

# Classcharts – Cheat Sheet



The following is a collection of little tips that I've helped various people with since the introduction of Classcharts. Consider it a little cheat sheet to help you with common issues and make Classcharts easier to use and more productive. This will be added to as we go and people ask further questions, keep checking back!

**Click the links below to go to the required section (hold ctrl and click!)**

[Zoom in/Zoom out on a class layout:](#)

[Assigning more than one room to a class:](#)

[Homework:](#)

[Covering a Class:](#)

[Finding and awarding points to an individual student:](#)

[Creating your own groups \(for clubs, DofE, extra-curricular etc...\):](#)

[Using Classcharts to issue, record and monitor detentions:](#)

[Monitoring detentions – for Progress Tutors etc...:](#)

[Monitoring Tutor Groups – Behaviour, Homework and Activity:](#)

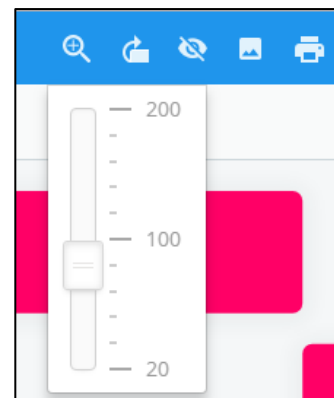
[Viewing individual behaviour reports:](#)

[Pupil cards – flipped views, detention info and other information:](#)

### Zoom in/Zoom out on a class layout:

This is used to zoom out on your classroom layout if you can't fit the whole class on one screen (or to zoom in on a group etc...)

There is a small magnifying glass in the top right of the screen (when looking at your class). Just click it to zoom in or out to make the class fit your screen.

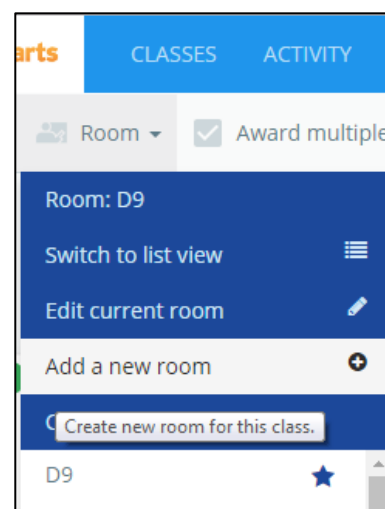
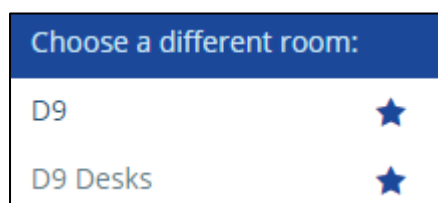


### Assigning more than one room to a class:

If you teach the same group in more than one room, or teach in a room with computers and desks you can assign two different rooms to a class. For example, I teach in D9 and have one layout for when the students are working on the computers and one for when I want them working at their desks.

To do this, first create your first room for the class as normal. Then go back to the room tab and click "Add a new room". You can then create a new room layout for your class (it will keep the original one as well).

Once done, you will then be able to go back to the room tab and see two rooms assigned to your class. You can switch between them by clicking on the name (indicated by the blue stars)



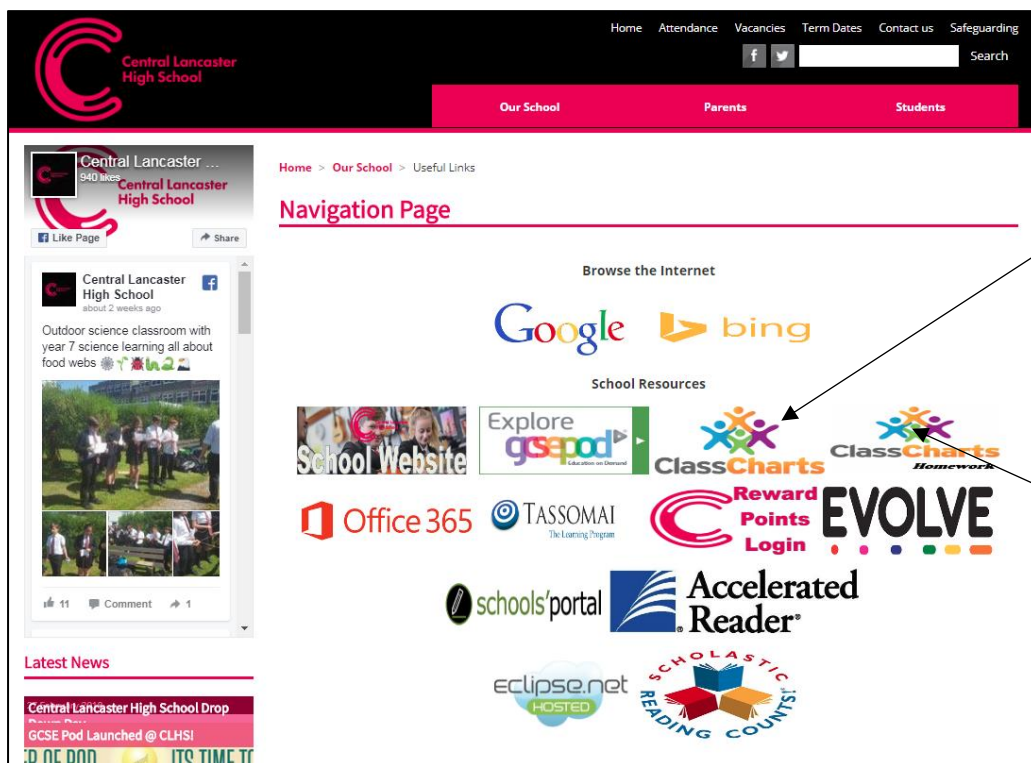
## Homework:

Currently (Until Matt rolls out the student/parent app) students can access the homework calendar from the following places.

