



ClassCharts

Quick start guide

Getting started with Parental Access

What is Class Charts for Parents?

You will be able to use Class Charts to keep track of your child's assigned [homework](#) tasks.

Class Charts for parents can be accessed via our [website](#), or by our [iOS](#) and [Android](#) apps.

You can access the parent website and links to the parent apps at:

<https://www.classcharts.com/parent/login>

Creating a Class Charts Parent account

Parent Code

You should have received a [Parent code](#) from the academy, which will look similar to the example code shown on the right.

This code is used to set up your [parent account](#).

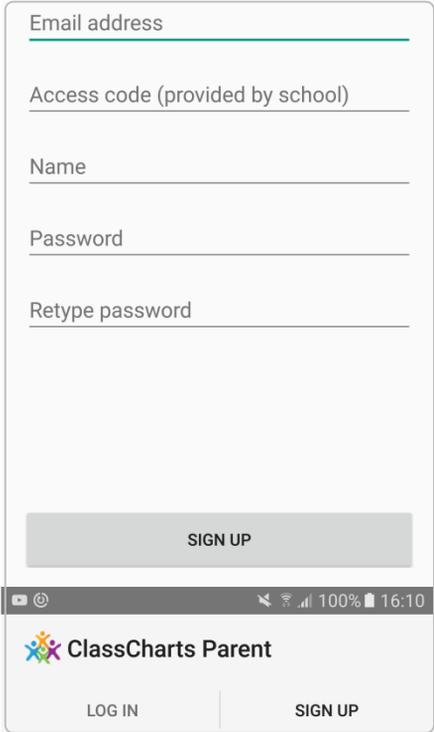
Creating an account via the app

If you click the [Sign up](#) tab within the app you will be presented with an account creation form.

Simply fill in the form and enter your [parent code](#) in the [Access code](#) field. Clicking Sign up will log you into the account.

Please note: Your Access Code **is not** the same as your password, the access code is only need for the initial sign up.

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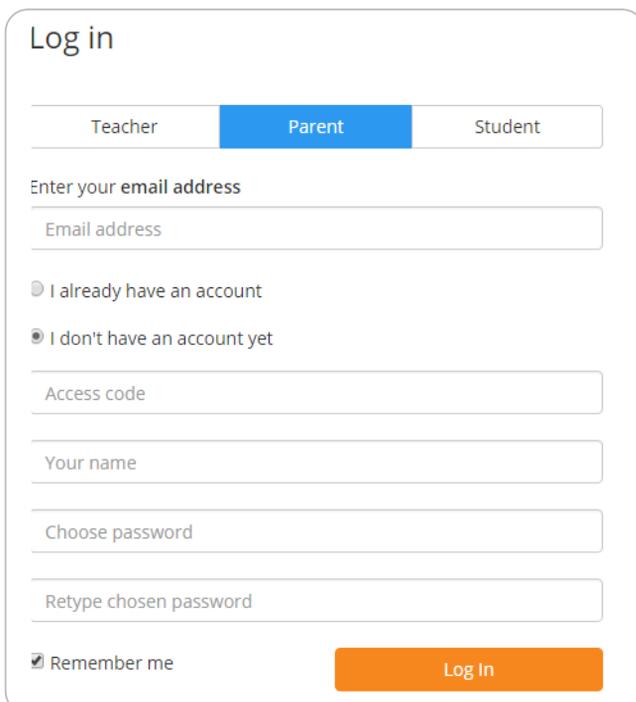
The screenshot shows a mobile app interface for 'ClassCharts Parent'. At the top, there is a 'SIGN UP' button. Below it, the form fields are: 'Email address', 'Access code (provided by school)', 'Name', 'Password', and 'Retype password'. At the bottom of the form is another 'SIGN UP' button. The app's status bar at the top shows 100% battery and 16:10. The app logo and name 'ClassCharts Parent' are visible above the bottom buttons, which include 'LOG IN' and 'SIGN UP'.

Creating an account via the website

To create an account on the website, select the [I don't have an account yet](#) option.

This will bring up additional form options. Simply fill in the form and enter your [parent code](#) in 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.



