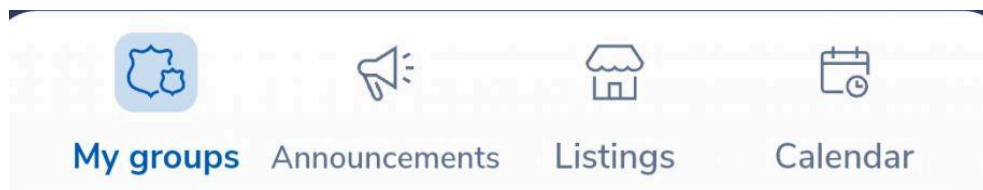




Top Tips for Classlist

Switching on Classlist notifications will ensure you get the most out of the app and do not miss important messages and updates.

At the top of the screen you will see the following icons. The next section will be focused on **'My Groups'**.



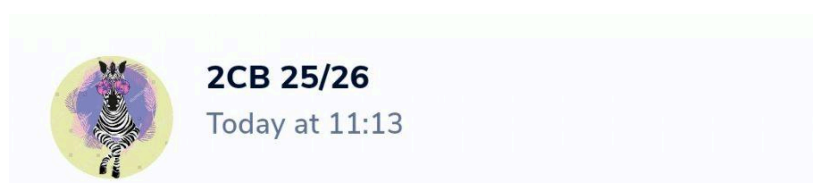
HPPA will send out a weekly roundup of information on opportunities for fundraising, volunteering and events via the **Whole School channel**. The notification will pop up on the Whole School chat channel on your home screen.



If there are events or information specifically for your year group or one of the schools we can send to the relevant groups, keep an eye out on notifications for the year group too as follows:

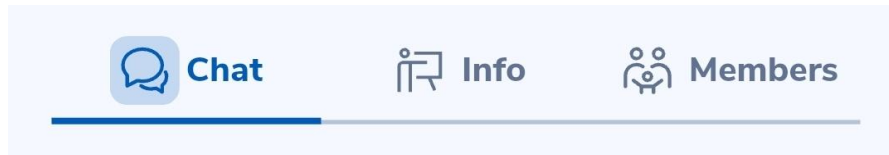


In your class groups and year groups, you can post messages / updates and reminders. This is where you can chat to your class parents / carers and ask any questions. If you click on your class group, you can select the pink pencil icon titled **'Post'** to type and send a message to the channel. This is where reps will be posting the majority of their reminders.





Within these groups:



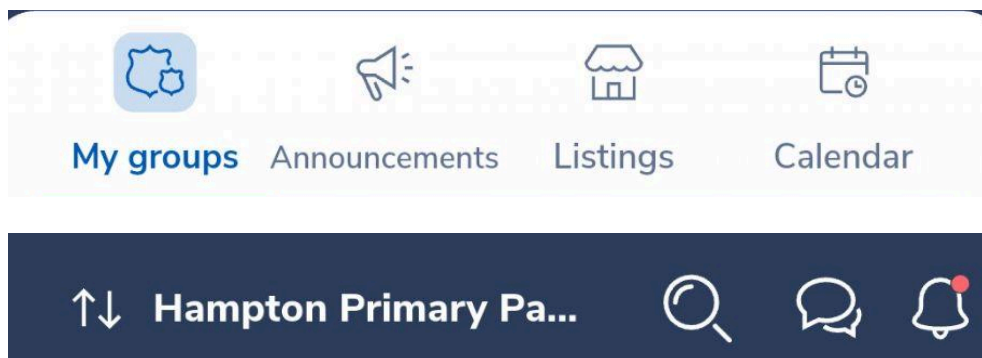
If you select '**Chat**' at the top of the bar from within a year of class group, you can see the messages shared to date. The **info icon** shows further information that your rep may add to your class group, e.g., upcoming dates or PE days. This info remains in there until deleted or updated. The **members icon** helps you to see who is in your class community.

Where to find important Info

Under the **Announcements logo** you can find any announcements that have been shared, in addition to them being in the relevant chat groups. You can search by keyword if you click on the magnifying glass at the top of the screen. E.g., Christmas to find all Christmas content

Listings are an opportunity to post items for sale or donation to the school community.

