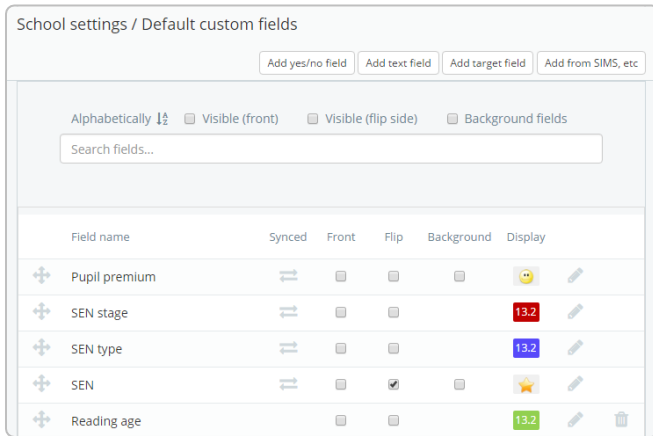




# ClassCharts

## Quick start guide

Getting started with Custom Fields



## Default fields

To choose the default custom fields for all your classes, click on [custom fields](#) from the [3 lines](#) menu.

You will see a list of all the custom fields available. Simply tick the fields you wish to use.

## Choosing custom fields

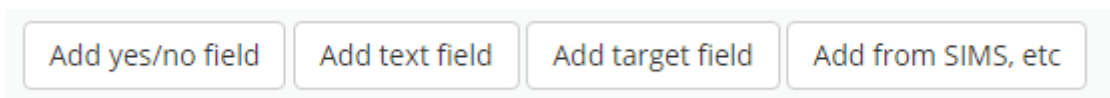
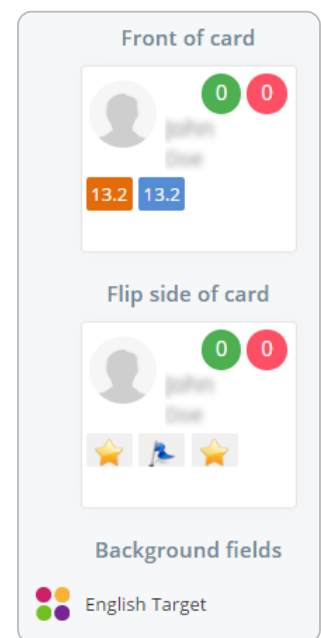
It is up to the [school admin user](#) to decide on custom field selection settings for teachers.

You can choose which fields to display by ticking the [front](#), [back](#) and [background](#) checkboxes. A preview of your selection will be shown on the right hand side of the screen.

**Front:** These fields will appear on pupil cards by default.

**Flip:** These fields will appear on the back of pupil cards. You can access these fields in a class by clicking the flip cards option.

**Background:** When checked, these fields change the background colour of a pupil card.



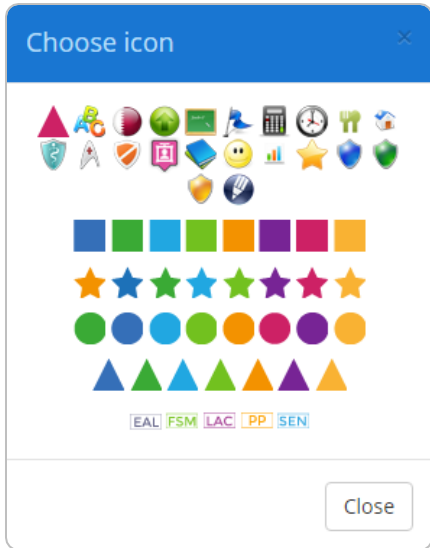
## Creating custom fields

To create custom fields, simply click on the [add field](#) buttons in the top right of the screen.

You can populate these fields for pupils by manually entering the data on the [pupil details](#) page, or via a [spreadsheet import](#).

If your school uses SIMS, you can [add custom fields directly from SIMS](#) if they have been set up in the supported format. More information on this can be found here:

<http://help.edukey.co.uk/knowledgebase/articles/756984-how-to-add-aspects-from-sims>



## Editing custom field icons

You can change the look of custom fields on a pupil card by clicking on the [pencil](#) icon next to the field.

