

Classroom Dismissal

Student safety is the number one priority for schools. KIDaccount helps eliminate the chaos and allows for a safer and more efficient dismissal process. Our Classroom Dismissal feature allows students to be dismissed to their bus or the carline directly from their classroom.

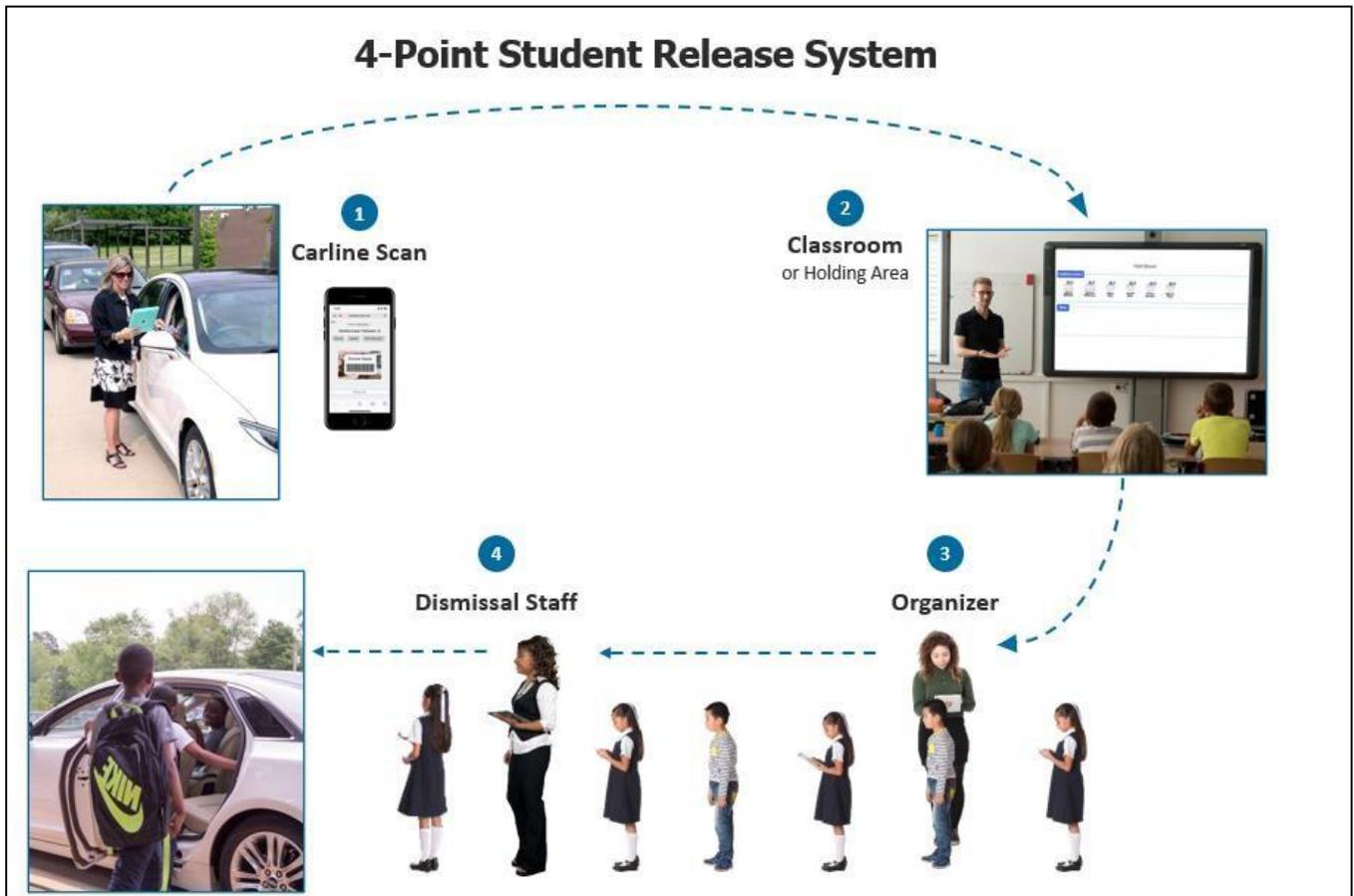
Each member of the dismissal team uses their iPhone, iPad or tablet to access KIDaccount. Always use the Safari browser when using IOS devices.

