



**ClassCharts**

Part of **tes**

Getting started with Pupil accounts

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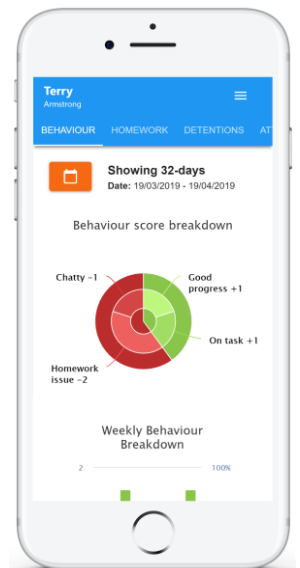
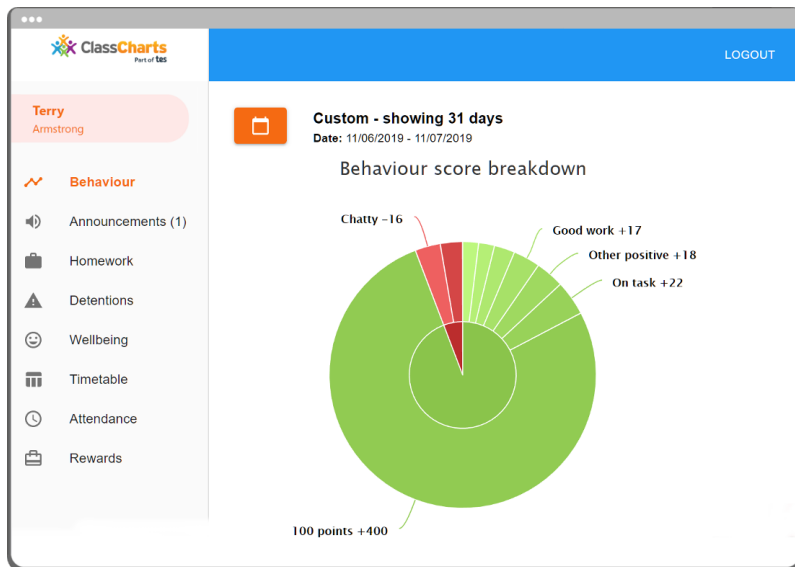
# What is Class Charts for pupils?

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

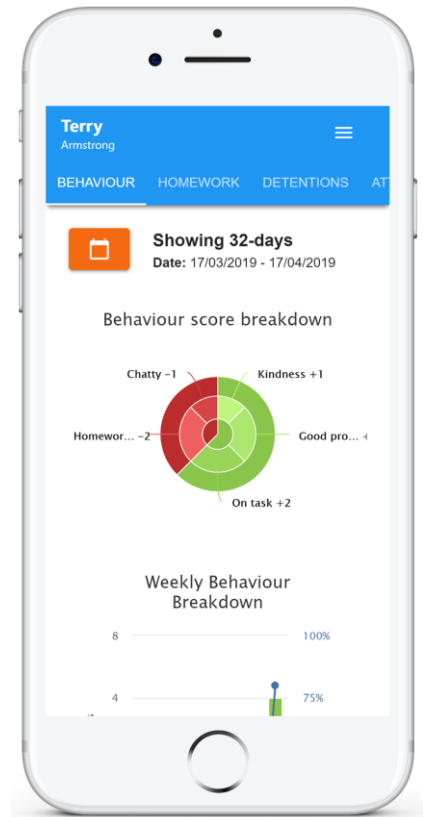
CANCEL

# 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.

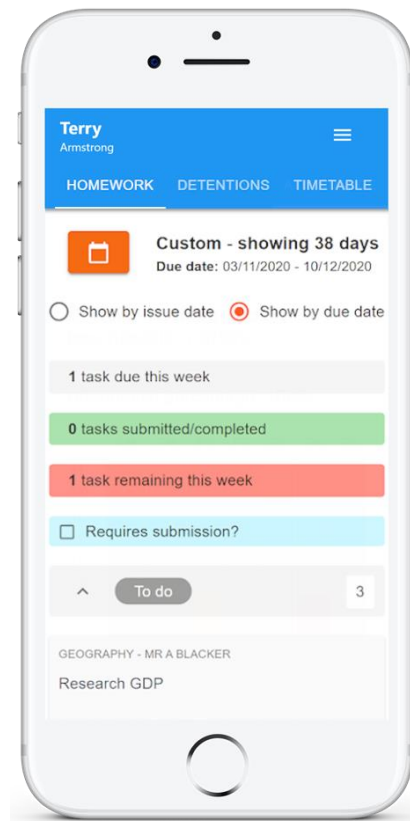
Selecting this tab will display a list of the [homework tasks](#) which you have been given.

