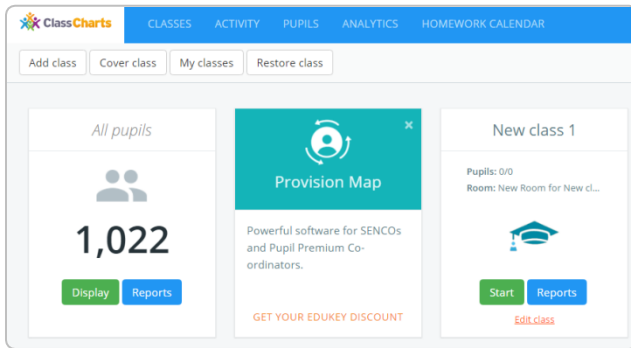




# ClassCharts

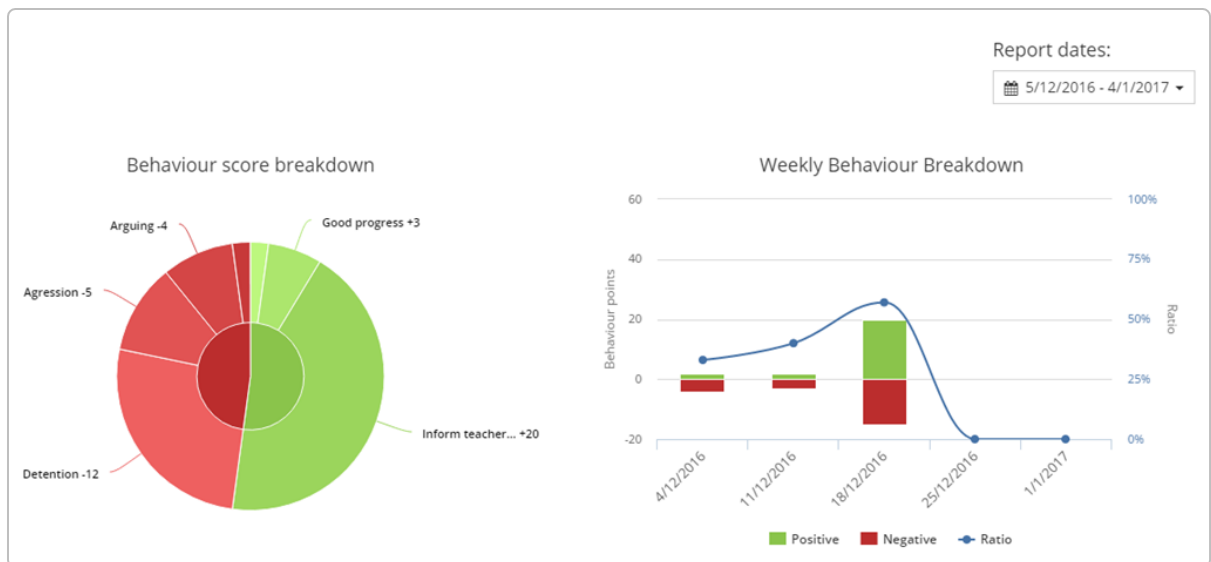
Quick start guide

Getting started with Analytics



## Beginning with Analytics

Once you are logged in you will see the Classes Screen. To begin using Analytics, click on the [Analytics](#) option in the menu bar.



## Beginning with Analytics

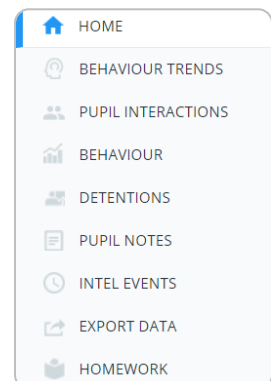
The analytics page provides you with an [overview of behaviour](#) for the entire school within a [specified date range](#). You will see how many positive and negative awards have been issued, as well as an indication of [how behaviour has been awarded over time](#).

The date range of the displayed behaviour data can be changed by clicking the [Report dates](#) field in the top right corner.

## Analytics features

To the left you'll see the [Analytics menu](#). From here you can access additional analytics features such as behaviour [reporting](#), behaviour [patterns](#) and [intelligence events](#).

These features are covered on the following pages.



