



Getting started with Pupil accounts

Contents

What is Class Charts for pupils?	2
Logging in to Class Charts	3
Behaviour	4
Homework	5
Detentions	8
Attendance	9
Timetable	10
Classes	11
Rewards Store	12
Wellbeing	13
Announcements	14
Messaging	15
Privacy, FAQs and troubleshooting	16

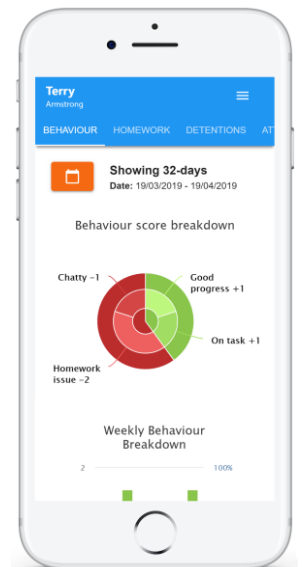
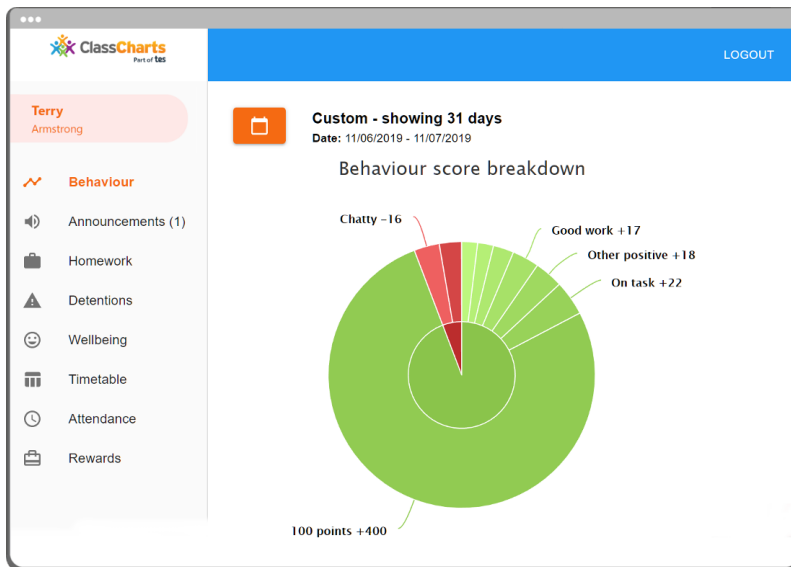
What is Class Charts for pupils?

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

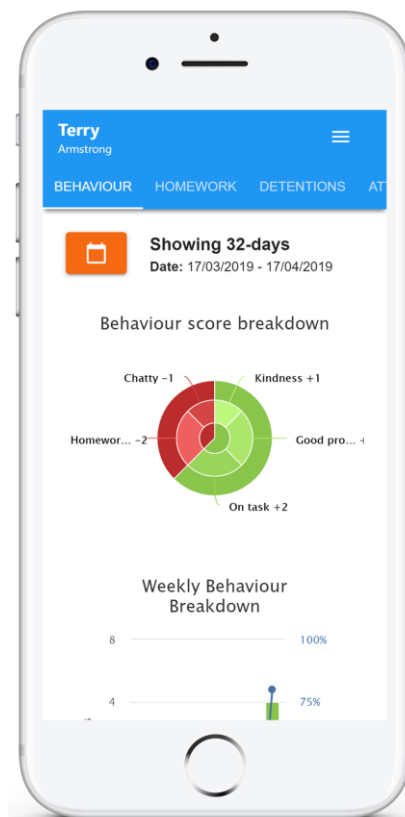
CANCEL

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

- | | | |
|--|--|--------------|
| <div style="background-color: #28a745; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">+1</div> | <p>Terry Armstrong</p> <p>On task awarded by Mrs A Abell in 12A/Ft1.</p> | <p>13:04</p> |
| <div style="background-color: #dc3545; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">-1</div> | <p>Terry Armstrong</p> <p>Homework issue awarded by Mrs A Abell in 12A/Ft1.</p> | <p>12:04</p> |

