School Admin

Getting started

SIMS edition

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1) **Starters checklist**

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This guide is intended for Class Charts school administrators and gives an overview of steps required prior to sending out account details to staff. If you have any questions about any points in this guide then please get in touch via support@classcharts.com. A School Admin video guide is available here:

http://www.edukey.co.uk/static/quickstart_guides/school_admin_quick_start/school_admin_quick_start.html

# 2) Adding aspects to Class Charts

Class Charts will pull through all Capita's standard SIMS data as default but if you wish to include custom aspects which your school has created then they need to be member of a sub category called Edukey (with Xporter as the main category).
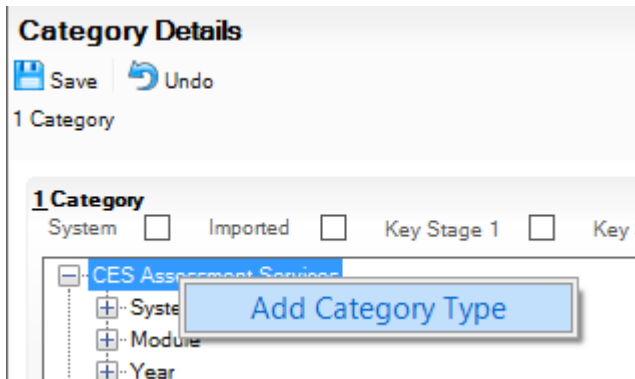
Main Category = Xporter

Sub Category = EduKey

How to set Categories from SIMS: (categories only need to be added once).
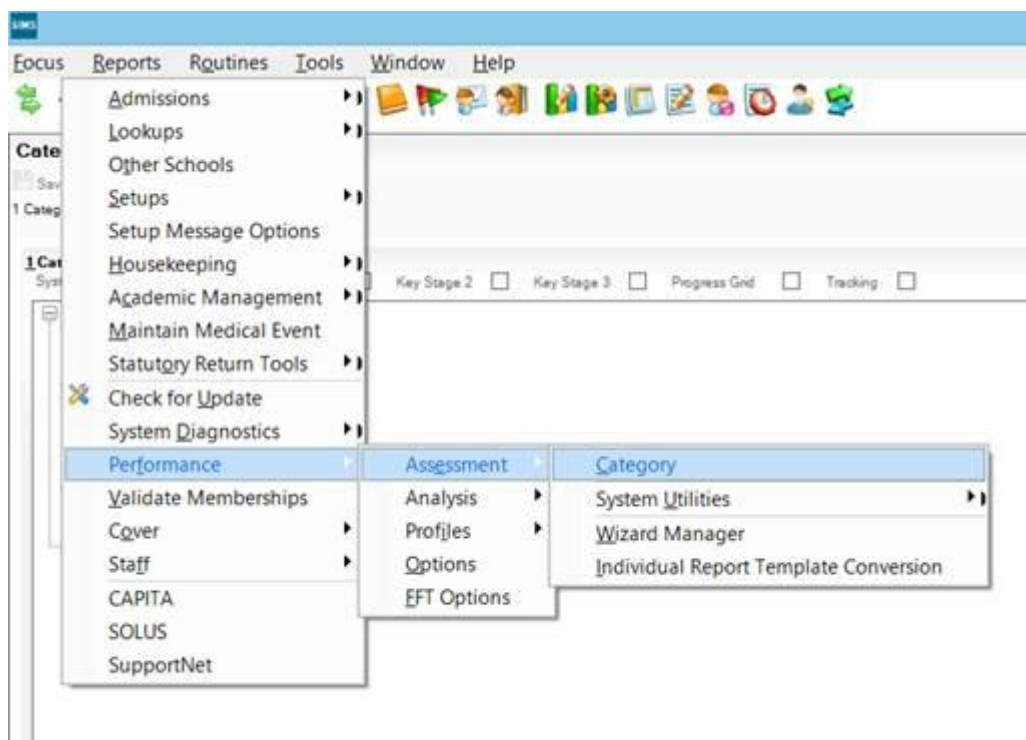
Right click:

Enter Xporter as Category Type:
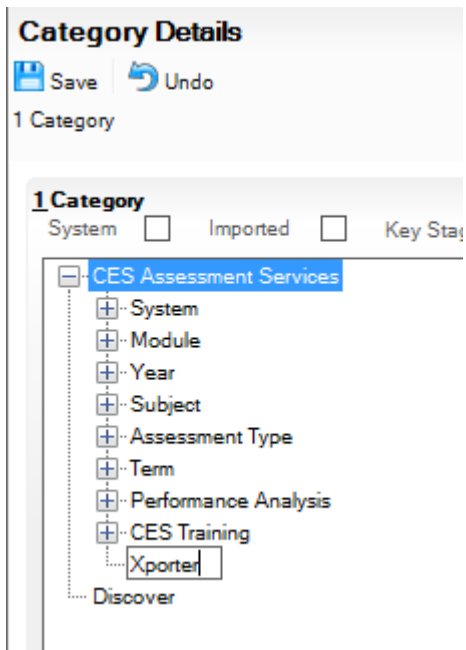
Right click your new type:
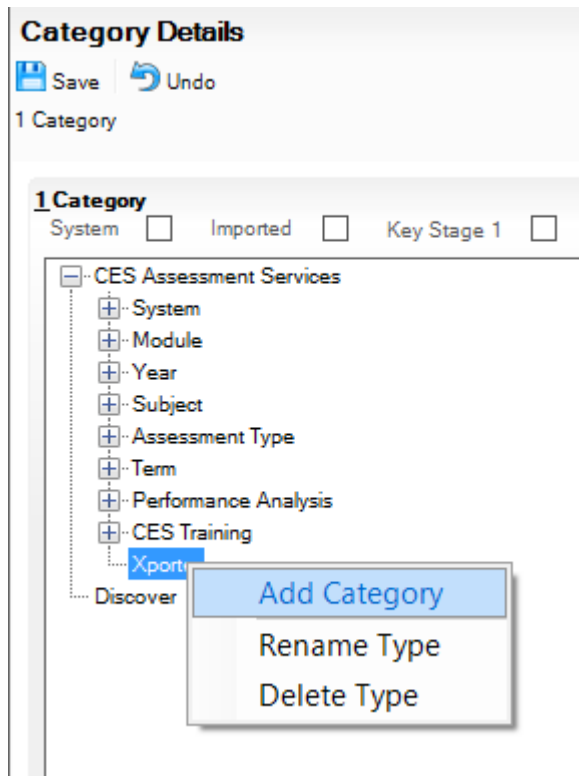
Name your category 'EduKey':
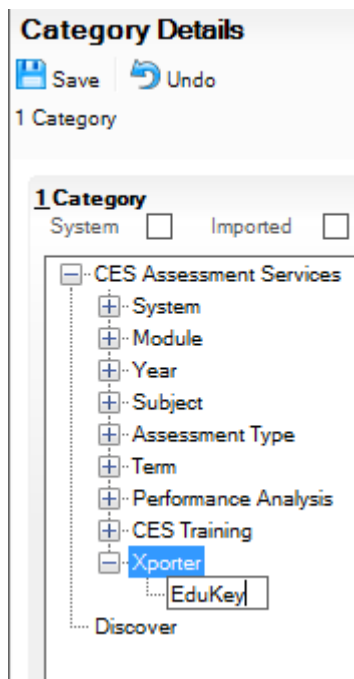
Now you need to add the aspects to your category:
