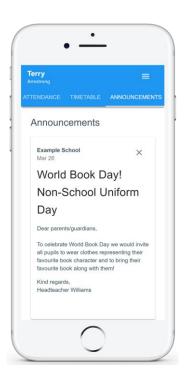# ClassCharts

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.
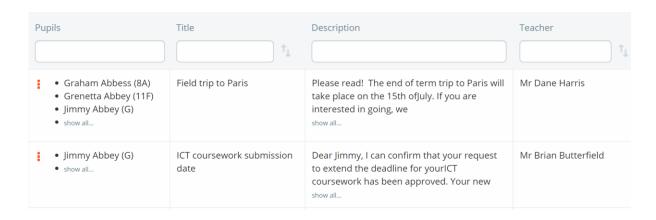
Contents

Viewing announcements

To view announcements, click on the Announcements tab along the top of the page.

ANNOUNCEMENTS

You will 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
• 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 ofJuly. If you are interested in going, we show all...	Mr Dane Harris
• Jimmy Abbey (G) • show all...	ICT coursework submission date	Dear Jimmy, I can confirm that your request to extend the deadline for yourICT 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
	Show all ▼		
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.
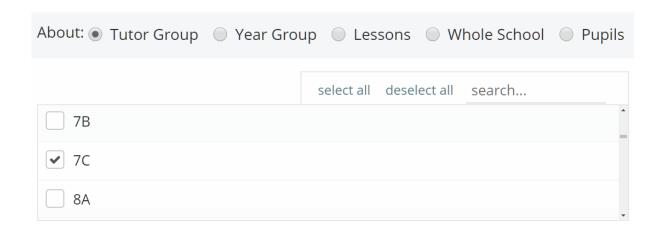
Create announcement

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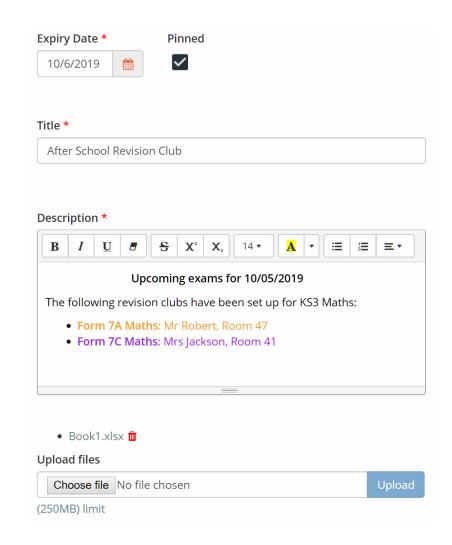
Expiry Date: This field determines how long the announcement will be shown to recipients.

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.

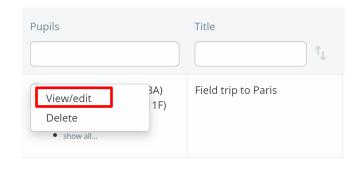**Upload files**: This field allows you to include file attachments that are sent as part of the announcement.

Expiry Date *

10/6/2019

Pinned

☑

Title *

After School Revision Club

Description *

B *I* U ▰ S̶ X² X₂ 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

Choose file | No file chosen | Upload

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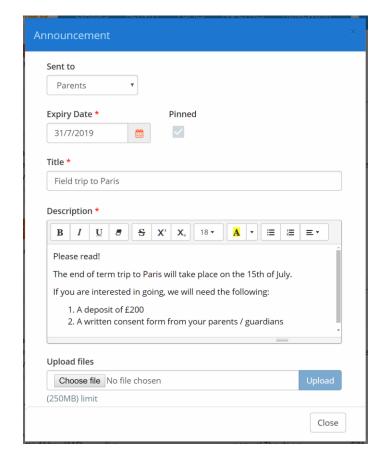
To do this, click on the three dots menu for an announcement and select View/edit.

The 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.

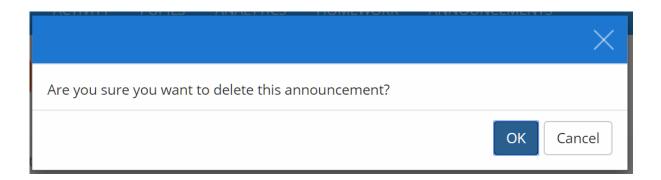Any changes made to the announcement will be saved automatically once you have finished.

Deleting an announcement

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

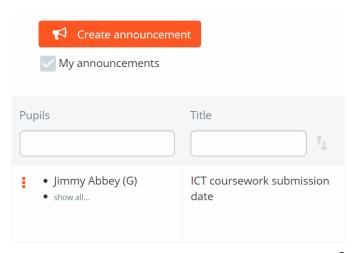To do this, click on the three dots menu for an announcement and select View/edit.

A confirmation popup will appear. Click on the OK button to continue.

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.

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.