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, 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.



To do ×

**Research GDP**  
GEOGRAPHY - 8F/GG - MR A BLACKER

**Type:** Blended Learning  
**Issue date:** Monday 09/11/2020  
**Due date:** Wednesday 11/11/2020  
**Estimated completion time:** 1 hours

Please write a short paragraph on what GDP is and how it is used.

# 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 <span>3</span>								
	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	<a href="#">Feedback</a>



# 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.

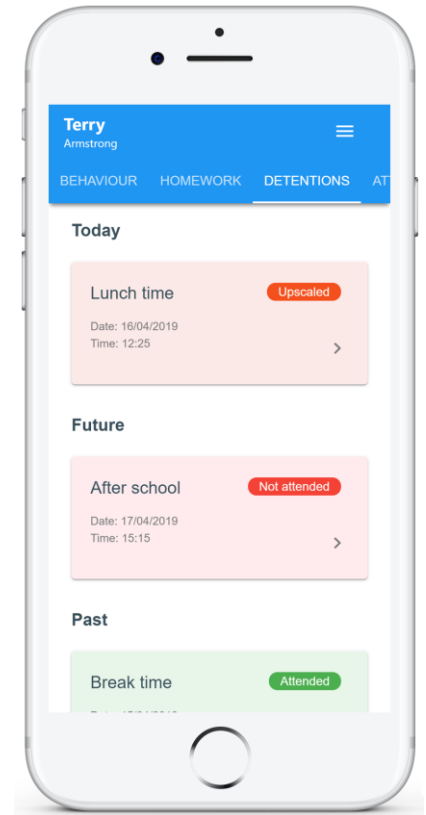
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

**Attended:** You have sat this detention.

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

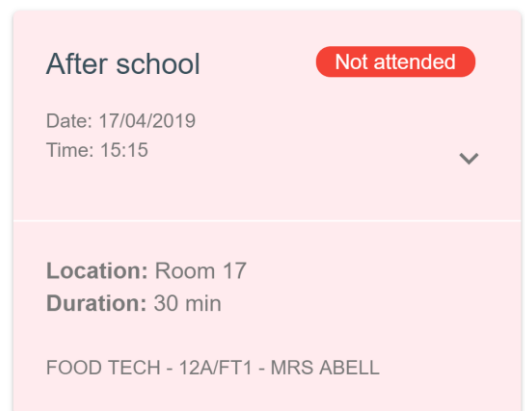
**Pending:** This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

**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.

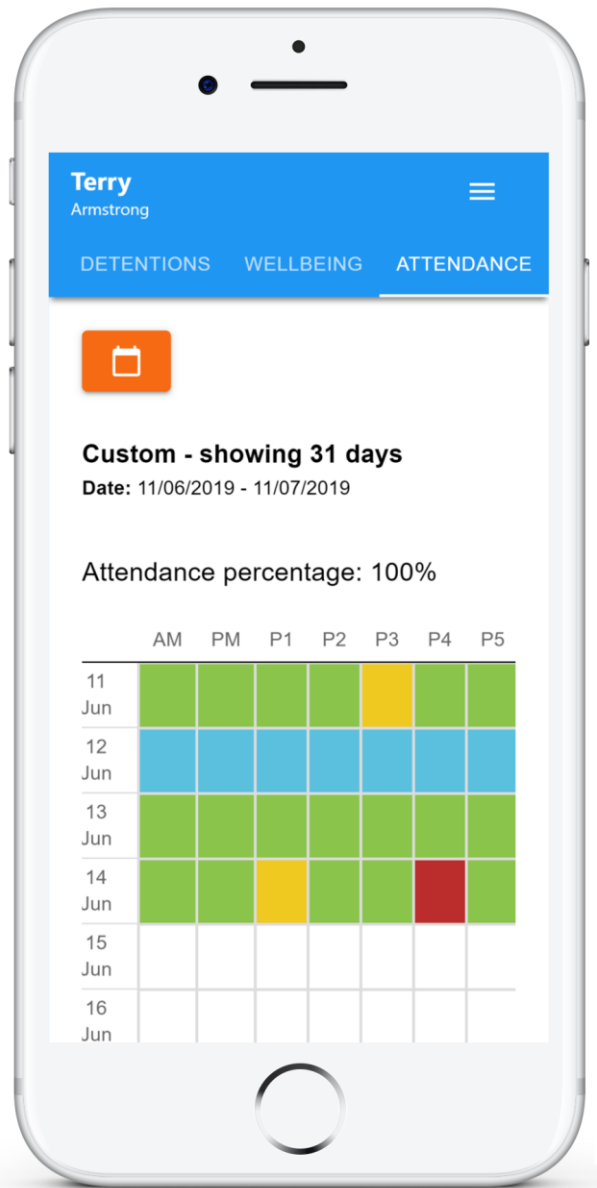
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

