Rossett School

ClassCharts
Guide for Parents

Content

# What is Class Charts for parents?

You will be able to use Class Charts to keep track of your child's behaviour, access their weekly timetable, view assigned homework tasks, and view announcements from Rossett 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 the website, or through our iOS and Android apps.
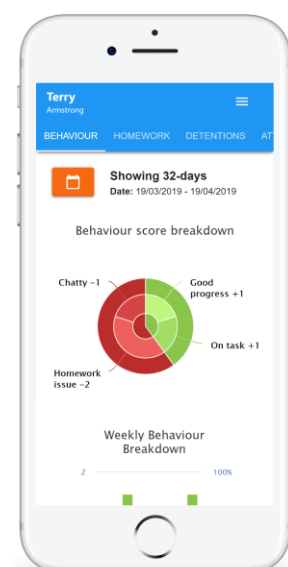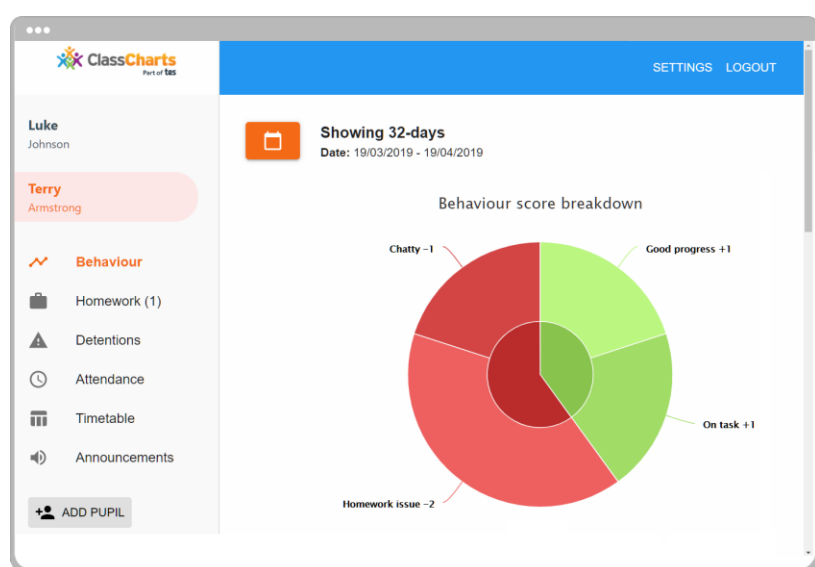
You should have received a Parent code to your email address registered with the school, which will look similar to the example code shown on the right.

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 (App)

1. Download the App for you Phone or Tablet from the Apple App Store (iOS) or Google Play Store (Android

2. 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
•••••••••

3. Click on the Sign up button below the form.

SIGN UP

4. 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

5. A confirmation message will appear, indicating that the sign-up process is complete. Verify your email address to continue.

⊘ You have successfully signed up.

Signing up to Class Charts (Website)

1. In a web browser visit https://www.classcharts.com/parent

2. Select "I don't have an account yet"

3. Enter the required details:
   a. Enter and confirm your email address
   b. Your access code (Provided via email)
   c. Pupil's date of birth
   d. Your name
   e. Enter and confirm a password to secure your account

4. Click Log in

5. Class Charts will then send you a verification email. Copy the verification code into the webpage to confirm.

Log in

Teacher	Parent	Student

Enter your email: [?]

Email address

Confirm your email:

Retype your email address

○ I already have an account

◉ I don't have an account yet

Parent access code (supplied by school):

Access code

Your name:

Your name

Choose password:

Choose password

Retype chosen password:

Retype chosen password

By clicking the Log in button, you agree to our Privacy Policy

☐ Remember me   Log in

Behaviour

Selecting the Behaviour 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.
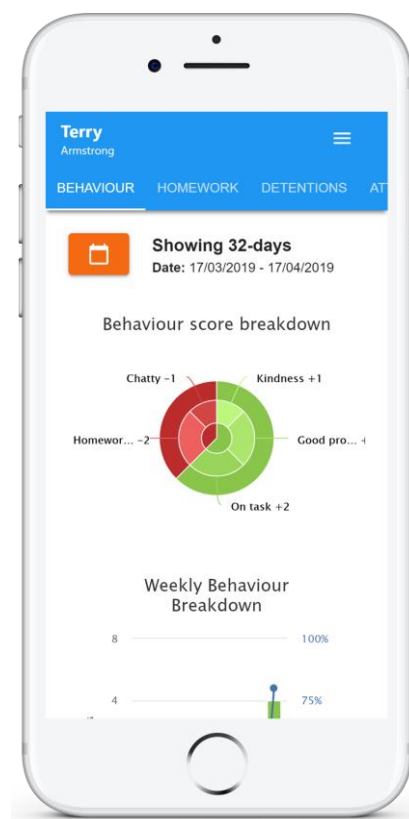
Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.
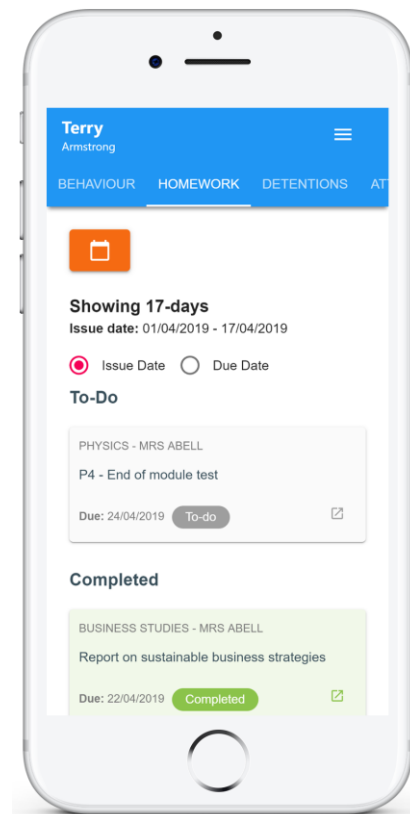
Homework

Selecting the Homework 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 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

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
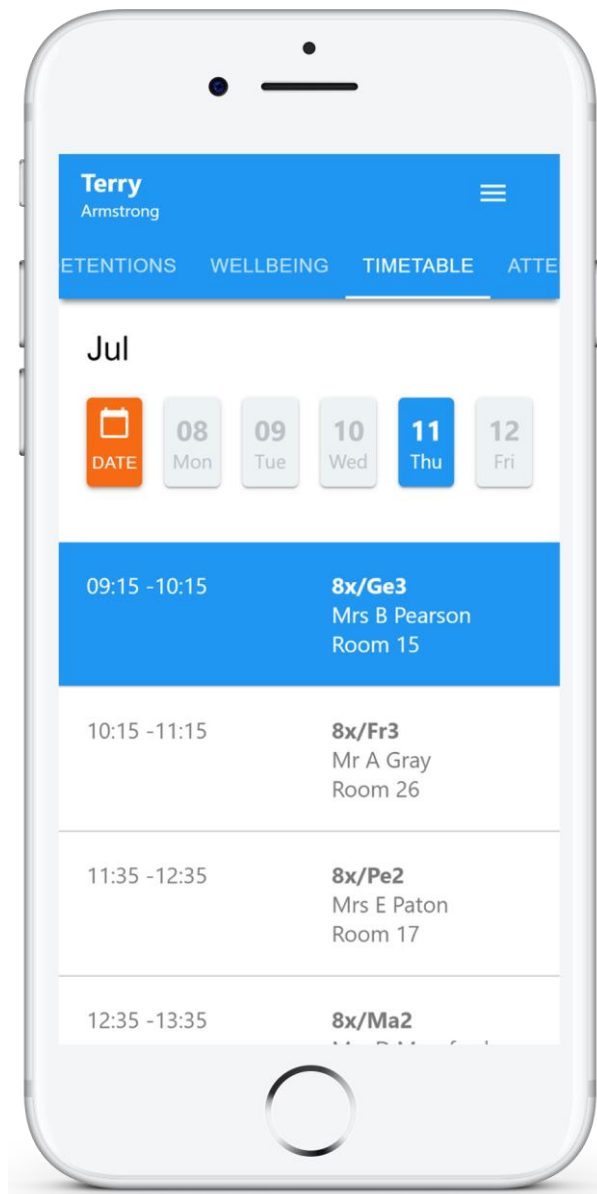>
> P4 - End of module test
>
> Due: 24/04/2019 Submitted

Timetable

Selecting the Timetable 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.

