



# ClassCharts

Part of **tes**

Bwrw ati gyda chyfrif rhieni /  
Getting started with Parent accounts

# Beth Yw ClassCharts? / What is Class

Yn dibynnu ar sut mae'ch ysgol wedi sefydlu ein system, byddwch yn gallu defnyddio Siartiau Dosbarth i gadw golwg ar ymddygiad eich plentyn, gweld cofnodion presenoldeb, cyrchu eu hamserlen wythnosol, gweld tasgau gwaith cartref a neilltuwyd, olrhain cadwedigaethau wedi'u hamserlennu, creu cyflwyniadau lles a gweld cyhoeddiadau gan eu hysgol.

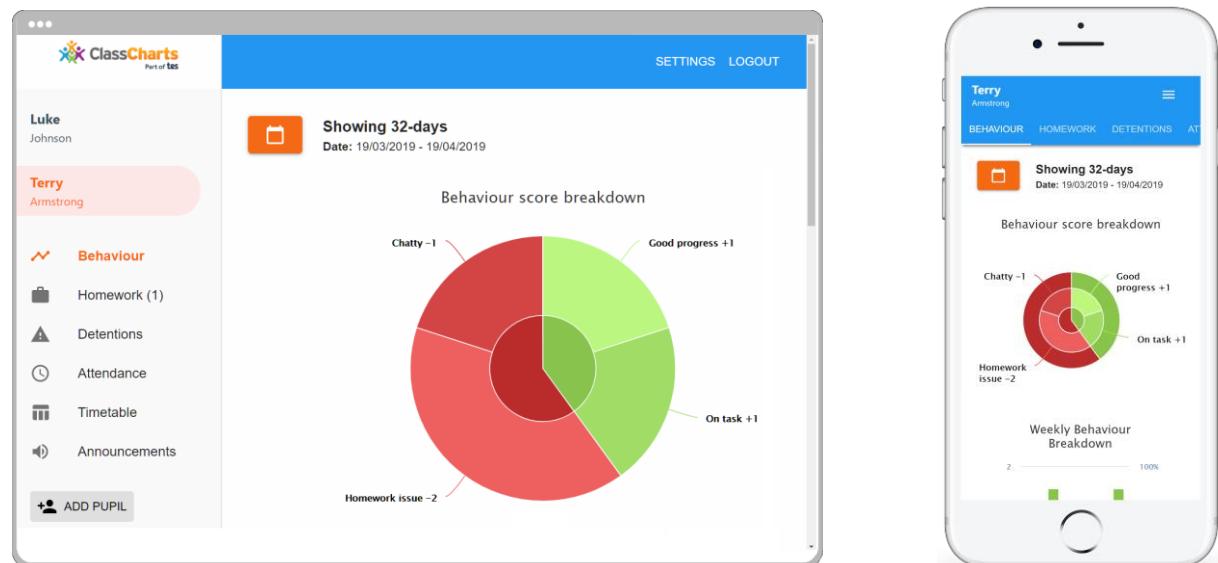
Os oes gennych fwy nag un plentyn, gallwch gyrchu gwybodaeth Siartiau Dosbarth am eich plant o gyfrif rhiant canolog, sengl.

Gellir cyrchu Siartiau Dosbarth i rieni trwy ein gwefan, neu trwy ein apiau iOS ac Android.

*Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements from their school.*

*If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.*

*Class Charts for parents can be accessed via our website, or through our iOS and Android apps.*



# Beth Yw ClassCharts? / What is Class

Dylech fod wedi derbyn cod  
Rhiant gan eich ysgol, a  
fydd yn edrych yn debyg i'r  
cod enghreifftiol a  
ddangosir ar y dde

Defnyddir y cod hwn i  
sefydlu'ch cyfrif rhiant  
Siartiau Dosbarth, sydd  
wedi'i gynnwys ar y dudalen  
nesaf.