To access the login page, open your school's KIDaccount URL. It is typically your district name <https://kidaccount.net/districtname>.

Login in to KIDaccount use the Google Single Sign on if utilized by your school. If not, login through with the username and temporary password provided by your administrator or KIDaccount.

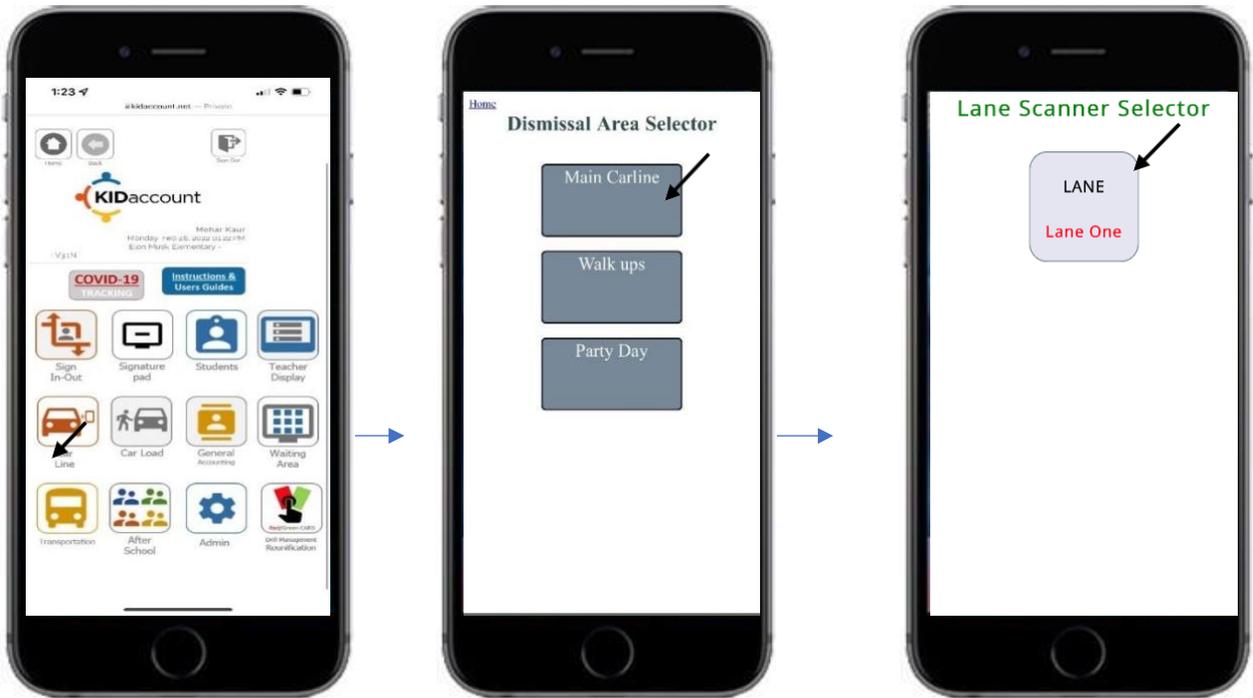
The 4-point system provides the most effective and efficient process for classroom dismissal.

- **Scanner:** Scans KIDaccount cards into the system.
- **Organizer:** Releases students from classrooms and arranges them in order as they arrive to the dismissal area.
- **Classroom Teacher:** Sends students to the Dismissal Area.
- **Dismissal Staff:** Releases students to the appropriate Pick-Up Person.

