

Sibling Groups

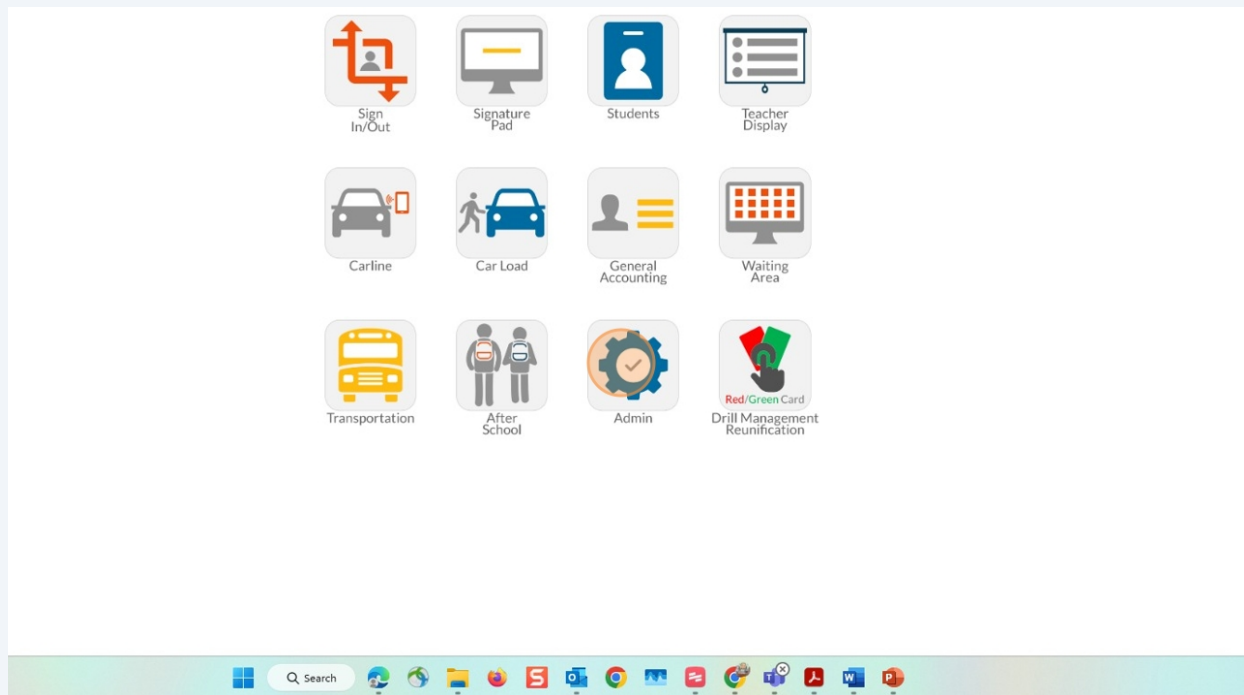
1

Creating Sibling Groups in KIDaccount for carline scan and student sign in and out.

