



Enrichment Matters Instructor Mobile App Instructions

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ATTN Providers: The following sections provide Instructions for downloading and using the Mobile App. They are intended for your Instructors teaching classes at EM Member Schools. Please keep in mind that only Instructors who are listed on your Background Certification Letter, have been added to the system with an Active Status, and have been assigned to at least one class in your Provider Portal, may access class information and use the App. Instructors with a Pending Status will not be able to access the App. To see the status of your instructors, visit the Staff Section of your EM Portal. If you have Instructors who need to activate their accounts, please contact Kayla Brandenburg for assistance at kayla@enrichmentmatters.com.

The mobile check-in app is to be used by Instructors to check-in, take attendance, record pick-up dismissal information, and access onsite procedures noted on an EM Member School's Fact Sheet. Instructors may also access contact information for each student, as well as send email notices to parents via the app.

Get the App

The Jumbula Mobile App can be downloaded for free from GooglePlay and the App Store. Search for "Jumbula" to bring up the "Jumbula Class and Camp Management" app.



System Requirements:

Apple - Requires iOS 9.0 or later; compatible with iPhone, iPad and iPod Touch. Size 9MB.

Andriod - OS version 5 and later

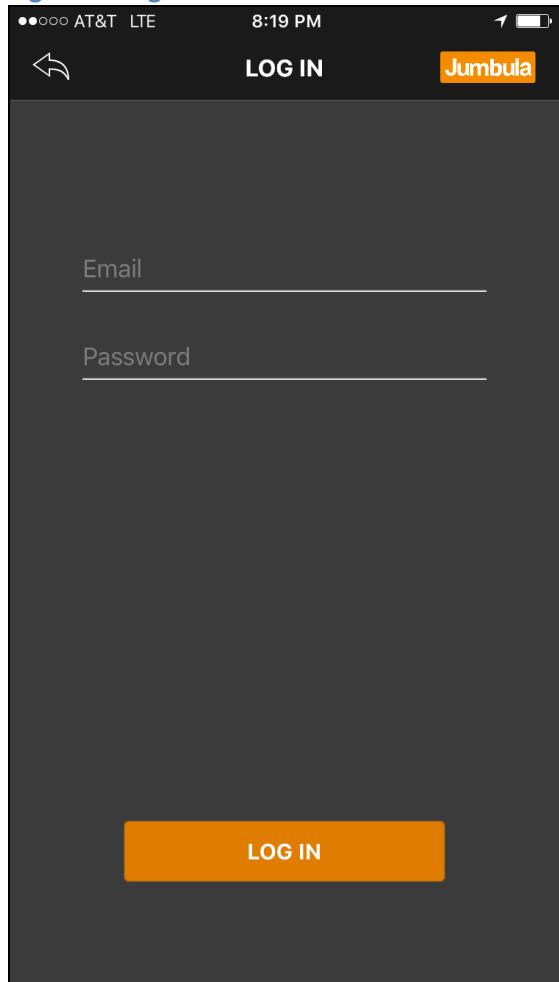
***Please note, if you have already downloaded the app and an app update is available, we recommend you completely uninstall the app and reinstall the app instead of just updating.**



Logging in to the Mobile App

Once you have launched the App, login using the email address provided to activate your account on the EM portal and the associated password. Press Log In.