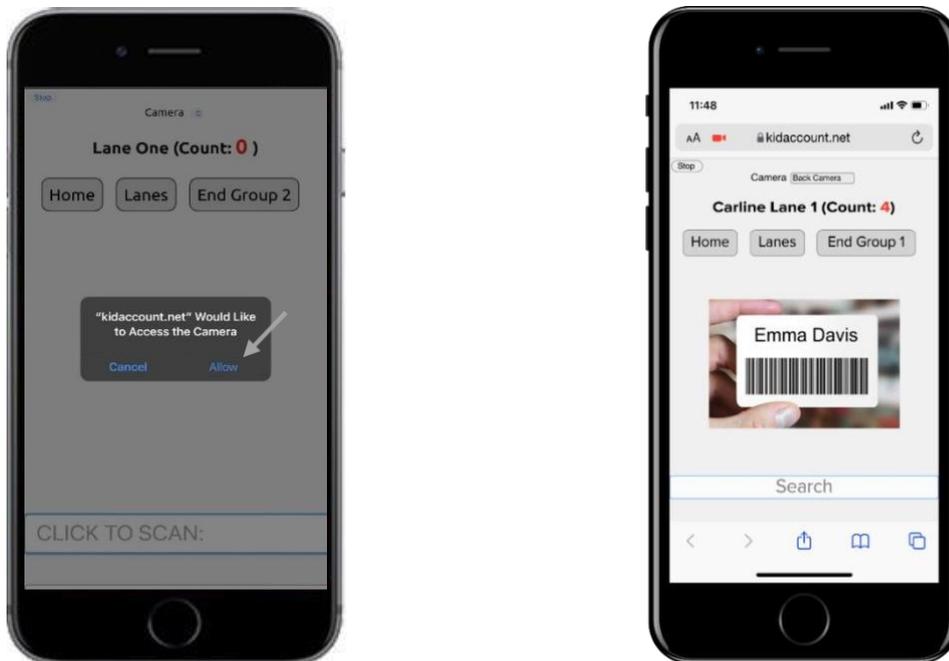


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The **Scanning staff** will begin by scanning cards. Log in to KIDaccount. From the homepage, click on the Carline module and select the correct Dismissal Area and then choose the appropriate lane on the next page.



On the next screen, select "Allow" to access the camera and begin the card scanning process.



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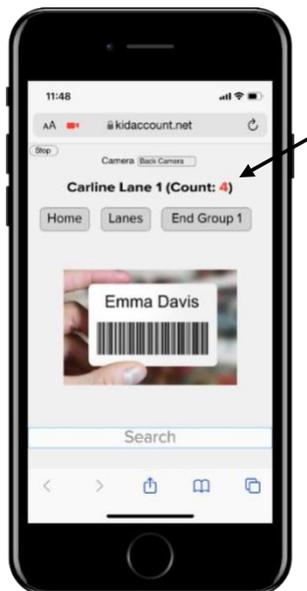
After scanning the card, select the appropriate Pick- Up Person from the Contacts list.

Note: If the pick-up person does not have a KIDaccount card, simply search for the student by typing in their last name in the search field



If the pick-up-person is not on the list, follow school protocol or contact administration. Selecting Office Confirmation will allow the scanner to approve a pick-up person who is not on the list. After selecting, the screen will return to the scanning window for another scan.

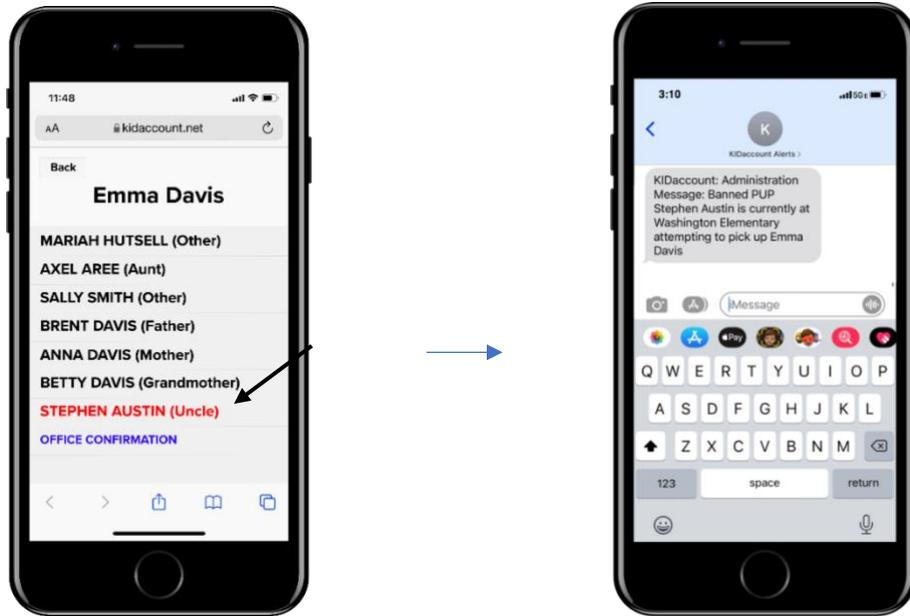
The total number of cars scanned is shown at the top of the screen. Once the appropriate number of cards have been scanned, select "End Group", and begin scanning the next group of cars.