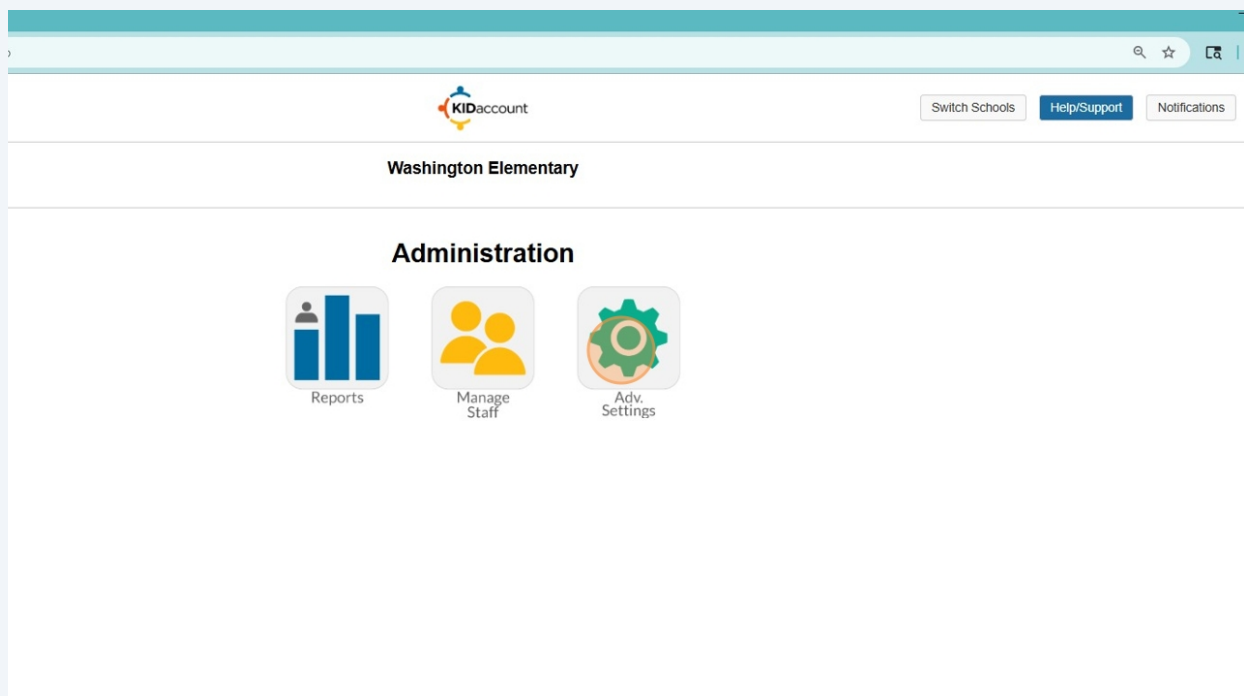


**Administration Training:
Creating Sibling Groups**

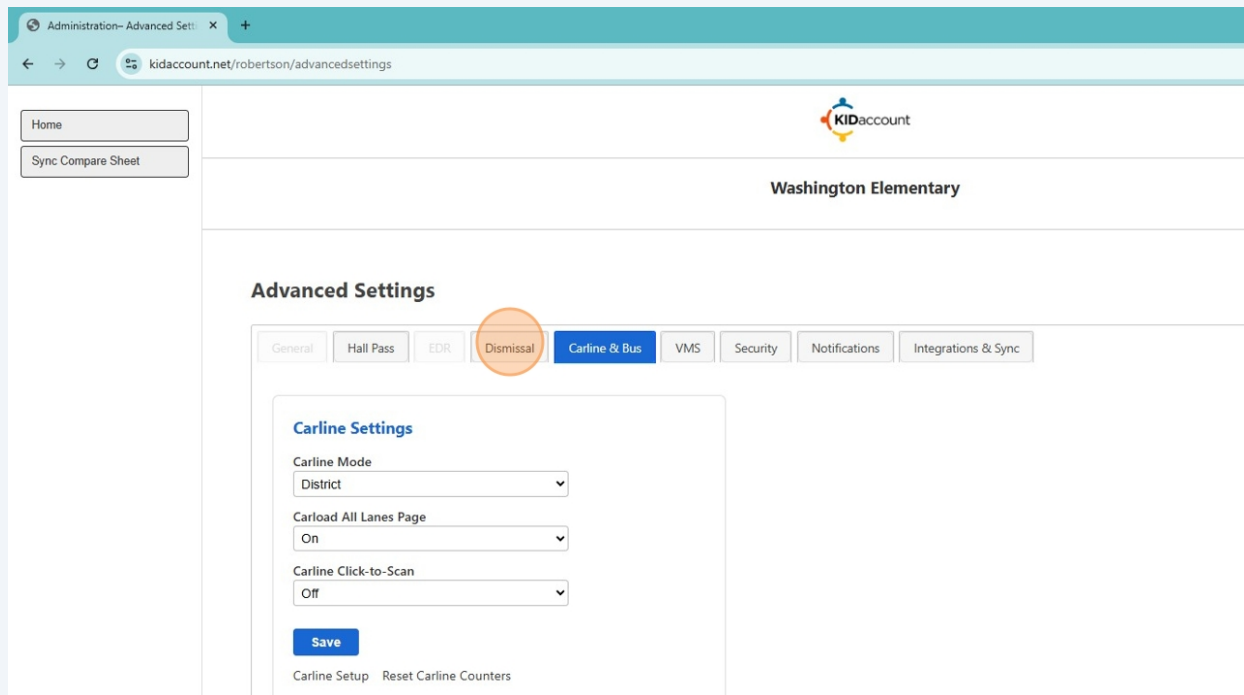
2 Click on the Admin Icon



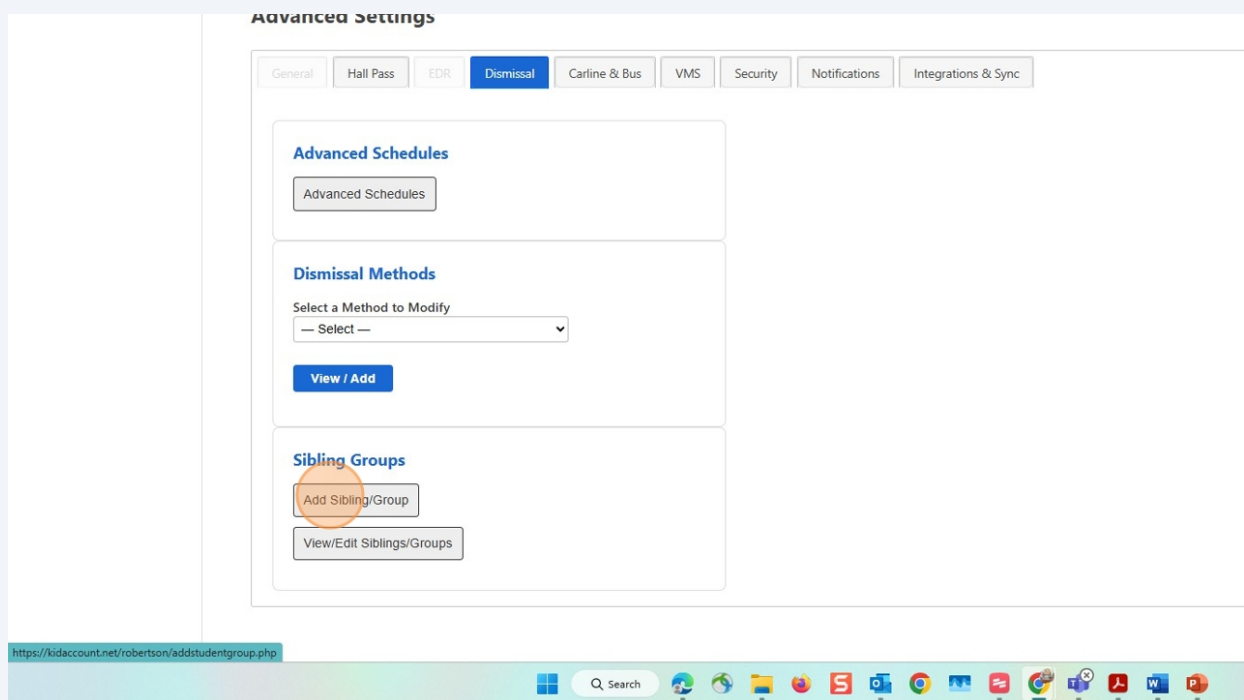
3 Then go into advanced settings.



4 Click on the dismissal tab.



5 Click Add sibling group.



6 Create a group name and click "Next Step".

The screenshot shows a web interface for 'Washington Elementary' with the 'KIDaccount' logo. The page title is 'Create Student/Sibling Group:'. A sidebar on the left contains a box titled 'Step 1: Create A Group' with a text input field containing 'Smith Family' and a 'Next Step' button. The main content area is empty.

7 Select the group type

The screenshot shows the same web interface as Step 1. The sidebar box is now titled 'Step 2: Group Details' and contains a 'Select Type:' dropdown menu. The dropdown is open, showing options: 'Sibling' (highlighted in blue), 'Daycare/Bus', and 'Other(Event, Sports, Etc)'. There is also a 'Notes' field and a 'Step' button. The main content area is empty.

8 Add any notes and click "Next Step".

Home Back

KIDaccount

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Create Student/Sibling Group:

Step 2: Group Details

Sibling

Notes Next Step

9 The next step is to. Add students to the group. So you're going to search for your students by their last name. Select the student you want to add.