The screenshot shows a website login form titled 'Log in'. At the top, there are three tabs: 'Teacher', 'Parent' (which is selected and highlighted in blue), and 'Student'. Below the tabs, the form asks to 'Enter your email address' with a text input field. There are two radio button options: 'I already have an account' and 'I don't have an account yet' (which is selected). Below these are four more text input fields: 'Access code', 'Your name', 'Choose password', and 'Retype chosen password'. At the bottom left, there is a checked checkbox for 'Remember me'. At the bottom right, there is an orange 'Log In' button.

Homework

You will see a [Homework](#) option in the menu. Clicking on this option will display a list of the homework tasks which your child has been assigned to.

Homework tasks are displayed within 3 different categories: [to do](#), [pending](#), and [submitted](#).

To do: These are the tasks that your child need to complete.

Pending: These task have been ticked as submitted by the student, but have yet to be confirmed by their teacher.

Submitted: These tasks have been confirmed as completed by the teacher who assigned the homework.

The screenshot shows a homework list interface with three categories: TO DO, PENDING, and SUBMITTED. Each category contains a homework task card with details like title, subject, teacher, and due date.

- TO DO:** G1: End of Module Test, Geography, Ian Anderson, Due date: 2/12/2016, DETAILS
- PENDING:** G1: Tectonic Plates Review, Geography, Ian Anderson, Due date: 30/11/2016, DETAILS
- SUBMITTED:** G2: Evaluate the following methods of sustainable development, Geography, Ian Anderson, Due date: 14/11/2016, DETAILS

The screenshot shows a homework task details view with the following information:

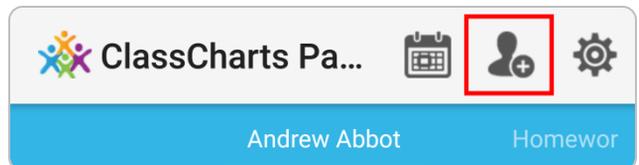
- Issue date: 28/11/2016
- Due date: 30/11/2016
- Estimated completion time: 30 minutes
- 10A/Gg2 - Geography - Mrs A. Abell
- G1: Tectonic Plates Review
- Read over the topics we have gone over in class

To view more information, click on [Details](#) to bring up a description of the homework and any other information provided by the teacher

Adding / switching children

To add another child to your Class Charts account, click on the [add child](#) option in the website menu or the [add child icon](#) within the app.

You will then be asked for an access code.

A screenshot of a dialog box titled 'Add a child to your account'. The dialog has a blue header with a close button (X) on the right. Below the header, the text 'Please enter an access code to add a new child.' is displayed above a text input field. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

Next, enter your [parent access code](#) for the child you wish to add.

This code will have been given to you by the school and is unique for that pupil.



Once the parental code has been accepted, you will see the child you have just added as a [selectable option](#) in the menu.

Click on the child to display that child's homework information, the homework tasks for all children on your account will appear within the homework tab.

