



# ClassCharts

## Quick start guide

Getting started with Homework

## Awarding homework in Class Charts

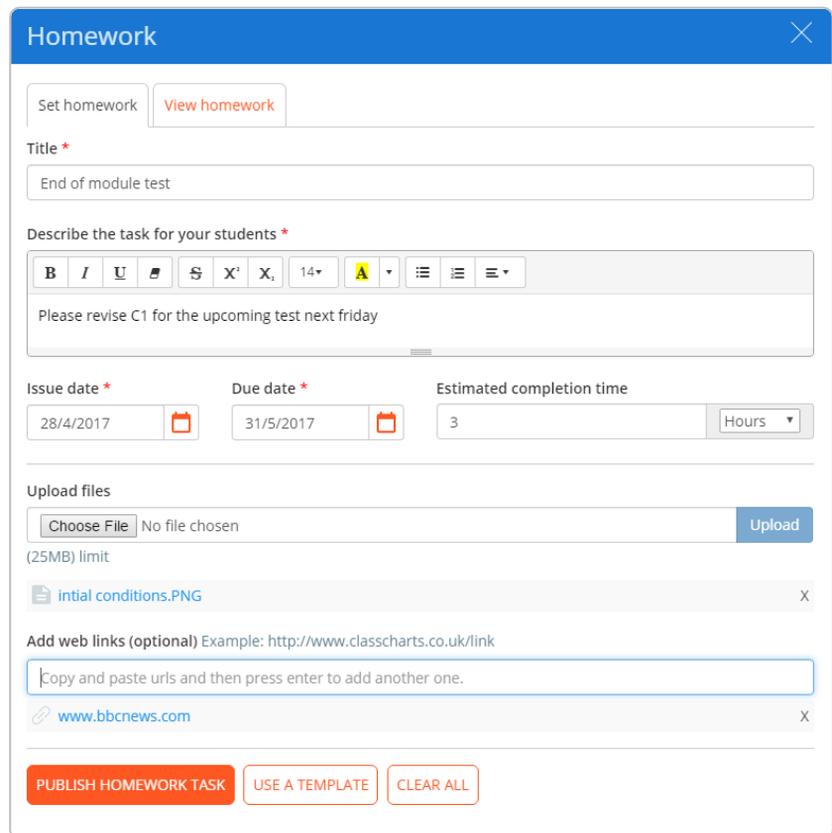
Class Charts allows you to allocate and manage your homework tasks directly within your classes. To bring up the Homework menu, click on the [Homework menu option](#) within a class.



### Setting Homework tasks

This will open up the Homework slideout with the [Set homework](#) tab displayed.

The [Set Homework](#) tab allows you to [publish new homework tasks](#) by entering details into each of the required fields. The potential details are explained below:

A screenshot of the 'Homework' task creation form. The form has a blue header with the title 'Homework' and a close button. Below the header, there are two tabs: 'Set homework' (active) and 'View homework'. The form fields include: 'Title \*' with the value 'End of module test'; 'Describe the task for your students \*' with a rich text editor containing the text 'Please revise C1 for the upcoming test next friday'; 'Issue date \*' with the value '28/4/2017'; 'Due date \*' with the value '31/5/2017'; 'Estimated completion time' with the value '3' and a unit dropdown set to 'Hours'; 'Upload files' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button; a list of uploaded files including 'intial conditions.PNG'; 'Add web links (optional)' section with a text input field containing 'www.bbcnews.com' and a list of links; and three buttons at the bottom: 'PUBLISH HOMEWORK TASK', 'USE A TEMPLATE', and 'CLEAR ALL'.

**Basic Homework details:** You can provide [details about the homework](#) task such as a title, a description, issue and due dates, and an estimation of how long the task should take.