1. From the school home page (at the bottom of the page)



2. From the student homepage:

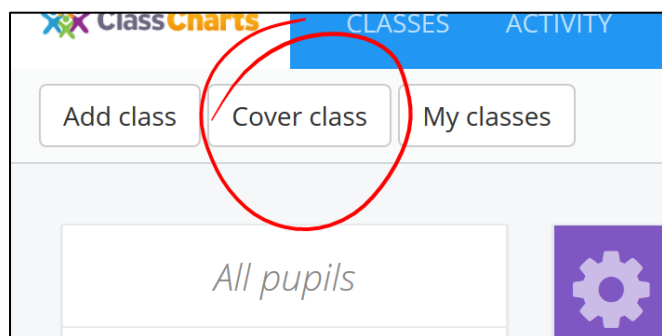


3. Direct from this link

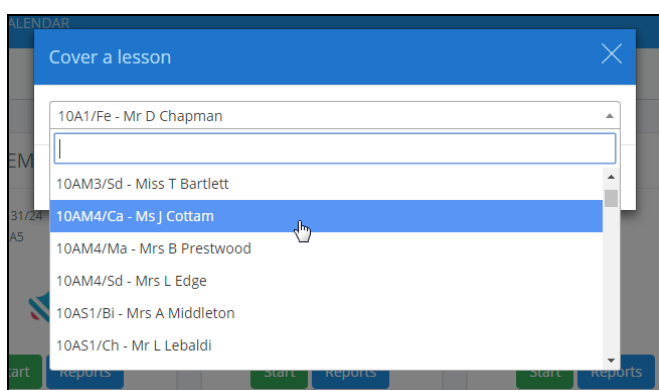
<https://www.classcharts.com/homework/calendar/Central-Lancaster-High-School>

## Covering a Class:

If you are covering someone else's class, you can quickly find the correct group in Classcharts by clicking on the "COVER CLASS" button at the top left of the main page (on the classes tab).



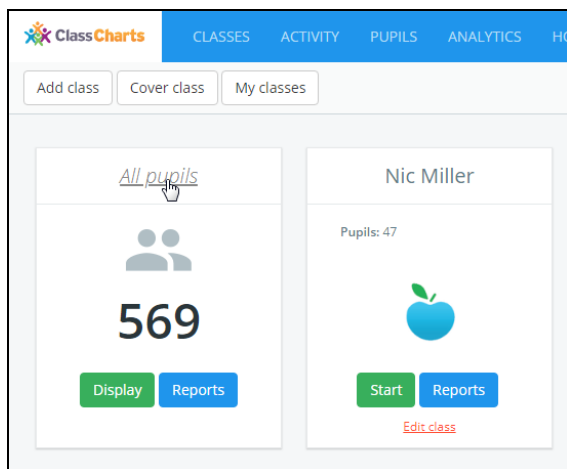
You can then find the class you are covering (by scrolling, searching for the SIMS class code or by teacher name)



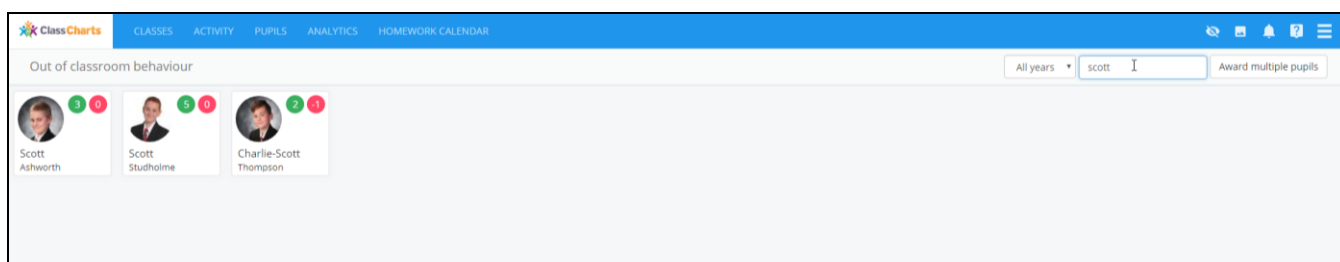
This will then take you into that class and you can use Classcharts as if it was your own group. Points awarded will appear from the teacher who is covering the lesson.