**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

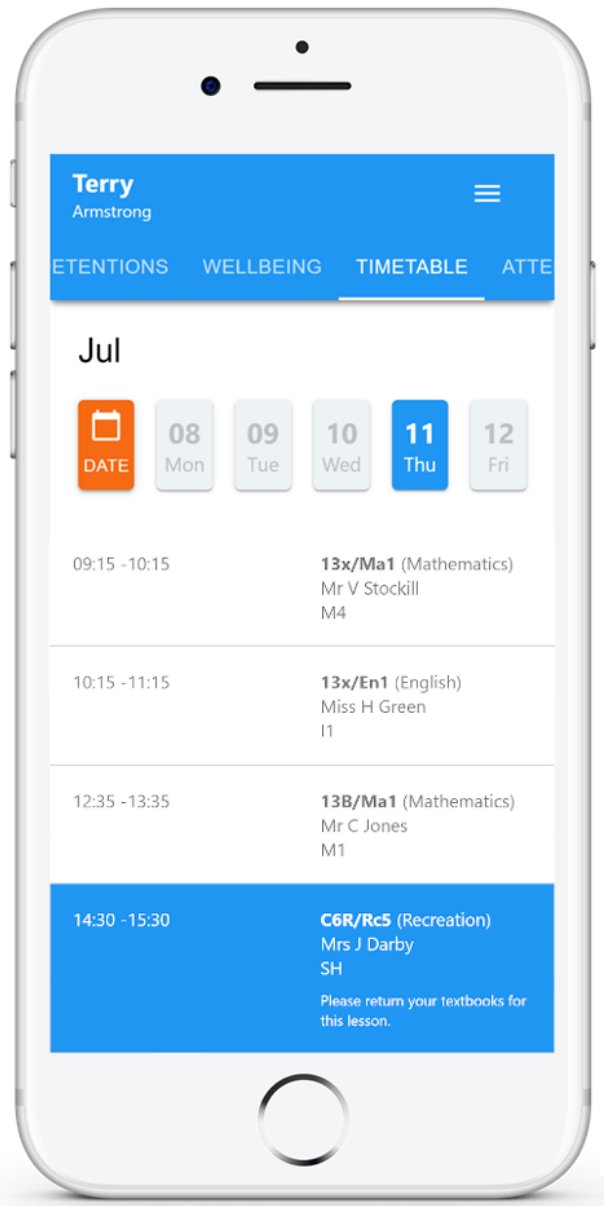
If your school has decided to share timetable data with pupils, you will see the [Timetable](#) tab in your account.

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.

