

# Teacher User Guide

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](mailto:customerservice@kidaccount.com) if you have any questions.

This training document includes:

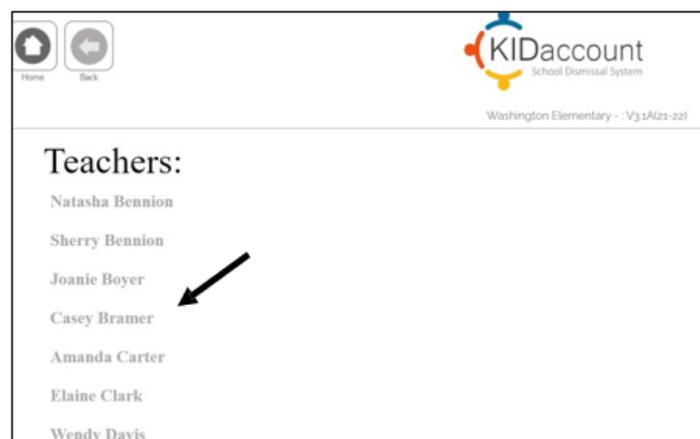
- 1) Teacher Page Overview
- 2) Shared Classroom
- 3) Classroom Dismissal Process

## 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.



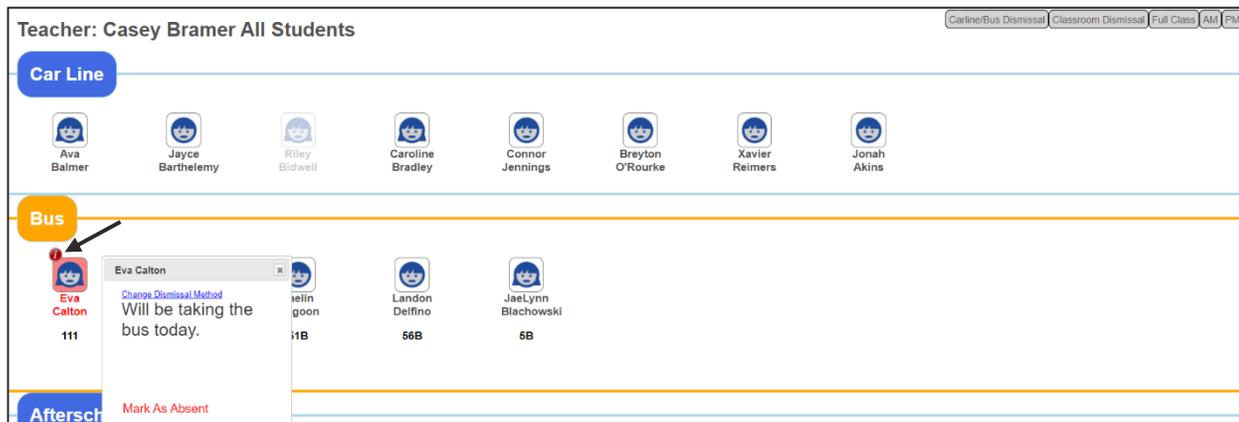
# Teacher User Guide

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**.

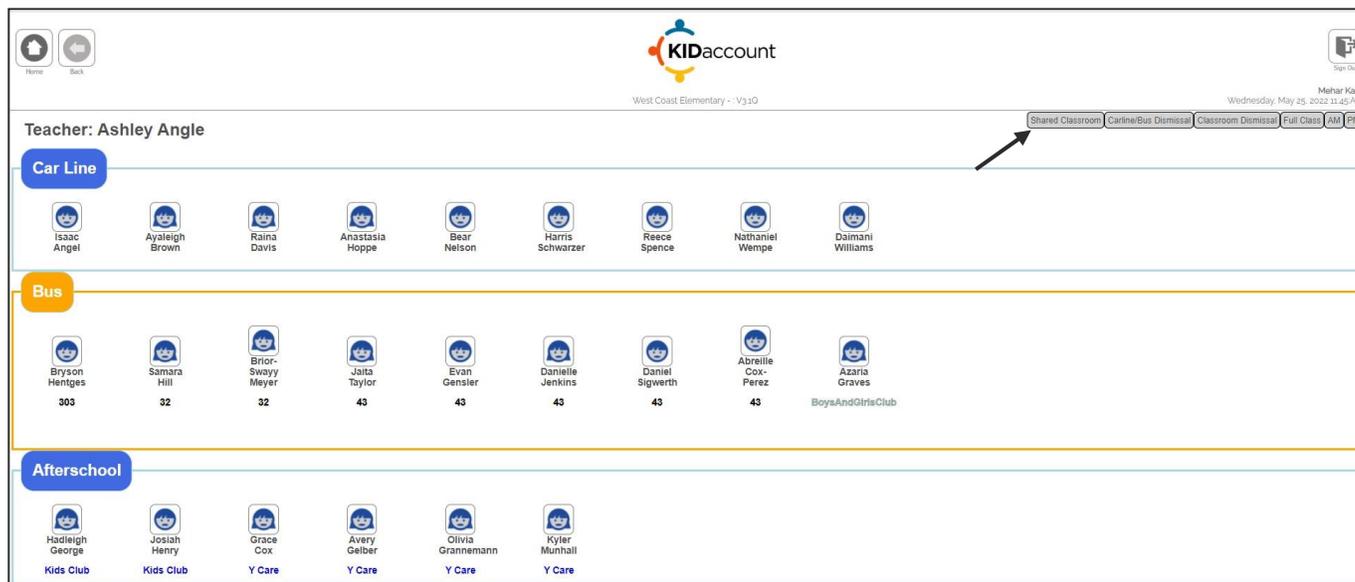
A student in light gray is absent or has been signed out through the front office. A student highlighted in **red** signifies a secretary has made a change to their dismissal method which will be applied that day.

