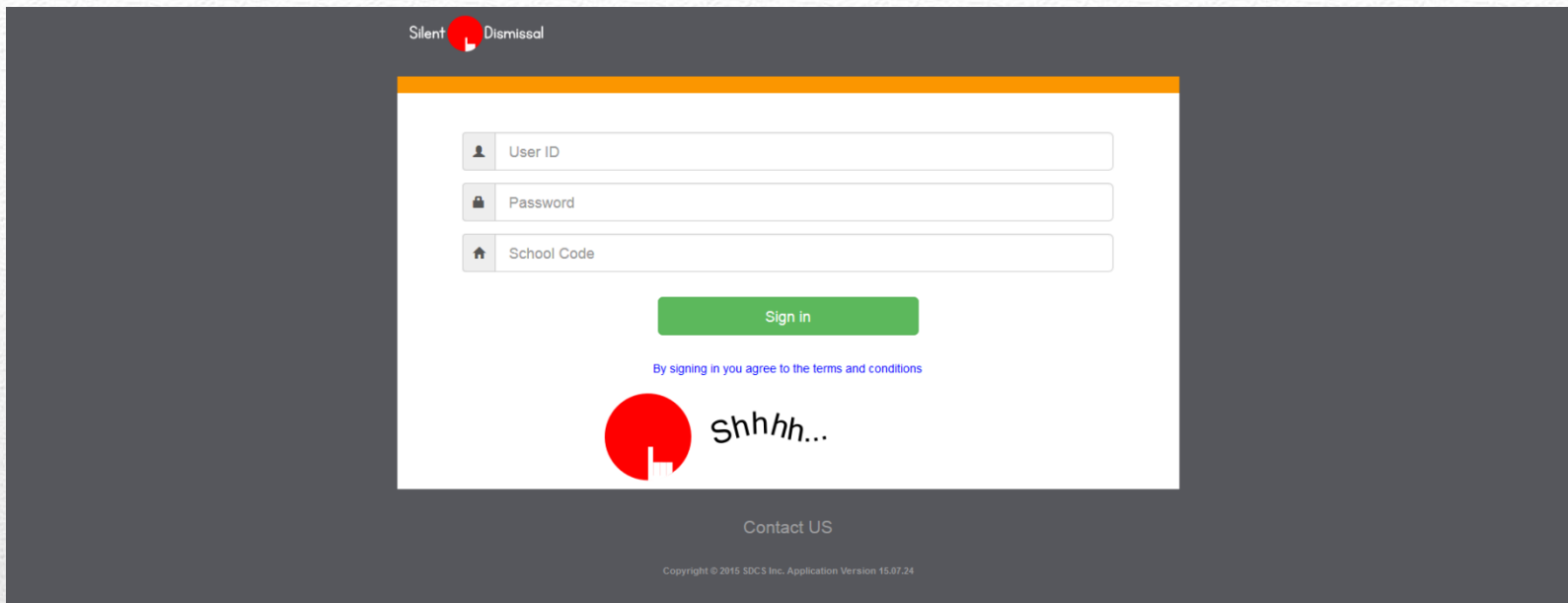


Silent Dismissal

Administrator Quick Start Guide





Enter your site address in the browser, e.g., yourschool.sdcs99.com


Enter your User ID, Password. These should be first initial and last name, all in lower case without spaces, last name all in lower case, and the School Code should be filled in already

Sign In

you have 2 significant set up tasks and 1 minor set up task to complete. [Click to review.](#)

School Information

Demo School
SDCS, Inc.
PO Box 28612
Macon, GA 31221



Contact
Gregor Jennings
gregorjennings@gmail.com
478-447-6226

Quota

Expiration	30 Aug 2016
Display Time	5:55 PM
Licenses	101
2% Buffer	2
Actual Students	21
Available Licenses	82
Security Limit Code	7 app
User Accounts	
Local Admin	1
Dismissal	1
Kiosk	1
Classroom	2

Classroom Access

Substitute Passwords

Current	better
Next	sad

Students Not Participating

All Students Participating

Explicit Dismissals

No Explicit Dismissals

Messages

No Current Messages

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Review the message at the top of the screen. Click the message to see the details of steps to perform to complete the set up operation.