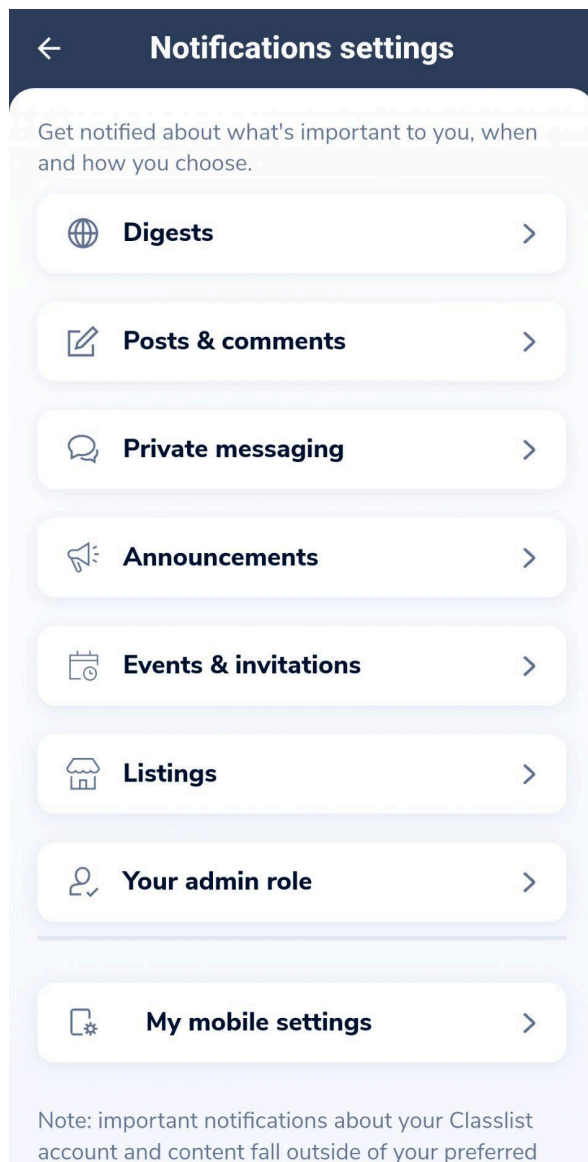
Calendar is where you can find all the events that you can pay/book to attend that are organised by HPPA. We also have an Ad Hoc uniform donation payment option for anyone who picks up a uniform outside of a regular uniform sale and needs to make a payment.



At the top of the screen you can see **speech bubbles** - this enables you to directly message another parent/carer to ask a question or set up a playdate. The **bell icon** lets you know any notifications you have received. If you click on the bell and then the **cog icon**, you can select to change any notifications.



In this section you can pick which notification you receive as push notifications. Please pick the preferences you would like to receive by clicking on each one and changing the notifications. The benefit of Classlist is that you can select notifications to make it work best for you. Key information is usually via announcements, posts & comments and events and invitations, so ensure the notifications are on for these options.



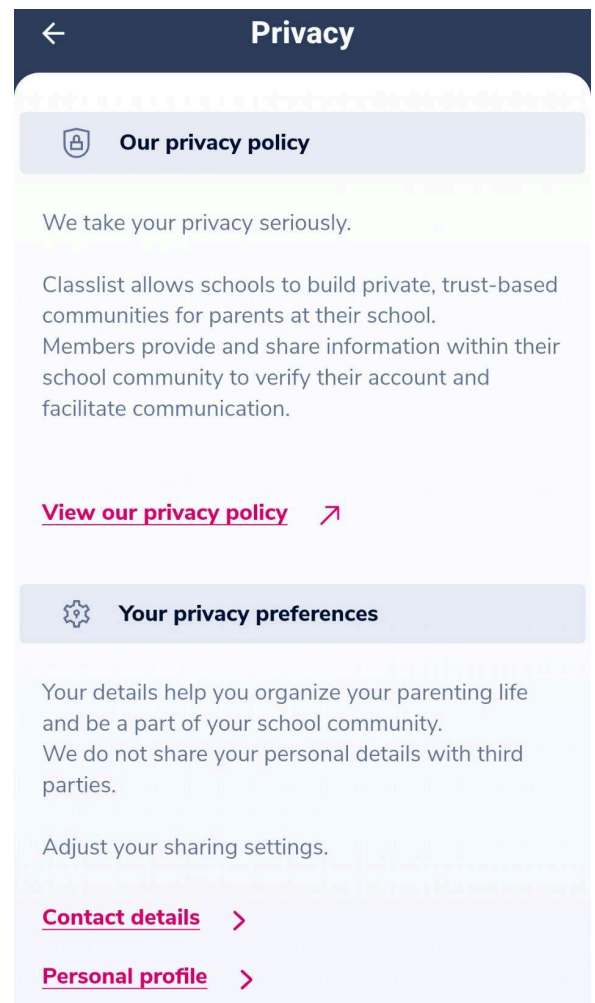
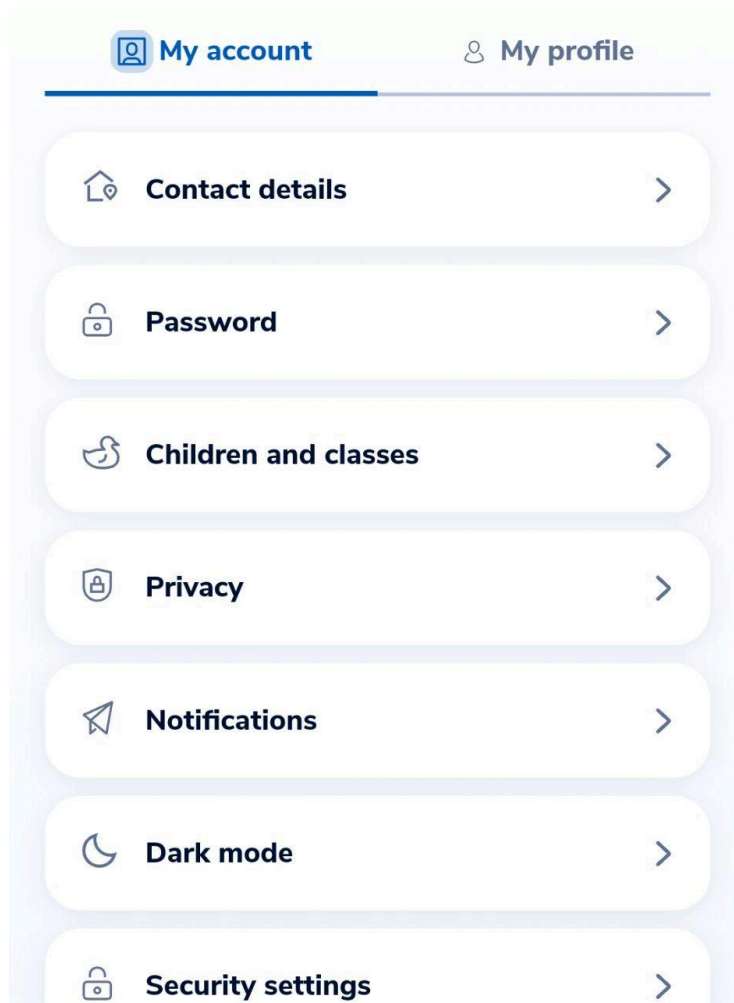