*You should have received a  
Parent code from your school,  
which will look similar to the  
example code shown on the  
right.*

*This code is used to set up  
your Class Charts parent  
account, which is covered on  
the next page.*



# Cofrestru ar gyfer ClassCharts / Signing up to Class

**1. Dewiswch Cofrestru o'r brif dudalen a llenwi'r ffurflen a ddarperir. Rhowch eich cod rhiant yn y maes cod Mynediad.**

**Sylwch: Nid yw eich Cod Mynediad yr un peth â'ch cyfrinair. Dim ond y cod mynediad sydd ei angen ar gyfer cofrestru cychwynnol.**

*1. Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.*

*Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.*

LOG IN SIGN UP

---

Email address  
example@edukey.co.uk

---

Access code (provided by school)  
ABC123

---

Name  
Example parent

---

Password  
\*\*\*\*\*

---

Retype password  
\*\*\*\*\*

---

# Cofrestru ar gyfer ClassCharts / Signing up to Class

2. Cliciwch ar y botwm Cofrestrwch

o dan y ffurflen.

2. Click on the Sign up  
button below the form.

SIGN UP

3. Cadarnhewch ddyddiad geni'r  
disgybl pan ofynnir amdano. Cliciwch  
ar y maes Dyddiad Geni a  
defnyddiwch y nodwr dyddiad i  
nodi'r dyddiad cywir.

3. Confirm the pupil's date of birth when prompted. Click on the Date of Birth field and use the date picker to enter the correct date

4. Bydd neges gadarnhau yn ymddangos, sy'n nodi bod y broses arwyddo wedi'i  
chwlhau. Gwiriwch eich cyfeiriad e-bost i barhau.

4. A confirmation message will appear, indicating that the sign up process is complete. Verify  
your email address to continue.



You have successfully signed up.

Date of birth  
confirmation

To confirm you are the parent  
/ guardian, please enter your  
child's date of birth.

Date of Birth

06/04/2007

OK

CANCEL

# Agwedd at ddysgu / Attitude towards

Bydd dewis y tab hwn yn dangos graffiau lluosog sy'n cynrychioli trosolwg o gyflawniad eich plentyn a data ymddygiad o fewn amserlen y gellir ei haddasu.

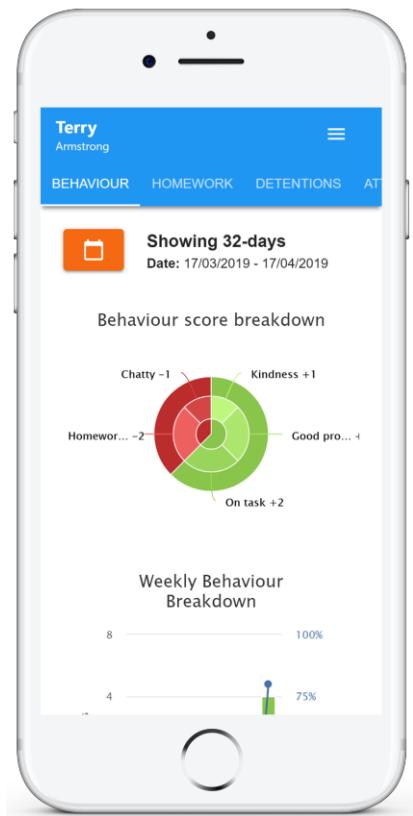
Mae'r ystod dyddiad a arddangosir

yn

31 diwrnod i weld ystod wahanol o ddata ymddygiad, cliciwch ar y botwm Date i ddewis o'r rhagosodiadau sydd ar gael neu i greu eich ystod dyddiad eich hun

*Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.*

*By default, the displayed date range is 31 days To view a different range of behaviour data, click on the Date button to select from the available presets or create your own custom date range.*



# Agwedd at ddysgu / Attitude towards

O dan y graffiau hyn gallwch ddod o hyd i restr o weithgaredd ymddygiad sy'n ymwneud â'ch plentyn. Mae'r rhain yn arddangos yr ymddygiad a ddyfarnwyd, pan gafodd ei ddyfarnu, pwy a ddyfarnodd yr ymddygiad, y wers y dyfarnwyd yr ymddygiad yniddi, a sawl pwynt sy'n werth y wobr.

