Laurence Jackson Class Charts Guide for Parents

Contents

What is Class Charts for parents?

You will be able to use Class Charts to keep track of your child's behaviour, view assigned homework tasks, track scheduled detentions and view announcements from Laurence Jackson School.

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via the Class Charts website, or through its iOS and Android apps.
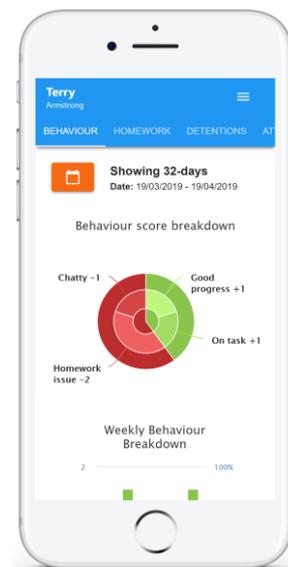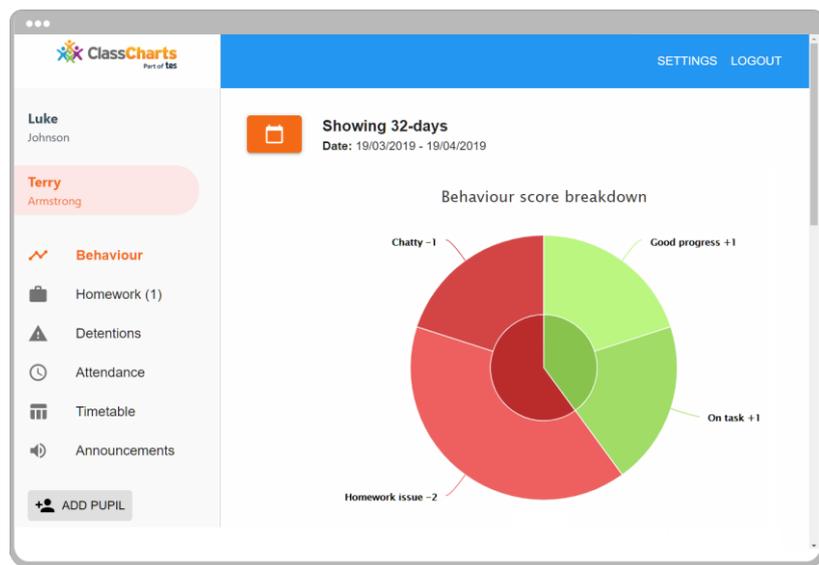
You should receive a Parent code, which will look similar to the example code shown on the right.

This code is used to set up your Class Charts parent account, which is covered on the next page. These personalised codes will be sent out week commencing 18.10.21.
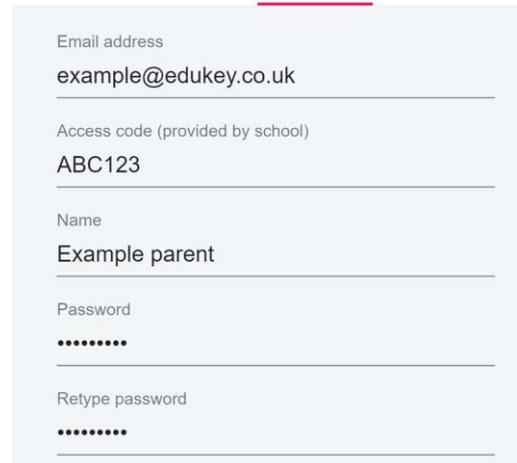
Signing up to Class Charts

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
••••••••

2. Click on the Sign up button below the form.

SIGN UP

3. Confirm the student'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

4. A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue.

✓ You have successfully signed up.

Behaviour

Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.
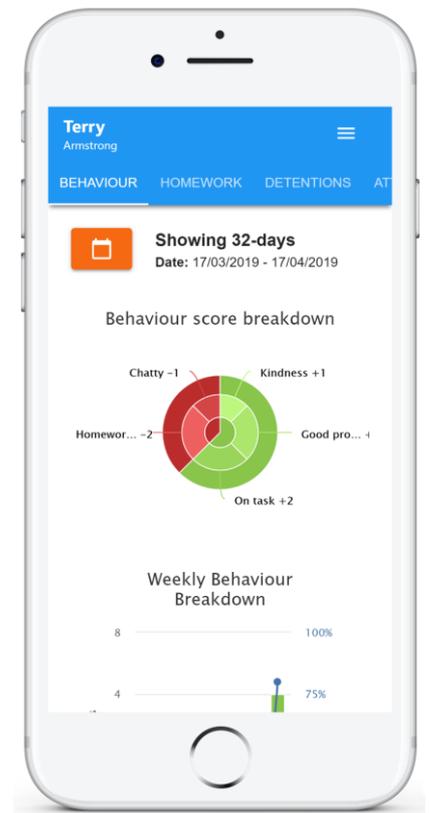
Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.

