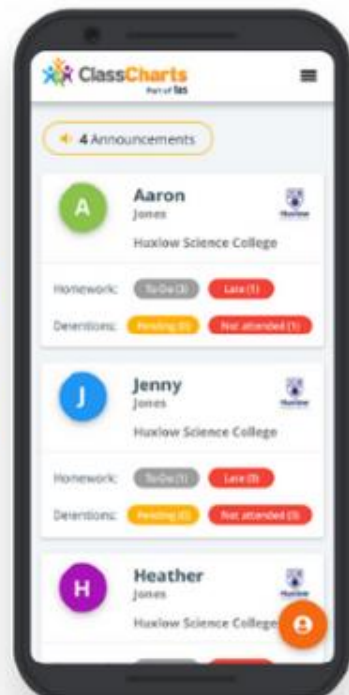




RIDGEWOOD
SCHOOL



ClassCharts
PARENT APP



What is ClassCharts for parents?

At Ridgewood School you will be able to use ClassCharts to keep track of your child's Ridgewood Points, behaviour, view attendance records, access their weekly timetable, track scheduled detentions and view announcements from school.

If you have more than one child, you can access ClassCharts information about your children from a single, centralised parent account.

ClassCharts for parents can be accessed via the ClassCharts website, or through the iOS and Android apps.



You should have received a Parent code in the letter from school, which will look similar to the example code shown on the right. This code is used to set up your ClassCharts parent account, which is covered on the next page.

ABC123

Signing up to ClassCharts

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

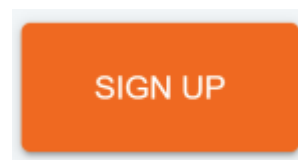
Access code (provided by school)
ABC123

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.

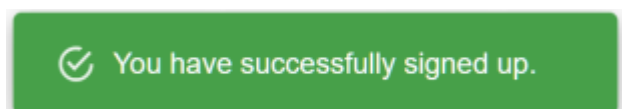
Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
06/04/2007

OK CANCEL

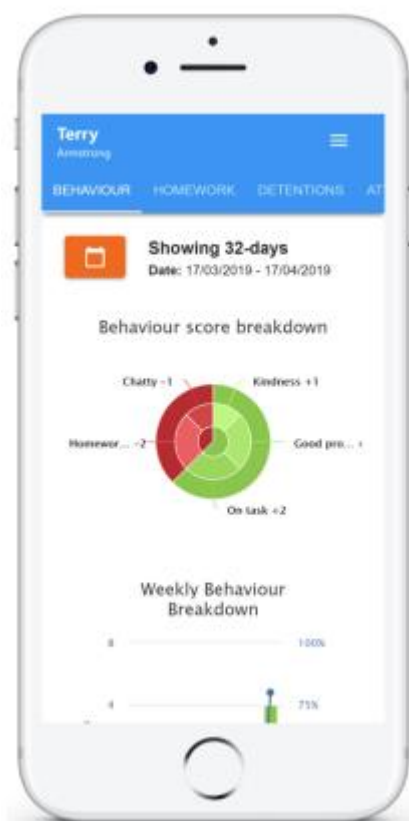
4. A confirmation message will appear, indicating that the sign-up process is complete. Verify your email address to continue.



Ridgewood Points and Behaviour

When clicking on the behaviour tab you will be able to see the proportion of Ridgewood Points and C3/C4s.

The date range is automatically set to 31 days, to view a different range, click on the Date button to select the available presets or create your own custom date range.



Below these graphs you can find a list of activity relating to your child. These display the Ridgewood Points or C3/C4 that was awarded, when it was awarded, who awarded it, the lesson it was awarded in, and how many points the award is worth. Ridgewood School have set these points to link to our wider rewards strategy.

