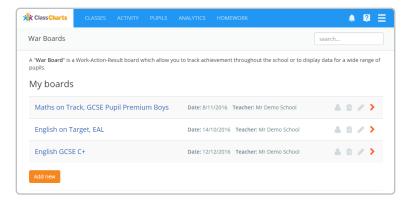


Quick start guide

Getting started with WAR Boards



Create a WAR Board

You can access WAR boards by navigating to WAR boards from the 3 lines menu.

To create a WAR board, click on the Add new option.

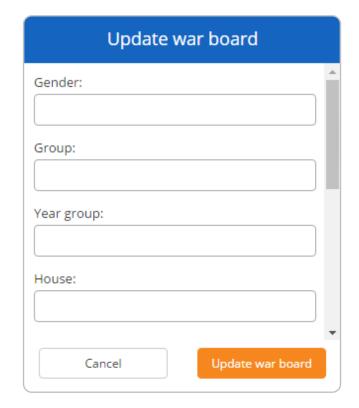
Choose your criteria

You will be presented with a list of fields to filter your WAR board by.

Simply select the criteria to your preferences and select Update war board when you have finished.

You can change your filters again afterwards by clicking on the funnel icon.





-- Choose war board type - -- Choose war board type - Manually arrange a war board (3 groups) Manually arrange a war board (4 groups) Compare two grades Compare grade with a preset boundary Display a field

Choose a WAR board type

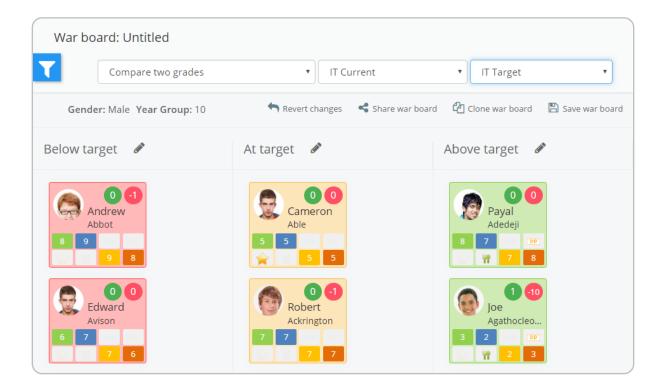
Next, you'll need to choose a display method for your WAR board data. These are explained on the next page.

Select a WAR board type from the drop down menu in the top right corner of the screen to begin displaying pupil data.



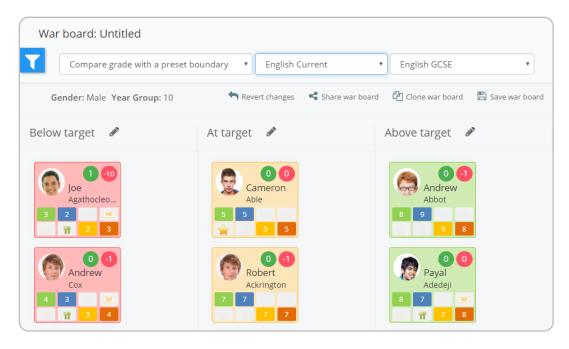
Manually arrange a WAR board

Selecting this option will allow you to manually sort your ungrouped pupils into defined categories. You can either choose to have three or four categories. You can rename the categories by clicking on the pencil icon next to each column heading.



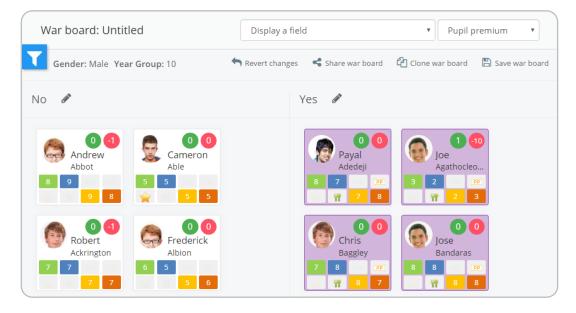
Compare two grades

Selecting this option will allow you to compare a custom field with another custom field. This way you can see how each pupil is progressing when compared with their individual target.



Compare grade with a preset boundary

If you have previously set up target boundaries within your custom fields menu, you can use WAR boards to compare a custom field grade to the grades defined within the boundary.



Display a field

You can use WAR boards to identify which fields apply to your pupils. Simply select the field of your choice from the drop down menu to display a list of pupils who have data for the field.





Undo your changes

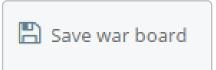
You are able to undo changes made to your WAR board by clicking on the revert changes option.

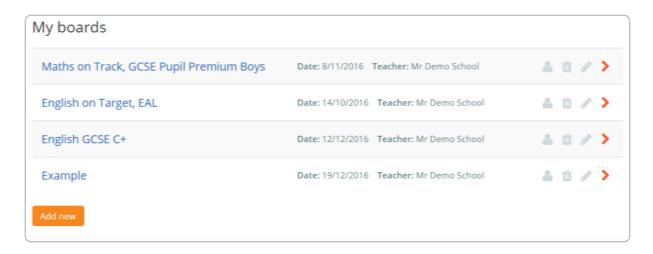
Click on the back and forward arrows to undo and redo changes respectively.

Once you have finished, click save & close.

Save your WAR board

To save your WAR board, simply click on the save war board option. You will be asked to give your WAR board a name, which will then appear on the main menu for WAR boards.







Clone your WAR board

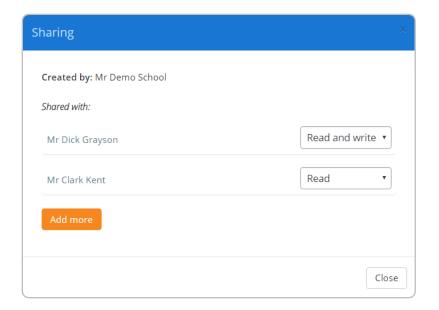
You can make a copy of a WAR board, clicking on the clone war board option. This will allow you to make changes to your WAR Board without affecting the original.

You can then save the cloned WAR board by clicking the save war board option.



Share your WAR board

You are able to share your WAR boards with other Class Charts users. To do this, click on the share war board option when inside a WAR board.



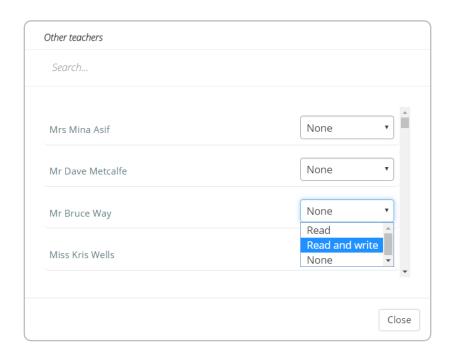
You will see the popup shown on the left. This menu shows you who can access your WAR board, and the permissions that they have for it

You can share your WAR board with your colleagues by clicking on the add more button.

To give a staff member access to your WAR board, simply search for their name and select the permissions you would like them to have.

The read permission allows your colleague to view the board, and the write permission allows them to make changes,

Once added, your WAR board will appear in their WAR boards menu under the shared with me section.



Further support

Please do not hesitate to get in touch if you need more support or training. support@classcharts.com

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