

PassPilot – Quick Start Guide for Teachers

1. Logging In

- Use your **email** to log in.
- You can set **any password** you want — the app will save it as your permanent password.

2. The 6 Tabs at the Bottom

- **Profile:** Edit your name, change your password, and adjust system settings like the optional notification system (e.g., set to 5 minutes to get an alert if a student is out too long).
- **Report:** Tracks daily, weekly, and custom date ranges. Logs teacher activity for accountability. Tracks reasons students are out (General, Nurse, Discipline, Custom). Export as PDF or Excel.
- **Upload:** Upload student rosters via Google Classroom or Clever.
- **Roster:** Add any grade level. Select the grades you teach to quickly switch between them in MyClass. Click a grade tab to highlight it green — that means it's active.
- **MyClass:** Manage students being out. Tabs match your selected grades. 'Mark Out' logs them as out and starts a timer. Choose a reason (Nurse, Discipline, Custom). All activity logs to Reports.
- **Passes:** See all students currently out — filtered by your assigned classes in Roster. Admins can monitor the whole school.

3. Kiosk Mode

- Lets students sign themselves in/out from a dedicated device (e.g., touchscreen Chromebook).
- You can have both Kiosk Mode and your Teacher View open at the same time.
- How to use:
 - 1. Log in and set your grades in Roster.
 - 2. Click the dropdown (upper-right corner) → Switch to Kiosk.
 - 3. Leave this screen open for student use.
 - 4. To have your Teacher View open just navigate to a new PassPilot URL on your computer and log in again. Everything is tied to your teacher ID, so when you log in again the Kiosk and any additional Kiosks will be linked to your Teacher View.
- Example: Mike keeps Teacher View on his laptop while a Chromebook in the corner runs Kiosk Mode. Students sign in/out themselves, and Mike can override or monitor everything from MyClass.