Getting started with Pupil accounts

# 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
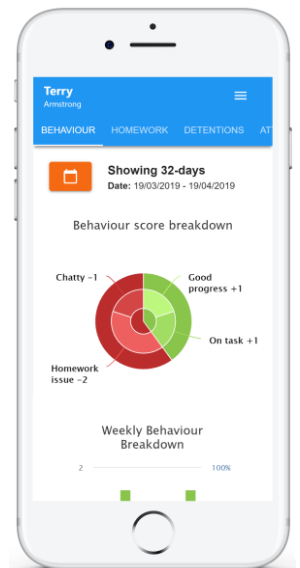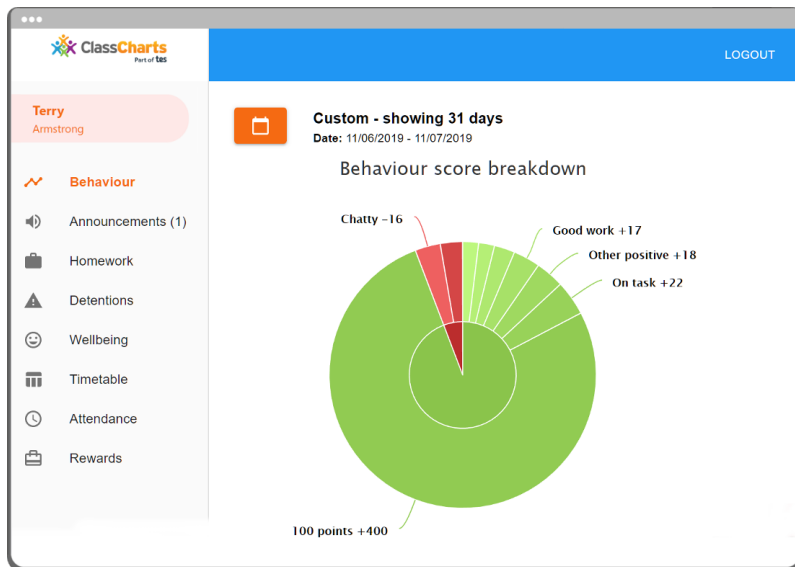
You should have received a Student code from your school, which will look similar to the example code shown on the right.

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

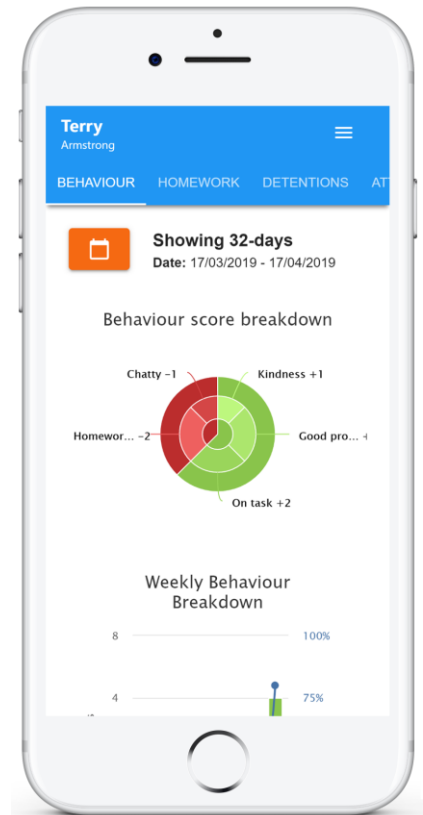OK   CANCEL

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.

Activity

Tuesday 16 April

+1 **Terry Armstrong**   13:04
On task awarded by Mrs A Abell in 12A/Ft1.

-1 **Terry Armstrong**   12:04
Homework issue awarded by Mrs A Abell in 12A/Ft1.

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, click on the tick box for the homework of your choice.

