Brightwheel Basics

PRCS continues to use Brightwheel for check out and check in. Brightwheel has many functions available including messaging parents and sending out newsletters. This tutorial will focus on checking children in and out and general management of the app.

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Checking Children in

1. When you open bright wheel this page will load. To start the attendance process click on "Rooms"
2. Click "attendance" at the top
3. Click the child's name, and then click "*IN*" Do not "select all"
4. Once the child is checked in they will have a "checked in" tag on their name

Each site will get laminated QR codes with instructions for parents to find their pin number

Algonkian Elementary School CASA

Scan for pick up

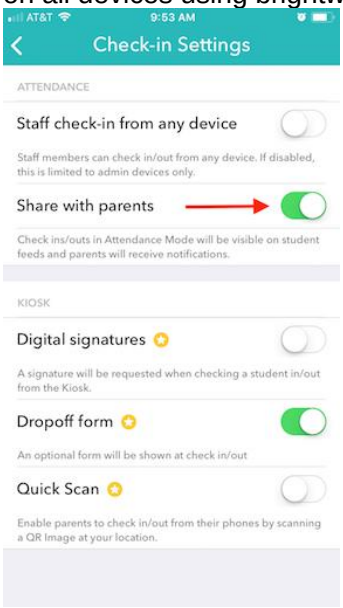
Enter 4 digit code

Find Your Check-in Code for the site

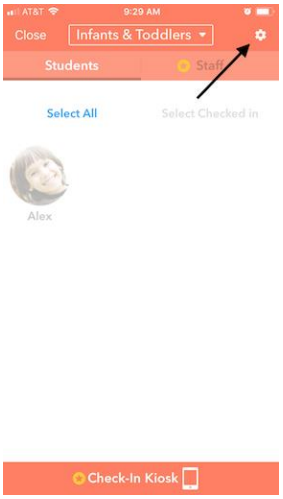
a. Log into the brightwheel mobile app.
b. Choose the three horizontal lines in the top-left hand corner.
c. Choose Edit Profile under your profile picture.
d. Then scroll to the bottom to see your **Check-in Code.**

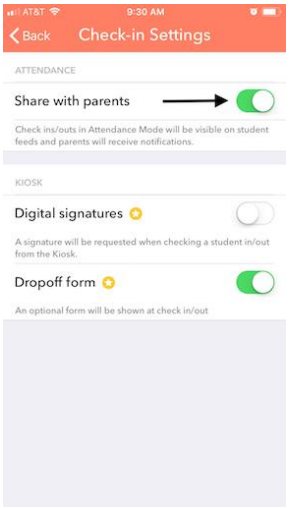
Sharing check-in notifications with parents

1. Check to ensure that the "**Share with Parents"** setting is turned on! **This is device-specific**, so you'll want to confirm and adjust this setting for each device that you or your staff members use to check students in and out. Go into your Check-In Settings and make sure the **Share with Parents** setting is toggled on. REMINDER: This needs to be completed on all devices using brightwheel. [Share Attendance with Parents]



2. We'd also suggest asking each of your staff members to check the settings on their phone/tablet. To do this, have them open the mobile app, select any Room, tap the **Attendance** icon, and then tap the little gear icon for Settings in the top right corner. From there have them make sure their **Share With Parents** toggle is turned On.