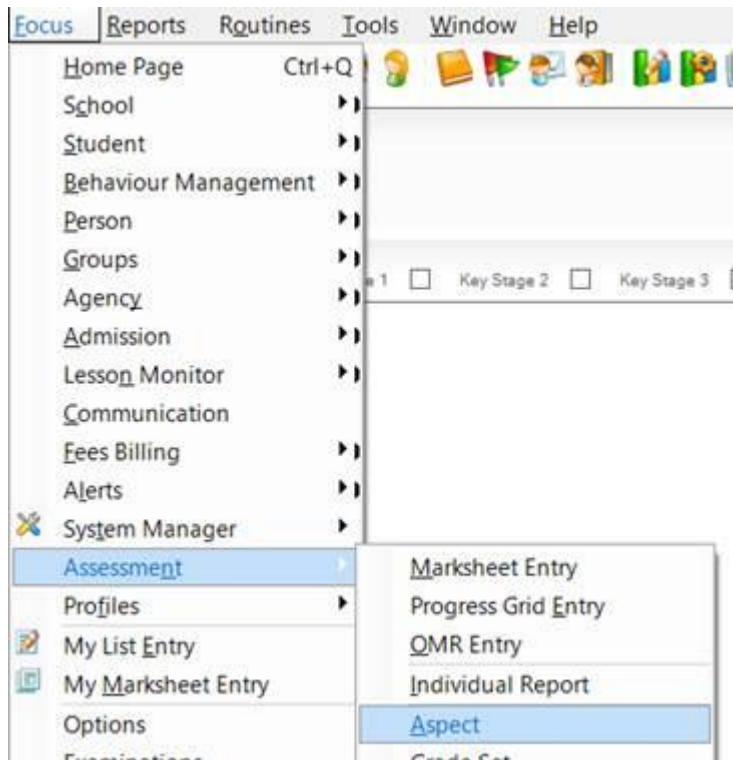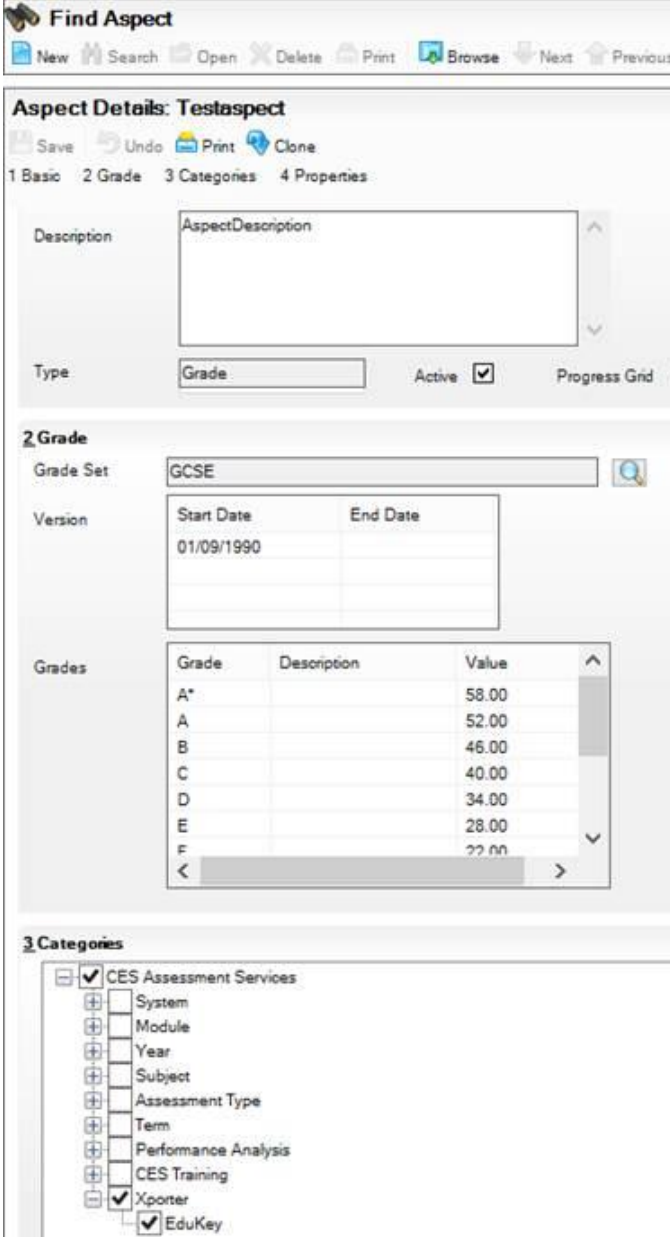
Search for your aspect and double click on it:
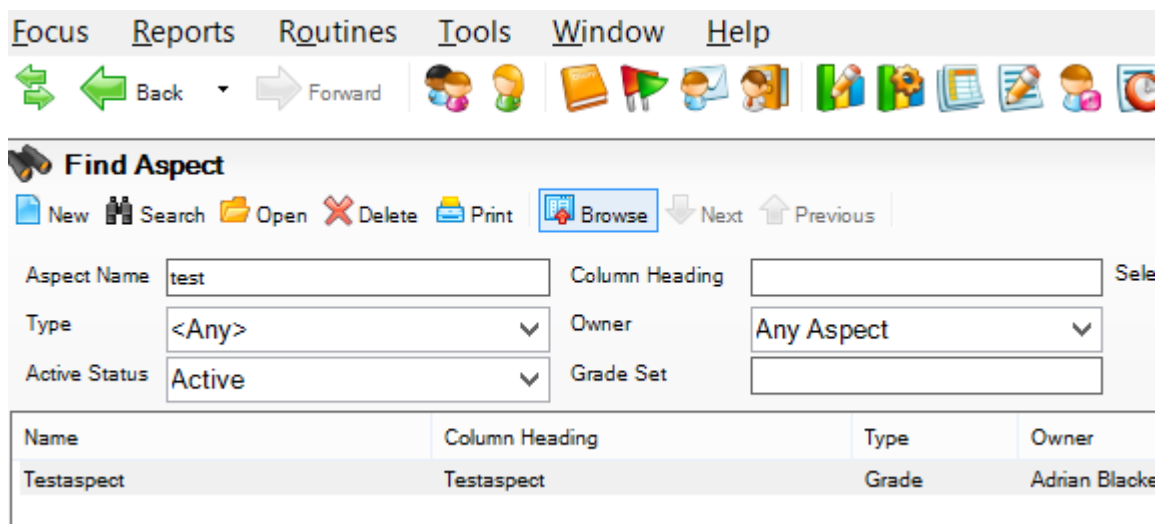
Find the EduKey category and tick it, then click Save (You must have something in the description field also):

