



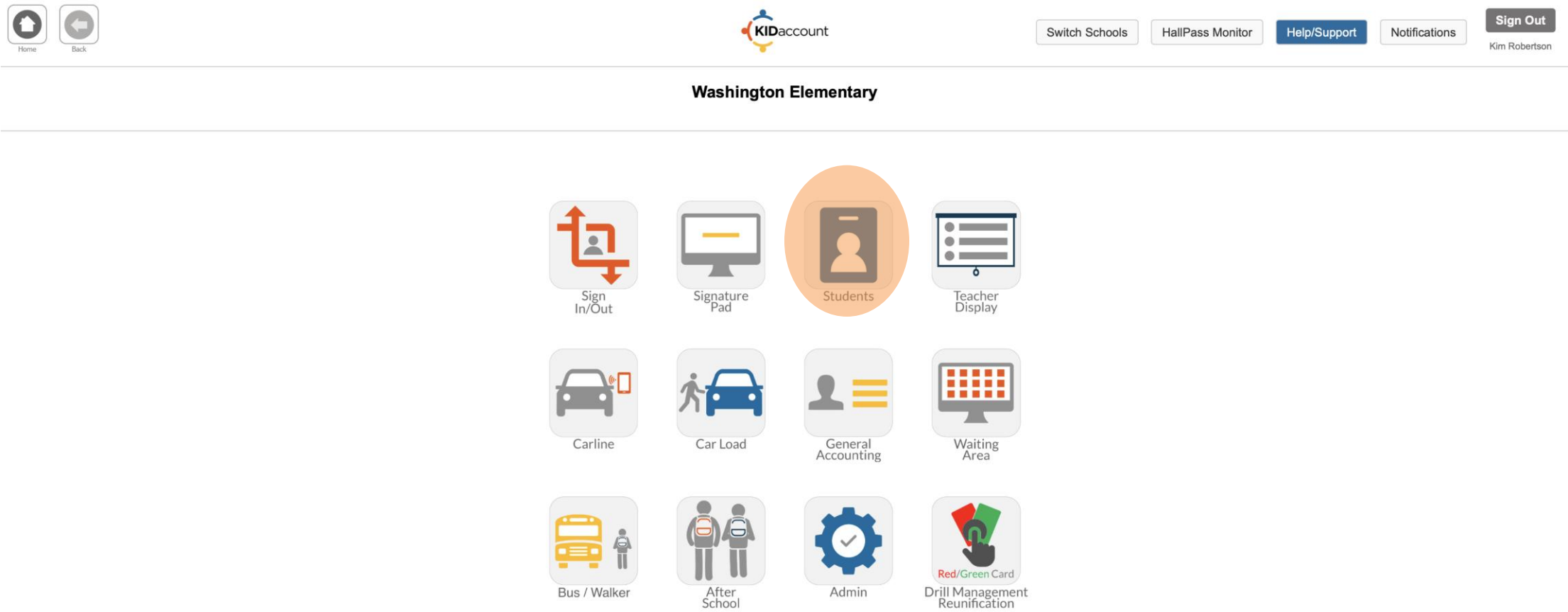
Administrative Training Guide:

Student Default Information

Changing Student Default Information

Accessing the Student Profile Page

To access the student profile page, you will click on the student icon.




Student Profile Page

From here you can choose your student from the list on the left, or you can search for the student by the last name. In this case, we are going to search for Jones and Select Aiden Jones from the list.

Home

Back



Switch Schools

Help/Support

Notifications

Sign Out
Kim Robertson

Washington Elementary

Student Information

Abdulqader, Sherali

Aden, Caiden

Aden, Kendra

Adkins, Caroline

Adkins, Destiny

Adkins, Shaylin

Aguayo, Aiden

Aguirre-Lara, CASSIDY

Aguirre-Lara, Corbyn

Aguirre-Lara, Julia

Akins, Annalise

Akins, Jonah

Akins, Kathleen

Akins, Noel

Alexander, Ashley

Alexander, Elizabeth

Alford, Abriyanah

Alford, Kamaya

jones

JONES, AIDEN

JONES, AUSTIN

JONES, BRAYDEN

JONES, CHRISTINA

JONES, ELOM

JONES, JACOB

JONES, ROBERT

JONES, SOMAYA

JONES, ZOEY

Changing Default Information

This is the student profile page. And where you can change the students default information, dismissal changes, and find various other items related to the student. You can edit or update any default information here. When you do make any changes to this section, you will need to click the "Save Profile" button for those changes to take place.

The screenshot shows the 'Student Info' tab selected in the top navigation bar. The page is divided into two main sections: 'Edit Student Profile' on the left and 'Edit Default Dismissal' on the right.