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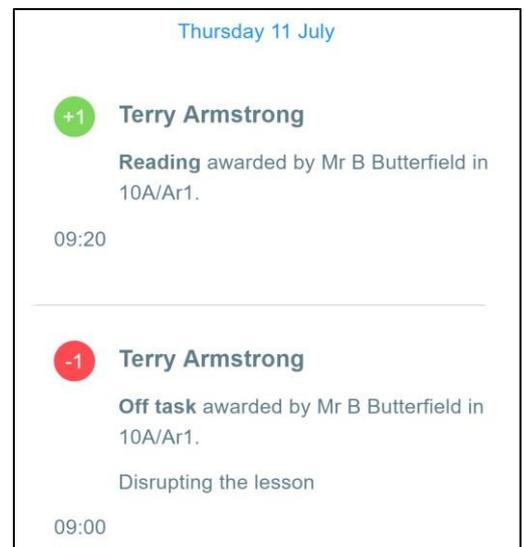
Homework

Selecting this tab will display a list of homework tasks which your child has been assigned.

To change the date range for displayed homework tasks, click on the Date button to select from the available presets or create your own custom date range.

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.
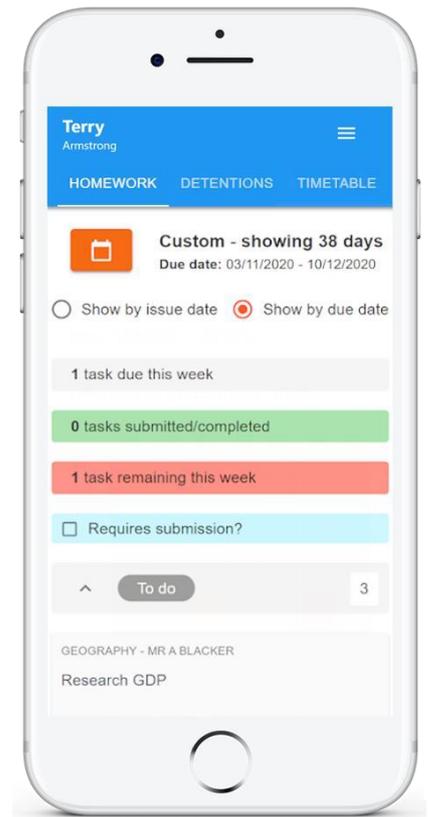
To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile.

A popup will appear that contains a description of the homework task, the estimated completion time and any links or attachments that may have been included.

Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

To do

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

Completed

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

Submitted late

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

Not submitted

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

Submitted

Keeping track of homework

As your child is assigned homework tasks, you may want track of how they 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 your child has completed and how many tasks they still need to complete.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

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

Homework	Teacher	Lesson	Issued	Due	Estimated time	Type
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