# Teacher User Guide

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.



To view shared classrooms, select the **Shared Classroom** button. The shared classroom option allows teachers to view up to 4 classrooms at once.



On the next page, select the names of teachers to view their classrooms. Once all the names are selected, click on View Classrooms.

**Note:** teachers must select their own name, along with the other teacher names.

# Teacher User Guide

Select up to four classrooms to view (including yours if applicable):

Now, the page will display all students from each classroom selected.

Classrooms: Ashley Angle, Kaitlynn Bax, Tammy Bopp

**Car Line**

Haas Angel	Ayalaugh Evans	Raine Davis	Anastasia Hoppe	Evan Nelson	Harris Schwarzer	Renee Spence	Nathaniel Wenge	Danielle Williams	Kelly Armitan	Jayde Campbell	Edan Cup	Alex Espinoza Gonzalez	Luke Jolly	Makyla Mohr	Edi Munkia	Charlie Nguyen	Carvin Ortiz	Jacob Rogers	Ryan Riddos
Kitley Ruth	Brennan Schmidt	Grant Warford	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider	Car Rider

**Bus**

Tara Barbeaux-Sunray	Staniel Henry	Kenzie Thomas	Grayson Holden	Eravyn Russell	Jalen Rodriguez	Hudson Patrick	Scott David	Evan Rollins	Logan Kingwell	Elyah Patton	Mason Canino	Alyssa Gane	Kalena Howard	Natalia Vilaverde Delgado	Simon Blomberg	Jeremiah Lovett	Xyle Green	Narper Jones	Kameron Wilson
09	09	09	09	09	09	09	09	09	09	09	10	14	14	14	14	14	14	14	14
Bryson Henegaz	William Greeninger	Samara Hill	Evan Swazy Meyer	Zaira Taylor	Evan Gardner	Danielle Jenkins	Daniel Speworth	Alyssa Coe-Ferez	Azaria Gracia	Ava England	Cory Fitch	Alli McKinley	Aimee Iminger	Carter Nelson	Preslee Tolman	MacKenzie Wiggins	Walker	Walker	Walker
303	303	32	32	43	43	43	43	43	BoysAndGirlsClub	BoysAndGirlsClub	BoysAndGirlsClub	LearningConnection	Walker	Walker	Walker	Walker			

**Afterschool**

Eleanor Cook	Holligh George	Joshua Henry	Grace Cox	Avery Gable	Olivia Guzmanman	Kylee Marshall	Alana Wakefield
AIRC	Kids Club	Kids Club	Y Care	Y Care	Y Care	Y Care	Y Care

