



# Pupils Guide

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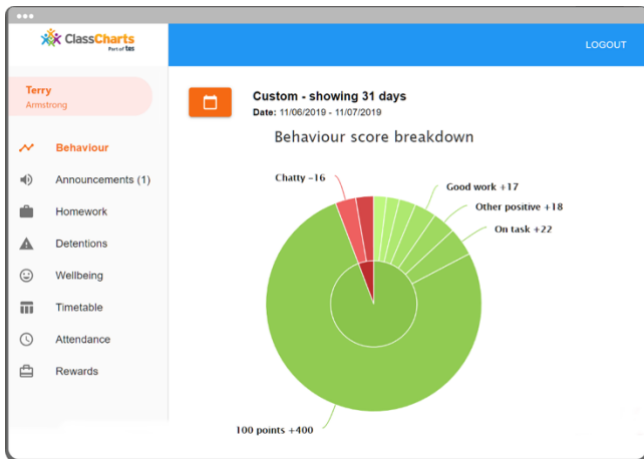
# What is Class Charts?

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, 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>



To be able to access Class Charts, you will require a code which will look similar to the example shown below

This code is used to log into your [student account](#), which is covered on the next page.

LOG IN GUIDE	STUDENT ACCESS CODE
<ol style="list-style-type: none"><li>1. Go to <a href="https://www.classcharts.com/student/login">www.classcharts.com/student/login</a></li><li>2. Enter your student access code, remember to keep this safe!</li><li>3. Click Log-in!</li></ol>	<b>72QNG8XTYR</b>

# Logging in to Class Charts

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

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

Once at this page, you should enter your code as shown below, and then click LOG IN.

Log in



Teacher    Parent    **Student**

Pupil code

Remember me    **Log in**

To log in and view your report you will need to enter the code provided to you by your teacher.

Log in with:

You will then be asked to confirm your date of birth:

Date of birth

Please enter your date of birth below.

Date of Birth  
12/06/2009

OK    CANCEL

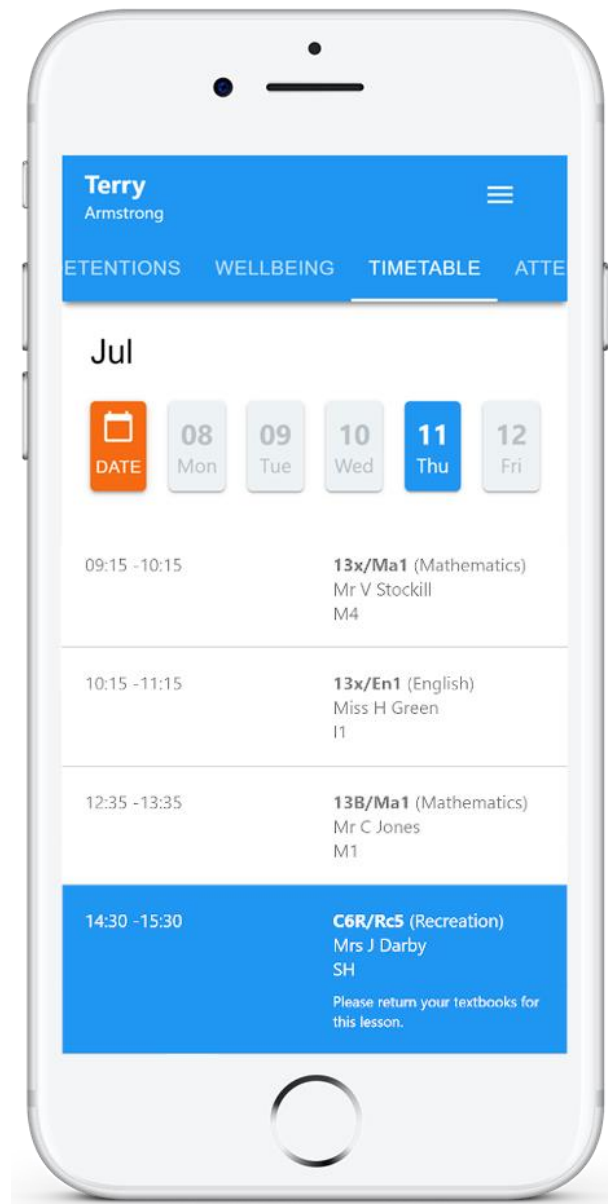
# Timetable

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.