Figure 1: Log in Screen

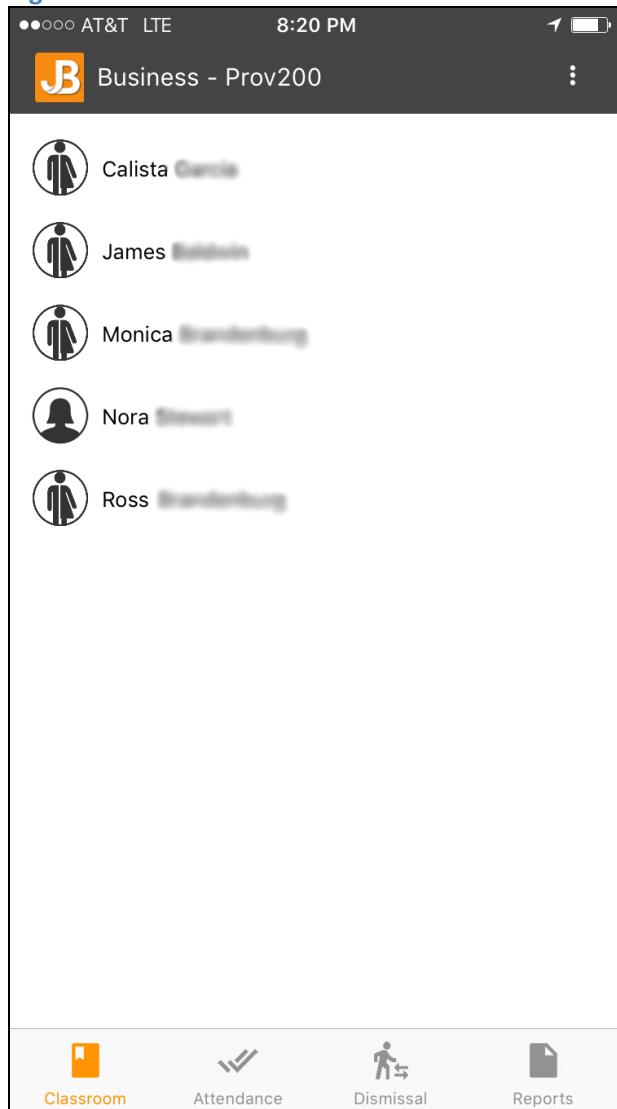




You will be directed to a class screen, "Classroom". This screen holds the following information:

- Class Name ("Business" in Figure 5)
- Students in your Class

Figure 2: Classroom





Check In Process

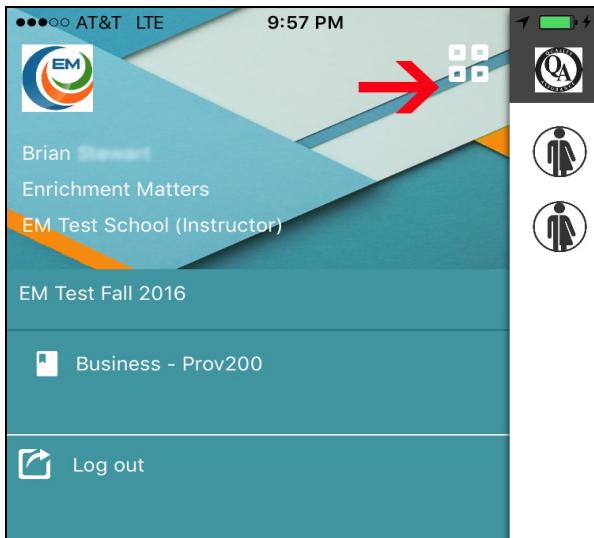
Upon arrival to the EM Member School location, please check-in. Note that the internet connection inside the school will vary greatly. Therefore, ***we recommend that you check in outside in the parking lot to ensure connectivity.***

Switching Classes/Schools

Some instructors may be assigned to more than one class and/or more than one school. When checking in, you will need to ensure you are checking in for the right class. To switch between classes and schools, you should follow these steps:

1. Place your finger on the left side of the screen and swipe right. The navigational screen should appear. This screen will list your information and the school in the top part of the screen. Below, the seasons and the classes you are assigned to *at this school* are listed.
2. **IF YOU NEED TO SWITCH SCHOOLS** - Press the four white squares in the upper right of the screen (see image below)

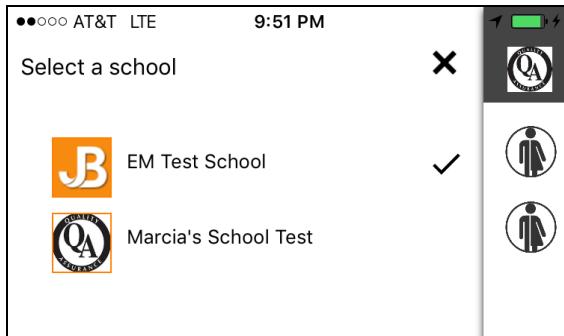
Figure 3: Navigational Screen - Switch School Button