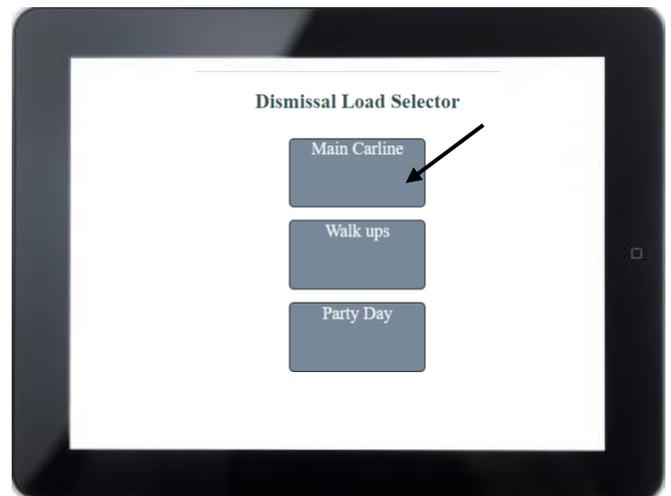
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Note: Any contacts that are banned and not allowed to pick up a student will be highlighted in Red.

If a Banned Contact is attempting to pick up a student, select their name and a text alert will be sent out to Resource Officers or Administrators.



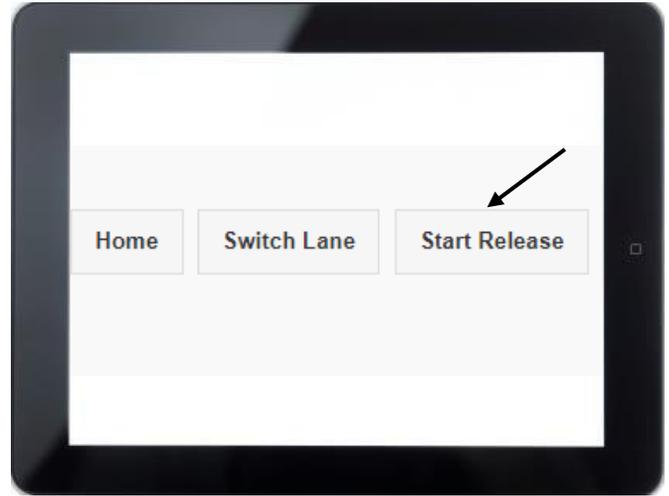
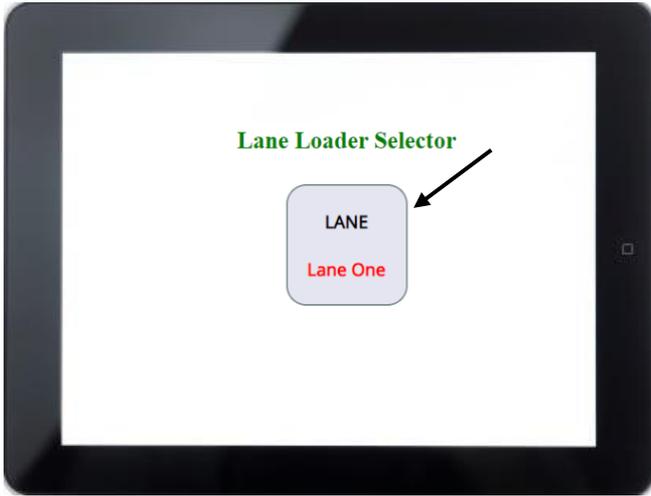
As cards are being scanned in, the **Organizer and Dismissal Staff** will open the Carload page from the home screen and select the appropriate dismissal area and lane. Note: This will be the same selection as the scanner.



