

Questions and Suggestions (/support/Index)

GETTING STARTED GUIDE: How do the teachers use iCare?

Posted on: 10/19/2017 12:57:27 PM

Replied by : support@icaresoftware.com

Teachers can be invited or added manually by the admin of iCare application.

- When admin adds a teacher manually, all their details will be filled by the admin and an email will be sent to the teacher's email address to set up the application password and access their account.
- When the admin invites a teacher, they will receive an email with their login ID and a link to create a password to access the account.

Registration

1. When invited, please click the Login button in the email to set a password and finish the registration process by filling up your details. Save to finish.

Enter your details here

Click to save

Profile

PERSONAL

Last Name *

First Name *

Carrier*

Lobby Password*

Mobile Phone *

Work Phone

Home Phone

Email *

Address

City

State

Zip Code

HIRING

Select Site *

Age-Based Room *

Hire Date

Discharge Date

Discharge Reason

CUSTOM FIELDS Coming Soon

Scheduling

2. Either, admin will schedule you under various Programs and Classes or you may schedule yourself from your Profile page. To schedule for a Program/Class, navigate to the Staff page from the Sidebar menu and click your name from the list. On your Profile page use the '+' icon in Program/Classes box to add schedules.

Note: After scheduling in a P/C, you may access the children enrolled in that P/C.



Daisy Timonthy

Today's Status Did Not Attend

Phone (000)845-4511

Email daisy@Carelive.com

Click here to add schedule

Profile Schedules

Programs/Classes +

Toddlers HD

SCHEDULE

Start Date 5/26/2017

End Date -

	Mon	Tue	Wed	Thu	Fri
Start Time			9:00 AM	9:00 AM	9:00 AM
End Time			10:00 AM	10:00 AM	10:00 AM

Add schedules here

PROGRAMS	CLASSES	OTHER
Infant HD	Spanish Beginner	Add Custom Schedule
Infant FD	Chess Beginner	
Toddlers HD	French Beginner	
Toddlers FD	Music Beginner	
3-Year 3D	Music Intermediate	
3-Year 5D	Music Advanced	
4-Year 3D	Chess Intermediate	

Calendar View

November 2017

MONTH WEEK DAY TODAY < >

Mon	Tue	Wed	Thu	Fri
30	31	1 to: 9-10a	2 to: 9-10a	3 to: 9-10a
6	7	8 to: 9-10a	9 to: 9-10a	10 to: 9-10a
13	14	15 to: 9-10a	16 to: 9-10a	17 to: 9-10a

Attendance

- You may mark attendance for children enrolled in your assigned Programs and Classes using the 'Check – in/out' buttons on Attendance page. You may also filter the attendance data for a custom range. Use Action button to send messages, batch check – in/out, send lobby questions, custom bill.

Center Capacity 150
Total Active Children 98
Checked-In Now 1

Attendance

All Children; All rooms; All P/C; All status; Today
Sorted by name

Filter button Action button

Click to check-in

<input type="checkbox"/>	Date	Name	Child/Staff	Age-Based Room	Site Id	In	Out	Hours	Total Hours
<input type="checkbox"/>	12/2/2017 (Saturday)	Gaven, Benjamin	Child	Toddlers2	Site (1)	Check In		0.00	0.00
<input type="checkbox"/>	12/2/2017 (Saturday)	Hayes, Steven	Child	Toddlers2	Site (1)	4:20 PM	Check Out	0.00	0.00
<input type="checkbox"/>	12/2/2017 (Saturday)	Joseph, Steny	Child	Toddlers2	Site (1)	Check In		0.00	0.00

Showing 1 to 3 of 3 entries

Show 10 entries

Previous 1 Next Last

4. You may also mark your attendance for the day, using the iCare Lobby. Login to the lobby using your unique lobby password.

Welcome, Addy Smith (Site-1)

Photo	Name	Age-Based Room	In	Out	Hours
	Smith, Addy	Not-Specified	Check In		0.00

Click to check-in

For privacy, please click on Log out when done. Log out

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Journal

5. Use the Journal to communicate with parents by sending them details of the activities their children have been involved in.