Terry
Armstrong

ETENTIONS   WELLBEING   TIMETABLE   ATTE

Jul

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

09:15 -10:15	8x/Ge3 Mrs B Pearson Room 15
10:15 -11:15	8x/Fr3 Mr A Gray Room 26
11:35 -12:35	8x/Pe2 Mrs E Paton Room 17
12:35 -13:35	8x/Ma2

Classes

Selecting Classes tab will present you with a list of your pupil's 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.
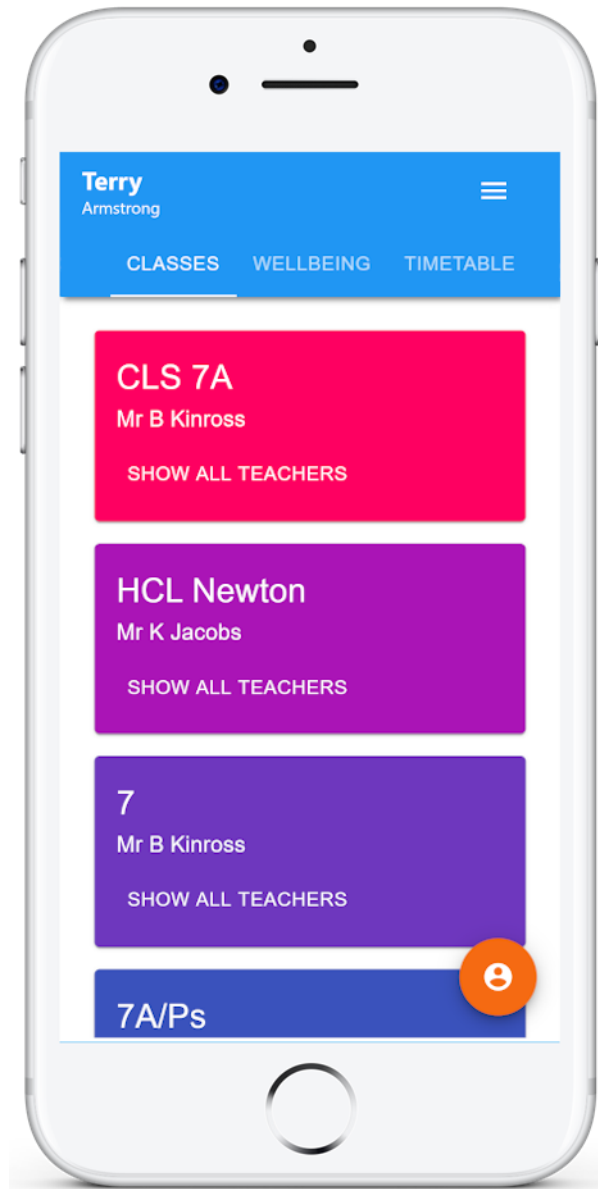
Announcements

Clicking on the Announcements tab will display a list of announcements that have been shared with you regarding the selected pupil.

