

# How to access school emails?

STEP 1



Type 'class charts' into google (**chrome** if possible but any browser will suffice)

STEP 2

https://www.classcharts.com

## Class Charts: School Seating Planner & Behavior ...

Class Charts has been designed by a teacher with 16 years of experience in the classroom. We know how important it is that software is simple and easy to ...

### Log in

Class Charts is super fast behavior management software, creating ...

### Student

Class Charts is super fast behaviour management ...

### ClassCharts Parent App

Remember me. Forgot your password? Click here to reset ...

Click

STEP 3

Enter pupil code  
(This should be stuck  
in student planners)  
and then enter **Date  
of Birth**

Teacher

Parent

Student

Pupil code

Date of birth:

Date of birth

December 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Log in

Click

Once logged in, you should get this screen.

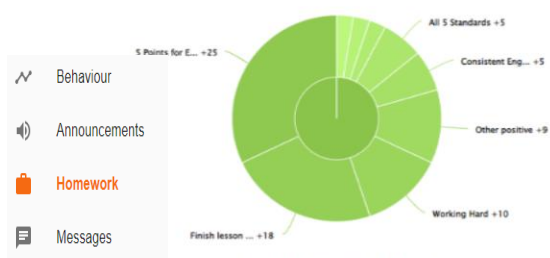
STEP 4

ClassCharts

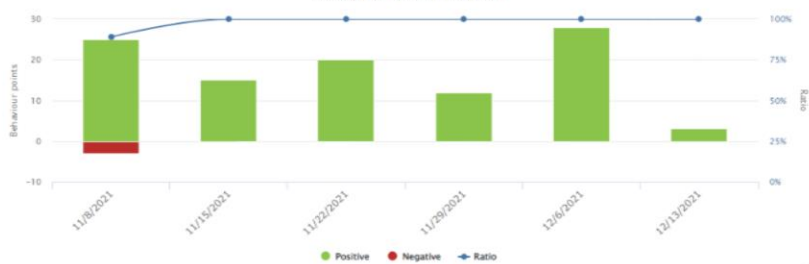
Custom - showing 31 days

Date: 14/11/2021 - 14/12/2021

Behaviour score breakdown



Weekly Behaviour Breakdown



## STEP 5

The screenshot shows a homework management interface. On the left is a sidebar with 'Behaviour', 'Announcements', 'Homework' (circled in blue), and 'Messages'. The main area is titled 'Custom - showing 38 days' with a 'Due date: 07/12/2021 - 13/01/2022' filter. It displays summary statistics: '0 tasks due this week', '0 tasks submitted/completed', and '0 tasks remaining this week'. A 'Requires submission?' checkbox is present. Below is a table with a 'To do' section circled in blue, containing one task: 'Powerpoint assessment upload' by 'Mr B Kitchen' for '7B/ICT4' in 'Information and Communication Technology', issued on 'Friday 10/12/2021' and due on 'Friday 24/12/2021'. The task type is 'Homework'. Below the table are sections for 'Completed', 'Submitted late', 'Not submitted', and 'Submitted', each with a count of 0.

Homework	Teacher	Lesson	Subject	Issued	Due	Est. time	Type	Feedback
Powerpoint assessment upload	Mr B Kitchen	7B/ICT4	Information and Communication Technology	Friday 10/12/2021	Friday 24/12/2021		Homework	

When clicking 'to do', this will show home learning that the student needs to complete.

