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.


B5AK4R3
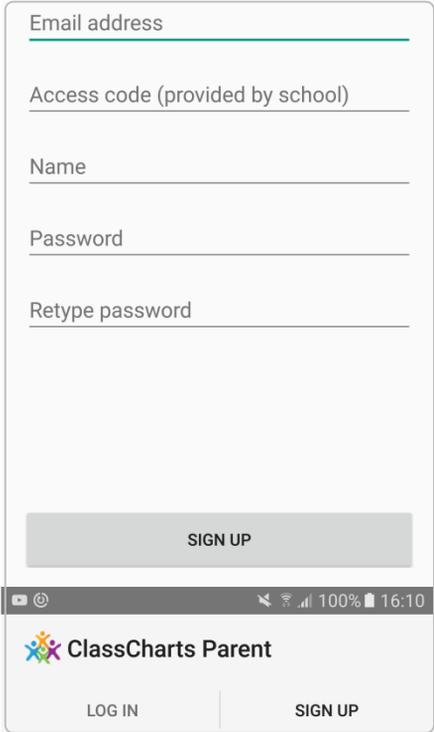
Email address

Access code (provided by school)

Name

Password

Retype password

SIGN UP

ClassCharts Parent

LOG IN   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.
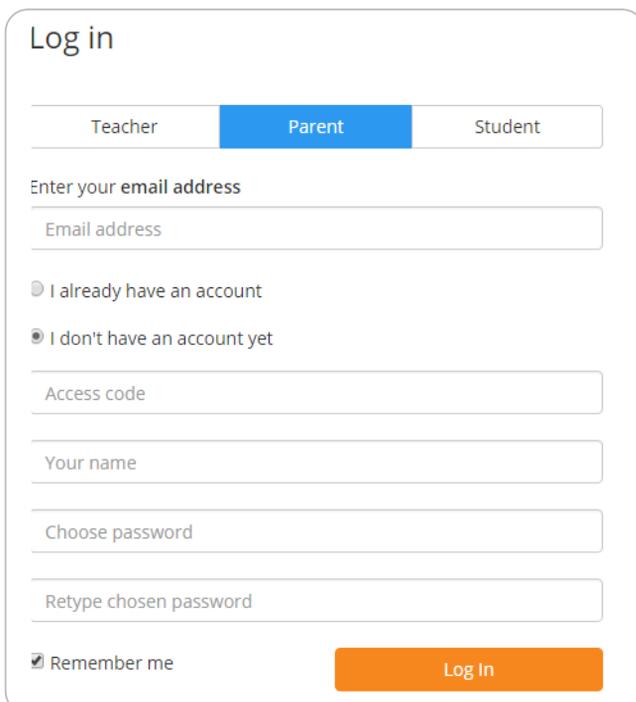
Log in

| Teacher | Parent | Student |

Enter your **email address**

Email address

○ I already have an account
● I don't have an account yet

Access code

Your name

Choose password

Retype chosen password

☑ Remember me   Log in

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.

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**

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.
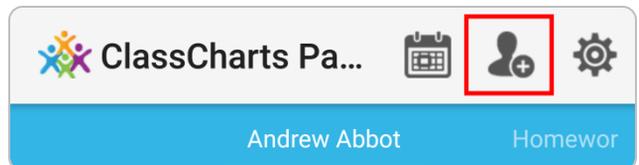
Next, enter your parent access code for the child you wish to add.

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.
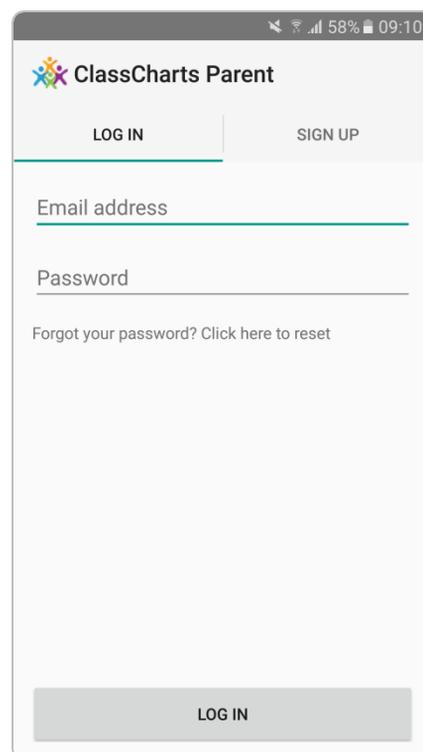
Accessing Class Charts for Parents