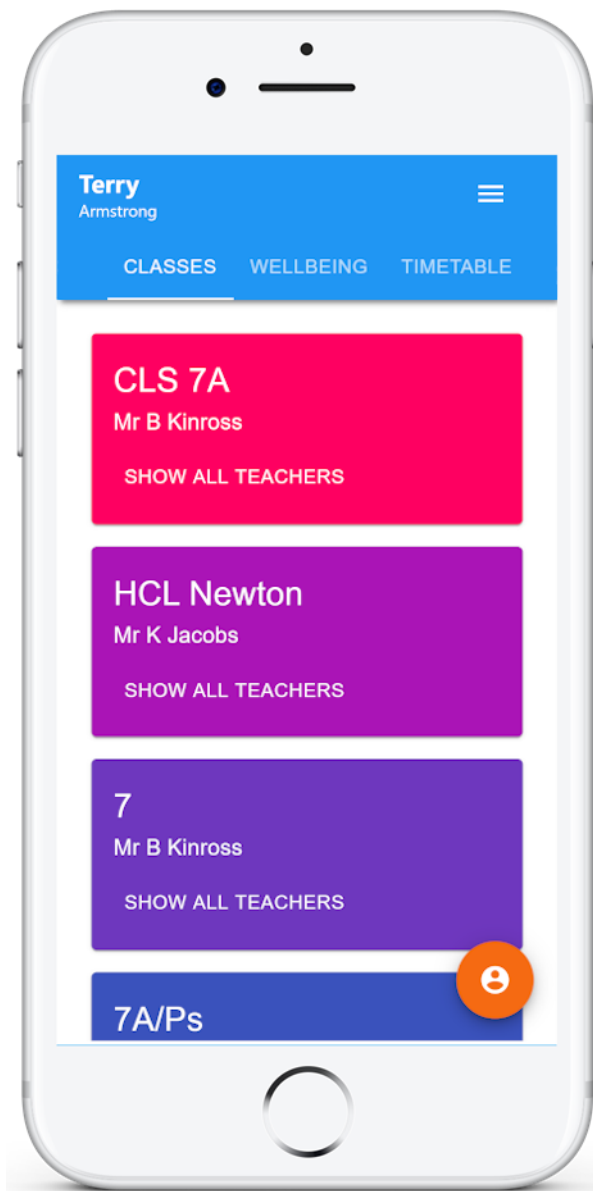
To change the displayed week, click on the orange **Date** button and select a date from the week of your choice.



# Classes

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.



# Attendance

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.

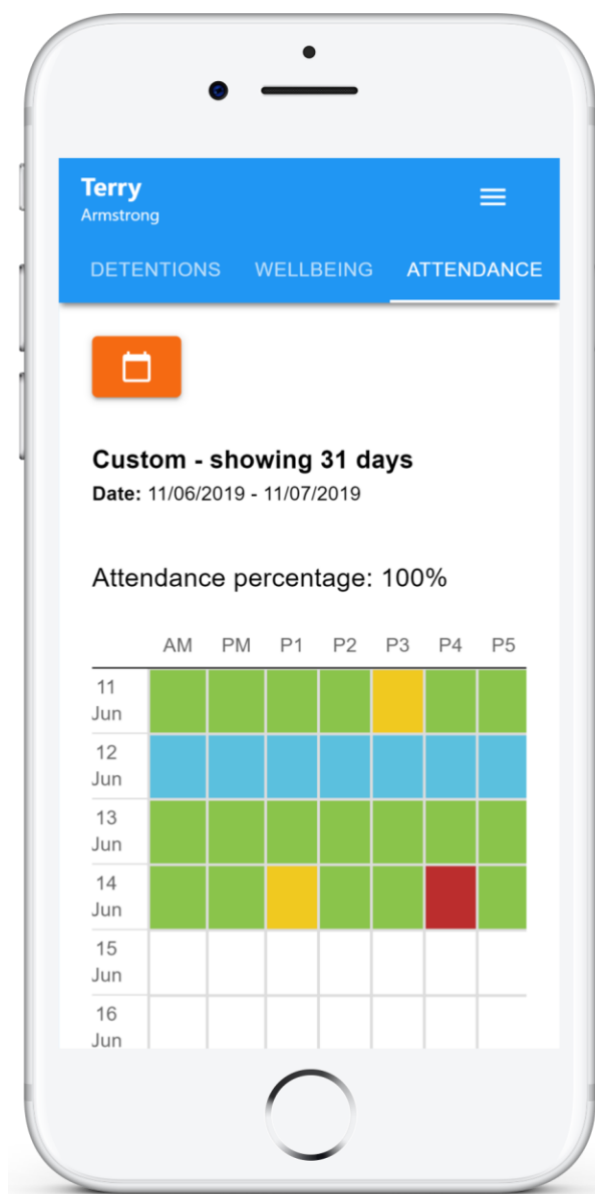
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

