

i-Dismiss Setup Directions for Administrators

For iPads - IOS version 11.1 or higher for iPads – MPS White iPads

Step 1) Add a New Student to i-Dismiss in Power School

You need to give a student a **Tag Number**

1. Log into Power School Admin
2. Type the name of the student in the **Search Bar**.
3. Click on **Custom Screens** on the left
4. Click on **i-Dismiss** on the top left.
5. Type the **Tag Number**
 - a. Currently the highest tag number used is 411 so as you add new students continue with 412 etc.

NOTE: *Students from the same family should be given the same Tag Number*

Step 2) Download the CSV file from Power School

(This is a roster of All Forest Students for iDismiss upload)

- A. Be sure you are in the Correct school – **Forest Avenue**
- B. Under **Reports**
 - a. Click on **SQL Reports**
- C. Click on **Admin**
- D. Click on **iDismiss For Upload**
- E. Click **Submit**
- F. Click on **CSV** tab at the top left
- G. A report will automatically download to your Download folder
- H. This **CSV** file needs to be uploaded to **i-Dismiss** *once annually at the beginning of each year.*

NOTE: If there are any students that are missing **Tag Numbers** in the **CSV** file, follow steps **1-5** above then repeat steps **A-G**.

Step 3) Upload the CSV file from Power School into i-Dismiss

- 1) Click on this link to access the **i-Dismiss** upload portal
<https://idismiss.org/dissmissal-file-upload/>
- 2) Click on **Select File** then click on the **csv** file you have already downloaded in the previous steps from **Power School**
- 3) Type in Your **Name**
- 4) Type in your **school email address**
- 5) Type in the school code: **forest4012640839**
- 6) Click on **Upload File**



iDismiss
Student Dismissal Made Safe and Simple

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Dismissal File Upload

Once you have your student roster spreadsheet ready, use this for information to populate your iDismiss app's student database. This

Upload files		
CSV-Student-File.xlsx	Select File	Upload File
Your Name:(required)	Ron Dumais	
Your Email:(required)	rdumais@mpsri.net	
Your School Code:(required)	forest4012640839	

Step 4) Install/Download i-Dismiss (Available for iPad or iPhone)

- To get app installed on an iPad, please email helpdesk@mpsri.net.
- Please indicate the Asset Number of the specific device(s) you would like the app installed on.
 - For iPads IOS version 11.1 or higher for iPads – MPS White iPads
- For iPhone, the app can be downloaded from the Apple App Store
- Currently the Check -Out module only is web based at <https://checkout.idismiss.org/>

Step 5) First Time Logging In

NOTE: All Forest teachers as of 3/9/2021 have already been added to i-Dismiss as **Authorized Users** to allow them access. A CSV file was emailed to iDismiss with the teachers' name and email addresses.

- a) **Administrators**, for the first time only, will need to begin by clicking on **Create an Account**
- b) Type in the school code: **forest4012640839**
- c) Type in your **email address**
- d) Create a password for iDismiss

Step 6) Creating New Authorized Users (For Administrators – Password Required)

- a) All teachers should already be upload into iDismiss as authorized users as of 3/9/2021. However, building Administrators will need to add **New Users/Teachers** as they join **MPS**.
- b) To add new **Authorized Users**, once in the app, click on **More** at the bottom right of the screen
- c) Click on **Authorized Users**
 - a. Type in the Password **forest26** (Do not share!) then hit **Submit**
 - b. Click on the **+** at the top right of the screen to add each teacher that will be using i-Dismiss.
 - c. Type in their name and their email address and click **Add**.
 - i. **This will make these teachers Authorized Users!**
 - ii. **Teachers cannot log into the software to create an account until they are made Authorized Users.**
- d) When all new teachers are added, click on **More** at the top left of the screen.
- e) **Add a Fake Student:** (Currently, this step has already been done for you.) On the **Students Tab**

click on the **+** to add a **Fake Student** using number **999**. This will allow you to indicate to teachers when dismissal is complete.

- a. First name: **END OF**
- b. Last Name: **CARS**
- f) For the Profile picture, you can either ignore or add the school logo
- g) **All Users**, for the first time only, will need to begin by clicking on **Create an Account**
- h) Type in their email address
- i) Type a password that will be created for their account.

Optional Step 7) Codes (Used for Lane Dismissal) - (Codes are intended to Create Lanes or Exit Assignments for Dismissal.)

