

Welcome to KIDaccount.

This Teachers Guide offers you instructions to log into your site and begin using KIDaccount. The application is very intuitive and user friendly, so we are confident you will be up and running quickly. Please feel free to contact us at customerservice@kidaccount.com if you have any questions.

This training document includes:

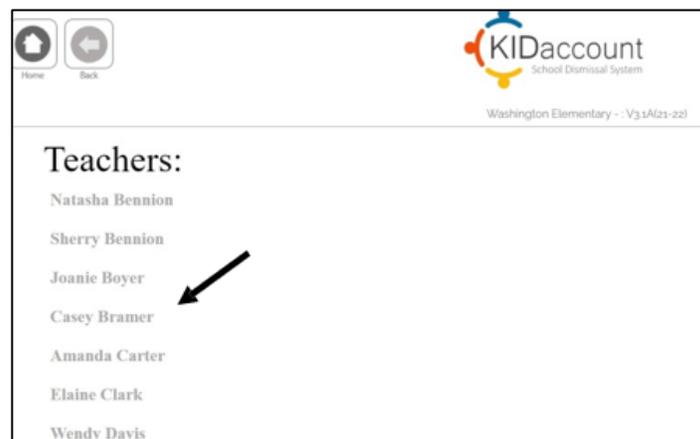
- 1) Teacher Page Overview
- 2) Classroom Dismissal Process
- 3) Changing Default Methods

Teacher Page - General Overview

From the home screen, select the Teacher Display icon, in the top right corner.



Select your name from the teacher list to display your classroom. If you are a substitute teacher, choose the name of the teacher you are subbing for.



Teacher User Guide

The classroom page is broken down into three parts to display the students who are in the **Car Line**, riding the **Bus** or staying **After School**.

Teacher: Casey Bramer

Washington - V31N Tuesday, Mar 8, 2022 09:40 AM Mehar Kaur

Carline/Bus Dismissal Classroom Dismissal Full Class AM PM

Car Line

- Ava Balmer
- Jayce Barthelemy
- Riley Bidwell
- Caroline Bradley
- Connor Jennings
- Breyton O'Rourke
- Xavier Reimers
- Jonah Akins

Bus

- Zane Jenkins 47B
- Jaelin Magoon 51B
- Landon Delfino 56B
- JaeLynn Blachowski 5B

Afterschool

- Abriyanah Alford
- Amyia Bradley
- Eva Calton Kids Club

A student in light gray is absent or has been signed out through the front office. A student highlighted in **red** signifies a secretary has made a change to their dismissal method which will be applied that day.

Teacher: Casey Bramer

Carline/Bus Dismissal Classroom Dismissal Full Class AM PM

Car Line

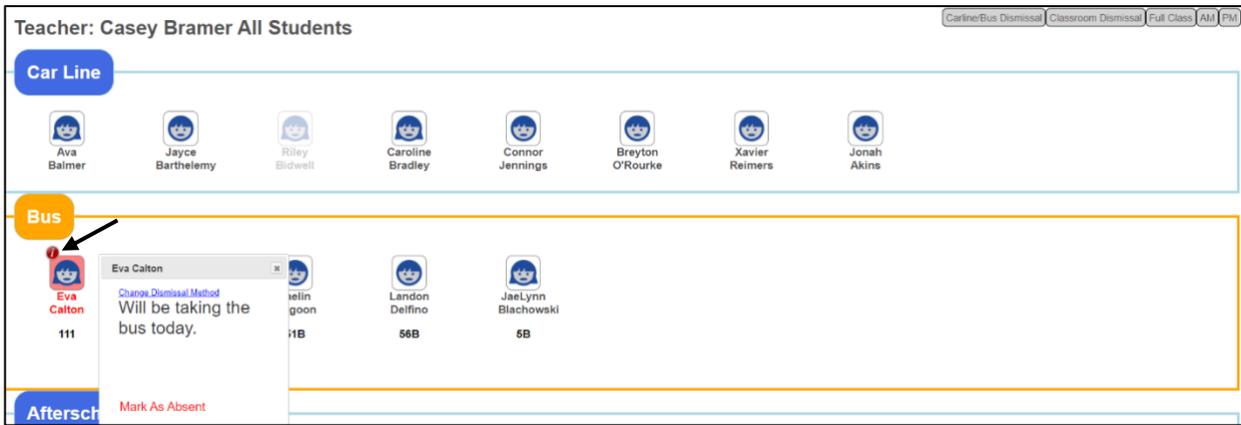
- Ava Balmer
- Jayce Barthelemy
- Riley Bidwell
- Caroline Bradley
- Connor Jennings
- Breyton O'Rourke
- Xavier Reimers
- Jonah Akins

