

Watling Academy



ClassCharts

STUDENT User Guide

Getting Started

You should have received a student code from Watling Academy, which will look like the example code shown below. This code is used to set up your Class Charts student account

ABC123

Logging in to Class Charts

Follow the steps below to access your student account.

1. Enter your [email address](#) and [password](#) into the fields provided.

Access code *

Your access code

Please enter the access code supplied by your teacher.

Remember me

2. Click on the [Log in](#) button.



3. Enter your [date of birth](#) if prompted and click on the [OK](#) button.

Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK CANCEL

Homework

If your school has decided to share homework with pupils, you will see the [Homework](#) tab in your account.

Selecting this tab will display a list of the [homework tasks](#) which you have been given.

To change the date range for displayed homework tasks, click on the orange [Date](#) button.

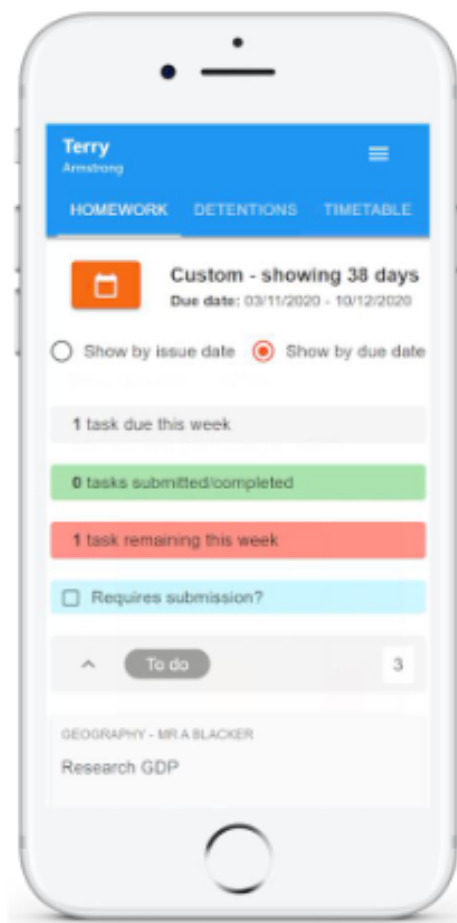
To display tasks in the order they were set, click on the [Issue Date](#) button

To display tasks in the order they are expected to be handed in, click on the [Due date](#) button.

To mark a homework task as completed, view the homework task of your choice in more detail and tick the [Completed?](#) checkbox.

To view a homework task in more detail, click on the [expand](#) icon in the bottom right hand corner of the homework tile.

A popup will appear that contains the a [description](#) of the homework task, the [estimated completion time](#) and any [links](#) or [attachments](#) that may have been included.



Homework status categories

To-Do: These are homework tasks that you need to complete. Once you have completed them, tick the [checkbox](#).

To do

Completed: These are homework tasks that you have ticked as completed but have not been marked by your teacher.

Completed

Late: These are homework tasks that have been handed in past the deadline.

Submitted late

Not submitted: These are homework tasks that were not handed in on time.

Not submitted

Submitted: These are homework tasks that have been handed in on time.

Submitted

Keeping track of homework

As you are assigned homework tasks, you may want track of how you are progressing for the current week.

The [three banners](#) above the homework status categories count the number of homework tasks that are [due this week](#), how many of those tasks you have [completed](#) and how many tasks you [still need to complete](#).

To only see homework tasks that require an [attachment submission](#), tick the checkbox labelled [Requires submission](#).












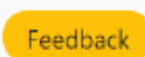
1 task due this week

0 tasks submitted/completed

1 task remaining this week

Requires submission?

If you are viewing the [Homework](#) tab via a [desktop](#) or [laptop](#), expanding a homework status category will display a [table overview](#) of each homework task for the selected date range.

To do 3								
	 Homework ^{↑↓}	 Teacher ^{↑↓}	 Lesson ^{↑↓}	 Issued ^{↑↓}	 Due ^{↑↓}	 Estimated time ^{↑↓}	 Type ^{↑↓}	 Feedback ^{↑↓}
	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	

Homework attachment submissions

For certain homework tasks, you may be asked by your teacher to [upload your work](#) as an [attachment](#).

When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your teacher is expecting your work to be uploaded.

To submit a homework attachment, click on the [Upload attachment](#) button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your teacher leaves feedback on one of your homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

To view the feedback, click on the [expand](#) icon in the bottom right hand corner of the homework tile. Your teacher's feedback will appear directly below your homework attachment.

To do ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework

Issue date: Friday 20/03/2020

Due date: Friday 27/03/2020

Estimated completion time: 10

Completed?

Write a 500 word review on the book of your choice.

My attachments

 My book review.doc 

[+ UPLOAD ATTACHMENT](#)

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


Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

RECREATION - MRS A ABELL


Write a book review

Issued: Friday 20/03/2020

Due: Friday 27/03/2020

[Feedback](#) 

My attachments

 My book review.doc

Teacher's note: Excellent work!

[+ UPLOAD ATTACHMENT](#)