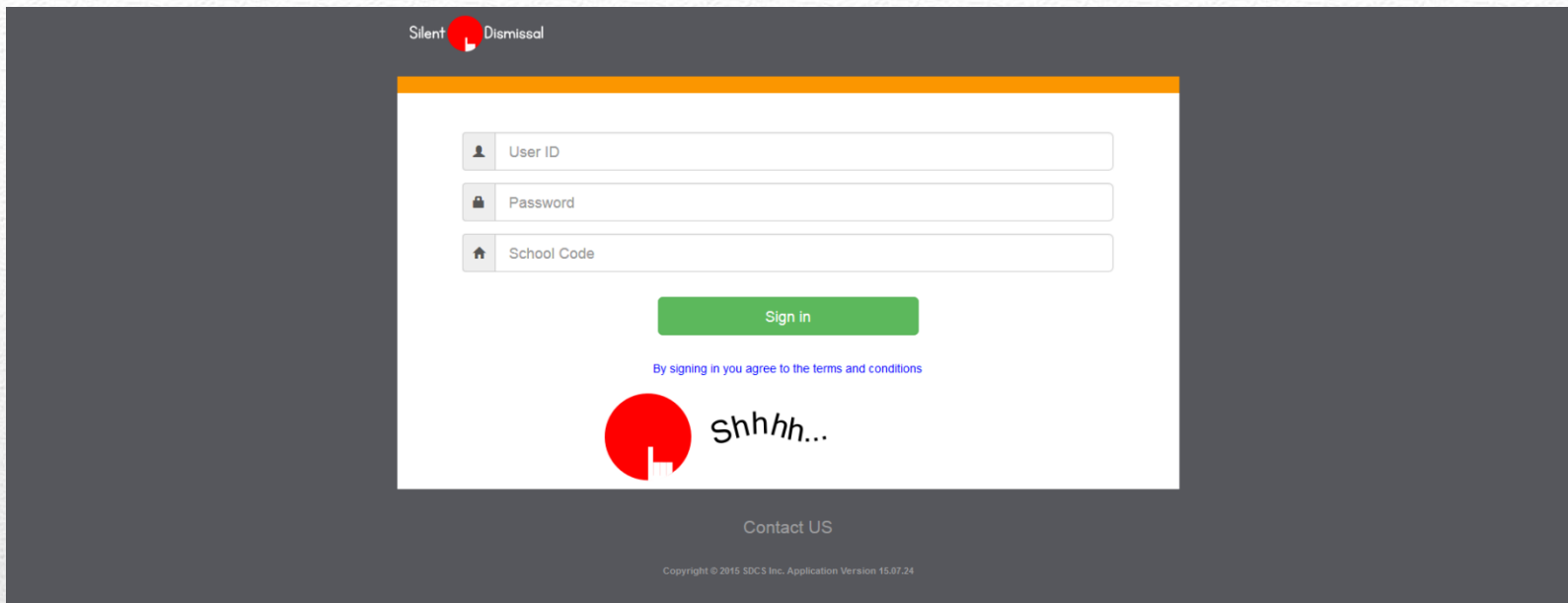


Silent Dismissal

Dismissal Staff 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

Entering carpool numbers too fast slows down dismissal

Carpool numbers should be entered at a rate such that the students arrive at the loading area only moments before the vehicle is in the loading position.

Excess children in the load area is a safety hazard for many reasons and makes the loading process more difficult.

It may take as long as three days to determine the proper place in the line for entering numbers: too close to the load area results in cars waiting; too far from the load area results in students waiting. Monitor the number of students outside when entering numbers.

Rule of Thumb: Before dismissal, enter all carpool numbers of cars parked in loading spots plus an equivalent number of vehicles upstream then stay at that location and enter numbers only as cars pass. Adjust as necessary during first few days usage.

Number 1 Rule!

