



# Class Charts

Student Guide

- ▶ Viewing homework
- ▶ Listening to audio explanations
- ▶ Uploading your work
- ▶ Viewing feedback
- ▶ Messaging a teacher about your work

# How to view your homework

# How to view your homework tasks.

The screenshot shows the ClassCharts interface for a user named Chris Aaron. The left sidebar contains navigation options: Behaviour, Announcements, Homework (highlighted with a red circle), Detentions, Timetable, Attendance, Rewards, and Messages. The main content area displays a 'Custom - showing 38 days' view with a 'Due date: 14/05/2020 - 20/06/2020'. Under the 'To-Do' section, a task is listed: 'ART - MISS G YASEEN Self Portrait Drawing'. The task details include 'Issued: Tuesday 19/05/2020' and 'Due: Thursday 21/05/2020'. Below the task, there are sections for 'Completed', 'Submitted Late', 'Not Submitted', and 'Submitted', each with the text 'No homework for this status'. A red circle highlights the 'Homework' tab in the sidebar and the task card in the main content area.

For some homework activities your teacher will ask you to upload your homework file on to Classcharts.

This is easy to do.

On your Classcharts dashboard, click on the homework tab, and you will see your 'To-Do' list of homework tasks.

For example, you can see there is a 'Self-Portrait Drawing' activity.

You can also see below any completed, late and missed homework's.

# How to view your homework tasks.

Once you have clicked on the homework task you can see the teacher has added an attachment.

Click on these to download. It is extremely important that you open these attachments, as they may contain an audio explanation for your work.

*Your teacher might not always upload an example file, so don't worry if it's not there.*

**In this case, the attachment is a photograph example.**

The screenshot shows the ClassCharts interface. On the left is a navigation menu with 'Homework' selected. The main content area displays 'Homework Details' for 'ART - 9X/AR1 - MISS G YASEEN'. It lists the issue date (Tuesday 19/05/2020) and due date (Thursday 21/05/2020), with an estimated completion time of 1 hour. The task is 'Self Portrait Drawing', which involves drawing a self-portrait and uploading a photo. Under the 'Attachments' section, a file named 'Example 1.jpg' is listed and circled in red. Below this is a 'My attachments' section with an 'UPLOAD ATTACHMENT' button and instructions on file formats and limits.



# Listening to audio clips

If an attachment has an audio recording for you to listen to, it will show as this icon, clicking on it will give you the option to play the audio.



Instructions

<https://forms.office.com/Pages/ResponsePage.aspx?id=WBLWoyPAkkeJt1sjWTtoWqJvA1Ws0OgpOIXCRFjdU4zIUOVNTUjJNSjISOEdEMUxSUjINUVI/DOFpMSC4u>



Instructions



<https://forms.office.com/Pages/ResponsePage.aspx?id=WBLWoyPAkkeJt1sjWTtoWqJvA1Ws0OgpOIXCRFjdU4zIUOVNTUjJNSjISOEdEMUxSUjINUVI/DOFpMSC4u>

**YOU MUST LISTEN  
TO THE AUDIO  
BEFORE  
COMPLETING ANY  
TASK SET.**

# Listening to audio clips

In some attachments the audio file maybe symbolised by this icon instead.



Or it may look like this instead.

In which case, you need to click on the three dots to play it.



## **Physical Causes of Climate Change- Orbital Changes**

The Earth's orbit around the sun isn't \_\_\_\_\_, it is an \_\_\_\_\_. Over a period of \_\_\_\_\_ years, the \_\_\_\_\_ pull of other planets in the solar system will make the Earth's orbit more or less elliptical. This changes the \_\_\_\_\_ between the Earth and \_\_\_\_\_ at different times of the year.

**Key Word Box-** gravitational    sun    circular    distance    100,000  
ellipse

The \_\_\_\_\_ of the Earth is tilted; this \_\_\_\_\_ can change under the influence of the moon's \_\_\_\_\_. This cycle happens every \_\_\_\_\_ years to move back and forth.

