



**ClassCharts**

Part of **tes**

## Quick start guide for Single Sign On

# What is Single Sign On?

Single Sign On allows you streamline the Class Charts login experience, by allowing your staff to log in via [Google](#) or [Office 365](#) in a single click.

This quick start guide will show you how to send Class Charts [account details](#) to your staff, how to set up SSO with [Google / 365](#) domains and how to set up SSO with [school domains](#).



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# Sending account details

In order to set up SSO, you will need to send out Class Charts login details to your staff. To do this, click on the [three lines menu](#) and select [Teachers](#) from the list of available options.

You will be redirected to a list of staff members at your school. Click on the [Send account details](#) button above the list.

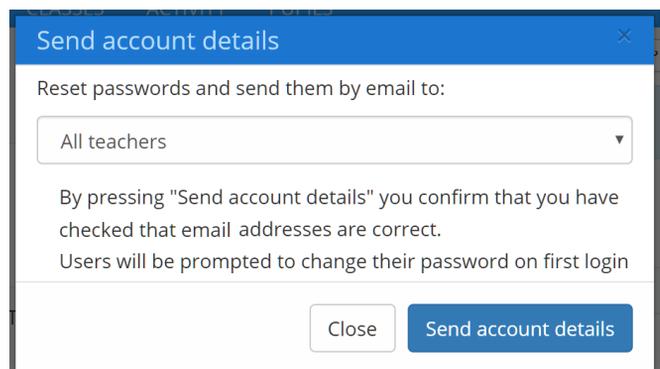


Click here to see a detailed guide on what each permission grants.

Name	Email	Admin	Analytics	Store	Wellbeing	Detentions
⋮ Mrs Anita Abell ✓ ⇄	anita@classcharts.co.uk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
⋮ Dr Jan Arnold ✓	jan@classcharts.co.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The [Send account details](#) popup will appear. Select [All teachers](#) from the drop down menu provided and click on the [Send account details](#) button.

An email containing Class Charts [login details](#) will then be sent to every staff member.



# SSO with Google / 365 domains

If your school does not use [Google](#) or [Office 365](#) domains for staff email addresses, please use the guide on the following page.

You can check the email address domains used by your staff from the [Teachers](#) menu.

Name	Email
Mr Dan Harries	<input type="text" value="dan@googlemail.co.uk"/>

If your staff members use [Office 365](#) or [Google](#) domains for their email addresses and attempt to log into Class Charts for the first time using the [Single Sign On](#) login buttons, they will see the warning message shown on the right.

They will first need to log in using the credentials they received in their Class Charts [account details](#) email.

To do this, they must enter the login details into the form provided and click on the [Log In](#) button.

Once staff members have successfully logged into Class Charts in this way, they will be able to use the [Single Sign On](#) login buttons for future sessions.

Teacher Parent Student

It looks like you already have an account with us. Please login to associate it with your Google account.

Enter your email address

Enter your password

[Forgot password?](#)

Remember me

Log In

Google

Office 365

# SSO with school domains

If your school uses a different domain for staff email addresses, staff members will need to [manually link](#) their [Class Charts](#) account with their [Google](#) or [Office 365](#) account.

Name	Email
Mr Dan Harries	dan@classcharts.co.uk

To do this, they will first need to log in using the credentials they received in their Class Charts [account details](#) email.

Next, they must access their account settings. This can be done by clicking on the [three lines menu](#) in the top right hand corner and selecting [Account settings](#).

They will be presented with the [two buttons](#) shown on the right. Clicking on the buttons will take your staff to the Google / Office 365 [login portals](#), where they can consent to allowing the Class Charts link.

Once the two accounts have been successfully linked up, staff members will be able to use the [Single Sign On](#) login buttons for future sessions.



Google Apps:

Link with Google Apps

Office 365:

Link with Office 365



# Further support

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



[www.classcharts.com](http://www.classcharts.com)

Class Charts offers an easy solution to seating plans and behaviour management, reducing the workload for teachers.



[www.provisionmap.co.uk](http://www.provisionmap.co.uk)

Provision Map has been carefully designed to assist SEN/ALN Co-ordinators with managing provisions & interventions in their schools.



[www.safeguardmyschool.co.uk](http://www.safeguardmyschool.co.uk)

Safeguard my School provides an easy and effective way to manage safeguarding of your students.



[www.literacyassessment.co.uk](http://www.literacyassessment.co.uk)

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.



[www.schoolrobins.com](http://www.schoolrobins.com)

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.