## Finding and awarding points to an individual student:

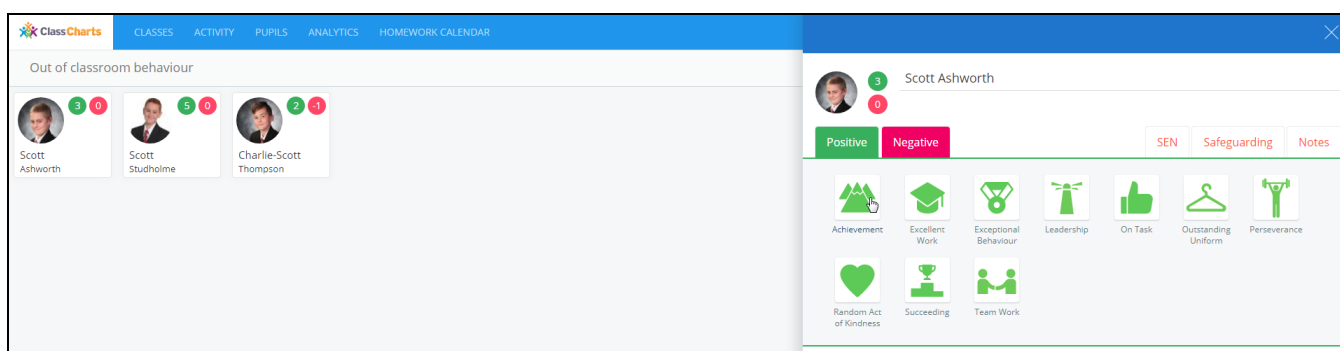
If you want to find an individual student to award for a random act of kindness or other reason, you can search for their name by clicking on “All Pupils” at the start of the class list.



You can then search for the student you are looking for by searching for their name (you can also narrow down by different years and award multiple points to multiple names).



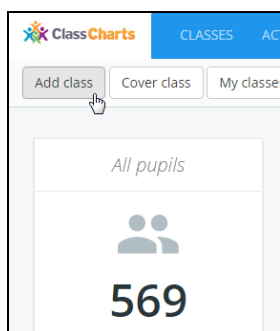
You can then award points (positive and negative) as normal.



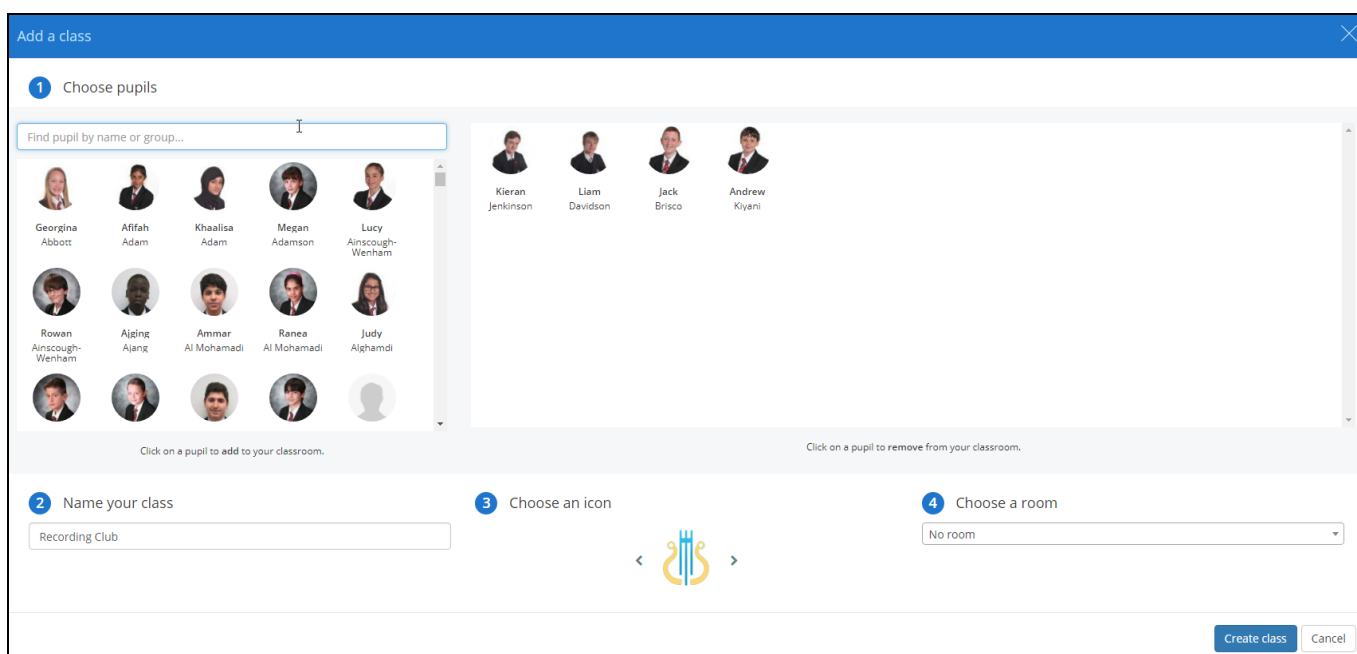
## Creating your own groups (for clubs, DofE, extra-curricular etc...):

It is possible to create your own groups of students if you are running an extra-curricular club or Workshops etc...

To do this, click on “Add Class” at the top of the page



You can then search and add the students you want in the group (1), give your group a name (2), choose an icon (3), and select the room that the group will be in (4).



The screenshot shows the 'Add a class' form in ClassCharts. The form is divided into four numbered steps:

- 1 Choose pupils:** A search bar labeled 'Find pupil by name or group...' is at the top. Below it, a grid of 15 student profile pictures is shown. To the right, a list of names is displayed: Kieran Jenkinson, Liam Davidson, Jack Brisco, and Andrew Kiyani. Below the grid, a message says 'Click on a pupil to add to your classroom.' Below the list, a message says 'Click on a pupil to remove from your classroom.'
- 2 Name your class:** A text input field containing 'Recording Club'.
- 3 Choose an icon:** A selection of icons, including a blue and yellow icon of a building.
- 4 Choose a room:** A dropdown menu with 'No room' selected.