KIDaccount

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STUDENT SEARCH:

BACK

SMITH, ANNABEL

SMITH, DANNY

SMITH, JAMES

SMITH, JOHN

SMITH, JOSE

SMITH, LANDON

SMITH, LAUREN

SMITH, MIA

- 10 Click "Search By Last Name" again to add additional students to this group.

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Create Student/Sibling Group:

Delete Group Save Group

Step 3: Add Students To Group

Search By Last Name Search

Students In Group: (Click Student To Remove)

Annabel Smith

- 11 Once you have all students into the group, Click "Save Group"

creategroupstep3.php?glD=13

KIDaccount

Switch Schools Help/Support

Washington Elementary

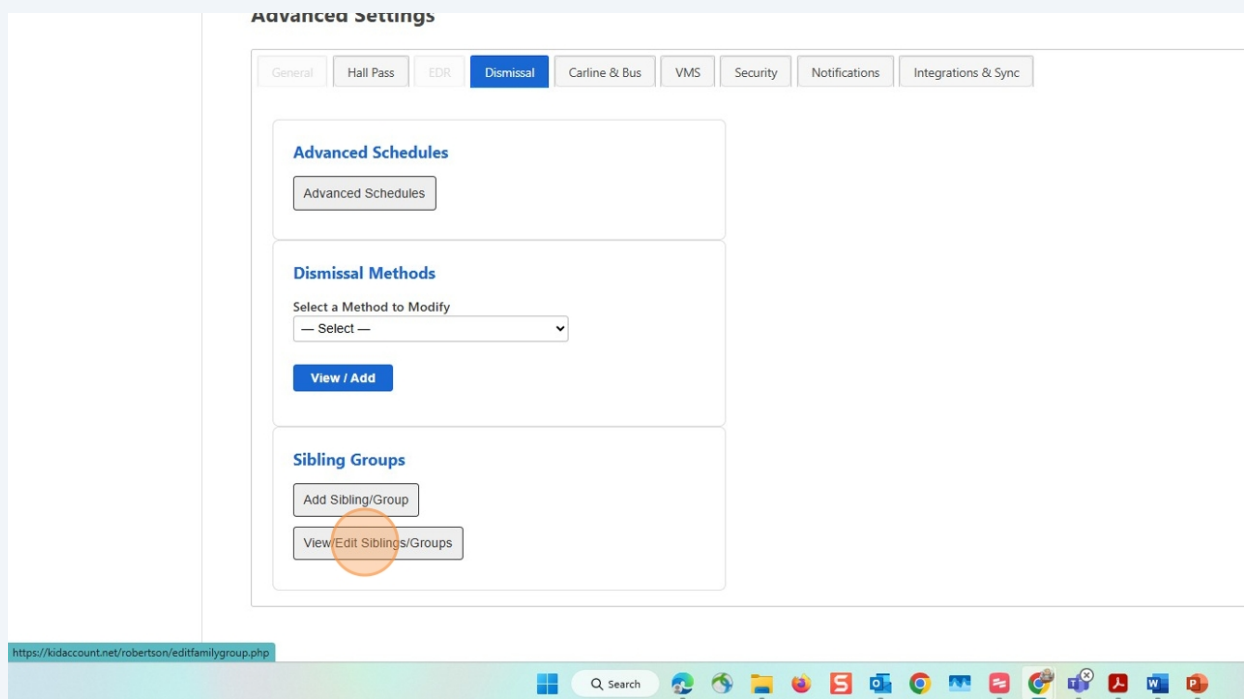
Create Student/Sibling Group:

Delete Group Save Group

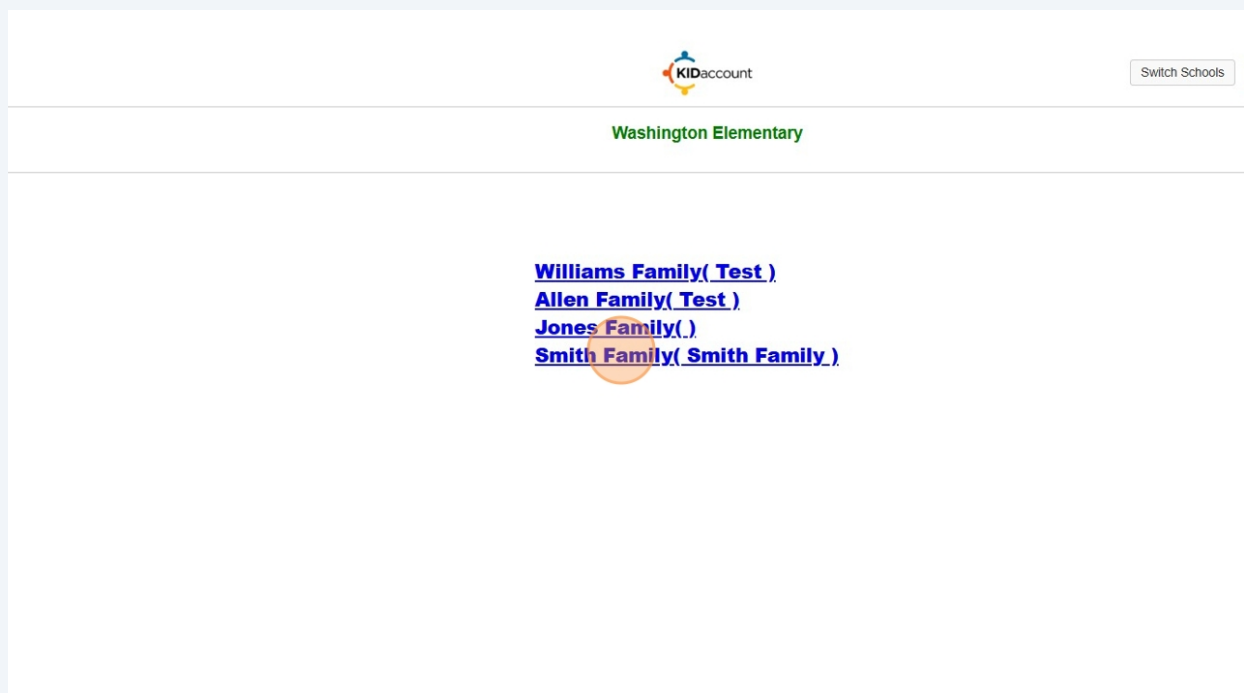
Students In Group: (Click Student To Remove From Group)

Annabel Smith
Danny Smith
Ashley Alexander

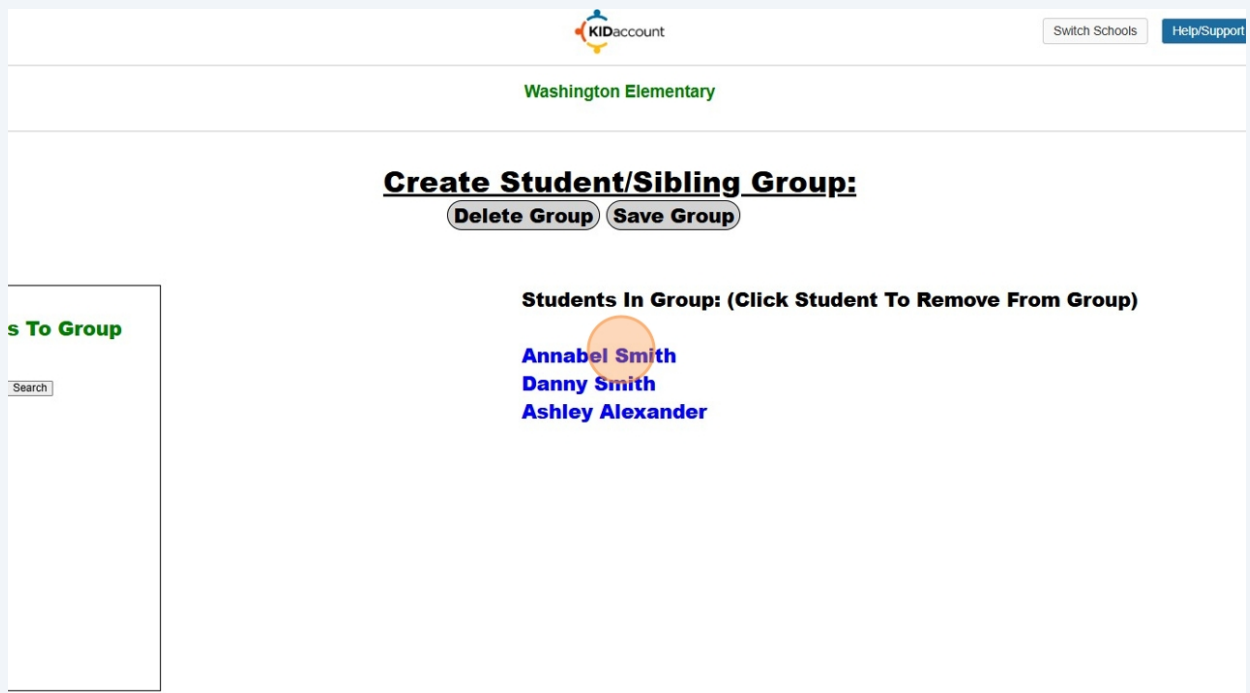
- 12 You can go and view your groups by clicking on the view and edit groups.