Bus

- Eva Calton 111
- Zane Jenkins 47B
- Jaelin Magoon 51B
- Landon Delfino 56B
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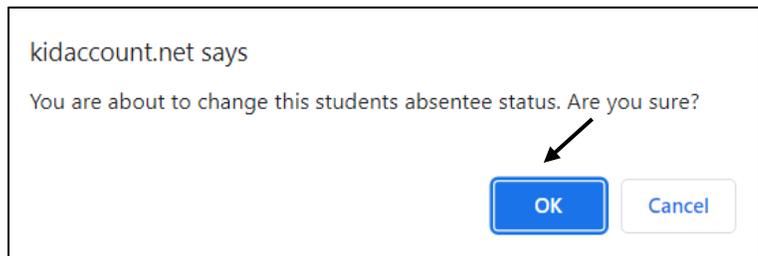
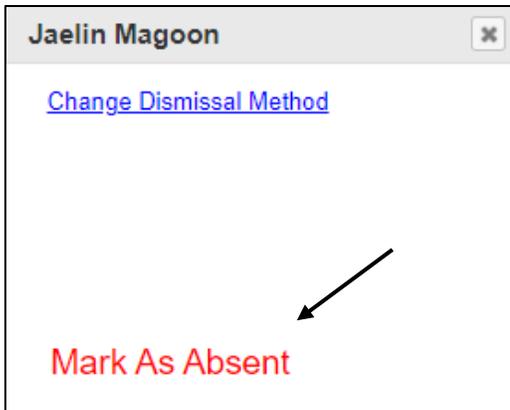
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The **red dot** in the top left corner of a student's caricature signals there is a note from the front office. Click on the note icon to view the associated message.



Clicking on the student caricature will display information based on your schools set up and procedures. For example, some schools may want the teachers to mark students absent from the classroom.

To mark a student absent, select "Mark as Absent" and then choose "OK" in the pop-up window.



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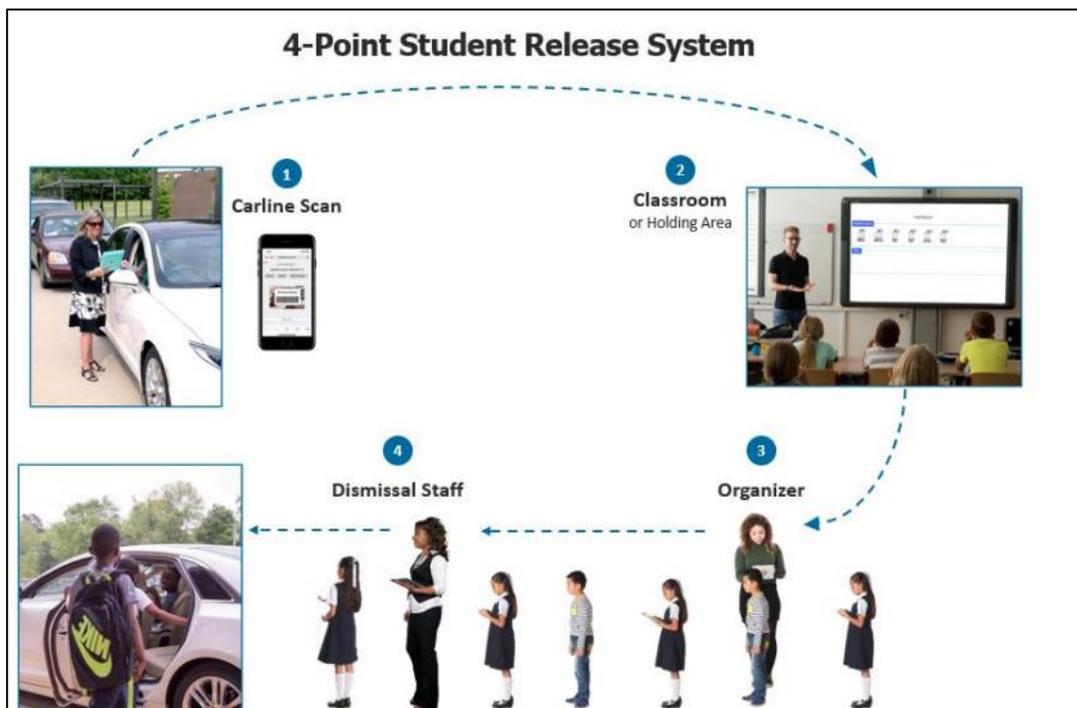
Dismissal – Your school may choose to be dismiss students as a group or directly from the classroom. Group dismissal requires students to gather in a gym or holding area where they will be assembled and dismissed. The second method is Classroom dismissal which allows the students to be released directly from the classroom to queuing line and then dismissed to their car or bus.

