

Quick start guide

Getting started with Custom Fields

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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.

Choosing custom fields

It is up to the school admin user to choose 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 you 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 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 in the legend within a class.

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.

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School settings / Target	boundary presets	Add a boundary preset
MODULES TEACHERS PUPILS & PARENTS	Available boundary presets	Search boundary presel
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Viewing target boundaries

You can view available presets by clicking on the custom target boundaries option in the custom fields menu.

Close

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:

1,2

At target: 3,4,5

Above target:

6	.7	7.8	

Exceeding target:

Edit target	×
Target type:	
Maths GCSE (compare with bour	nd 🔻
Actual grade field:	
Maths Current	•
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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.

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Viewing field sets

You can view available fieldsets by clicking on the custom fieldsets option in the custom fields menu.

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	Alphabetically I_2^{\pm} $\hfill Visible$ (front) $\hfill Visible$ (flip side) $\hfill Backgroup Backgrou$	ind fields							Search fields
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Creating a fieldset

To create a new field set, 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.

Choose a name Choose fields S Assign to lessons	(Back: choose fields Save & Return
Assign lessons to Example fieldset	
Search None	• Toggle all
10 set 2 Computing ✓	
11x EN3 Helen	
11x/EN2 Cal	
11X3 💌	

Assigning lessons to a fieldset

You can assign multiple lessons to use the same fieldset by ticking the check box next to the lesson. Once you have finished choosing, click the save & return button.

Further support

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

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