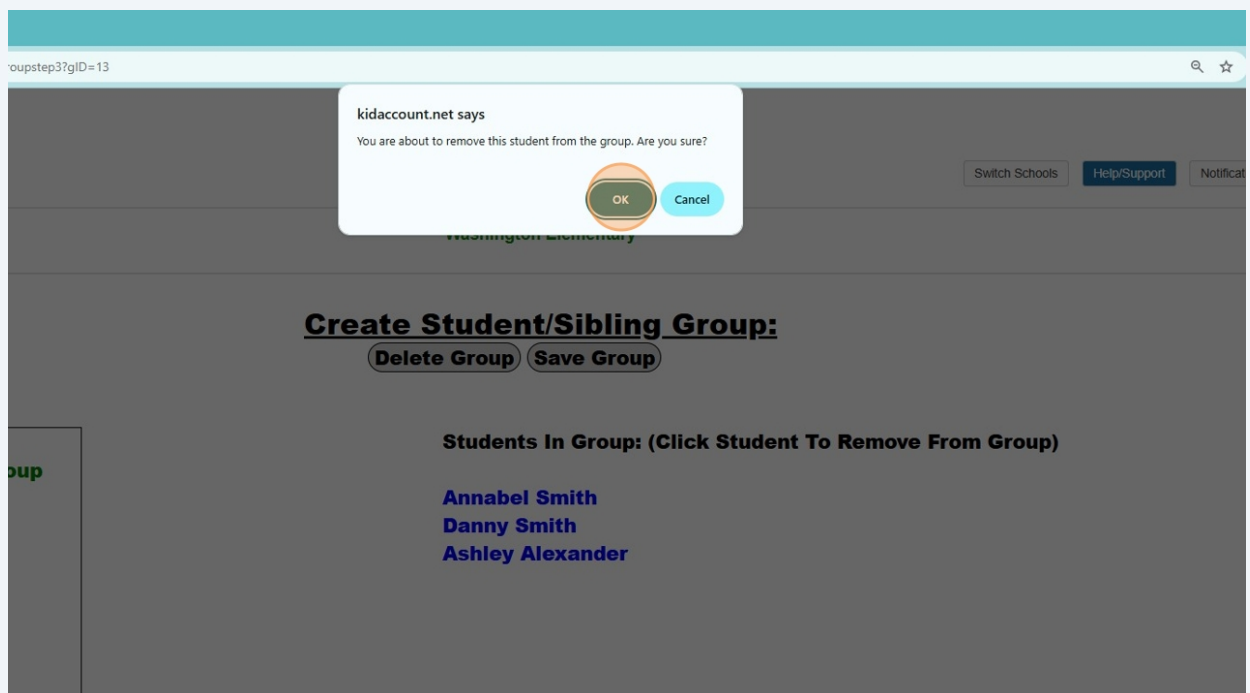
- 13 Click the name of the group you want to view or edit.



- 14 Remove a student from the group by clicking on that student name.



- 15 Confirm by clicking OK on the pop-up.



16 That student will now be removed from the group.

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Create Student/Sibling Group:

Delete Group **Save Group**

Students In Group: (Click Student To Remove From Group)

Danny Smith

Ashley Alexander