Garth Hill College

ClassCharts

Getting started with Parent accounts

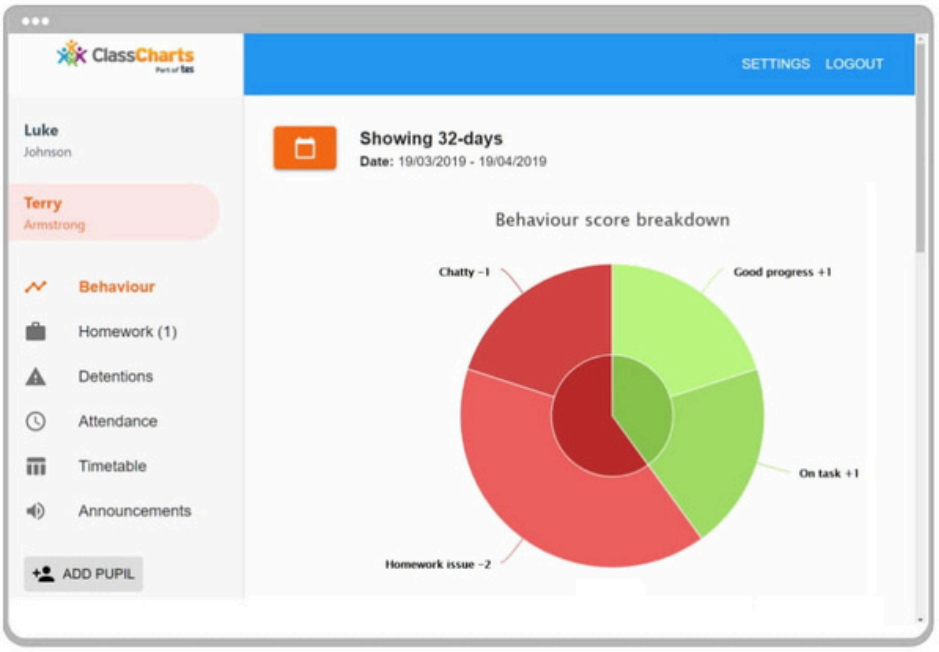
Contents

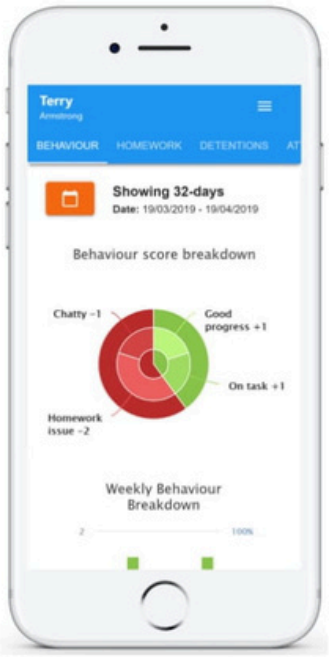
What is Class Charts for Parents?	2
Signing up to and into Class Charts	3
Adding additional pupils	4
Switching between pupils	5
Account Settings	6
Behaviour	7
Detentions	8
Timetable	9
Home Learning	10
FAQs and Troubleshooting	13

What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements from their 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 our website, or through our iOS and Android apps.



