

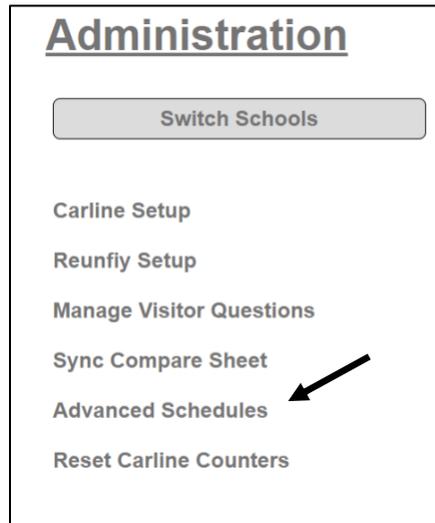
Advanced Schedules

Advanced schedules may be added for dismissal methods or an afterschool program. The advanced schedule option allows the ability to create a schedule for multiple students at once.

Click on the **Admin** button from the homepage and then click on **Advanced Settings**.

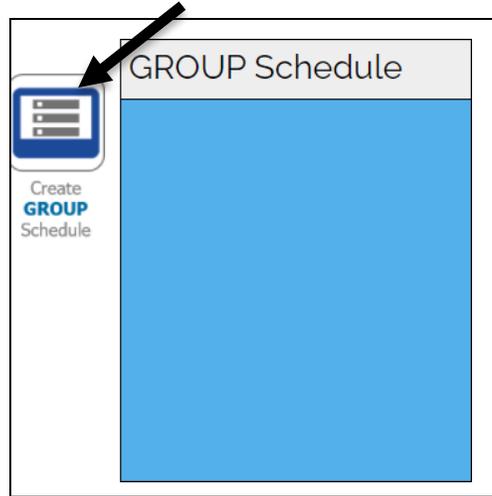


On the Advanced Settings page, click on **Advanced Schedule** to the left of the page.



Advanced Schedules

Next to the Group Schedule section, click on the **Create Group Schedule** button



The Standard Schedule Details will be displayed. Fill in the necessary fields.

Standard Schedule Details

Schedule Name

Notes

Start Date

Stop Date

In_Person Days

| | | | | |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Dismissal Method

Dismissal Sub Method

Recurrence:

- Add a Schedule Name.
- Add an optional Note.
- Select a Start and Stop Date.
- Check the appropriate days the schedule is taking place.
- Select a Dismissal Method/Sub-method from the drop-down menu.
- Select how often this schedule will occur.
- To add students, click on the Select Students button.

Advanced Schedules

In the pop-up window, checkmark the students you are making the schedule for. As students are checked, their names will appear on the right side of the window. Once all students have been added, click on **Submit**.

Add Students To Schedule
Students In Schedule

| | Last Name | First Name | Grade | Homeroom | |
|-------------------------------------|------------|------------|-------|--------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Abbett | Eli | 4 | Ashlie Beck | Abbett, Eli Abt, Ezekiel Aguado, Aiden Agyemang, Edwin |
| <input checked="" type="checkbox"/> | Abt | Ezekiel | 5 | Ashlynn Degn | |
| <input type="checkbox"/> | Abt | Evelyn | 02 | Stephanie Kampeter | |
| <input type="checkbox"/> | Adjokatse | Elikeh | 03 | Jessica Bax | |
| <input checked="" type="checkbox"/> | Aguado | Aiden | K | Sara Culp | |
| <input type="checkbox"/> | Aguilar | Guadalupe | 9 | Joni Reinkemeyer | |
| <input type="checkbox"/> | Aguilar2 | Ysabella | 3 | Claire Hansen | |
| <input checked="" type="checkbox"/> | Agyemang | Edwin | 01 | Meagan Howerton | |
| <input type="checkbox"/> | Ajinwo | Janelle | 04 | Hannah Lollman | |
| <input type="checkbox"/> | Ajinwo | Michelle | 02 | Kayler Meyerpeter | |
| <input type="checkbox"/> | Alber | Kasen | 05 | Sidney Karr | |
| <input type="checkbox"/> | Albert | Kinley | 1 | Emily Collins | |
| <input type="checkbox"/> | Aleman | Kelly | 03 | Tammy Bopp | |
| <input type="checkbox"/> | Allen | Gracin | 04 | Hannah Lollman | |
| <input type="checkbox"/> | Allen | Kinsley | 02 | Christina Smith | |
| <input type="checkbox"/> | Allison | Hunter | 05 | Sidney Karr | |
| <input type="checkbox"/> | Angel | Isaac | K | Ashley Angle | |
| <input type="checkbox"/> | Anthony | Jace | 02 | Christina Smith | |
| <input type="checkbox"/> | Armentrout | Mason | 02 | Kayler Meyerpeter | |