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.
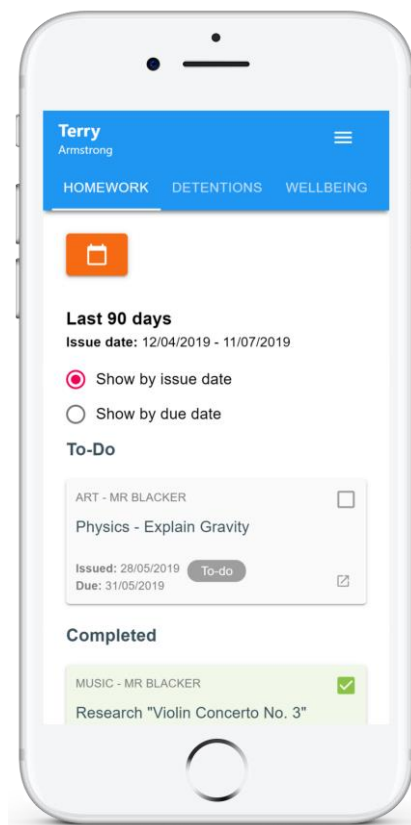
Homework Details

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 you need to complete. Once you have completed them, tick the checkbox.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019   To-do

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

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.

Homework Details

RECREATION - C6R/RC5 - MRS A ABELL

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

Write a book review

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, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv

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

RECREATION - MRS A ABELL ☐

Write a book review

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

To-do   Feedback   ⬀

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.

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.

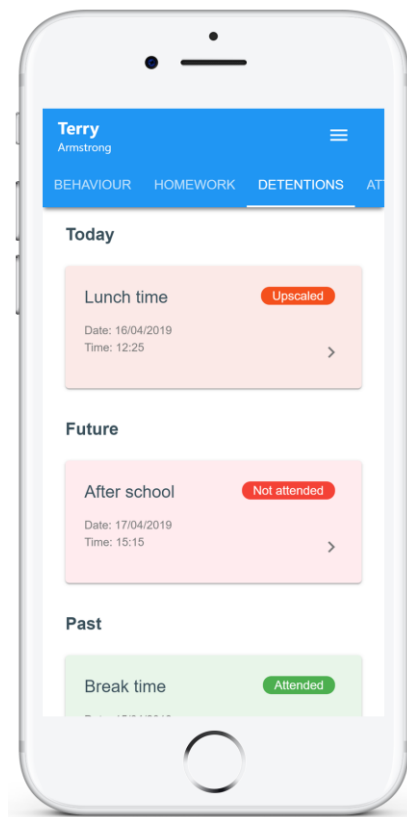Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

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.
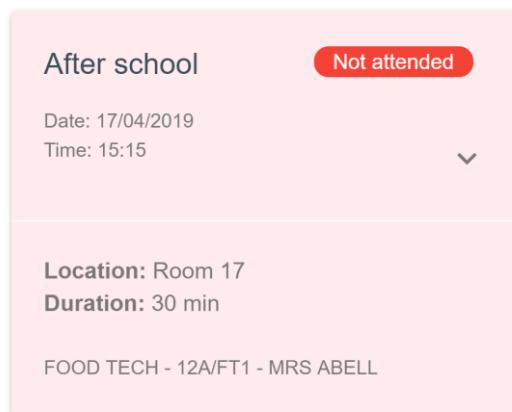
Attendance

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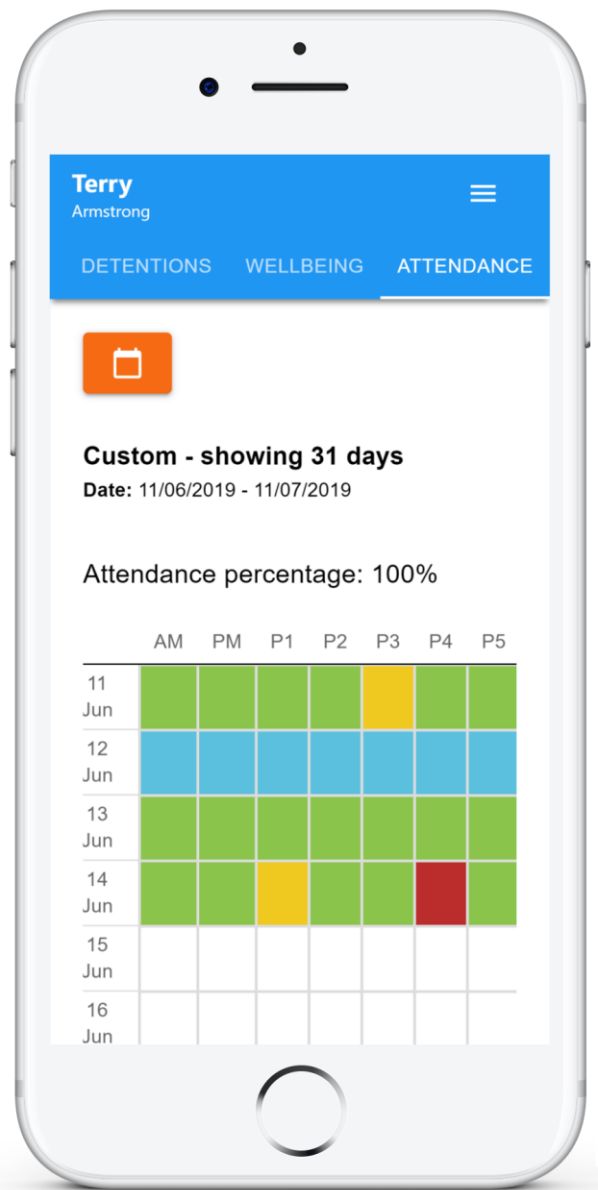
Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

