



MANUAL

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CONFIGURATIONS

Time format	How the time is displayed on the Start Class screen. A preview is displayed beside the format dropdown.
Session length	The duration in minutes for one subject.
Warning time	The remaining time in minutes at which the indicator changes colour to signal that a student's appointment slot is near its end.
Colours (FG)	Text colour for each category.
Colours (BG)	Background colour for each category.
Send text notifications	When this box is checked off, the program will send text notifications to all contacts who have opted in for notifications when students sign in/out of the centre.
Centre name	The name of the location/business.
Phone number	The business phone number
Check in/out text	This is the template for all outgoing texts when students sign in and out. Below are presets to dynamically change text messages.

#Centre_Name#	Displays the name of the business as typed in the Centre name field.
#CENTRE_NAME#	Displays the name of the business as typed in the Centre name field in all capitals.
#CENTRE_PHONE#	Displays the business phone number as entered in the Phone number field.
#Student_First#	Displays the student's first name as entered into the database.
#STUDENT_FIRST#	Displays the student's first name as entered into the database in all capitals.
#Student_Last#	Displays the student's last name as entered into the database.
#STUDENT_LAST#	Displays the student's last name as entered into the database in all capitals.
#MONTH#	Displays the current month in all capitals (used for monthly worksheet pickup notices).

To preview a text message, right click on the text box and click **Preview**.



EDIT STUDENTS

Edit Students

To quickly search for a student, click here and enter the student's first or last name.

Search...

First Name	Last Name	Notes
Abe	Fitch	YES
Abe	Fitch	
Elijah	Thompson	EXP
Jane	Doe	YES
John	Smith	YES
Michael	Richard	

Clicking these will sort the students by first/last name or the status of their notes*.

Student Information

First Name

Last Name

Birthday Year

Subject(s) ☐ Math ☐ Reading

Note

Exp 7 2024-08-22

Tags ☐ ☐

An optional note displayed to notify the team of any special attention needed for a student during class.

The number of days this note is valid for (positive integer).

Explained in the next section.

First Name

Last Name

Cellphone #

Email

☒ Notifications

Clear the right panel and enter information for a new student.

Delete all expired (EXP) notes.

New

Clear Exp Notes

Delete

Save

* Notes will have YES (this student has a current note), EXP (this student has an expired note), or no note.

To delete a Contact, empty all contact fields and click Save.

Deleting a student automatically deletes all related contacts and logs.

WHAT ARE TAGS?

Custom tags are two-character codes that give the instructor flexibility in further categorizing the students. Some examples are EL for early learners, AM for advanced math, etc. It may be helpful to keep a document of tags and their meanings for quick reference.

The dropdown with coloured dots allows the instructor to specify whether the student is centre-graded, home-graded, or is a part of Kumon Connect.

With some MySQL knowledge, the coloured tags shown in the dropdown can be changed directly through the database. Open HeidiSQL (or your client of choice) and connect to the database. The relevant table is **kumon_db.indicator**.

This is an example query to enter a new tag called “Misc” with colour #FF00FF:

```
INSERT INTO `kumon_db`.`indicator` (acuity_log`color`, `definition`) VALUES ('#FF00FF', 'Misc');
```

The database follows a convention of 4## for indicator_id. However, adding other indicator_id numbers will not affect how the program runs.

WARNING: Deleting indicator_id 401 will break the program.



SEND TEXTS

The Classroom Manager App can send text messages to any contact whose cell phone number is registered in the database. On the left pane, click on the name(s) of the student(s) whose contacts should be texted. Then, type the message in the right pane and click send. The same shortcuts provided in the Configurations sections can be used for these text messages.

Sample corrections pickup text:

```
MSG FROM #CENTRE_NAME# KUMON: #Student_First#'s corrections are ready for pickup. This is an automated message, call #CENTRE_PHONE# for assistance. Text STOP to unsubscribe.
```

Sample monthly worksheet pickup text:

```
MSG FROM #CENTRE_NAME# KUMON: #MONTH# worksheets for #Student_First# are ready for pickup. This is an automated message, call #CENTRE_PHONE# for assistance. Text STOP to unsubscribe.
```

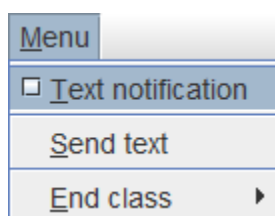


START CLASS

STUDENT NOTES SUMMARY

Upon starting the class session, a PDF with all students' notes will pop up on the screen. This can be printed prior to the class and comments can be written on the provided space next to the students' notes. This will streamline communication between the instructor(s) and the rest of the team without unnecessary interruptions during class.

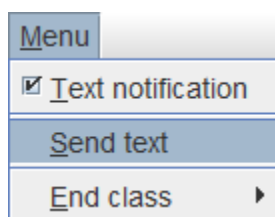
THE MENU



This toggles text notifications for students signing in/out.

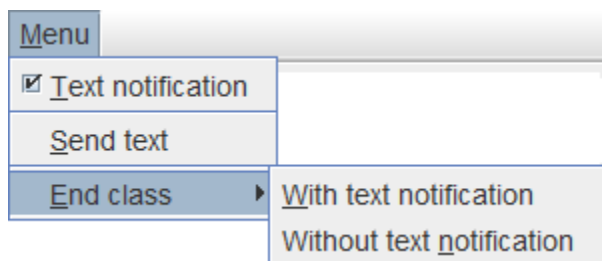
Alternatively, press Alt+M then Alt+T.

The changes made will be visible in the message box on the bottom of the left pane.



Texts can be sent to parents during class through the menu. For more information, please read the **Send Texts** section of this document.

Alternatively, press Alt+M then Alt+S



All students can be signed out simultaneously by choosing the **End class** option.

Alternatively press:

Alt+M, Alt+E, then Alt+W to end class with text notification, or Alt+M, Alt+E, then Alt+N to end class without text notification.

SIGNING IN AND OUT

Students can be signed in by doing any of the following:

- Right-click a student's name in the left pane and click "Check In".
- Double-click a student's name in the left pane.
- Select multiple students in the left pane and click the ► button.

Students can be signed out by doing any of the following:

- Right-click a student's name in the right pane and choose to check out with or without text.
- Double-click a student's name in the right pane. This only works if the student is within the warning time frame or over time.

Students that are checked out are displayed in the message box on the bottom of the left pane.

WHAT ARE THE SYMBOLS?

When a student is signed in, a symbol (or more) may show up beside their name.

The first column will display a birthday gift symbol if the current date is within 3 days of the student's birthday. The gift can be one of three colours:



The student's birthday is upcoming within 3 days.



The student's birthday is today.



The student's birthday has passed within the last 3 days.

The second column will display the custom two-letter tag if the student is assigned one. For more information, please read the **Edit Students** section.

The third column will display the colour of the indicator specifying whether the student is centre-graded, home-graded, or is a part of Kumon Connect. For more information, please read the **Edit Students** section.

The fourth column will display the ⚠️ symbol if the student signs in outside of their scheduled time slot.

AUTO-SORTING TO OPTIMIZE CLASSROOM FLOW

Students who need to sign out immediately will show up on the top of the screen.

Students who are within the warning time frame will show up second.

Students who need to change subjects will show up third.

All remaining students do not need immediate attention and will show up last.

Within each of these groupings, students with notes will show up first.

ATTENDANCE LOG

At the end of the session, the attendance summary is compiled into a PDF. If email notifications are set up for your program, it will be sent to your email. If not, it will pop up when closing the **Start Class** window.