**Text fields:** You can change the colour of the box icon using a colour picker.

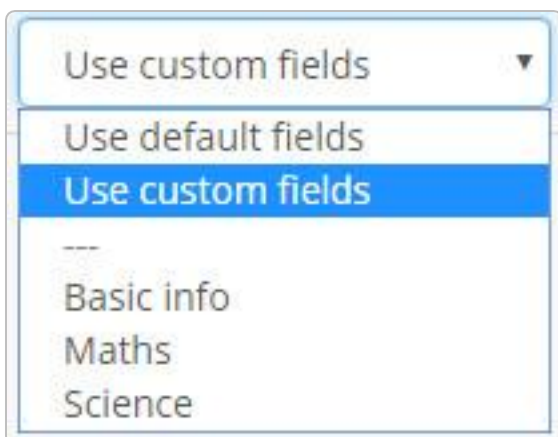
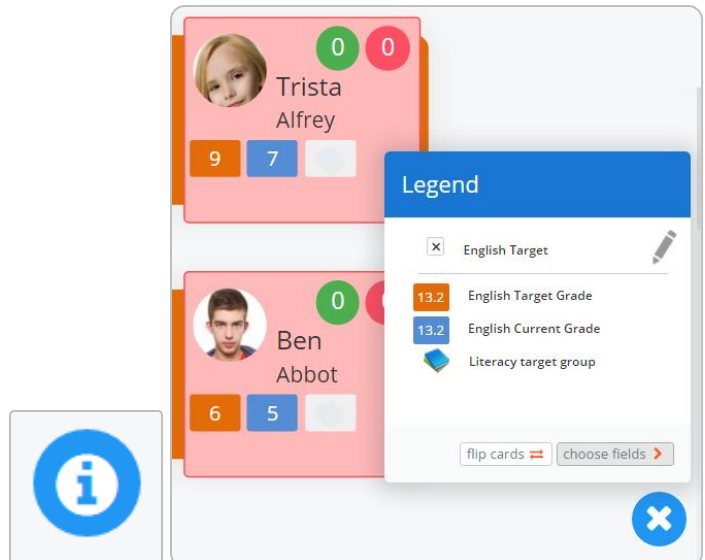
**Yes/No fields:** You can select a new icon on to represent the field, as shown on the left.

## Viewing your custom fields

You can view your chosen fields by starting a class.

To view the legend for your custom fields, click on the [blue i](#) in the bottom right hand corner.

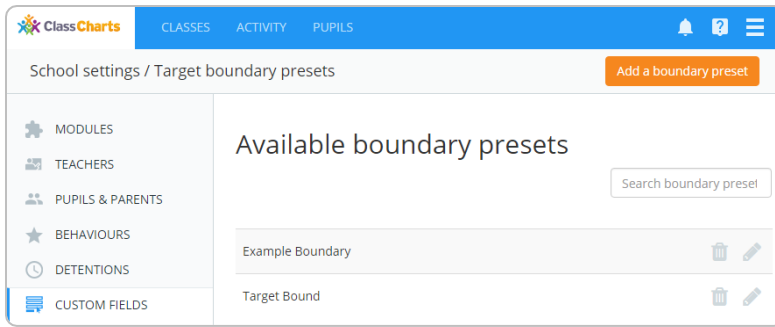
Here, you will be able to enable your [background](#) fields, [flip](#) the pupil cards and [choose which fields to use](#) in the class.



## Changing fields for a class

To change the fields a class is using, click on [choose fields](#) within the legend.

You will be given the options of your school's [default](#) fields, [custom fields](#) specific to this class, or any [field sets](#) that have been set up.



## Viewing target boundaries

You can view available presets by clicking on the [custom target boundaries](#) option in the custom fields menu.

## Creating a target boundaries

Click on the [add a boundary preset button](#) and give the preset a name.

The [pencil icon](#) next to your preset will bring up the screen on the right, where your boundary info can be defined.

Click [OK](#) to save your target boundary.

**Edit target boundary preset** ✕

Please enter comma separated custom field values which fall under each category (e.g. 2,3,4).

