

## How to Find Student and Pupil ClassCharts Codes

1. Navigate to ClassCharts.com and log in as a teacher. There is a link on the Brigshaw Wheel if you would prefer that to typing it in the address bar.



2. On the top bar, click "Pupils".



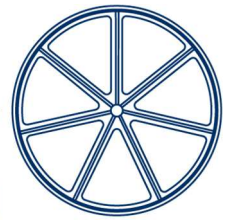
3. Use the filter bar to narrow down your selection to the Student(s) you want to find the codes for. If for some reason this doesn't work or doesn't seem to filter to the students you expected it to, refresh the page by pressing "F5" on your keyboard or by clicking the spiral arrow refresh button next to the address bar.

Your filters: Pupil: **Joe Bloggs X** Year: **10 X**

Pupil	Report	Gender	Group	Year
<input checked="" type="checkbox"/> Joe Bloggs		show all		x10

4. Scroll across to the right until you find the "Parent account" and "Pupil account" columns. If the account has never been used, you'll find a cross. If it has, you'll see a tick and the date it was last accessed instead.

Parent account	Pupil account
show all	show all
✓ (9/5/2020)	✓ (7/7/2020)
✓ (18/9/2020)	✓ (23/1/2020)
✗	✗



5. Click on the tick/cross in the appropriate row for your student, and the correct column depending on if you need a parent or pupil code.

Pupil code

<https://www.classcharts.com/student>

[Download printable invitation](#)

6. Give the code to the student or parent. If you'd prefer, there is a "Download printable invitation" button to generate a letter you can send instead.

Please ensure you are sending the correct student/parent code to the correct student/parent. You can confirm the email address in Arbor. Please immediately notify IT & our data protection officer, if you make a mistake.