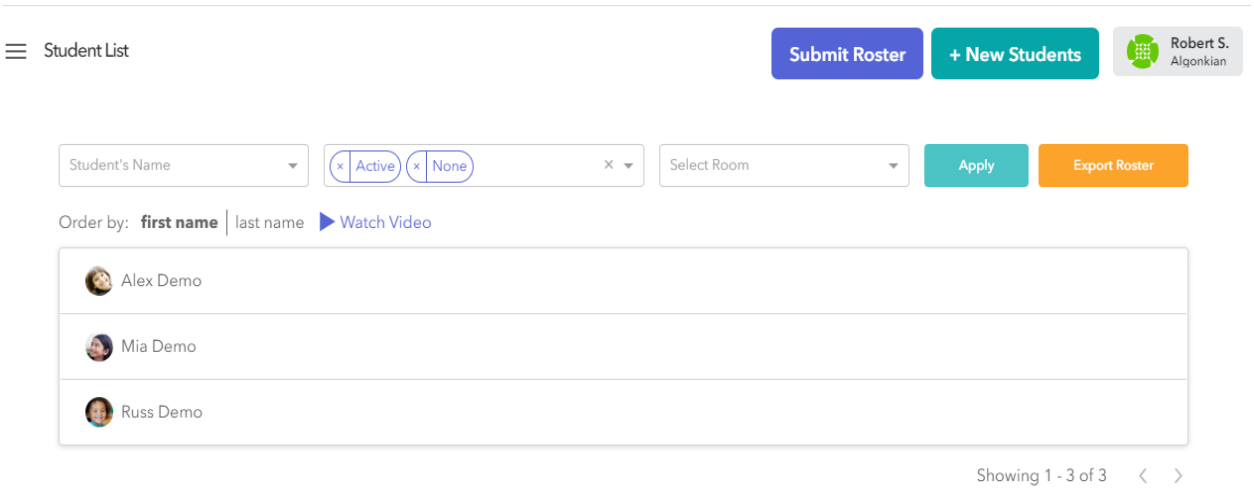
Check out Procedures

1. **Parents checking out**

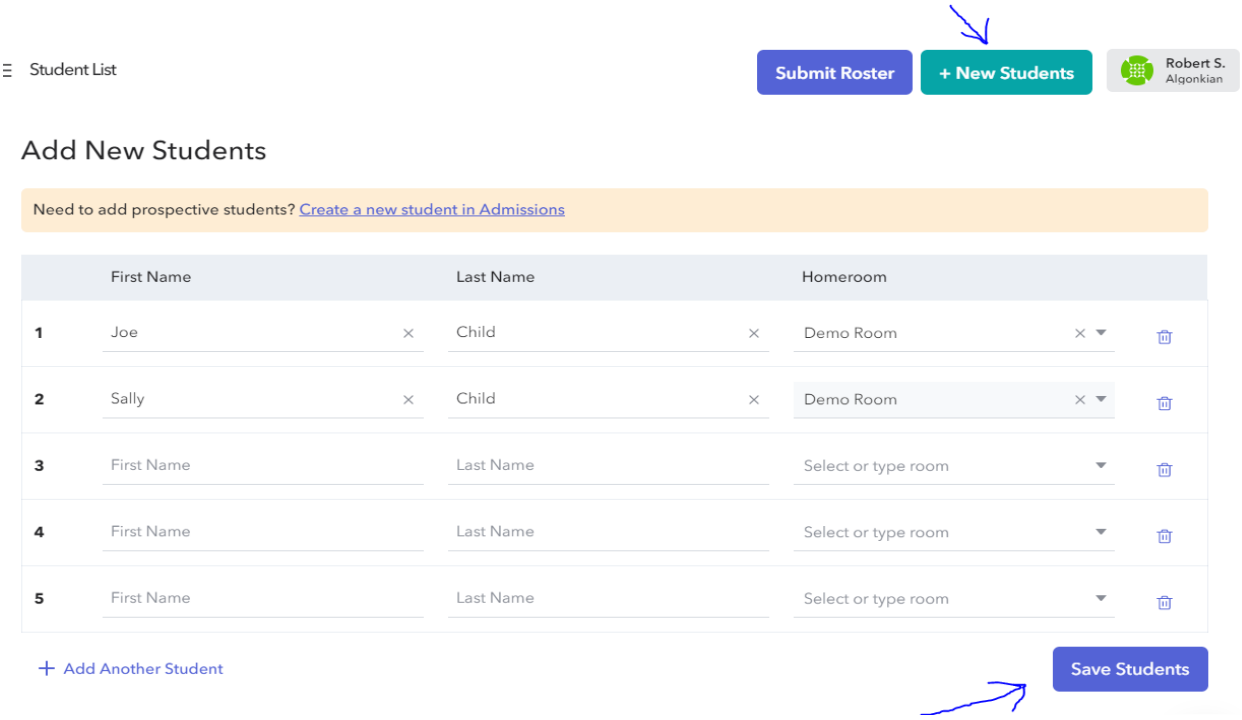
a. During check out parents will scan the QR code and enter their 4-digit pin to sign their child out.
b. To make sure that parents can do this conveniently, make sure to have printed copies of the QR code with you if you leave the cafeteria. (Outside, Gym, other activity spaces)
c. If a person does not know their code, or does not have brightwheel, you will need to check their ID and check the child's Registration form in Box to ensure they are an approved pick up person.
d. **DO NOT CHECK CHILDREN OUT FOR PARENTS OR GUARDIANS on brightwheel.** Even if you know them. Brightwheel will not record who you have released the child to. It will only record that you released the child. Take the time to help the parent or guardian get the app, add them as an approved pickup in the child's brightwheel profile, and then release the child to them when they check the child out.

