



User Documentation

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1) System aim

The aim of ClassCharts is to provide teachers with a simple tool to allow them to generate seating plans and monitor behaviour of students overtime as well as being able to allow the parents of the students to view these behaviour reports.

Tools within the ClassCharts system allow the user to create custom seating plans, import pupils through a variety of methods, monitor student behaviour and present the data in various ways.







2) System requirements

Because our ClassCharts system is an online, browser based system, it will run on a range of devices such as PCs, laptops and mobile devices such as iPads. As a general rule if the device is capable of viewing pages on the internet then there should be no problem with running ClassCharts.

Minimum requirements are:

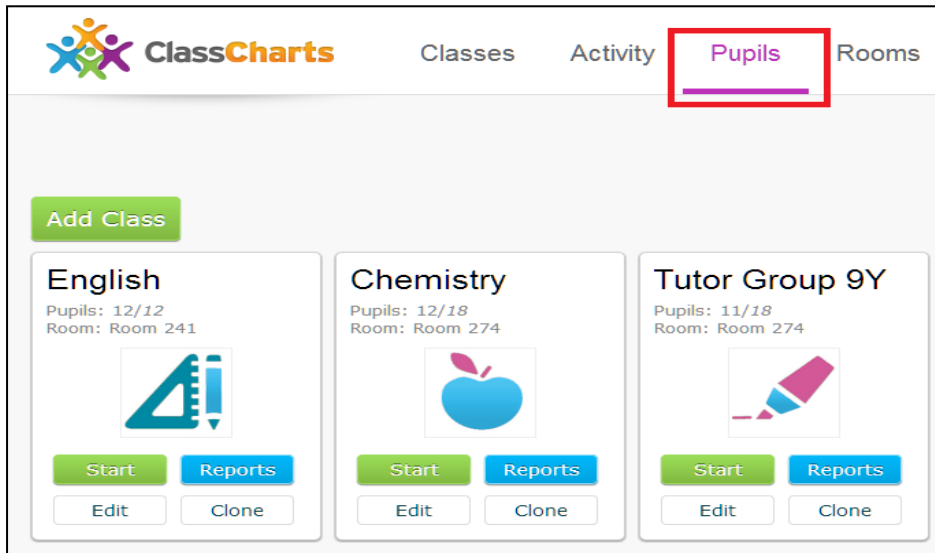
- Internet connection
- Javascript enabled web browser (eg Internet explorer, Firefox, Chrome)

3) Icon usage

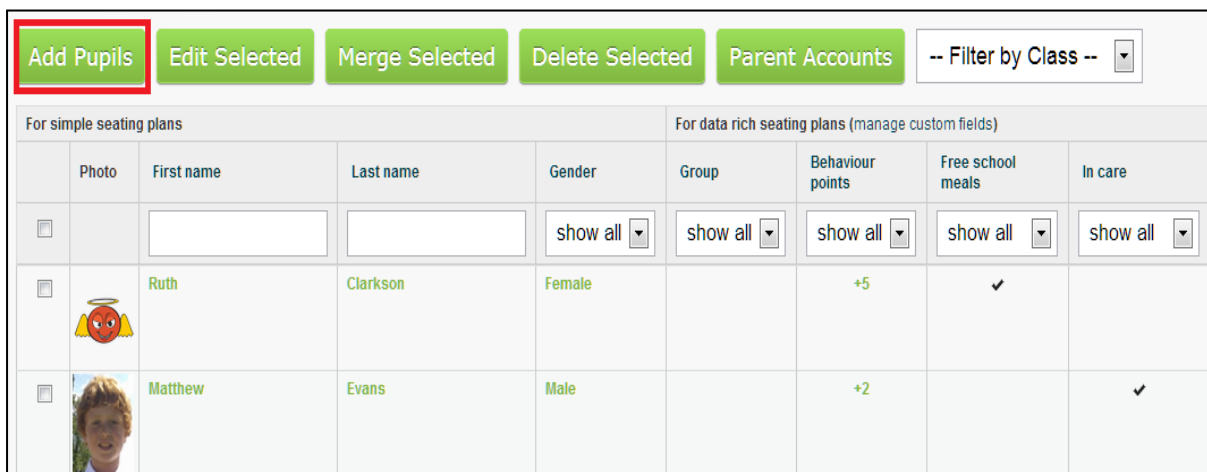
	Shuffle Class – Select to shuffle class seating. A variety of different shuffle options are also available.
	Edit Room Layout – Click this icon to edit the desk layout of the current class.
	Add Pupils to Class – Selecting this icon will allow you to import new pupils to the class.
	View Pupil Listing – Select this icon to view a list of all current pupils in the class
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4) Add Pupils

There are multiple methods of adding pupils to the system. These consist of adding pupils **manually**, uploading from a **spreadsheet**, uploading a **SIMS** file and **Quick-Add**.



To begin adding pupils, select the **'Pupils'** option from the main navigation header.



You will now see an overview of all current pupils, the next step is to select **'Add Pupils'** found from the top toolbar.

Add Row
Quick Add
Upload Excel Spreadsheet
Show Advanced
Submit

For simple seating plans

	First name	Last name	Gender
🗑	<input type="text" value="Steve"/>	<input type="text" value="Smith"/>	male ▾
🗑	<input type="text" value="Sally"/>	<input type="text" value="Smith"/>	female ▾
🗑	<input type="text"/>	<input type="text"/>	male ▾
🗑	<input type="text"/>	<input type="text"/>	male ▾
🗑	<input type="text"/>	<input type="text"/>	male ▾

Add Row

On this screen you will be presented with multiple forms as well as drop down menus. Complete each row for each student.

You can do this with multiple pupils, should you require more rows, click the **'Add Row'** button at the bottom left of the screen. Once you are finished, click the **'Submit'** button found at the top right of the screen. You now have pupils in your system!

Add Row
Quick Add
Upload Excel Spreadsheet
Show Advanced

For simple seating plans

	First name
🗑	<input type="text"/>
🗑	<input type="text"/>
🗑	<input type="text"/>
🗑	<input type="text"/>

The next method of adding students is the **'Quick Add'** option.

Quick add pupils ✕

Please list first and last names of pupils in the box below, **ONE PUPIL PER LINE.**

Example:
Peter Johnson
David McEwan
Ruth Clarkson

Quick-Add

Quick adding pupils is a useful tool, if you have a list of names available, you can simply copy the list and paste it into the box.

The system will then add each name as a pupil into ClassCharts.

If your list contains numbered students for example or IDs, you should still attempt to paste it into the quick add box.

The ClassCharts system will automatically try and remove any of this unnecessary data, saving you time.

Once complete, click the **'Add Pupils'** button found at the bottom of the box.

Quick add pupils ✕

Please list first and last names of pupils in the box below, **ONE PUPIL PER LINE.**

Example:
Peter Johnson
David McEwan
Ruth Clarkson

Mario Speedwagon
 Petey Cruiser
 Anna Sthesia
 Paul Molive
 Anna Mull
 Gail Forcewind
 Bob Frapples
 Walter Melon
 Nick R. Bocker
 Barb Ackue
 Buck Kinnear

For simple seating plans

	First name	Last name	Gender
•	Mario	Speedwagon	male
•	Petey	Cruiser	male
•	Anna	Sthesia	female
•	Paul	Molive	male
•	Anna	Mull	female
•	Gail	Forcewind	female
•	Bob	Frapples	male
•	Walter	Melon	male
•	Nick	R. Bocker	male
•	Barb	Ackue	female
•	Buck	Kinnear	male

To proceed, click the **'Submit'** button at the top right. Notice that the system has automatically determined which of the entered names are male and female. If incorrect, you are still free to change them using the menus.

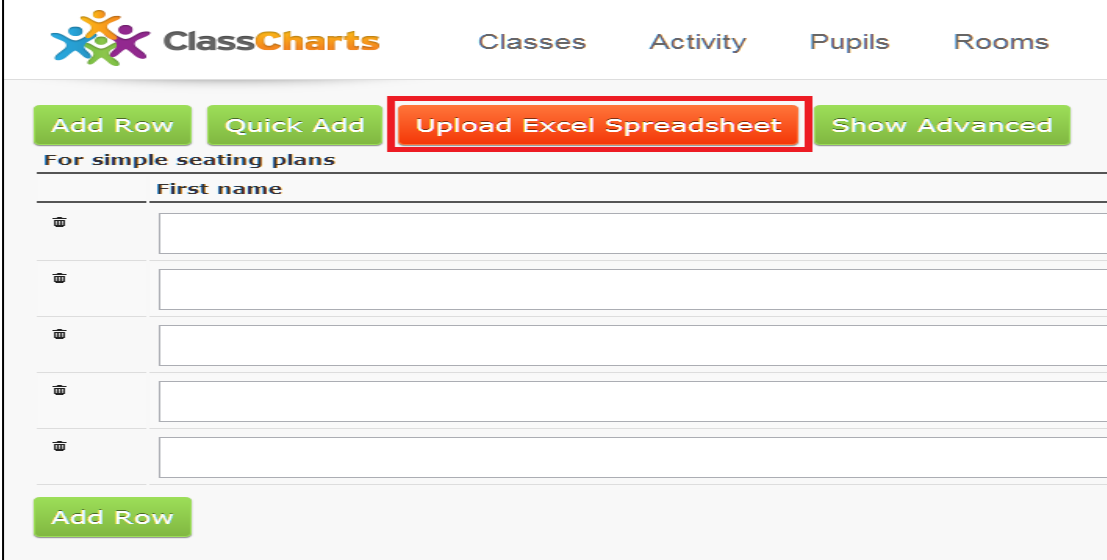
The following pupils have been successfully imported:

- [Mario Speedwagon](#)
- [Petey Cruiser](#)
- [Anna Sthesia](#)
- [Paul Molive](#)
- [Anna Mull](#)
- [Gail Forcewind](#)
- [Bob Frapples](#)
- [Walter Melon](#)
- [Nick R. Bocker](#)
- [Barb Ackue](#)
- [Buck Kinnear](#)

Create class using imported pupils

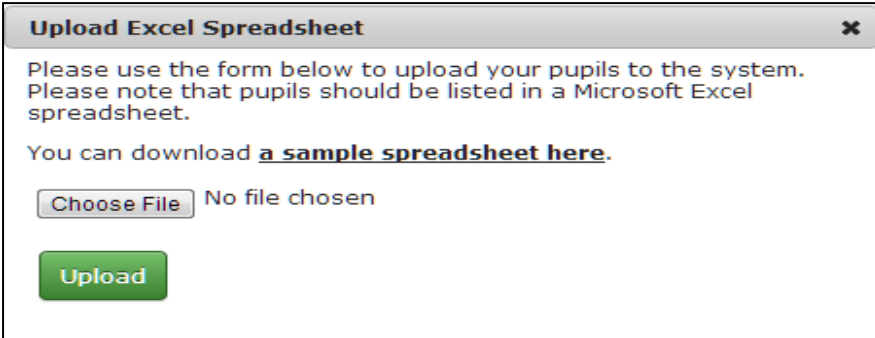
Import success confirmation.