Please note that the newly added aspects will not appear in Class Charts until the next Xporter job run (nightly around 1am)

Once the aspects have been applied to the Xporter category and Edukey sub-category, the data will then be received the following morning.

The next step is to decide which of the synced aspects in Class Charts should be made available to teachers.

Log into Class Charts and go to School Settings:

Teachers

Rooms

School settings

Behaviours
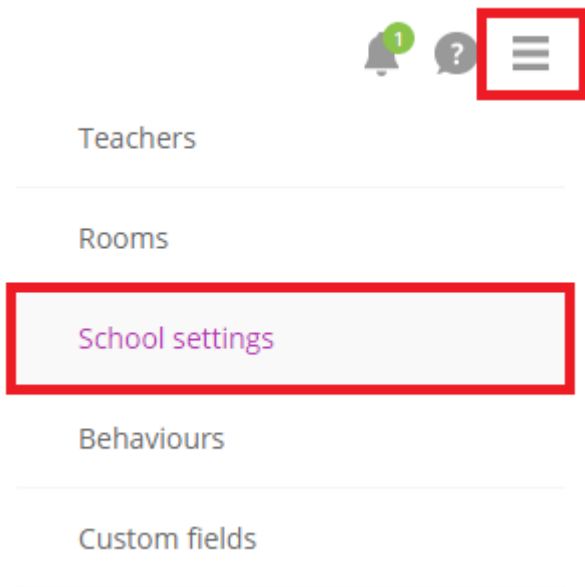
Custom fields

Then click on Custom Fields > Setup Custom Fields:

Custom fields

Custom field options

Set up custom fields

Custom fieldsets

Target boundaries
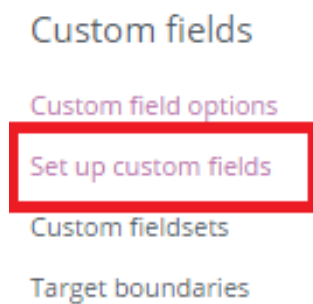
Click Add from SIMS:

Add from SIMS, etc

In the popup box tick the aspects you want available for teachers:

Add a grade field

If a required aspect is not available then follow this procedure.

Filter grades...

(Key Stage 3 Validated Result)	☐
(Key Stage 3 Validated Result)	☐
(Key Stage 3 Validated Result)	☑
*English KS3Target Level	☑
EN KS2: English Test Lev	☑
EN KS2: Reading Final Level	☑
EN KS2: Writing Test Level	☑
EN TA: English Subject Level KS3	☑
English End of KS3 Target Level	☑
KS2: Average Point Score	☑

select all   deselect all

OK   Cancel

The aspects can now be available in the main list and teachers will be able to choose these.

If you wish for some data to be default for all teachers then put a tick in the box next to the required data:

Troubleshooting adding aspects from SIMS

The 'Add from SIMS' button is not showing
This indicates the data was not received. The most common possibilities here are:

- The Xporter category and Edukey sub-category were not ticked in SIMS for that aspect
- The data in that aspect is older than 1 year
- There is no existing data for pupils in that aspect

The aspects have been received and applied to the seating charts, but grades are missing for some pupils
The issue here is likely to be related to the age of the data. By default, Xporter will only export data which is up to 1 year old. If you need to export data older than 1 year, please get in touch through support@classcharts.com and request that we expand the data collection timeframe for your school.

3) Setting up Behaviours in Class Charts

If your school has come on board with the behaviour management option in Class Charts then you will need to setup the behaviours available for staff.

The first step is to decide which behaviours are most commonly used by staff, then it is just a matter of clicking on an image and playing matchup.