Homework

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

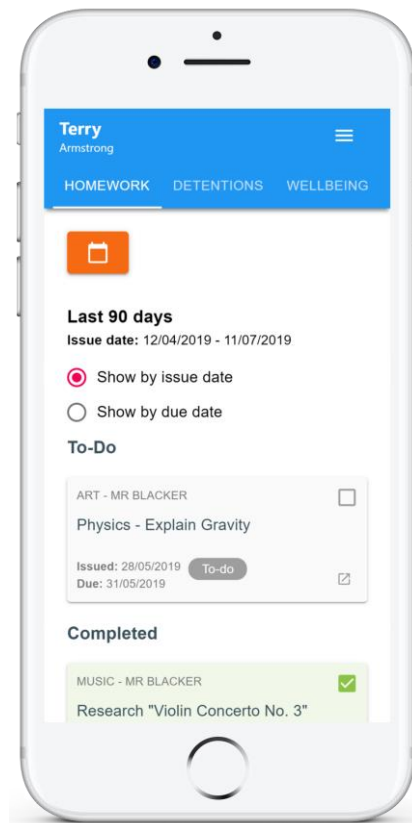
Selecting this tab will display a list of the [homework tasks](#) which you have been given.

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.

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.

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

RECREATION - MRS A ABELL 

Write a book review

Issued: Friday 20/03/2020

Due: Friday 27/03/2020

[To-do](#)

[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.

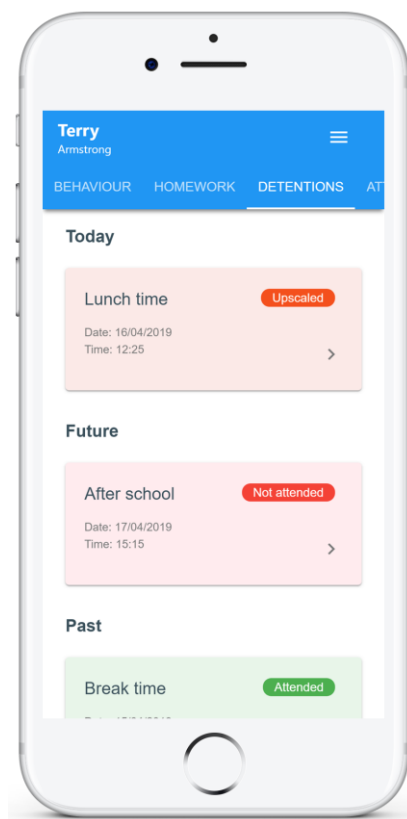
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

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](#).

After school **Not attended**

Date: 17/04/2019
Time: 15:15

Location: Room 17
Duration: 30 min

FOOD TECH - 12A/FT1 - MRS ABELL

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.

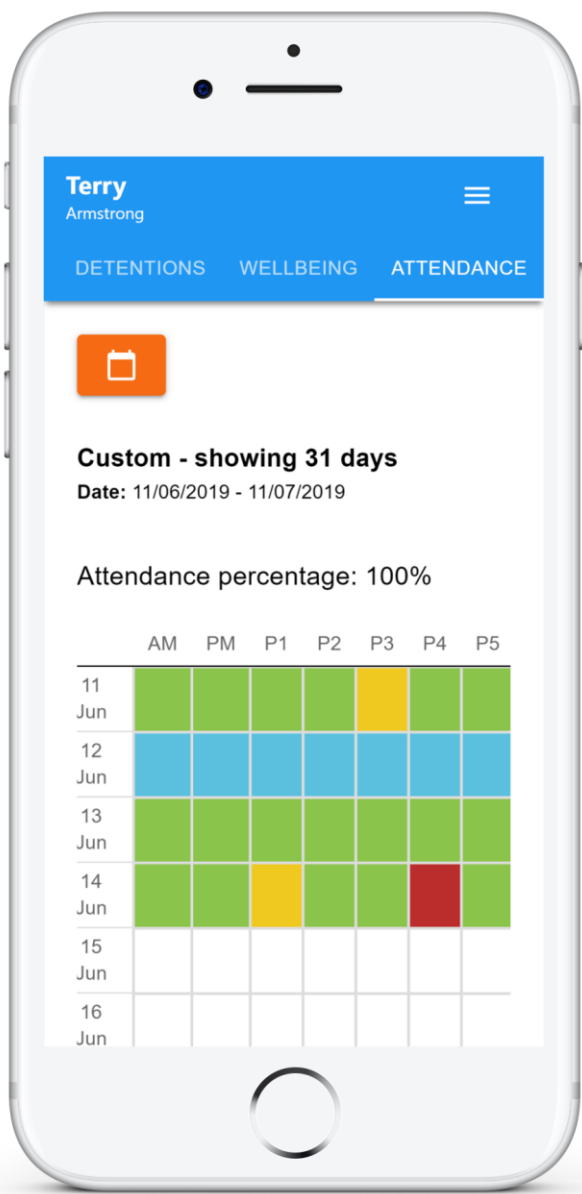
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