Thursday 11 July

+1

Terry Armstrong

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20

Mae lefel y manylder ym mhob dyfarniad ymddygiad yn dibynnu ar y gosodiadau y mae eich ysgol wedi'u galluogi.

-1

Terry Armstrong

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

*Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.*

*The level of detail within each behaviour award depends on the settings that your school has enabled.*

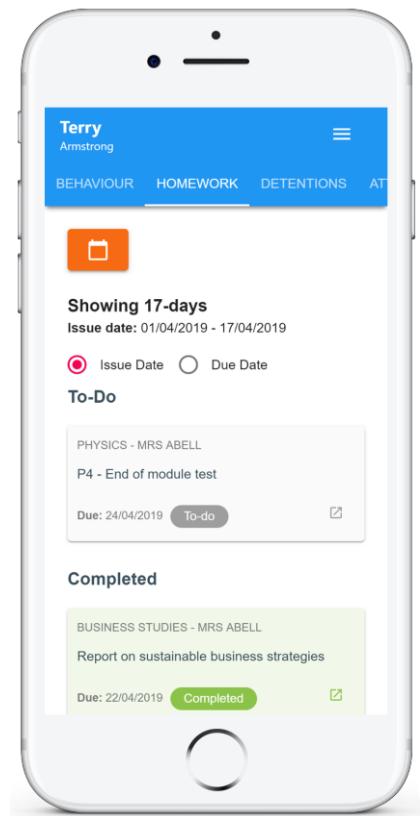
# Gwaith Cartref / Homework

Os yw'ch ysgol wedi penderfynu  
rhannu tasgau gwaith cartref gyda  
rhieni, fe welwch y tab Gwaith  
Cartref wrth edrych ar ddisgyblion  
o'r ysgol honno.

Bydd dewis y tab hwn yn dangos  
rhestr o dasgau gwaith cartref y  
mae eich plentyn wedi'u neilltuo  
iddynt.

*If your school has decided to share  
homework tasks with parents, you will  
see the Homework tab when viewing  
pupils from that school.*

*Selecting this tab will display a list of  
homework tasks which your child has  
been assigned to.*



## Homework Details

PHYSICS - 13C/PH1 - MRS ABELL

**Issue date:** 17/04/2019

**Due date:** 24/04/2019

**Estimated completion time:** 3 hours

### P4 - End of module test

Please revise the following topics for the  
end of module test next **Wednesday**:

# Presenoldeb / Attendance

Os yw'ch ysgol wedi penderfynu rhannu cofnodion presenoldeb gyda rhieni, fe welwch y Tab presenoldeb wrth edrych ar ddisgyblion o'r ysgol honno.

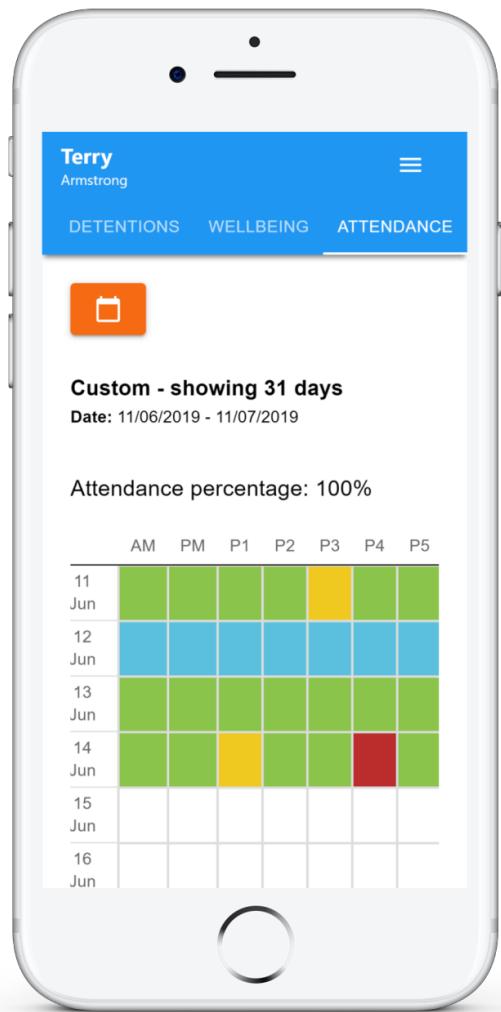
*If your school has decided to share attendance records with parents, you will see the Attendance tab when viewing pupils from that school.*