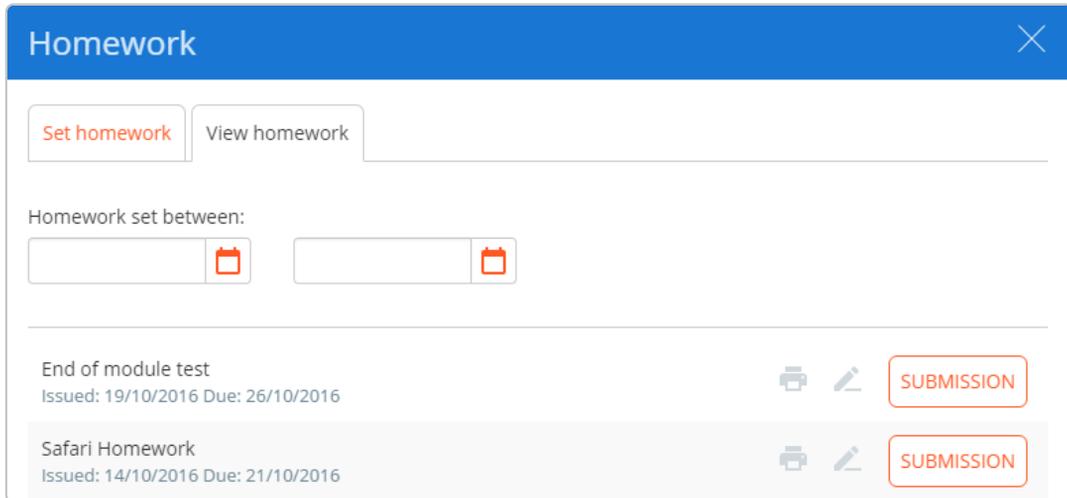
**Upload Files:** To attach files to your homework task, click on the [Choose File](#) button. Click the upload button once you have made your selection to attach the file to the document.

**Web links:** Enter a URL into the text field and [press the enter key](#) on your keyboard to add a hyperlink to your homework task.

Click [Publish homework task](#) once you have finished to issue the homework out to your pupils.

## Viewing homework tasks

In the Homework menu, click the [View Homework](#) tab to display a [list of homework tasks](#) that were awarded to the class. Each task has 3 options alongside them, which are explained below.



**Printer icon:** Click on this icon to [generate a pdf printout](#) of the homework task.

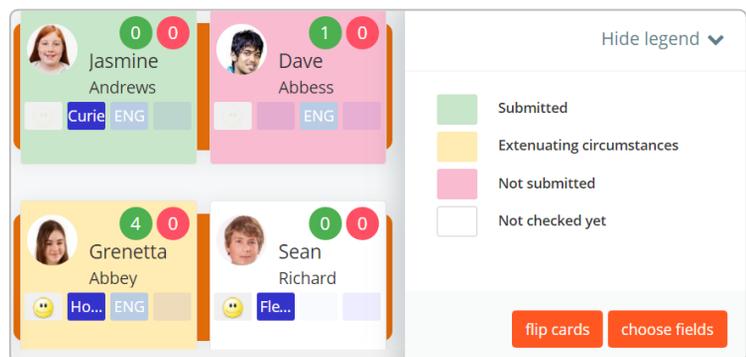
**Pencil icon:** Click on this icon to [edit the details](#) of the homework task.

**Submission button:** Click on this button to begin [marking submissions](#) for the homework.

## Marking Submissions

Click on a [pupil](#) to change their submission status, or use the [set all](#) button to simultaneously mark all submissions.

Click [close register](#) to save your changes.



	30 MAR	31 MAR	07 APR
Dave Abbess	Submitted	Extenuating circumstances	Submitted
Carina Ahmad	Extenuating circumstances	Extenuating circumstances	Not submitted

## Viewing Homework reports

Once a class has ended, you will see recent homework submissions in the [Homework](#) section of the class report.

## Homework templates

Homework templates allow you to [reuse previously awarded homework](#) for similar homework tasks. To set up a homework template, ensure that you have either saved your homework task, or edit an existing homework from the [View Homework](#) tab.

End of module test  
Issued: 19/10/2016 Due: 26/10/2016

  SUBMISSION

At the bottom of a published homework task is a button labelled [Save as template](#). Clicking on this button adds the saved homework task to the list of available homework templates.