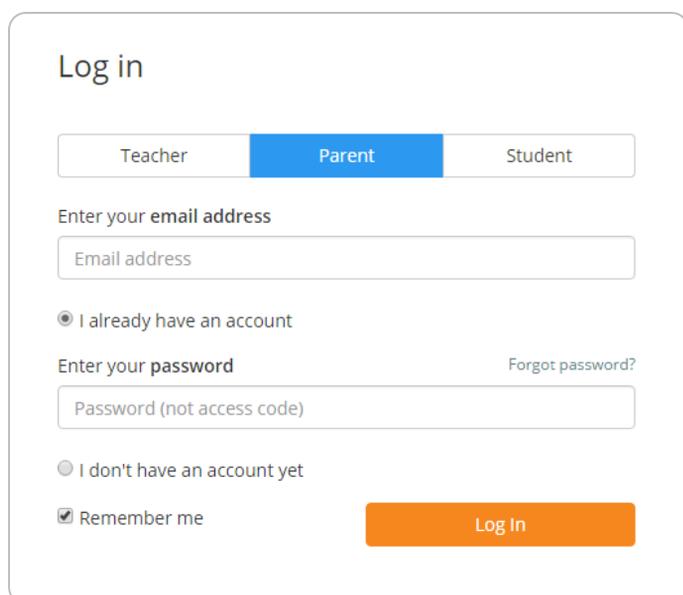## Logging in to the Class Charts Parent app

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.

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.

ADD CHILD

ACCOUNT SETTINGS

HOMEWORK

LOG OUT

ClassCharts Pa...
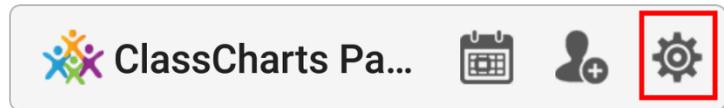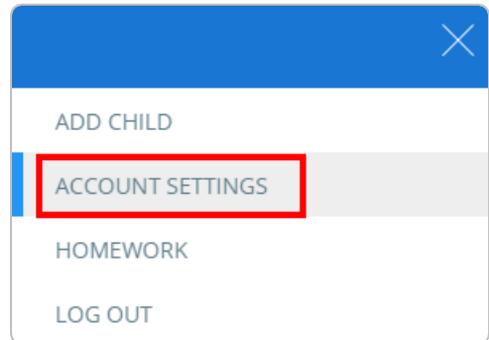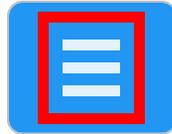
Your details

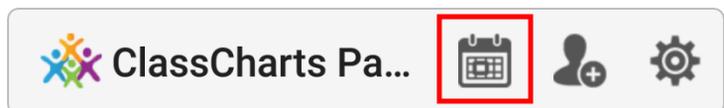Full name:

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

ClassCharts Pa...

29/10/2016							28/11/2016							This week
‹	Oct 2016							Nov 2016						Last week
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	This month
25	26	27	28	29	30	1	30	31	1	2	3	4	5	Last month
2	3	4	5	6	7	8	6	7	8	9	10	11	12	Last 14 days
9	10	11	12	13	14	15	13	14	15	16	17	18	19	Last 30 days
16	17	18	19	20	21	22	20	21	22	23	24	25	26	Last 90 days
23	24	25	26	27	28	29	27	28	29	30	1	2	3	Since August
30	31	1	2	3	4	5	4	5	6	7	8	9	10	Custom Range

Apply   Cancel