**Bydd dewis y tab hwn yn  
cyflwyno tabl o ddata  
presenoldeb eich plentyn  
am y 31 diwrnod diwethaf.**

I newid yr amserlen a  
ddangosir o gofnodion  
presenoldeb, cliciwch ar y  
botwm Date a dewiswch  
yr ystod dyddiad o'ch  
dewis.

*Selecting this tab will  
present you with a table of  
your child's attendance data  
for the past 31 days.*

*To change the displayed  
timeframe of attendance  
records, click on the Date  
button and select the date  
range of your choice.*



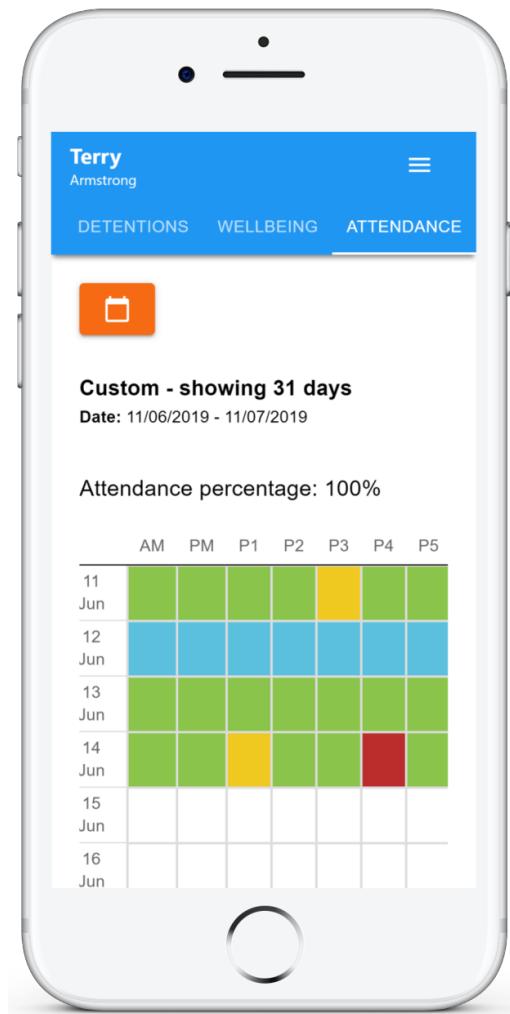
# Presenoldeb / Attendance

Mae cofnodion presenoldeb yn dod o dan bedwar categori:  
Presennol, Hwyr, Absenoldeb awdurdodedig ac absenoldeb anawdurdodedig.

- **Yn bresennol:**  
Mynychodd eich plentyn y wers.
- **Hwyr:** Roedd eich plentyn yn hwyr i'r wers.
- **Absenoldeb awdurdodedig:** Ni fynychodd eich plentyn y wers, ond roedd ganddo reswm dilys dros wneud hynny.
- **Absenoldeb heb awdurdod:** Ni fynychodd eich plentyn y wers ac nid oedd ganddo reswm dilys dros wneud hynny.

*Attendance records fall under four categories:  
Present, Late, Authorised absence and Unauthorised absence.*

- **Present:** Your child attended the lesson.
- **Late:** Your child was late to the lesson.
- **Authorised absence:** Your child did not attend the lesson, but had a valid reason for doing so.
- **Unauthorised absence:** Your child did not attend the lesson and did not have a valid reason to do so.



# Negeseuon / Messaging

Bydd dewis y tab hwn yn cyflwyno amserlen eich plentyn ar gyfer y diwrnod cyfredol. Mae hyn yn cynnwys amser pob gwers, enw'r wers, enw'r athro a'r ystafell lle bydd y wers yn digwydd.

Bydd gwers gyfredol eich plentyn yn cael ei hamlygu mewn glas, fel y dangosir ar y dde.