5) Importing a Spreadsheet



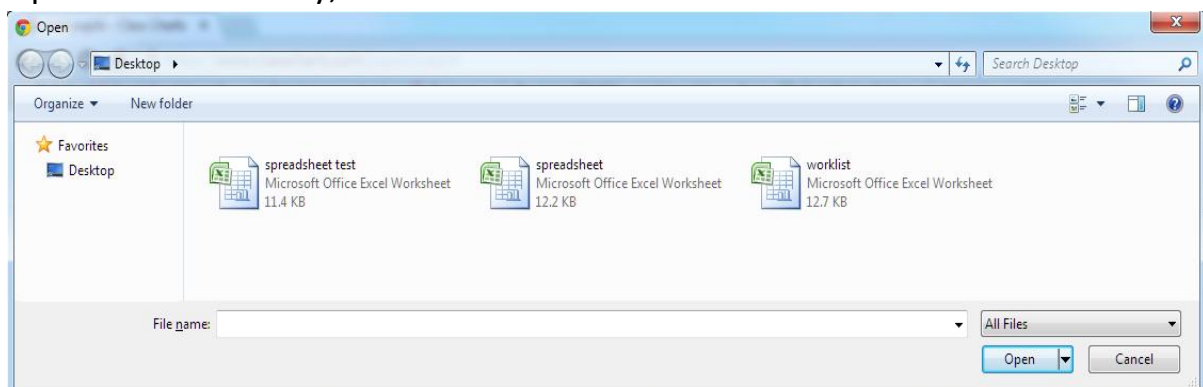
The screenshot shows the ClassCharts web interface. At the top, there are navigation links for 'Classes', 'Activity', 'Pupils', and 'Rooms'. Below these are four buttons: 'Add Row', 'Quick Add', 'Upload Excel Spreadsheet' (highlighted with a red border), and 'Show Advanced'. Underneath the buttons, there is a section titled 'For simple seating plans' with a table header 'First name' and five empty input rows. At the bottom left of this section is an 'Add Row' button.

Importing a spreadsheet of data is an easy process. Firstly navigate to the **'Add Pupils page'** then click the **'Upload Excel Spreadsheet'** button.



The dialog box is titled 'Upload Excel Spreadsheet'. It contains the following text: 'Please use the form below to upload your pupils to the system. Please note that pupils should be listed in a Microsoft Excel spreadsheet. You can download [a sample spreadsheet here](#).' Below the text is a 'Choose File' button and the text 'No file chosen'. At the bottom is a green 'Upload' button.

From here you can download a sample spreadsheet. This details the basic layout of the spreadsheet, primarily a first name and a surname/last name column as well as an optional gender column to assist the system. Once your spreadsheet is ready, click the **'Choose File'** button.



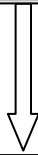
Navigate to your spreadsheet, click it then select **'Open'**.

Upload Excel Spreadsheet ✕

Please use the form below to upload your pupils to the system. Please note that pupils should be listed in a Microsoft Excel spreadsheet.

You can download [a sample spreadsheet here](#).


Year 9 Chemistry.xlsx



For simple seating plans

	First name	Last name	Gender
✕	David	Jones	male
✕	Sally	Evans	female
✕	Sarah	Smith	female
✕	Ian	Jackson	male

After submitting the spreadsheet, you will then be taken back to the add pupil page along with your data submitted in the forms. If you allowed the system to automatically assign genders, check that unisex names are applied correctly. Once you are happy with the data, click the **'Submit'** button.



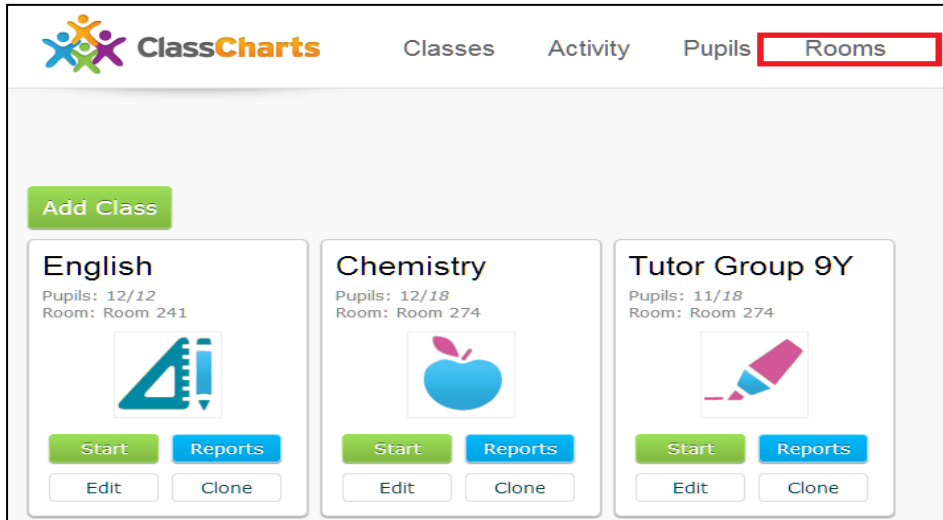
Classes
Activity
Pupils
Rooms

The following pupils have been successfully imported:

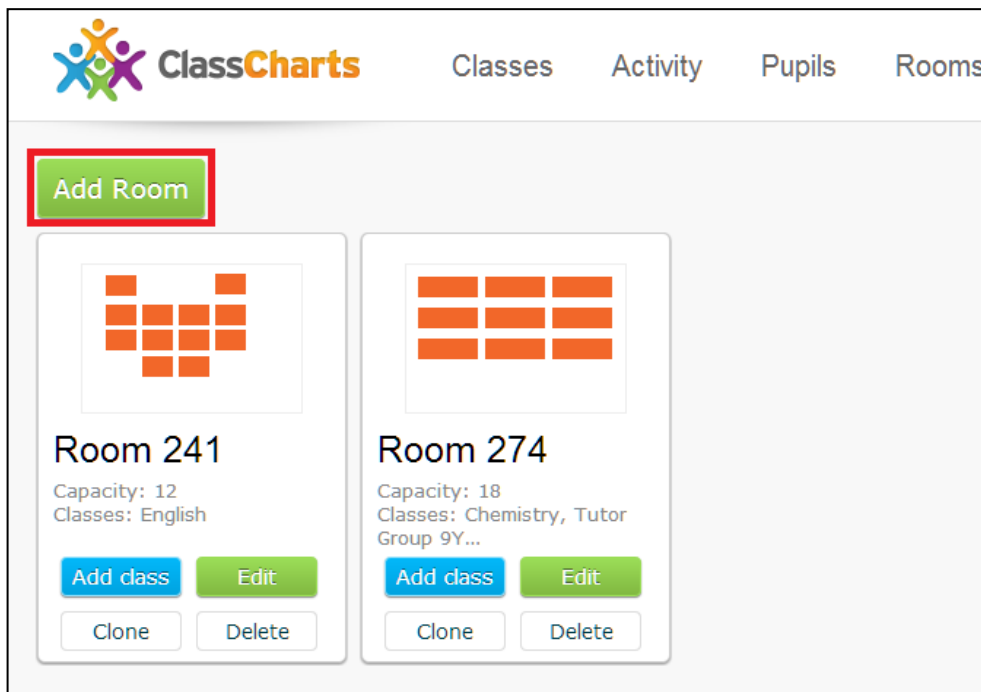
- [David Jones](#)
- [Sally Evans](#)
- [Sarah Smith](#)
- [Ian Jackson](#)
- [Ahmed Petwar](#)
- [Julie Kinvers](#)
- [Craig Collins](#)
- [Sindra Aswar](#)
- [Kelly Briton](#)
- [Ivan Garadych](#)

6) Creating a Classroom

To begin creating a classroom, select the **'Rooms'** button from the main navigation menu.

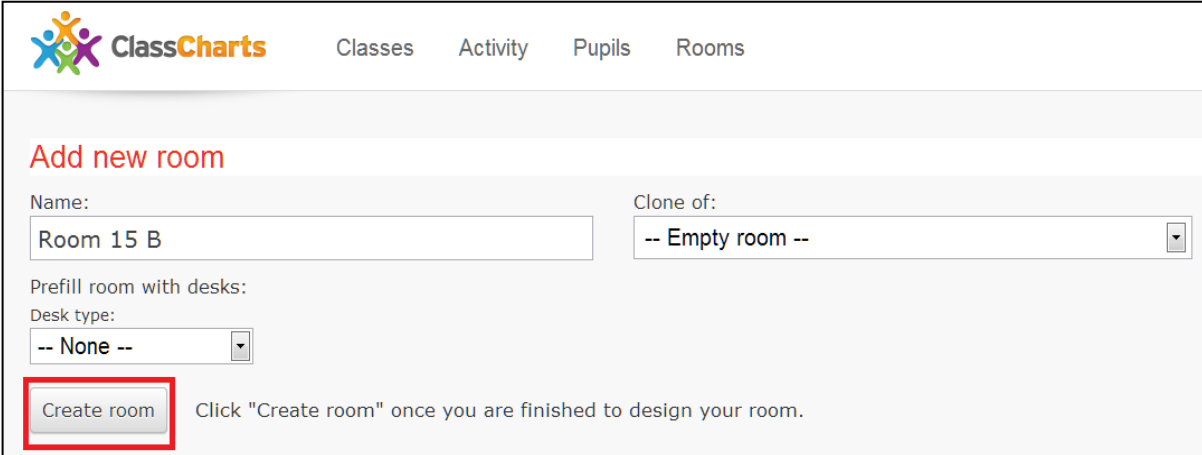


This will take you to the rooms page. From here you can view previews of all your rooms, clone rooms, delete rooms and edit rooms. To create a new room, select the **'Add Room'** button.



At this screen you will be presented with three boxes. Firstly, place the name of your room in the **'Name'** box. This should be your room door number or name, we will set class names next. The **'Clone of'** box is used when you wish to duplicate a different class's layout, for now, leave it at – Empty room --, this way we can manually design our own layout.

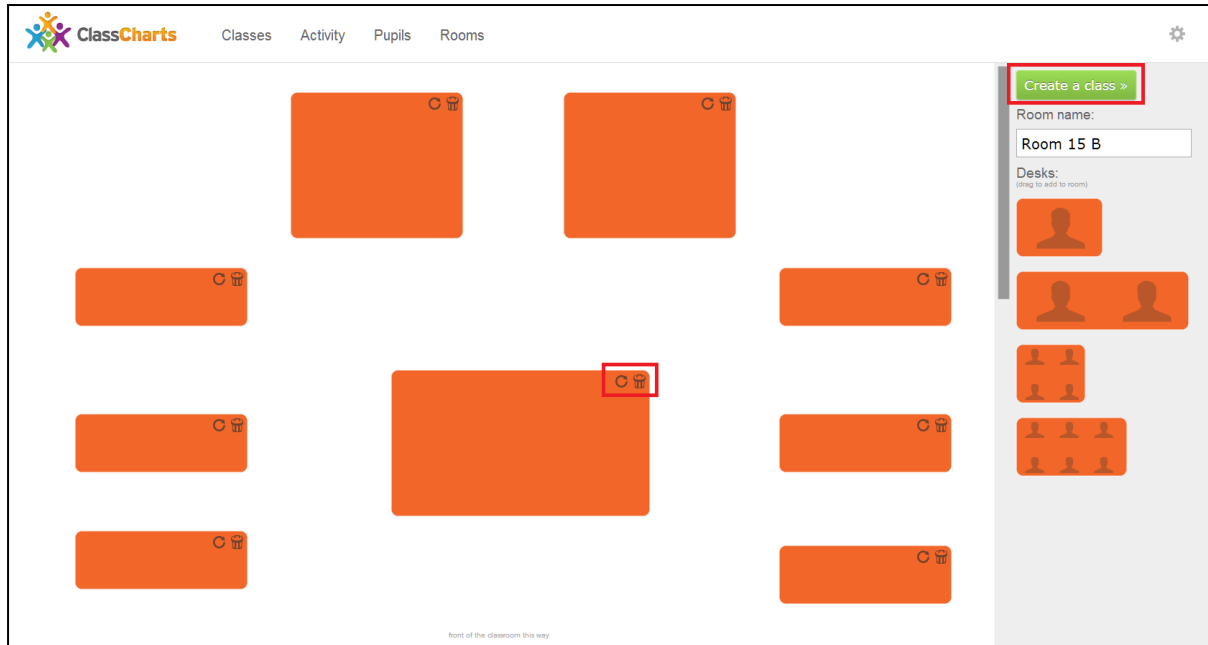
The **'Prefill room with desks'** option allows you to fill the room with desks by default if required. This is useful for larger rooms where seating layouts are usually symmetrical. Next, click the **'Create Room'** button shown below.



Here you will be given a blank screen with desks in the sidebar. You can simply drag & drop desks onto the screen to match with your class seating. There are four types of desk, each varying in size and pupil capacity.

