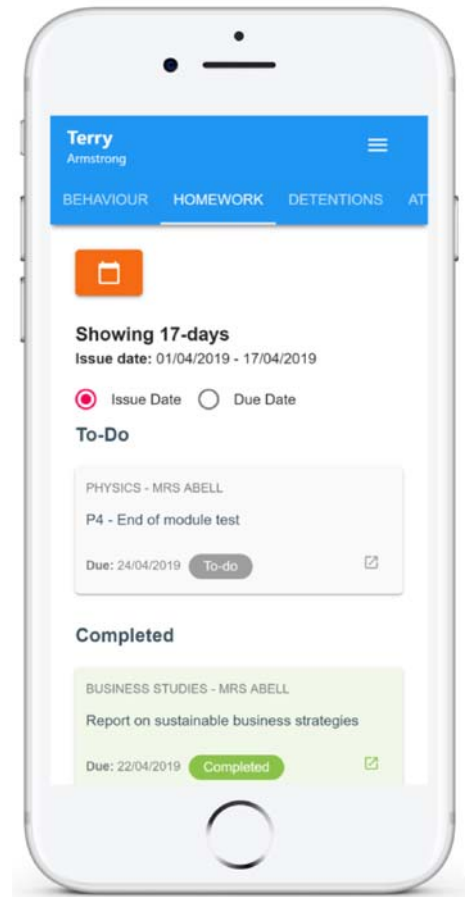
If your school has decided to share homework tasks with parents, you will see the [Homework](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [homework tasks](#) which your child has been assigned to.

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 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 Details

PHYSICS - 13C/PH1 - MRS ABELL

Issue date: 17/04/2019

Due date: 24/04/2019


Estimated completion time: 3 hours

P4 - End of module test


Please revise the following topics for the end of module test next **Wednesday**:

Homework status categories


To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

PHYSICS - MRS ABELL
P4 - End of module test
Due: 24/04/2019 **To-do** 


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

PHYSICS - MRS ABELL
P4 - End of module test
Due: 24/04/2019 **Completed** 


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

PHYSICS - MRS ABELL
P4 - End of module test
Due: 24/04/2019 **Late** 

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

PHYSICS - MRS ABELL
P4 - End of module test
Due: 24/04/2019 **Not submitted** 

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

PHYSICS - MRS ABELL
P4 - End of module test
Due: 24/04/2019 **Submitted** 

Logging in to Class Charts

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

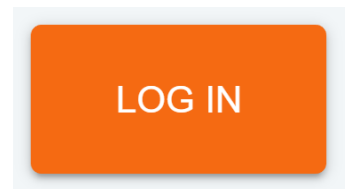
1. Select [Log In](#) from the main page and enter your [email address](#) and [password](#) into the fields provided.

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

Email address *

Password *

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](#).

Remember me

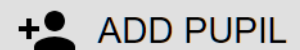
If you have forgotten your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

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

Adding additional pupils

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 white capital letters.

2. Enter [the Parent Access Code](#) that was provided to you by your 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

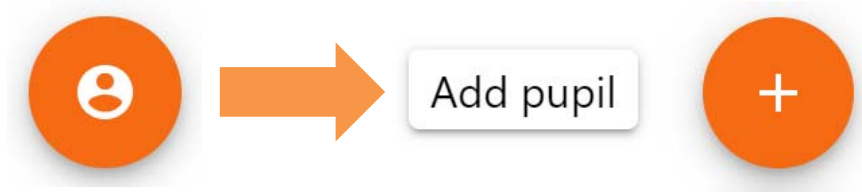
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

A green rounded rectangular message box with a white checkmark icon and the text "You have successfully added a child." in white.

Adding additional pupils (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](#).



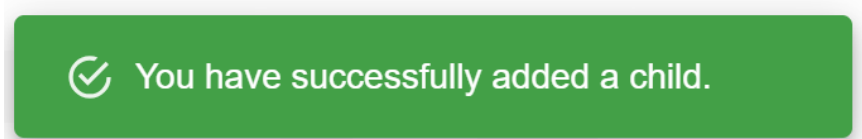
2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a white dialog box with a black border. The title is "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a text input field labeled "Code" with the value "ABC123" entered. At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

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

A screenshot of a white dialog box with a black border. The title is "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a text input field labeled "Date of Birth" with the value "08/03/2006" entered. At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.



Switching between pupils

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.

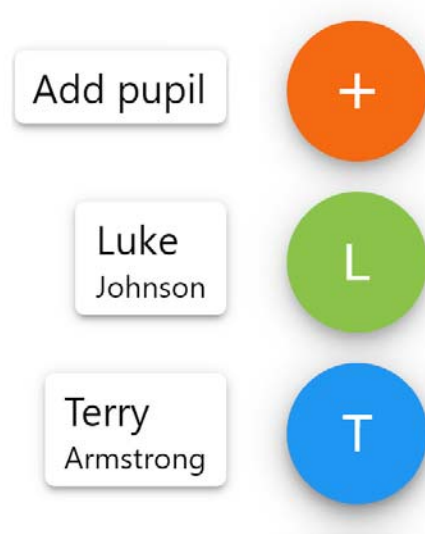
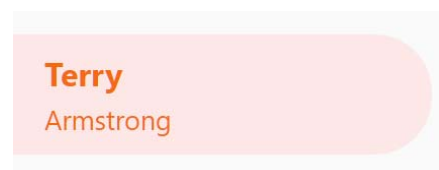
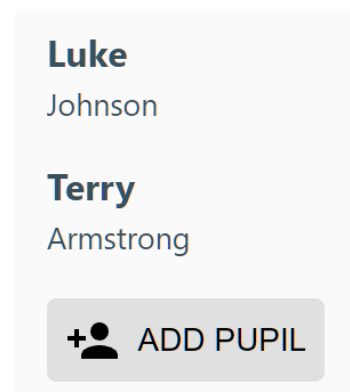
To switch between pupils on the desktop view, click on their [name](#) in the left hand side menu.

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 pupil 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, but we also recommend including an [uppercase](#) letter, a [lowercase](#) letter, a [number](#) and a [symbol](#).

Current password

New password

Repeat password

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.



Full name
Example parent

Email address
example@edukey.co.uk

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 your school.



[DELETE ACCOUNT](#)

FAQ & 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'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.