At the bottom right, there are two buttons: 'Create class' and 'Cancel'.

Once done, click “Create Class” and your new group will appear on your class list just like a normal class.

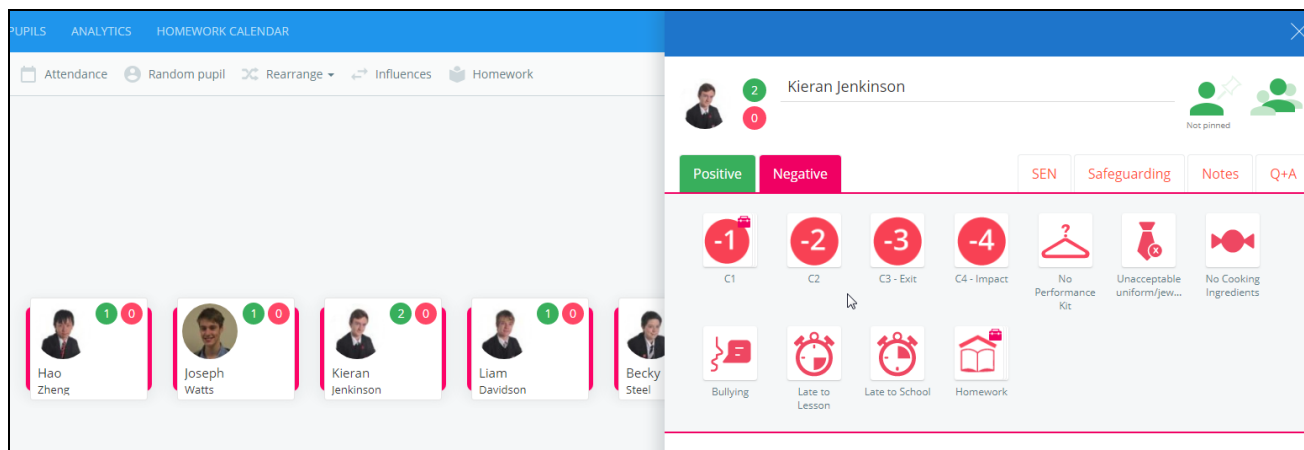
You can delete the group once you are done with it, or add/remove students as needed.

This guide will show you how to set detentions using Classcharts, how to monitor those detentions and record student attendance.

### Setting a Detention

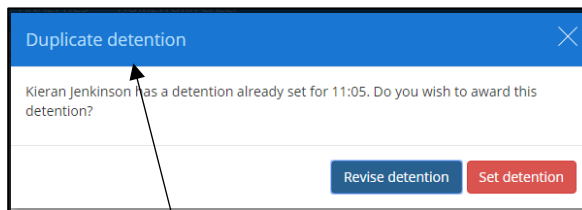
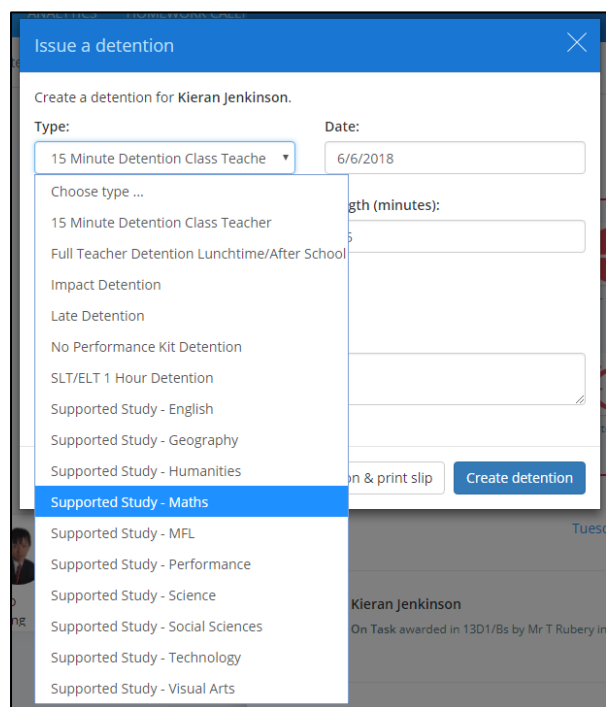
#### **Step 1:**

Select the student you want to issue with a detention – this will bring up their Positive/Negative page. Then choose the appropriate consequence.



#### **Step 2:**

Choose the type of detention required, the date, length and location for the detention – then press “create detention”. The detention is then set. Be sure to let the student know that they have the detention.




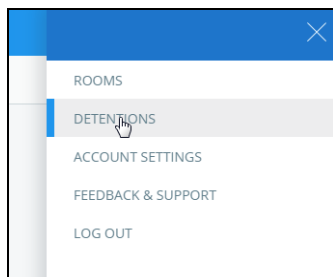
In the event of a clash where a student already has a detention in your desired time slot, the “Duplicate detention” window will pop up.

Press “Revise detention” to set a new time and date for the detention.

