

Class Charts Parent Guide

First Time Logon (Signing up)

You will receive your parent access code via the Arbor app. The access code is used once for your first time logging on.

- 1. Select Sign up and fill in the form that loads.
- 2. Click on Sign up.
- 3. Confirm your child's date of birth when prompted.
- 4. Successful signup will be confirmed.

You have successfully signed up.

SIGN UP

Email addres	S	
example@)edukey.co.uk	
Access code	(provided by school)	
ABC123		
Name		
Example p	parent	
Password		
•••••		
Retype passy	vord	
riciype passi		



Logging On

Once you have created your account you will logon using your email address and password





Homework - Accessing

- Select the homework tab
- A list of the homework assigned to your child will be displayed
- To change the data range for the displayed homework tasks click on the orange date button. This will allow preset or custom date ranges to be selected.
- To display tasks in the order they were set click on the issue date button.
 - To view the detail of a homework task click on the expand icon.



and how it is used.

Terry HOMEWORK Custom - showing 38 days Due date: 03/11/2020 - 10/12/2020 Show by issue date Show by due date ask due this week 0 tasks submitted/completed 1 task remaining this week Requires submission? GEOGRAPHY - MR A BLACKER Research GDP X Research GDP GEOGRAPHY - 8F/GG - MR A BLACKER Type: Blended Learning Issue date: Monday 09/11/2020 Due date: Wednesday 11/11/2020 Estimated completion time: 1 hours Please write a short paragraph on what GDP is

Homework – Status Categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

Late: These are homework tasks that have been handed in past the deadline.

Not submitted: These are homework tasks that were not handed in on time.

Submitted: These are homework tasks that have been handed in on time.

Completed

To do

Submitted late

Not submitted



Changing the Status of a Homework task

For your child to mark a homework task as completed, view the homework task of your choice in more detail and tick the Completed? checkbox.

To do

Year 7 Homework

DEMO CLASS - MRS S MCATOMINEY

Type: Homework Issue date: Friday 29/07/2022 Due date: Thursday 08/09/2022 Estimated completion time: 15 minutes

Completed?

Homework - Tracking

As your child is assigned homework tasks, you may want track of how they are progressing for the current week.

The three banners above the homework status categories count the number of homework tasks that are due this week, how many of those tasks your child has completed and how many tasks they still need to complete.

To only see homework tasks that require an attachment submission, tick the checkbox labelled Requires submission.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

Requires submission?

Homework - Tracking

If you are viewing the Homework tab via a desktop or laptop, expanding a homework status category will display a table overview of each homework task for the selected date range.

^	То do								
	හ Homework [↑] ↓	(2) Teacher ↑	Lesson	Issued †	⊟ Due [↑] ↓	© Estimated time [†] ↓	► Type [†] ↓	Û Feedback [†] ↓	
Ø	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning		
Ø	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework		
Ø	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback	

Homework – Submitting Work

For certain homework tasks, your child may be asked to upload their work as an attachment . You will be able to upload homework attachments on your child's behalf. When viewing a homework task in more detail, you will see the upload attachment button if your child's teacher is expecting their work to be uploaded.

To submit a homework attachment, click on the upload attachment button and select the files of your choice. Successfully uploaded files will then appear above the button.



Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework Issue date: Friday 20/03/2020 Due date: Friday 27/03/2020 Estimated completion time: 10

Completed?

Write a 500 word review on the book of your choice.

My attachments

My book review.doc



You can upload a maximum of 5 attachments, 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

Support with Class Charts



If you need help with accessing Class Charts please contact Mrs Pickering – <u>pickeringn@tmhs.rklt.co.uk</u>

For other enquires about work set on Class Charts contact info@tmhs.rklt.co.uk