Adding Children to brightwheel

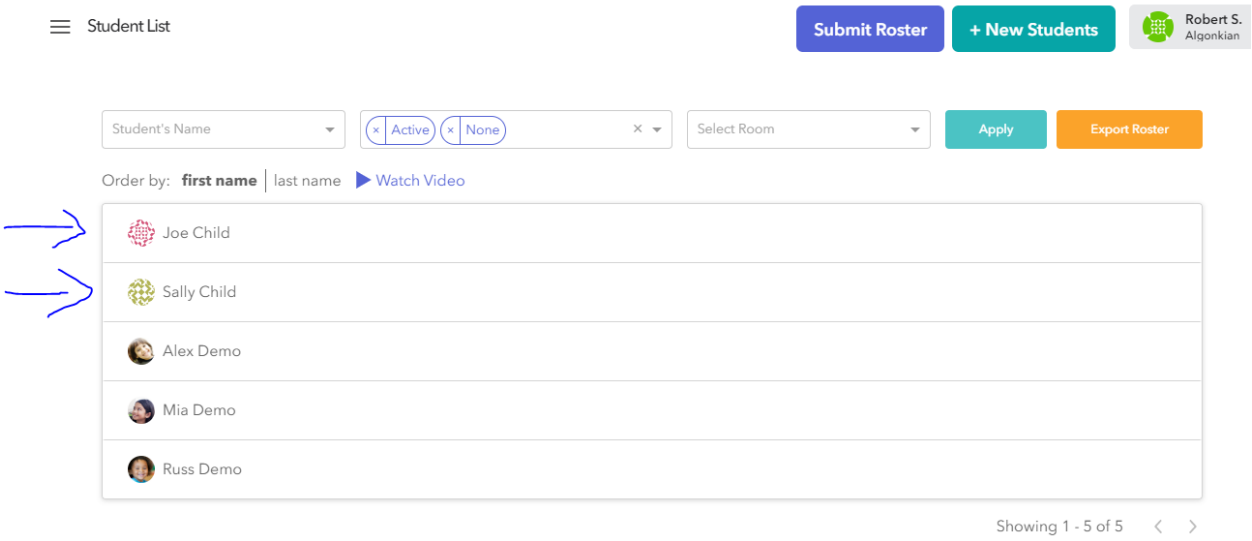
1. To add a new child to your site. Open brightwheel on your computer. **Click the 3 horizontal lines to open the menu.**
2. Click "my school" then click "students"
3. You should come to a screen that looks like this:



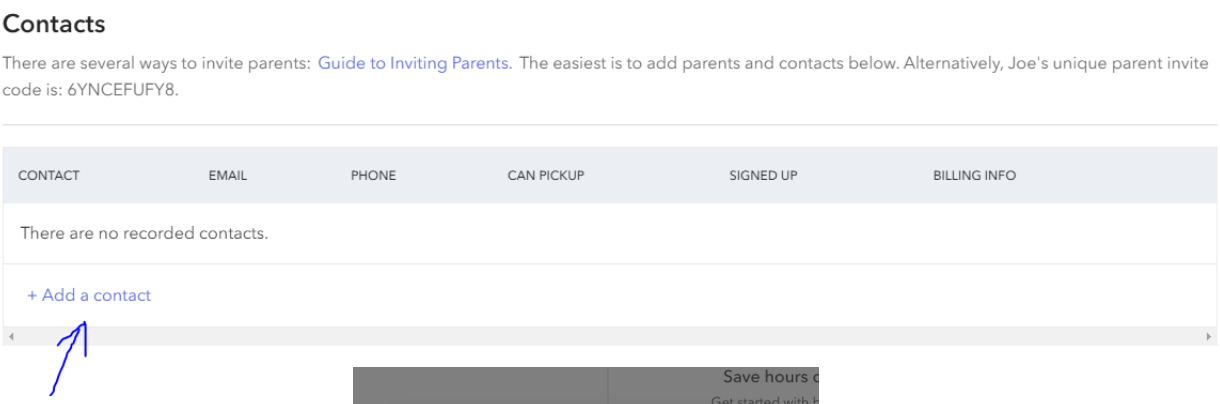
Click the Green button that says “+ New students” and enter the child’s first and last name and the room you want them to be added too. Then click “Save Students”