**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.

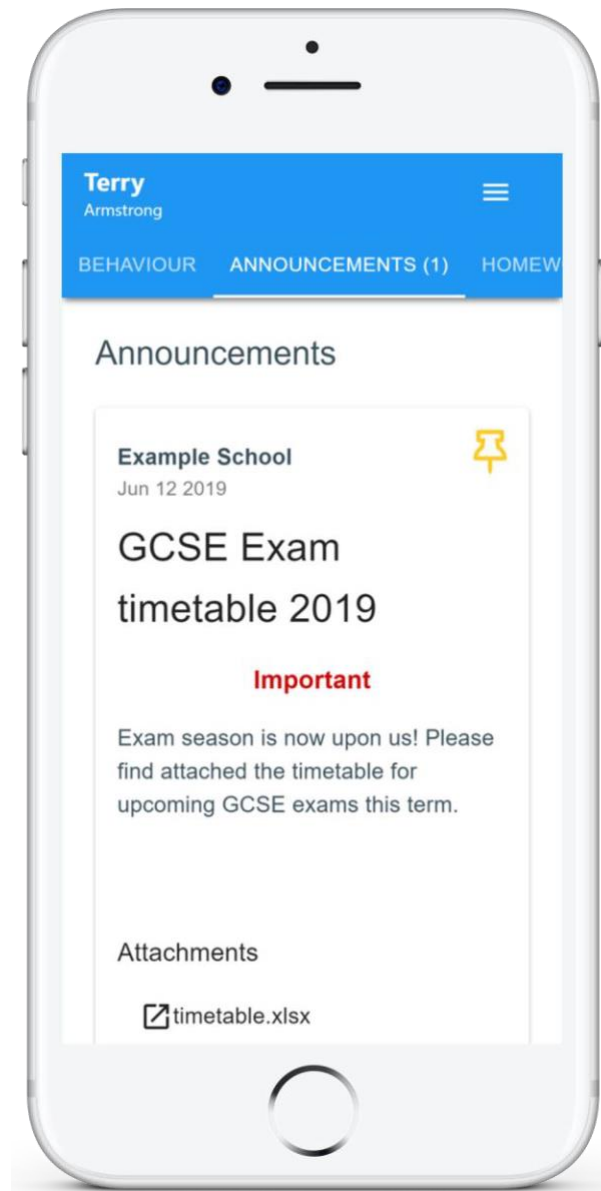


# Announcements

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.