3. A screen will appear that lists the schools you are assigned to. Please press the appropriate school.

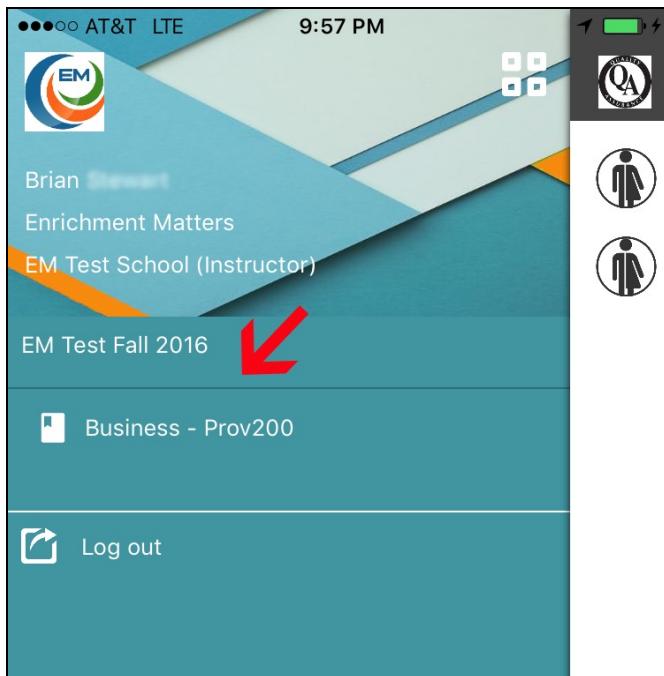


Figure 4: School Selection List



4. **IF YOU NEED TO SWITCH CLASSES**, you would click the appropriate class on this screen in the teal section (see image below).

Figure 5: Navigational Screen - Class List



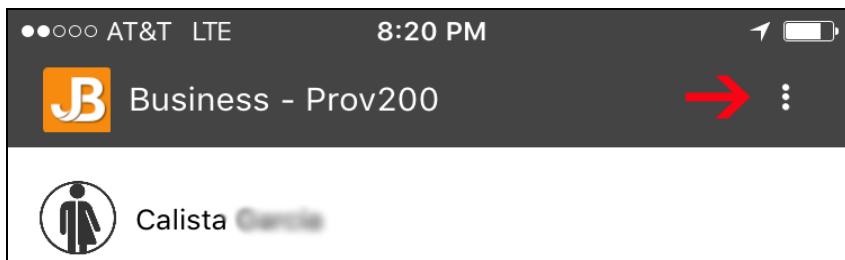


Checking In

Once you have selected the correct school and the correct class, you can check in.

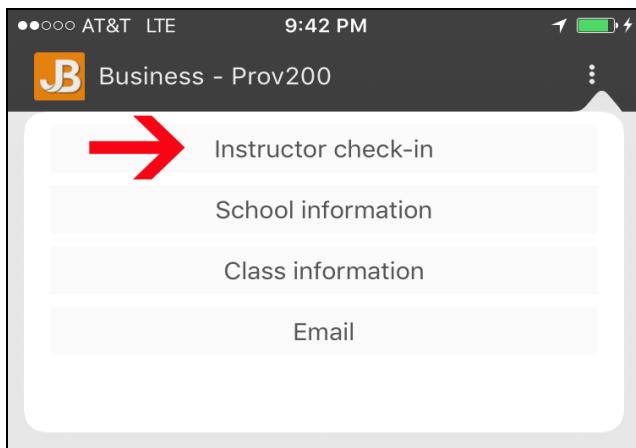
1. Press the pop-up menu (three white dots) in the gray bar in upper right and corner of your screen.

