

FAQ: Educational Technology Software

Setting Up Your School's Profile

How do I set my school's address?

1. Go to School Setup and select the Profile tab.
2. Enter the school name, username, and address (street, city, and zip code) in the respective fields.
3. Save the changes to update the map with your school's location.

Note: Accurate address information is necessary for certain QManager features to function properly.

How do I set up geofencing around my school to detect parents' arrival?

1. Navigate to School Setup and open the Profile tab.
2. Scroll to the geofencing range settings at the bottom of the page.
3. Choose a range: 300 ft (Recommended), 1000 ft, or 1500 ft.
4. Save your selection.

Note: Parents within the selected range will appear on staff devices and can Sign-In or Sign-Out their children.

How do I add classrooms?

1. Go to School Setup and select the Rooms tab.
2. Enter the classroom name in the text box and click Add.
3. The new room will appear in the list below.

How can I add or edit CDC-recommended COVID-19 health questions?

1. Under School Setup, click the Profile tab.
2. Add or modify health questions as needed.

Note: Parents will receive these questions on their smartphones when signing in their children, either at home or on the school's iPad.

How do I manage multiple dismissal lanes with QManager?

1. Go to the Lanes tab under School Setup.
2. Enter the lane name, assign a color, and click Add.
3. Repeat for up to 10 lanes.

Note: Lanes help staff identify where parents are located during arrivals and dismissals. They are visible on the iPad interface.

Managing Family Data on QManager

How do I add a family?

1. Navigate to Parent Management and click Add a Family.

2. Add each parent's information. QManager assigns a unique key to each parent, which is sent via email along with setup instructions.
3. Add each child's information.
4. For adults authorized to pick up a child, add their details under the Guardian section. Each guardian will also receive a unique key.

How can parents manage carpool information, such as picking up a neighbor's child?

1. The child's parent must notify the school about the carpool arrangement.
2. The school registers the neighbor (or other authorized person) in the system if not already registered.
3. School staff add the child to the carpool. Parents can then select the neighbor's child in the app at pick-up.

How can staff add carpool information online?

1. Go to Parent Management and add a guardian under the appropriate family.
2. Specify the start and end date for the carpool arrangement.

Note: This ensures that carpool details are accurately reflected in the system.

Can parents add carpool information themselves?

No, carpool information must be added by school staff. Parents cannot make these updates directly in the app.