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.
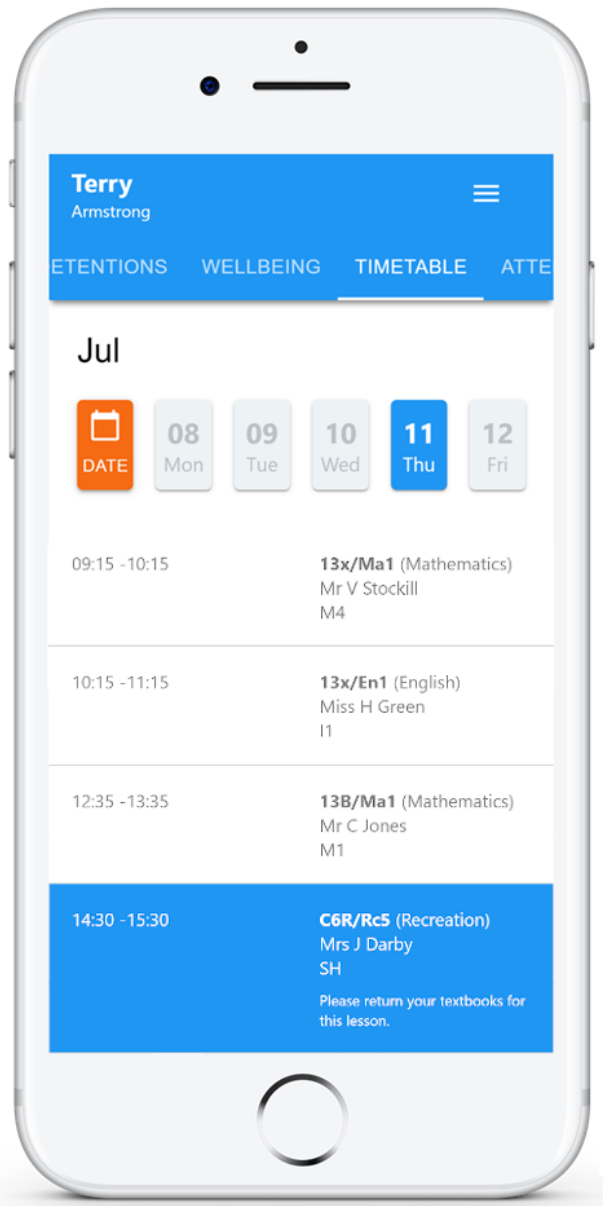
Timetable

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.

Terry
Armstrong

ETENTIONS   WELLBEING   **TIMETABLE**   ATTE

Jul

| DATE | 08 Mon | 09 Tue | 10 Wed | **11 Thu** | 12 Fri |

| 09:15 - 10:15 | **13x/Ma1** (Mathematics)
Mr V Stockill
M4 |
10:15 - 11:15	**13x/En1** (English) Miss H Green I1
12:35 - 13:35	**13B/Ma1** (Mathematics) Mr C Jones M1
14:30 - 15:30	**C6R/Rc5** (Recreation) Mrs J Darby SH Please return your textbooks for this lesson.