Figure 6: Menu



2. Press "Instructor check-in"

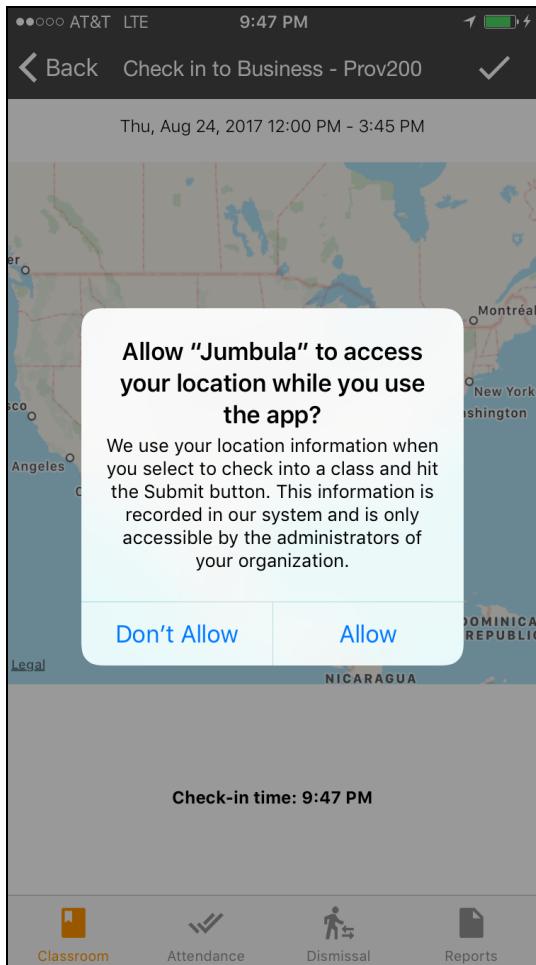
Figure 7: Check In Button





3. If this is the first time you are using the app, you will see this screen (see below). Please select Allow.

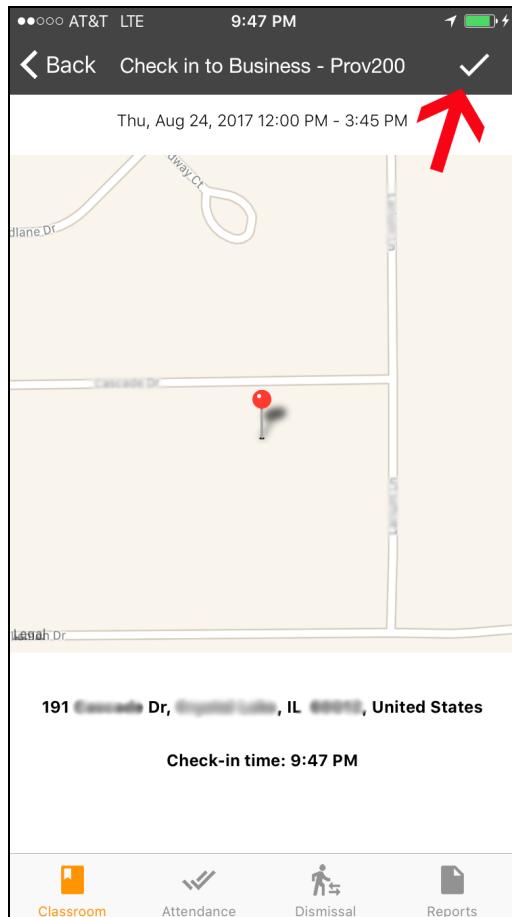
Figure 8: First Time Use Permissions





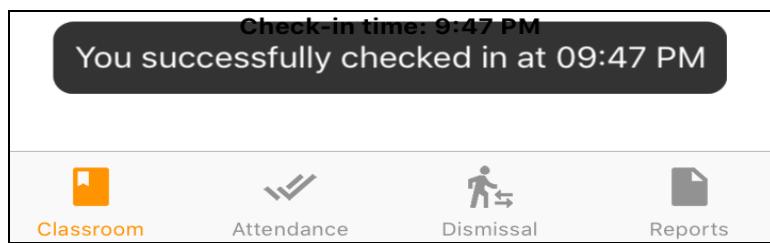
4. Once the GPS has loaded your location, please press the check mark in the upper right hand corner to check in.