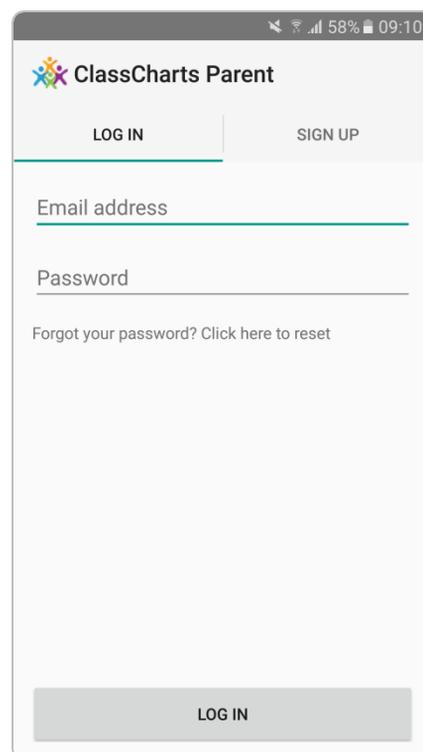
Accessing Class Charts for Parents

Logging in to the Class Charts Parent app

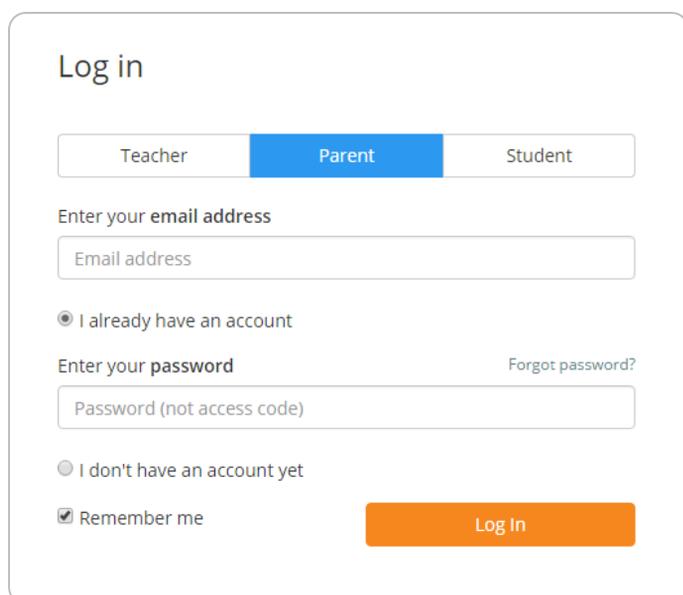
When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

Simply enter the email address and password you used when creating your Class Charts account and you will be able to log back in.

If you cannot remember your password you can click on the [forgot password](#) link to receive a password reset email.



The screenshot shows the ClassCharts Parent app login interface. At the top, there is a status bar with signal strength, Wi-Fi, 58% battery, and the time 09:10. Below the status bar is the app logo and the text "ClassCharts Parent". There are two tabs: "LOG IN" (selected) and "SIGN UP". Below the tabs are two input fields: "Email address" and "Password". Below the password field is a link that says "Forgot your password? Click here to reset". At the bottom of the screen is a large grey button labeled "LOG IN".



The screenshot shows the Class Charts website login page. At the top, it says "Log in". Below this are three tabs: "Teacher", "Parent" (selected), and "Student". Below the tabs is a section titled "Enter your email address" with an input field labeled "Email address". Below this is a radio button labeled "I already have an account". Below that is a section titled "Enter your password" with an input field labeled "Password (not access code)" and a link labeled "Forgot password?". Below the password field is another radio button labeled "I don't have an account yet". At the bottom left is a checked checkbox labeled "Remember me". At the bottom right is an orange button labeled "Log In".

Logging in to the Class Charts Website

To log back into your Class Charts account, first ensure that you have selected the parent option.

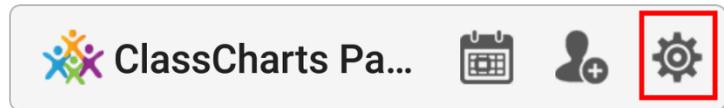
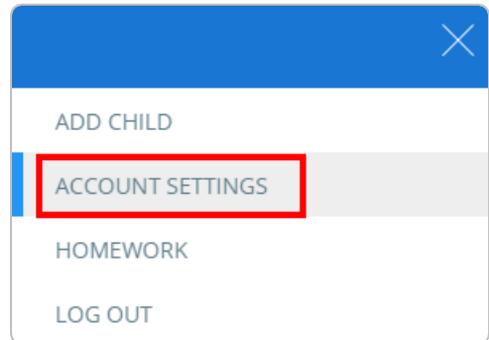
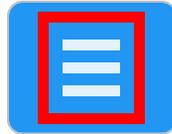
Next, select the [I already have an account](#) option and enter your login details.

If you cannot remember your password you can click on [forgot password](#) to reset it.

Settings

To access the settings menu for your parent account, select [Account Settings](#) from the 3 lines menu in the top right corner of the website.

If using one of the parent apps, you can access the settings menu by clicking on the [settings cog](#) shown on the right.



Your details

Full name:

TEST Parent

Email address:

exampleparent@edukey.co.uk

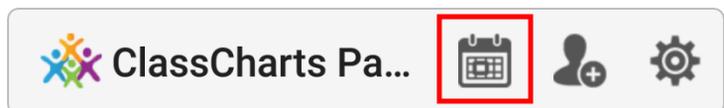
Email address is used for logging in.

Within the settings menu, you will be given the option to change your [name](#), along with the [email address](#) and [password](#) that you use for your account.

You can also change the displayed language, by selecting a different option from the [Language](#) drop down menu.

To change the timeframe that your account displays information in, click on the [date range](#) in the top right hand corner of the website. If using the apps, click on the [calendar icon](#). You will be able to apply [preset date ranges](#) or a [custom range](#) of your preference.

To set a custom date range, simply click on your start date and then your end date and click [apply](#)



Oct 2016							Nov 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10