(Coming Soon...)

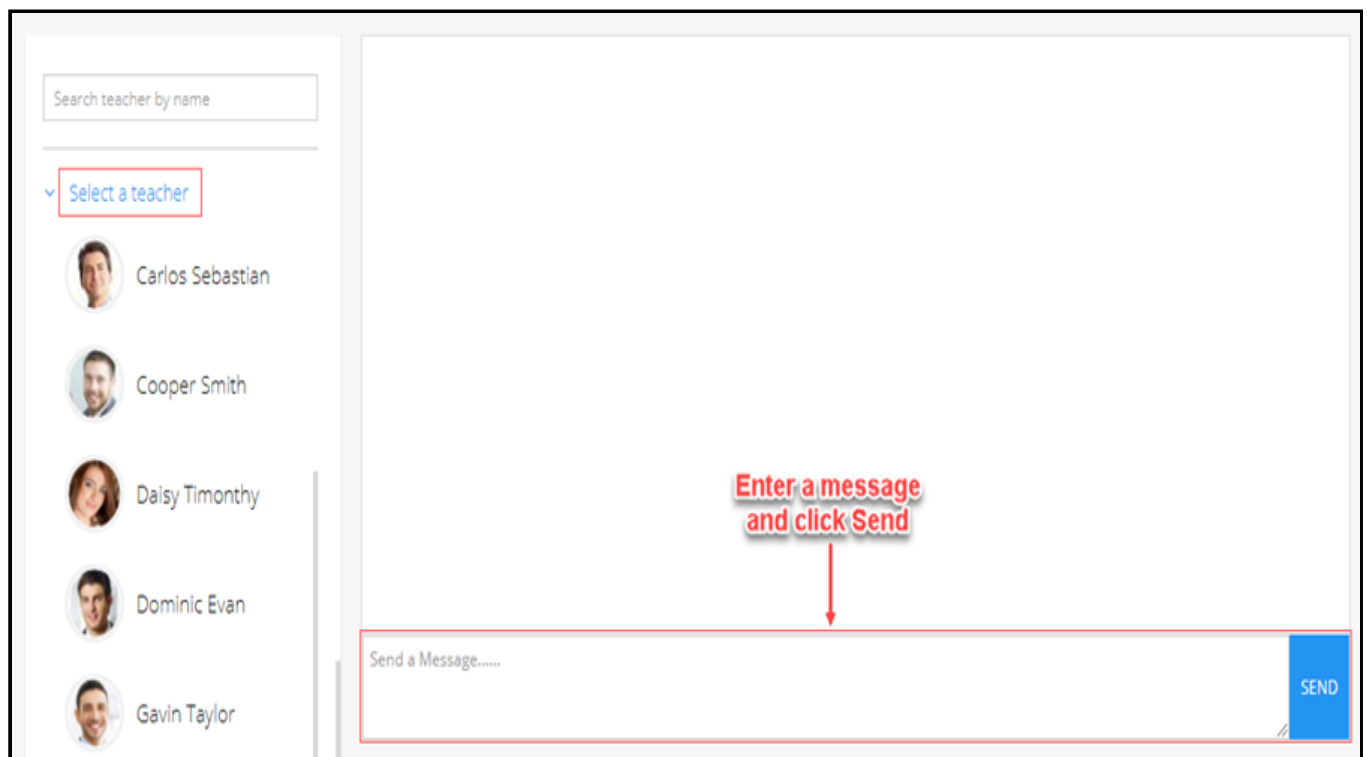
Photos

6. Use Photos to share pictures of classroom and sports activities, or field trips. Create memories to cherish with iCare.



Chat

7. Use Chat feature to communicate with other teachers instantly. By using chat, you may pass on important information right away and keep other informed of your schedule.



Leave a Comment / Question

Email

Comment

Source		▼				
	▼					
Styles ▼	Format ▼	Font ▼	Size ▼	▼ ▼		

Submit Cancel

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