



ClassCharts

Part of **tes**

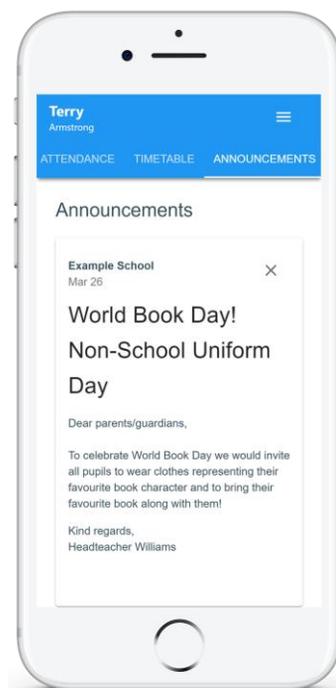
Quick start guide for Announcements

Getting started with Announcements

Announcements is a powerful module that ensures that pupils and parents stay up to date with important school notices and events.

If you have pupil and parent accounts enabled at your school, Class Charts allows you to send **one way** announcements to pupils and parents.

This quick start guide will show you how to **set up** announcements, how to **make changes** to existing announcement and how to **delete** announcements.



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Viewing announcements

To view announcements, click on the [Announcements](#) tab along the top of the page.

ANNOUNCEMENTS

You will be redirected to the [Announcements](#) page, which displays a list of announcements that have been previously created in your school.

Click on the [Show all](#) buttons to display more information.

Pupils	Title	Description	Teacher
<ul style="list-style-type: none">Graham Abbess (8A)Grenetta Abbey (11F)Jimmy Abbey (G)show all...	Field trip to Paris	Please read! The end of term trip to Paris will take place on the 15th of July. If you are interested in going, we show all...	Mr Dane Harris
<ul style="list-style-type: none">Jimmy Abbey (G)show all...	ICT coursework submission date	Dear Jimmy, I can confirm that your request to extend the deadline for your ICT coursework has been approved. Your new show all...	Mr Brian Butterfield

In the right hand side of the announcements list, you'll see additional columns.

These columns track how many of the recipients have [read](#) the announcement, [who](#) the announcement was sent to, the date to [stop showing](#) the announcement to recipients and the date that the announcement was [created](#).

Seen By	Sent to	Expiry	Created
1 of 84 Parents	Parents	31/07/2019	11/06/2019, 12:37
1 of 1 Pupils	Pupils	30/07/2019	11/06/2019, 12:35

Creating an announcement

To create a new announcement, click on the [Create Announcements](#) button.



Create announcement

Next, choose who will be sent the announcement. Announcements can be sent to [Pupils](#), [Parents](#) and [Pupils & Parents](#).

Create a new announcement for:

Parents

Finally, use the radio buttons and search options provided to choose who the announcement will be about.

About: Tutor Group Year Group Lessons Whole School Pupils

select all deselect all search...

7B

7C

8A

Once you have decided on the recipients and pupils involved, click on the [Continue to announcement](#) button to begin writing your message.

Continue to announcement >

Writing an announcement

Next, you'll need to write the actual announcement itself. Enter the information of your choice into the [School announcement](#) form provided. The available options are explained below:

Expiry Date: This field determines how long the announcement will be shown to recipients.

Pinned: This field determines if the announcement will stay at the top of a pupil or a parent's announcement feed.

Title: This field represents the title of your announcement.

Description: This field represents the content included in the announcement.

Upload files: This field allows you to include file attachments that are sent as part of the announcement.

Expiry Date *

Pinned



Title *

Description *

B *I* U   X^2 X_2 14 ▾ **A** ▾   

Upcoming exams for 10/05/2019

The following revision clubs have been set up for KS3 Maths:

- **Form 7A Maths:** Mr Robert, Room 47
- **Form 7C Maths:** Mrs Jackson, Room 41

- Book1.xlsx 

Upload files

 No file chosen

(250MB) limit

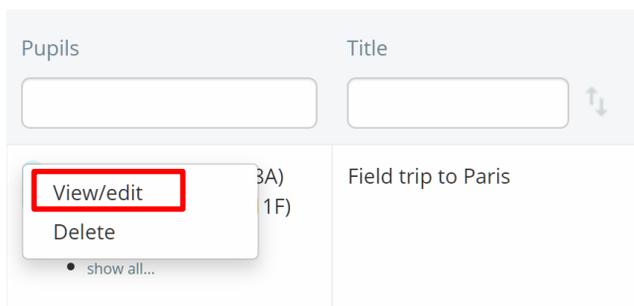
Once you are happy with the announcement, click on the [Send announcement](#) button to share it with the selected recipients.