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

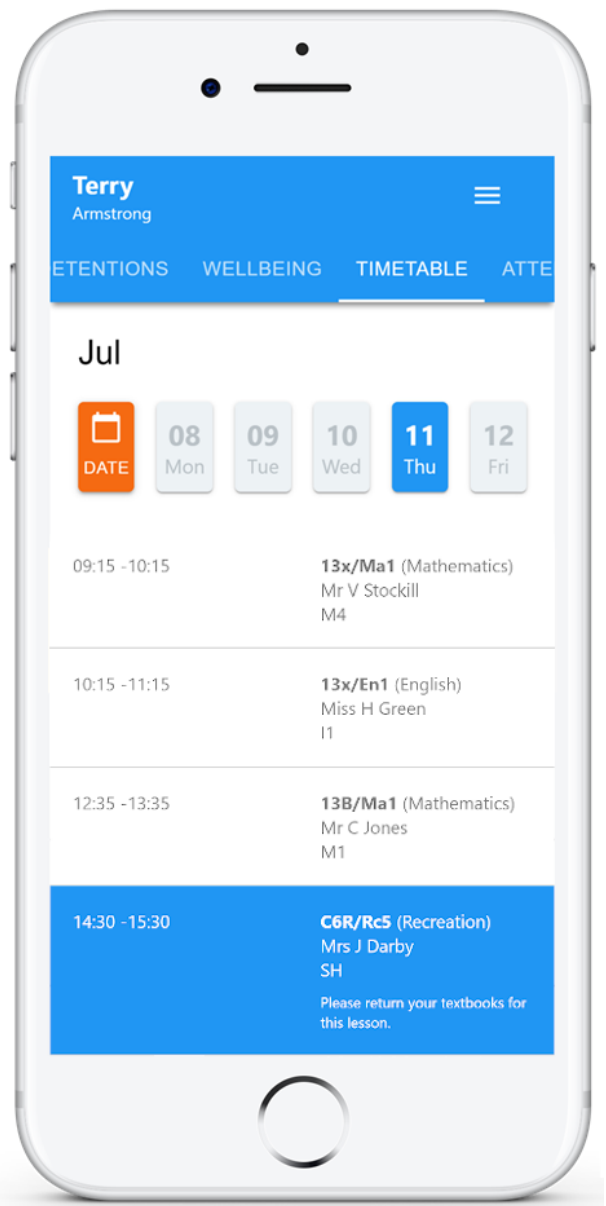
If your school has decided to share timetable data with pupils, you will see the [Timetable](#) tab in your account.

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.

