

PARENT GUIDE TO CLASS CHARTS

1 Download the **Class Charts Parent** app from either the Google play store (for android users) or the App store (for Apple users). You can download it to tablets and phones.



2 Once you have downloaded the app it is easy to Log in. You will need your email address, the code which the school will provide and your child's date of birth.

- Enter your email address
- Choose "I don't have an account yet"
- Enter your parent access code and name
- Enter the students date of birth in the format DD/MM/YYYY
- Choose a password
- Click **login**

The code can be used multiple times so if more than one parent/carer wants to use the app then just register the email address and follow the instructions.

If you have multiple children in our Academy you can add additional children to your account. All you need to do is click the person's head outline. Click '**add pupil**'.

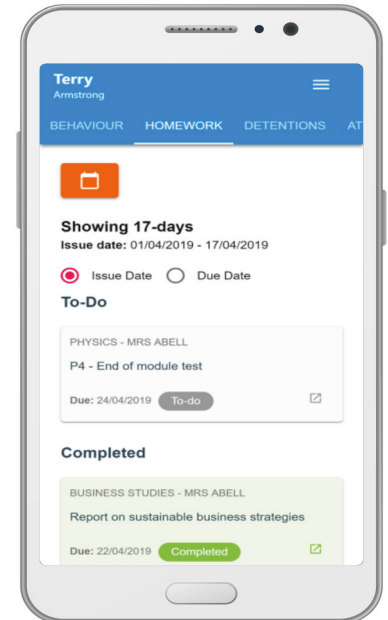
You will need the code for the child you want to add and their birthdate in the format DD/MM/YYYY.

You can then switch between children so you don't have to log in and out.

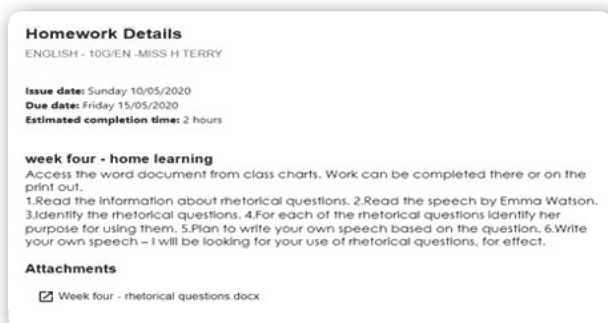
3 You can then see what your child is being given for home learning.

4 You can change the dates and check different weeks.

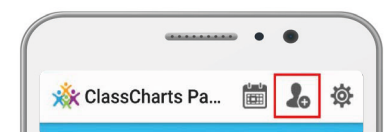
5 You can also see what is to be handed in and when.



EXAMPLE:



You can also message teachers if you are unsure about any of the work set.