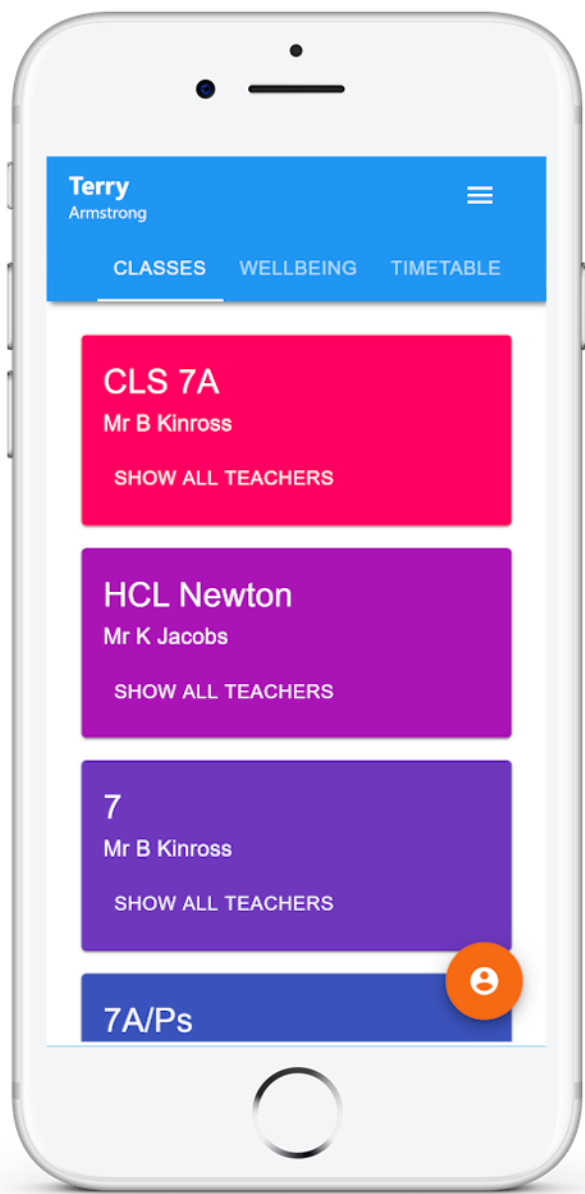


# Classes

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

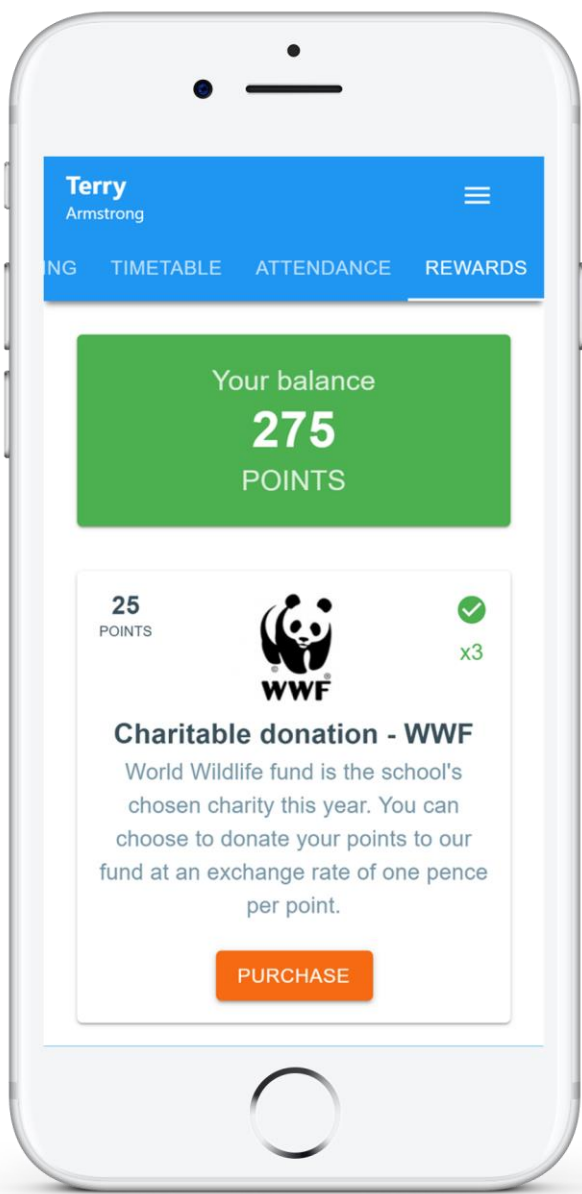
If your school has a reward store, you will see the [Rewards](#) tab in your account.

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.