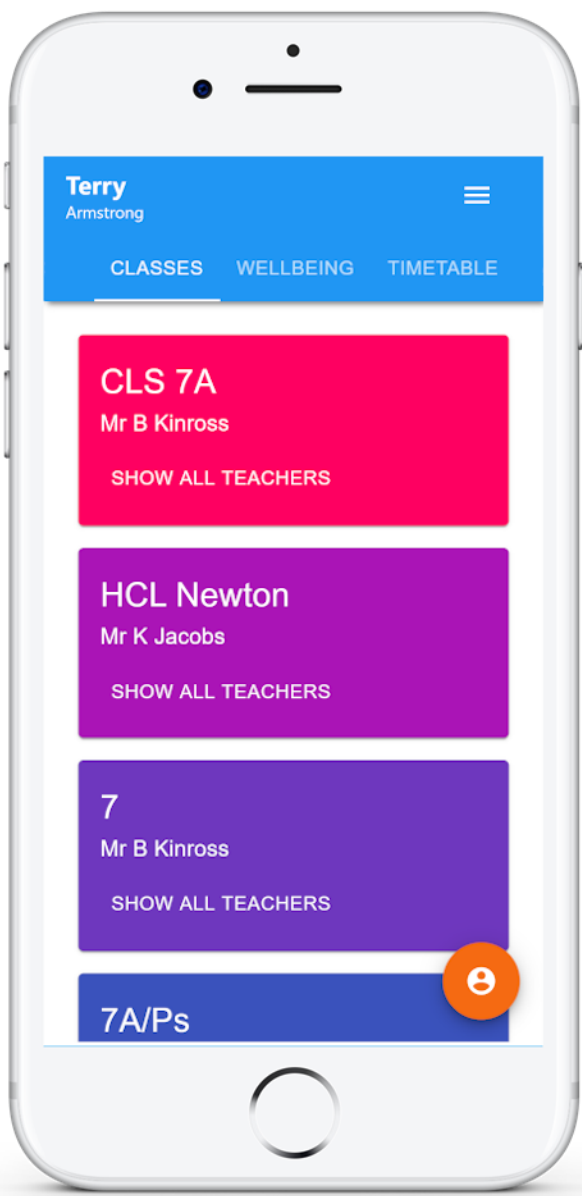


Classes

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

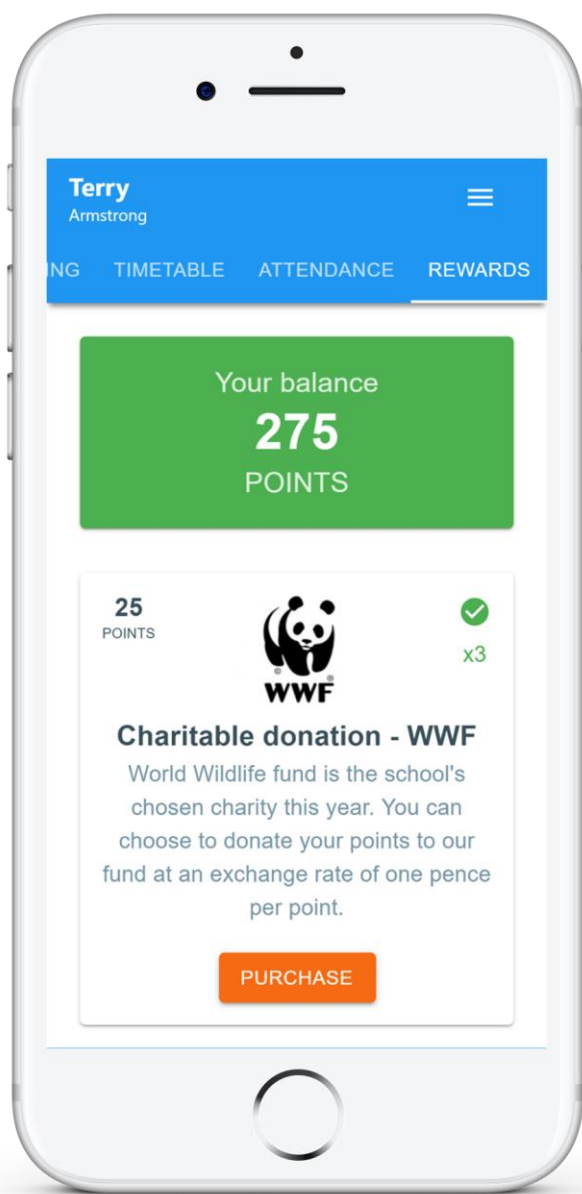
If your school has a reward store, you will see the [Rewards](#) tab in your account.

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.

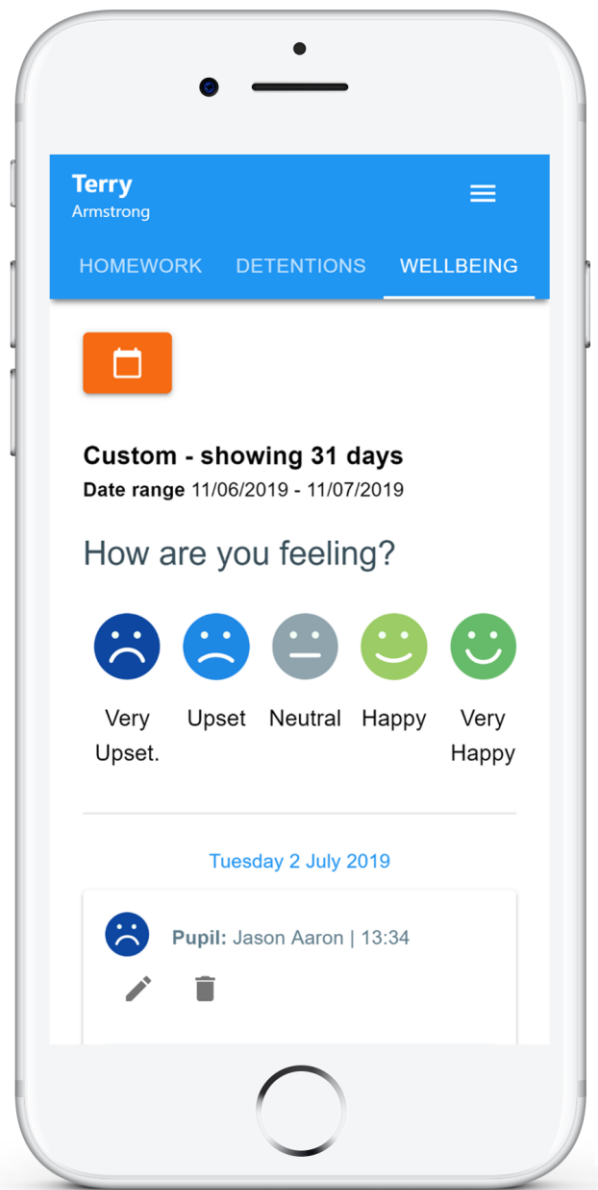
To record a wellbeing submission, select the [face](#) icon that most accurately describes how you are feeling.