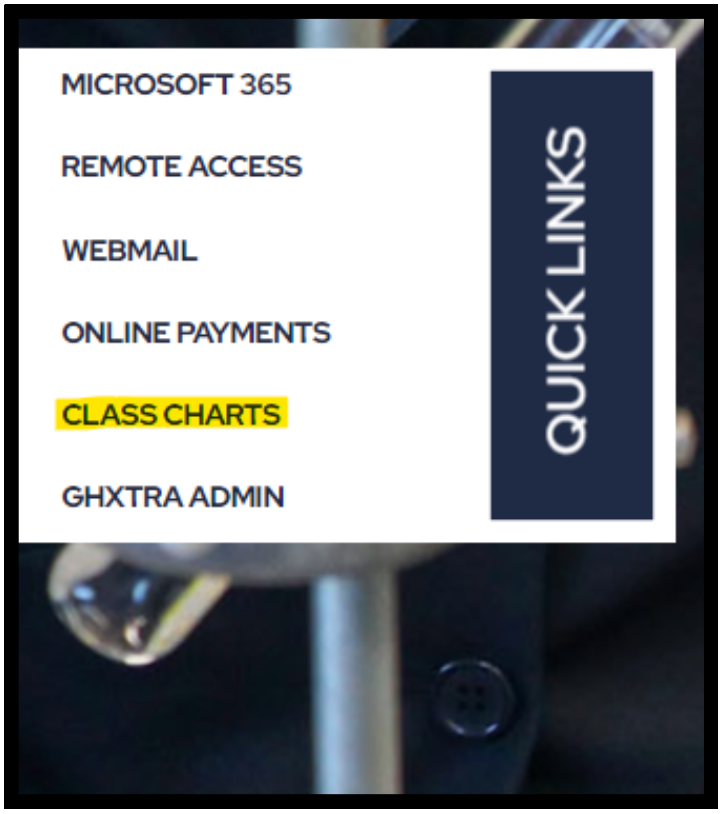


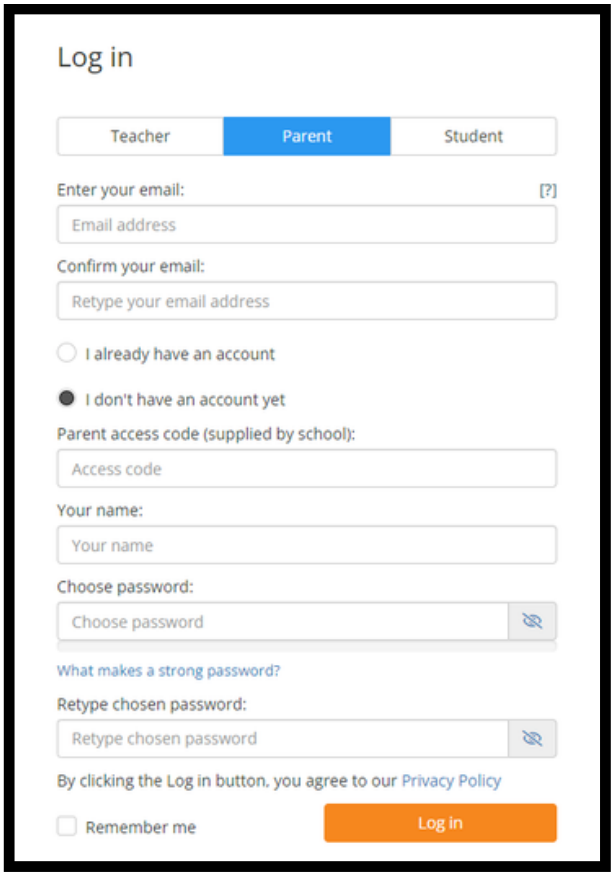
You should have received a Parent code from your school, which will look similar to the example code shown on the right.

ABC123

This code is used to set up your Class Charts parent account, which is covered on the next page.

Signing up and into to Class Charts





1. To sign up, you will need to go to www.classcharts.com/parent/login or access it via our website through Quick Links, and enter your email address (we recommended using the same email that we have on our system), then tick "I don't have an account"

2. You will then be asked to fill in more details, including the Parent Code provided by us and a password (Class Charts will not allow you to create an account unless it meets their password criteria)

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

When all details are entered, click on Log In.

3. After the initial sign up, you will just need to log into the same site with your email and password. If you would like to stay logged in when you close the website/app, tick the box labelled Remember Me before clicking Login In.

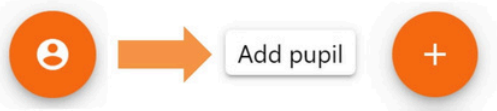
If you have forgotten your password, click on the Forgot Password link and confirm your email, which will send you a reset email

Adding additional pupils

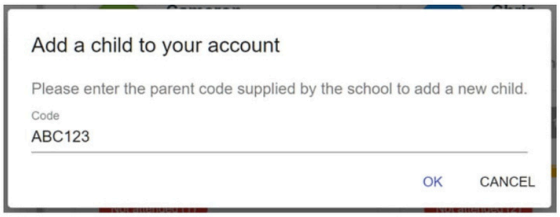
Once you have set up your Class Charts parent account, you can add additional children to the same account. To add another child to your account, please follow the steps below:

1. On the website: Click on Add Pupil button in the left-hand side navigation menu.

In the app: Click on the Pupil icon in the bottom right hand corner of the app and select Add pupil

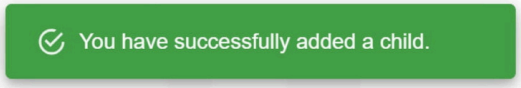


2. Enter the Parent Access Code that was provided to you by your school.



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

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

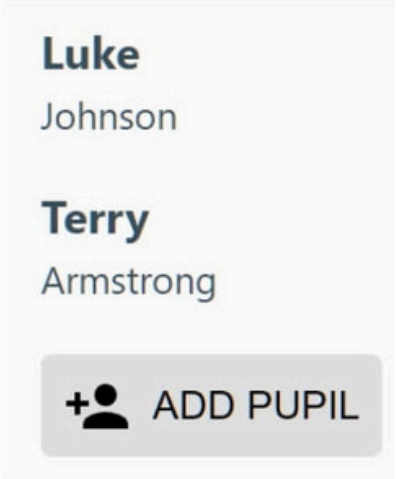


Switching between pupils

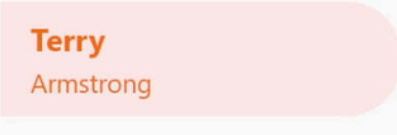
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

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

Their individual pupil 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.



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



3. To switch between children on the mobile app, click on the Pupil icon in the bottom right-hand corner of the app and select the child of your choice.

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

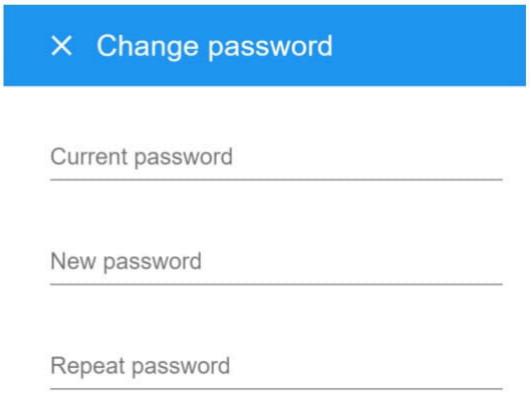
Account Settings

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.

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

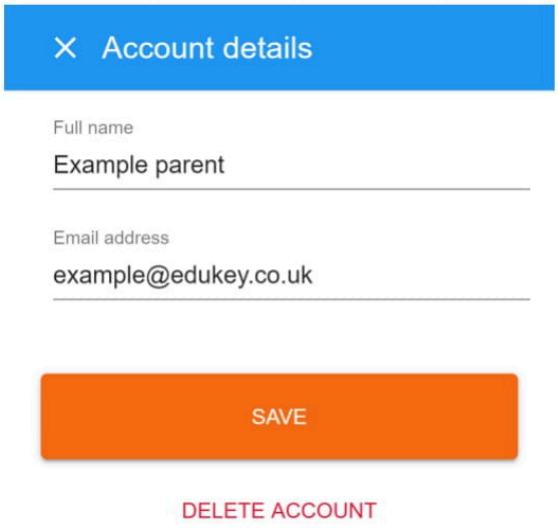
The Change password page allows you to enter a new password for your Class Charts parent account.

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



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.