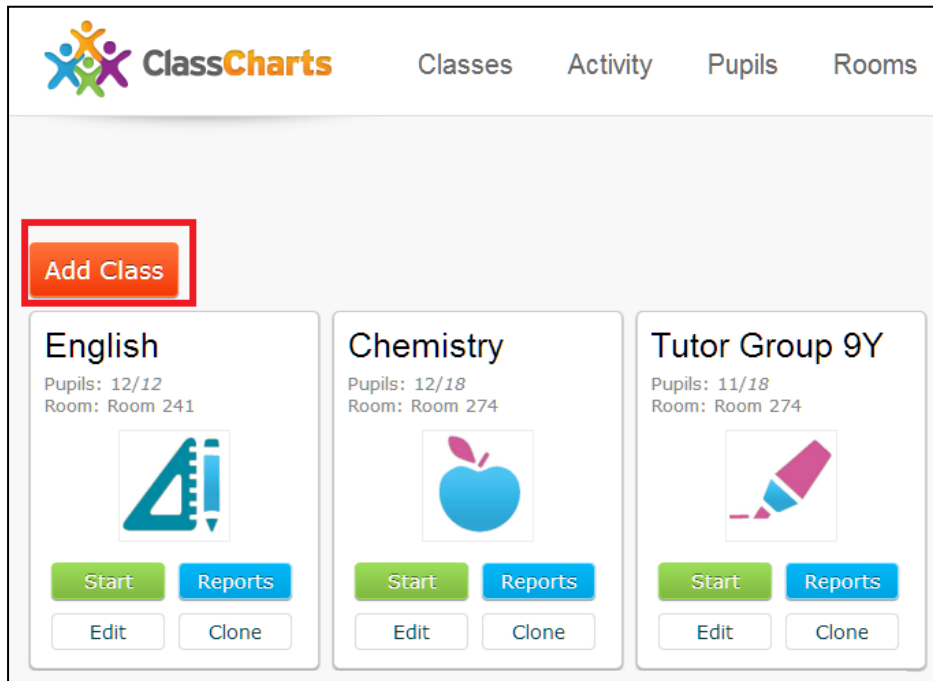


Once you have completed your class layout, select the **'Create a class'** button. If you need to rotate a desk or remove a desk, simply click the relevant button at the top right of each desk shown in the image below.

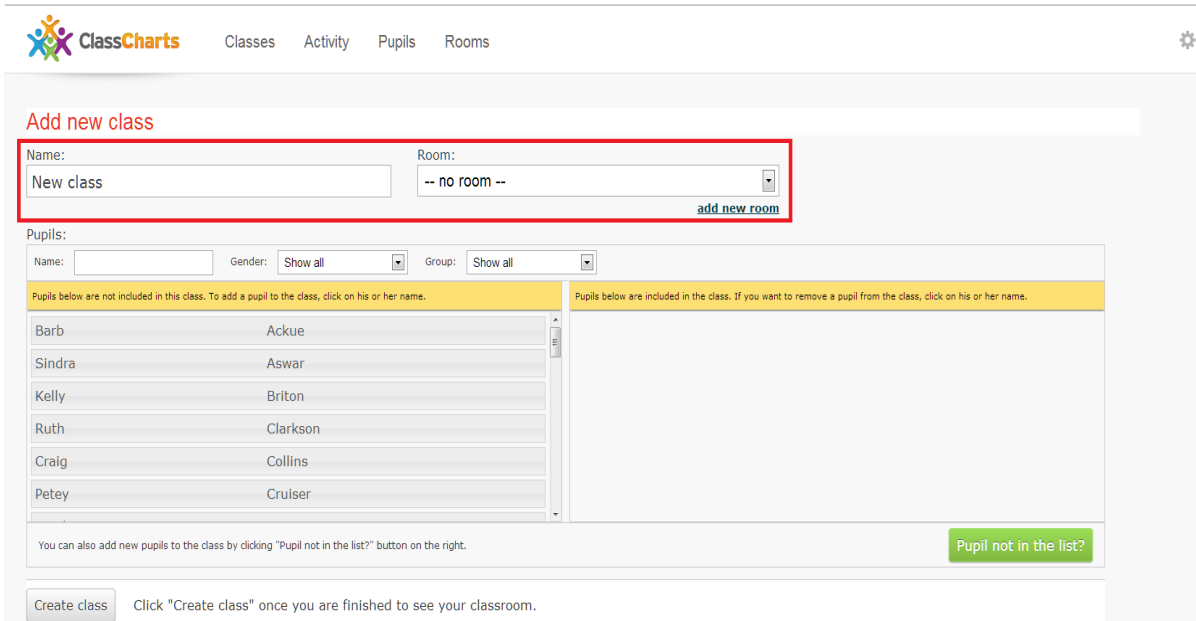


7) Creating a Class

Creating a classroom is a simple process using ClassCharts. The first step is to click the **'Add Class'** button from the ClassCharts homepage.



This is the classroom creation page. Enter the class name in the highlighted box shown below, this would usually be the subject as well as the year group, for example – English Year 8.



Add new class

Name: Room:

[add new room](#)

Pupils:

Name: Gender: Group:

Pupils below are not included in this class. To add a pupil to the class, click on his or her name.

Barb	Ackue
Sindra	Aswar
Kelly	Briton
Ruth	Clarkson
Craig	Collins
Petey	Cruiser

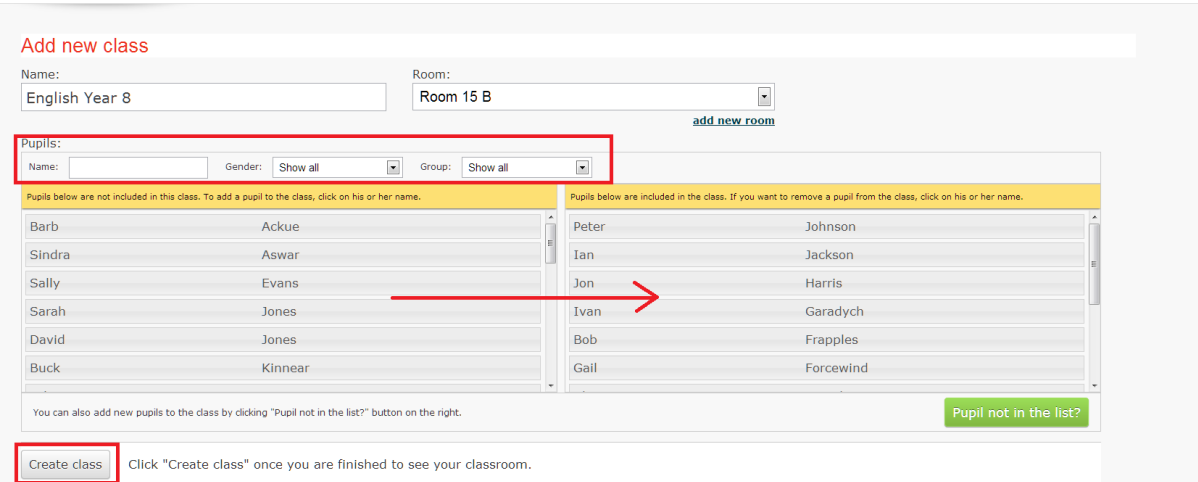
Pupils below are included in the class. If you want to remove a pupil from the class, click on his or her name.

You can also add new pupils to the class by clicking "Pupil not in the list?" button on the right.

Click "Create class" once you are finished to see your classroom.

After the class name has been entered, you will see a drop down menu to the right of it to allocate a room to this class. Any rooms you have created will be listed here, select the appropriate room by selecting the **'add new room'** button beneath.

The next step is to add pupils to the class, below the room selection area you will see the **'Pupils'** heading, in this box you can left click on each pupil to place them into the class (the empty adjacent box). You can also filter your student list here by name, gender and group using the drop down menus. Once you are happy with your pupil list, click the **'Create class'** button.



Add new class

Name: Room: [add new room](#)

Pupils:

Name: Gender: Group:

Pupils below are not included in this class. To add a pupil to the class, click on his or her name.

Barb	Ackue
Sindra	Aswar
Sally	Evans
Sarah	Jones
David	Jones
Buck	Kinnear

Pupils below are included in the class. If you want to remove a pupil from the class, click on his or her name.

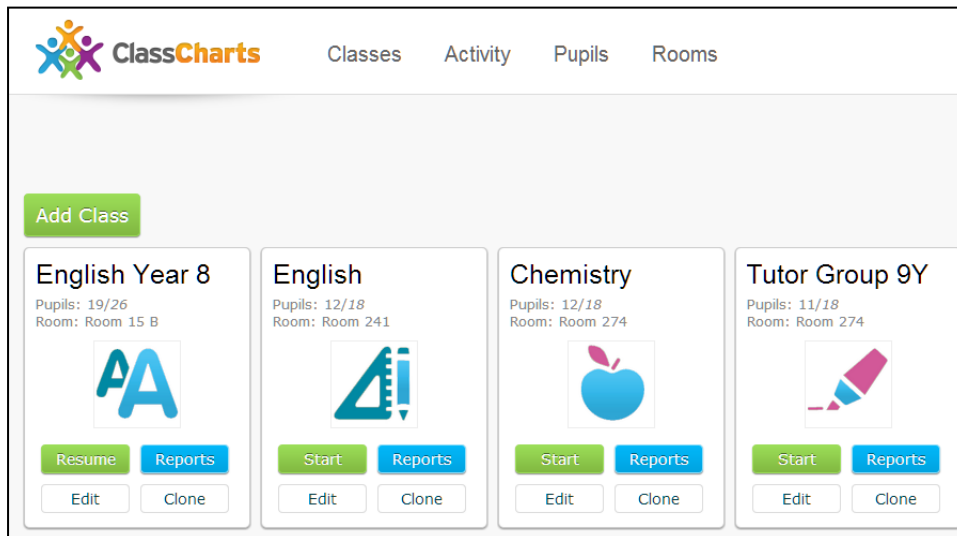
Peter	Johnson
Ian	Jackson
Jon	Harris
Ivan	Garadych
Bob	Frapples
Gail	Forcewind

You can also add new pupils to the class by clicking "Pupil not in the list?" button on the right. [Pupil not in the list?](#)

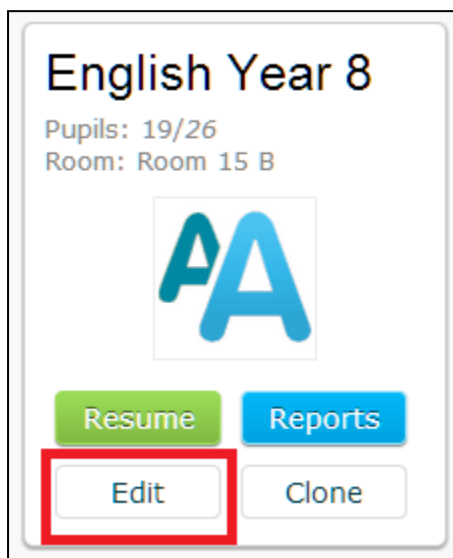
Create class Click "Create class" once you are finished to see your classroom.

8) Editing the class icon

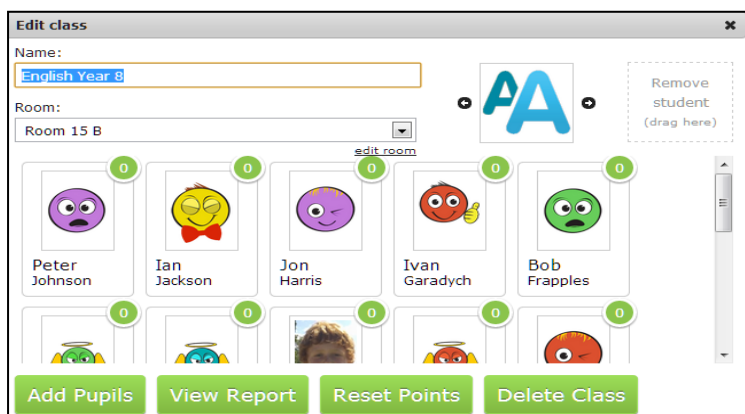
By default, the system will assign a random icon to the class as shown below:



Editing the class icon is a simple process, simply click the edit button from the class icon you wish to edit.