Log into Class Charts and go to School Settings:

Teachers

Rooms

School settings

Behaviours

Custom fields
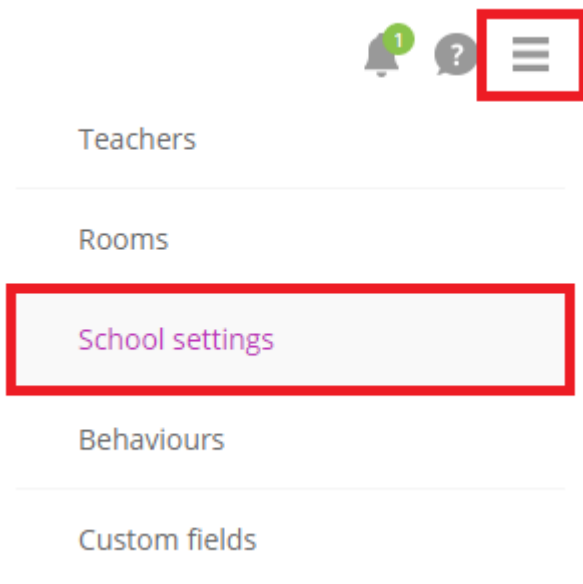
Then behaviours > Setup behaviours:

Modules

Teachers

Pupils & parents

Behaviours

Behaviour options

Set up behaviours

Detention types
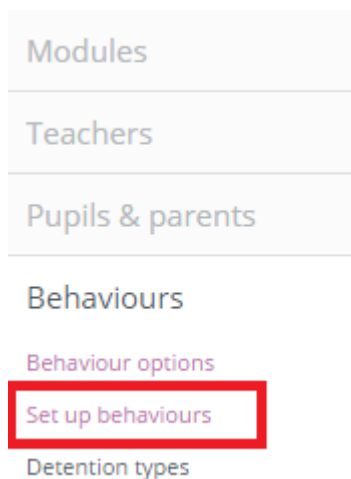
Click on a picture and then customise the behaviour as required in the popup:

Add new behaviour

Choose a name for behaviour:

Pairwork

Points:

1

Use for influences:

Yes ▼

SIMS behaviour:

None ▼

Ok   Cancel

4) Teacher accounts

Teachers

Rooms

School settings

Behaviours
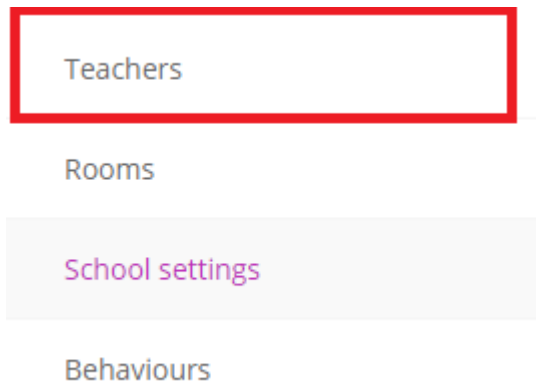
- Check all emails are school emails (we can update in bulk for you if required).
- Delete emails for any staff who you do not want to have access to system / add any missing emails for staff who should.
- Decide who should be "Analytics" users - most likely SLT & pastoral (maybe also subject heads - up to you).
- Any staff you wish to have access at an early stage click "Set password"
- Once ready for roll out click "Send Account details" - Teachers who have not yet accessed their accounts will then get an email with their log-in information.

5) School settings in depth

Modules:

Enabled-Allows teachers to make a record of correct/incorrect answers during a Q+A session (recommended)

Disabled - No Q+A capability

Enabled-Teachers can use Class Charts room creating software (RECOMMENDED)

Disabled-Pupils appear in list view in classes

Enabled- This allows staff to download access codes for pupils to view their behaviour report (RECOMMENDED)

Disabled-Staff can't download access codes for pupils to view their behaviour report

Enabled- Allows staff to add notes to pupil profiles either for the admins to view or all other staff (RECOMMENDED)

Disabled-Staff can't add notes to pupil profiles

Enabled- Allows staff to view the pupil list (RECOMMENDED)

Disabled - Hides the pupil list

Enabled-All staff can award out of classroom behaviours (RECOMMENDED)

Admin and Analytics users only-Only people with these permissions can award out of classroom behaviours

Disabled- No one can award out of classroom behaviours

Attendance:
Enabled

Q&A assessment:
Enabled

Behaviour management:
Enabled

Seating plans:
Enabled

Parent accounts:
Enabled

Pupil accounts:
Enabled

Reward store:
Enabled

Generic pupil notes:
Enabled

Activity feed:
Enabled

Pupil management:
Enabled

Out of classroom behaviour:
Enabled

Disabled - no attendance information is pulled through or displayed (RECOMMENDED)

Enabled - designed for primary schools, can take attendance in Class Charts but is not written back to any MIS

Display Only - Class Charts will pull attendance information through from SIMS and display it in class and pupil reports, not designed for taking attendance

Enabled-Allows teachers to award behaviour points (RECOMMENDED)

Disabled-Doesn't allow behaviour points to be awarded

Enabled- This allows staff to download access codes for parents to view their child's behaviour report (RECOMMENDED)