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 pupil's individual Announcements tab.
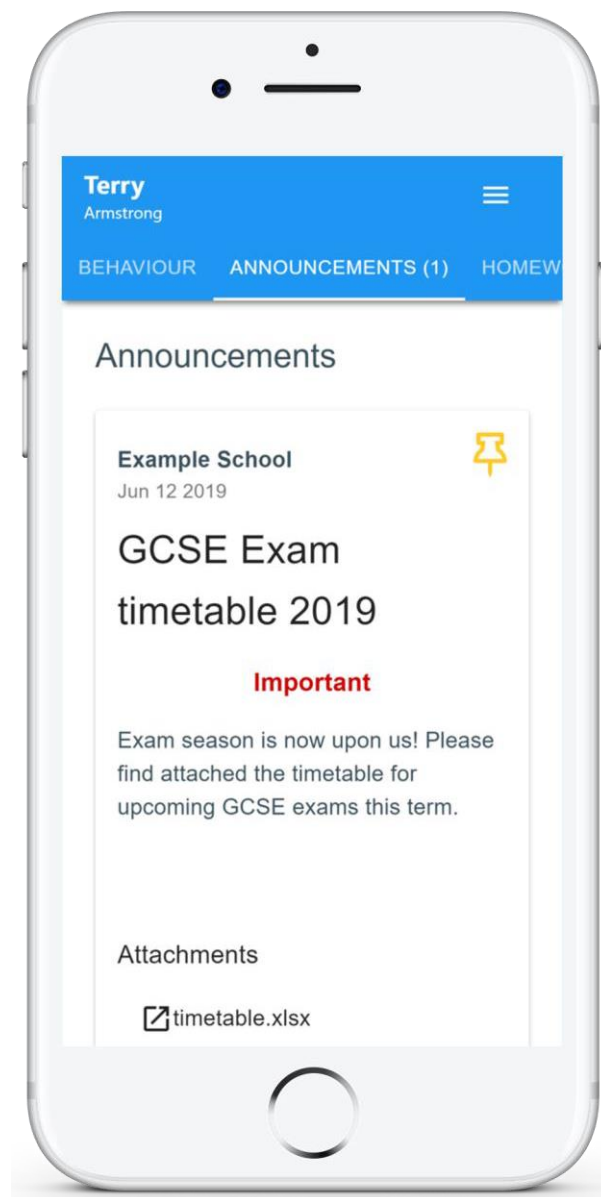
Logging in to Class

Once you have signed up to Class Charts, you can log back into your parent account at any time. Either in the App on your phone or tablet or through the website at https://www.classcharts.com/parent

1. Select Log In from the main page and enter your email address and password into the fields provided.

Email address *

Your email address

Password *

Your password

2. Click on the Log in button to begin accessing your Class Charts parent account.

LOG IN

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.

+👤 ADD PUPIL

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

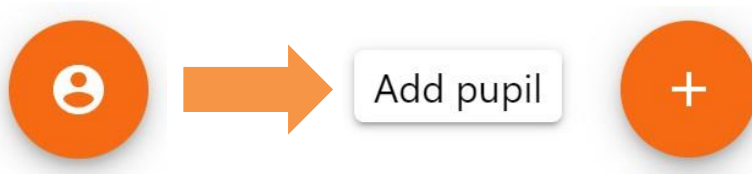**4.** A confirmation message will appear and the child will be added to the left hand side navigation menu.

✅ You have successfully added a child.

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.

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 pupil icon popup.

✅ You have successfully added a child.

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.

Luke
Johnson

Terry
Armstrong

+👤 ADD PUPIL

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.

Terry
Armstrong
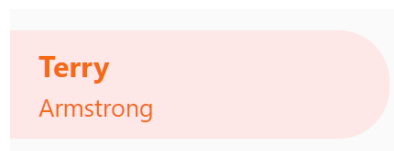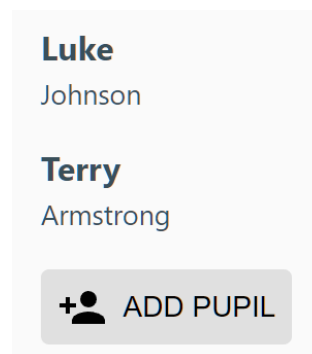
To switch between children on the mobile app, click on the Pupil icon in the bottom right hand corner of the app and select the child of your choice.

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

Add pupil   +

Luke
Johnson   L

Terry
Armstrong   T
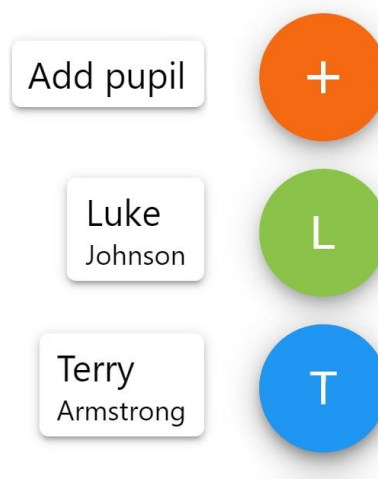
Account settings

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.

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.

Changing your Details in the App does not Inform the school of these changes. Please notify the school of any changes to your contact details.

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.

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 email StudentITHelp@rossettschool.co.uk to request a new parent code for Class Charts.

"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"

Class Charts stores 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/