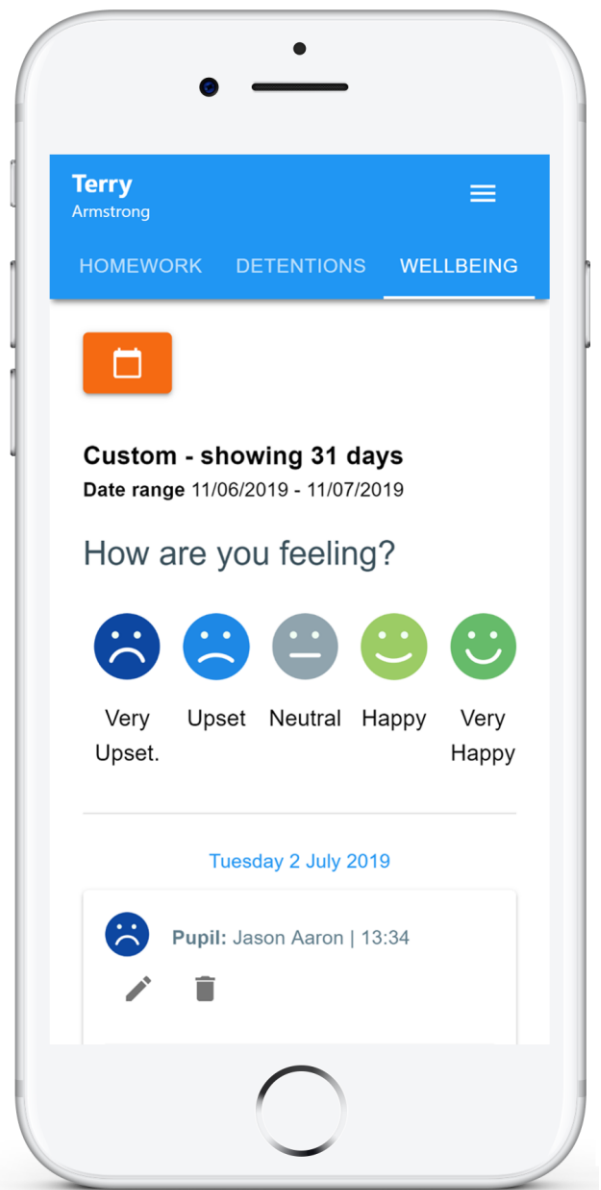
To record a wellbeing submission, select the [face](#) icon that most accurately describes how you are feeling.

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.



# Wellbeing Surveys

In addition to the wellbeing submission form, you may also see [wellbeing surveys](#) that your school have sent out.

If your school has created a wellbeing survey, you will see a [questionnaire](#) similar to the one on the right when selecting the [Wellbeing](#) tab.

For each question, click on a [number](#) from 0 to 10 that represents how you feel.

0 – Not at all  
10 – Absolutely

You can also leave an [optional comment](#) for each question, that you can use to explain your answer in more detail.

Once you are happy with your answer, click on the [Next](#) button.

If you do not want to answer a question, click on the [Skip Question](#) button.

**Take the latest wellbeing survey** ✕  
(This will be shared with the school)

QUESTION 1

**I have enjoyed this term of school**

Choose a number between 0 and 10

0 1 2 3 4 5  
6 7 8 9 10  
0 Not at all 10 Absolutely

What makes you feel this way?  
(optional)

The weather was much nicer and I had less homework

[SKIP QUESTION >](#)

[NEXT >](#)



