

Class Charts Helpful Hints (Primary Years 1—6)

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@edukay.co.uk

Access code (provided by school)
ABC123

Name
Example parent

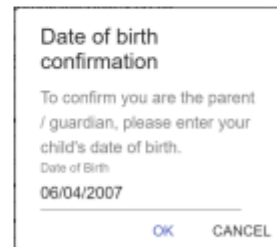
Password

Retype password

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



3. 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

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

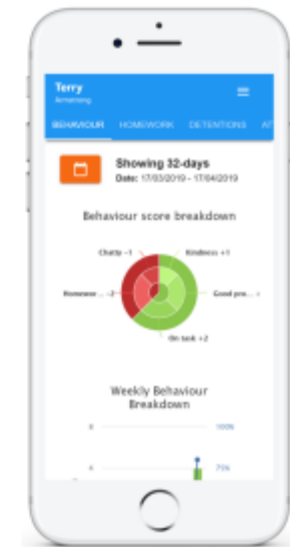


Behaviour

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

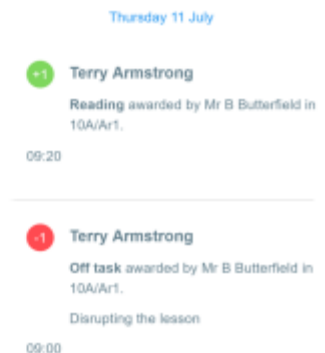
Selecting this tab will display multiple graphs which represent an overview of your child's [achievement](#) and [behaviour](#) data within a [customisable timeframe](#).

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.



Class Charts Helpful Hints (Primary Years 1—6)

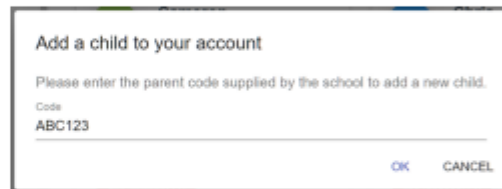
Adding additional pupils

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



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



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



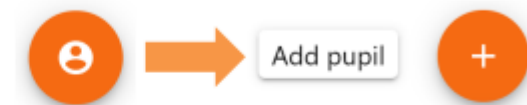
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.



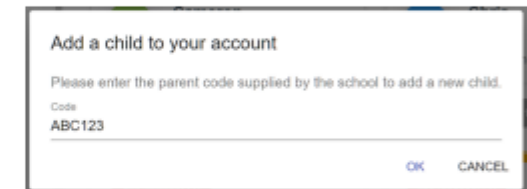
Adding additional pupils (app)

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.



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



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



Class Charts Helpful Hints (Primary Years 1—6)

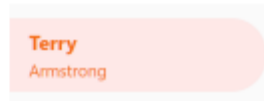
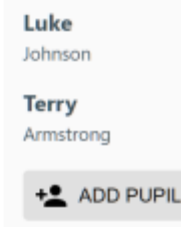
Switching between pupils

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.

To switch between pupils on the desktop view, click on their [name](#) in the left hand side menu.

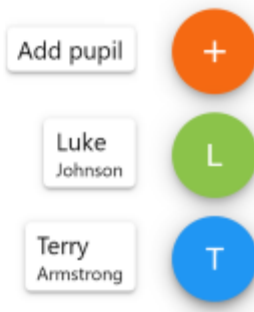
Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

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.



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.



Current password

New password

Repeat password

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.



Full name

Example parent

Email address

example@edukey.co.uk



[DELETE ACCOUNT](#)

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.