HOME	Last 6 months ▾							
	Pupil name	Tutor group	Year group	House	Start ratio	End ratio	Progress	
BEHAVIOUR TRENDS	Deteriorating behaviour Improving behaviour							
PUPIL INTERACTIONS								
BEHAVIOUR								
DETENTIONS								
PUPIL NOTES								
INTEL EVENTS								
EXPORT DATA								
HOMEWORK								
		Steven Sternberg	11C	11	Boyle	79%	68%	-11%
		Billy Sellmann	11B	11	Boyle	76%	87%	11%
		Freya Van der Keep	11A	11	Boyle	72%	84%	12%
		Niki Suzuki	11B	11	Newton	72%	84%	12%
		Bianca Nelson	11B	11	Flemin	82%	95%	13%

## Behaviour Trends

This list indicates how behaviour has changed for each pupil over a selected time period. The **start** and **end** ratios describe the **relationship between good and bad behaviour**, at the beginning and the end of the time period respectively. The overall difference between the ratios is shown in the **progress** column.

You can choose to display these behaviour trends in **deteriorating** or **improving** order. To change the time period to track by, select from the drop down menu above the list of pupils.

HOME	Last 6 months ▾		All years/hou... ▾		Typical behaviour	Behaviour together	Difference
BEHAVIOUR TRENDS							
PUPIL INTERACTIONS							
Negative influence							
Positive influence							
Evaluate pupil							
BEHAVIOUR							
DETENTIONS							
PUPIL NOTES							
INTEL EVENTS							
EXPORT DATA							
HOMEWORK							
		Ben (11A) Abbot		Ley (11E) Caldwell	97%	0%	-97%
		Ben (11A) Abbot		Sandra (11A) Dahl	97%	0%	-97%
		Ben (11A) Abbot		Sebastian (11E) Lewis	97%	0%	-97%
		Lee (11F) Ching		Roberta (11A) Young	95%	0%	-95%
		Leigh (11Q) Dawson		Roberta (11A) Young	95%	0%	-95%

## Pupil Interactions

This list compares how two pupils behave typically to when they are seated together. The **difference** column describes the type of influence (**positive** or **negative**) they have on each other.

You can also evaluate how a particular pupil interacts with others by using the **Evaluate pupil** option.

## Generating reports

Analytics allows you to create various reports. To generate reports, click on [Behaviour](#), [Detention](#), [Pupil Notes](#) or [Homework](#) within the Analytics menu.

You will be presented with a form similar to the one on the right, which is broken down into the following sections:

**Saved reports:** This is where your saved report criteria are kept. Clicking on one will [restore your search terms](#).

**Date range:** Select a [timeframe](#) for your report.

**Primary breakdown:** This field specifies what the report is [focused on](#).

**Secondary breakdown:** You can also specify an [optional](#) breakdown.

**Filter options:** Tick these checkboxes to [refine your search](#).

### Generate a behaviour report

**Saved reports:** [Weekly behaviour](#) [Year 10 Behaviour](#) [View all](#)

**Date range:**

Compare to another period

**Primary breakdown**

**Secondary breakdown**

Filter by teacher

Filter by lesson

Filter by pupil

Filter by group

Filter by outcome

Filter by year

Filter by house

Filter by subject

Filter by behaviour type

Include archived pupils

Analyse number of incidents instead of points

**Generate report:** Clicking this button will [display the results](#) of the report. Depending on the type of report you are running, the display will differ slightly. This is explained in more detail on the next page.

**Export to Excel:** This button will convert the results of your report into an [excel spreadsheet](#).

**Save for later:** If you wish to reuse your report's criteria again, you can save them for later use. Click this button and give your report a name to [save the report](#) to your list of saved reports.

## Behaviour Reports

This report highlights the differences in positive and negative behaviour points using the **Ratio** column.

Ticking **Analyse number of incidents instead of points** allows you to track the amount of behaviour incidents.

Positive	Negative	Ratio
4	-2	67%

Analyse number of incidents instead of points

Category ▾	Total length
Afterschool <a href="#">↗</a>	30 min

Analyse detention length instead of count

## Detention Reports

This report tracks how detentions have been allocated across the school.


Tick **Analyse detention length instead of count** to display the **total duration** of the detentions instead of the frequency.

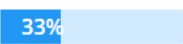
## Pupil Note reports

This report tracks how pupil notes have been made across your school. This can be broken down by note category if you have any set up.

Click on a result within the generated report to **view the awarded note**.

STAN ACKTON (9A) <a href="#">↗</a>	
Caution <a href="#">↗</a>	1
Example <a href="#">↗</a>	1
No category <a href="#">↗</a>	2
Praise <a href="#">↗</a>	1
	5

Category ▾	Assignments
11A/Fr1	4 

Category ▾	Submitted	Overdue	Ext. Circ.	Overall	Ratio
Dave Abbes (10D)	1	2	0	3	33% 

## Homework reports






Homework reports are split into two categories: **set** reports and **submission** reports.