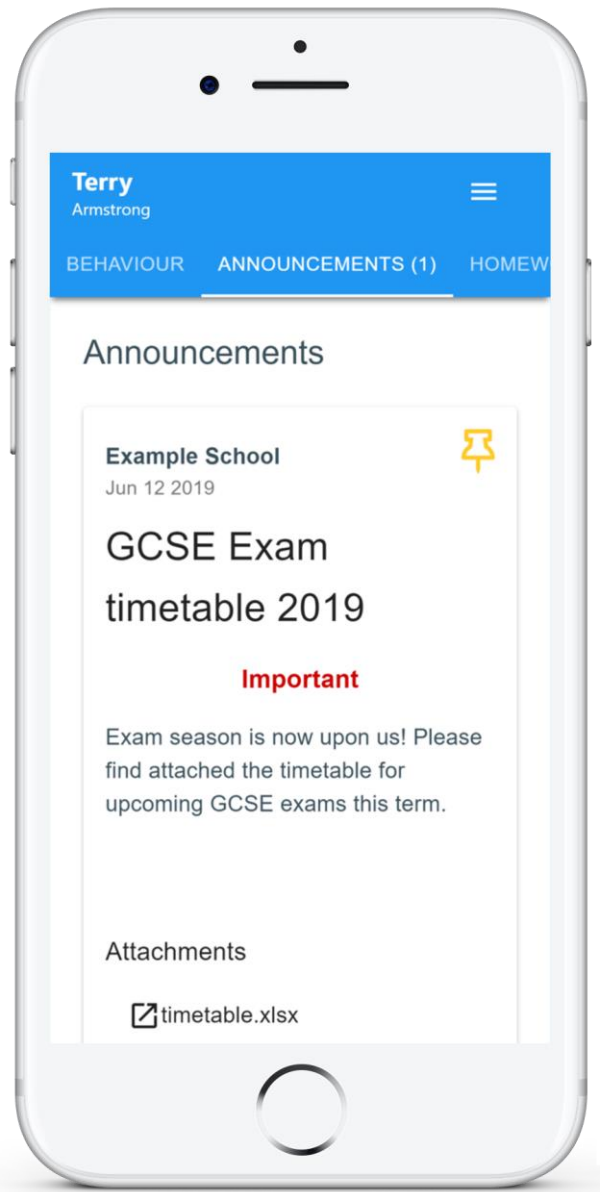
# Announcements

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.



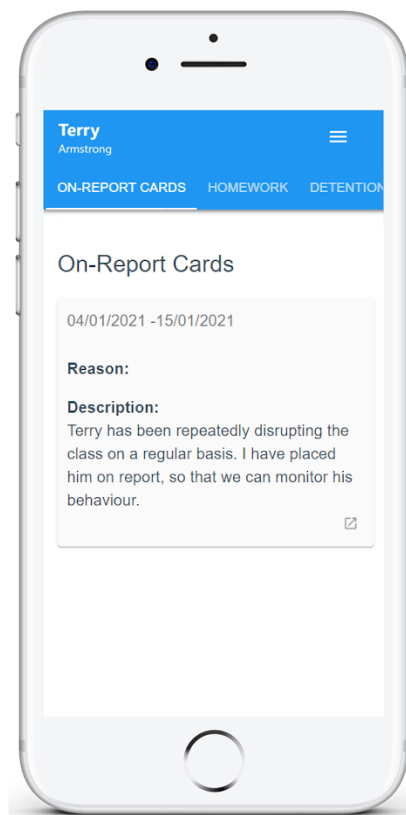
# On-Report Cards

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.

< Back      **Fri 29th January**      Next >

TARGET 1    TARGET 2    TARGET 3    TARG

To contribute to the lesson in an appropriate manner.

Period	Achieved	Comment
Fri:1	✓	
Fri:2	✓	excellent (29/01/2021 13:30 by Mrs Abigail Buxton)

# Messaging

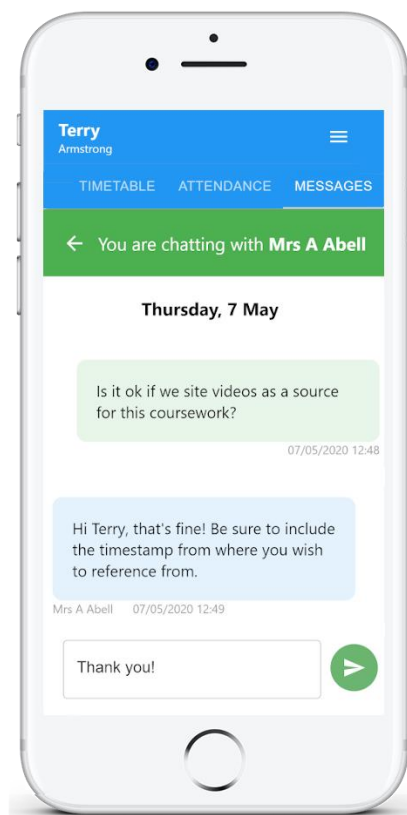
If your school has decided to allow two-way communication with pupils, you will see the [Messaging](#) tab in your account.

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.