Classroom Dismissal Process

You can dismiss your students to the Car Line or a specific Bus from the Classroom. The Classroom Release Car Line procedure is a 4 - point system.

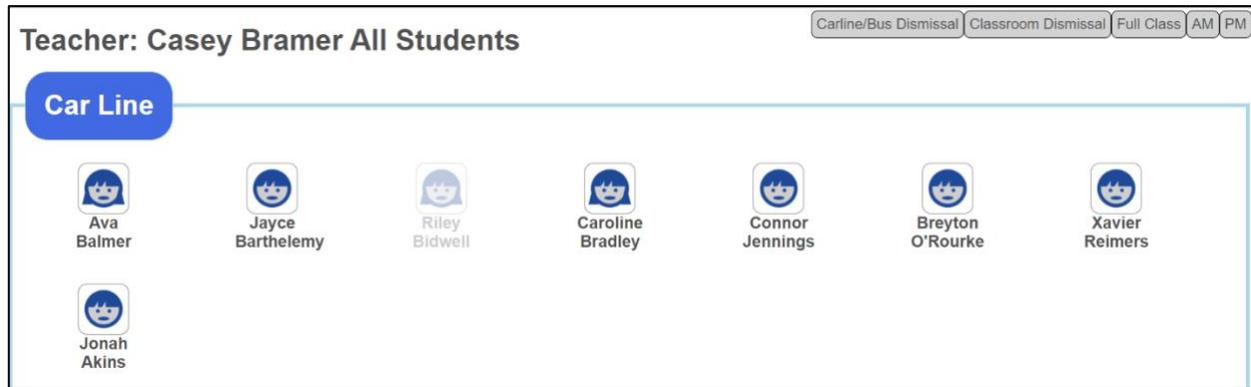
- 1) Scan** - A staff member scanning ID cards in the car line,
- 2) Release** – Teachers will release the students to the queuing area from the classroom according to the order they appear on the screen.
- 3) Assemble** – A another person will assemble the students as they arrive from various classrooms. The order of the students will match the order of the car line.
- 4) Dismiss** – A staff member will be dismissing the students as they load into cars.

The Classroom Bus Release is similar. As each bus arrives, the names of the students in your class that ride each bus, and their bus number, will appear on the screen to alert the teacher to send those students to the appropriate loading area.