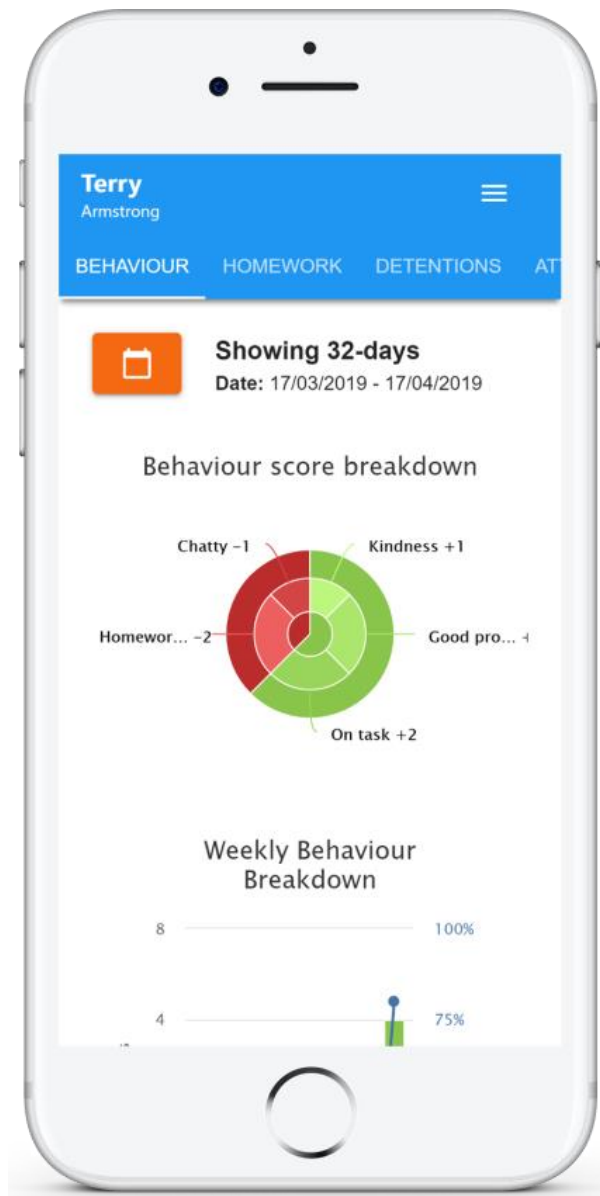
If an announcement has [attachments](#), click on the [filename](#) to download or open them.



# Behaviour

Selecting this tab will display your overall behavior 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 behavior data, click on the Date button.



Below these graphs you will find a list of behavior activity. These display the **behavior** that was awarded, **when** it was awarded, **who** awarded the behavior, the **lesson** the behavior was awarded in, and how many **points** the award is worth.

## Activity

Tuesday 16 April

- +1** **Terry Armstrong** 13:04  
On task awarded by Mrs A Abell in 12A/Ft1.
- 1** **Terry Armstrong** 12:04  
Homework issue awarded by Mrs A Abell in 12A/Ft1.

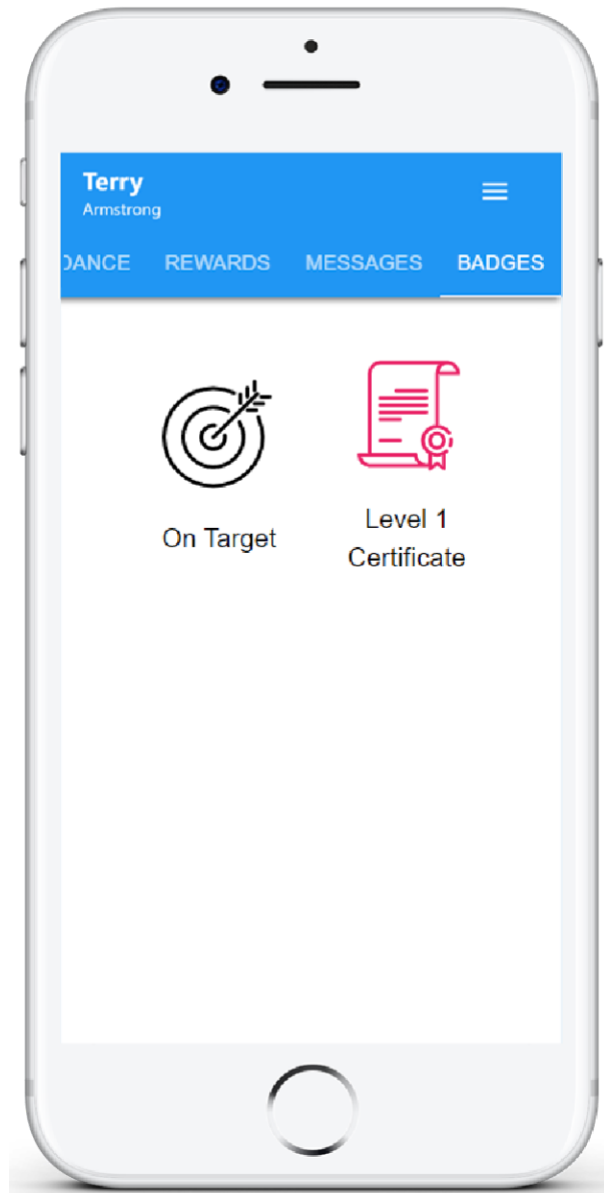


# Badges

Badges are a way for the school to inform you **when significant behavior** goals have been **achieved**. Similar to an achievement.