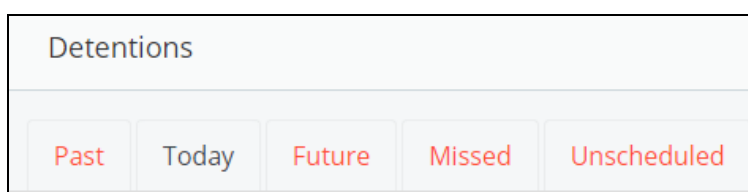
### Step 3:

When running the detention you need to record if the student has attended or not.

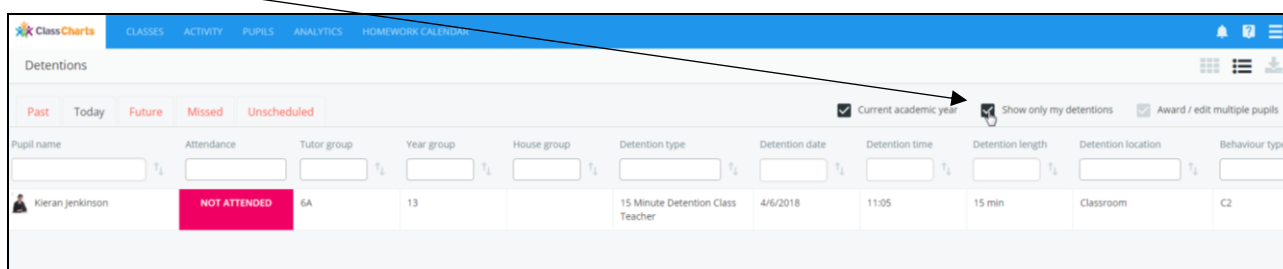
To do this go to the options in the top right – it looks like this  then select detentions



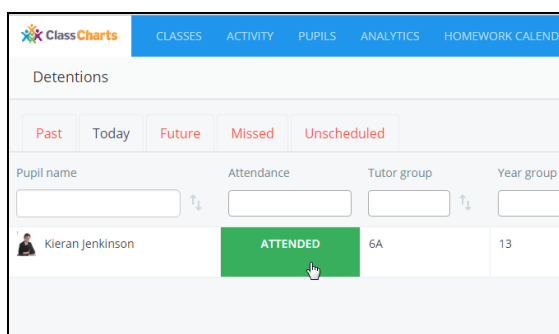
This will then bring you a list of all the detentions currently assigned, you can flip between Past, Today, Future, Missed and Unscheduled.



By default you will see all detentions set by all teachers – click on “show only my detentions” to see just your students.



You can then click on the big pink “not attended” button to change it to say they have attended.



~~Currently, 15 minute detentions automatically upscale to a full teacher detention so if they did attend and you don't mark it as such, they will automatically be placed in a new detention! This can be deleted, but try to get into the habit of marking them as attended.~~

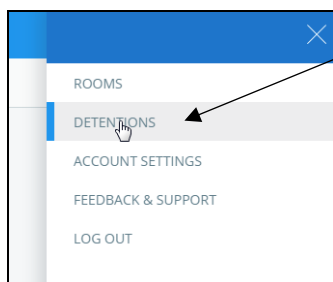
**Update - 05/06/2018:** After discussion with Matt, detentions will no longer automatically upscale. Please reissue detentions manually until further instruction.



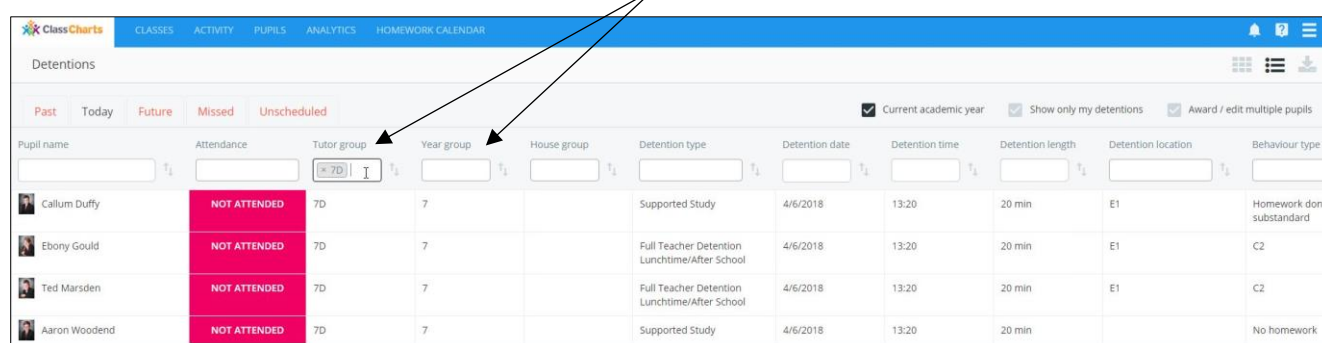
## Monitoring detentions – for Progress Tutors etc...

If you would like to see who in your group has a detention you can use the detention section to do this.

Click on the detentions button in the top right:



From here you will see all detentions, you can then filter how you like, form groups, year groups, certain classes etc...