Disabled-Staff can't download access codes for parents to view their child's behaviour report

Enabled- This allows staff to create rewards in the reward store and allows pupils to purchase rewards with spendable behaviour points (RECOMMENDED)

Disabled- Disables the reward store

Enabled-All staff can view the activity feed of behaviour (RECOMMENDED)

Admin and Analytics users only-Only people with these permissions can view the activity feed of behaviour

Disabled- No one can see the activity feed

![ClassCharts logo]

Teachers:

Enabled - cover teachers allows users of Class Charts to start a session in a class that they are not assigned to (RECOMMENDED)

Disabled - There is no way for teachers to access classes that aren't their own

Enabled - this allows teachers to view other teacher's statistics such as behaviours awarded (RECOMMENDED)

Disabled - Hides teachers statistics

Allow cover teachers:

Enabled

Allow teachers to view other teacher's statistics:

Enabled

Enabled - teachers can overwrite photos

Disabled - Teachers can't import photos (RECOMMENDED)

Allow teachers to overwrite imported photos:

Disabled

Enabled - teachers can create and edit rooms. (Recommend if not SIMS)

Disabled - teachers can't move desks around rooms.

Edit only - teachers can edit the room layout. (Recommended for SIMS schools)

Allow teachers to create and edit rooms:

Edit only

Allow teachers to add new custom fields:

Disabled

Enabled- teachers can add new text-based custom fields, new yes/no custom fields or a new target field.

Disabled-Only admins can do the above (RECOMMENDED)

Allow teachers to edit dates for behaviour incidents:

Enabled

Enabled - teachers can edit dates of behaviour incidents (RECOMMENDED)

Disabled - teachers cannot edit dates of behaviour incidents

Allow teachers to edit behaviour incidents created by other teachers:

Enabled

Allow adding custom behaviour incidents:

Disabled

Enabled - teachers can edit behaviour incidents created by other teachers (RECOMMENDED)

Disabled - teachers cannot edit behaviour incidents created by other teachers

Allow teachers to create new classes:

Disabled

Allow teachers to clone classes:

Enabled

Enabled - teachers can create custom behaviours

Disabled - teachers cannot create custom behaviours (RECOMMENDED)

Allow analytics users to export behaviour data:

Enabled

Enabled - teachers can create classes

Disabled - teachers cannot create classes (RECOMMENDED)

Enabled - analytics users can export behaviour data to an excel spreadsheet (RECOMMENDED)

Disabled - you cannot export behaviour data to an excel spreadsheet

Enabled - teachers can clone their own classes (RECOMMENDED)

Disabled - teachers cannot clone classes

![EduKey unlock learning potential logo]

Pupils and Parents:

Share detailed activity with pupils and parents:

Enabled

Show teacher & lesson name for shared activity:

Enabled

Show behaviour comments for shared activity:

Enabled

Share attendance with pupils and parents:

Disabled

Enabled -Parents and pupils can see their behaviour score breakdown, weekly behaviour breakdown and activity feed.

Disabled - Parents and pupils can see their behaviour score breakdown and weekly behaviour breakdown.

Parents only -Parents can see their behaviour score breakdown, weekly behaviour breakdown and activity feed. Pupils can only see their behaviour score breakdown and their weekly behaviour breakdown.

Pupils only - Pupils can see their behaviour score breakdown, weekly behaviour breakdown and activity feed. Parents can only see their behaviour score breakdown and their weekly behaviour breakdown.

Enabled - Teacher and lesson name will appear for each behaviour in the activity feed.

Disabled - Teacher and lesson name will not appear for each behaviour in the activity feed.

Positives Only - Teacher and lesson name will appear for positive behaviours only in the activity feed.

Negatives Only - Teacher and lesson name will appear for negative behaviours only in the activity feed.

Enabled - Comments attached to a behaviour will show in activity feed.

Disabled - Comments attached to a behaviour will not show in activity feed.

Positives Only - Comments attached to positive behaviours only will show in activity feed.

Negatives Only -Comments attached to negative behaviours only will show in activity feed.

This option can only be changed if attendance is enabled in the 'Modules' tab.

Enabled-Attendance is shared with both pupils and parents

Disabled-Attendance is not shared at all

Parents only-Only parents can see attendance figures

Pupils only-Only pupils can see attendance figures

For these settings we cannot recommend default settings as we do not know how much access your school wishes to give to parents in regards to viewing behavioural information

Behaviours:

Teachers- teachers and school admins can customise behaviours

School admin - doesn't allow teachers to choose or customise behaviours (RECOMMENDED)

Enabled - teachers can award negative behaviours and deducts spendable points

Enabled, except rewards store - teachers can award negative behaviours, does not deduct spendable points. (RECOMMENDED)

Disabled - teachers can't award negative behaviours.