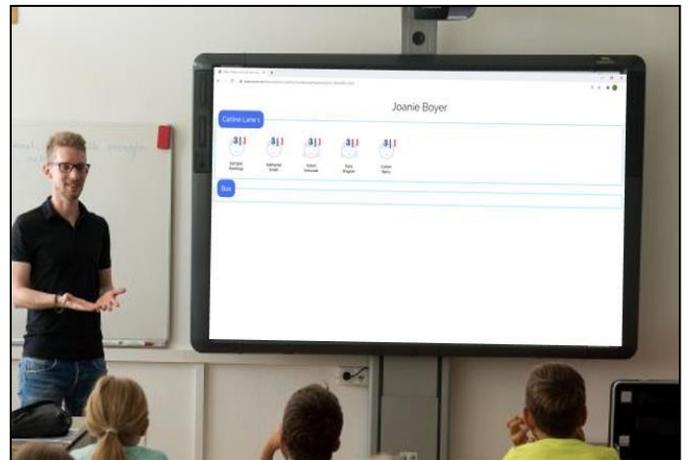
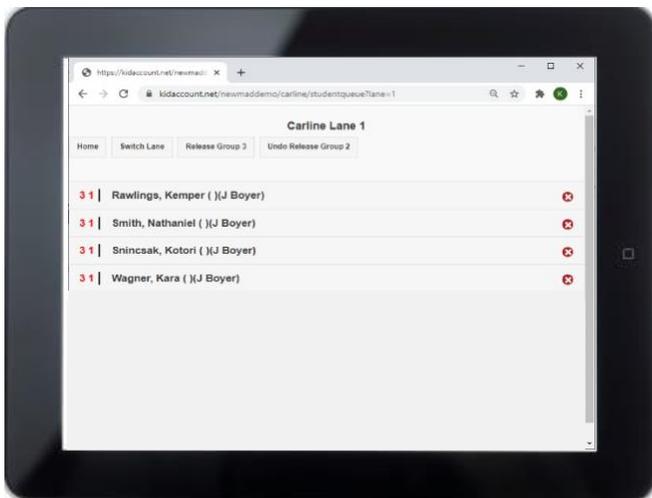
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After selecting the appropriate lane, the Organizer and Dismissal staff will be presented with a blank Lane page. On the top of the page, they will have a Home option, a Switch Lane Option, and a Start Release Option.

The Organizer must select the “Start Release” button to notify the teachers to begin sending their students to the area.



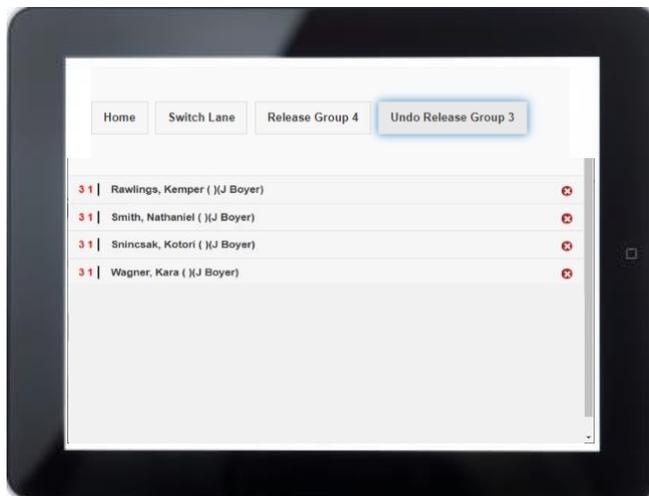
Once the “Start Release” button is selected, students who have been scanned in will populate on the page for both the Organizer and Dismissal staff. They will also be displayed inside the **classroom** for the teacher.