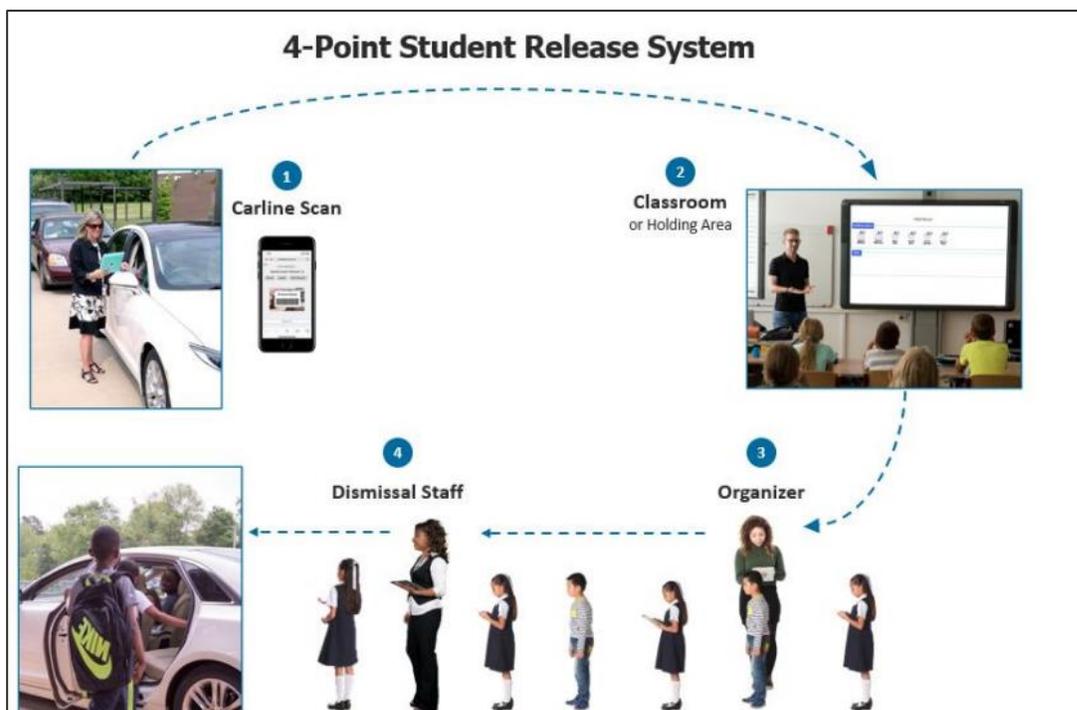
# Teacher User Guide

## 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.

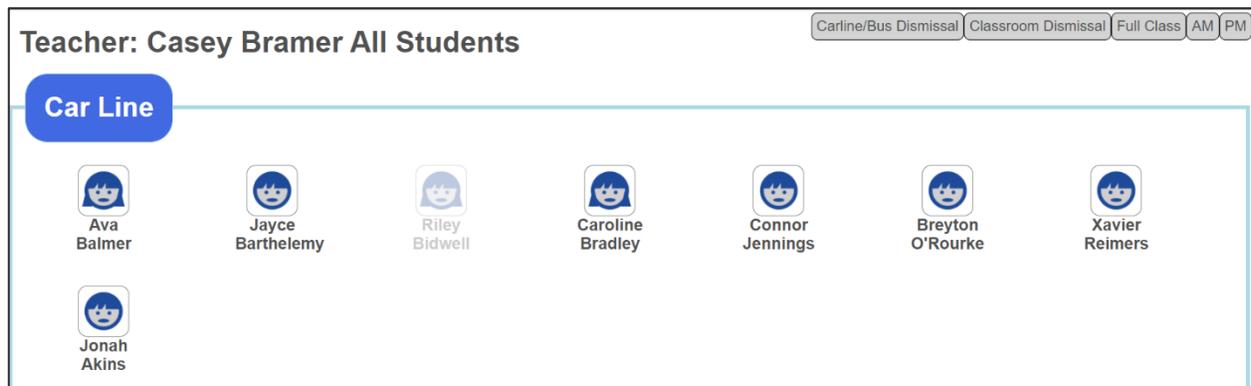
- 1) Scan** - A staff member scanning ID cards in the car line,
- 2) Release** – Teachers will release the students to the queuing area from the classroom according to the order they appear on the screen.
- 3) Assemble** – A another person will assemble the students as they arrive from various classrooms.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