Set reports track the **amount** of homework tasks, whereas submission reports track how **pupils** have handed in their homework.

## Pupil reports

To access an analytical breakdown of a specific pupil's behaviour, locate the pupil in the [Pupil details](#) table and click on the [page](#) icon for their entry.

<input checked="" type="checkbox"/>	 Jimmy Abbey		Male
-------------------------------------	---	---	------

Activity	
Friday 7 April	
 Jimmy Abbey Detention awarded for Refusing in 13A/Ts1 by Mr C MacDougall in Room Art Room 1. Type: After School Location: Hall Date: 7/4/2017 Time: 15:45	15:53 ☆
 Jimmy Abbey Rudeness awarded in 13A/Ts1 by Mr C MacDougall in Room Art Room 1.	15:53 ☆
 Jimmy Abbey True Grit awarded in 13A/Ts1 by Mr C MacDougall in Room Art Room 1.	15:53 ☆
 Jimmy Abbey Good Point awarded in 13A/Ts1 by Mr C MacDougall in Room Art Room 1.	15:53 ☆
 Jimmy Abbey What you want awarded in 13A/Ts1 by Mr C MacDougall in Room Art Room 1.	15:53 ☆

You will be presented with the pupil's behaviour report. Depending on your school's settings, this page will contain a [breakdown of the pupil's behaviour](#) with a detailed [activity list](#), [homework submission](#) information, [attendance](#) information and a list of their [assigned classes](#).

Clicking on a class will [filter the report](#) by that class.


Click the [print](#) button in the top left hand corner to generate a pdf version of the report.

## Analytic Reports

You can also access analytics information for [classes](#), [subjects](#), [year groups](#) and [tutor groups](#) by clicking the [reports](#) button on the respective menu page.

Example

Pupils: 20/24  
Room: Gym



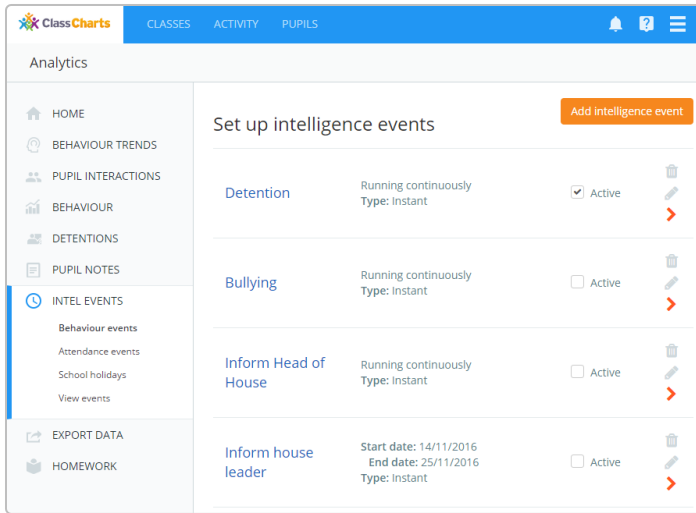
[Start](#) [Reports](#)

[Edit class](#)

Additional Science

Mrs A Abell

[Reports](#)



## Intelligence Events

If you are a School Admin user, you will see an **Intel Events** option. Clicking on this will take you to a list of your school's existing intelligence events.

To create an intelligence event, click on the **add intelligence event** button and give your event a name.

### Set up intelligence events

**1 Name**

Name  
test

Start date End date

If no dates are set the intelligence event will continuously run.

Instant (check after each incident)

Active  
 Only once per pupil

**2 Conditions**

1 negative behaviour point

Within  
1 days (24 hours)

Add condition

**3 Actions**

Add action

Display event in activity feed Delete / Edit  
Colour: Green

Cancel Save event

## Setting up an Intelligence Event

You will then be presented with the screen above. Here, event creation will be broken down into 3 stages:

1. **Name:** This column contains the **basic event information** such as name, how long the event will run for, how quickly the event should fire when triggered, if it is active and if the same pupil can trigger the event more than once.
2. **Conditions:** Here you can specify the **criteria that need to be met** and the timeframe they need to be triggered in.
3. **Action:** The action column allows you to set **the outcome that occurs when the event is triggered**. This includes displaying the event in the activity feed, alerting a member of staff, and many more.

To enable the intelligence event, you must ensure that the **active** checkbox is ticked.