Detentions

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.
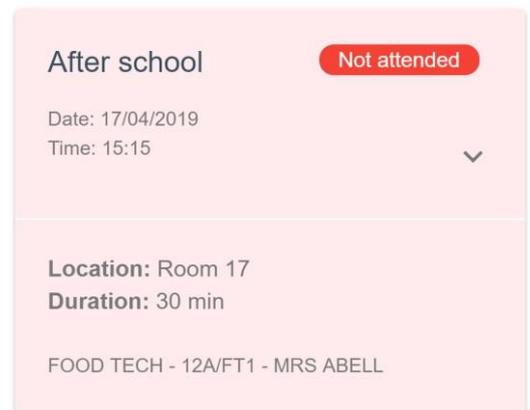
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.
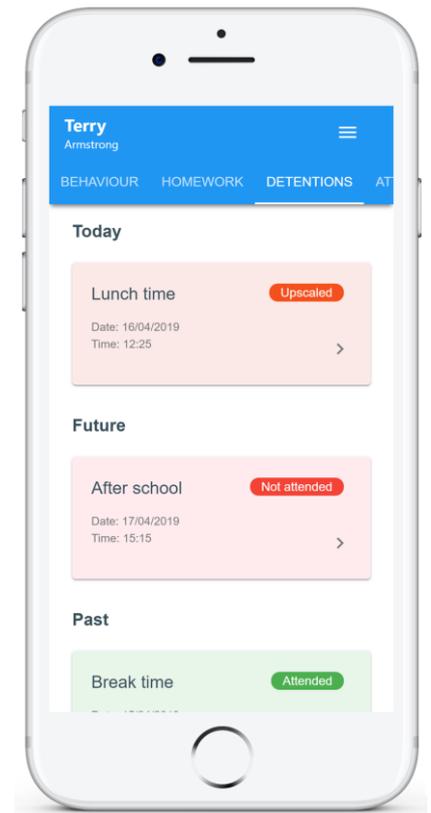
To view more information about a specific detention, click on the arrow icon.

This will bring up a popup that describes the detention, including the location for the detention, the awarding teacher and scheduling information.

Announcements

Selecting this tab will display a list of announcements that have been shared with you regarding the selected student.

Announcements with a pin icon will always stay at the top of the announcements list.

If you are viewing announcements from the main parent dashboard, click on the X icon in the top right-hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the student's individual Announcements tab.
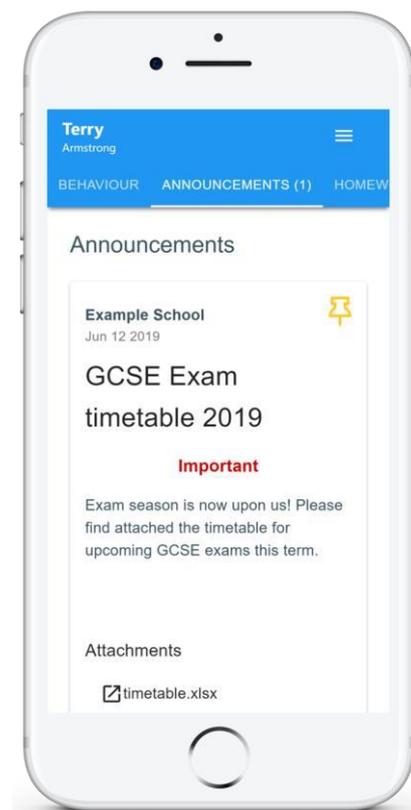
Announcement comments and reactions

Depending on how your school has sent up certain announcements, you may also have the option to leave a comment or a positive reaction.

To leave a comment on an announcement that supports it, enter a comment of your choice into the text box provided and click on the Add comment button.

To leave a positive reaction on an announcement that supports it, click on the emoji of your choice. Your selection will be highlighted in blue.

Please Note: Depending on how your school has set up the announcement, your responses will either be public or private.

Public comments will be seen by all associated parents and staff members.

Private comments will only be seen by yourself and any associated staff members.

Bake sale 15:30 - 17:00

We will be having an after school bake sale to raise funds for new PE equipment next Friday.

👍 1   🙂 0   😀 0
❤️ 0

Comment
Thank you for letting us know!

Comments will be viewable by all parents/carers with accounts associated with this pupil, and school staff.

ADD COMMENT

Comments will be viewable by all parents/carers with accounts associated with this pupil, and school staff.

Comments will be private and only viewable by school staff.
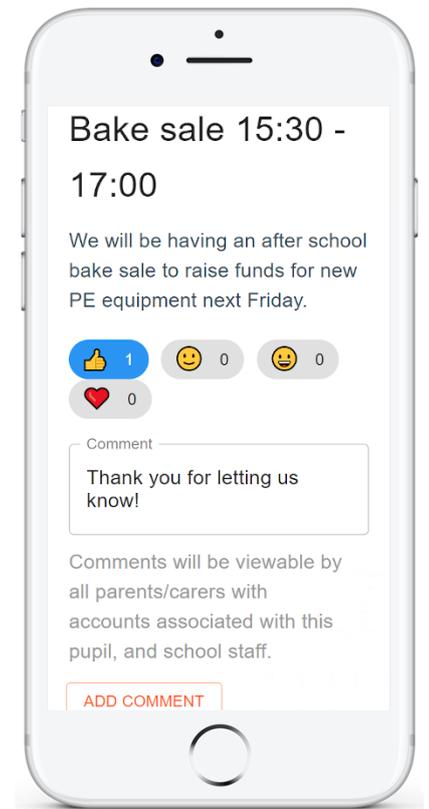
Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

1. Select Log In from the main page and enter your email address and password into the fields provided.

2. Click on the Log in button to begin accessing your Class Charts parent account.

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.