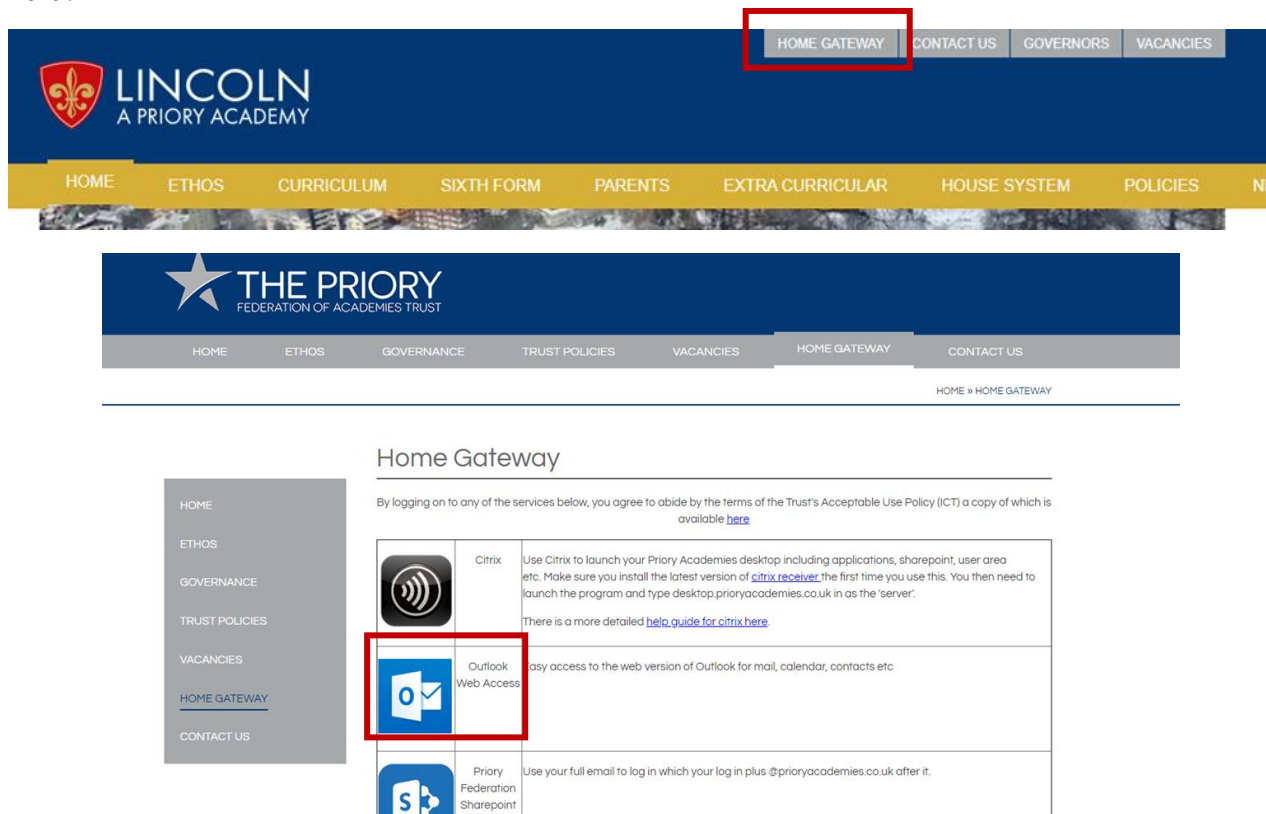
Click on the message tab (located at the top of the screen) and find the teacher you need to talk to. You can then send them a message.

Access to Learning at Home

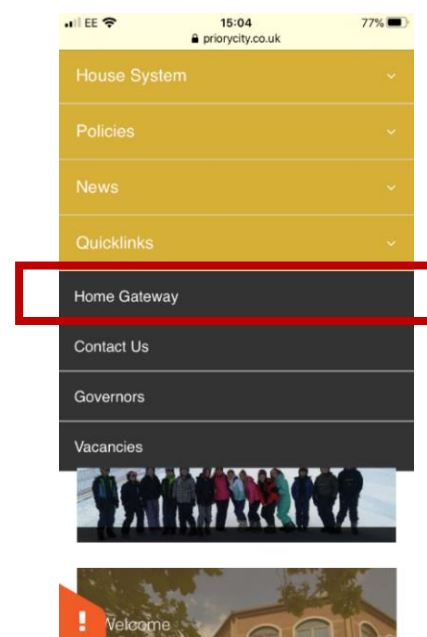
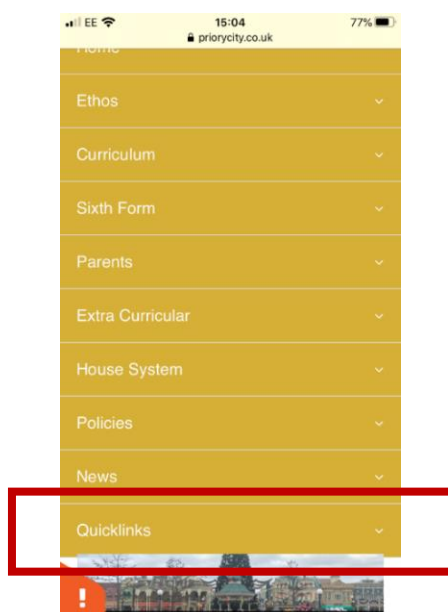
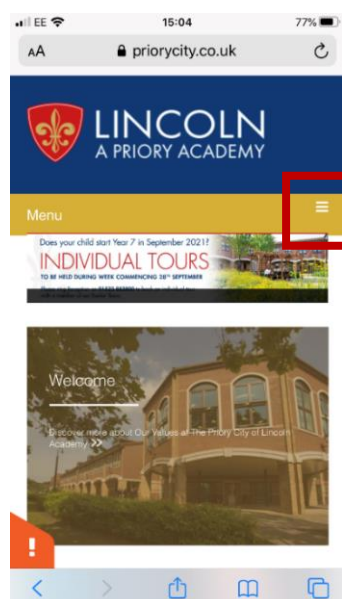
Outlook – emails

