



ClassCharts

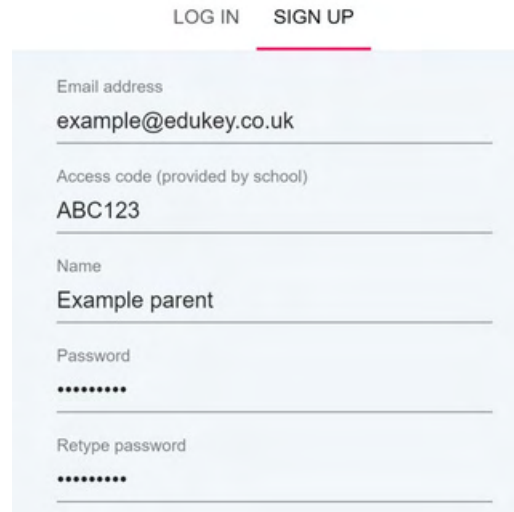
Part of **tes**

Getting started with Parent accounts

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

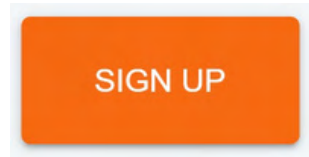
Access code (provided by school)
ABC123

Name
Example parent

Password
.....

Retype password
.....

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



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.



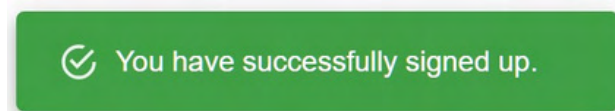
Date of birth confirmation

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.



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.

LOG IN SIGN UP

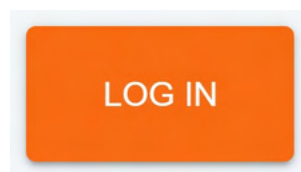
Email address *

Your email address

Password *

Your password

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](#).

Remember me

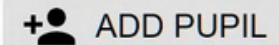
If you have forgotten your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

Forgot your password? [Click here to reset.](#)

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.

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.

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

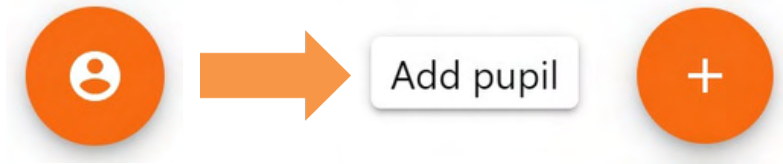
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

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](#).



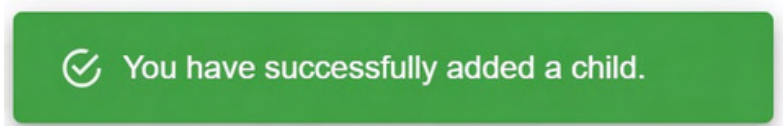
2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a mobile app 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" followed by 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 mobile app 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" followed by 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.



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.

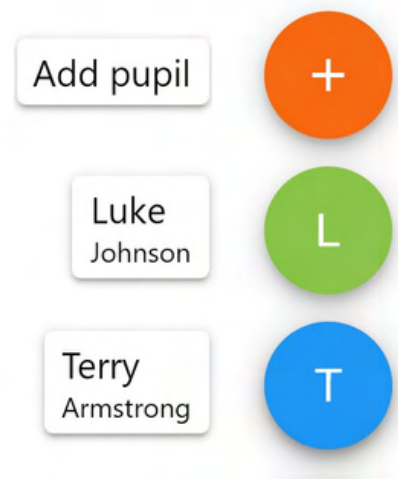
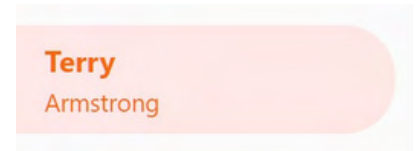
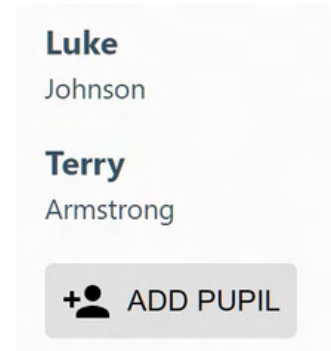
To switch between pupils on the desktop view, click on their [name](#) in the left hand side menu.

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.

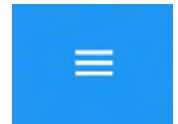
Their individual pupil dashboard will open, allowing you to swipe between their available tabs.



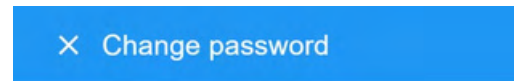
Account settings

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. 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](#).



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.



Full name

Example parent

Email address

example@edukey.co.uk



[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/>