Timetable

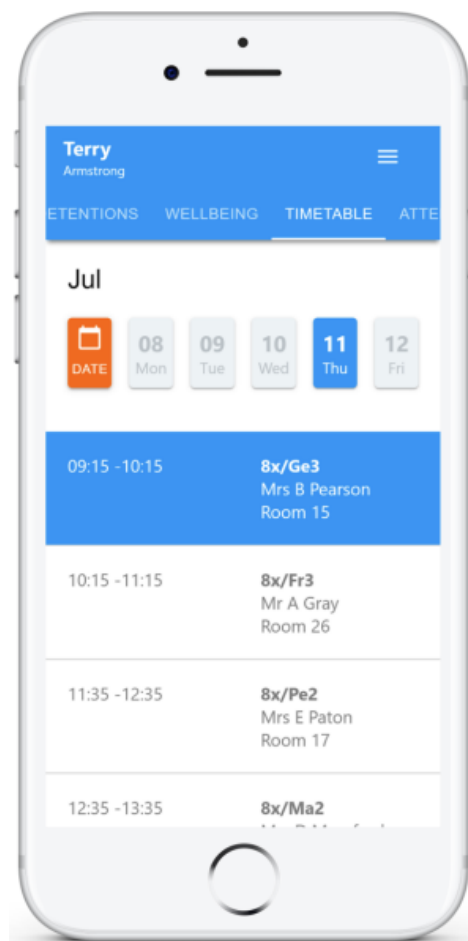
When selecting the Timetable tab you will be able to see your child's timetable for the current day.

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.

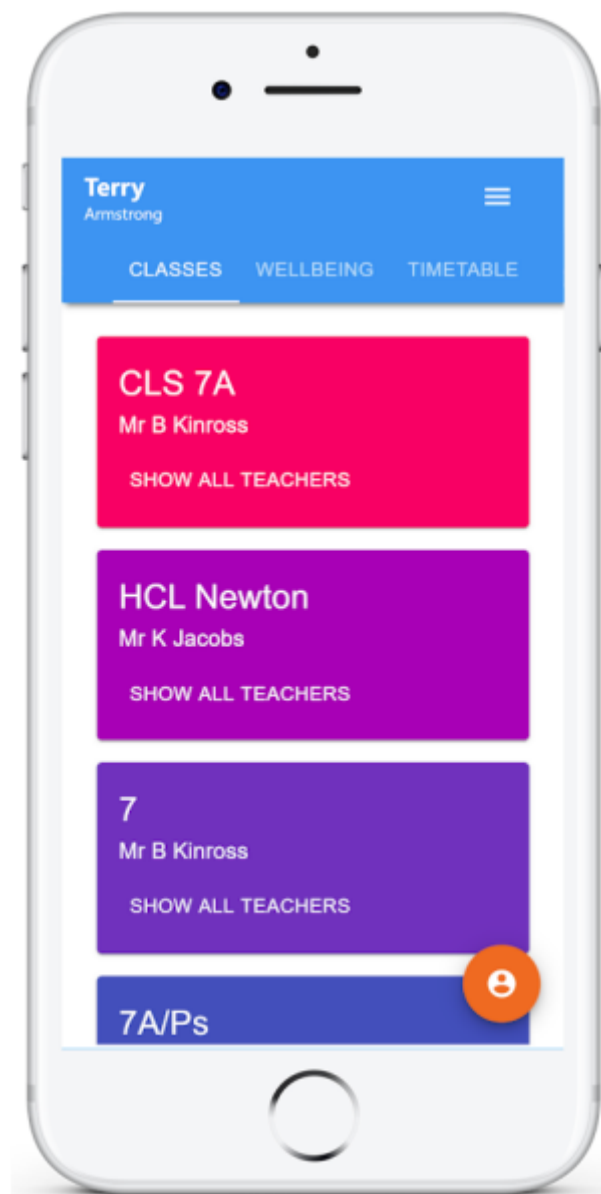
To view timetable data for another day of the week, click on one of the other displayed dates along the top of the timetable.