I weld data amserlen ar gyfer diwrnod arall o'r wythnos, cliciwch ar un o'r dyddiadau eraill sy'n cael eu harddangos ar ben yr amserlen.

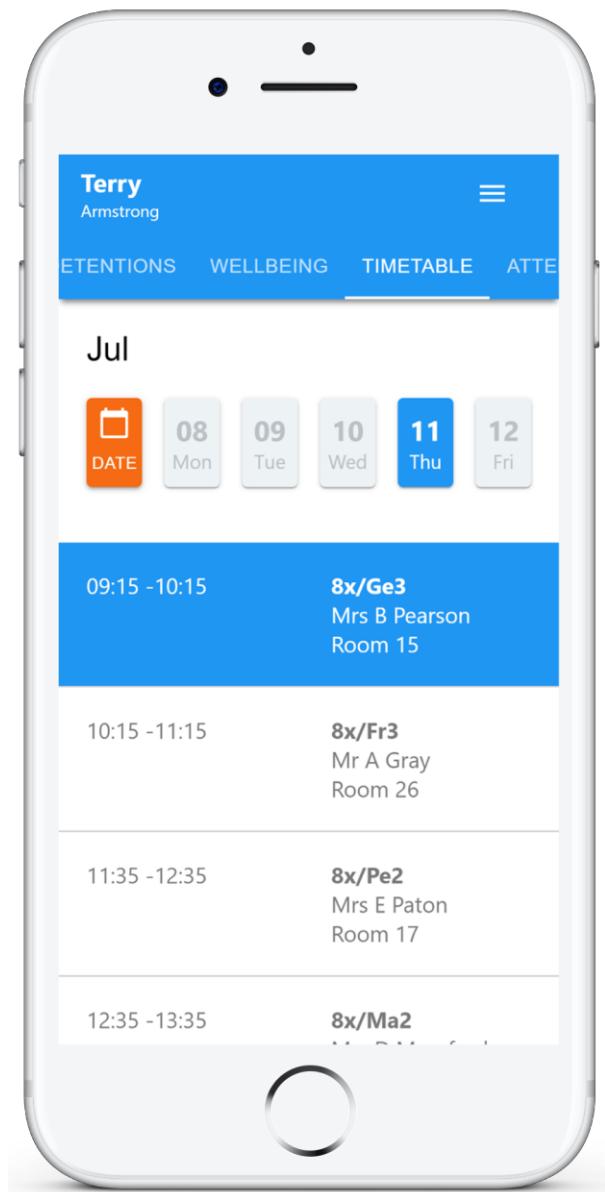
I newid yr wythnos sy'n cael ei harddangos, cliciwch ar y botwm Date a dewis dyddiad o'r wythnos o'ch dewis.

*Selecting this tab will present you with your child's timetable for the current day. This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place.*

*Your child's current lesson will be highlighted in blue, as shown on the right.*

*To view timetable data for another day of the week, click on one of the other displayed dates along the top of the timetable.*

*To change the displayed week, click on the Date button and select a date from the week of your choice.*



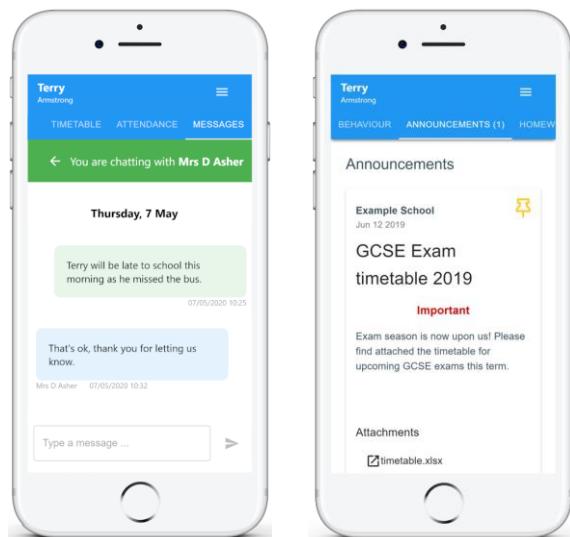
# Negeseuon / Messaging

Os yw'ch ysgol wedi penderfynu rhannu cyhoeddiadau gyda rhieni, fe welwch y Tab cyhoeddiadau wrth edrych ar ddisgyblion o'r ysgol honno.

