



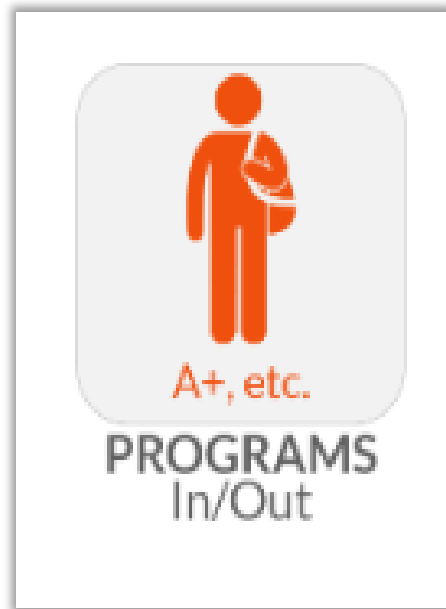
Visitor Management System: Student Programs Feature

Student Programs

Student Programs is a feature included in your KIDaccount Visitor Management System.

You may have students who need to leave your campus and report to another campus as part of their educational journey. For example, you may have students who leave your high school and go to the elementary school for cadet teaching or tutoring.

Programs is designed to help you manage students who move to various campuses throughout the day.



Programs Features:

- Manage student movement between campuses so you know who is on campus.
- Reports tracking the hours students are signed into a program.
- Notifications if a student does not sign in at the intended campus.

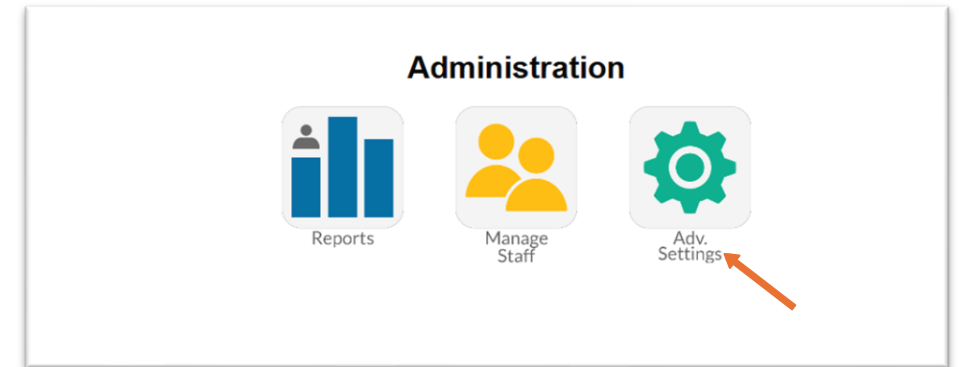
Setting Up Programs

Before your students can begin to use the Programs sign in and out feature, a system administrator will need to set up the programs and add the students who are part of that program. Follow the steps in this training to get your student Programs ready for student sign in and out.

Step 1: Select Admin



Step 2: Select Advanced Settings



Adding Programs

1. Select the VMS Tab.
2. To add a new program, select the “Add Method” button under the Student Programs section.
3. Add the name of the program and click the “Create Program” Button.

Advanced Settings

The screenshot displays the 'Advanced Settings' interface. At the top, a navigation bar contains tabs for General, Hall Pass, EDR, Dismissal, Carline & Bus, VMS (selected), Security, Notifications, and Integrations & Sync. Below this, the 'Visitor Management' section includes buttons for 'Manage Visitor Questions', 'Visitor Reason List', and 'Student PinCode Management'. The 'Student Programs' section features a dropdown menu labeled 'Student Visitor: Select A Program To View/Modify:' with a 'View/Modify' button below it. Below the dropdown, the text 'OR' is followed by 'Add Method' and 'Add/View Students' buttons. An inset window titled 'Add a New Program' is shown to the right, containing a 'Back' button, a 'Create Program' header, a 'Program Name:' label, a text input field, and a 'Create Program' button. Three numbered callouts (1, 2, 3) with arrows point to the VMS tab, the 'Add Method' button, and the 'Create Program' button in the inset, respectively.

Adding Students to Programs

From here, you will add the programs your students will be enrolled in.

Step 1: Click on Add/View Students

Student Programs
Student Visitor: Select A Program To View/Modify:

View/Modify
OR

Step 2: Select the Program from the drop-down menu

Home
Select OOC Type:
-- Select OOC Type --

Step 3: Select the home school of the students you are enrolling into the Program.

Select OOC Type:
Cadet Teaching
Select The Students Primary School:

Adding/Removing students to a program

You will see a list of all students enrolled at your site.

To add students to Programs, you can select the box next to their name. To find a student, you can search by last name.

Once you are done, click Submit Selected Students. You will see the students you selected appear in the “Students Currently in the Program” list on the right side of the page.

To Remove Students from the program, Click on the Remove Button.

Adding a Method

Home

Adding Students to "A+" for Jefferson High School

Staff data updated successfully

Select Students:

Show 15 entries

Search:

Select	First Name	Last Name
<input type="checkbox"/>	Eli	Abbett
<input type="checkbox"/>	Ezekiel	Abt
<input type="checkbox"/>	Evelyn	Abt
<input type="checkbox"/>	Elikeh	Adjokatse
<input type="checkbox"/>	Aiden	Aguado
<input type="checkbox"/>	Guadalupe	Aguilar
<input type="checkbox"/>	Ysabella	Aguilar2
<input type="checkbox"/>	Edwin	Agyemang
<input type="checkbox"/>	Kasen	Alber
<input type="checkbox"/>	Kinley	Albert
<input type="checkbox"/>	Kelly	Aleman
<input type="checkbox"/>	Kinsley	Allen
<input type="checkbox"/>	Gracin	Allen
<input type="checkbox"/>	Hunter	Allison
<input type="checkbox"/>	Isaac	Angel

Showing 1 to 15 of 460 entries

Previous **1** 2 3 4 5 ... 31 Next

Submit Selected Students

Students Currently in the "A+" Program:

Name	Action
Madison Keyser	Remove
Carson Orr	Remove
Hudson Patrick	Remove
Emerson Smith	Remove
Kameron Wilson	Remove

THANK YOU

This concludes the Visitor Management – Student Programs user guide.

Please contact us with any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