Account Settings

Click on your photo or initials in the bottom right corner to access your account details. Here you can also adjust notifications, move your child's class via Children and Classes, and review your privacy settings.

There are 2 options to click on **'My account'** and **'My profile'** – under my profile you can check **'View my profile as others can see it'** to see what information you have included publicly for other users of the app to see.

Under **Privacy**, you can read the **Classlist Privacy Policy** and adjust your own privacy settings. You can do so by clicking on **'Contact Details'** and **'Personal Profile'**. Whilst we ask you not to include your address and phone number on setup, you can click to remove if included. You can switch off the home location on the parent map and switch off the home address on my profile.





Moving a child into another class

If you find yourself in the wrong group, you may need to edit the class details on your profile.

If your child is showing as 'unassigned', it just means they haven't been placed in a specific class yet, possibly because the class wasn't available when you joined.

Or if you accidentally put your child in the wrong class, don't worry; you can move them! You can edit their class by following these steps:

1. Tap on your **Profile** photo/icon, in the bottom right-hand corner if you are on the mobile app, or '**My Family**' on the desktop site.
2. Select '**Children and classes**' in your profile (or the pencil icon next to 'Your Children' on the desktop site).
3. Tap edit and select the correct class from the drop-down list.
4. Don't forget to press save.

After you edit the child's details, you will automatically be put into the right class and year group, '**My Groups**' on Classlist. You can view these on the Home Page of Classlist.

The screenshot shows a mobile app interface for editing a child's details. At the top is a dark blue header with a back arrow and the text 'Children and classes'. Below this is a profile icon of a yellow ring with a red edit button. The form contains the following fields:

- Child's first name: **Viola**
- Child's last name: **Violet**
- Birthday: **Birthday not defined** (with a right arrow)
- Child's class: **Class 5C 24-25** (with a right arrow)
- Your relationship to the child: **Mum** (with a right arrow)

At the bottom of the form are two buttons: a large pink 'Save' button and a smaller grey 'Cancel' button. Below the form is a light blue bar with a trash icon and the text 'Remove child'.



Other Top Tips



- If you click on '**Parent Finder**' at the bottom of the screen, you can select "Who's Who" to see all reps and admins for any year group. You can also click on classes to find out who is in your class/es.
- If you click on '**My School**', you can create groups with other parents/carers and set them up. This can be for any area you would like to bring parents and carers together in, e.g., environmental groups. You can also see what class groups you are in and edit if needed.
- You can create your own birthday events via the '**Calendar / Events**' using the pink pencil and creating a private event.