Enabled - You can attach an outcome to a behaviour incident.

Enabled (synchronise with SIMS) - You can attach an outcome to a behaviour incident with a list of outcomes synchronised with the outcomes you have set in SIMS (RECOMMENDED)

Disabled - Cannot attach an outcome to a behaviour incident

Who can choose & customise behaviours:

School admin

Allow negative behaviours:

Enabled

Teachers are able to award negative behaviour points, however no spendable reward points are deducted from pupils once they do.

Behaviour outcomes:

Enabled (synchronise with SIMS)

Behaviour referrals:

Enabled

Behaviour comments:

Enabled

Include behaviour from SIMS in Intelligence Events, which is recorded after:

Set a date (usually the current date)

Include behaviour from SIMS in displayed behaviour points, which is recorded after:

Set a date (usually the current date)

Include behaviour from SIMS in spendable behaviour points, which is recorded after:

Set a date (usually the current date)

Enabled - teachers can leave comments on behaviour incidents (RECOMMENDED)

Disabled - teachers cannot leave comments on behaviour incidents

Enabled - teachers can refer behaviour incidents to other members of staff (RECOMMENDED)

Disabled - teachers cannot refer behaviour incidents to other members of

This option counts behaviour points toward the displayed bubbles and in the pupils list

This option counts behaviour points toward triggering intelligence events

This option counts behaviour points toward each pupil's spendable points for reward store

These three boxes allow behaviours recorded in SIMS to show in Class Charts. You have to enter a date in the boxes and then Class Charts will begin to display data from SIMS from that point onward. Class Charts can't pull through points awarded in SIMS previous the current date. (RECOMMENDED)

Custom fields:

School admin - only the school admin can choose and edit default fields (RECOMMENDED)

Teachers - teachers and school admins can choose and edit default fields

Who can choose and edit default fields:

School admin

Yes - staff can choose all of their own custom fields without any being default

Yes (force default fields) - staff can choose some of their own custom fields but must also display default fields (RECOMMENDED

No - staff can only view default custom fields

Allow custom fields for each class:

Yes (force default fields)

Number of custom fields displayed:

Four (recommended)

Eight - You can display 8 custom fields on each side of the pupil cards

Four - You can display 4 custom fields on each side of the card (RECOMMENDED)

Enabled-You can flip the pupil cards to have an extra 4 or 8 custom fields (RECOMMENDED)

Disabled-You can only have one side of custom fields

Additional custom fields (flippable cards):

Enabled

Background custom fields (coloured cards):

Enabled

Enabled - This allows you to display target fields with background colours (RECOMMENDED)

Disabled - You cannot display target fields with background colours

Display:

Teacher set- teacher chooses their own setting in account settings

Show everything- custom fields and behaviour scores are shown on the cards

Hide custom fields- only behaviour score shows

Hide custom fields (with warning) - only behaviour score shows and there is a warning when you try to display anymore information

Hide custom fields and behaviour scores- only pupil photos show

-Hide custom fields and behaviour scores (with warning) - only pupil photos

Enabled - Displays positive and negative points in different bubbles (RECOMMENDED)

Disabled - Overall point score is displayed in bubbles

Pupil card design:

Modern

Default data display preference:

Teacher set

Behaviour points display option:

Points from current class only

Display positive and negative points separately:

Enabled

Enable default icons:

Disabled

Desk colour:

click to change

Modern - Class Charts modern card design allows up to 8 custom fields on each side of the card and can display (RECOMMENDED)

Classic - Pupil cards display one behaviour score and 4 custom fields and are not flippable

Points from current class only - this display points from the current class only in the points bubbles

Teacher set- teacher chooses the option in account settings

Points from all classes - this displays points from all classes in this points bubbles

Enabled - displays cartoon faces in place of photos

Disabled - uses pupil photos or silhouettes if there are no photos.

Changes the desk colour

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System settings:

School name:

Xporter School

Set the school name - flashes green to confirm a change has been saved

Time zone:

Europe/London

Set the continent and city time zone you want

School logo

Set the school logo in .png or .jpg format. The photo can be any size although try to avoid lots of white space around the logo you are adding

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6) Using intelligence events in Class Charts

1) What are they?

Intelligence events are rules that you can setup in Class Charts Analytics that will perform actions when certain conditions are met.

Some examples:

You have a rule in school that if there are 3 or more negative issues in a day then a student automatically gets a detention. You can setup intel events to inform the relevant member of staff the students this has occurred for.