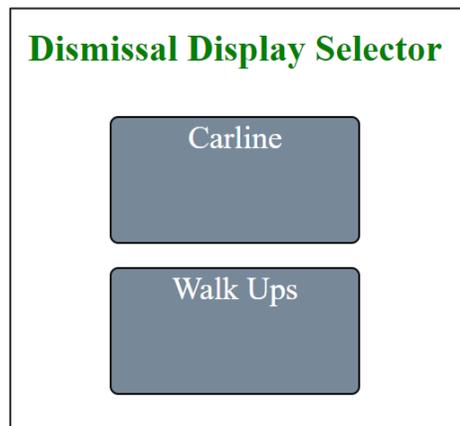


# Teacher User Guide

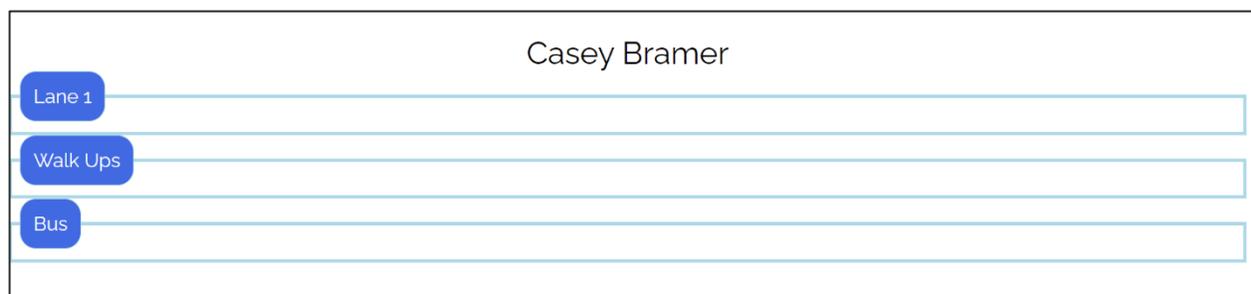
To begin the classroom dismissal process, click on the grey Carline/Bus dismissal button on the top right of the page.



Select the correct dismissal lane on the next page.

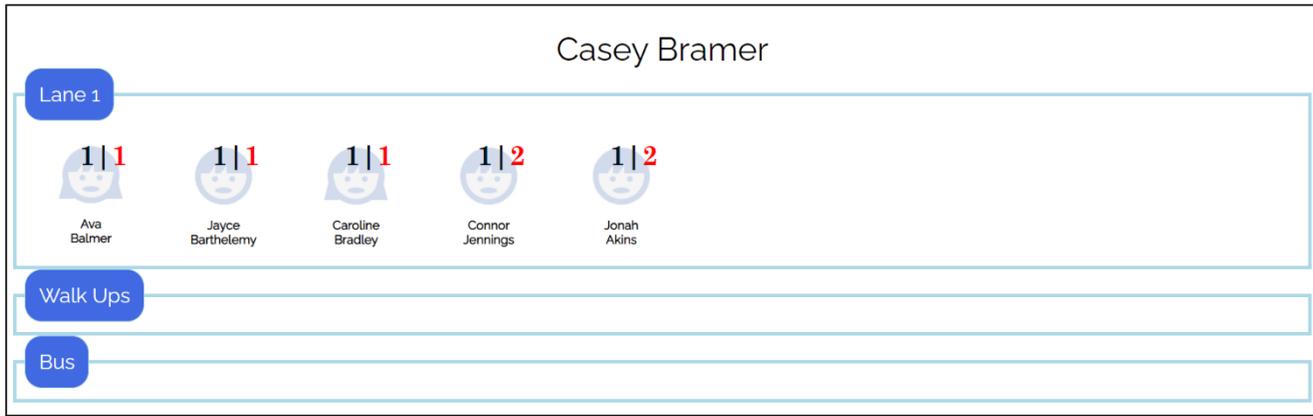


The Carline(s) and Bus fields will be displayed on your screen. However, students will not be seen on the screen until the dismissal team at the car line release area chooses to send for each group of students