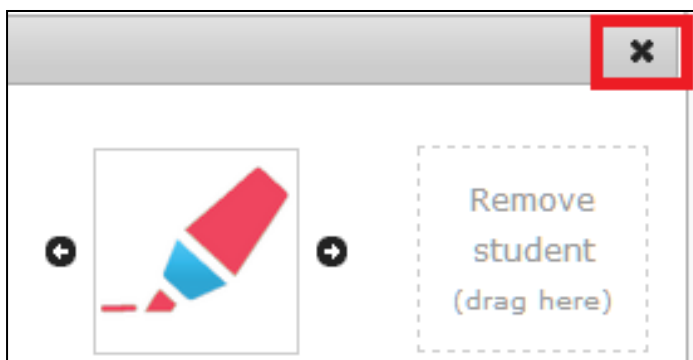
From this new pop-up panel, you can edit all aspects of the class you previously entered.



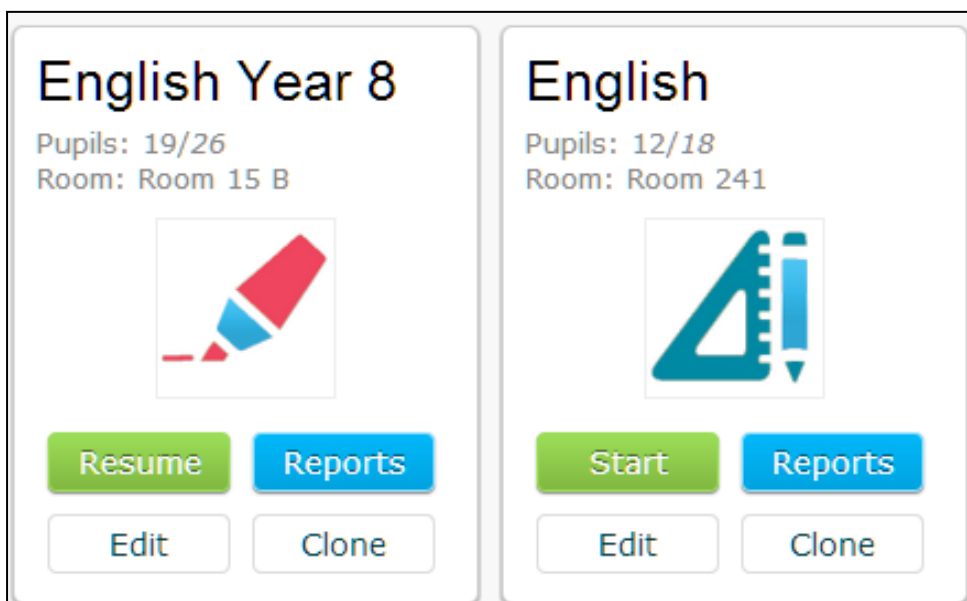
To edit the logo, simply click the left or right arrows near the current logo until you find a suitable icon.



Once you find a suitable icon, click the 'x' found at the top right of the panel.

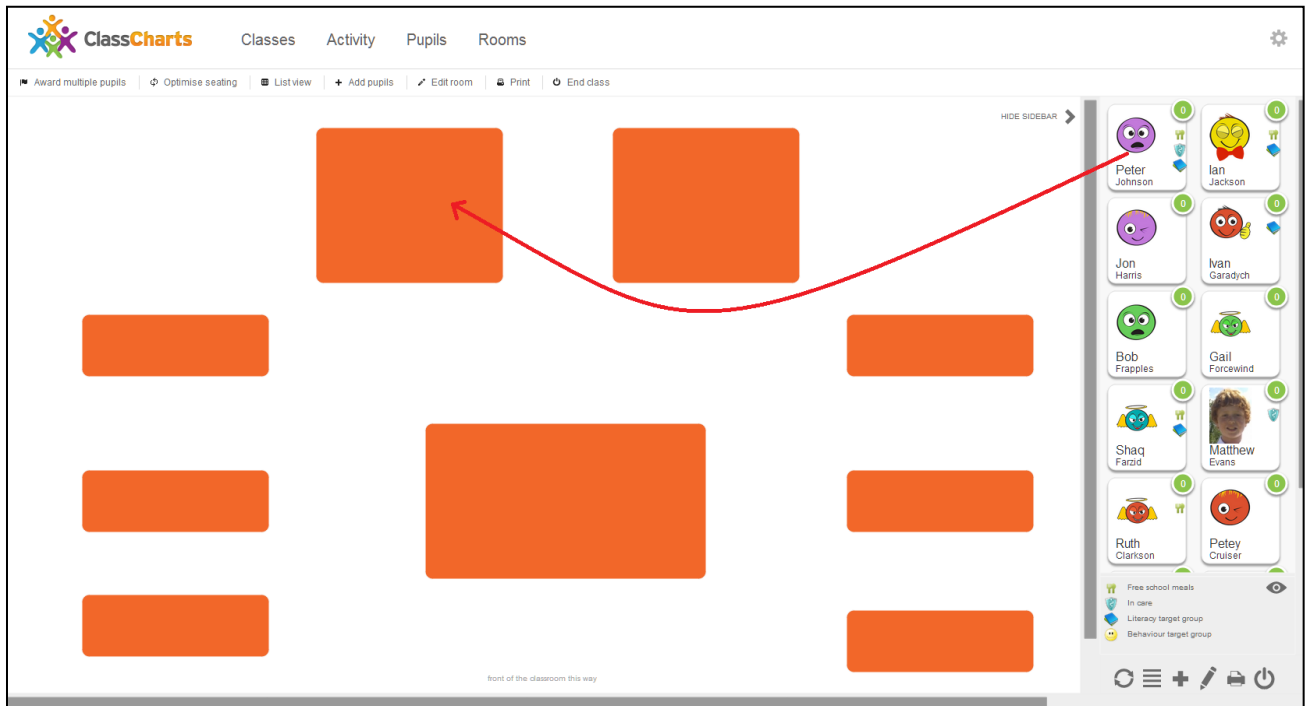


Your class list will then be updated to reflect the changes you have made.

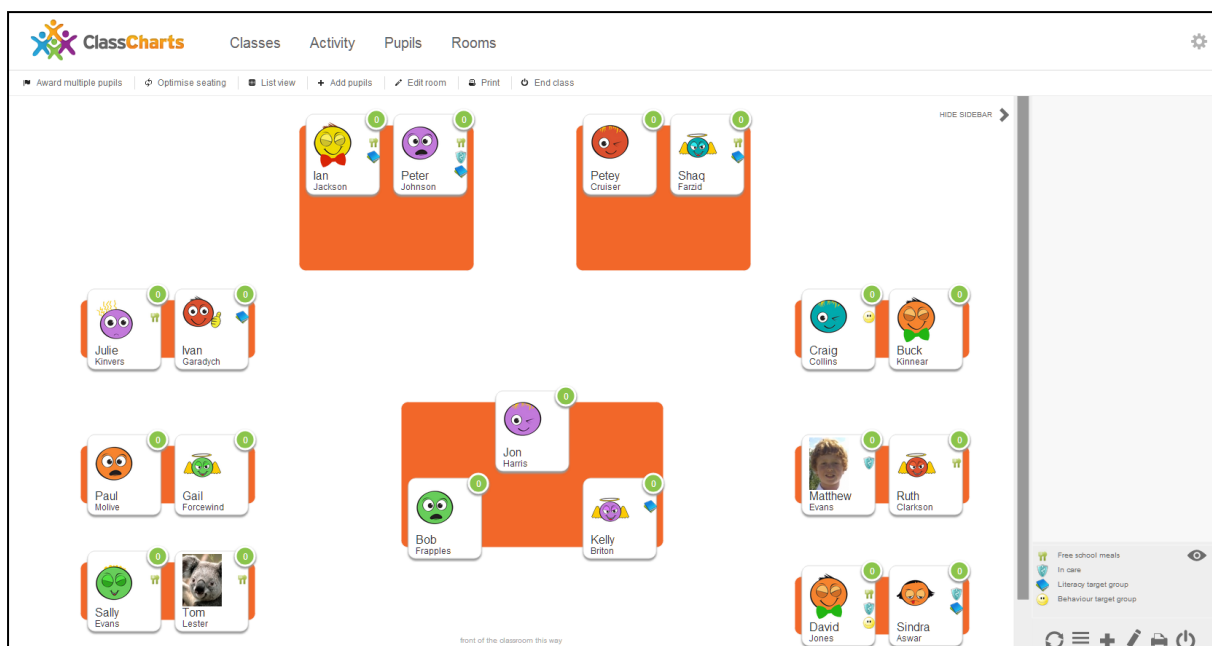


9) Classroom Setup

After selecting the 'Create class' button, you will then be taken to the seating plan layout. From here you can drag pupils from the right pane and allocate them to a desk.



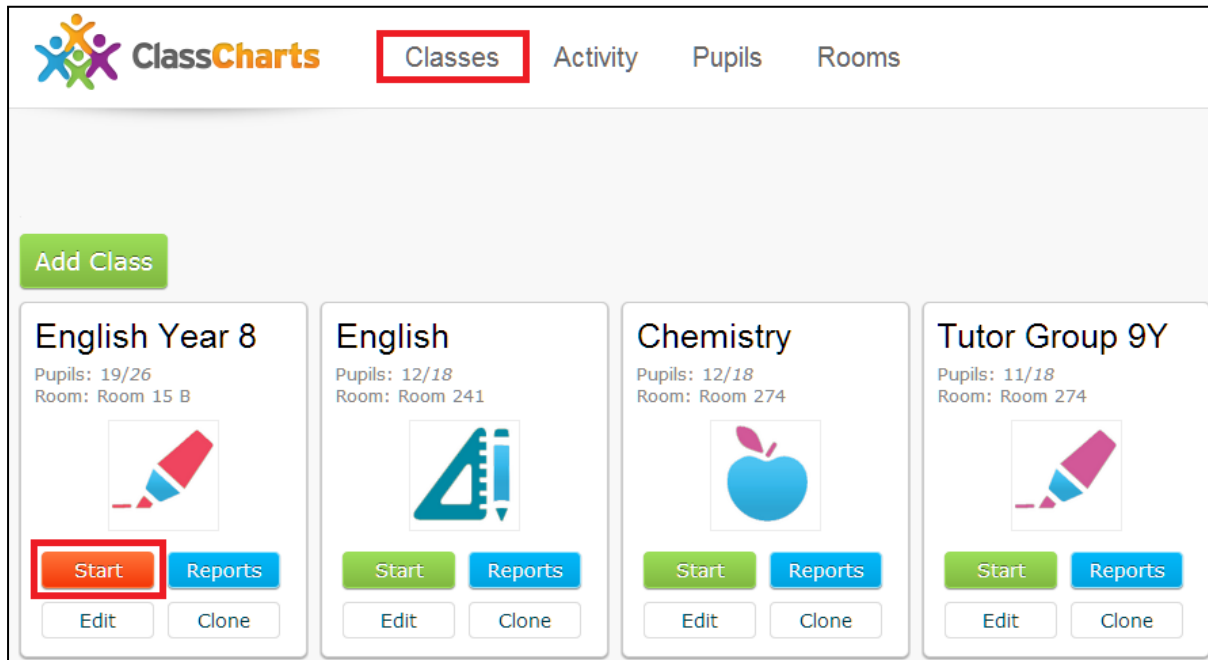
Drag pupils from the right pane then drop them in the desired seating area.