If Codes are enabled under Codes on the Check In Tab, then:

The Building Administrator:

- 1) The administrator may first create a dismissal Code for each exit/lane or use the default codes.
- 2) By default, these are already set to **1=Blue (Main Exit - Buses)** **2=Red (Learning Center Car Riders Lane 1)** **3=Green (Learning Center Car Riders Lane 2 & Walkers)**
 - o **If you choose to keep the default codes, then the Administrator can skip Step 3.**
- 3) **If the Administrator wants to change the Codes:**
 - o Swipe left on a preexisting code row then click delete.
 - o Tap on the **Codes Button on the Check In Tab**
 - o Tap the + to add a code
 - o Make sure the **Enable use of Codes** is on
 - o Enter code number and description
 - **Code must be a number from 0-9**
 - **Description must be a color.** Choose from **Blue, Red, Green, Brown, Yellow, Pink, Purple, Orange or Black**
 - o Tap **Add** to add code

Step 8) Reset/Archive Car Database (For Administrators – Password Required)

At the end of each day, the building administrator should

- Click on More
- Click on Reset and Archive Database
- Click on Reset/Archive
 - Password: forest02842 (Do not share!)

Teacher Directions

First Time Logging In

- a) **All Users**, for the first time only, they need to begin by clicking on **Create an Account**
- b) Type in your email address
- c) Type a password that will be created for this app
 - a. ***If you are unable to create your account, you will need to notify the building administrator to add you as an authorized user.***

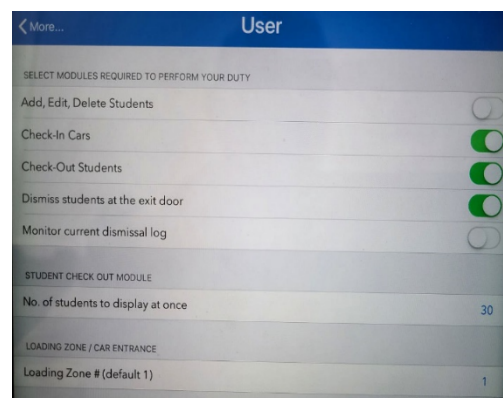
There are 3 Primary Teacher Roles

- **Check in Teacher** (*Stationed Outside*): Role is to check in Cars/ Busses as they arrive
- **Classroom Teacher**(*Stationed in Classroom*): Role is to dismiss students from the classroom once the student's Car or Bus has been checked in by the *Check in Teacher*
- **Dismissal Teacher/Gatekeeper**(*Stationed at Exit Door*): Role is to allow the students to exit the building once that have been dismissed by the *Classroom Teacher*.

Setup in the i-Dismiss App

User Settings: These can be modified by each user strictly for visual simplicity. They should be set based on the **User's Assigned Role**. These settings allow the teacher, based on their role, to only view the Tabs that they need. It is simply intended to make the interface look less cluttered.

1. Under **More:** Open **User Settings**
 - a. **Add, Edit Delete Students** (OFF for Teachers – ON for Administrators)
 - b. **Check-In Cars** (ON only for Teacher(s) Checking in Cars)
 - c. **Check-Out Students** (ON only for Classroom Teachers)
 - d. **Dismiss Students at the Exit Door** (ON for Gatekeeper at Exit allowing students to exit the building)
 - e. **Monitor Current Dismissal Log** (OFF – On as needed)



2. **Student Check in Module**
 - a. Allows you to set the No. of students to display at once on the Check-In screen. If this number is set too high, it will increase scrolling time. (Recommended 12)
3. **Loading Zone / Car Entrance**
 - a. Car Entrance number (Default 1) If a building has more than one Dismissal Exit, the Teacher/Gatekeeper needs to be assigned to the correct **Car Entrance Number** in order to see the students that will be leaving from that exit.
 - b. Staff can switch their Car Entrance assignment as needed

Search for a Student (*Students Tab*)

- From the **Students Tab**, tap on the Search Button *(magnifying glass)
- You can search by:
 - Car number
 - First Name
 - Last Name

Sort Students List

- All of the Column Headings are tools that will allow you to sort by that criteria

Edit or Delete a Student's Profile

(This option is recommended to be left to the Building Administrator.)

4. To edit or delete a student's profile,
 - a. Locate student
 - b. Tap on the student row
 - c. Select the Student tab below
 - d. Change info as needed then click **Save** or click on the Trash can to Delete then click **Confirm**
5. Choose Other

Check-In Teacher – Cars (Stationed Outside): *Use the Check In Tab*

- This teacher monitors dismissal outside. Make sure you have selected the **Check In** tab at the bottom.
- If the school is using the **Codes** feature, when a car arrives for pickup, they will need to type the **Car Tag** followed by the **Lane/Exit Code Number**. (1= Blue / Main Exit for Buses 2=Red / Lane 1 3=Green / Lane 2)
- If the school is **NOT** using the **Codes** feature, when a car arrives for pickup, they will need to type the **Car Tag** only
- Student Info will appear
- This will indicate to the teacher in the classroom which exit and lane (if using Codes) to send the student to.