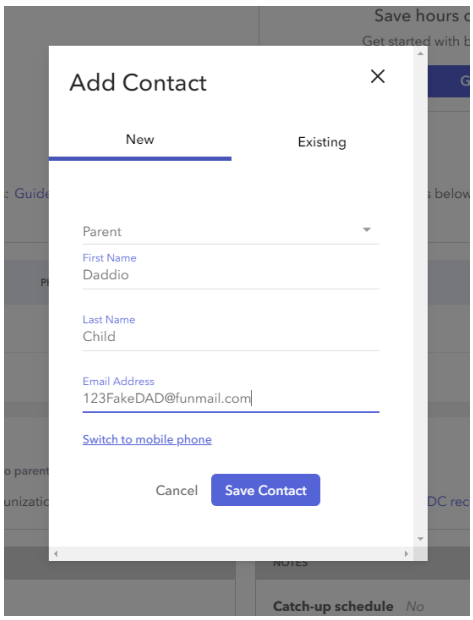
They will be added to the room you chose.



Adding a parent or approved pick up, click on the child's name you need to add the contact for. Then scroll down to their contact list.



Click "add a contact"
You can add an e-mail address or a mobile phone number. Either one will invite the parent to brightwheel.



When a child disenrolls

If a child drops out of CASA you will need to change their status to “inactive”.

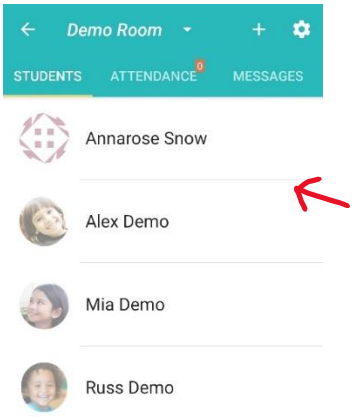
1. On the app, go to the room’s page

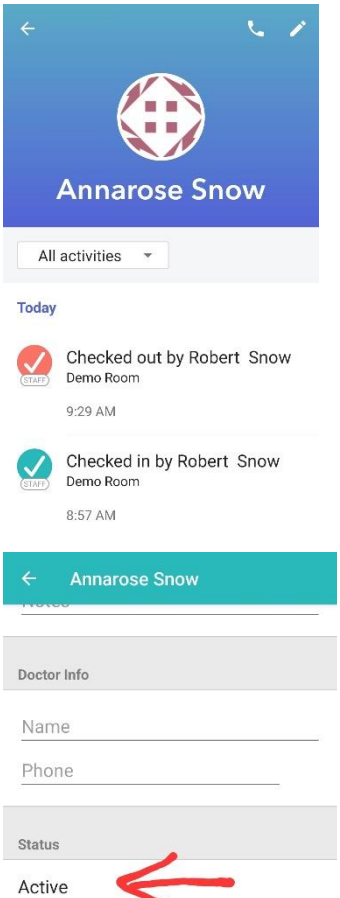
2. Click on the child’s name

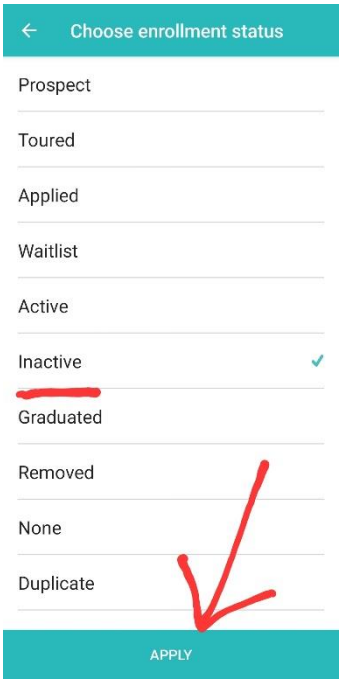
3. Click on the pencil in the top right corner

4. Scroll down until you get to the status section

5. Change the status to inactive, and click “Apply”






Choose enrollment status
Prospect
Toured
Applied
Waitlist
Active
Inactive
Graduated
Removed
None
Duplicate
APPLY