

Signing up to Class Charts

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

ABC123

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

1. 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
.....

1. Click on the [Sign-up](#) button below the form.

SIGN UP

2. 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

3. A [confirmation message](#) will appear, indicating that the sign-up process is complete. Verify your email address

✓ You have successfully signed up.

Behaviour

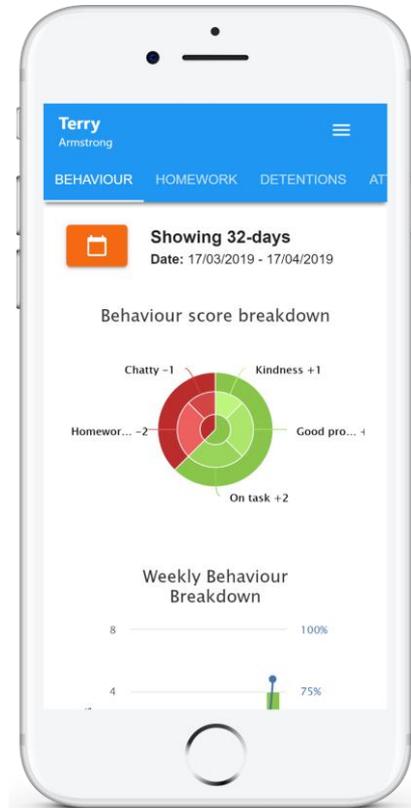
If your school has decided to share behaviour information with parents, you will see the **Behaviour** tab when viewing pupils from that school.

Selecting this 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.

The level of detail within each behaviour award depends on the settings that your school has enabled.



Thursday 11 July

+1

Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20

-1

Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Detentions

If your school has decided to share detention information with parents, you will see the [Detentions](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [detentions](#) which have been set for your child

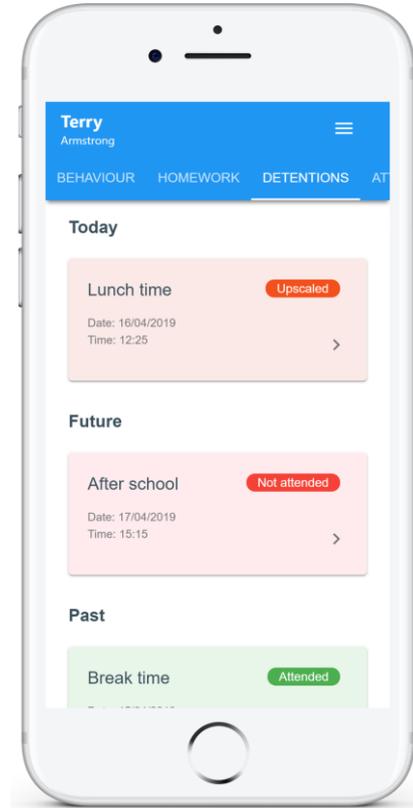
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

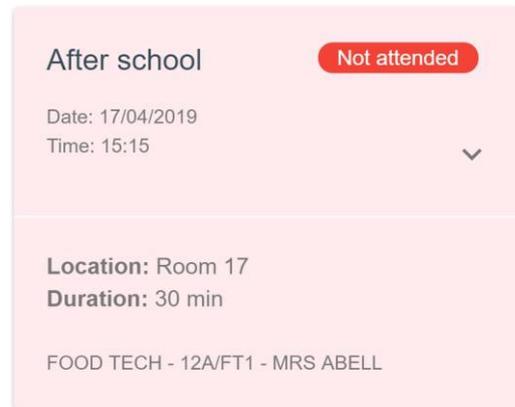
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been 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](#).



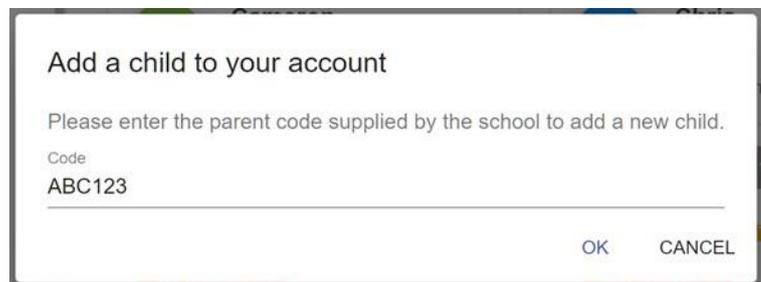
Adding additional pupils

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:

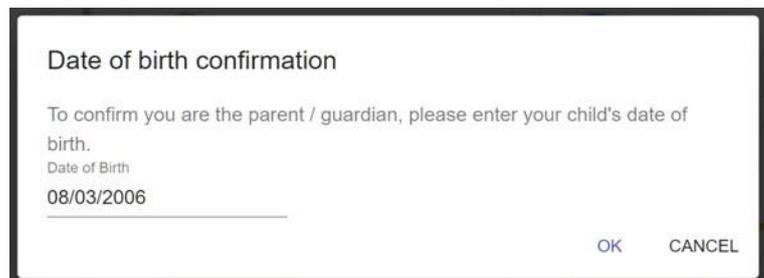
4. Click on [Add Pupil](#) button in the left hand side navigation menu.

A grey rectangular button with rounded corners. On the left side, there is a black icon of a person with a plus sign. To the right of the icon, the text "ADD PUPIL" is written in a bold, black, sans-serif font.

5. Enter [the Parent Access Code](#) that was provided to you by your school.

A white dialog box with a black border. The title is "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a label "Code" followed by a text input field containing "ABC123". At the bottom right, there are two buttons: "OK" and "CANCEL".

6. Enter your child's [date of birth](#) when prompted.

A white dialog box with a black border. The title is "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a label "Date of Birth" followed by a text input field containing "08/03/2006". At the bottom right, there are two buttons: "OK" and "CANCEL".

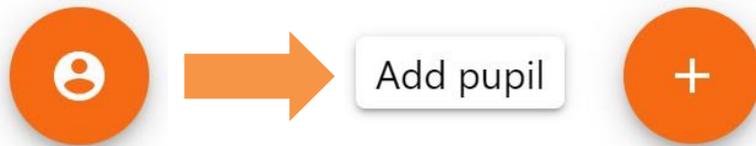
7. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

A green rectangular message box with rounded corners. On the left side, there is a white checkmark icon. To the right of the icon, the text "You have successfully added a child." is written in a white, sans-serif font.

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.

A screenshot of a dialog box titled "Add a child to your account". The text inside reads: "Please enter the parent code supplied by the school to add a new child." Below this is a label "Code" and a text input field containing "ABC123". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

3. Enter your child's [date of birth](#) when prompted.

A screenshot of a dialog box titled "Date of birth confirmation". The text inside reads: "To confirm you are the parent / guardian, please enter your child's date of birth." Below this is a label "Date of Birth" and a text input field containing "08/03/2006". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.

