



CurbSmart™

SCHOOL DISMISSAL SIMPLIFIED

Welcome Guide

WELCOME TO CURBSMART

Thank you for trusting CurbSmart to manage your school's student dismissal – we're excited to work with you! This guide was created to provide you with some helpful information for getting started with CurbSmart.



SYSTEM REQUIREMENTS / SPECIFICATIONS

Below are the recommended specifications for CurbSmart. CurbSmart is hosted on the cloud and accessed through your computer or phone web browser. Please ensure your school has access to www.CurbSmart.net. You can also download and install the CurbSmart Mobile App from the Apple or Google Play Stores.



Hardware

Apple iPhone 8 and above

Apple iPad 7th gen or higher

Samsung Galaxy S8 models or higher

Samsung Galaxy Note

Other popular smartphones will work using recommended browsers below

* Desktops and Laptops should follow recommended manufacturer specs for running the below Operating Systems or internet browsers

Desktop Operating Systems (OS)

Microsoft Windows 7

Microsoft Windows 10 (recommended)

Apple OS X 10.11.x

Apple macOS 10.15.x (recommended)

On-Premise Network

100MB LAN or higher

50 MB or higher bandwidth to internet

Internet Browsers – (tested)

Google Chrome 94.x or higher (recommended)

Apple Safari 14.x or higher

Microsoft Edge 94.x or higher

Mozilla Firefox 92.x or higher

Mobile

iOS 165 and higher (recommended)

Android Pie 9.0 or higher (recommended)

iPadOS 16 and higher

Mobile data technology – recommend “2 bars” or higher

5G (recommended)

4G LTE

4G

Allow these websites for Firewall, Content Filter, or Antivirus:

Curbsmart.net

Firebaseio.com (U.S. Based)

Firebasedatabase.app (International)

We recommend that your phone or tablet battery is charged 25% or more to run the dismissal process each day.



GETTING STARTED

Please review the following information, which will be discussed during your Discovery Call.

During your Discovery Call, you'll be asked whether your school would like to use the one-release or two-release process in CurbSmart:

- **One-Release:** In this method, a student will be released once by the Inside Admin to be considered released from school. There are two types of Release Coordinators: Entry Admin and Inside Admin.
 - The **Entry Admin** is the person who enters placard numbers on her phone or tablet as parents arrive in the car line.
 - The **Inside Admin** is the person or people who are with the students, either in a holding area like the cafeteria or gym, hallways, or classrooms. As placards are entered by the Entry Admin, student names will appear in the Inside Admin's view, and the Inside Admin will release the students from their location, which considers them to be released from school.
 - **Example:** All students are grouped together by grade in the cafeteria. As the parent arrives in the car line, the Entry Admin enters the placard number. An Inside Admin, who is with the students in the cafeteria, sees the name appear and calls out the grade first (to get their attention) then the student name. Once the student comes to the Inside Admin, he/she taps 'Release' and the student exits the location.

- **Two-Release:** In this method, a student will be released twice (once by the Inside Admin, and again by the Outside Admin) in order to be considered released from the school. There are three types of Release Coordinators: Entry Admin, Inside Admin, and Outside Admin.
 - The **Entry Admin** is the person who enters placard numbers on her phone or tablet as parents arrive in the car line.
 - The **Inside Admin** is the person or people who are with the students, either in a holding area like the cafeteria or gym, hallways, or classrooms. As placards are entered by the Entry Admin, student names will appear in the Inside Admin's view, and the Inside Admin will release the students from their location inside the school to their release location.
 - The **Outside Admin** is responsible for marking the student as released from school. These users could be stationed at the release location, marking students as released as they get into their cars. Outside admins are the final checkpoint for the students in the release process.
 - **Example:** Students remain in their classroom when the bell rings. As the parent arrives, the Entry Admin enters the placard number. Teachers are Inside Admins and are with their students in the classroom. The Inside Admin sees the name appear and calls out the student that is ready to be dismissed. In the hallway near the release location, an Outside Admin is waiting to gather the students as they're released from their classroom. Once the student is released from the classroom, the student makes his way to the hallway near the release location, and the Outside Admin releases the student to the car.