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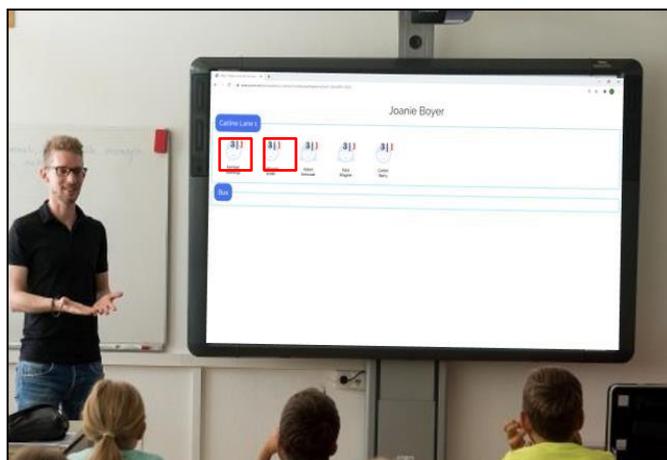
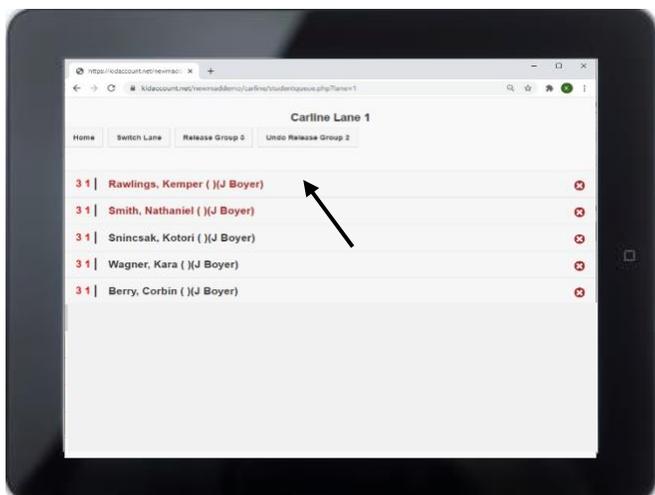
Students are separated into groups and released one group at time by selecting “Release Group #”

Should the dismissal staff accidentally release a group, simply select the Undo Release.



As the students arrive in the queue area, the Organizer will select the “Student Name” on their tablet and position them in the appropriate order. Selecting their name will que them up in line and alert the teacher that they are in the dismissal line by displaying a red box around their caricature.

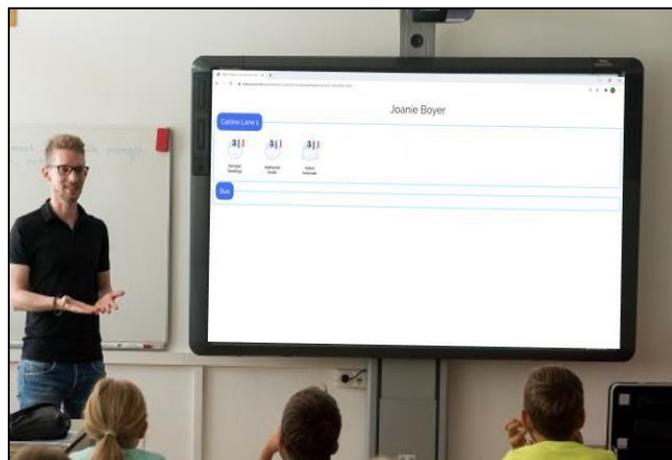
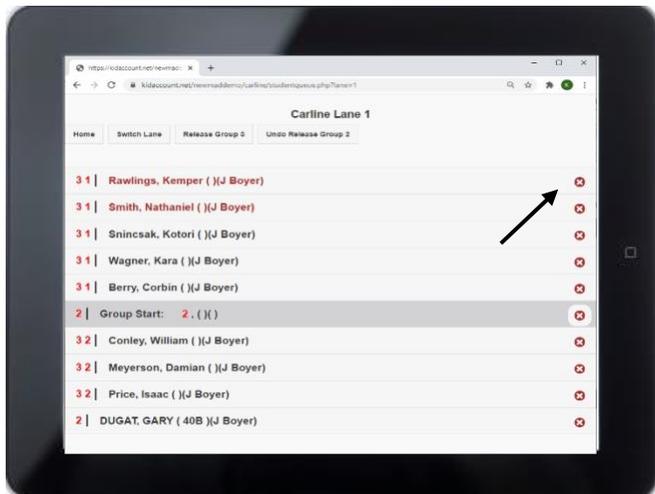
Note: This page refreshes every 30 seconds. We recommend manually refreshing the page to see the latest updates. Student names will be highlighted in red to notify the Dismissal Staff that the student has arrived and is ready for dismissal.



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Once a student is released from the classroom and has made it to the dismissal area, the **Dismissal staff** will click the Red X next to the name and the students name will be removed from all areas.

Continue this process until all students are released.



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Please feel free to reach out to us with any questions!

customerservice@kidaccount.com