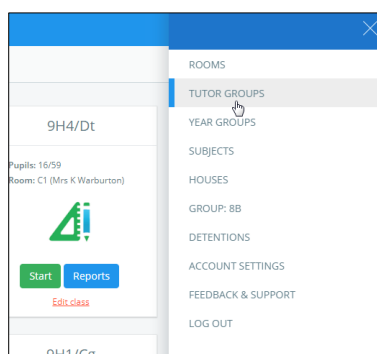
A screenshot of the ClassCharts 'Detentions' page. The page has a blue header with navigation tabs: CLASSES, ACTIVITY, PUPILS, ANALYTICS, and HOMEWORK CALENDAR. Below the header, there are tabs for 'Past', 'Today', 'Future', 'Missed', and 'Unscheduled'. The 'Unscheduled' tab is selected. There are three checkboxes: 'Current academic year' (checked), 'Show only my detentions', and 'Award / edit multiple pupils'. Below these are filter fields for 'Pupil name', 'Attendance', 'Tutor group' (set to '7D'), 'Year group' (set to '7'), 'House group', 'Detention type', 'Detention date', 'Detention time', 'Detention length', 'Detention location', and 'Behaviour type'. The main table lists four pupils: Callum Duffy, Ebony Gould, Ted Marsden, and Aaron Woodend. All four are marked as 'NOT ATTENDED' in a red box. Their detention details are as follows:

Pupil name	Attendance	Tutor group	Year group	House group	Detention type	Detention date	Detention time	Detention length	Detention location	Behaviour type
Callum Duffy	NOT ATTENDED	7D	7		Supported Study	4/6/2018	13:20	20 min	E1	Homework done substandard
Ebony Gould	NOT ATTENDED	7D	7		Full Teacher Detention Lunchtime/After School	4/6/2018	13:20	20 min	E1	C2
Ted Marsden	NOT ATTENDED	7D	7		Full Teacher Detention Lunchtime/After School	4/6/2018	13:20	20 min	E1	C2
Aaron Woodend	NOT ATTENDED	7D	7		Supported Study	4/6/2018	13:20	20 min		No homework

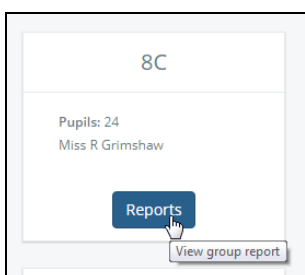
You can use this during form time to remind students they have detentions etc...

## Monitoring Tutor Groups – Behaviour, Homework and Activity

To monitor your tutor groups click on the “Tutor Groups” option from the top right menu

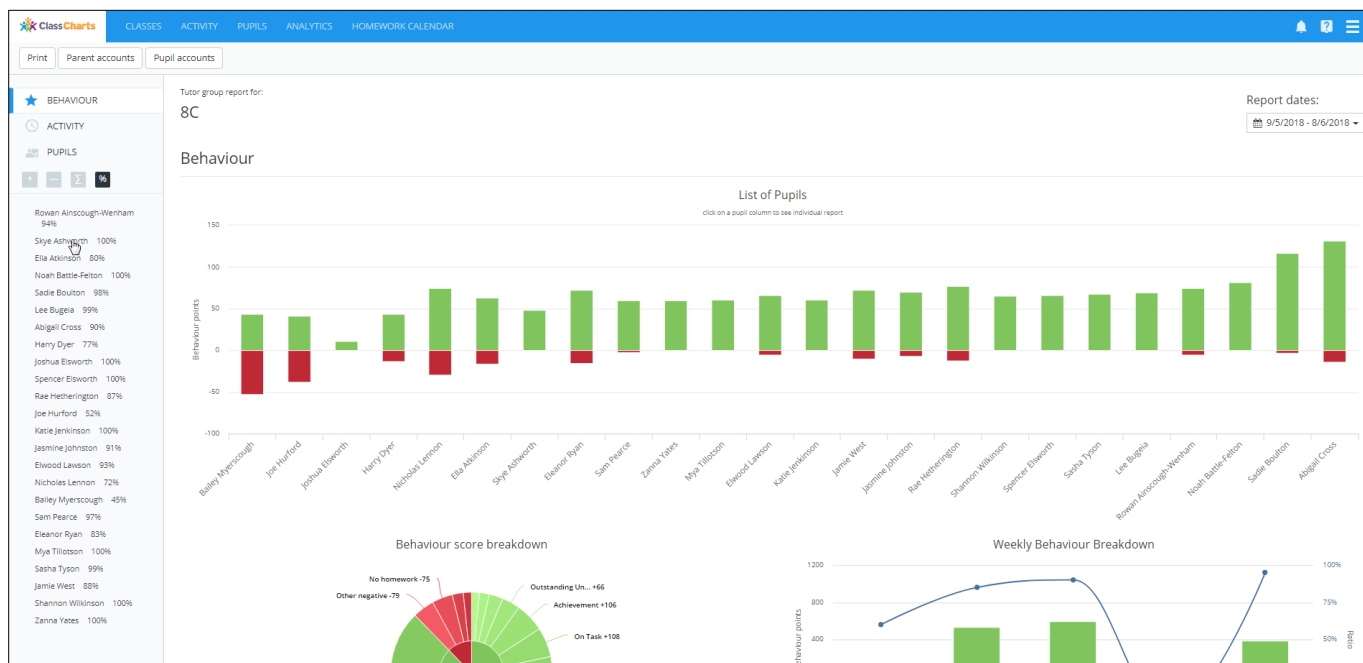


You will then be presented with a list of all the tutor groups in the school. Either search for or find your group and click “Reports”