Figure 9: Check In Button



5. If your check in is successful, you will see this message at the bottom of your screen.

Figure 10: Successful Check In

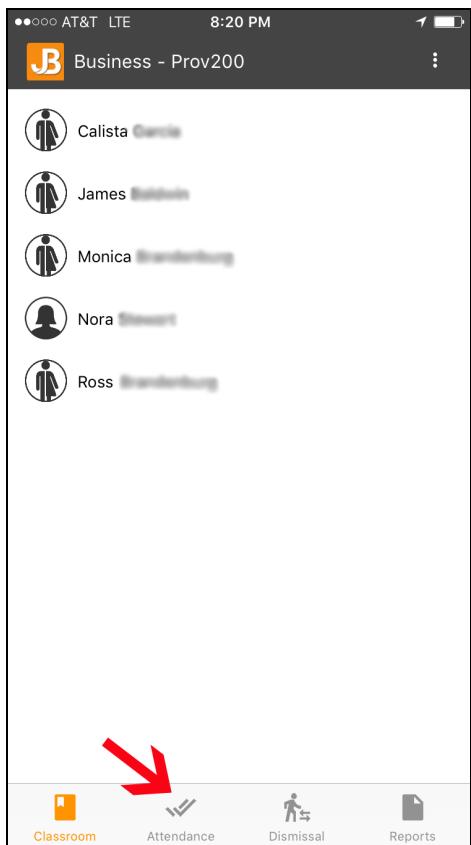




Attendance

1. To take attendance, press the “Attendance” button at the bottom bar of your screen (second selection from your left).

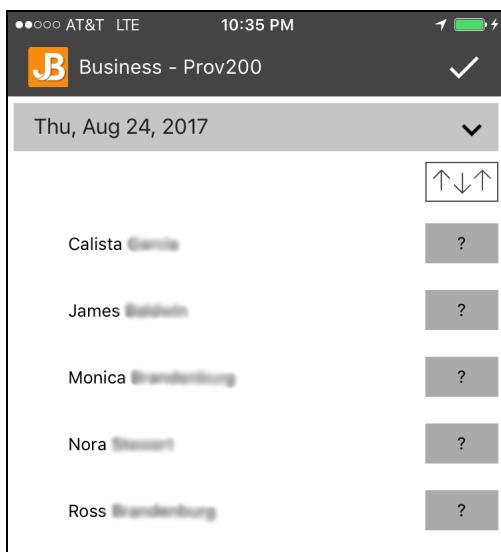
Figure 11: Attendance Button





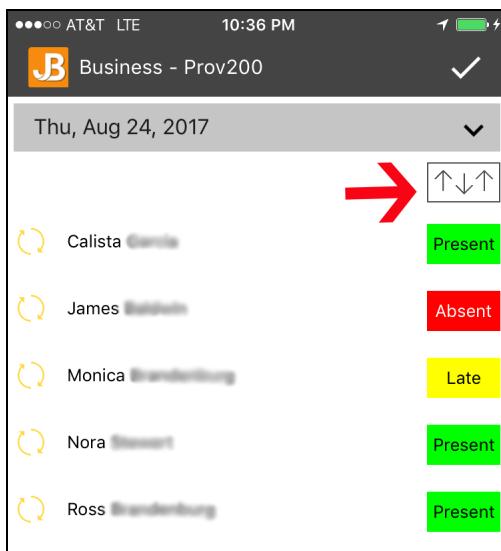
2. Press the gray "?" boxes next to the students' names to check them in as Present, Absent, or Late.
 - a. Press Once - Present
 - b. Press Twice – Absent
 - c. Press Three Times – Late