You have specific students on behaviour report and you want your school's Behaviour Support Officer and an Assistant Head to be informed if 3 negative incidents occur in a day for one of these students.

You want each Head of Year to be made instantly aware if a student in their year group receives 10 positive points in 1 week.

These are just a few example rules – you can setup your own to suit your school's needs and practices.

2) Who can setup intelligence events?

Anyone with "Analytics" permissions can setup intel events.

3) Who can receive intelligence notifications?

Any member of staff can be designated to be informed when specific things happen. They will receive an email and also get a notification when they log in to Class Charts – the number of new notifications is shown on the bell to the top right of the screen.

4) How do you set them up?

Go to the cog and choose *Analytics:*
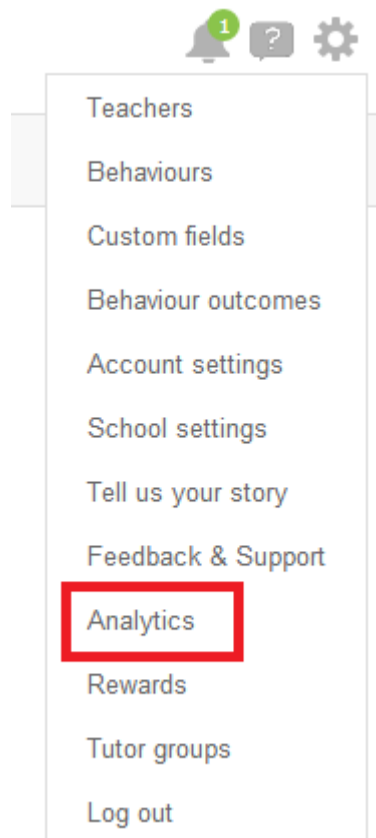
Then choose *Intelligence Events* from the menu on the left:
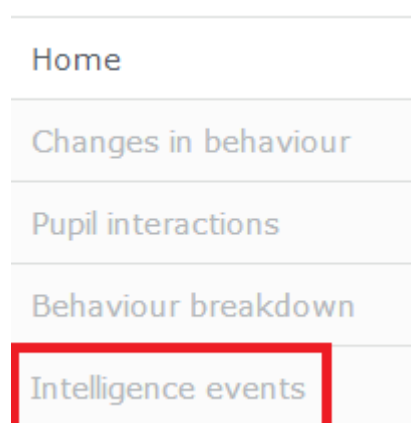
You will then see a page that looks like this, click on *Add Intelligence Event:*

Add intelligence event

Give the event a name and then you will be able to set some options:

Set a start date and end date (eg this academic year) and put a tick in the Active box.

Then set up you rule, you can choose:

- Number of points or number of intelligence event incidents.
- The time frame (eg in 1 day or 1 week).
- A single or multiple conditions (eg, specific students, classes, teachers, year groups or types of behaviour)

You can then set the action:

- Highlight the event in the activity feed.
- Inform specific members of staff.
- Award additional "bonus" points.
- .... or a combination of these.

Here is an example:

In this example if a pupil in Year 9 gets 3 negative points for refusing in 1 week then the intel event will be highlighted in the activity feed and Mrs Dawn Asher (Head of Year 9) will get an email and a notification next time she logs into Class Charts.

5) How do you view events that have occurred?

You can do this from the Activity feed:

Also from within Analytics:

If you have been notified of an event then you will receive it via email or there will be a number on the bell to the top right of the screen when you log in:

If you click on the bell then you will see a list of intelligence events you have been notified of, click on one of these to see the specifics of the event.

Notifications

🗑 Mr Gintas Sasnauskas referred a behaviour incident to you.

🗑 Intelligence event 'Behaviour focus group' occured for Maryetta Yarman.

> Intelligence event 'Behaviour focus group' occured for **Maryetta Yarman**.
>
> -1 given to **Maryetta Yarman** for General in **7A/Sc**
>
> -1 given to **Maryetta Yarman** for General in **7A/Sc**
>
> -1 given to **Maryetta Yarman** for Out Of Seat in **7A/Sc**
>
> -1 given to **Maryetta Yarman** for Rowdy in **7A/Sc**
>
> -1 given to **Maryetta Yarman** for Shouting Out in **7A/Sc**

7) Further support

We are always at the end of an email or the phone and are happy to do screenshare training any time you require it:

support@classcharts.com   01348 800 100

Quickstart video for teachers is here:

http://www.edukey.co.uk/static/sept_help/class_charts/class_charts_quick_teacher/class_charts_quick_teacher.mp4

and lots more help here:

https://edukey.uservoice.com/knowledgebase