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.
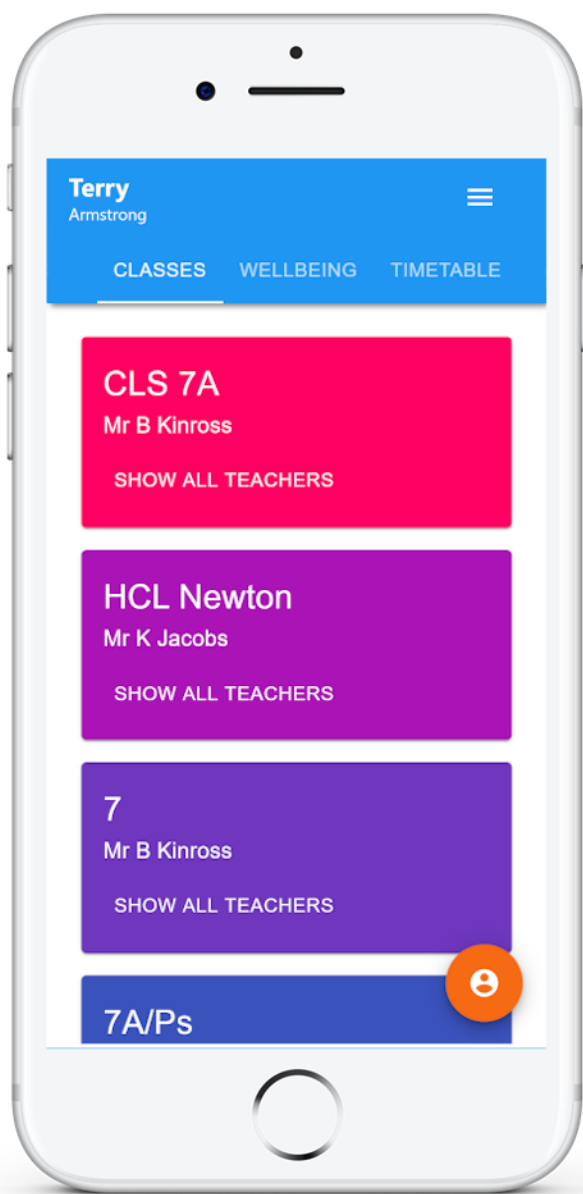
Announcements

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.
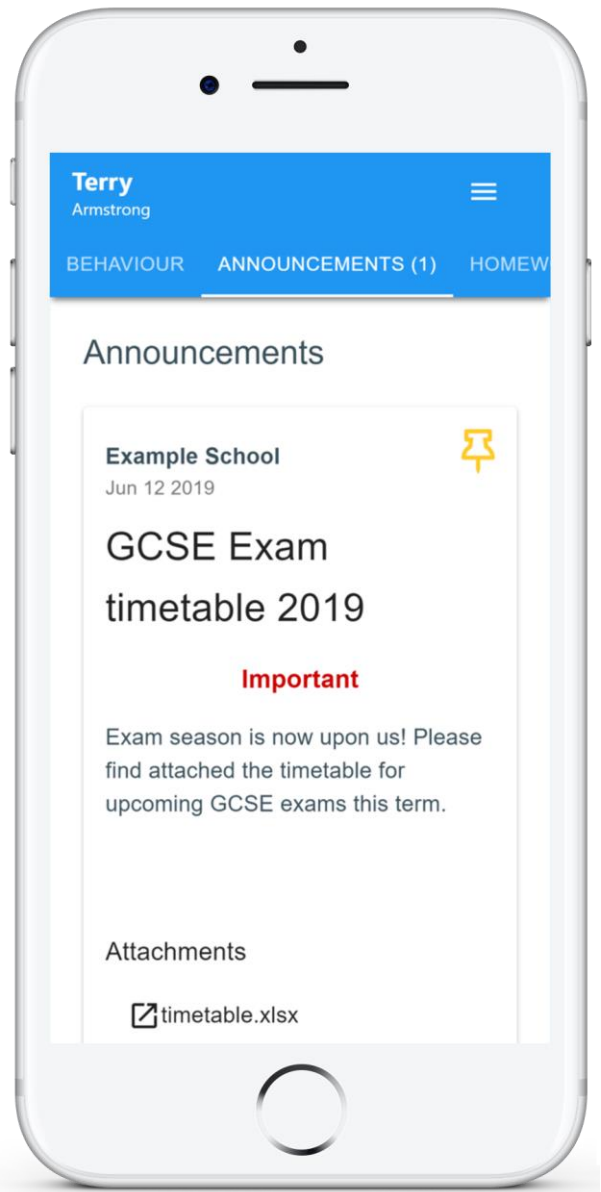
FAQs and troubleshooting

"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/