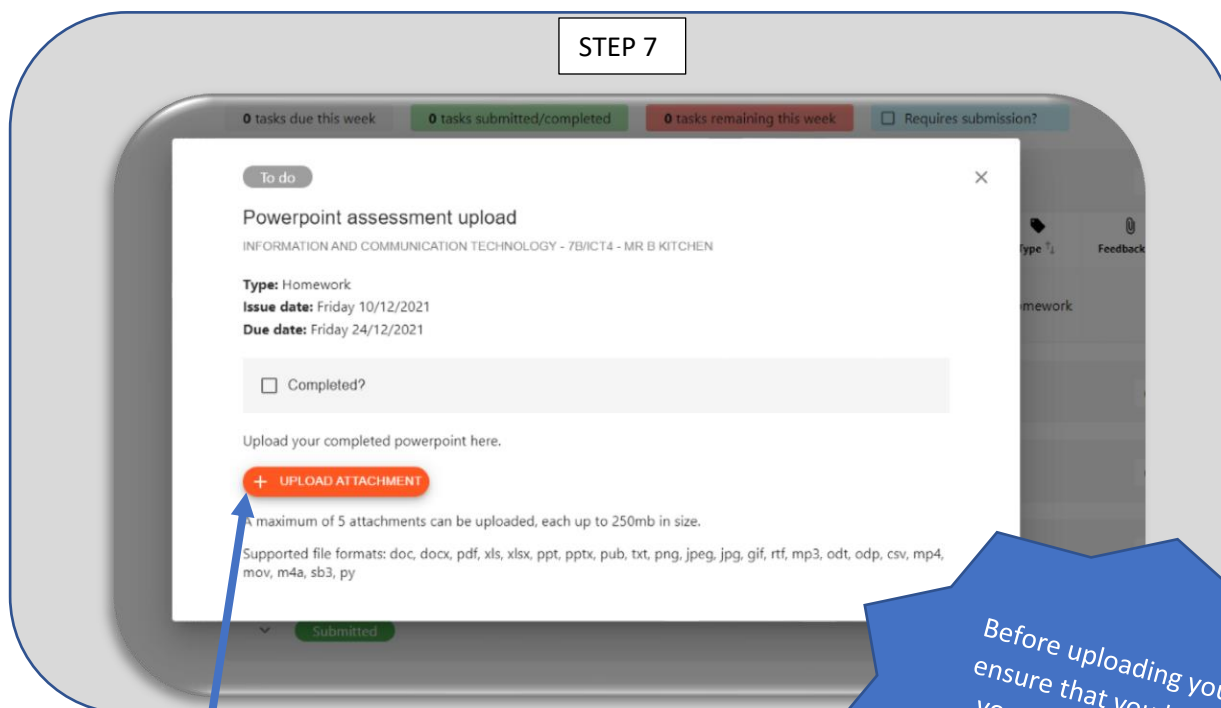
## STEP 6

This is a close-up of the task row from the previous screenshot. It shows the columns: Homework, Teacher, Lesson, Subject, Issued, Due, Est. time, Type, and Feedback. The task is 'Powerpoint assessment upload' by 'Mr B Kitchen' for '7B/ICT4' in 'Information and Communication Technology', issued on 'Friday 10/12/2021' and due on 'Friday 24/12/2021'. The task type is 'Homework'. A blue arrow points to the edit icon (a square with a pencil) in the first column.

Homework	Teacher	Lesson	Subject	Issued	Due	Est. time	Type	Feedback
Powerpoint assessment upload	Mr B Kitchen	7B/ICT4	Information and Communication Technology	Friday 10/12/2021	Friday 24/12/2021		Homework	

Click the arrow for more information about the home learning tasks.

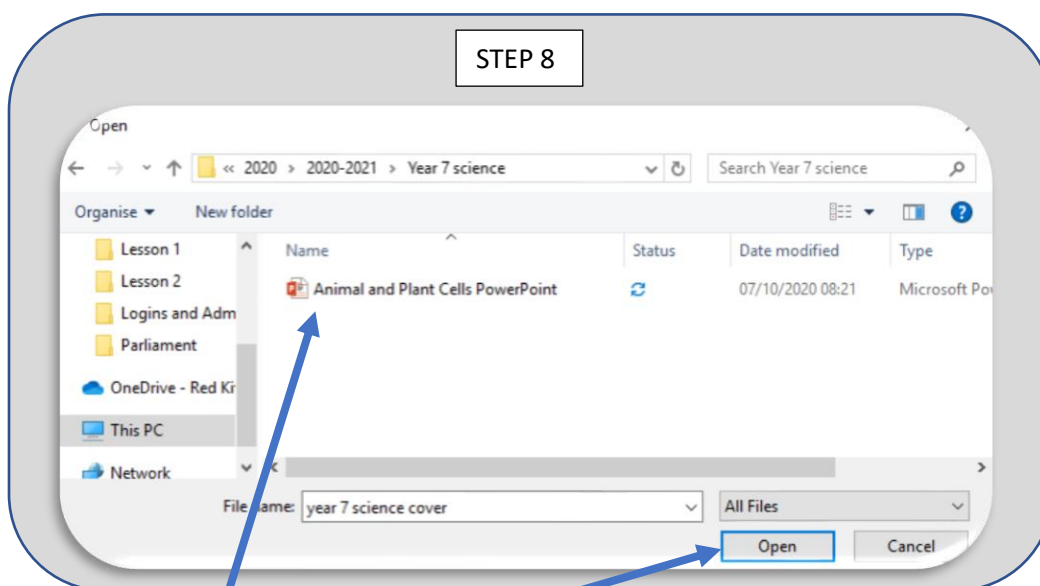
## STEP 7



To upload a file (Powerpoint, Word Doc, Images ect) click the upload button.

Before uploading your files, ensure that you have saved your work and closed the programme before uploading otherwise it will not work.

## STEP 8



Find where you have saved the file and click 'Open' to upload onto Class Charts.

STEP 9

To do

### Powerpoint assessment upload


INFORMATION AND COMMUNICATION TECHNOLOGY - 7B/ICT4 - MR B KITCHEN

**Type:** Homework  
**Issue date:** Friday 10/12/2021  
**Due date:** Friday 24/12/2021

Completed?

Upload your completed powerpoint here.

My attachments

Animal and Plant Cells PowerPoint.pptx 

[+ UPLOAD ATTACHMENT](#)

A maximum of 5 attachments can be uploaded, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3, py

Click Complete to add to the completed folder.

This shows that the file has been successfully uploaded