[Send announcement](#) >

Editing an announcement

Once announcements have been created in your school, you are able to edit their contents with new information.

To do this, click on the three dots menu for an announcement and select [View/edit](#).

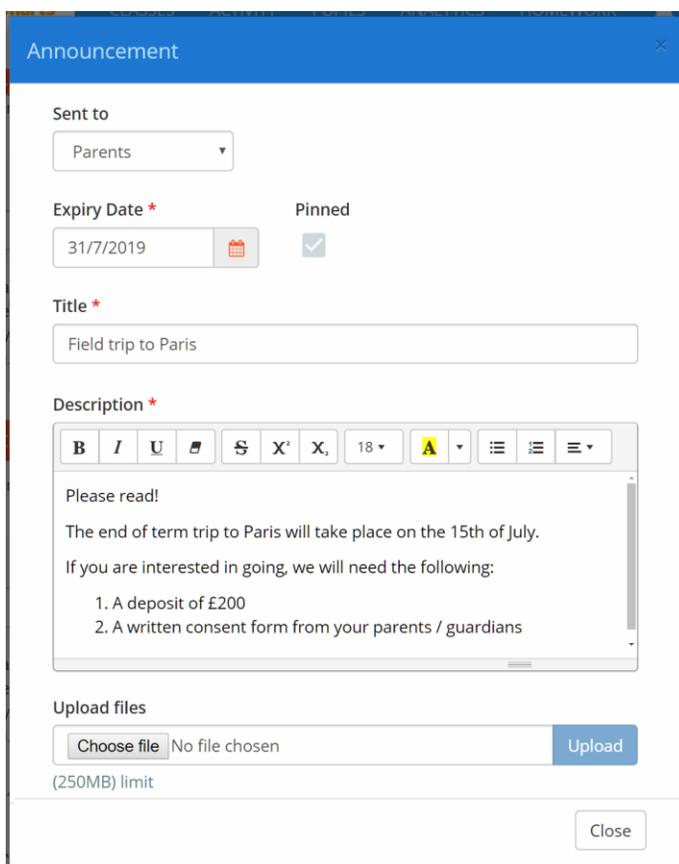


The screenshot shows a table with two columns: 'Pupils' and 'Title'. The 'Pupils' column has an empty input field. The 'Title' column has an empty input field with a dropdown arrow. Below the table, there is a row for an announcement titled 'Field trip to Paris'. To the left of the title, there is a three-dot menu icon. A dropdown menu is open, showing three options: 'View/edit' (highlighted with a red box), 'Delete', and 'show all...'. To the right of the title, there is a small text '3A) 1F)'.

The [Announcement](#) popup will appear.

Here, you can change if pupil and parent accounts should [see](#) the announcement, the [expiry date](#) of the announcement, whether or not the announcement is [pinned](#) and the [content](#) inside of the announcement.

Any changes made to the announcement will be [saved automatically](#) once you have finished.



The screenshot shows the 'Announcement' popup form. It has a blue header with the title 'Announcement' and a close button. The form contains the following fields and options:

- Sent to:** A dropdown menu with 'Parents' selected.
- Expiry Date *:** A date input field with '31/7/2019' and a calendar icon.
- Pinned:** A checkbox that is checked.
- Title *:** A text input field with 'Field trip to Paris'.
- Description *:** A rich text editor with a toolbar containing bold, italic, underline, strikethrough, link, unlink, list, and indent options. The text area contains:

Please read!
The end of term trip to Paris will take place on the 15th of July.
If you are interested in going, we will need the following:
1. A deposit of £200
2. A written consent form from your parents / guardians
- Upload files:** A file upload section with a 'Choose file' button, 'No file chosen' text, and an 'Upload' button. Below it is '(250MB) limit'.
- Close:** A button at the bottom right of the popup.

Deleting an announcement

Once announcements have been created in your school, you are able to edit their contents with new information.

To do this, click on the three dots menu for an announcement and select [View/edit](#).

Pupils	Title
<input type="text"/>	<input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;">View/edit Delete • show all...</div>	Field trip to Paris

A confirmation popup will appear. Click on the [OK](#) button to continue.

✕

Are you sure you want to delete this announcement?

The selected announcement will now [permanently disappear](#) from the list of announcements, as well as pupil and parent accounts.

To see a list of announcements that you have created, tick the [My announcements](#) checkbox.

My announcements

Pupils	Title
<input type="text"/>	<input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;">⋮ • Jimmy Abbey (G) • show all...</div>	ICT coursework submission date

Further support

Please do not hesitate to get in touch if you require additional support or training
support@classcharts.com



www.classcharts.com

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



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

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



www.literacyassessment.co.uk

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



www.schoolrobins.com

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