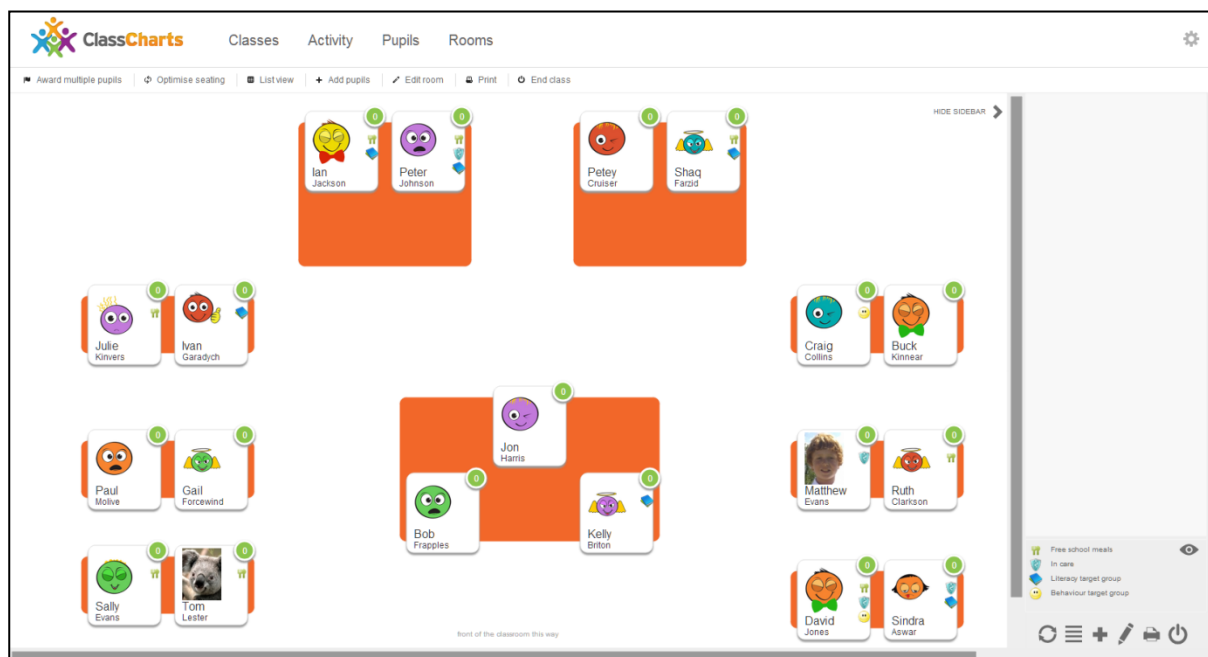
Your class is now set-up and ready to use!

10) Beginning a Class

To begin a class, the first step is to navigate to the **'Classes'** button found at the top navigation menu. The next step is to click **'Start'** from the box of the class you wish to begin.

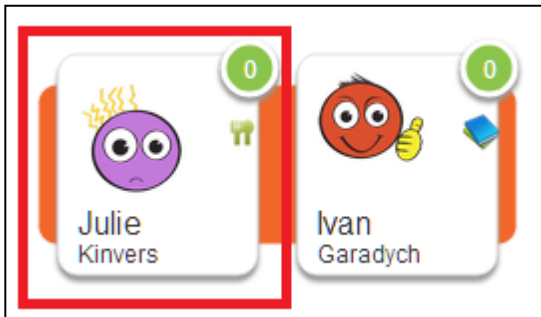


You will then be taken to the class. From here you can see your room layout with the pupils applied to it. You are now ready to apply behaviour points.

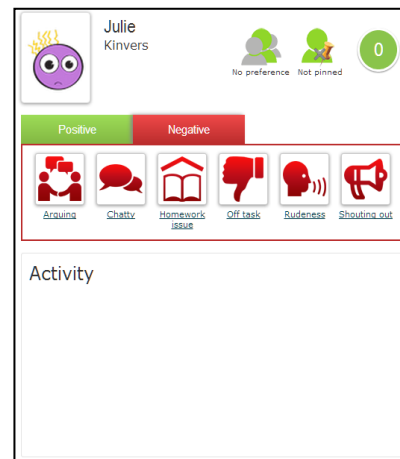
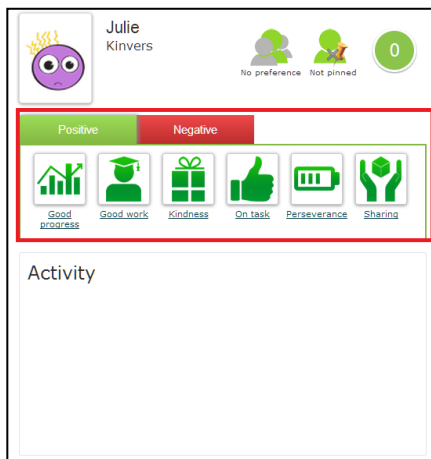


11) Applying Behaviour Points

To apply a behaviour point, simply click on the students icon.



This will then open a new window, the first choice is to decide whether to apply a positive or negative behaviour point. To switch to negative, click the red **'negative'** box.



You will then be presented from a selection of behavioural choice. Select the appropriate choice. In this example we will give Julie Kinvers 1 positive behaviour for **'Good work'**.



Adding Behaviour Notes

If you would like to add a custom note to expand the detail of the behaviour given, click the **'click to add note'** button found at the bottom right of the pupil's behaviour panel.

Activity

Friday 1 March

🗑️ +1 given to Julie for *Good work*

A text box will then appear below the selected behaviour summary. Enter your desired text here. Once completed, click the **'click to add note'** button again.

Activity

Friday 1 March

🗑️ +1 given to Julie for *Good work*
90% on in-class test

If you would like to edit the comment at a later date or spotted a mistake, click the comment to re-open the text box and edit the text as you wish. If you would like to delete the comment, click the bin icon.

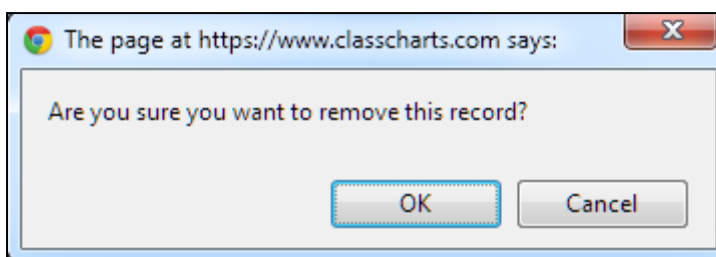
Friday 1 March

🗑️
+1 given to Julie for *Good work*

click to add note

90% on in-class test

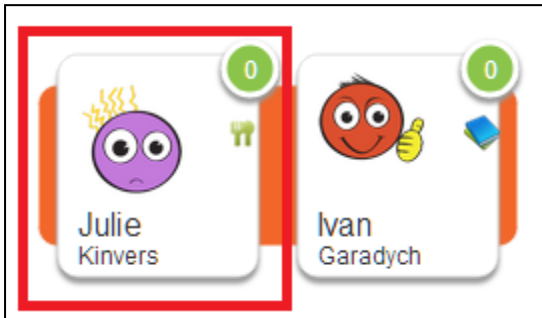
This will produce a pop-up box allowing you to confirm the deletion of the comment.



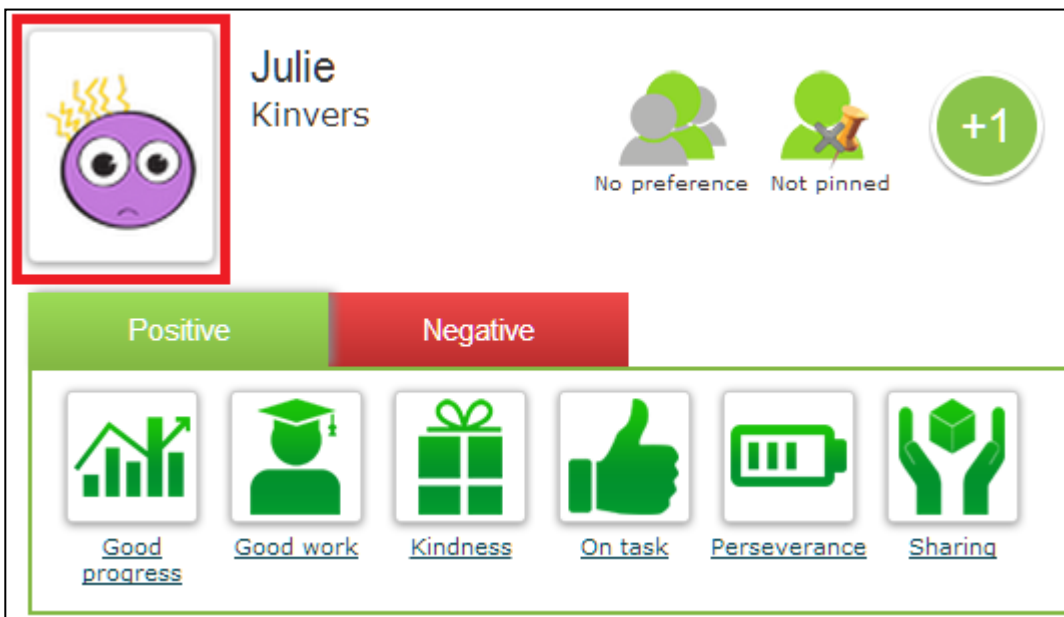
Click **'OK'** to confirm the deletion of the selected comment.

12) Editing a Pupil's Icon/Photo

To edit a pupil's icon or photo, click on the pupil's icon.



Next, click on the pupils' current icon again in the new pop-up box.



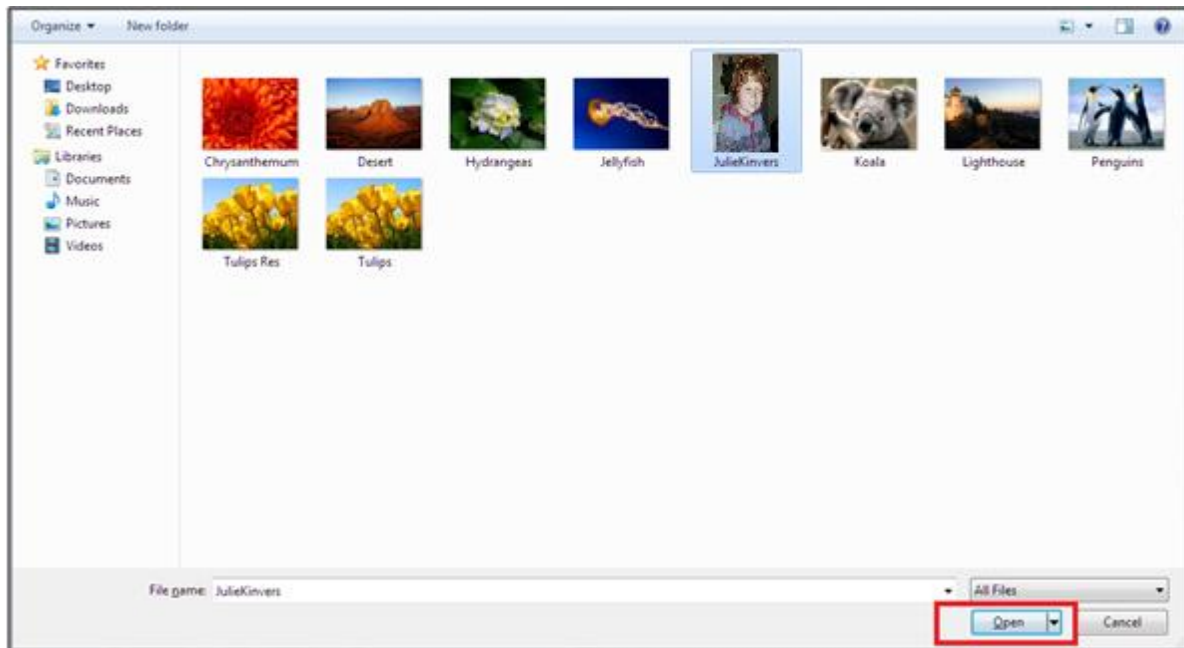
This will open a new box.