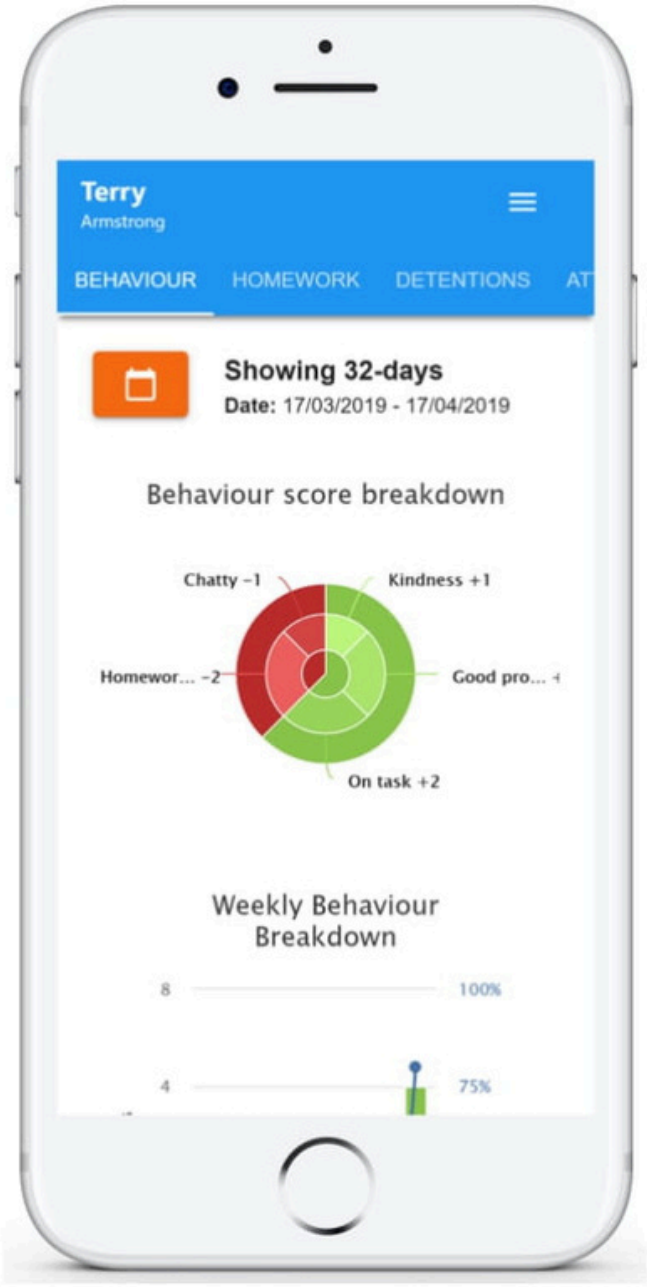
Behaviour

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.



Detentions

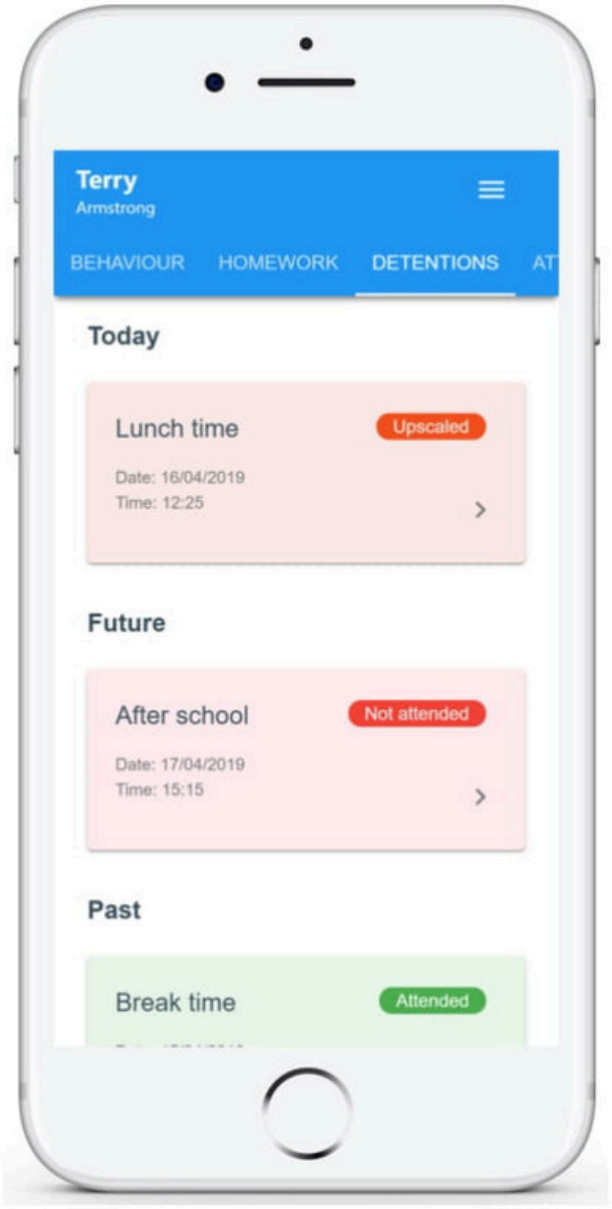
Selecting this tab will display a list of detentions which have been set for your child. Detentions fall under 4 categories:

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

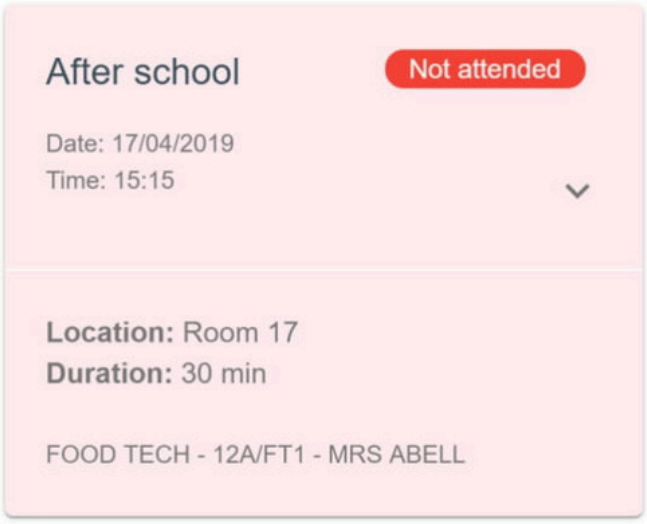
Pending: This detention has not been sat yet.

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



Timetables

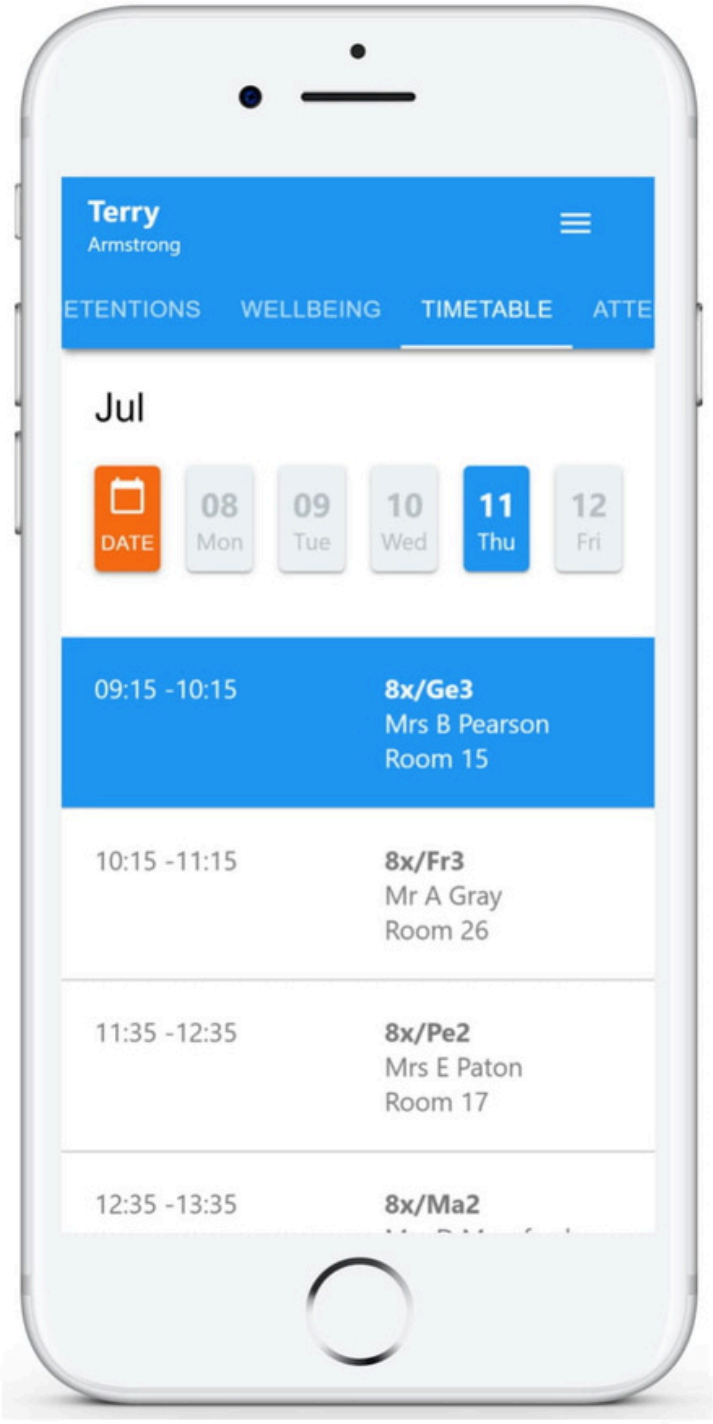
Selecting this tab will present you with your child's timetable for the current day.