*If your school has decided to share announcements with parents, you will see the Announcements tab when viewing pupils from that school.*

Os yw'ch ysgol wedi penderfynu caniatáu cyfathrebu dwy ffordd gyda rhieni, fe welwch y tab Negeseuon wrth edrych ar ddisgyblion o'r ysgol honno.

*If your school has decided to allow two-way communication with parents, you will see the Messaging tab when viewing pupils from that school.*



Os ydych wedi derbyn neges newydd heb ei darllen, fe welwch ddot goch ar y tab Negeseuon ac enw staff y swyddfa neu'r athro.

*If you have received a new unread message, you will see a red dot on the Messaging tab and the office staff or teacher's name.*

Messaged

DA Mrs D Asher  
2 hours ago

SD Mr S Dumbell  
9 days ago

# Mewngofnodi / Logging in

Ar ôl i chi ymuno â Siartiau Dosbarth, gallwch fewngofnodi yn ôl i'ch cyfrif rhiant ar unrhyw adeg

Once you have signed up to Class Charts, you can log back into your parent account at any time.

1. Dewiswch Mewngofnodi o'r brif dudalen a nodwch eich cyfeiriad e-bost a'ch cyfrinair yn y meysydd a ddarperir.

Select Log In from the main page and enter your email address and password into the fields provided.

2. Cliciwch ar y botwm Mewngofnodi i ddechrau cyrchu eich cyfrif rhiant Siartiau Dosbarth.

Os hoffech aros mewngofnodi pan fyddwch yn cau'r app Siartiau Dosbarth, ticiwch y blwch gwirio sydd wedi'i labelu Cofiwch fi.

2. Click on the Log in button to begin accessing your Class Charts parent account.

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.

LOG IN    SIGN UP

Email address \*

Your email address

Password \*

Your password

LOG IN

Remember me

# Mewngofnodi / Logging in

Os ydych wedi anghofio'ch  
cyfrinair, cliciwch ar y ddolen  
**Anghofio eich cyfrinair.** Fe'ch  
anogir i gadarnhau eich  
cyfeiriad e-bost fel y gellir  
anfon e-bost ailosod cyfrinair.

*If you have forgotten your  
password, click on the **Forgot  
your password link.** You will be  
prompted to confirm your email  
address so that a password reset  
email can be sent.*

Forgot your password? [Click here to reset.](#)

# Ychwanegu Plant / Adding additional pupils

Ar ôl i chi sefydlu'ch cyfrif rhiant Siartiau Dosbarth, gallwch ychwanegu plant ychwanegol i'r un cyfrif. I ychwanegu plentyn arall i'ch cyfrif, dilynwnch y camau isod  
Once you have set up your Class Charts parent account, you can add additional children to the same account. To add another child to your account, please follow the steps below:

## 1. Cliciwch ar Ychwanegu

Disgyblion yn y ddewislen llywio ar yr ochr chwith.

*Click on Add Pupil button in the left hand side navigation menu.*



## 2. Rhowch y Cod Mynediad i Rieni a ddarparwyd i chi gan eich ysgol.

*Enter the Parent Access Code that was provided to you by your school.*

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code

ABC123

OK

CANCEL

## 3. Nodwch ddyddiad geni eich plentyn pan ofynnir iddo.

*Enter your child's date of birth when prompted.*

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth

08/03/2006

OK

CANCEL

## 4. Bydd neges gadarnhau yn ymddangos a bydd y plentyn yn cael ei ychwanegu at y ddewislen llywio ar yr ochr chwith.

*A confirmation message will appear and the child will be added to the left hand side navigation menu.*



You have successfully added a child.

