# Admin checklist

# Admin checklist

Before you roll out Class Charts at your school, take a moment to go through the checklist below. Following the actions in this list will allow you to use our software to its maximum potential.

# Setting up staff

☐ Have you ensured that all teacher emails in Class Charts are correct?

☐ Have you assigned the correct Class Charts permissions to each staff member?

☐ Have you assigned heads of year, heads of subjects and form tutors through Class Charts?

☐ Have you modified the teacher options in School Settings to your preferences?

☐ Have you enabled Single Sign On with Office 365 and Google Apps?

# Behaviour management

☐ Have you set up behaviours in Class Charts?

☐ Have you set up behaviour outcomes?

☐ Have you set up behaviour folders to manage your behaviour types?

☐ If you are using SIMS Writeback, have you set up behaviours to write back to your MIS?

☐ Have you set up Intelligence Events to automatically track behaviour incidents?

☐ Have you modified the behaviour options in School Settings to your preferences?

# Custom fields

☐ Have you set up the default fields in Class Charts?

☐ If you are a SIMS school, have you pulled through additional aspect data from SIMS?

☐ Have you created Fieldsets to apply assessment data to relevant classes?

☐ Have you modified the custom field options in School Settings to your preferences?

# Detentions

☐ Have you [set up negative behaviours to award a detention](#)?

☐ Have you [set up detention types](#) in Class Charts?

☐ Have you set a detention type to [upscale to a different type](#)?

☐ Have you modified the [detention options in School Settings](#) to your preferences?

# Homework

☐ Have you added the Class Charts [public homework calendar](#) to your school's website?

☐ Have you created a [homework template](#)?

☐ Have you modified the [homework options](#) in School Settings to your preferences?

# Rewards

☐ Have you [set up rewards](#) in the Class Charts Rewards store?

☐ Have you [set up staff members](#) to manage the store?

☐ Have you modified the [spendable points options](#) in School Settings to your preferences?

# Pupil and parent accounts

☐ Have you planned how you [will roll out pupil and parent accounts](#) at your school?

☐ Have you decided [what information to share with pupils and parents](#)?

☐ Have you informed [pupils](#) and [parents](#) about Class Charts?

# Adding Class Charts to your school website

In order to boost Class Chart's presence at your school, we recommend that your school's webmaster includes the following useful links on your school website.

# Class Charts logo

You can display the Class Charts logo on your school website as a button that takes the user to Class Charts. Pupils and parents will be able to use this easy to access portal to log into the system.

# Public homework calendar

Once you have enabled your school's public homework calendar, it can be included on your school's website. We recommend displaying the public homework calendar on your school's website so that homework tasks can be found in a centralised location without having to log in directly to Class Charts.

Public homework calendar:

| Enabled | ▾ |
|---|---|

Your public school calendar URL: https://www.classcharts.com/homework/calendar/Example_School
Click for an iFrame implementation example

Use the calendar URL or iFrame implementation provided for your account to add it to a webpage.

# Single Sign on portal

If you have enabled single sign on for Class Charts, you can provide links to both login portals on your school's intranet. This will make Class Charts access more streamlined for staff.

**Google**: https://www.classcharts.com/account/glogin

**Office 365**: https://www.classcharts.com/account/mlogin

# Helpful Resources

Whilst the checklists above scratch the surface of what is possible within Class Charts, 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:
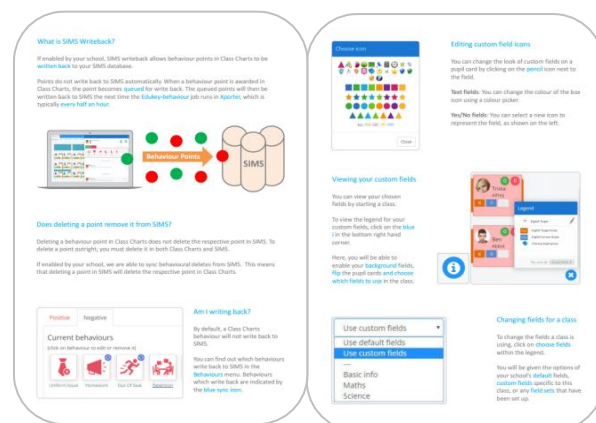
## Knowledgebase

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:
http://help.edukey.co.uk/knowledgebase

## Quick Start guides

In the Quick Start Guides 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. We are also more than happy to arrange additional training at no extra cost.

# Our products

Class Charts is just one of the products that we have created to reduce teachers' workload and save valuable time. All of our products are simple, easy to use and reduce the need for paperwork and administration. To find out more about our software, click on the links below.



## 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.provisionmap.co.uk/safeguard-my-school

Safeguard my School is provides an easy and effective way to manage safeguarding of your students.



## www.literacyassessment.com

Literacy Assessment Online quickly assesses the literacy standards of groups of pupils & tracks progress over time.



## www.schoolrobins.com

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