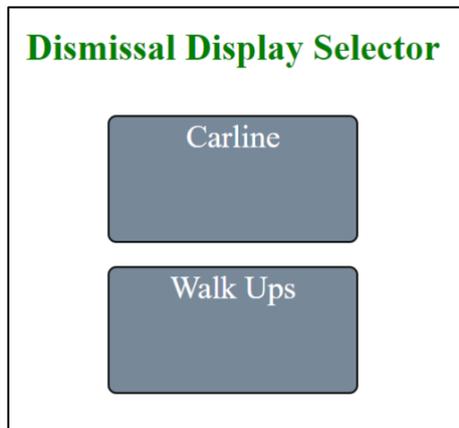


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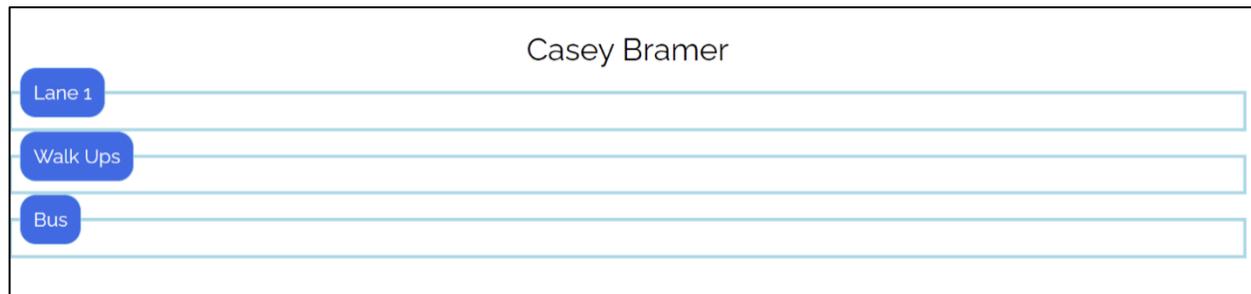
To begin the classroom dismissal process, click on the grey Carline/Bus dismissal button on the top right of the page.



Select the correct dismissal lane on the next page.

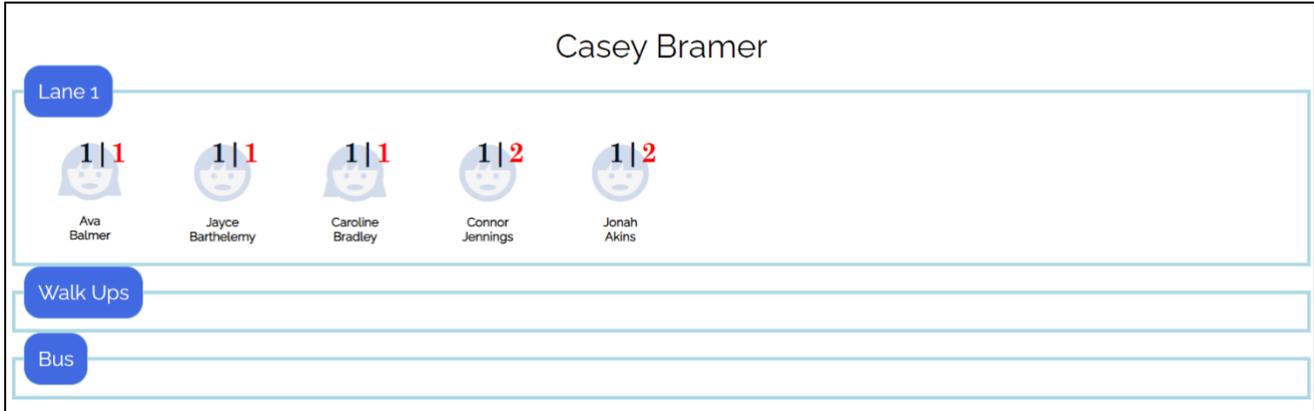


The Carline(s) and Bus fields will be displayed on your screen. However, students will not be seen on the screen until the dismissal team at the car line release area chooses to send for each group of students