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



Classes

Selecting this tab will present you with a list of your child's classes. Each class tile will display the class name, the class teacher, the subject and the room the class takes place in (if applicable). To view the full list of teachers for a specific class, click on the "Show all teachers" button for the class of your choice.



Announcements

Selecting this tab will display a list of announcements that have been shared with you - these could be a whole school announcement or one linked to your child's year group, class, extra curricula activity etc.

Announcements with a pin icon will always stay at the top of the announcements list.

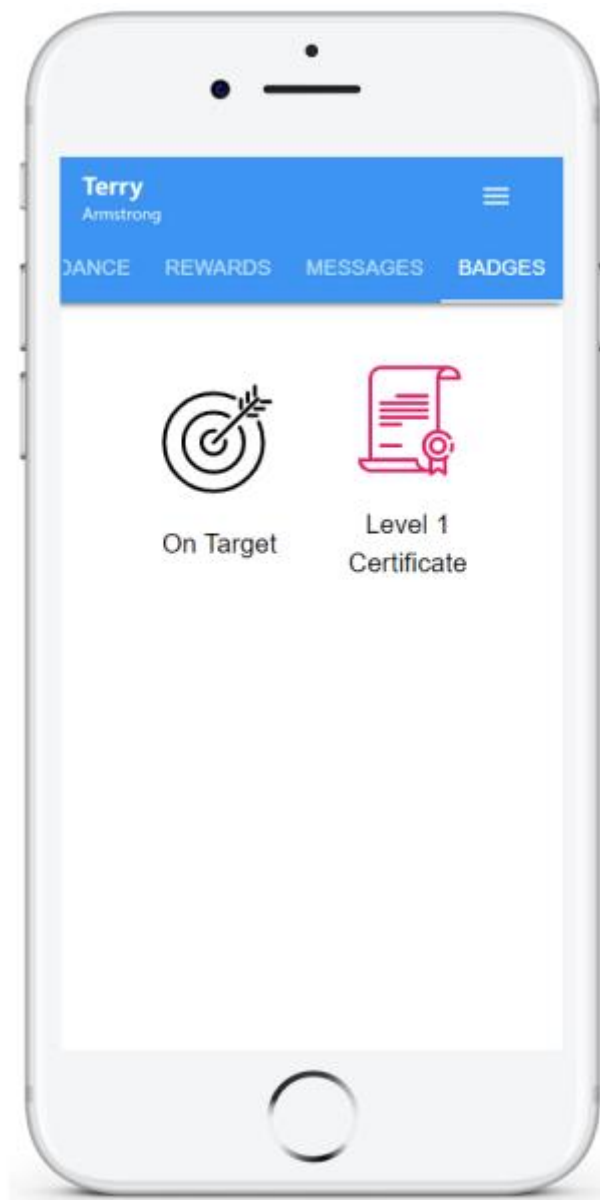
If you are viewing announcements from the main parent dashboard, click on the X icon in the top right-hand corner of an announcement to dismiss it. Dismissed announcements can be viewed again in the pupil's individual Announcements tab.



Badges

Badges are a way for your school to inform you when significant goal have been achieved. Your child will be issued with a badge when they meet the badge's criteria.

The criteria for each badge has been set up by Ridgewood School. Any badges that your child has earned will be displayed here, listing each type of badge and how many times they have been awarded.



Logging in to ClassCharts

Once you have signed up to ClassCharts, 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**

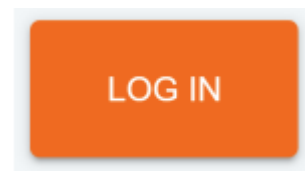
Email address *

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

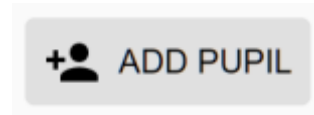
If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.