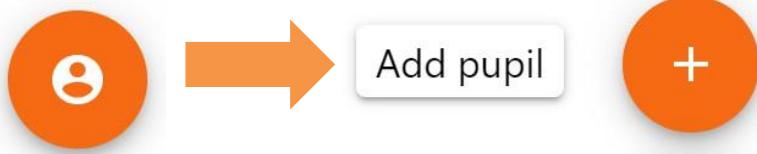
## Ychwanegu Plant (App) / Adding additional pupils (app)

Gallwch hefyd ychwanegu plant ychwanegol trwy'r ap Rhieni Siart Dosbarth. I ychwanegu plentyn arall i'ch cyfrif trwy'r ap, dilynwch y camau isod:

*You are also able to add additional children through the Class Charts Parent app. To add another child to your account via the app, please follow the steps below:*

1. Cliciwch ar yr eicon Disgybl yng nghornel dde isaf yr app a dewiswch Ychwanegu disgybl.

*1. Click on the Pupil icon in the bottom right hand corner of the app and select Add pupil.*



2. Rhowch y Cod Mynediad i Rieni a ddarparwyd i chi gan eich ysgol.

*2. Enter the Parent Access Code that was provided to you by your school.*

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code  
ABC123

OK CANCEL

3. Nodwch ddyddiad geni eich plentyn pan ofynnir iddo.

*3. Enter your child's date of birth when prompted.*

Date of birth confirmation

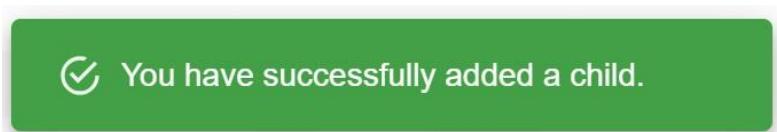
To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth  
08/03/2006

OK CANCEL

4. Bydd neges gadarnhau yn ymddangos a bydd y plentyn yn cael ei ychwanegu at naidlen eicon y disgybl.

*4. A confirmation message will appear and the child will be added to the pupil icon popup.*



## Mynd o gyfrif un plentyn i'r llall / Switching between pupils

Os yw plant lluosog wedi'u sefydlu ar eich cyfrif rhiant Siartiau Dosbarth, gallwch newid rhwng ddynt a gweld data plant penodol ar unrhyw adeg.

If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

I newid rhwng disgylion ar yr olygfa bwrdd gwaith, cliciwch ar eu henw yn y ddewislen ar yr ochr chwith.

Bydd eu dangosfwrdd disgylion unigol yn agor ar y cofnod cyntaf yn y rhestr. Yna gallwch chi newid rhwng categorïau tab trwy glicio ar yr eiconau sydd ar gael yn y rhestr.

To switch between pupils on the desktop view, click on their [name](#) in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

Gallwch wirio i weld pa ddisgybl sy'n cael ei ddewis ar hyn o bryd trwy chwilio am y tab oren yn tynnu sylw at ei enw yn y ddewislen ar yr ochr chwith.

You can check to see which pupil is currently selected by looking for the orange tab highlighting their name in the left hand side menu.

Luke

Johnson

Terry

Armstrong



ADD PUPIL

Terry

Armstrong

## Mynd o gyfrif un plentyn i'r llall / Switching between pupils

I newid rhwng plant ar yr ap symudol,  
cliciwch ar yr eicon Disgybl yng  
nghornel dde isaf yr ap a dewiswch y  
plentyn o'ch dewis.

Bydd eu dangosfwrdd disgyblion unigol  
yn agor, gan ganiatáu ichi newid rhwng  
eu tabiau sydd ar gael.

*To switch between children on the mobile app, click on the Pupil icon in the bottom right hand corner of the app and select the child of your choice.*

*Their individual pupil dashboard will open, allowing you to swipe between their available tabs.*

Add pupil

+

Luke  
Johnson

L

Terry  
Armstrong

T

# Gosodiadau Cyfrif / Account settings

Os ydych chi'n defnyddio'r olygfa bwrdd gwaith, gallwch gyrchu dewislen gosodiadau'r cyfrif trwy'r botwm Gosodiadau yng nghornel dde uchaf y dudalen.