If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.

Adding additional students

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:

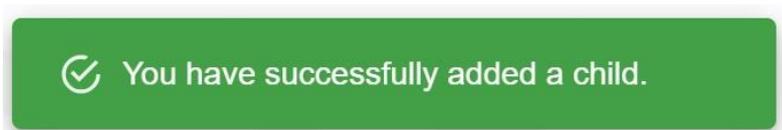**1.** Click on Add Student button in the left-hand side navigation menu.

2. Enter the Parent Access Code that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK   CANCEL

3. Enter your child's date of birth when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.
Date of Birth
08/03/2006

OK   CANCEL

4. A confirmation message will appear and the child will be added to the left hand side navigation menu.

✓ You have successfully added a child.

Adding additional students (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 Student icon in the bottom right hand corner of the app and select Add student.

Add pupil

2. Enter the Parent Access Code that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK   CANCEL

3. Enter your child's date of birth when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.
Date of Birth
08/03/2006

OK   CANCEL

4. A confirmation message will appear and the child will be added to the student icon popup.


You have successfully added a child.

Switching between students

If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

To switch between students on the desktop view, click on their name in the left-hand side menu.

Their individual student dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

Luke
Johnson

Terry
Armstrong

+👤 ADD PUPIL

You can check to see which student is currently selected by looking for the orange tab highlighting their name in the left-hand side menu.

Terry
Armstrong
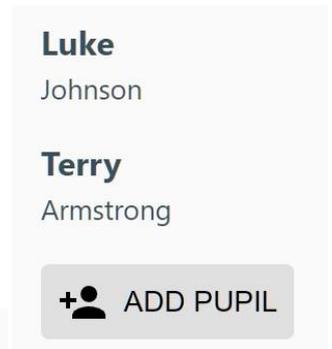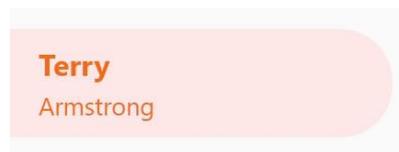
To switch between children on the mobile app, click on the Student icon in the bottom right hand corner of the app and select the child of your choice.

Their individual student dashboard will open, allowing you to swipe between their available tabs.

Add pupil

+

Luke
Johnson

L

Terry
Armstrong

T
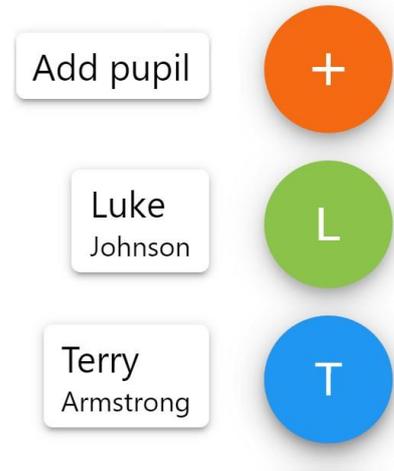
Account settings

If you're using the desktop view, you can access the account settings menu through the Settings button in the top right-hand corner of the page.

SETTINGS   LOGOUT

If you're using the mobile app, these options can be accessed through the three lines menu in the top right-hand corner.

≡

The Change password page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a lowercase letter, a number and a symbol.

✕ Change password

Current password

New password

Repeat password

The Account details page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on the Delete Account option to permanently delete it. Should you change your mind, you will need to sign up again using the parent code provided to you by your school.

✕ Account details

Full name
Example parent

Email address
example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

"I don't have a parent code!"
Please contact your school and ask for a new parent code.

"I can't log in! "
Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

"It says I don't have an account!"
Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

"My password is incorrect!"
Please use the "Forgot your password" link to reset your password.

"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"
We store your data securely in the UK.
Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.
We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:
https://www.edukey.co.uk/edukey-terms-conditions/