



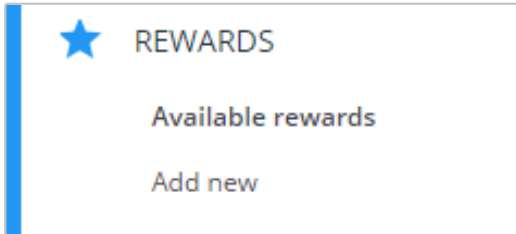
ClassCharts

Quick start guide

Getting started with Reward Store

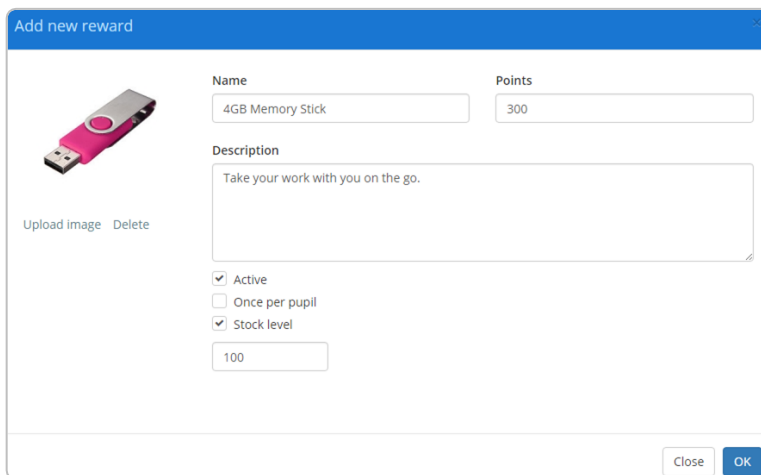
Rewards Store

Upon accessing the reward store from the [3 lines menu](#), you will see an overview of the [pending orders](#), the amount of points that have been spent and the available balance.



The [Rewards tab](#) allows you to create and choose the available rewards.

To add a new reward to the rewards store, click on [Add new](#).

A screenshot of the 'Add new reward' form. The form has a blue header with the text 'Add new reward'. On the left, there is a placeholder image of a pink USB drive with the text 'Upload image' and 'Delete' below it. The form contains several fields: 'Name' with the value '4GB Memory Stick', 'Points' with the value '300', and a 'Description' text area with the text 'Take your work with you on the go.'. There are also three checkboxes: 'Active' (checked), 'Once per pupil' (unchecked), and 'Stock level' (checked). Below the 'Stock level' checkbox is a text input field with the value '100'. At the bottom right, there are 'Close' and 'OK' buttons.

Adding a new reward

Here you are able to define the reward, upload an image, and specify the quantity of the reward that's available.

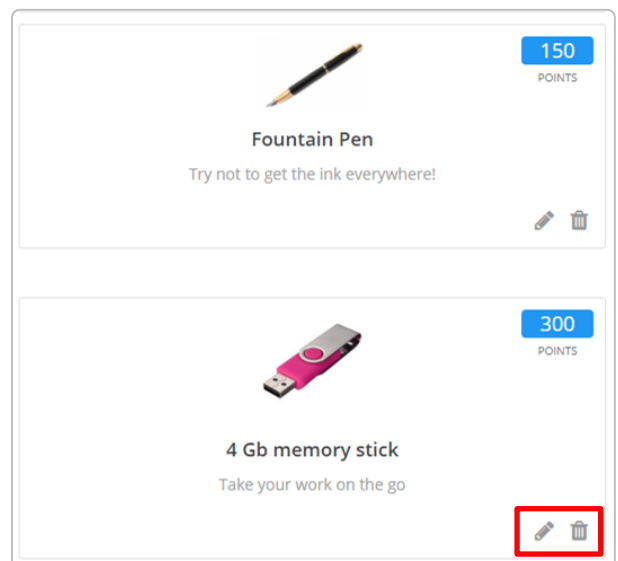
Click [OK](#) once you have finished to add the reward to your store.

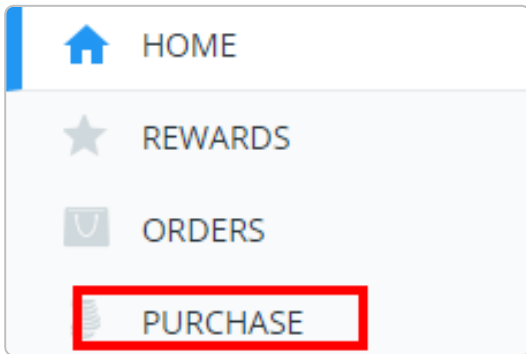
Managing available rewards

Your new reward will then be present in the list of available rewards.

You can edit the reward details at any time by clicking on the [pencil icon](#) within a reward.

To delete a reward from the reward store, click on the [bin icon](#).