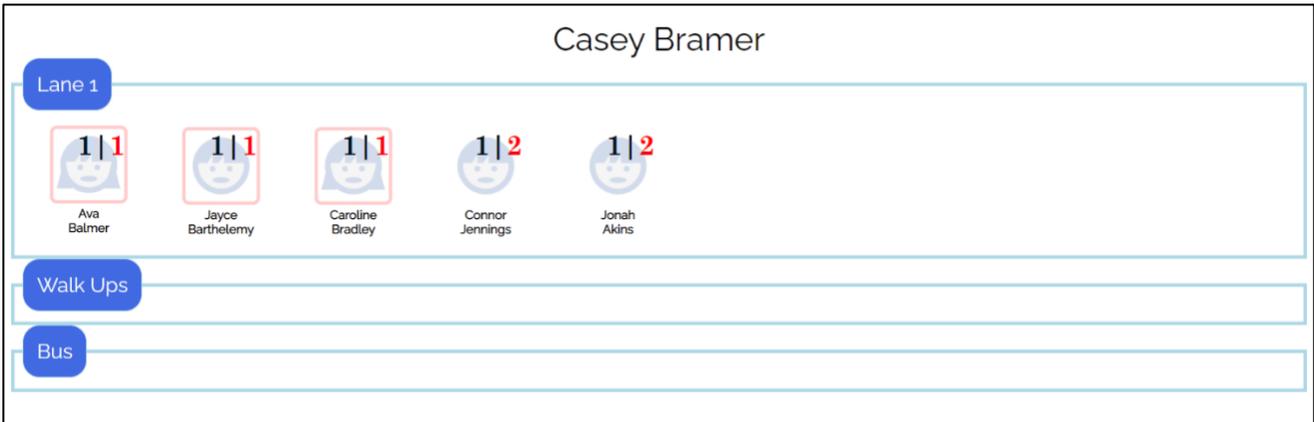


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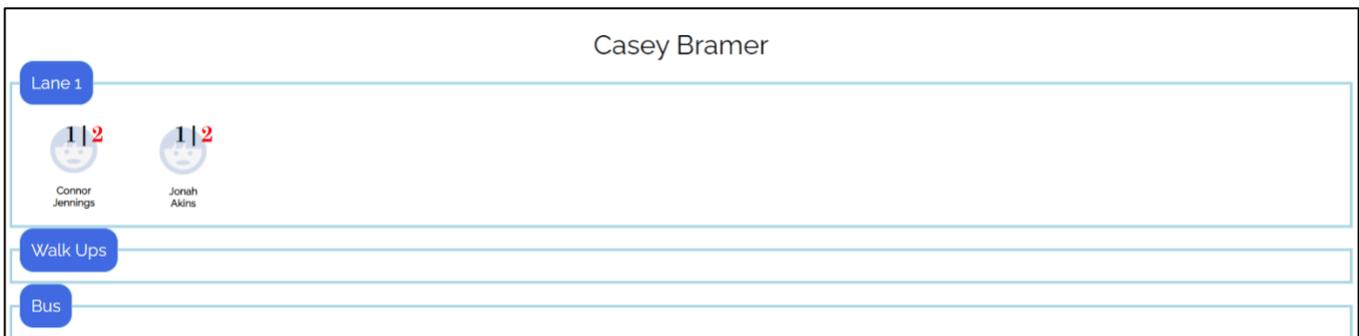
The students will begin to appear as each group is released. The student's grade is in black, and their release batch number appears in **Red**. Release the students in the order they appear on the screen according to your school dismissal process.



When the student s check-in at the assembly point prior to exiting the building, they will be **highlighted by a red square**.

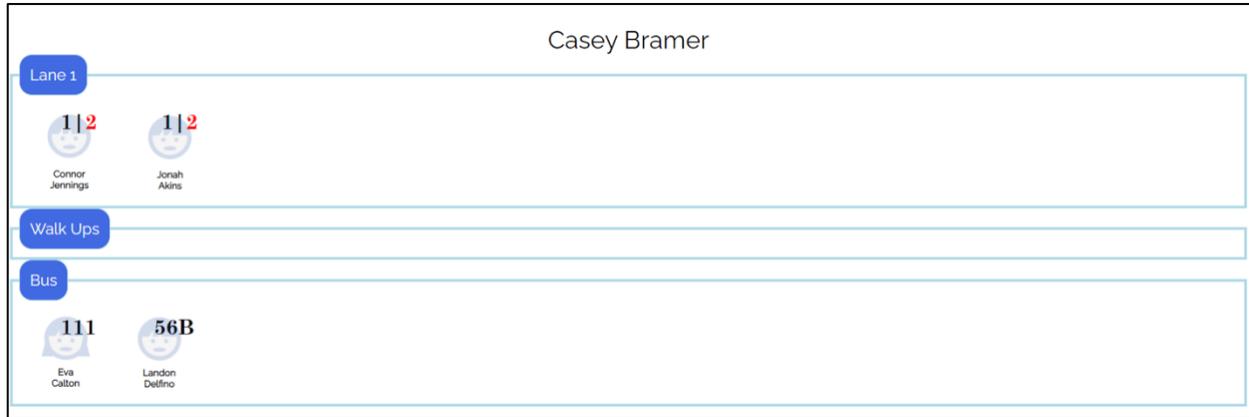


When the students are dismissed, they are removed from the screen.