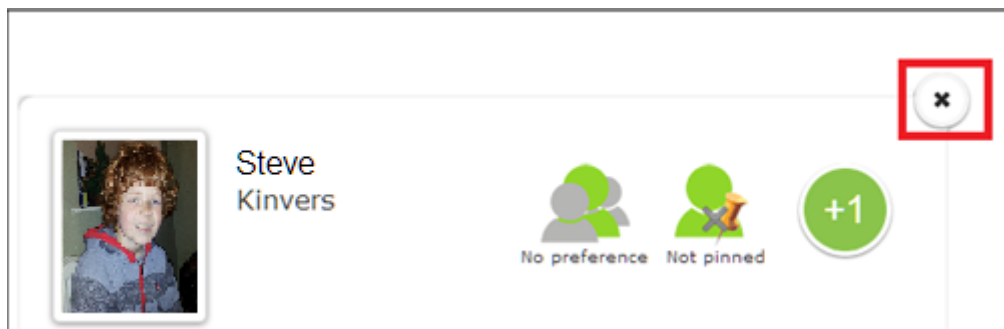
To select a new icon, simply find the icon you wish to change to and left-click on it. The pupil's icon will now be updated.



However if you wish to update the icon to a photo or image file, click the **'Upload a new photo'** button. A new box will then appear.



Direct to the desired image, left-click it and then click the **'Open'** button found at the bottom right of the box. The image will then be uploaded to the system and applied to the pupil's profile.



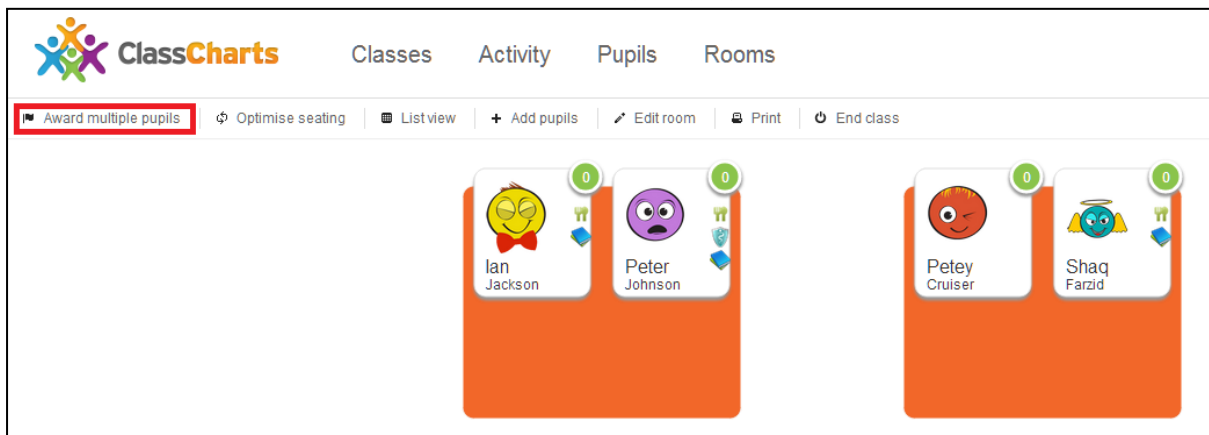
The final step is to click the **'x'** found at the top right of the box.



Your selected image has now been applied to the pupil's profile!

13) Award Multiple Pupils

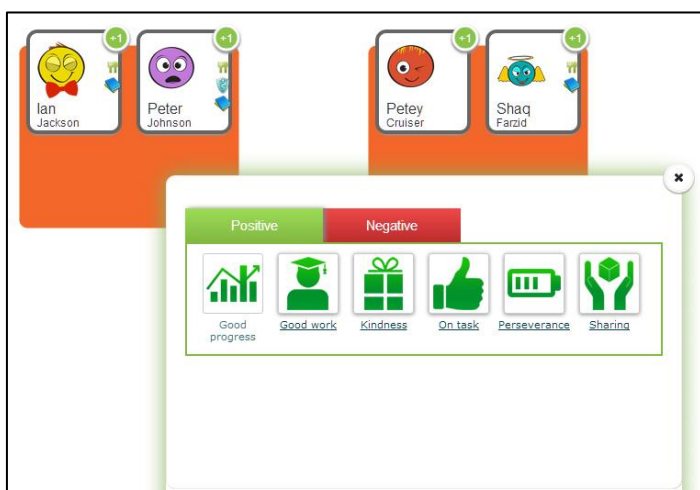
You may sometimes want to award multiple students with the same behaviour choice, to do this select the **'Award multiple pupils'**.



The system will then instruct you to select the pupils you wish to award. To do so, simply click on each of their icons. Once finished, select the **'Choose award'** button.

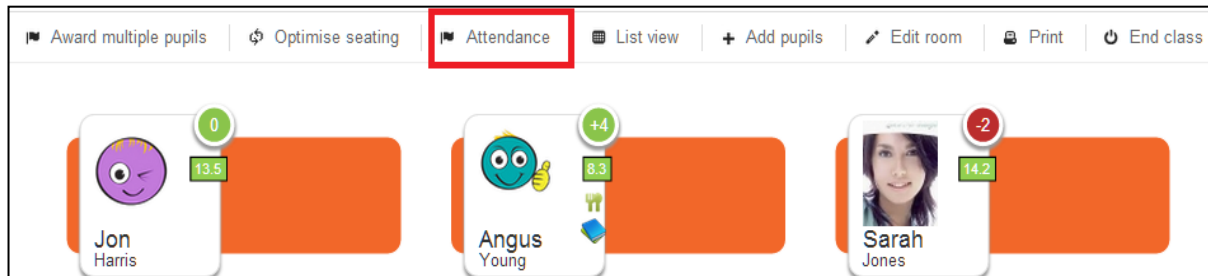


You will then receive the behaviour panel. Similarly to awarding a single behaviour point, left-click on your desired behaviour choice. The multiple behaviour points have been awarded!

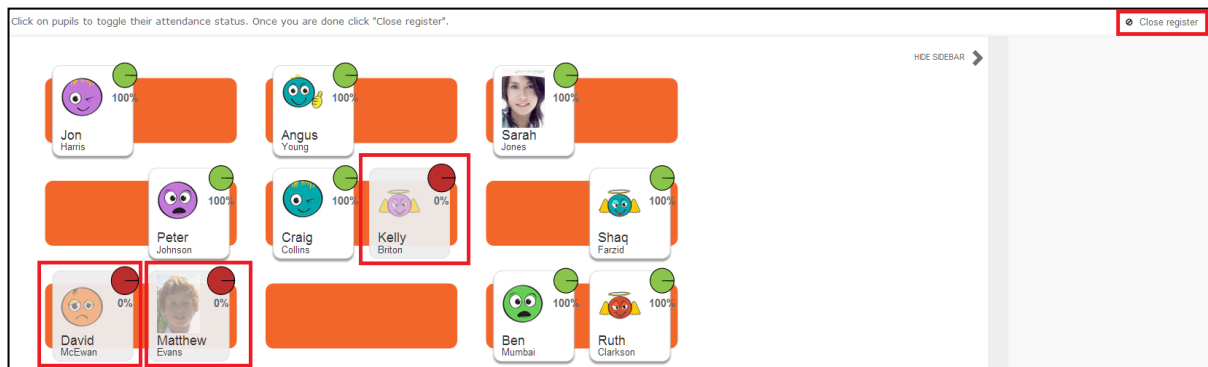


14) Taking Attendance

Taking attendance is a simple and quick feature. Begin by selecting the **'Attendance'** button from the top toolbar.



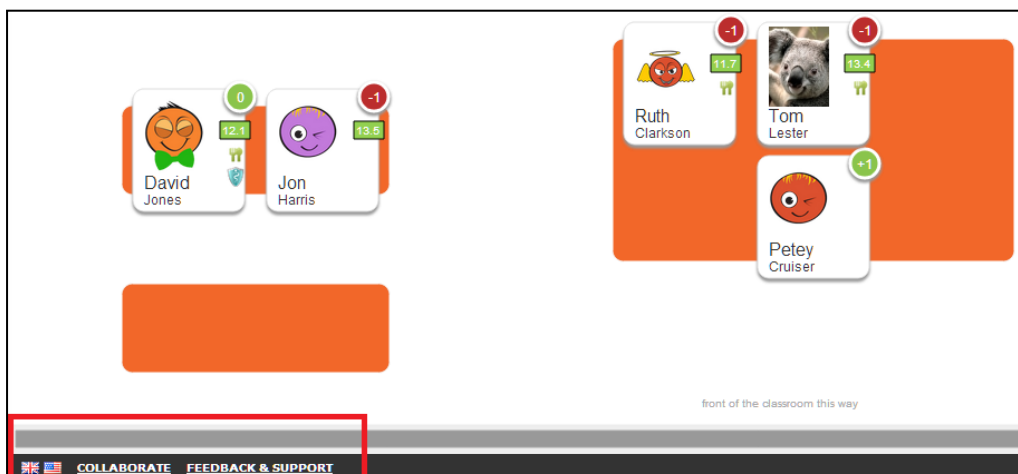
By default, the system marks all attendances as present. However, if there is an absent pupil, left click on their icon as shown below.



Once all absent pupils have been selected, click the **'Close register'** button found at the top right of the screen.

15) Changing Language

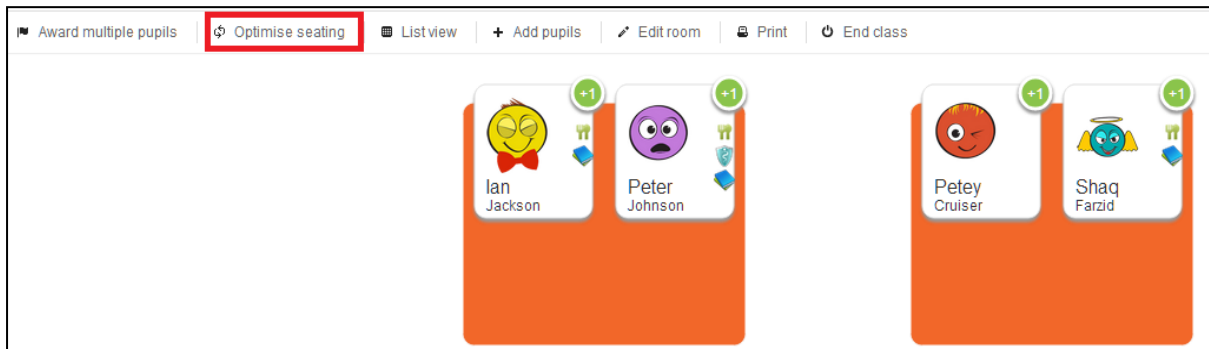
To switch between languages, select your desired language from the bottom left of the screen as shown below.



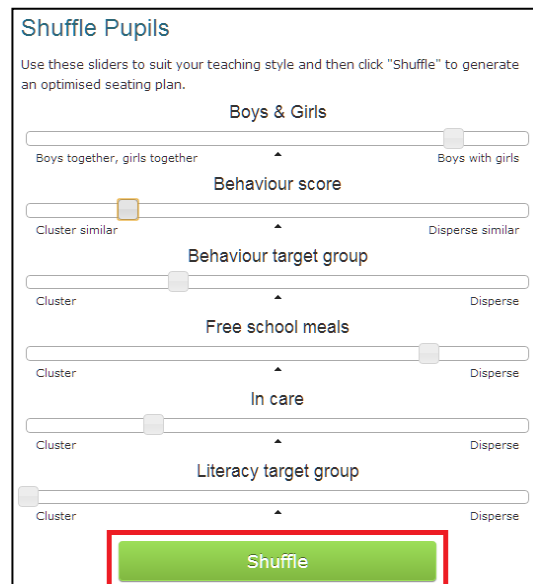
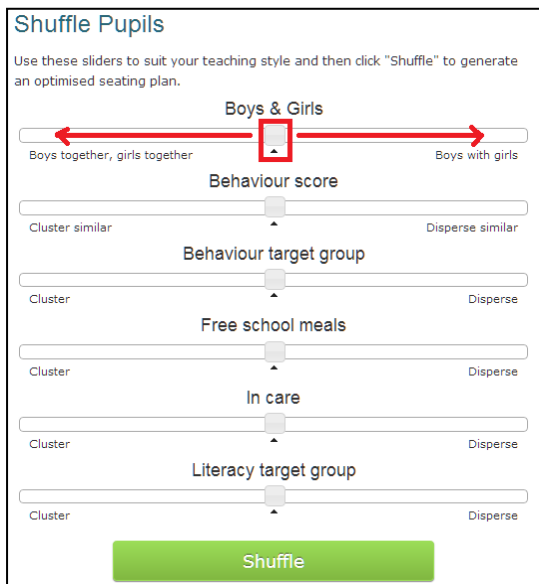
16) Optimise Seating

After you have your pupils set in a class room, you can drag and drop them to their desks. However if you wish to randomise the seating plan or apply filters to group or separate certain pupils, this is also possible with **optimised seating**.