Making purchases on behalf of a pupil

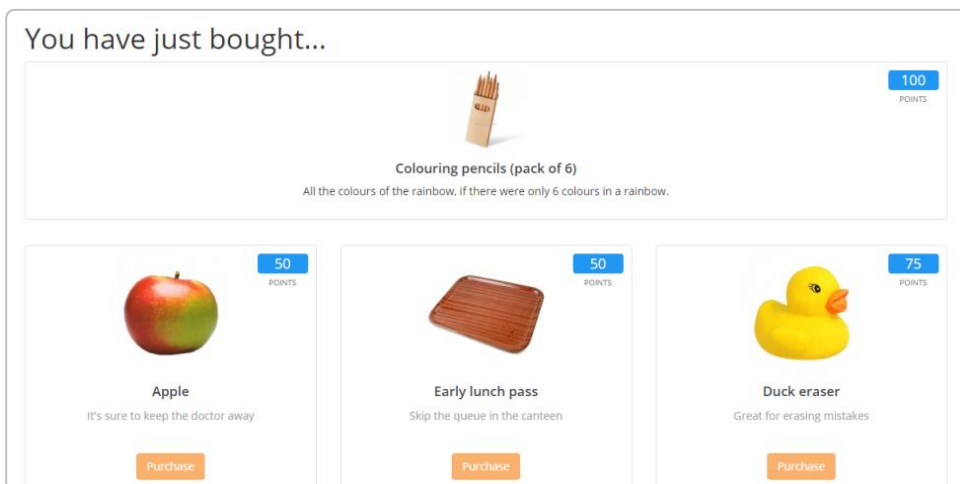
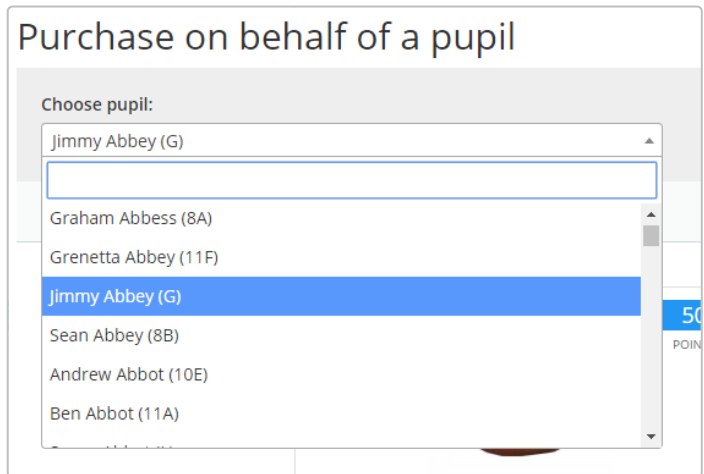
If you have pupil accounts enabled at your school, pupils will be able to order items from the reward store by themselves.

If not, the [Purchase](#) option in the Reward Store tab allows users to make purchases for pupils.

Selecting the pupil

You will be presented with a list of pupils inside the purchase menu.

Simply select a pupil from the drop down menu to begin purchasing on their behalf.

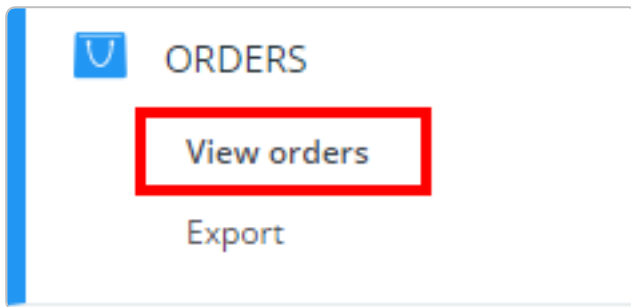


Making purchases

Once you have selected your pupil, you will see their points [balance](#) on the right hand side of the page and a list of available awards with their prices. If the pupil has enough points, you can click the [Purchase](#) button to initiate the purchase on behalf of the pupil.







Managing purchases

When purchases are made in the reward store they are not automatically fulfilled. It is up to the reward store user to manage the orders themselves. Orders are managed in the [Orders](#) tab.



Viewing orders

To view orders that have been made on the behalf of pupils, click on the [View orders](#) option in the [Orders](#) tab.

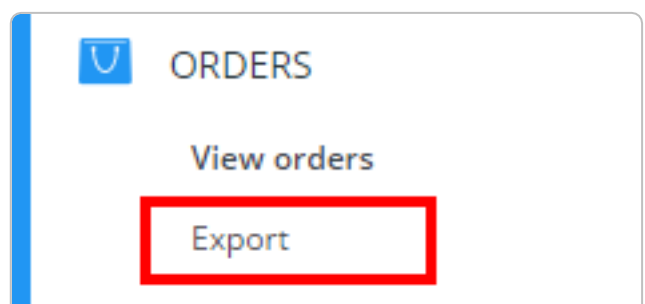
Pupil name	Reward	Tutor group	Year group	Timestamp	Status
 Grenetta Abbey	 Beanie Hat	11F	Year Year 11	28/11/2016 11:52	<input type="text" value="Pending"/>
 Jimmy Abbey	 Colouring pencils (pack of 6)	G	Year Year 13	20/10/2016 13:35	<input type="text" value="Pending"/>
 Jordan Acton	 Early lunch pass	7F	Year Year 7	20/10/2016 12:29	<input type="text" value="Pending"/>

Fulfilling orders

On this page you'll see the a list of the orders that are currently [pending](#). Each record shows which pupil made the order, the reward that was ordered, the timestamp of the order and the order status. To carry out an order, you can choose [Fulfilled](#) to complete the order or [Cancelled](#) to deny the order.

Exporting orders

You can also export the order list to an excel spreadsheet, by clicking the [Export](#) option under the [Orders](#) tab.



Reward Store Settings

You can control various settings of the Rewards store, which are listed below:

Reset spendable points

Reset spendable points

Resetting spendable points

You can reset the spendable points balance for all pupils in the [Behaviour](#) section of [School Settings](#).

Admin

Analytics

Store

SEN info

[Set password](#)

Accessing the reward store

To access the reward store, you'll need to ensure that your Class Charts account has the correct permissions. [School Admins](#) can access the reward store by default, but regular users will need to have the [store](#) permission ticked. This permission can be found in the [Manage teachers](#) section of the [Teachers](#) tab.

Email reward purchase notifications to reward store admins:

Enabled

Reward Store email notifications

You can keep track of orders in real time by using reward store notifications. The option for this can be found in the [Permissions](#) section of the [Teachers](#) tab.

Enabled: All teachers with the [Store](#) permission will receive an email notification when a purchase is made.

Disabled: Email notifications will not be created when a new purchase is made.

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.