Students can access their email both at school and at home through outlook. At home, Google 'Priory City of Lincoln' and you will see the Academy Website.

On a computer/laptop, go to Home Gateway (in the top right hand corner of the website) then click on Outlook Web access. Students will need to use their Academy email: C.....@prioryacademies.co.uk and password.



If you are using a phone or an iPad, you will need to click on the 3 horizontal lines and then 'Quicklinks', 'Home Gateway' and click on 'Outlook Web access'.



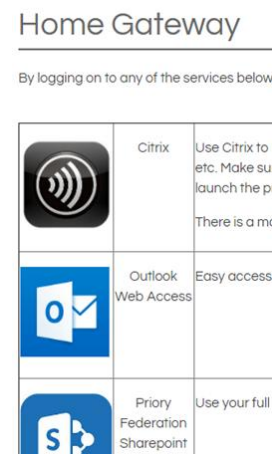
From here, students can send and receive emails to and from their teachers. Email addresses can be searched for in the 'To:' section of outlook. Staff email addresses follow the same format – first letter of forename followed by surname then @prioryacademies.co.uk. For example jbloggs@prioryacademies.co.uk

Citrix – virtual desktop

Citrix is a program that will allow students to use their home computer as their academy computer. They will have access to their email and all the programs they use at school. Their desktop will mirror their school desktop. Students will need to download Citrix from the academy website. Follow the instructions above for accessing school email but instead of clicking on Outlook, click on Citrix and follow the instructions from there.

SharePoint – shared website

SharePoint is the shared website of the Lincoln Academy. There is a home dashboard for announcements from the Academy and from there, students will be able to access all of their subjects (on the left hand side menu). SharePoint can be accessed either through Citrix or through the Home Gateway as above.



Class-Charts – homework and home learning

Students and parents/carers have been given a Class-Charts login. Students have a 10 digit code. To access Class-Charts students need to google 'Class charts' and login from the site. It will ask for their date of birth (in the format DD/MM/YYYY). It may then ask for an access code; this is the same 10 digit code. Here you will find details of homework or home learning.

Microsoft Streams – videos

Staff may record a video for students to view at home. They will be sent a link for this video via email to watch through streams. Streams videos are best viewed through a standard webpage on a computer/laptop or phone. If possible we would encourage students to download the streams app to their devices through Google play store (android) or the App Store (apple). Students will need to use their academy email address and password to view the videos.



Khan Academy – maths

Khan Academy is an online learning website that the Maths department use for home learning amongst other websites. Your child's Maths teacher may set work on there. If they do, they will put this on Class-Charts for students to see. All students will be given a log in and a password to access the site. Students need to watch the videos and complete the work online. Your child's Maths teacher will be able to monitor what has been completed.

Seneca Learning – learning platform

Seneca Learning is used across all curriculum areas. It is totally free and students can use it at their own pace. The class teacher will inform students which areas to study. Seneca uses videos and online questions. If students have not set up an account they can do this using their academy email address and password.