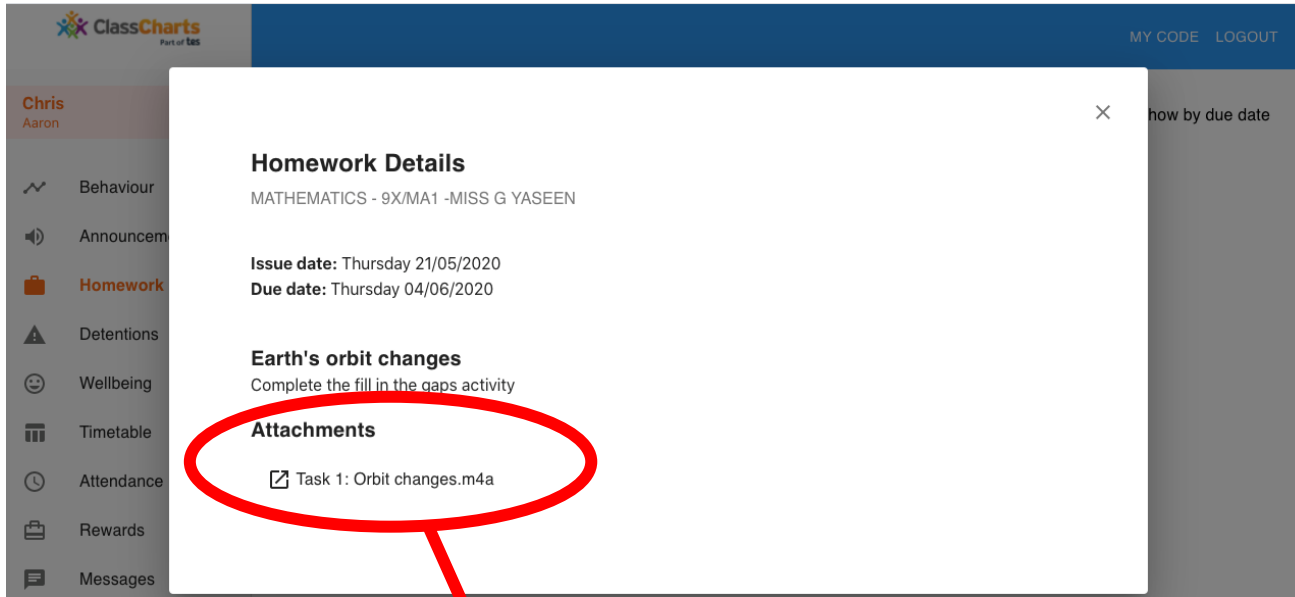
**Key Word Box-** gravity    41,0000    axis    [angle](#)

The Earth's axis wobbles round in a \_\_\_\_\_ - precession. This cycle takes about \_\_\_\_\_ years and affects our planet's \_\_\_\_\_.

Each of these orbital changes cause \_\_\_\_\_ in the \_\_\_\_\_ on the Earth's surface, which can trigger \_\_\_\_\_ such as the beginning and end of \_\_\_\_\_. Orbital cooling won't begin again for another 3000 years.

**Key Word Box-** sunlight    ice ages    seasons    climate changes  
variations    20,000    circle

# Listening to audio clips



The screenshot shows the ClassCharts app interface. The top navigation bar includes the ClassCharts logo and 'MY CODE LOGOUT'. A sidebar on the left lists various categories: Behaviour, Announcements, Homework, Detentions, Wellbeing, Timetable, Attendance, Rewards, and Messages. The main content area displays 'Homework Details' for 'MATHEMATICS - 9X/MA1 - MISS G YASEEN'. It lists the 'Issue date: Thursday 21/05/2020' and 'Due date: Thursday 04/06/2020'. Below this, the homework title is 'Earth's orbit changes' with the instruction 'Complete the fill in the gaps activity'. Under the 'Attachments' section, there is a link for 'Task 1: Orbit changes.m4a' with a small square icon to its left. A red circle highlights the attachment link, and a red line points from it to a text box below.