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.



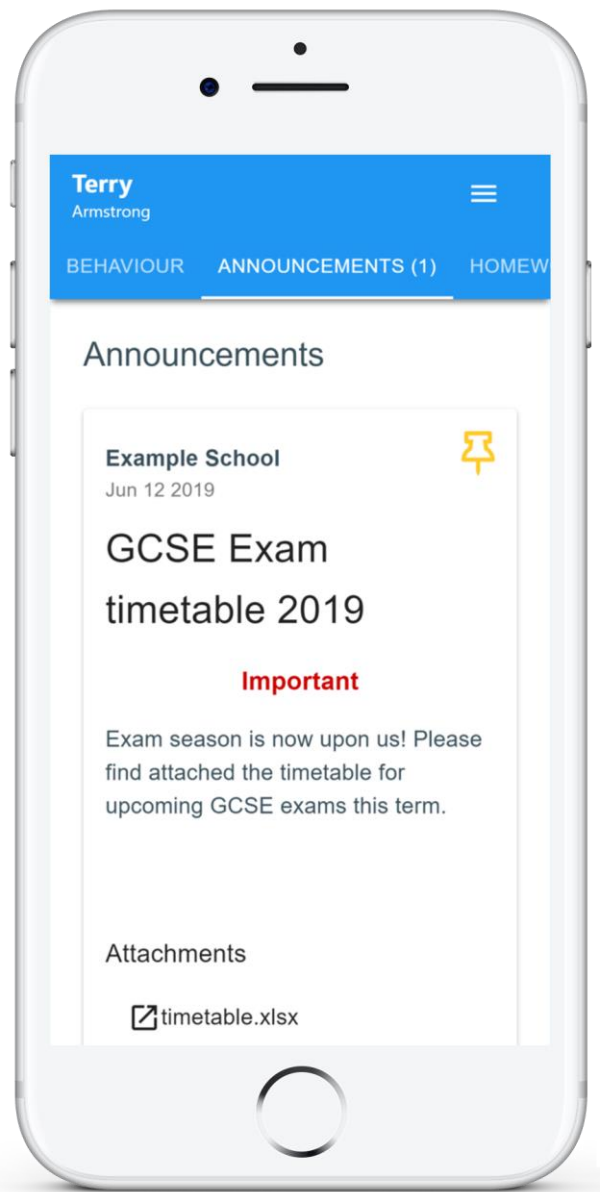
Announcements

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.



Messaging

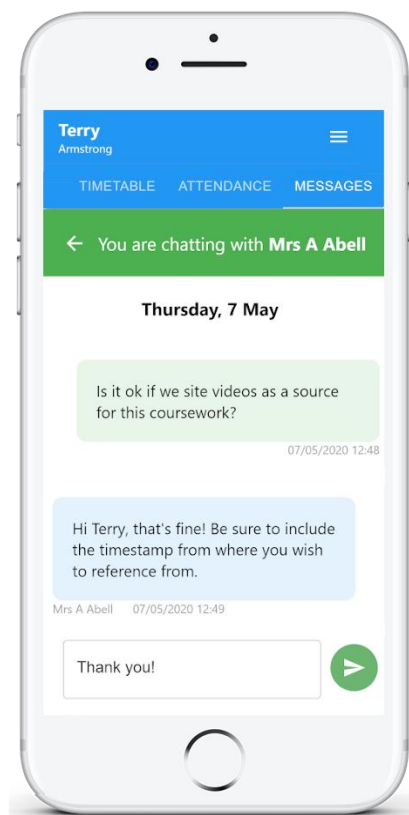
If your school has decided to allow two-way communication with pupils, you will see the [Messaging](#) tab in your account.

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

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/>