To save, select **Create Schedule**

Standard Schedule Details

Schedule Name
Tutoring

Notes
Every Monday and Tuesday

Start Date
01/03/2022

Stop Date
02/25/2022

In_Person Days

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Dismissal Method | Afterschool

Dismissal Sub Method | Math tutoring

Recurrence: | Every Week

Advanced Schedules

If there are any scheduling conflicts, the name of the student(s) will be listed. To correct the conflict, select the student's name. The page will be redirected to the Student's Profile. Deleting existing schedules will resolve the conflict.

Group Schedule Successfully Created.
Schedule Conflicts: Click student's name to manually correct schedule.

[Alber, Kasen](#)
[Abt, Evelyn](#)

[Return To Schedule Home](#)

If "Return to Schedule Home is clicked," a notification indicating a conflict next to the Schedule Name will be shown.



Create
GROUP
Schedule

GROUP Schedule

Tutoring | 2 Conflicts

Advanced Schedules

Once the schedule conflict has been resolved from the student's page, go back to the Advanced schedule, and click on "Update Group Schedule."

Schedule Name
Tutoring

Notes

Start Date
01/03/2022

Stop Date
01/31/2022

In_Person Days
 Monday Tuesday Wednesday Thursday Friday

Dismissal Method Afterschool

Dismissal Sub Method Math tutoring

Recurrence: Every Week

Schedules created through the Advanced Schedule feature will appear in yellow on the student's profile page.

Destiny Adkins

Sync: Added
Student ID Starting Digits: 70427
Barcode ID: 13000163

Default Method: Bus 55B
Today's Method: Car Line
Bus Pass: Print Bus Pass
Today's Note:

Delete Student

Add PUP

CREATE Schedule

Dismiss CASIS

Late Pass

Toggle Absent

First Name:

Last Name:

Gender:

Grade:

Classroom/Teacher:

AM/PM (Pre-K Only):

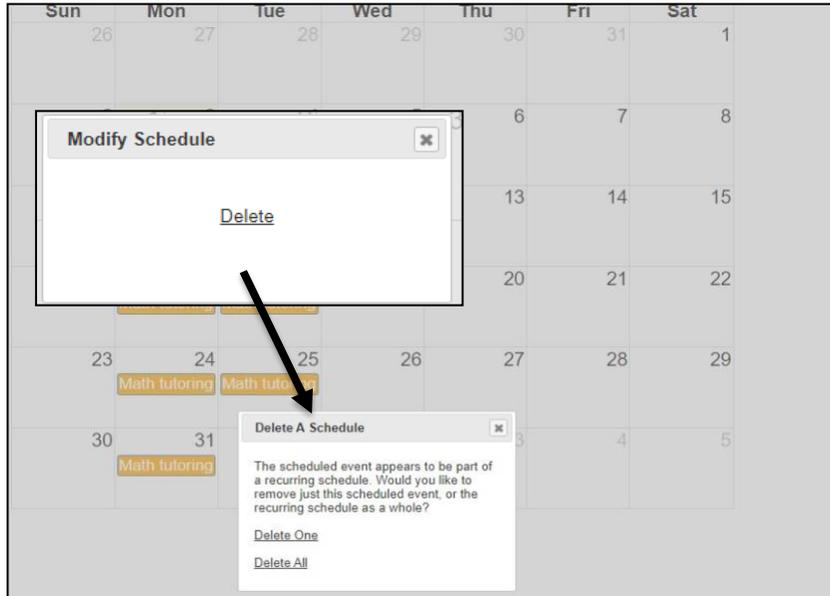
< > today
January 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---------------------|---------------------|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 Math tutoring | 11 Math tutoring | 12 | 13 | 14 | 15 |
| 16 | 17 Math tutoring | 18 Math tutoring | 19 | 20 | 21 | 22 |
| 23 | 24 Math tutoring | 25 Math tutoring | 26 | 27 | 28 | 29 |
| 30 | 31 Math tutoring | 1 | 2 | 3 | 4 | 5 |

Advanced Schedules

Advanced schedules can be deleted from the Student Profile page by clicking inside the date. A Pop-Up box with the word Delete will appear.

After clicking on “Delete,” you have the option to Delete One schedule or Delete All schedules.



Advanced Schedules

Please get in touch with us if you have any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

