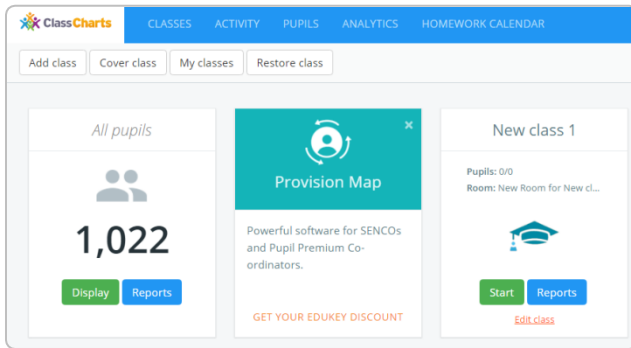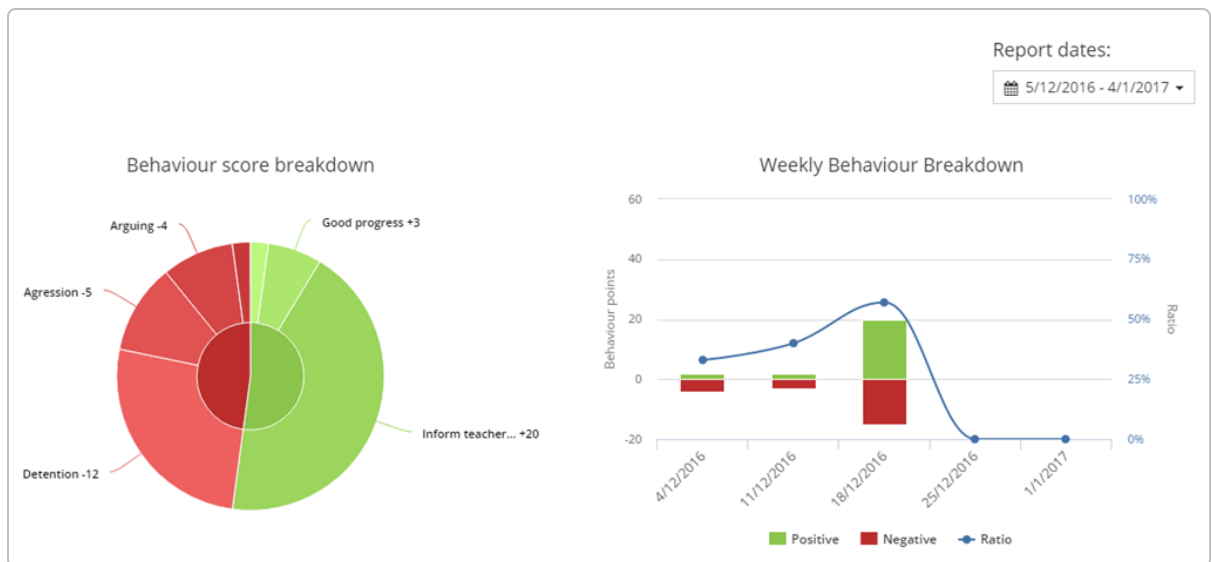# ClassCharts

Quick start guide

Getting started with Analytics

Beginning with Analytics

Once you are logged in you will see the Classes Screen. To begin using Analytics, click on the Analytics option in the menu bar.
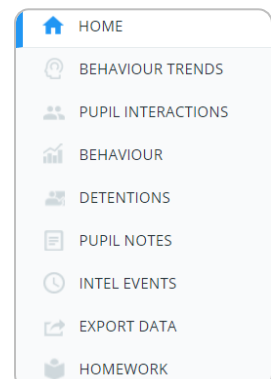

Beginning with Analytics

The analytics page provides you with an overview of behaviour for the entire school within a specified date range. You will see how many positive and negative awards have been issued, as well as an indication of how behaviour has been awarded over time.

The date range of the displayed behaviour data can be changed by clicking the Report dates field in the top right corner.

Analytics features

To the left you'll see the Analytics menu. From here you can access additional analytics features such as behaviour reporting, behaviour patterns and intelligence events.

These features are covered on the following pages.

Behaviour Trends

This list indicates how behaviour has changed for each pupil over a selected time period. The start and end ratios describe the relationship between good and bad behaviour, at the beginning and the end of the time period respectively. The overall difference between the ratios is shown in the progress column.

You can choose to display these behaviour trends in deteriorating or improving order. To change the time period to track by, select from the drop down menu above the list of pupils.

Pupil Interactions

This list compares how two pupils behave typically to when they are seated together. The difference column describes the type of influence (positive or negative) they have on each other.

You can also evaluate how a particular pupil interacts with others by using the Evaluate pupil option.