Select View

Desktop	Keypad
Matrix	Zone
Location Load	Group Load
Messages	Group Dismissal
Tracking	

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- Choose the appropriate view based upon task and device type
- This page may be displayed again by clicking the Silent Dismissal logo at the top left of the screen
- Views may also be selected from the “Views” menu item

Choose View

- Desktop – full access to all features: Carpool, Groups, and Messages. Best used on a desktop or laptop PC
- Keypad – Carpool number entry only for use on mobile phone
- Matrix – grid of all available carpool numbers, well suited to tablet
- Group Dismissal – Call group of students when van or bus arrives or when on-site group is ready to meet
- Zone – data entry for schools with waves of cars where multiple cars move in unison. Often used with tablets or desktops
- Location Load – Used to check off students as they enter parent vehicles; phones and tablets
- Group Load – Used to check off students for buses, vans, or groups; phones and tablets
- Messages – alternate view for posting messages from mobile devices
- Tracking – method to recording parent behavior; phones and tablets

View Overview

Carpool Entry

Numbers

North

Reset Number

Ad Hoc Message

255 Character Max

-- Entire School --

Groups

Bus

- 777 [Pick Up]
- Alligator
- Hippo
- Lion

Daycare Van

- Happy Kids
- Slay's and Play's

Club

- Chess Club [Media Center]

-- Use Default Location --

Reset Group

Preset Messages

Inserted Message [1] @ 2015-07-26 16:57:21

Students Displayed In Classrooms

Students

4:00 PM Ray Biggers [4888] Carpool 4888 to Lane 2, G2; 5005

4:00 PM Marilu Cavin [28] {Twocf, Twocf} Carpool 28 to West; Hippo; 5005

4:00 PM Paulita Allin [20] {Twocf, Twocf} Carpool 20 to East; Hippo; Happy Kids; 5005

4:00 PM Markita Edmiston [25] {Twocf, Twocf} Carpool 25 to Pick Up; Hippo; 5005

4:00 PM Kacy Heras [15] {Onecl, Onecl} Carpool 15 to North; 777 to Pick Up; 5005; Lion; Walker K-2

3:59 PM Ike Dunwoody [4888] {Onecl, Onecl} Carpool 4888 to Lane 2, G2; Walker K-2

3:59 PM Brock Mckinley [17] {Onecl, Onecl} Carpool 17 to East; Happy Kids; Walker K-2

3:59 PM Paulina Sharrow [18] {Onecl, Onecl} Carpool 18 to East; Chess Club to Media Center; Jump Rope Club; 3rd Grade Walkers; 5001

3:59 PM Te'Resita Poblete [26] {Twocf, Twocf} Carpool 26 to Pick Up; Hippo; Walker K-2

3:59 PM Br'ice Sharrow [19] {Onecl, Onecl} Carpool 19 to East; Hippo; Jump Rope Club; Chess Club to Media Center; 3rd Grade Walkers

3:59 PM Margret Maultsby [14] {Onecl, Onecl} Carpool 14 to North; 777 to Pick Up; Chess Club to Media Center

3:59 PM Merrilee Wilkins [4888] {Onecl, Onecl} Carpool 4888 to Lane 2, G2; Happy Kids

3:59 PM Karena Hodnett [27] {Twocf, Twocf} Carpool 27 to West; Hippo

3:59 PM Clifford Paskett [29] {Twocf, Twocf} Carpool 29 to Lane 2, G2; Hippo

3:59 PM Alpha Bet [4888] Carpool 4888 to Lane 2, G2

3:59 PM Clay Winkelman [30] {Twocf, Twocf} Carpool 30 to Lane 2, G2

3:59 PM Santos Uplike [24] {Twocf, Twocf} Carpool 24 to Pick Up

3:59 PM Julius Rosenfield [22] {Twocf, Twocf} Carpool 22 to Pick Up

3:59 PM Te'odoro Utley [21] {Twocf, Twocf} Carpool 21 to East

3:59 PM Ezequiel Ronk [23] {Twocf, Twocf} Carpool 23 to East

3:59 PM Ch'ng Weary [11] {Onecl, Onecl} Carpool 11 to North

Students 4:57:31 PM (Sun)

