



## Admin on boarding guide

Setting up Class Charts to your preferences

# Admin preferences for setting up Class Charts

Before we take you through the Class Charts training, we like to let School Admin users have a say on how the account should be set up. Please answer the questions below so that we can implement your choices ahead of training:

1. At what point in time would you like us to pull and display historic SIMS behaviour data? (minimum of 1 month)
  - a. \_\_\_\_\_ months
2. The pupil cards will display behaviour points. Would you like to have the displayed value reset at any point? (Historical behaviour data will always be displayed in reports at end of class and in Analytics)
  - a. Never
  - b. Daily
  - c. Weekly
  - d. Monthly
  - e. Your preference (to be done manually)
3. What is your default data display preference when you start a class?
  - a. Show everything – behaviour score and custom data on students (EAL, SEN, etc)
  - b. Hide custom data but display behaviour score
  - c. Hide Everything
4. When you redisplay hidden data, would you like a confirmation warning to appear?
  - a. Yes
  - b. No
5. Would you prefer the pupil cards to display behaviour points as a single, combined score, or as two separate indications for positive and negative behaviour?
  - a. Combine positive and negative behaviour points
  - b. Separate positive and negative behaviour points
6. Would you prefer the points total on the pupil card to reflect points awarded exclusively in that class, or points awarded school wide?
  - a. Behaviour points for the current class
  - b. Behaviour points across the school
7. When you click on a pupil card, should the activity feed reflect school wide behaviour, or just the behaviour data relevant to your class?
  - a. Display a school wide activity feed.
  - b. Limit the activity feed to only data in that class

# Displaying pupil data within Class Charts

When we integrate your MIS with Class Charts, we automatically pull through [core data](#) for each of your pupils. If you would like to include additional pupil data in Class Charts (such as grades), we are able to import custom fields manually via an [Excel spreadsheet](#).

If you're using [SIMS](#) as your MIS, we are able to pull through your assessment data in the form of [aspects](#). Our guide for [importing SIMS aspects into Class Charts](#) explains how this can be set up for your school.

Once you have added your chosen pupil data to Class Charts, you can [group the custom fields together for certain classes](#) in the form of [fieldsets](#). Using fieldsets, you could display Year 8 English current & target grades in all of your Year 8 English classes. To find out more about fieldsets, check out the Knowledgebase article on [creating and applying fieldsets](#).

You can also use custom fields to [automatically group your pupils](#) into a [RAG](#) system (Red Amber Green). You can use this to [distinguish SEN pupils](#), or to [compare grades](#) against a class target. The knowledgebase article for [setting up RAG target fields](#) demonstrates how this can be achieved.

## Setting up custom fields for your classes

In the [custom fields](#) menu in Class Charts, you can select which custom fields to use by ticking the available checkboxes. You are able to display a [maximum of 8 fields](#) on the front and 8 fields on the back of a single pupil card. The sections of a pupil card are broken down in the following way:











**Front:** These fields will appear on pupil cards by [default](#).

**Flip:** These fields will appear on the back of pupil cards. You can access these fields in a class by clicking the [flip cards](#) option within the legend.

**Background:** When checked, these fields [change the background colour of a pupil card](#). This is useful for setting up RAG fields, or for identifying your Pupil Premium pupils.

# Core data preferences

During the training session, we like to demonstrate the capabilities of custom fields and how they can benefit your teaching. [Tick the checkboxes](#) in the form below to specify how you would like to display the core pupil data as custom fields.

	Front	Back	Background Field	
SEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pupil Premium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gifted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
With notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tutor group	<input type="checkbox"/>	<input type="checkbox"/>		13.2
SEN type	<input type="checkbox"/>	<input type="checkbox"/>		13.2
SEN stage	<input type="checkbox"/>	<input type="checkbox"/>		13.2
SEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pupil premium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gifted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Free school meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First language	<input type="checkbox"/>	<input type="checkbox"/>		13.2
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>		13.2
EAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Year group	<input type="checkbox"/>	<input type="checkbox"/>		13.2

# Setting up Intelligence Events

We also like to use the training session to go over setting up Intelligence Events. Intelligence Events are a set of [admin defined rules](#) that help [automate behaviour management](#) across your school. An Intelligence Event can be broken down into 3 stages:

1. **Name:** The first stage of an Intelligence Event describes the [basic event information](#) such as its name, how long the event will run for, how quickly the event should fire when triggered, if it is currently active and if the same pupil can trigger the event more than once.
2. **Conditions:** The second stage is where you can specify the event's [criteria](#) and the [timeframe](#) they need to be met in. This could include gaining a certain number of points over the course of a day, or being awarded a specific behaviour.
3. **Action:** The third stage is where you define what [happens when the event is triggered](#). This includes displaying the event in the activity feed, alerting a member of staff, awarding a detention and awarding behaviour points.

Here are a few example events that you could implement at your school:

- If a pupil is awarded 5 positive behaviour points in a single day, share the information with the pupil's parents.
- If a pupil receives 3 negative behaviour awards in a week, alert their form tutor and head of year.
- If a pupil is awarded a "bullying" behaviour award, automatically give them a detention.

Have a think about the kind of automated behaviour management you would like to set up for your account before the training, so that we can implement a few of your choices. To find out more about setting up Intelligence Events at your school, check out the following [Knowledgebase article](#).

# Helpful Resources

Whilst our school admin training session provides an overview on how you can use Class Charts at your school, there are still plenty of topics left to cover. If you would like to find out more, you may find the following resources to be useful:

## Knowledgebase

The Class Charts Knowledgebase is an online [collection of useful articles](#) and [tutorials](#). The Knowledgebase is split into several sections that cover individual topics, such as [School Admin tasks](#), [Account Issues](#) and help with certain [features](#). You can access the Knowledgebase at:

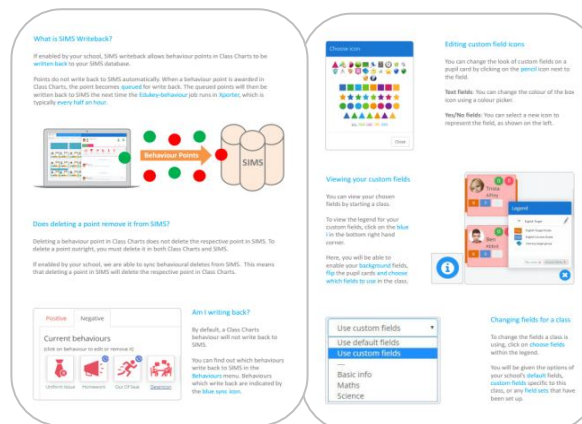
<https://help.edukey.co.uk/knowledgebase>



## Quick Start guides

In the [Useful Documents](#) section of the Knowledgebase, you'll find the Class Charts [Quick Start guides](#).

These pdfs are a great introduction to the individual [modules](#) that make up Class Charts, such as the [Homework](#) module or [Detentions](#).



## Additional Support

If you have any further questions about Class Charts, you can easily get in touch with us at [support@classcharts.com](mailto:support@classcharts.com). We are also more than happy to arrange [additional training](#) at no extra cost.



# Further Support

Please do not hesitate to get in touch if you need additional support or training.

## Our products



[www.provisionmap.co.uk](http://www.provisionmap.co.uk)

Our system for managing Provision Map has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.



[www.literacyassessment.com](http://www.literacyassessment.com)

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.



[www.schoolrobins.com](http://www.schoolrobins.com)

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.