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

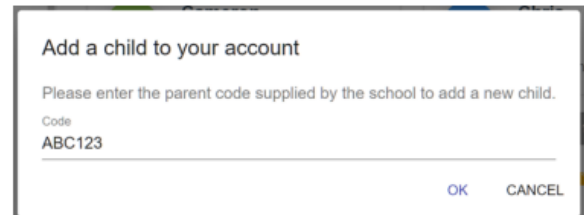
Adding additional pupils

Once you have set up your ClassCharts 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.



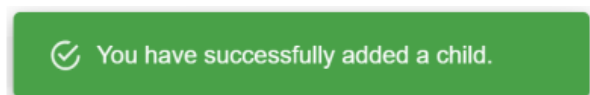
2. Enter the Parent Access Code that was provided to you by your school.

A white dialog box with a thin black border. The title "Add a child to your account" is at the top. Below the title, there is a line of text: "Please enter the parent code supplied by the school to add a new child." Underneath this text, the word "Code" is written in a smaller font, followed by the text "ABC123" which is positioned above a horizontal input line. In the bottom right corner of the dialog, there are two buttons: "OK" and "CANCEL".

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

A white dialog box with a thin black border. The title "Date of birth confirmation" is at the top. Below the title, there is a line of text: "To confirm you are the parent / guardian, please enter your child's date of birth." Underneath this text, the words "Date of Birth" are written in a smaller font, followed by the text "08/03/2006" which is positioned above a horizontal input line. In the bottom right corner of the dialog, there are two buttons: "OK" and "CANCEL".

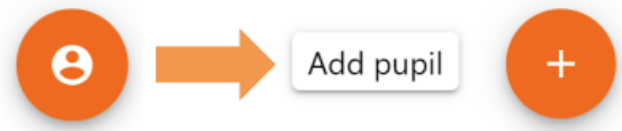
4. A confirmation message will appear and the child will be added to the left-hand side navigation menu.



Adding additional pupils (app)

You are also able to add additional children through the ClassCharts 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".

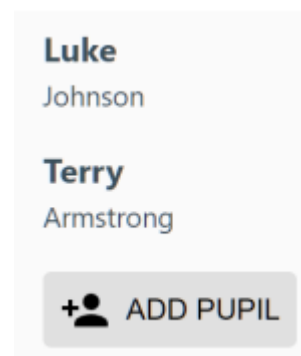
4. A confirmation message will appear and the child will be added to the left-hand side navigation menu.

A green rectangular banner with rounded corners and a white checkmark icon on the left. The text inside the banner reads: "You have successfully added a child."

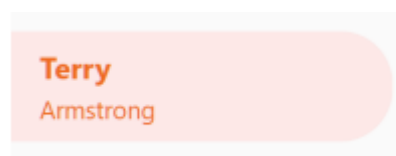
Switching between pupils

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

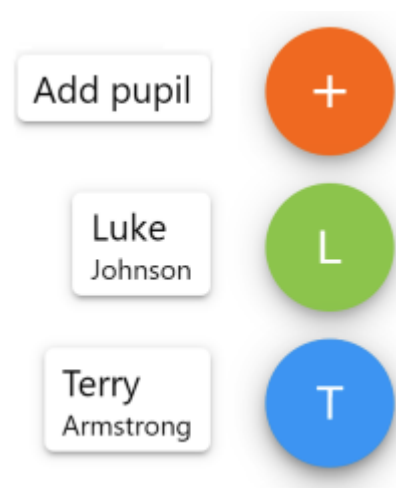
To switch between pupils on the desktop view, click on their name in the left-hand side menu. Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.



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.



FAQs & Troubleshooting

“I don’t have a parent code”

Please contact 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 the modules purchased for Ridgewood. If you are not seeing a module mentioned in this guide but are online, it may be that Ridgewood have not decided to purchase this or will be enabling it later in the academic year.

“I would like to know more about ClassCharts privacy policy“

ClassCharts store your data securely in the UK. Your email address is used for account login and shared with the school so that we can send notifications and assist with account login problems.

ClassCharts 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>