You will be issued with a badge when you meet the badge's **criteria**. The criteria for each badge will be set up by the school.

Any badges you have earned will be displayed here, listing each **type of badge** and **how many times** they have been awarded.



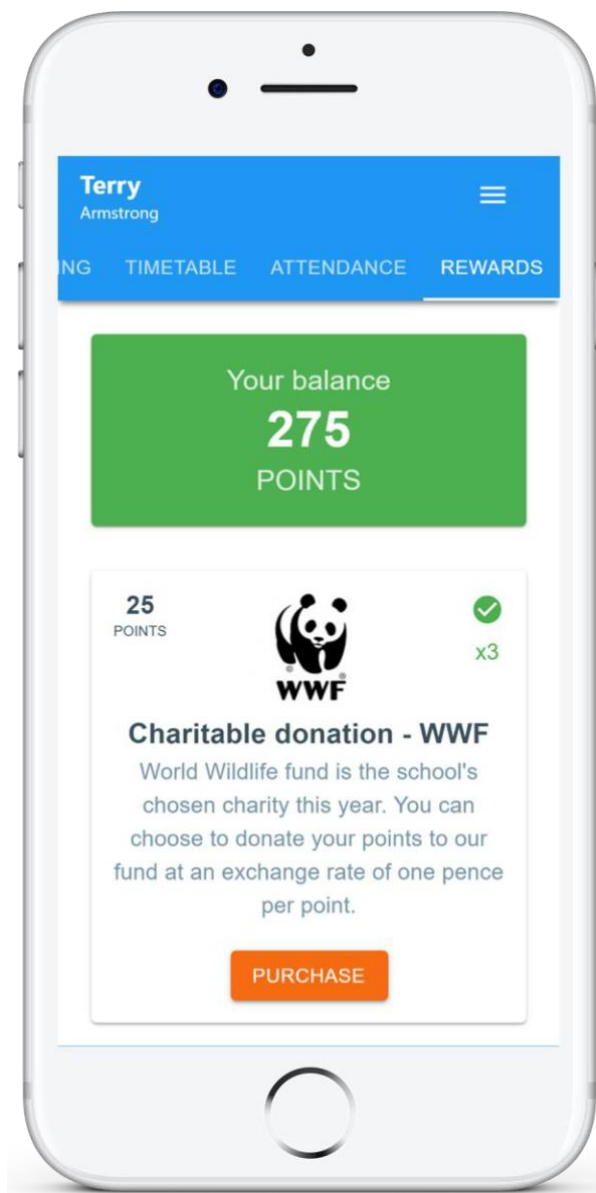
## Rewards Store

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.



# Detentions

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

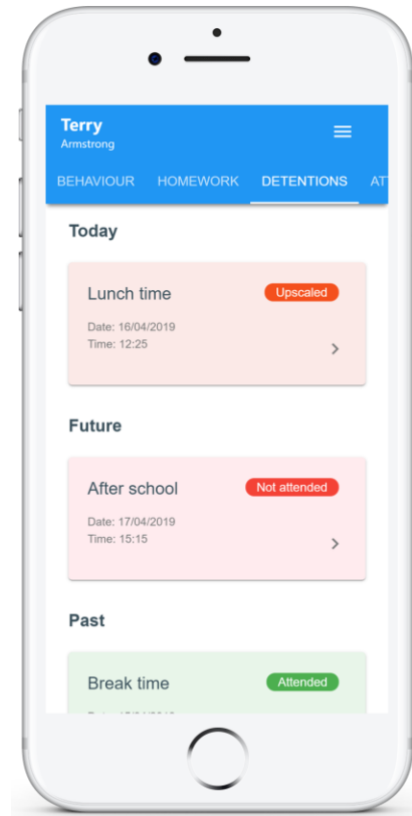
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