Sometimes an audio file may not have been embedded into a resource, but simply uploaded as a stand alone audio file. Clicking on this will lead to it being played.

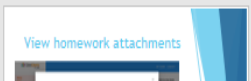


Remember to  
'enable content'  
or 'enable editing'  
before listening to  
an audio.

File Home Insert Design Transitions Animations Slide Show Review View Help Search

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected view.

Enable Editing



# How to complete a low stakes test/quiz

A link like this in a resource or as an attachment on Class Charts is for you to complete a low stakes test/quiz.



## Instructions

<https://forms.office.com/Pages/ResponsePage.aspx?id=WBLWoyPAkkes1sjWToWqJvA1Ws0OgpOIXCRFjdU4zIUOVNTUjJNSjISOEdEMUxSUjINUvIDOFpMSC4u>

**IF YOU ARE ASKED FOR LOGIN DETAILS, THIS IS YOUR NORMAL USERNAME AND PASSWORD THAT YOU USE TO LOGIN TO A SCHOOL COMPUTER**

# How to upload your homework

# How to upload your homework

The screenshot shows the ClassCharts interface. On the left is a navigation menu with options: Behaviour, Announcements, Homework (highlighted), Detentions, Timetable, Attendance, Rewards, and Messages. The main content area is titled 'Homework Details' for 'ART - 9X/JAR1 -MISS G YASEEN'. It lists the issue date as Tuesday 19/05/2020, the due date as Thursday 21/05/2020, and an estimated completion time of 1 hour. The task is 'Self Portrait Drawing' with instructions to draw a self-portrait, create a 3D form, and upload a photo. Below the task is an 'Attachments' section with a red circle around a '+ UPLOAD ATTACHMENT' button. The text below the button states: 'You can upload a maximum of 5 attachments, each up to 250mb in size. Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .csv, .mp4, .mov, .m4a'.

To upload your work:


There is a blue button which says 'UPLOAD ATTACHMENT'.

Click this and select your homework file. It can be found wherever you have saved it onto your computer, tablet or phone.

Classcharts will allow you to upload many types of file, including, word documents, PowerPoints, photographs, images, video and audio files.

Even if you have done your work on paper and not on a laptop or tablet, you can still take a photo of your work and upload it from your phone to send to your teacher to check it!

# How to upload your homework



The screenshot shows a user interface for uploading homework. It features two sections: "Attachments" and "My attachments". Under "Attachments", there is one file listed: "Example 1.jpg". Under "My attachments", there is one file listed: "My Self Portrait.jpg", which is circled in red. To the right of the "My attachments" list is a bin icon, also circled in red. Below the lists is a blue button with a plus sign and the text "UPLOAD ATTACHMENT". At the bottom, there is a note about the maximum number of attachments and supported file formats.