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Your school may also choose to use this process for Bus Dismissal. As busses arrive and are ready to board, students will show up on the screen.

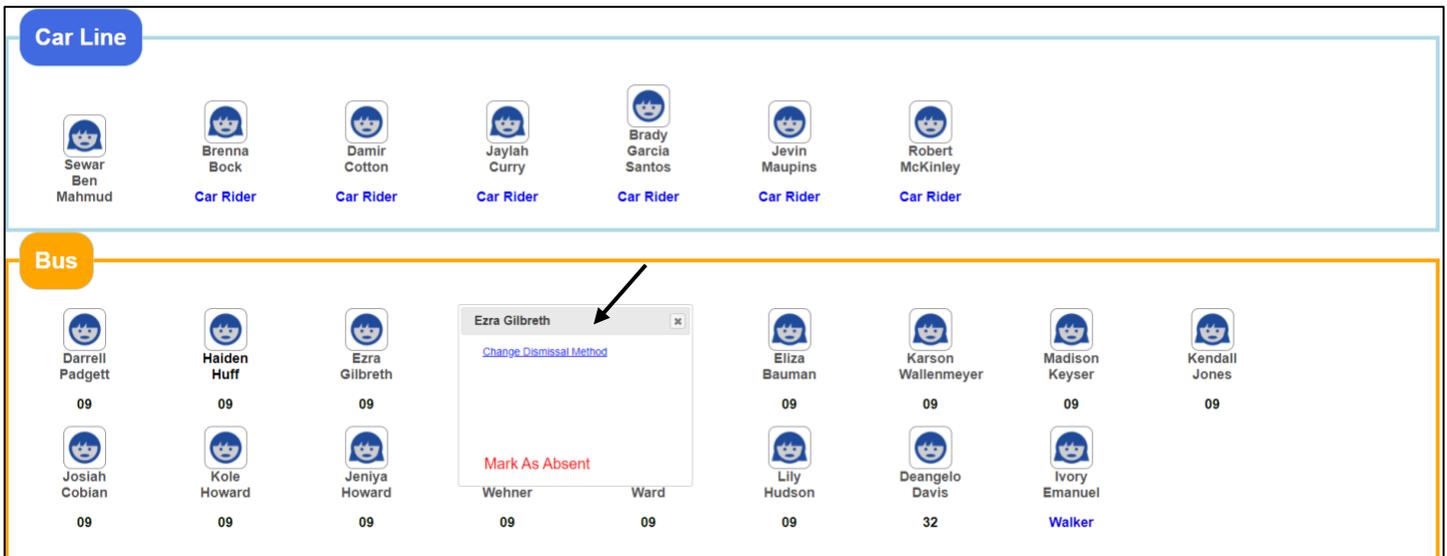


Repeat this process until all cars and/or busses are loaded, and students are safely dismissed.

Change the Students default dismissal. (Optional 'Initial Setup Mode')

During the first week of school, you may be asked to update and correct the students' default dismissal method. This is a simple process that is often better managed by the teacher. After the fields are set to the appropriate default method the 'Initial Setup Mode' will be disabled, and the default dismissal can only be changed by administration.

To change the default dismissal method, select the appropriate student by clicking the caricature, and click [Change Dismissal Method](#).



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Choose a new dismissal method in the box, fill in the appropriate fields, and click save. This change will appear the next day.

Change Default Method

Car Line
 Bus
 Afterschool
 Virtual

Bus Number:

124

Default Note

Taking Bus 124 to Grandmas house. |

Save

The student will appear in red, indicating a change.

Bus									
 Darrell Padgett 09	 Haiden Huff 09	 Ezra Gilbreth 09	 Lyla Harding 09	 Jade Fewins 09	 Eliza Bauman 09	 Karson Wallenmeyer 09	 Madison Keyser 09	 Kendall Jones 09	
 Josiah Cobian 09	 Kole Howard 09	 Jeniya Howard 09	 Renee Wehner 09	 Andi Ward 09	 Lily Hudson 09	 Deangelo Davis 32	 Ivory Emanuel Walker		

Teacher User Guide

This concludes the Teacher User Guide overview.

Please contact us if you have any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount!