Set Up Tasks

Settings

School Name*	<input type="text" value="Demo School"/>		
Address	<input type="text" value="SDCS, Inc."/>		
	<input type="text" value="PO Box 28612"/>		
City, State ZIP	<input type="text" value="Macon"/>	<input type="text" value="GA"/>	<input type="text" value="31221"/>
Web Site	<input type="text" value="http://www.sdcsinc.com"/>		
Contact	<input type="text" value="Gregor Jennings"/>		
E-Mail	<input type="text" value="gregorjennings@gmail.com"/>		
Phone	<input type="text" value="478-447-6226"/>		
Local Time	<input type="text" value="16"/>	:45	Server Time <input type="text" value="16:45"/>
Dismissal Display	<input type="text" value="5 PM"/>	<input type="text" value="55"/>	Security Limit <input type="text" value="7"/>
Classroom First Page	<input type="text" value="Dismissal View : Main classroom page that displays student dismissal information"/>		
Classroom Display	Bus List <input type="text" value="Yes"/>	Van List <input type="text" value="Yes"/>	
Parents	Set Explicit <input type="text" value="Yes"/>	Dismiss <input type="text" value="Yes"/>	
Parent Limit	<input type="text" value="Midnight"/>	<input type="text" value="00"/>	

Go to Tools / School settings. Ensure the data and settings on the page are appropriate for your school. The School Name field is the value that is printed on parent car tags.

School Settings

- Silent Dismissal requires specific information from your school to work. The major areas each include the following options:
 - New
 - Bulk Load
 - List
- Major content areas are Accounts, Groups, and Students
- Minor content areas include Preset Messages, Locations, and Parent Tracking

Create Content

- Your school will require at least one of each of the following account types:
 - Local Admin
 - Dismissal
 - Classroom
- In practice, there will usually be at least two administrators, several dismissal users, and many classroom accounts
- Select Accounts / New to create accounts one-by-one
- Select Accounts / Bulk Load to read the directions on creating multiple accounts by copying and pasting from a spreadsheet
- Classroom accounts should be created prior to creating student accounts

Create Accounts

- Students may be entered one-by-one from the Students / New menu option. This is not practical for an initial system load.
- Create many student entries at one time by exporting student data from your Student Information System then importing into Silent Dismissal using the Students / Bulk Load feature
 - Open Students / Bulk Load page for more detailed instructions on this process

Create Students

- Groups, Locations, and Preset Messages may be created one-by-one by selecting the following menu choices:
 - Groups: Groups / New
 - Locations: Groups / Location
 - Preset Messages: Groups / Preset Message
- All of these may also be created in one step using the Group / Bulk Load menu option. Read the information on that page for more details.

Create Groups, Locations, & Preset Messages

- Parent tracking items may only be created one-by-one
- Select Groups / Parent Tracking to create these items

Create Parent Tracking Items (optional)

- The preferred method for performing this step is to have all teachers sign in, navigate to Students / Roster, then have each teacher select the appropriate students based upon the assignments made in the Student Information System
- The alternate method is for an administrator to assign each child to the classroom rosters.
 - Navigate to Accounts / List
 - Select the “Classroom” entry in the Role column
 - Designate the appropriate students to each classroom

Assign Students to Classrooms

- The preferred method for performing this step is to have all teachers sign in, navigate to Students / Roster, then have each teacher click on each students' name in succession to set all group assignments
- The alternative method is for an administrator to assign the students to the groups.
 - Navigate to Groups / List All
 - Click on the Group Name column
 - Click on the Grp column checkbox to assign a student to the group
 - Uncheck the corresponding day of the week check box to exclude the student from the group for that day of the week

Assign Student to Groups

- If not already completed, go to Reports / Set Up Check to ensure that all set up tasks have been completed
- Go to Reports / Possible Errors
 - Review the data in each section to determine whether the anomalous values are correct or an actual error. Correct where necessary

Check the Data

- Go to Tools / Print Tags by Classroom
- Select the format of the tags to print
- Select the options to include on the tags
- Adjust the size of the School Name and Student Names (if printing on tags)
- Select a group of classrooms. More than approximately 300 total students will result in an out of memory error on the server. If this occurs, reduce the number of classrooms to print in one file
- Click on “Create PDF” to review the appearance of the tags
- Adjust the settings as desired, or print or save the PDF file
- The School Name and the Logo image may be changed on the Tools / School Setting page

Print Car Tags