**Attachments**

- Example 1.jpg

**My attachments**

- My Self Portrait.jpg

+ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

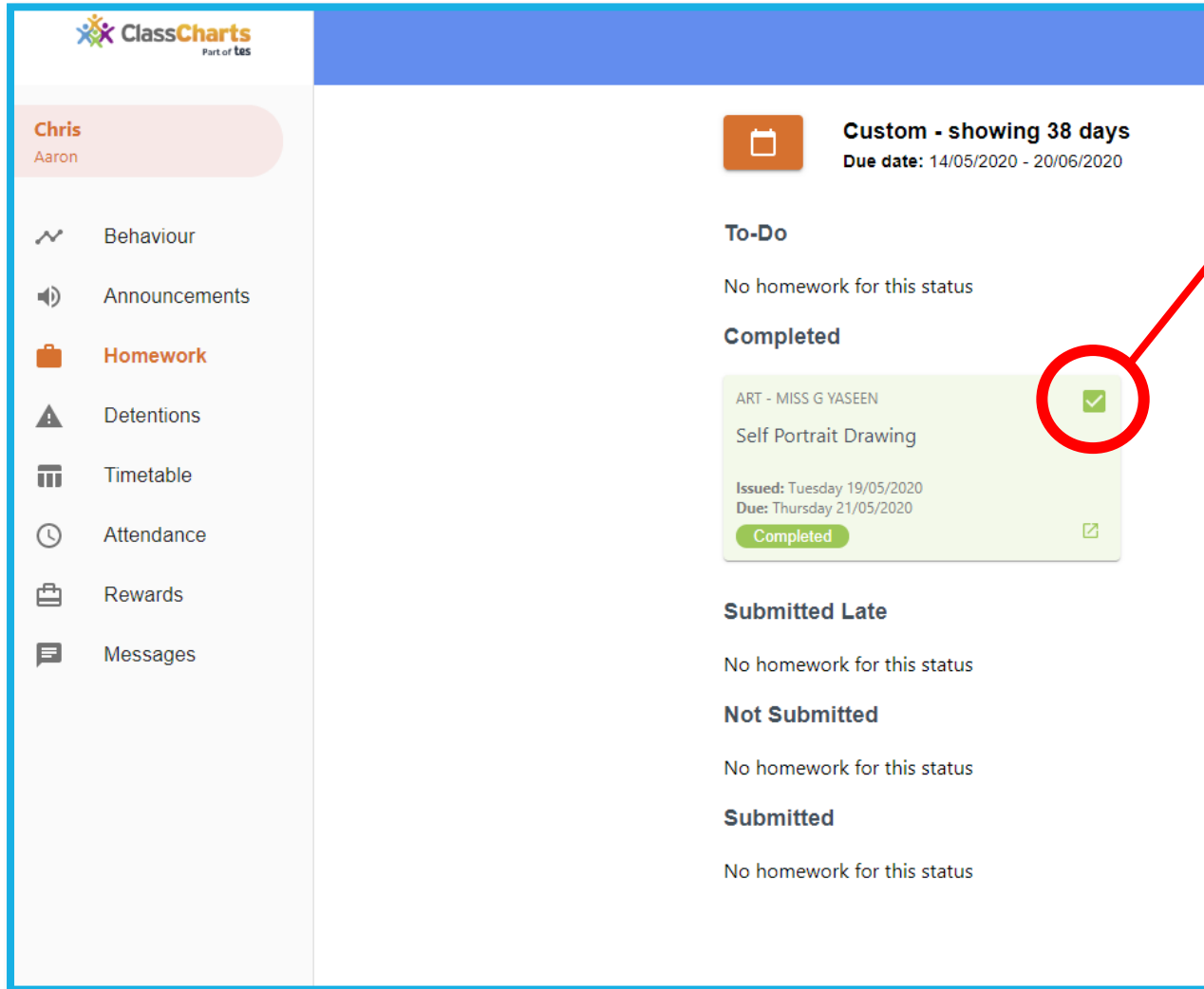
Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv, .mp4, .mov, .m4a

Once uploaded you should be able to see your file name above the upload button.

You can upload up to 5 files per homework.

If you upload the wrong file, you can click the bin icon to remove it and try again.

# How to upload your homework



The screenshot shows the ClassCharts interface for a user named Chris Aaron. The left sidebar contains navigation options: Behaviour, Announcements, Homework (highlighted), Detentions, Timetable, Attendance, Rewards, and Messages. The main content area is titled 'Custom - showing 38 days' with a due date range of 14/05/2020 - 20/06/2020. It is divided into sections: 'To-Do' (No homework for this status), 'Completed' (one task: ART - MISS G YASEEN, Self Portrait Drawing, Issued: Tuesday 19/05/2020, Due: Thursday 21/05/2020, Completed), 'Submitted Late' (No homework for this status), 'Not Submitted' (No homework for this status), and 'Submitted' (No homework for this status). A red circle highlights a green checkmark icon in the 'Completed' section, with a red arrow pointing to a text box on the right.

Once you have uploaded your work, go back to the main homework page and tick the small checkbox. The task will turn green and move down into the completed section.

Your teacher will now be able to view your work and provide you with feedback.

# Viewing feedback from your teacher

# Viewing feedback from your teacher

Once your teacher has looked at your work they may provide you with individual feedback.









You will know when your teacher has left feedback when the orange feedback icon appears on your completed task.

