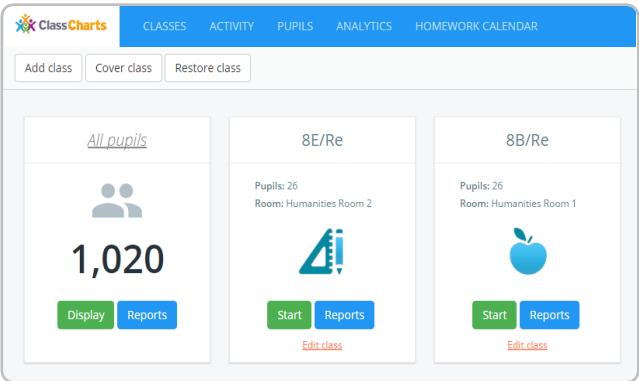




# ClassCharts

## Quick start guide

Getting started with Behaviour



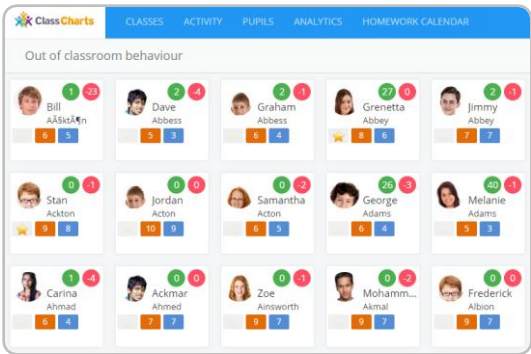
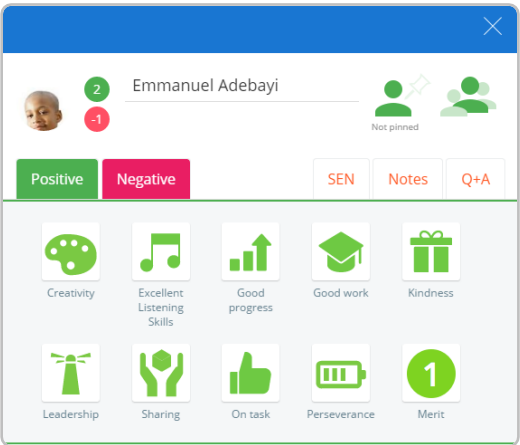
## My Classes

Once you are logged in, you will see the Classes Screen. Choose a class and click [start](#) or [resume](#).

## Award Behaviour

To award a behaviour in a class, [click on a pupil](#) to bring up a menu similar to the one on the right.

You can then select a behaviour to award from the list of [positive](#) and [negative](#) awards available.

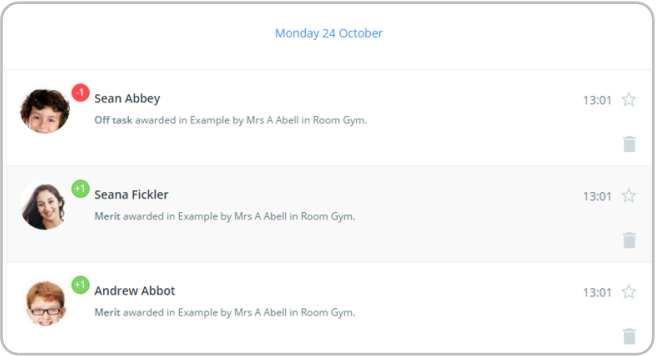


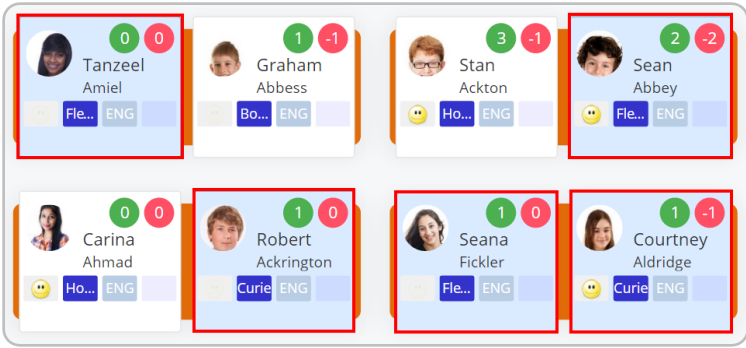
## Out of classroom Behaviour

If you want to award behaviours for extra curricular activities or for out of lesson incidents, simply click on the “[All Pupils](#)” class option. Then you can click on a pupil and award the behaviour of your choice.

## Activity Feed

If your school admin has enabled it, you can click on the point in the [activity feed](#) for more options. These include [editing](#) the behaviour details, and [referring](#) the incident to a colleague





## Award multiple pupils

You can simultaneously award multiple pupils with the same behaviour award. To do this, click on the “award multiple” option in the class menu, select your pupils and click “choose award”.

## Influences

To see how pupils tend to interact with each other within the class, click on the “influences” option in the class menu.



## Adding Comments

You can add comments to a behaviour in the activity feed, by clicking the behaviour and entering a comment in the comment box.

## Class Report

Once you End Class, you will be shown behaviour trends for the class within the selected timeframe. You can click on a pupil’s column to see an Individual report.

You are also able to view similar reports for form groups, academic years, and school houses.



## Further support

Please do not hesitate to get in touch if you need more support or training. [support@classcharts.com](mailto:support@classcharts.com)

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