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



This thread was locked

## Messaged

DA Mrs D Asher  
2 hours ago

SD Mr S Dumbell  
9 days ago

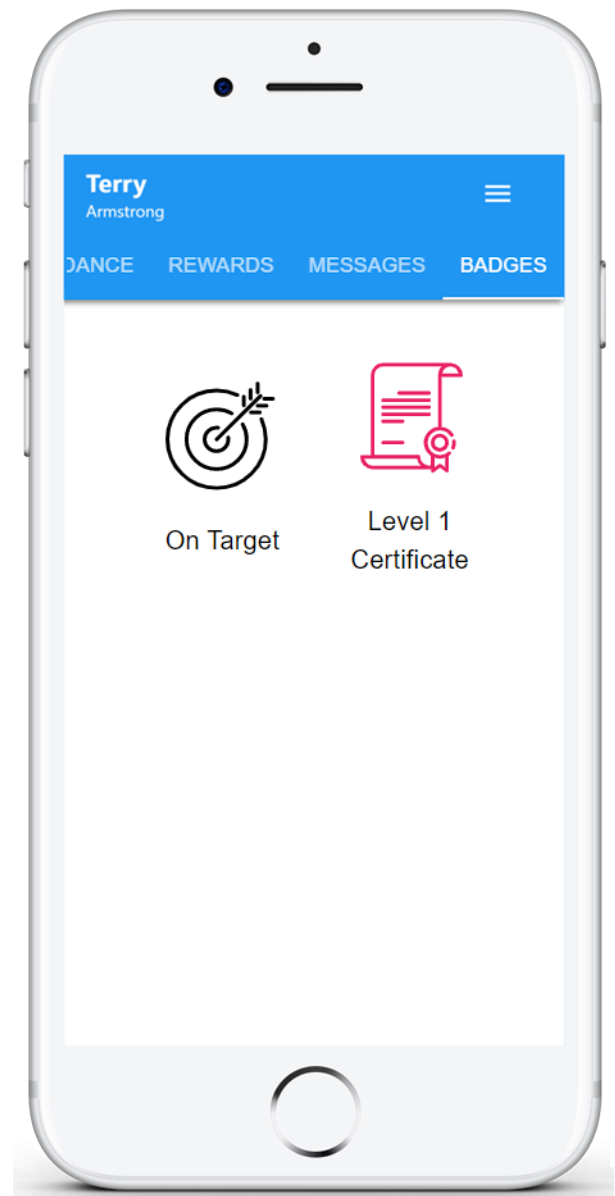
# Badges

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.

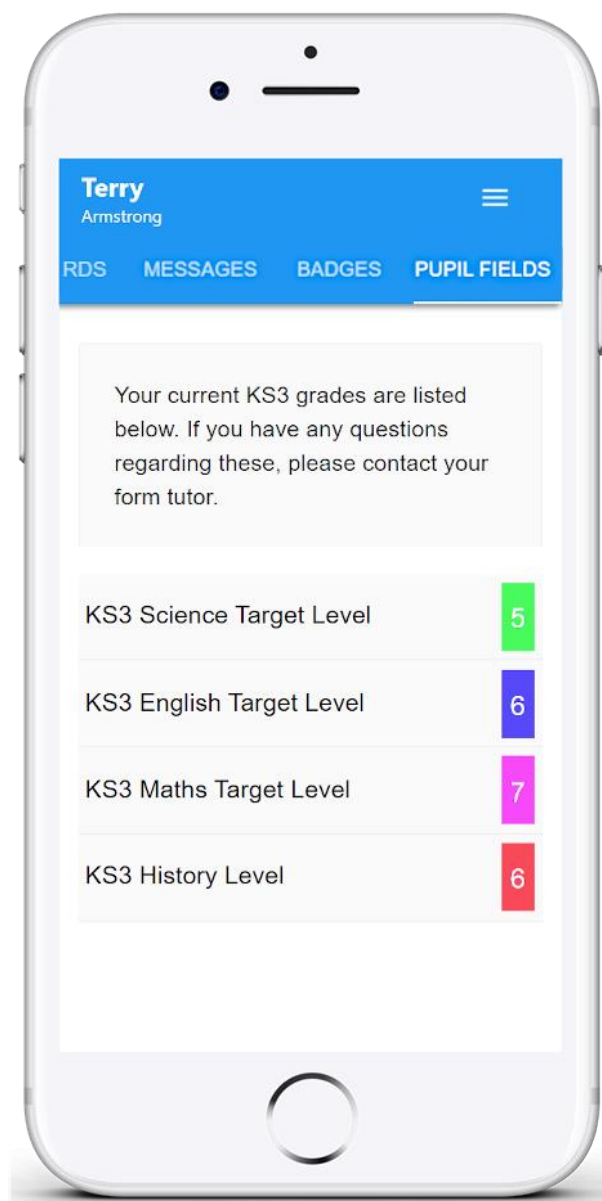


# Pupil Fields

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/>