The screenshot displays the ClassCharts interface for a student named Chris Aaron. The left sidebar contains navigation options: Behaviour, Announcements, Homework (highlighted), Detentions, Timetable, Attendance, Rewards, and Messages. The main content area is titled 'Custom - showing 38' with a due date of '14/05/2020 - 20/06'. It is divided into sections: 'To-Do' (No homework for this status), 'Completed' (ART - MISS G YASEEN, Self Portrait Drawing, Issued: Tuesday 19/05/2020, Due: Thursday 21/05/2020, with 'Completed' and 'Feedback' buttons), 'Submitted Late' (No homework for this status), 'Not Submitted' (No homework for this status), and 'Submitted' (No homework for this status). A red circle highlights the 'Feedback' button in the 'Completed' section, with a red arrow pointing to the explanatory text box on the right.



# Viewing feedback from your teacher

Chris  
Aaron

-  Behaviour
-  Announcements
-  **Homework**
-  Detentions
-  Timetable
-  Attendance
-  Rewards
-  Messages

## Homework Details

ART - 9X/AR1 -MISS G YASEEN

**Issue date:** Tuesday 19/05/2020

**Due date:** Thursday 21/05/2020

**Estimated completion time:** 1 hours


### Self Portrait Drawing

Using a pencil draw a self-portrait of your own face.


Lightly draw out the outline and guidelines and add pencil shading to create 3D Form.

Upload a photo of your drawing once it is completed.

### Attachments

 Example 1.jpg

### My attachments

 My Self Portrait.jpg

**Teacher's note:** You have achieved accurate proportions on your self-portrait, very impressive. You have considered where the light source is coming from which has created realistic shading.

 **UPLOAD ATTACHMENT**

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv, .mp4, .mov, .m4a

Click on the task to open it.

You can find your feedback under the uploaded file. It appears as a 'teacher note'.

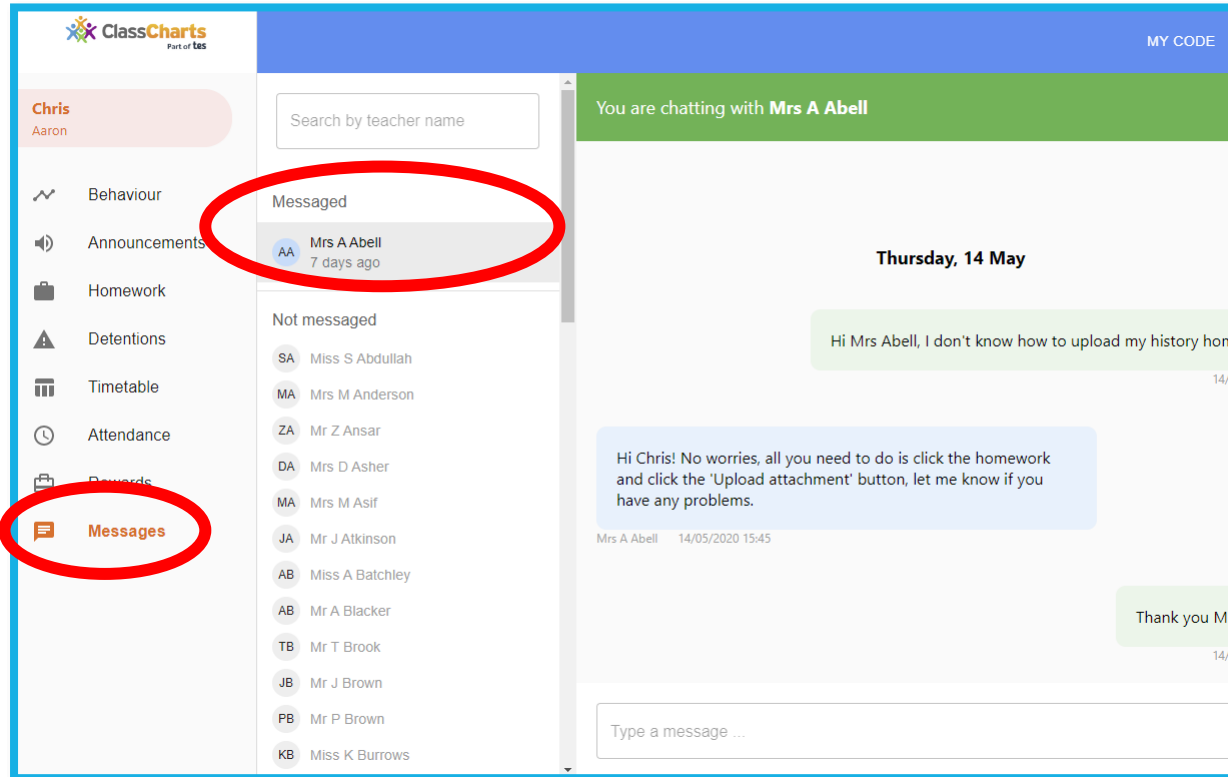
# What do we mean by ‘feedback’?