This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place.

Your child's current lesson will be highlighted in blue, as shown on the right.

To view timetable data for another day of the week, click on one of the other displayed dates along the top of the timetable.

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



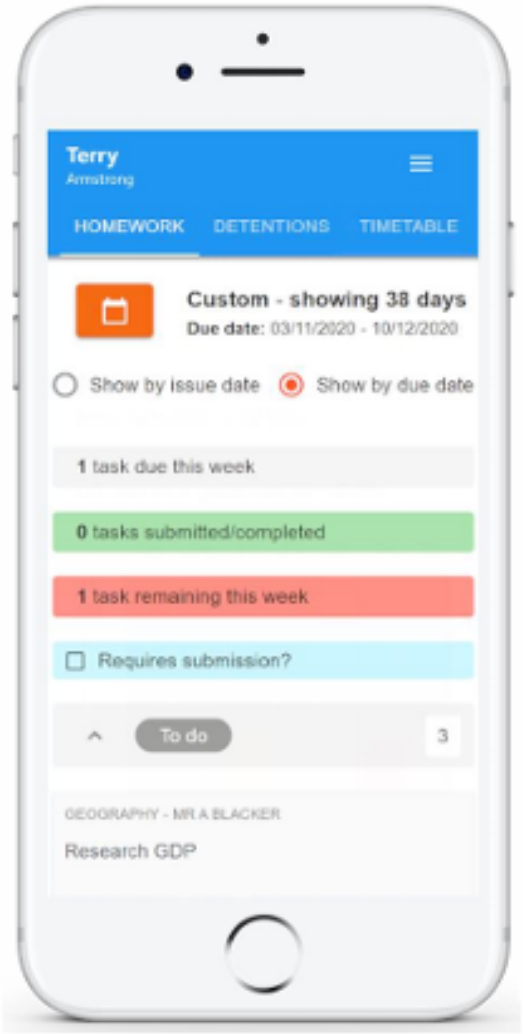
Home Learning

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

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.

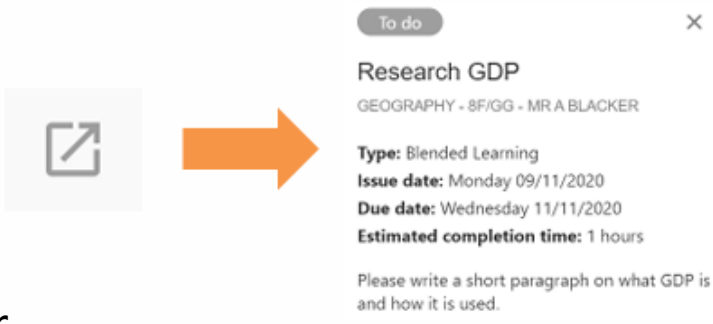
To display tasks in the order they were set, click on the Issue Date button.

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 the a description of the homework task, the estimated completion time and any links or attachments that may have been included



Home Learning - Status Categories

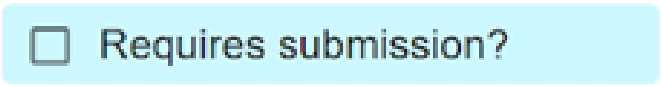
To Do	These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher
Completed	These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher
Submitted Late	These are homework tasks that have 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.

Home Learning - Keeping Track

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

To only see homework tasks that require an attachment submission, tick the checkbox labelled 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 3

	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	Feedback

FAQs and Troubleshooting

“I don’t have a parent code!”

Please email us at helpdesk@garthhillcollege.com and ask for a new parent code. We will not be able to respond to email queries from an email address that is not associated with you on your child's details.

“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.

For any queries not related to Parent codes or IT issues, please contact our Main Reception at reception@garthhillcollege.com or on 01344 421122, and they will be able to direct you to the correct person.