Generating reports

Analytics allows you to create various reports. To generate reports, click on Behaviour, Detention, Pupil Notes or Homework within the Analytics menu.

You will be presented with a form similar to the one on the right, which is broken down into the following sections:

Saved reports: This is where your saved report criteria are kept. Clicking on one will restore your search terms.

Date range: Select a timeframe for your report.

Primary breakdown: This field specifies what the report is focused on.

Secondary breakdown: You can also specify an optional breakdown.

Filter options: Tick these checkboxes to refine your search.

Generate a behaviour report

Saved reports: Weekly behaviour   Year 10 Behaviour   View all

Date range:

📅 5/1/2017 - 5/4/2017 ▾

☐ Compare to another period

Primary breakdown

Pupil ▾

Secondary breakdown

Behaviour ▾

☐ Filter by teacher
☐ Filter by lesson
☐ Filter by pupil
☐ Filter by group
☐ Filter by outcome
☐ Filter by year
☐ Filter by house
☐ Filter by subject
☐ Filter by behaviour type
☐ Include archived pupils
☐ Analyse number of incidents instead of points

[Generate report]   [Export to Excel]   [Save for later]

Generate report: Clicking this button will display the results of the report. Depending on the type of report you are running, the display will differ slightly. This is explained in more detail on the next page.

Export to Excel: This button will convert the results of your report into an excel spreadsheet.

Save for later: If you wish to resuse your report's criteria again, you can save them for later use. Click this button and give your report a name to save the report to your list of saved reports.

Behaviour Reports

This report highlights the differences in positive and negative behaviour points using the Ratio column.

Ticking Analyse number of incidents instead of points allows you to track the amount of behaviour incidents.

Positive	Negative	Ratio
4	-2	67%

☑ Analyse number of incidents instead of points

Category ▾	Total length
Afterschool ☑	30 min

☑ Analyse detention length instead of count

Detention Reports

This report tracks how detentions have been allocated across the school.

Tick Analyse detention length instead of count to display the total duration of the detentions instead of the frequency.
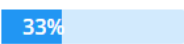
Pupil Note reports

This report tracks how pupil notes have been made across your school. This can be broken down by note category if you have any set up.

Click on a result within the generated report to view the awarded note.

STAN ACKTON (9A) ☑	
Caution ☑	1
Example ☑	1
No category ☑	2
Praise ☑	1
	5

Category ▾	Assignments	
11A/Fr1	4	

Category ▾	Submitted	Overdue	Ext. Circ.	Overall	Ratio
Dave Abbess (10D)	1	2	0	3	33%

Homework reports

Homework reports are split into two categories: set reports and submission reports.

Set reports track the amount of homework tasks, whereas submission reports track how pupils have handed in their homework.

Pupil reports

To access an analytical breakdown of a specific pupil's behaviour, locate the pupil in the Pupil details table and click on the page icon for their entry.

You will be presented with the pupil's behaviour report. Depending on your school's settings, this page will contains a breakdown of the pupil's behaviour with a detailed activity list, homework submission information, attendance information and a list of their assigned classes.

Clicking on a class will filter the report by that class.

Click the print button in the top left hand corner to generate a pdf version of the report.

Analytic Reports

You can also access analytics information for classes, subjects, year groups and tutor groups by clicking the reports button on the respective menu page.
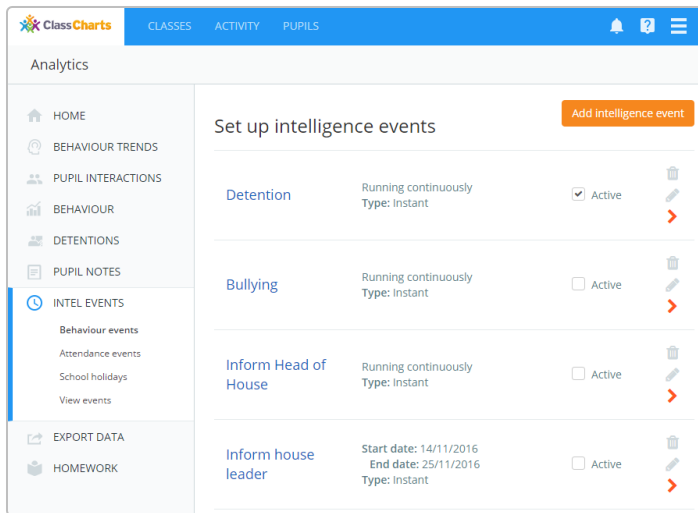
Intelligence Events

Clicking on the Intel Events option will take you to a list of your existing intelligence events.

To create an intelligence event, click on the add intelligence event button and give your event a name.