**Attended:** You have sat this detention.

**Not attended:** You have not sat this detention.

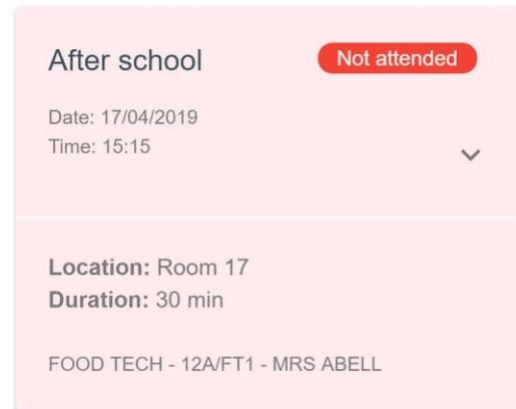
**Pending:** This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

**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](#).

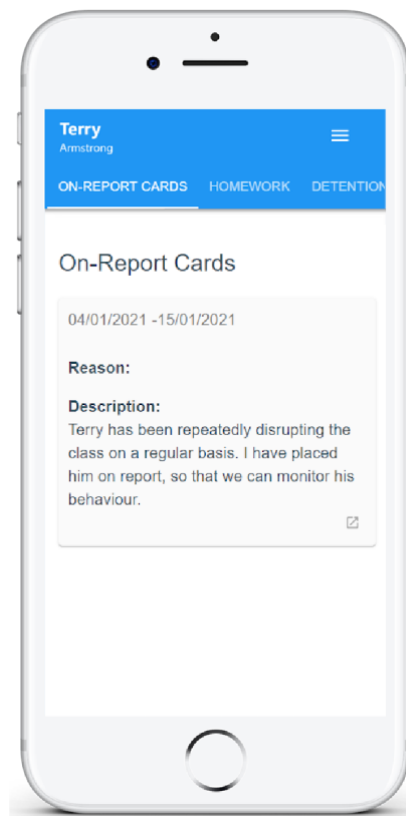


# On-Report Cards

Selecting this tab will display a list of **On-Report** cards that have been shared with you.

Each card displays the **timeframe** that the On-Report card is active for, the **reason** why you have been placed on report and a **description**.

To find out more about an On-Report card, click on the **expand** icon.



You will see your **progress** towards the On-Report card for each **day** and **period**.

To switch to a different day in the timeframe, click on the **Back** and **Next** buttons.

< Back      **Fri 29th January**      Next >

TARGET 1    TARGET 2    TARGET 3    TARG

To contribute to the lesson in an appropriate manner.

Period	Achieved	Comment
Fri:1	✓	
Fri:2	✓	excellent (29/01/2021 13:30 by Mrs Abigail Buxton)

# Homework

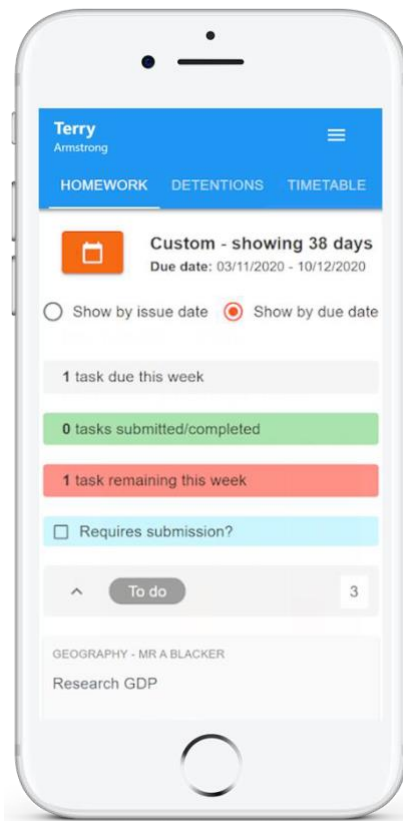
Selecting this tab will display a list of the [homework tasks](#) which you have been given.

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, view the homework task of your choice in more detail and tick the [Completed?](#) checkbox.



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.