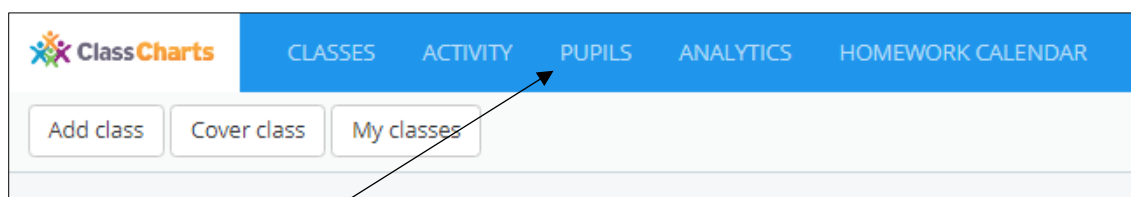
You should then be presented with an overview of your group with behaviour at the top and the activity feed at the bottom.

You can click on individual students on the left to see their individual record (Behaviour, Homework and Activity).



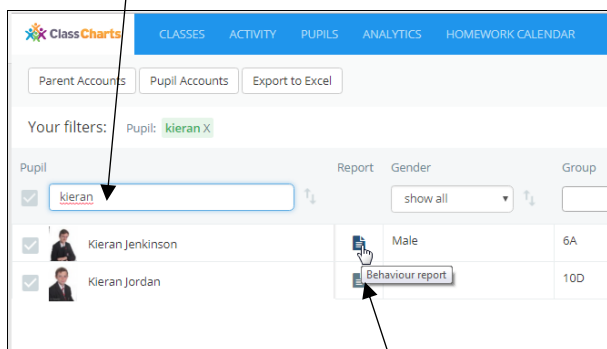
## Viewing individual behaviour reports:

If you wish to see the behaviour reports of individual pupils, you can access their report like so:

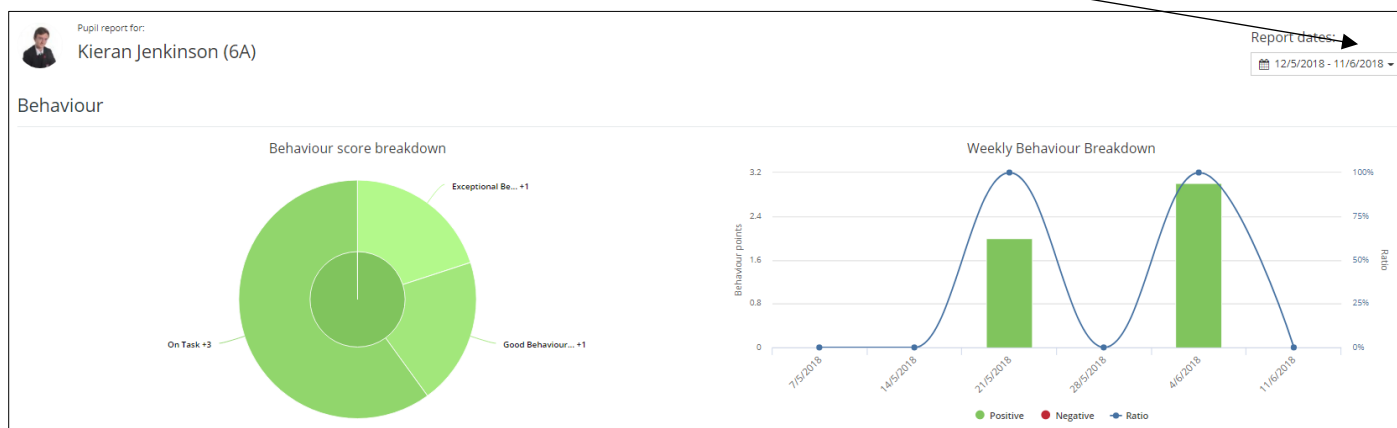


First click on the “Pupils” link from the main page.

Then search for the pupil you want to see the report for



And then click on the “Behaviour Report” link to load their report. Change the date range of the date you want to see.

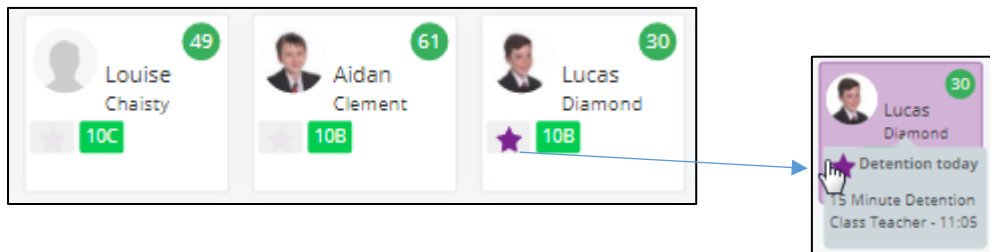


Pupil cards – flipped views, detention info and other information

When you look at your classes in Classcharts, you will see each pupil's individual information card