Setting up an Intelligence Event

You will then be presented with the screen above. Here, event creation will be broken down into 3 stages:

1. **Name**: This column contains the basic event information such as name, how long the event will run for, how quickly the event should fire when triggered, if it is active and if the same pupil can trigger the event more than once.
2. **Conditions**: Here you can specify the criteria that need to be met and the timeframe they need to be triggered in.
3. **Action**: The action column allows you to set the outcome that occurs when the event is triggered. This includes displaying the event in the activity feed, alerting a member of staff, and many more.

To enable the intelligence event, you must ensure that the active checkbox is ticked.

Intelligence Event Notifications

When a teacher has been set up to receive event notifications, they will receive an email which explains the actions that triggered the event.

In addition to this, the notification will also show up in their notifications centre. To access this, click on the bell icon in the top right hand corner of Class Charts.

The notifications centre displays a list of your recently received notifications. The list can be searched and filtered down to seen and unseen notifications.

Each notification in the list contains the menu shown on the right. Each item performs the following function:

Checkbox: Click the checkbox to select multiple notifications. You can then delete the selected notifications by clicking on the Delete selected button at the top of the page.

Bin: Click the bin icon to delete the notification.

Star: Click the star icon to favourite the event. You can then filter the list by starred notifications by selecting show starred notifications in the top drop down menu.

Arrow: Click the arrow to expand the entry and display additional information about the event.

Intelligence Events in the Activity Feed

You can also keep track of intelligence events within your school's activity feed. Simply select Events Only from the Show Everything drop down menu to restrict the feed to displaying intelligence events.
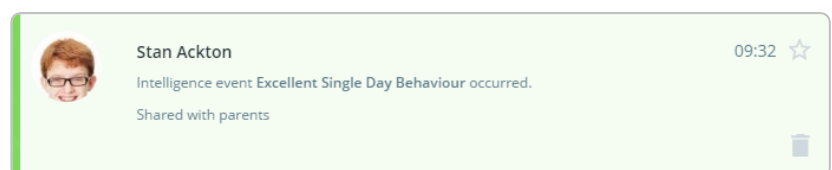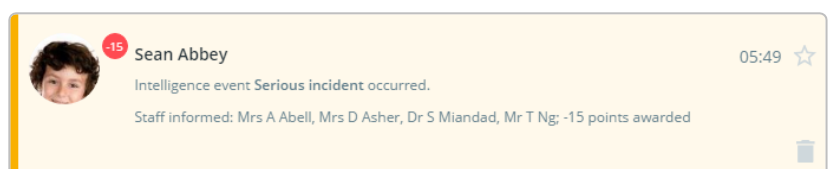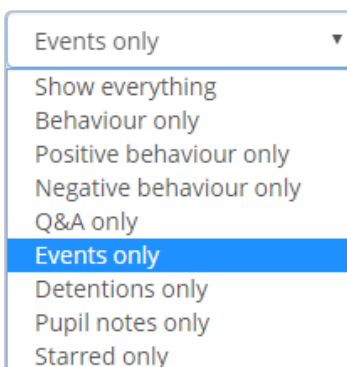
Export Data

Behaviour data recorded in Class Charts can be exported in the form of an Excel spreadsheet. This feature can be accessed from the Export data option in the Analytics menu.

Select the date range of your choosing and click Export to Excel to receive a detailed list of behaviour incidents in chronological order.

Export behaviour data

Date range

📅 25/1/2017 - 25/4/2017 ▾

Export to Excel

Set up School Holidays

Class Charts allows you to specify when school holidays take place. To access the school calendar in Analytics, click on the Intel Events option in the side menu and select School holidays.

Set up school holidays

PREVIOUS   NEXT   TODAY

April 1 – 30 2017   📅

| Monday 27 Mar	Tuesday 28 Mar	Wednesday 29 Mar	Thursday 30 Mar	Friday 31 Mar	Saturday 1 Apr	Sunday 2 Apr
27	28	29	30	31	1 Weekend	2 Weekend
3 Holiday	4 Holiday	5	6	7	8 Weekend	9 Weekend

To specify that a date is a school holiday, click on the date in the calendar. A holiday banner will then appear for the chosen day. Days marked as a holiday will not be included in reports or intelligence events.

You can view the other months by clicking the previous and next buttons above the calendar. Click the Today button to return to the current month.

Further support

Please do not hesitate to get in touch if you need more support or training. support@classcharts.com

Our Products
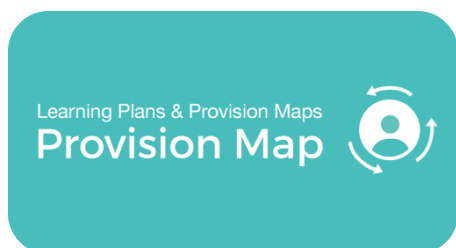
www.provisionmap.co.uk

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

www.literacyassessment.co.uk

This system 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.