Next, send us your list of students, users, and logo (if you'd like for us to create the hangtags)

After the Discovery Call, your Specialist will request the following:

1. **Student List:** We will use this student file to import students into CurbSmart and assign a number that corresponds to their hangtag. The student file should be sent to us as a **single-paged spreadsheet** in an **.csv (comma separated value) or .xlsx file format** and **should include the following fields as separate columns** (*denotes required fields):

- Student ID Number* (main student number from SIS),
- Student First Name* - Must be in its own column to import,
- Student Last Name* - Must be in its own column to import,
- Student Birthdate* (MM/DD/YYYY),
- Student Grade*,
- Family ID (if available, this field is used to group siblings),
- Classroom (can be teacher name, room #, or code),
- Contact Number (main phone number of parent/guardian),
- Parent First Name (any approved parent/guardian) – One parent first name, must be in its own column to import,
- Parent Last Name – One parent last name, must be in its own column to import,
- Parent 2 First Name – One parent first name, must be in its own column to import,
- Parent 2 Last Name – One parent last name, must be in its own column to import,
- Street Address,
- City,
- State,
- Zip,
- Bus Number (number or name if using bus release),
- Placard Number (if your school has already assigned placard numbers to students, then please include this column with the students assigned number)

Siblings: When we import the student file, we will attempt to group students that are siblings onto the same placard number using the street address and parent/guardian last name, if provided. Otherwise, we may use the contact number field instead, depending on what you provide. You also have the option to not group siblings, if you'd prefer that all students are assigned their own number.

Note on Placard Numbers: If your school does not already use placard numbers, we recommend using a 3-digit number starting with 001.

Preferred format: The .csv (comma separated value) format is preferred for the user data. To save the data as a .csv format, in Excel, go to File > Save As. Under the field for file name, you can change the file type by clicking the drop-down menu, and select "CSV (Comma Delimited) (*.csv)". In Google Sheets, click File > Download > "Comma Separated Values (.csv)".

2. **User List:** used to import the teachers and staff who will need access to CurbSmart. The user file should be sent to us as a **single-paged spreadsheet** in a **.csv (comma separated value)** or **.xlsx file format** and **should include the following fields as columns** (* denotes required fields):

- First Name
- Last Name
- Email Address
- Primary Role (Entry Admin, Inside Admin, Outside Admin) *Leave this blank if you're undecided.
 - The Entry Admin is the person who enters placards.
 - The Inside Admin is the person who releases students.
 - The Outside Admin (optional) is the person who releases students after leaving the classroom.

Preferred format: The .csv (comma separated value) format is preferred for the user data. To save the data as a .csv format, in Excel, go to File > Save As. Under the field for file name, you can change the file type by clicking

the drop-down menu, and select “CSV (Comma Delimited) (*.csv)”. In Google Sheets, click File > Download > “Comma Separated Values (.csv)”.

3. **School Logo** – please send us a copy of your school logo as a .png or .jpg file. We’ll use this to create your personalized hangtags.

Distribute hangtags to parents.

Once we’ve imported the students and received your school logo, we’ll send you a spreadsheet with the students and their hangtag number assignments and the pdf file containing your personalized hangtags. We recommend that you distribute these as soon as possible to parents.

Training

We offer a few options for training, and we’ll discuss those with you and decide the best approach for your schedule and team during the Discovery Call.

Once your school set-up is complete and you have completed training, we recommend that you complete at least one trial-run with all users who will be using CurbSmart to ensure that everyone understands their role and can login to CurbSmart.

Implement CurbSmart into your student dismissal process.

Now that your school set-up is complete and you have trained your teachers and staff, you’re ready to begin using CurbSmart for your school’s student dismissal. We are excited to hear how it goes! With any questions regarding your setup, please contact Kim Entrekin at 888-811-8704 ext. 307 or kentrekin@n-ltech.com.