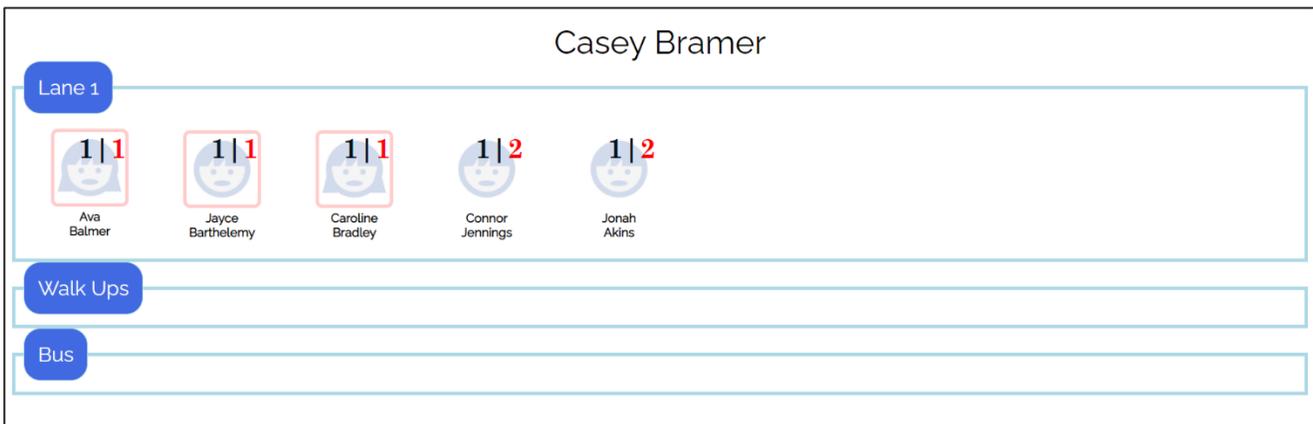


# Teacher User Guide

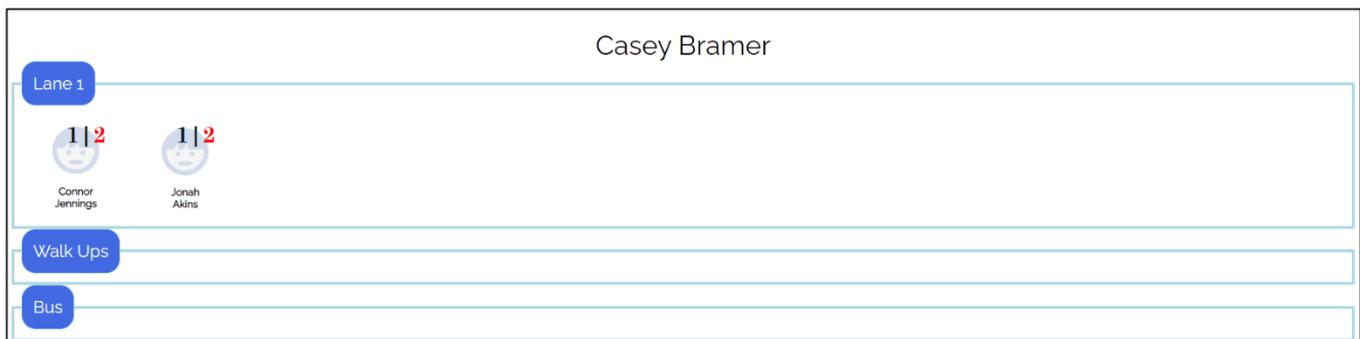
The students will begin to appear as each group is released. The student's grade is in black, and their release batch number appears in **Red**. Release the students in the order they appear on the screen according to your school dismissal process.



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

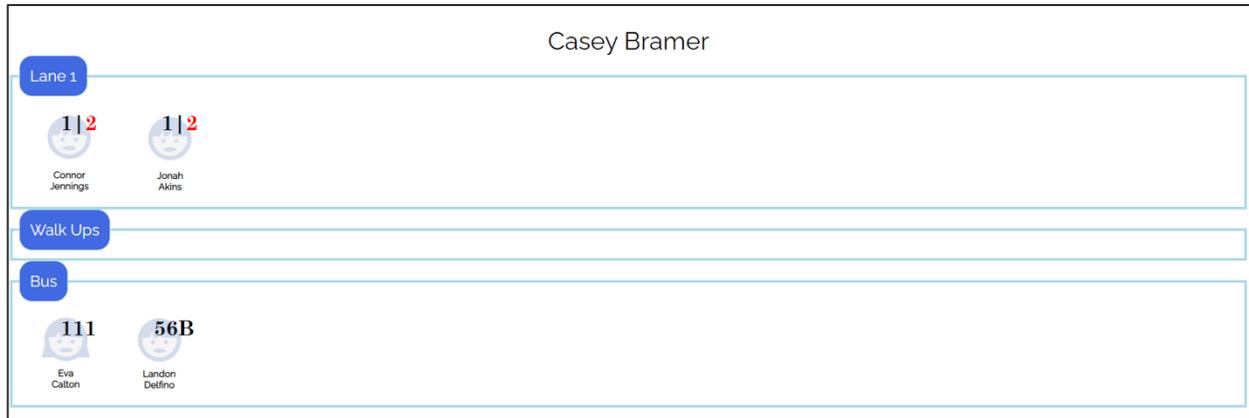


When the students are dismissed, they are removed from the screen.



# Teacher User Guide

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.

# Teacher User Guide

---

This concludes the Teacher User Guide overview.

Please contact us if you have any questions.

[CustomerService@kidaccount.com](mailto:CustomerService@kidaccount.com)

Thank you for choosing KIDaccount!