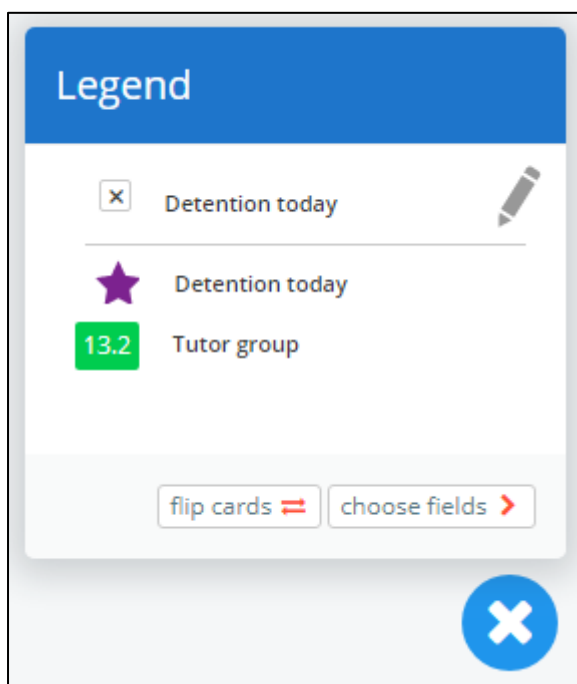
By default, you will see the following:

First box indicates represents if the pupil has a detention or not – Pupil Star means they have a detention today. Hove over it to see more details.

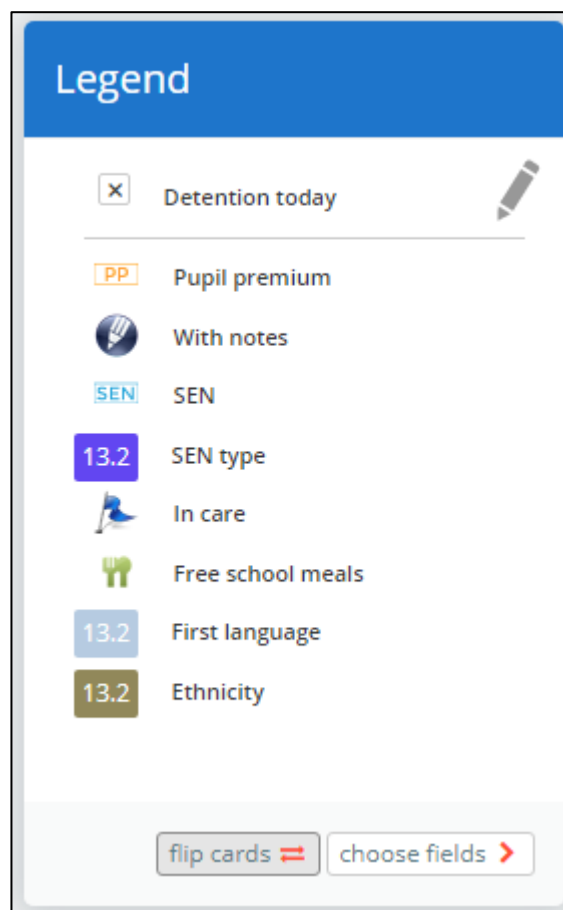


The cards can be flipped to show more sensitive information. **Please be aware that this will display every pupil's cards with potentially sensitive information.** To do this, click on the big I symbol at the bottom right.

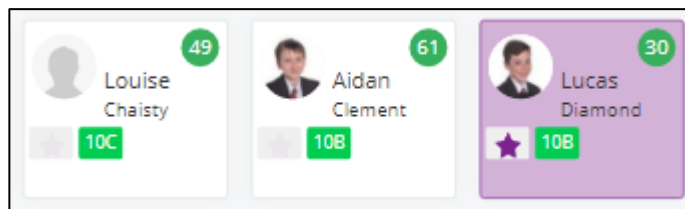
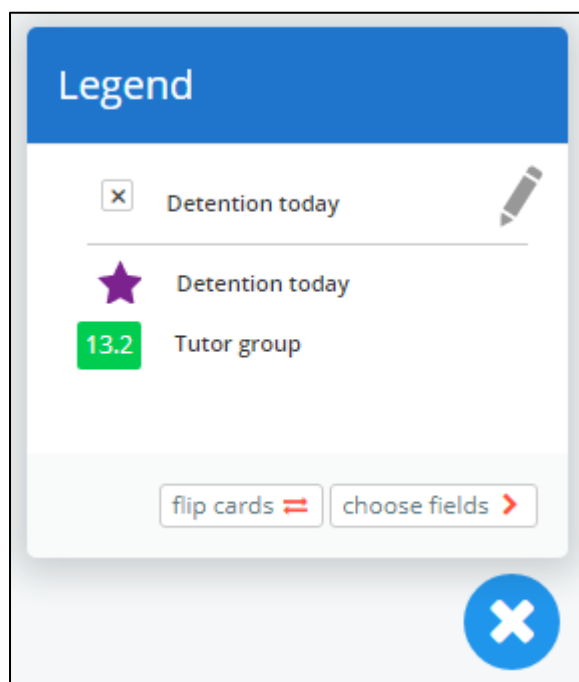
This will make the legend appear. You can click “flip cards” to turn the cards.



This will display more information – hover over each block to find out more.



To make it easier to identify which pupils are on detention, click on the blue i and click the cross next to “Detention Today” and the pupil card will turn purple, in addition to the purple star.



This will need to be enabled for each of your classes (but only once).

Hopefully this will make it easier to inform pupils in your tutor group or class that they need to attend a detention.

As always, if you have any questions or need help, just ask!

**T.Rubery**

tom.rubery@lancasterhigh.lancs.sch.uk

Head of Technology/Strategic I.T Lead