- ▶ Please note that in some cases your teacher will check the entire classes work and then choose to provide **whole class feedback as part of the next task.**
- ▶ This may mean that you do not receive individual written feedback, but the next lesson will address any misconceptions.
- ▶ Multiple-choice quizzes may provide answers and feedback on incorrect options once you have completed the quiz, this too counts as feedback.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a modern, layered effect. The text is centered on the white space.

# Asking your teacher a question (Messaging)

# Asking your teacher a question (Messaging)



If you need to ask your teacher a question about a piece of homework, you can do this on Classcharts messaging.

Click on the Messages tab at the bottom.

Select the teacher you wish to message and type your question.

Remember to be polite and ask appropriate questions.

*Your teacher will get back to you as soon as possible so please be patient.*

Some subjects may specify which teacher each year group should contact for help in that subject, so make sure you are messaging the right person.

# Asking your teacher a question (Messaging)

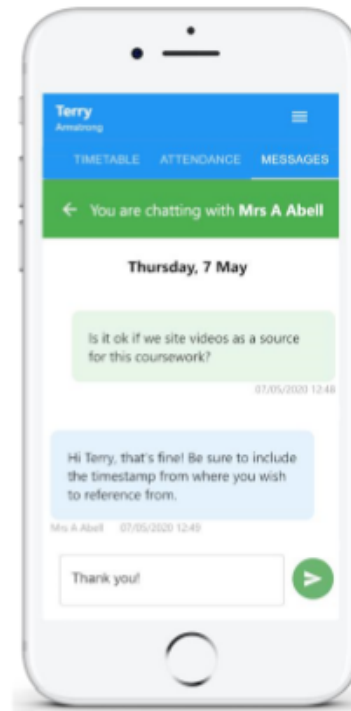
If your school has decided to allow two-way communication with pupils, you will see the **Messaging** tab in your account.

Selecting this tab will display a list of **teachers** that you are able to send and receive messages from. To send a message to a specific teacher, select their name from the list.

You will be presented with a messaging **thread** between you and the selected teacher. To send a message, type into the text field provided and click on the green **send** icon.

If the thread has been **locked** by a teacher, you will be unable to send and receive additional messages.

If you have received a new unread message, you will see a **red dot** on the **Messaging** tab and the **teacher's name**.