To begin shuffling the seating plan, click the **'Optimise seating'** button found at the top toolbar.



This will open a new panel. A series of shuffle options will be displayed. Simply drag the sliders to your desired locations, drag to the left to cluster or drag to the right to disperse.

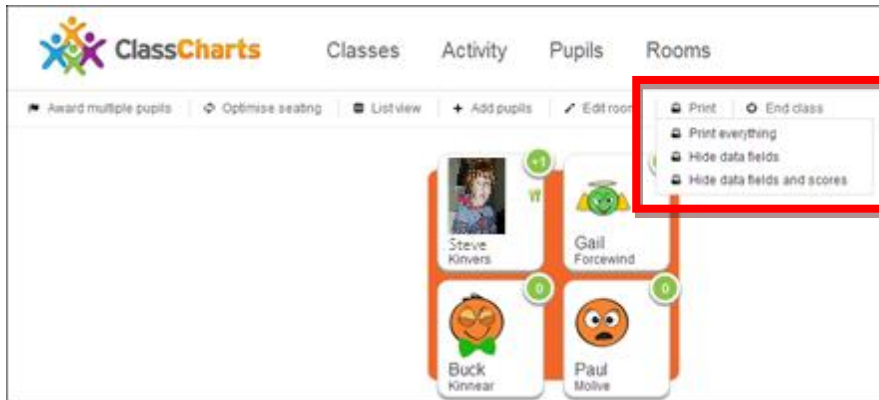


Once you are happy with your selections, click the **'Shuffle'** button found at the bottom of the panel.

17) Printing Options

There are currently three different options available when printing: **‘Print everything’, ‘Hide data fields’, ‘Hide data fields and scores’**.

To begin, place your cursor over the **‘Print’** option from the top toolbar.



To print all student information shown on the class page, click the **‘Print everything’** option.

To print everything except student groups – free school meals, literacy/behaviour target groups & medical needs – select the **‘Hide data fields’** option.

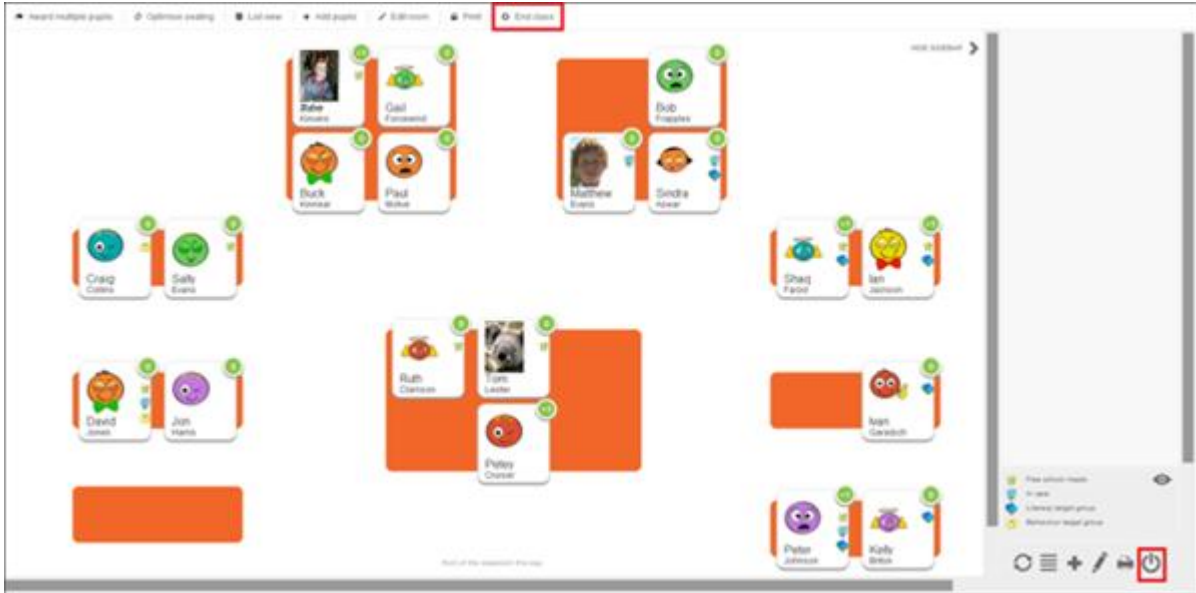
To print only the seating plan with no student data displayed, select the final option **‘Hide data and scores’**. This is useful for printing out seating plans or displaying them on a projected screen.



The next step is to select your page layout & options such as number of copies, then click the **‘Print’** button found at the top left of the printing page.

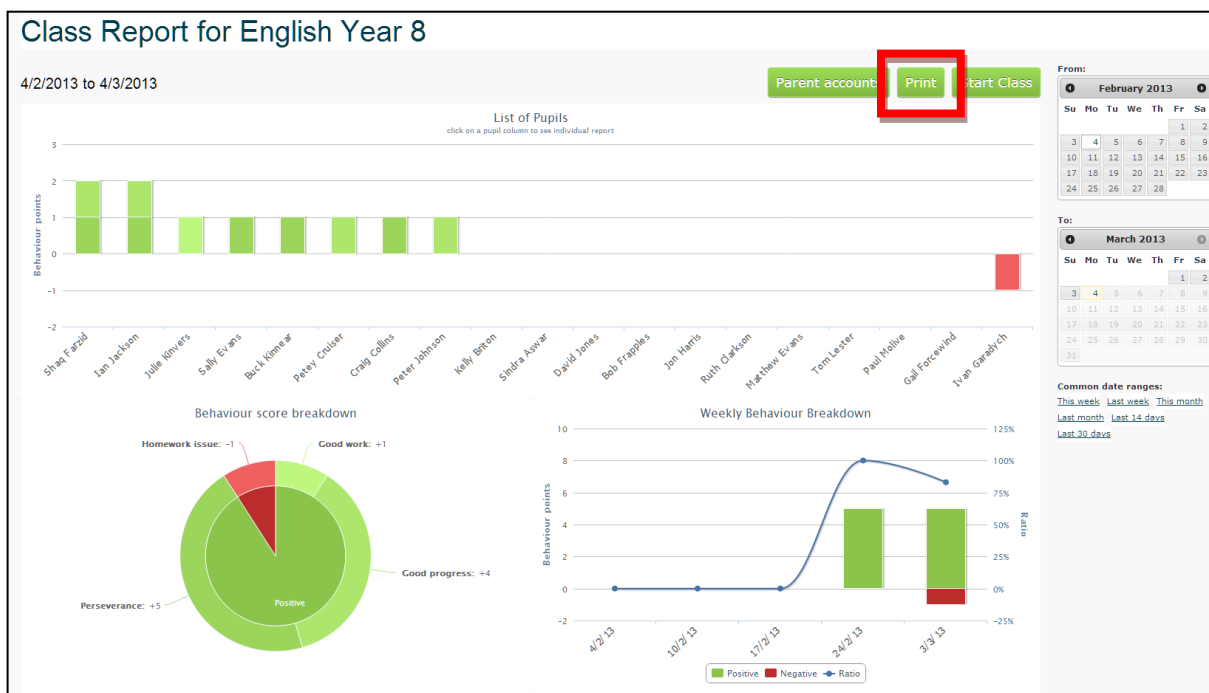
18) Ending a Class

To end a class, left-click the end button found at the bottom right toolbar and top of page toolbar as shown below.



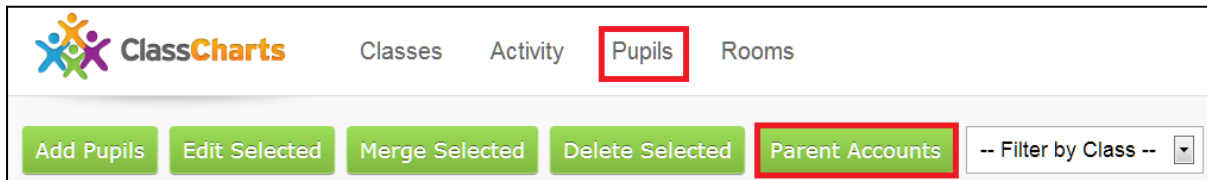
Clicking either one of these buttons will end the current session. After doing so, all data will be saved. You will then be shown a report for the current class. The date range can be edited by selecting your desired dates from the calendar. Printing reports is easily done by clicking the **'Print'** button found at the top right of the report.

When finished, return to navigating using the top navigation menu.



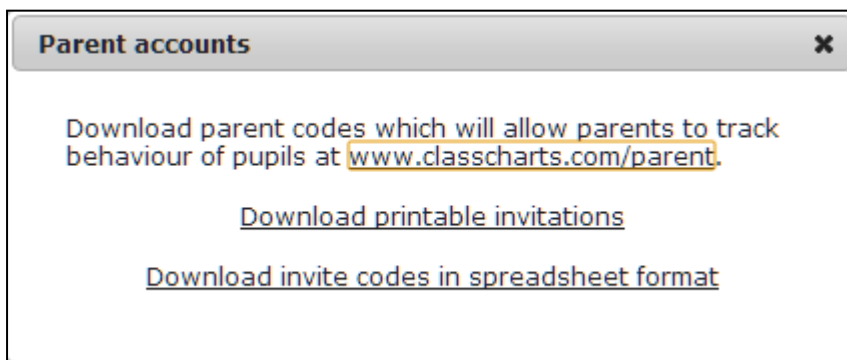
19) Parent Accounts

Generating accounts for parents to view their child's behaviour is an easy process. To begin, select the **'Pupils'** option from the top navigation menu.



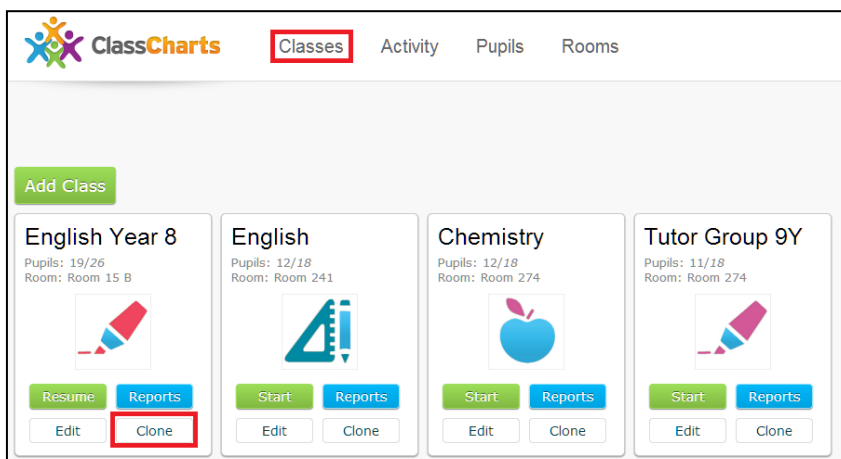
The next step is to click the **'Parent Accounts'** button. This will create a pop up box, choose whether you require printed out parent codes which will generate a PDF with a code for each parent for their child.

Alternatively select to import them to a spreadsheet. This is useful for creating mail-merges to send to parents or to simply copy + paste through email.



