Brightwheel-Rosters and accountability

1. On the first of the month, pull your site's rectrac roster
2. Verify it with your brightwheel roster by logging in to brightwheel from your laptop
3. **If a student has dropped from your rectrac roster:**
   a. In brightwheel, go to "my school" in the left purple column
   b. Select "students" from the drop down
   c. Find the child's name and select it
   d. Under "School Details" select "edit"
   e. Select the drop-down where it says "Status"
   f. Select "inactive"
   g. Select "save" in the purple button that says save at the top of the box
4. **If you receive notice of a new enrollment:**
   a. In brightwheel, go to "my school" in the left purple column
   b. Select "students" from the drop down
   c. In the top right of the screen, select purple box "Add Students"
   d. In the drop down, select "add students now"
   e. Type in child's first name, last name. For Homeroom, select "CASA 2022-23"
   f. Select "save students"
   g. Once you select "save students" the next screen will be your student list
   h. Select the new student
   i. Scroll down to contacts
   j. Select "Add contact"
   k. On the first line, select "parent" in the drop-down
   l. Enter parent first name, last name and email address
   m. The next screen will ask you to send an invite, select "yes, invite"
   n. Repeat these steps if there is another parent/guardian listed

Notes:

- The invite will go out from a brightwheel email, not your email.
- Adding parents needs to be done per student. If you have two siblings enroll, you must follow the steps to add parents for each child.
- Parents can find their 4 digit pin for sign-out in their brightwheel app settings. They can also change the pin if they choose.
- Encourage parents to add additional pick ups to their brightwheel account.
- All staff should be checking their brightwheel messages daily.
- <u>Parents rely on the notification that their child has been checked in. Please begin checking children in to brightwheel within 5 minutes of arrival to the program.</u>