Allin, Paulita - 20 [7]

Bet, Alpha - 4888 [K]

Biggers, Ray - 4888 [2]

Cavin, Marilu - 28 [7]

Dunwoody, Ike - 4888 [2]

Edmiston, Markita - 25 [7]

Heras, Kacy - 15 [2]

Hodnett, Karena - 27 [7]

Maultsby, Margret - 14 [2]

Mckinley, Brock - 17 [2]

Paskett, Clifford - 29 [7]

Poblete, Te'Resita - 26 [7]

Ronk, Ezequiel - 23 [7]

Rosenfield, Julius - 22 [7]

Sharrow, Br'ice - 19 [2]

Sharrow, Paulina - 18 [2]

Uplike, Santos - 24 [7]

Utley, Te'odoro - 21 [7]

Weary, Ch'ng - 11 [1]

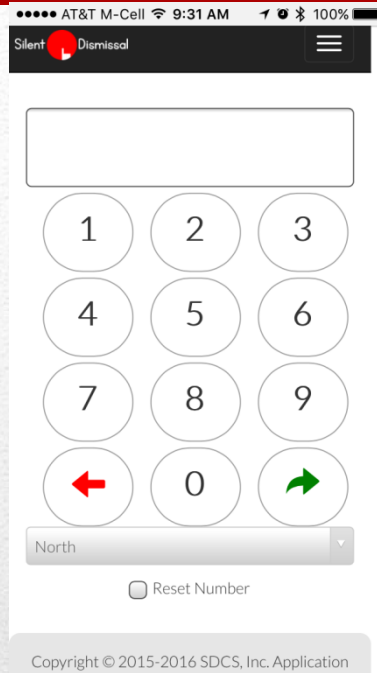
Wilkins, Merrilee - 4888 [2]

Winkelman, Clay - 30 [7]

- Left Column:
 - Carpool number entry, display numbers by setting check mark
 - Ad hoc message entry with scope selection
 - Dismiss group by click group name
 - Display Preset Messages by clicking
- Center Column
 - Current dismissal information
- Right Column
 - Current Time
 - Student names for individual dismissal

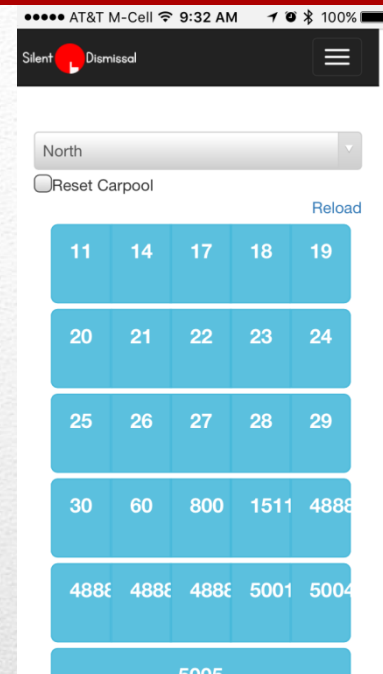
- Must be active on at least one device for automatic group dismissal or automatic preset message posting

Desktop View



Keypad

- Set Location at bottom
- Type in number
- Press Green Submit button
- Results show above input field



Matrix

- Set Location at top
- Scroll to number entire school then press
- Spinning icon indicates processing

Keypad and Matrix

Group Dismiss: 777; Students: 2

Dismiss Group

-- Use Default Location --				
Type	Group Name	Recent	Type	Group Name
Club	Chess Club	3:08 PM	Bus	777
Club	Jump Rope Club	3:08 PM	Bus	Alligator
After Care	ASP	3:08 PM	Bus	Hippo
Walking	3rd Grade Walkers	3:08 PM	Bus	Lion
Walking	test all weekdays	3:08 PM	Daycare Van	Happy Kids
Walking	Walker K-2	3:08 PM	Daycare Van	Stay's and Play's
Immediate	Special			