20) Cloning a Class

Cloning a class results in a duplicate class being created of the one you selected. This is particularly useful when teaching different classes in the same room or teaching the same class in different rooms. To begin, navigate to the **'Classes'** option at the top navigation menu.



Next, find the class you wish to clone and click the **'Clone'** button found beneath the class icon.

Add new class

Name: Room: [add new room](#)

Pupils:

Name: Gender: Group:

Pupils below are not included in this class. To add a pupil to the class, click on his or her name.

Barb	Ackue
Sarah	Jones
David	McEwan
Walter	Melon
Anna	Mull
Ben	Mumbai

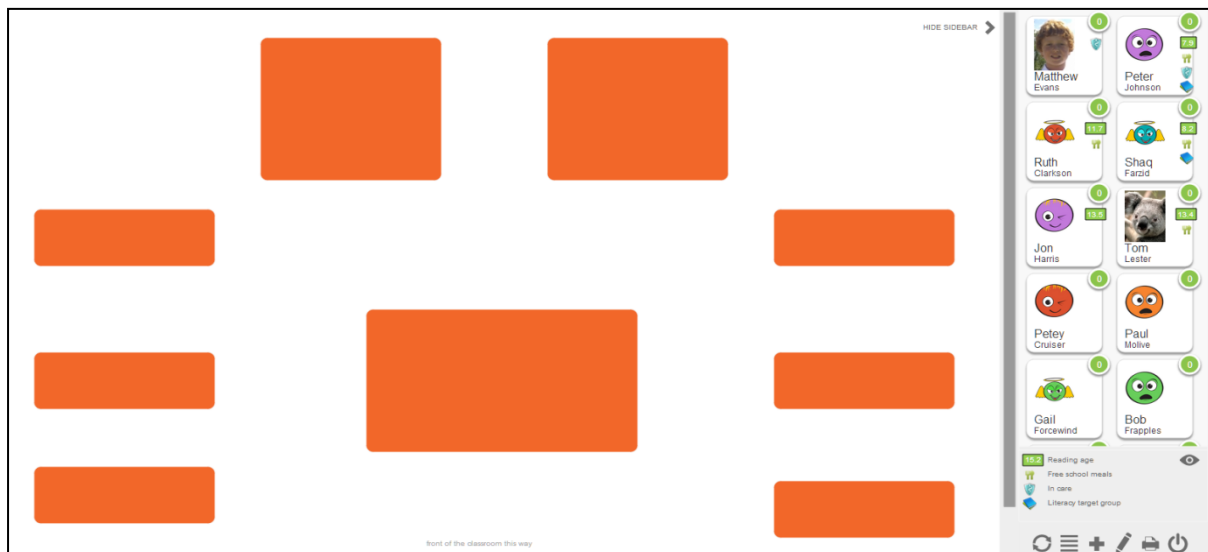
Pupils below are included in the class. If you want to remove a pupil from the class, click on his or her name.

Sindra	Aswar
Kelly	Briton
Ruth	Clarkson
Craig	Collins
Petey	Cruiser
Matthew	Evans

You can also add new pupils to the class by clicking "Pupil not in the list?" button on the right. [Pupil not in the list?](#)

Create class Click "Create class" once you are finished to see your classroom.

The clone button creates a new class for you with identical pupils from the selected class. From here, edit the class as you like and continue with the **'Create class'** button.



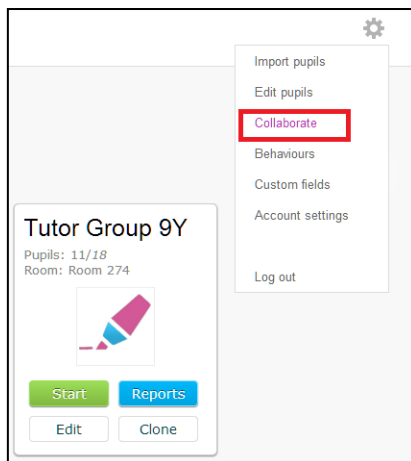
The next section, you drag and drop pupils to seats again and begin classes, however this time your class layout will already be present.

<p>Clone Eng Yr 8</p> <p>Pupils: 19/26 Room: Room 15 B</p>  <p>Start Reports</p> <p>Edit Clone</p>	<p>English Year 8</p> <p>Pupils: 19/26 Room: Room 15 B</p>  <p>Resume Reports</p> <p>Edit Clone</p>
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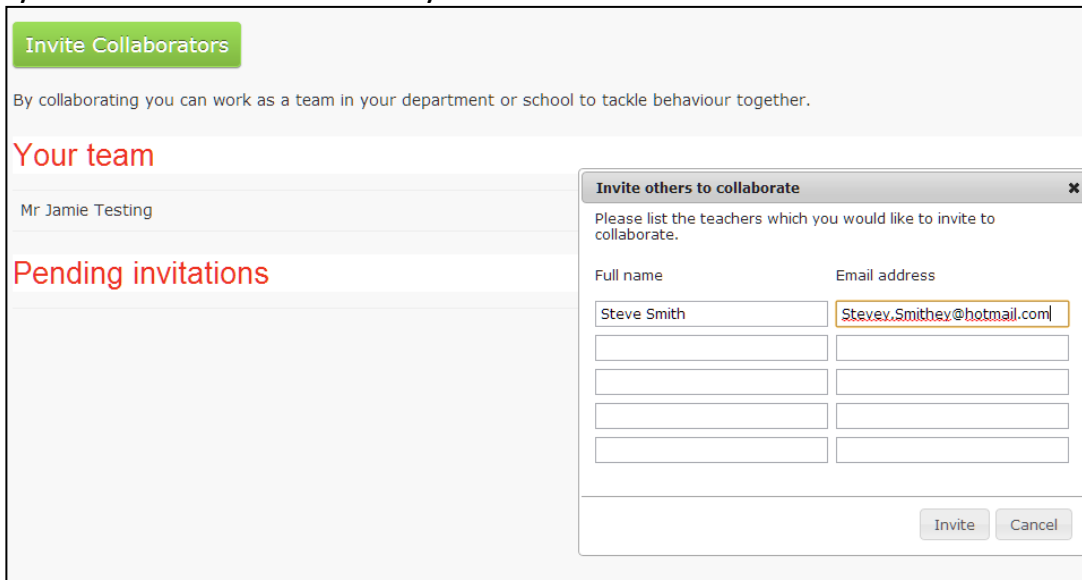
21) Collaborating with other Teachers

The collaborate feature allows you to share data with other teachers. This is useful when applying all behaviour points across a selection of classes or all classes. Each behaviour point given by a teacher of the collaboration will affect the pupil's scores across all classes in the collaboration.

First, select the **'Collaborate'** option from the drop down settings menu found at the top right.



The next step is to enter the names of the other teachers you wish to collaborate with as well as their email address. Once they have signed up, all your data will be useable by each teacher in the collaboration.



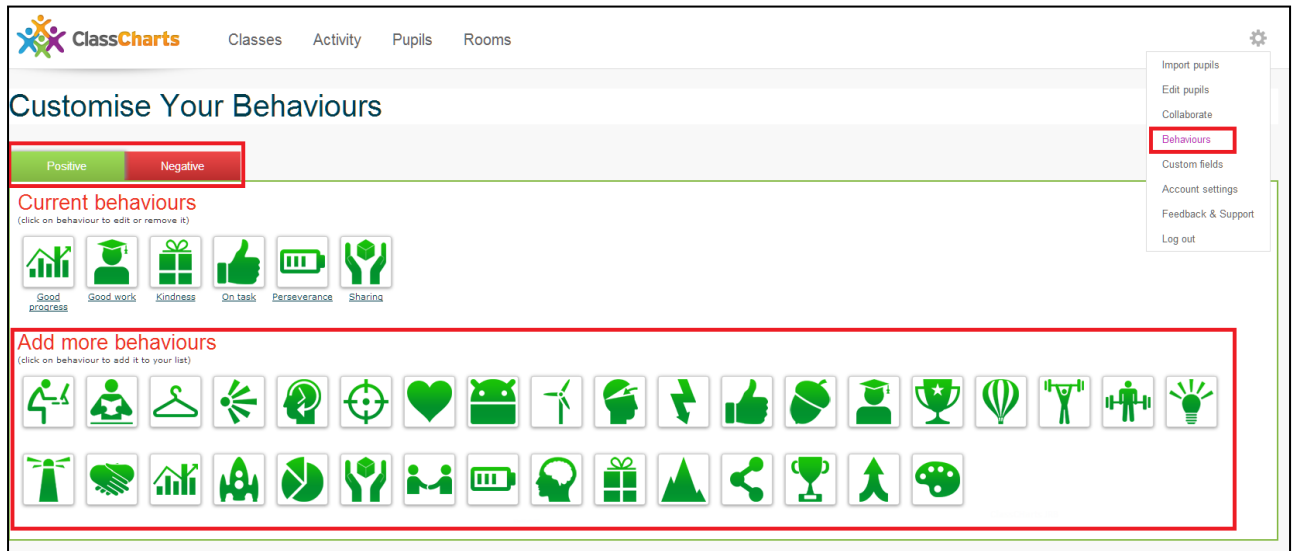
The screenshot shows the 'Invite Collaborators' form. It has a green header button 'Invite Collaborators' and a sub-header 'Your team' with 'Mr Jamie Testing' listed. Below that is a section for 'Pending invitations'. A modal window titled 'Invite others to collaborate' is open, containing a table for entering names and email addresses. The first row is filled with 'Steve Smith' and 'Stevev.Smithey@hotmail.com'. There are 'Invite' and 'Cancel' buttons at the bottom of the modal.

Full name	Email address
Steve Smith	Stevev.Smithey@hotmail.com

When new teachers create a classroom, all pupils from your version of ClassCharts will be displayed on theirs, as well as the behaviour points of each pupil.

22) Creating more Behaviour Selections

To add more behaviour choices, start by opening the options/settings icon at the top right and clicking **'Behaviours'**.



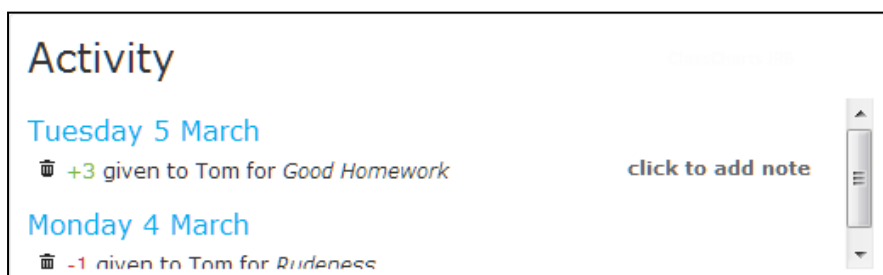
To add new behaviours, left click each behaviour icon you want then fill out the information required by the pop-up box. You can view positive and negative behaviours by switching between them using the two buttons beneath the title.

Add new behaviour ✕

Choose a name for behaviour:

Points:

As well as offering a wider choice of behaviours to select from, this feature is particularly useful when you wish to create a behaviour that awards or deducts more than 1 point at a time. In this example, a new behaviour for good homework was created that awards 3 positive behaviour points each time.



23) Security advice

We employ a range of industry standard measures to ensure that data is safe and secure :

- We use Geo Trust 256 bit SSL encryption for all data transfers and our database uses encryption for key data.
- All of our staff are enhanced CRB checked.
- We are registered with the Data Protection Commissioner and comply with all aspects of the Data Protection Act.
- We employ a penetration testing company to ensure our systems are secure, they perform system security tests on a regular basis.
- Our data centre has a range of security features such as CCTV, dual access locks and triplicate backups.

However, security is a concern for all users of the system so we suggest you :

- Ensure you have up to date anti-virus software running on any device you access the system from.
- Make sure you log off from the system if you leave your device unattended.
- Do not write down or share system passwords.
- Change your password on a regular basis.
- Immediately report any suspected security breach.

24) Further Support

Should you require further support then please contact us with a clear description of your issue :

info@classcharts.com