SETTINGS LOGOUT

Os ydych chi'n defnyddio'r ap symudol, gellir cyrchu'r opsiynau hyn trwy'r ddewislen tair llinell yn y gornel dde uchaf.

*If you're using the desktop view, you can access the account settings menu through the Settings button in the top right hand corner of the page.*



*If you're using the mobile app, these options can be accessed through the three lines menu in the top right hand corner.*

# Gosodiadau Cyfrif / Account settings

Mae'r dudalen Newid cyfrinair yn caniatáu ichi nodi cyfrinair newydd ar gyfer eich cyfrif rhiant Siartiau Dosbarth.

Rhaid i'r cyfrinair newydd fod o leiaf **8** nod o hyd, ond rydym hefyd yn argymhell cynnwys llythyr uchaf, llythyren fach, rhif a symbol.

*The Change password page allows you to enter a new password for your Class Charts parent account.*

*The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a lowercase letter, a number and a symbol.*

Mae tudalen manylion y Cyfrif yn caniatáu ichi newid yr enw a arddangosir ar eich cyfrif rhiant Siartiau Dosbarth a'r cyfeiriad e-bost a ddefnyddir i fewngofnodi a derbyn hysbysiadau.

Os nad ydych am ddefnyddio'ch cyfrif rhiant Siartiau Dosbarth mwyach, cliciwch ar yr opsiwn Dileu Cyfrif i'w ddileu yn barhaol. Os byddwch chi'n newid eich meddwl, bydd angen i chi arwyddo eto gan ddefnyddio'r cod rhiant a ddarperir i chi gan eich ysgol.

*The Account details page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.*

*If you no longer wish to use your Class Charts parent account, click on the Delete Account option to permanently delete it. Should you change your mind, you will need to sign up again using the parent code provided to you by your school.*

## X Change password

Current password

New password

Repeat password

## X Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

# FAQs & Troubleshooting

“Does gen i ddim cod rhiant!”

Cysylltwch â'ch ysgol a gofynnwch am god rhiant newydd.

“Alla i ddim mewngofnodi! “

Gwiriwch eich blwch derbyn. Ydych chi erioed wedi cael e-byst o Siartiau Dosbarth? Os na, gallai eich cyfeiriad e-bost gael ei gamsillafu.

“Mae'n dweud nad oes gen i gyfrif!”

Gwnewch yn siŵr eich bod wedi ceisio arwyddo gyda'ch cod mynediad rhieni cyn ceisio mewngofnodi.

“Mae fy nghyfrinair yn anghywir!”

Defnyddiwch y ddolen “Wedi anghofio eich cyfrinair” i ailosod eich cyfrinair.

“Dw i ddim yn gweld!”

Mae'r canllaw cychwyn cyflym hwn yn darparu gwybodaeth am ein holl fodiolau. Os nad ydych yn gweld modiwl a grybwylkir yn y canllaw hwn, efallai na fydd eich ysgol wedi penderfynu prynu / galluogi'r modiwl hwnnw.

“Hoffwn wybod mwy am eich polisi preifatrwydd“

Rydym yn storio'ch data yn ddiogel yn y DU.

Defnyddir eich cyfeiriad e-bost ar gyfer mewngofnodi cyfrifon a'i rannu gyda'r ysgol fel y gallant anfon hysbysiadau a chynorthwyo gyda phroblemau mewngofnodi cyfrifon.  
Ni fyddwn yn rhannu eich data ag unrhyw bartion eraill a byth yn ei ddefnyddio at ddibenion marchnata. Am wybodaeth fanylach cliciwch yma:

<https://www.edukey.co.uk/edukey-terms-conditions/>

# FAQs & Troubleshooting

**“I don’t have a parent code!”**

Please contact your school and ask for a new parent code.

**“I can’t log in! “**

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

**“It says I don’t have an account!”**

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

**“My password is incorrect!”**

Please use the “Forgot your password” link to reset your password.

**“I’m not seeing \_\_\_\_ !”**

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

**“I would like to know more about your privacy policy“**

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

<https://www.edukey.co.uk/edukey-terms-conditions/>