NOTE: The code entered by the outside teacher can change every day as cars may arrive in a different lane.

- When dismissal is complete and there are no more cars waiting, enter 999 then click on the Car Button. This will notify all teachers in the building that dismissal is done.
- If a parent does not have/recall their car #, you can quickly change to the **Students** tab and look for the student's car number. Once you have identified the car **Tag Number**, click back to the check In tab and type in **Tag Number** to add student to the dismiss list.
- If a parent does have a car #, but it's not showing in the app, you can quickly change to the **Students** tab and enter it yourself on the fly.

NOTE: Swipe left to delete a car.

Check-Out Teacher (Stationed in Classroom): *Use the Check Out Tab*

- Be sure you are on the **Check Out** tab on the bottom.
- Tap on the speaker icon if you want the app to read aloud the card numbers
- Tap on checkout then send the student to the exit door
- If Codes are being used by the school, the Code color will indicate which Exit/Lane to send the student. (1= Blue / Main Exit for Buses 2=Red / Lane 1 3=Green / Lane 2)
 - You can select **Absent** to indicate any absent students
 - You can select **Other** if the student is in the building but not leaving just yet. Then type the location of the student. They may be in a club etc.

Students Staying After School (Check Out Tab)

- From the Check-Out Tab, tap on the little **Face** icon on the top left to view the list of students staying after school. A screen will open to show you specifically where in the building the student is staying.

Dismissal Teacher/Gatekeeper – Dismisses Students at the Exit Door

- To dismiss a student from the building, make sure he/she is next in line, then tap on his row once. The row will turn green immediately and the dismissed time would be recorded under the car number.
- If you tap the wrong student, just tap on the roll again and they will revert back to white.
- Both time stamps of when car was checked in and student was dismissed from the building are shown here.
- Make sure you are on the **Dismiss Tab**!

Filter Dismiss List by Code

- Tap on the filter button
- Type the code you want to filter the Dismiss list by, and tap on the Filter button
- Only students with the chosen code number will be displayed
- Note: To reset the list to show all students, type "*" as the code number

Monitor Current Dismissal Log

- From the **Dismiss Tab**, this screen is read only. Tapping any row will not change its color.
- You can monitor in real time the dismissal process by looking at this screen
- **Green Records** mean students have been dismissed from the building and sent to the car loaders
- White records mean students are waiting their turn inside to be called
- Each student will keep a record of the time his car was checked in, as well as the time he was dismissed from the building
- Scroll up and down this page as needed

(Optional) Bus/Walker Code Lists

1) First you must create a Code for each bus and a Code for Walkers.

- **On the Dismiss Tab**, Click on the Bus Icon on the top Left
- Tap on the Codes button
- Tap on the **+** button
- Enter Bus number in both the name and description fields. Ex: Name: Bus 12 Description: Bus 12
- Tap on the **Add button**. **Repeat this for each bus.**
- To create a **Walker Code**, repeat the process to add a code but this time type **Walkers** in both the name and description fields.
- Tap on the **Add button**.

(Optional) To Dismiss using the Bus/Walker Codes

- Tap on the Bus icon for Bus/Walker students
- Make sure you are on the **Dismiss Tab**
- Select the Bus Number or Walker List from the top right drop down
- Enter student number and tap on the **Dismiss Student** button

NOTE: Swipe left and tap on Delete to delete a row

Send Messages

- Tap on the **Pencil** in the top right-hand corner to **write a message**
- Every screen that has the pencil icon is capable of sending/receiving messages to/from **ALL** staff using the app during the dismissal process. This feature works similar to a chat group, where **ALL** staff no matter where they are located have a centralized means of communication
- Then write your message and tap **Send**

Receive Messages

- Every time a staff member sends a message, a window will automatically pop up on your screen with a list of all messages sent/received with the most recent on the top.
- If you want to hide the message window, just tap on the hide button at the bottom of that window.
- If your messaging window is hidden, and you want it to be visible, just tap on the **message/email icon** at the top.

Search Archived Data

Select Date Range

If * appears on the top right that indicates that all students within that date range will be displayed.

You can choose to type in a specific student's number to search