Edit Student Profile

- First Name:
- Middle Name:
- Last Name:
- Email:
- Pin Code / Barcode (max 10 digits):
- Gender:
- Grade:
- Homeroom:
- AM/PM (Pre-K):
- Directory Listed:
- Event Allowed:
- Event Level: ☐ NO STRIPES STATUS ☐ ORANGE ☐ GOLD ☐ PLATINUM

Edit Default Dismissal

- Default Method: ☐ Car Line & Walkers ☒ Bus ☐ Afterschool
- Bus Number:
-

At the bottom of the 'Edit Student Profile' section, there is a blue button labeled 'Save Profile' with an orange arrow pointing to it from the left.

Changing Default Dismissal

On the right-hand side, you see edit default, dismissal. The default dismissal is the way the student goes home every single day. If you need to edit the default dismissal and change the way they are going home every day, not just a daily change. Then you can change this. You can see right now, this student's default is bus four.

The screenshot shows the KIDaccount interface with two main sections: 'Edit Student Profile' and 'Edit Default Dismissal'. The 'Edit Student Profile' section on the left contains fields for First Name (Aiden), Middle Name, Last Name (Jones), Email (ajones@kidaccountdemo.com), Pin Code / Barcode (Up to 10 digits), Gender (Male), Grade (6), Homeroom (Jackson, Miranda), AM/PM (Pre-K), Directory Listed (Yes), Event Allowed (DO NOT ADMIT), and Event Level (NO STRIPES STATUS, ORANGE, GOLD, PLATINUM). A 'Save Profile' button is at the bottom. The 'Edit Default Dismissal' section on the right, highlighted by an orange arrow, shows the 'Default Method' with radio buttons for Car Line & Walkers, Bus (selected), and Afterschool. Below it is a 'Bus Number' dropdown menu set to 4, and a 'Save Defaults' button. At the bottom center, there is an 'Archive Student' button.

Changing Default Dismissal

Select the method you wish to change the default dismissal to. Once you make the appropriate change, click the "Save Defaults" button.

The screenshot shows the KIDaccount web interface. On the left is a sidebar with a search bar and a list of students. The main content area has three tabs: 'Calendar', 'Student Info' (which is active), and 'Contacts'. The 'Student Info' tab is divided into two panels. The left panel, titled 'Edit Student Profile', contains form fields for: First Name (Aiden), Middle Name, Last Name (Jones), Email (ajones@kidaccountdemo.com), Pin Code / Barcode (Up to 10 digits), Gender (Male), Grade (6), Homeroom (Jackson, Miranda), AM/PM (Pre-K), Directory Listed (Yes), Event Allowed (DO NOT ADMIT), and Event Level (radio buttons for NO STRIPES STATUS, ORANGE, GOLD, and PLATINUM). A 'Save Profile' button is at the bottom of this panel. The right panel, titled 'Edit Default Dismissal', contains 'Default Method' (radio buttons for Car Line & Walkers, Bus, and Afterschool), 'Carline Submethod' (a dropdown menu currently showing 'Parent Walk-Up Line'), and a 'Save Defaults' button. An orange arrow points directly to the 'Save Defaults' button. At the bottom right of the main content area is an 'Archive Student' button.

Changing Default Dismissal

You will then be prompted with a pop-up to apply the default change today or apply the default change starting tomorrow.

The screenshot shows the 'Edit Student Profile' page in the KIDaccount system. The page is divided into two main sections: 'Edit Student Profile' on the left and 'Edit Default Dismissal' on the right. The 'Edit Student Profile' section contains fields for First Name (Aiden), Middle Name, Last Name (Jones), Email (ajones@kidaccountden.com), Pin Code / Barcode (Up to 10 digits), Gender (Male), Grade (6), Homeroom (Jackson Miran), AM/PM (Pre-K), Directory Listed (Yes), Event Allowed (DO NOT ADM), and Event Level (NO STRIPES STARS, ORANGE, GOLD, PLATINUM). The 'Edit Default Dismissal' section contains a 'Default Method' section with radio buttons for 'Car Line & Walkers' (selected), 'Bus', and 'Afterschool', and a 'Carline Submethod' dropdown menu set to 'Parent Walk-Up Line'. A 'Save Defaults' button is located below these options. A 'Save Profile' button is at the bottom of the 'Edit Student Profile' section. An 'Archive Student' button is at the bottom right of the page. A pop-up dialog titled 'Apply Default to Today?' is centered over the page. The dialog contains the text: 'Saving the default dismissal can also update today's dismissal method. What would you like to do?'. It has three buttons: 'Yes, update today', 'No, start tomorrow', and 'Cancel'. An orange circle highlights the pop-up dialog.