This thread was locked

Messaged

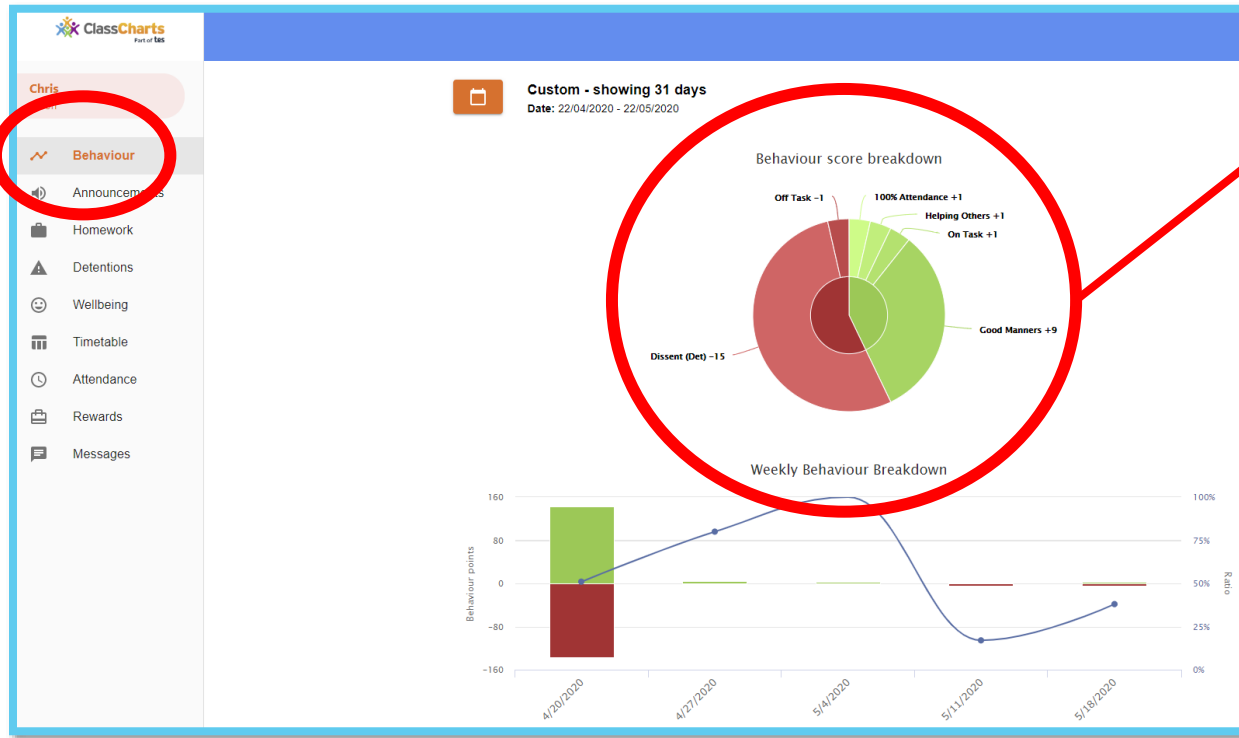
DA Mrs D Asher  
2 hours ago

SD Mr S Dumbell  
9 days ago

# How to see comments from teachers

By 'comments' we mean  
positives and negatives about  
your remote learning.

# How to see comments from teachers



On the **behaviour** section of Classcharts you can see where your teachers have put positive and/or negative comments.

At the top of the page this is displayed as a chart.

**Green** is the positive comments.

**Red** is negative comments.

# How to see comments from teachers

Scroll down on the behaviour tab and you can see a breakdown of each comment and the teacher it was issued by.

It also shows the date it was received and in some cases there may even be an additional comment too.

The screenshot displays the ClassCharts interface for a student named Chris Aaron. The left sidebar contains a navigation menu with the following items: Behaviour (highlighted with a red circle), Homework, Detentions, Wellbeing, Timetable, Attendance, Rewards, and Messages. The main content area shows a list of comments for Thursday 21 May and Wednesday 20 May. The comments are as follows:

Date	Comment	Time	Type	Issued By
Thursday 21 May	Detention issued for <b>Dissent (Det)</b> by Mrs A Abell	12:30	Lunch Break	Mrs A Abell
Thursday 21 May	Detention issued for <b>Low Level Disruption</b>	10:30	Morning Break	Mrs A Abell
Thursday 21 May	Detention issued for <b>Dissent (Det)</b> in 9X1/Hi by Mrs A Abell	10:30	Morning Break	Mrs A Abell
Thursday 21 May	<b>Good Manners</b> awarded by Mrs A Abell in 9X1/Hi.	14:17		Mrs A Abell
Wednesday 20 May	<b>Good Manners</b> awarded by Mrs A Abell in 9X1/Hi.	15:32		Mrs A Abell