To do ×

**Research GDP**  
GEOGRAPHY - 8F/GG - MR A BLACKER

**Type:** Blended Learning  
**Issue date:** Monday 09/11/2020  
**Due date:** Wednesday 11/11/2020  
**Estimated completion time:** 1 hours

Please write a short paragraph on what GDP is and how it is used.

## Homework Status Categories

**To-Do:** These are homework tasks that you need to complete. Once you have completed them, tick the [checkbox](#).

**Completed:** These are homework tasks that you have ticked as completed but have not been marked by your teacher.

**Late:** These are homework tasks that have been handed in past the deadline.

**Not submitted:** These are homework tasks that were not handed in on time.

**Submitted:** These are homework tasks that have been handed in on time.

To do

Completed

Submitted late

Not submitted

Submitted

# Keeping Track of Homework

As you are assigned homework tasks, you may want track of how you are progressing for the current week.

The [three banners](#) above the homework status categories count the number of homework tasks that are [due this week](#), how many of those tasks you have [completed](#) and how many tasks you [still need to complete](#).

To only see homework tasks that require an [attachment submission](#), tick the checkbox labelled [Requires submission](#).

1 task due this week

0 tasks submitted/completed

1 task remaining this week

Requires submission?

If you are viewing the [Homework](#) tab via a [desktop](#) or [laptop](#), expanding a homework status category will display a [table overview](#) of each homework task for the selected date range.

To do <span style="float: right;">3</span>								
	Homework ↑↓	Teacher ↑↓	Lesson ↑↓	Issued ↑↓	Due ↑↓	Estimated time ↑↓	Type ↑↓	Feedback ↑↓
	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	

# Homework Attachment Submissions

For certain homework tasks, you may be asked by your teacher to [upload your work](#) as an [attachment](#).

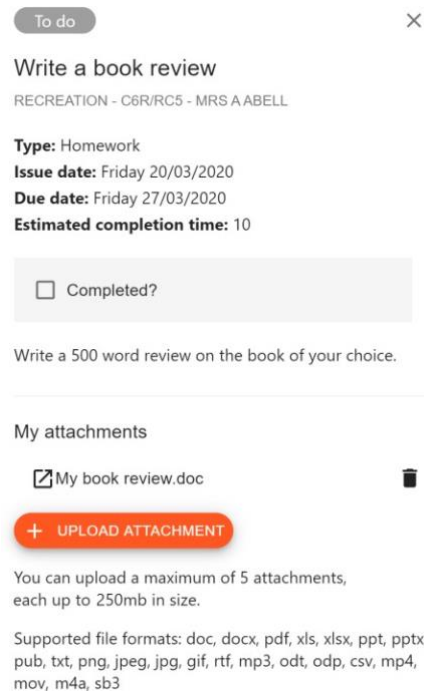
When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your teacher is expecting your work to be uploaded.

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.

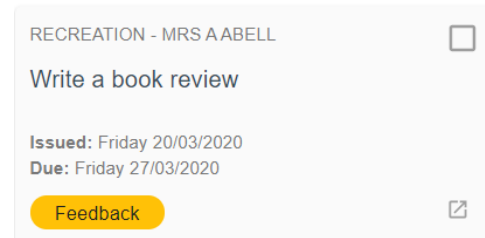
If your teacher leaves feedback on one of your homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

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.




This screenshot shows a homework task tile titled "Write a book review" under the category "RECREATION - C6R/RC5 - MRS A ABELL". The task details include: Type: Homework, Issue date: Friday 20/03/2020, Due date: Friday 27/03/2020, and Estimated completion time: 10. There is a "Completed?" checkbox. The task description is "Write a 500 word review on the book of your choice." Under "My attachments", the file "My book review.doc" is listed with a trash icon. A red "UPLOAD ATTACHMENT" button is visible. Below the button, it states: "You can upload a maximum of 5 attachments, each up to 250mb in size." and lists supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3.



This screenshot shows the same homework task tile, but with a yellow "Feedback" button in the bottom left corner and an expand icon in the bottom right corner. The task details are: RECREATION - MRS A ABELL, Write a book review, Issued: Friday 20/03/2020, Due: Friday 27/03/2020.

## My attachments

 My book review.doc  
Teacher's note: Excellent work!

[+ UPLOAD ATTACHMENT](#)