- Left Column – groups not yet dismissed
- Right Column – group already dismissed
- Set location if different than default
- Ordered by Type / Name
- Click on Group Name to Dismiss
- Does not auto refresh
- Click refresh icon by Title to refresh
- Click results shown at top

Group Dismissal

Dismissal Group Load

Stay's and Play's

3:08 PM	⌚	Allin, Paulita	Load	Mark	Clear	[20]	Twocl, Twocf
3:08 PM	⌚	Bet, Alpha	Load	Mark	Clear	[4888]	Art, Art
3:08 PM	⌚	Cavin, Marilu	Load	Mark	Clear	[28]	Twocl, Twocf
3:08 PM	✖	Edmiston, Markita	Load	Mark	Clear	[25]	Twocl, Twocf
3:08 PM	✖	Maultsby, Margret	Load	Mark	Clear	[14]	Onecl, Onecf
3:08 PM	✖	Mckinley, Brock	Load	Mark	Clear	[17]	Onecl, Onecf
3:08 PM	⌚	Paskett, Clifford	Load	Mark	Clear	[29]	Twocl, Twocf

- Select Group at Top Right -> bus, van, club, etc.
- Alphabetical by Name
- Column Information:
 - Time entered
 - Status indicator: green – left class; red – not left class
 - Transaction buttons: Load into vehicle, Mark as ready to load, Clear – will not be loaded
 - Carpool Number
 - Assigned Classroom
- Loaded and Cleared students removed from list on next refresh

Group Load (for bus, van, and group loading)

Student Location Load

North


3:14 PM		Bet, Alpha	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[4888]	Art, Art	North
3:14 PM		Allin, Paulita	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[20]	Twocl, Twocf	North
3:14 PM		Biggers, Ray Leonard	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[4888]	Onecl, Onecf	North
3:14 PM		Cavin, Marilu	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[28]	Twocl, Twocf	North
3:14 PM		Dunwody, Ike	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[4888]	Onecl, Onecf	North
3:14 PM		Heras, Kacy	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[1511]	Art, Art	North
3:14 PM		Edmiston, Markita	<input type="button" value="Load"/>	<input type="button" value="Mark"/>	<input type="button" value="Clear"/>	[25]	Twocl, Twocf	North

- Select Location at Top Right
- Sorted by Called Time, Oldest at top
- Column Information:
 - Time entered
 - Status indicator: green – left class; red – not left class
 - Transaction buttons: Load into vehicle, Mark as ready to load, Clear – will not be loaded
 - Carpool Number
 - Assigned Classroom
- Loaded and Cleared students removed from list on next refresh

Location Load (for carpool & walk up loading)

Inserted Message [4] @ 2016-01-29 10:58:34

Existing Messages

	Time	Type	Scope	Message	From
	10:58 AM	Group	Jump Rope Club	Tie your shoes before jumping	Dismissal, Default

Ad Hoc Message

Message Scope ▾
Message Text*

Post

Preset Messages (Not Yet Posted)

[Carpool Complete Remaining students to lobby](#)

- Send messages to entire school, group, or classroom
- Click X to remove messages
- Click preset messages to post
- Action results shown at top of page
- Message list does not auto refresh
- Click refresh icon to manually refresh

Messages

Record Parent Behavior

L1 - Cutting Line

L2 - Delaying Line

L3 - Not Following Traffic Pattern

L4 - Not Pulling Forward

L5 - Not Obeying Staff Directions

L6 - Poor Tag Display

P1 - Parking in Lane

P2 - Improper Parking

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- Enter Carpool Number at Top
- Click on reason for reporting parent

Parent Tracking