Edit Student Profile

First Name: Aiden
Middle Name:
Last Name: Jones
Email: ajones@kidaccountden.com
Pin Code / Barcode (max 10 digits): Up to 10 digits
Gender: Male
Grade: 6
Homeroom: Jackson Miran
AM/PM (Pre-K):
Directory Listed: Yes
Event Allowed: DO NOT ADM
Event Level: ☐ NO STRIPES STARS ☐ ORANGE ☐ GOLD ☐ PLATINUM

Edit Default Dismissal

Default Method: ☒ Car Line & Walkers ☐ Bus ☐ Afterschool
Carline Submethod: Parent Walk-Up Line
Save Defaults

Save Profile

Archive Student

Apply Default to Today?

Saving the default dismissal can also update today's dismissal method. What would you like to do?

Yes, update today
No, start tomorrow
Cancel

Student Default Information

You can find additional information such as the student barcode ID and dismissal information in the list on the left-hand side of the page.

Aiden Jones

Home Mark Absent Class Schedule Cards Late Pass Dismissal Report Change Report Hall Pass Settings

Search Students

Aiden Jones

Sync Added

Student ID Start: 13000

Barcode ID: 23248281499

Default Method: Car Line & Walkers Parent Walk-Up Line

Today's Method: Car Line & Walkers Parent Walk-Up Line

Today's Note: —

Edit Student Profile

First Name: Aiden

Middle Name:

Last Name: Jones

Email: ajones@kidaccountdemo.com

Pin Code / Barcode (max 10 digits): Up to 10 digits

Gender: Male

Grade: 6

Homeroom: Jackson, Miranda

AM/PM (Pre-K):

Directory Listed: Yes

Event Allowed: DO NOT ADMIT

Event Level: ☐ NO STRIPES STATUS ☐ ORANGE ☐ GOLD ☐ PLATINUM

Save Profile

Edit Default Dismissal

Default Method: ☒ Car Line & Walkers ☐ Bus ☐ Afterschool

Carline Submethod: Parent Walk-Up Line

Save Defaults

Archive Student

Archiving Students

If a student is no longer enrolled in your school, you can click the "Archive Student" button to remove this student from your visible lists. Reports for this student will still be available upon request if needed.

The screenshot displays the KIDaccount interface for a student named Aiden Jones. The top navigation bar includes links for Home, Mark Absent, Class Schedule, Cards, Late Pass, Dismissal Report, Change Report, and Hall Pass Settings. A search bar is also present. The left sidebar shows the student's name, sync status, ID start, barcode, default and today's dismissal methods, and a note section. The main content area is divided into three tabs: Calendar, Student Info (active), and Contacts. The 'Edit Student Profile' section contains fields for First Name (Aiden), Middle Name, Last Name (Jones), Email (ajones@kidaccountdemo.com), Pin Code / Barcode (Up to 10 digits), Gender (Male), Grade (6), Homeroom (Jackson, Miranda), AM/PM (Pre-K), Directory Listed (Yes), Event Allowed (DO NOT ADMIT), and Event Level (radio buttons for NO STRIPES STATUS, ORANGE, PLATINUM, and GOLD). The 'Edit Default Dismissal' section shows the Default Method as Car Line & Walkers and the Carline Submethod as Parent Walk-Up Line. A 'Save Profile' button is at the bottom of the profile section. An orange arrow points to the 'Archive Student' button located at the bottom right of the page.

Aiden Jones

Home Mark Absent Class Schedule Cards Late Pass Dismissal Report Change Report Hall Pass Settings

Search Students

Aiden Jones

Sync Added

Student ID Start: 13000

Barcode ID: 23248281499

Default Method:
Car Line & Walkers
Parent Walk-Up Line

Today's Method:
Car Line & Walkers
Parent Walk-Up Line

Today's Note:

Calendar **Student Info** Contacts

Edit Student Profile

First Name: Aiden

Middle Name:

Last Name: Jones

Email: ajones@kidaccountdemo.com

Pin Code / Barcode: Up to 10 digits

Gender: Male

Grade: 6

Homeroom: Jackson, Miranda

AM/PM (Pre-K):

Directory Listed: Yes

Event Allowed: DO NOT ADMIT

Event Level: ☐ NO STRIPES STATUS ☐ ORANGE ☐ PLATINUM ☐ GOLD

Edit Default Dismissal

Default Method: ☒ Car Line & Walkers ☐ Bus ☐ Afterschool

Carline Submethod: Parent Walk-Up Line

Save Defaults

Save Profile

Archive Student

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