SAVE HOMEWORK TASK **SAVE AS TEMPLATE** DELETE

## Using a template

To apply your homework templates, click on the [Use a template](#) button at the bottom of the [Set Homework](#) tab. You will be presented with a list of available templates as shown below:

PUBLISH HOMEWORK TASK **USE A TEMPLATE** CLEAR ALL

Set homework | View homework

Lesson

Year

Subject

Teacher

---

End of module test  
Issued: 19/10/2016 Due: 26/10/2016

DELETE **USE**

Clicking the [use](#) button will populate the [Set Homework](#) form with the data stored in the template, allowing you to quickly produce repeating homework tasks.

## Homework Calendar

To view your school's homework, click on the [Homework Calendar](#) option in the top menu.

Monday 28 Nov	Tuesday 29 Nov	Wednesday 30 Nov	Thursday 1 Dec	Friday 2 Dec	Saturday 3 Dec	Sunday 4 Dec
<div>10B/Bs1 Business Studies Mrs A Abell</div> <div>Example Mrs A Abell</div> <div>Example Mrs A Abell</div>	<div>Example Mrs A Abell</div>	<div>10A/Gg2 Geography Mrs A Abell</div> <div>12A / Re Mrs A Abell</div> <div>Example Mrs A Abell</div> <div>Example Mrs A Abell</div>		<div>10A/Gg2 Geography Mrs A Abell</div>		

You will be presented with the screen above. The search bars along the top of the calendar allow you to filter the results to specific [classes](#), [subjects](#), [teachers](#) and [year groups](#). To cycle through the weeks in the calendar, click on the [previous](#) and [next](#) buttons.

Clicking on a homework tile will open up a pop up window containing [additional detail](#) about the homework.

## Public Homework Calendar

If your school admin has enabled the homework calendar, you are provided with a [public URL](#) which you can use to display the calendar on your school's website.

Public homework calendar:

Enabled

Your public school calendar URL: [https://www.classcharts.com/homework/calendar/Demo\\_School\\_2](https://www.classcharts.com/homework/calendar/Demo_School_2)  
[Click for an iFrame implementation example](#)

## Homework Differentiation

Homework differentiation allows teachers to [manage a homework task](#) on an individual pupil basis and [set differentiated homework](#) within a class. To access homework differentiation, click on the [group icon](#) on the [View Homework](#) page.

End of module test  
Issued: 28/10/2016 Due: 31/10/2016

[SUBMISSION](#)

### Homework

[Set homework](#) [View homework](#)

**MOVED CLASS** - This pupil was removed from this lesson. They are being notified of current homework status.  
**NOT ASSIGNED** - This pupil has been added to this lesson. Homework is not associated with them.

End of module test

Search

Do with selected: [+](#) [-](#) Not marked [v](#) Set [Select all](#) [Deselect all](#)

<input type="checkbox"/>	Samantha Acton	<b>NOT ASSIGNED</b>	<a href="#">+</a>
<input type="checkbox"/>	Farah Allim	<b>NOT ASSIGNED</b>	<a href="#">+</a>
<input type="checkbox"/>	Andrew Abbot	<b>MOVED CLASS</b>	Not marked <a href="#">v</a> <a href="#">-</a>
<input type="checkbox"/>	Joe Agathocleous	<b>MOVED CLASS</b>	Not marked <a href="#">v</a> <a href="#">-</a>
<input type="checkbox"/>	Dave Abbess	Not marked <a href="#">v</a>	<a href="#">-</a>
<input type="checkbox"/>	Graham Abbess	Overdue <a href="#">v</a>	<a href="#">-</a>
<input type="checkbox"/>	Grenetta Abbey	Ext. Circ. <a href="#">v</a>	<a href="#">-</a>
<input type="checkbox"/>	Jimmy Abbey	Submitted <a href="#">v</a>	<a href="#">-</a>

You will be presented with a list of pupils. Pupils in the [grey](#) section have either [moved class](#) or [not been assigned](#) the homework, whereas pupils in the [white](#) section [are currently assigned](#) to the homework task and [in the class](#).

Click on the [plus](#) or [minus](#) button next to a pupil's entry in the list to [assign](#) or [unassign](#) them the homework respectively.

You can also [mark homework](#) submissions on this page by selecting a [submission type](#) from the [drop down](#) menu for a specific pupil.

## Further support

Please do not hesitate to get in touch if you need more support or training. [support@classcharts.com](mailto:support@classcharts.com)

## Our Products



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

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.