Alternatively you can also use expression language to compare the grade and target fields (e.g. "grade > 4 and grade < 7", "grade in 6..10", "grade < 5", "target > grade" or "grade \* 1.5 < target")

**Below target:**

**At target:**

**Above target:**

**Exceeding target:**

**Edit target** ✕

**Target type:**

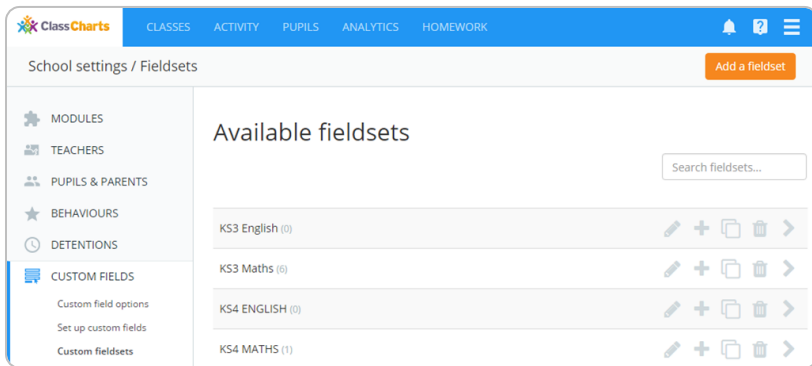
**Actual grade field:**

## Applying target boundaries

Once created, you can edit a [target custom field](#) in the [custom fields menu](#) to include your preset.

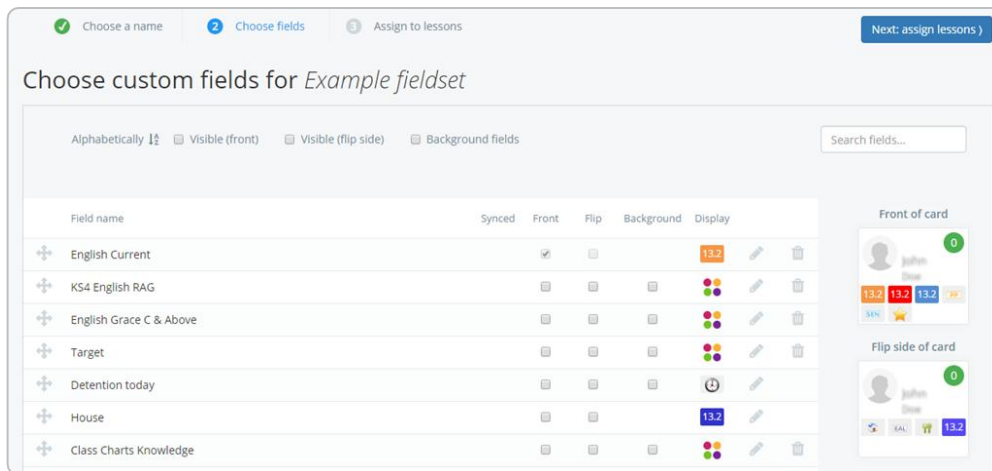
Click on the [pencil icon](#) and select your preset from the drop down list.

Finally, select the field you wish to compare against the boundary preset. The field will then use RAG on pupil cards, to indicate how their grade compares with the targets.



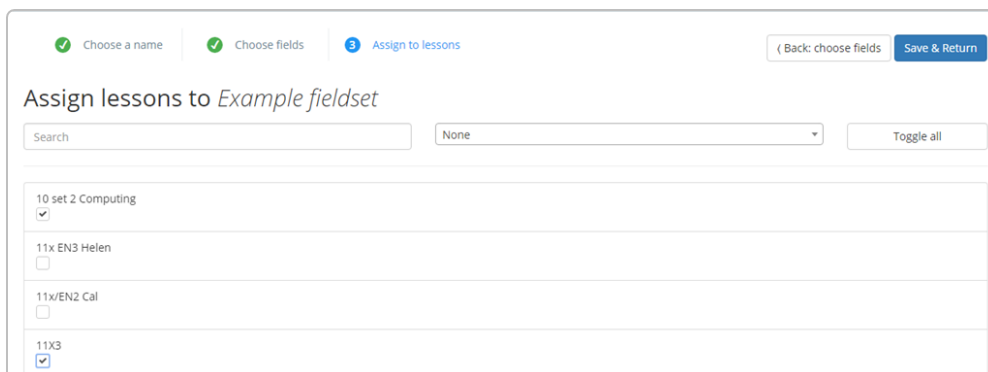
## Viewing field sets

Click on the [custom fieldsets](#) option in the custom fields menu to view available fieldsets.



## Creating a fieldset

To create a new fieldset, click the [add a fieldset](#) button and give it a name. You can then choose the custom fields you would like to include by ticking them. Once you have finished, click on the [assign lessons button](#) in the top right corner.



## Assigning lessons to a fieldset

Tick the check box next to a lesson in the list to assign it to the fieldset. Once you have finished your selection, click the [save & return](#) button.

## 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.