## Intelligence Event Notifications

When a teacher has been set up to receive event notifications, they will receive an email which explains the actions that triggered the event.

In addition to this, the notification will also show up in their [notifications centre](#). To access this, click on the [bell](#) icon in the top right hand corner of Class Charts.



The notifications centre displays a [list](#) of your recently received notifications. The list can be [searched](#) and filtered down to [seen](#) and [unseen](#) notifications.

Each notification in the list contains the menu shown on the right. Each item performs the following function:



**Checkbox:** Click the checkbox to [select multiple](#) notifications. You can then delete the selected notifications by clicking on the [Delete selected](#) button at the top of the page.

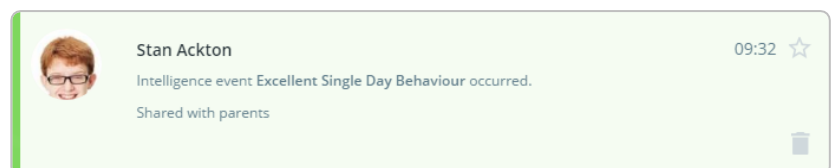
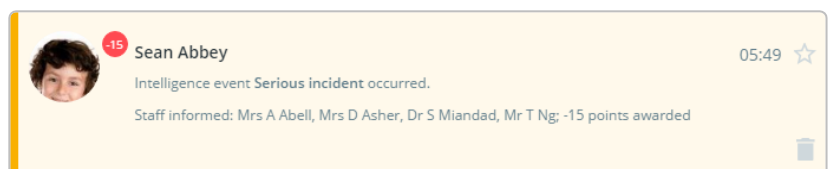
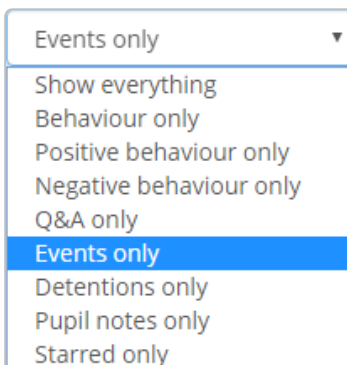
**Bin:** Click the bin icon to [delete](#) the notification.

**Star:** Click the star icon to [favourite](#) the event. You can then filter the list by starred notifications by selecting [show starred notifications](#) in the top drop down menu.

**Arrow:** Click the arrow to expand the entry and display additional information about the event.

## Intelligence Events in the Activity Feed

You can also keep track of intelligence events within your school's activity feed. Simply select [Events Only](#) from the [Show Everything](#) drop down menu to restrict the feed to displaying intelligence events.





## Export Data

Behaviour data recorded in Class Charts can be exported in the form of an Excel spreadsheet. This feature can be accessed from the [Export data](#) option in the Analytics menu.

Select the date range of your choosing and click [Export to Excel](#) to receive a detailed list of behaviour incidents in chronological order.

### Export behaviour data

Date range

  
[Export to Excel](#)

## Set up School Holidays

Class Charts allows you to specify when school holidays take place. To access the school calendar in Analytics, click on the [Intel Events](#) option in the side menu and select [School holidays](#).

### Set up school holidays

[PREVIOUS](#) [NEXT](#) [TODAY](#) April 1 - 30 2017

Monday 27 Mar	Tuesday 28 Mar	Wednesday 29 Mar	Thursday 30 Mar	Friday 31 Mar	Saturday 1 Apr	Sunday 2 Apr
27	28	29	30	31	1 <a href="#">Weekend</a>	2 <a href="#">Weekend</a>
3 <a href="#">Holiday</a>	4 <a href="#">Holiday</a>	5	6	7	8 <a href="#">Weekend</a>	9 <a href="#">Weekend</a>

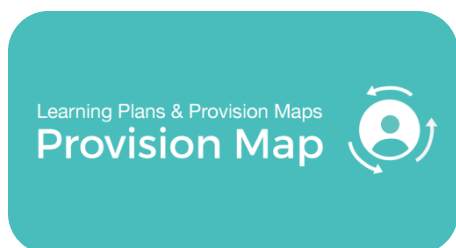
To specify that a date is a school holiday, [click on the date](#) in the calendar. A [holiday](#) banner will then appear for the chosen day. Days marked as a holiday will [not](#) be included in reports or intelligence events.

You can view the other months by clicking the [previous](#) and [next](#) buttons above the calendar. Click the [Today](#) button to return to the current month.

## Further support

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

## Our Products



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

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.



[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.