Figure 12: Attendance Screen



3. You can also press the button with three arrows to check in all students at once.

Figure 13: Attendance Options

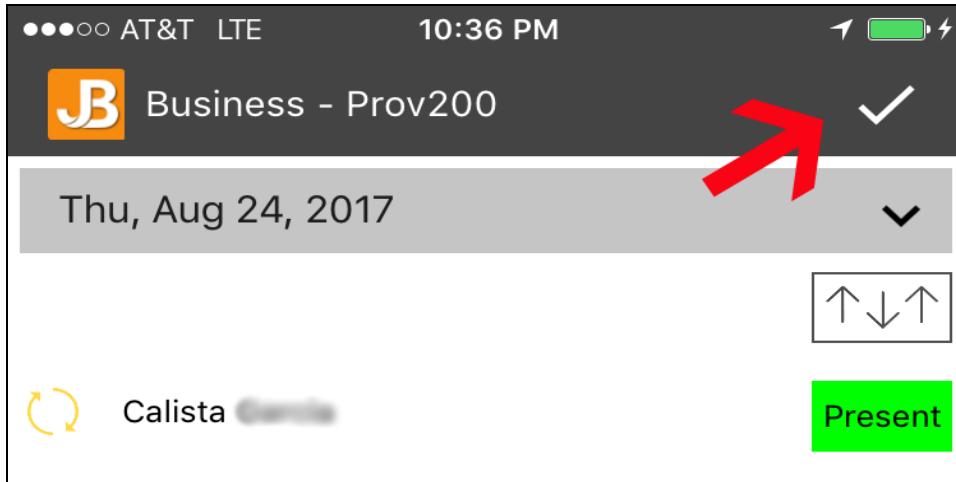


**Please note, at this point you can see the attendance has not been fully recorded because there are circles to the left of the students' names.*



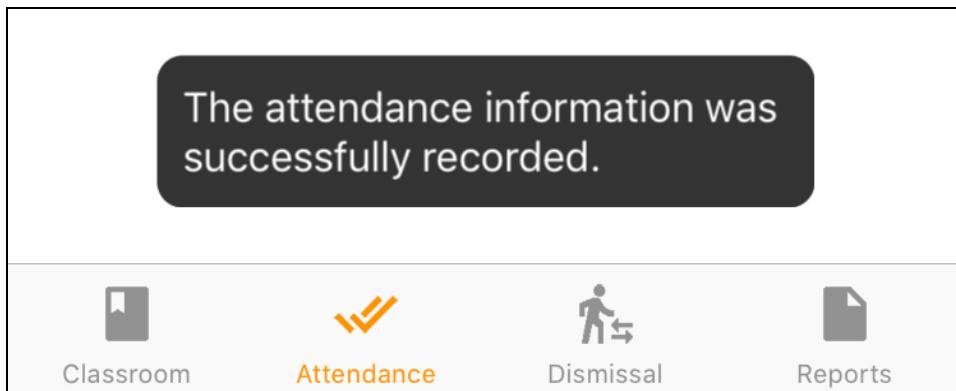
4. To save attendance, please select the check mark in the upper right hand corner.

Figure 14: Save Attendance



5. If successful, this message will appear at the bottom of your screen.

Figure 15: Attendance Success Message

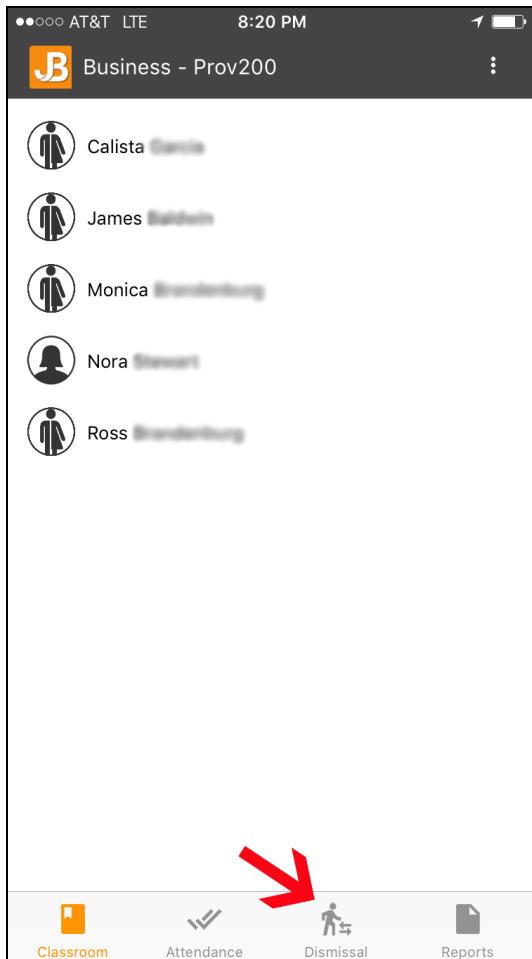




Dismissal

1. To dismiss students, press the “Dismissal” button at the bottom bar of your screen (third selection from your left).

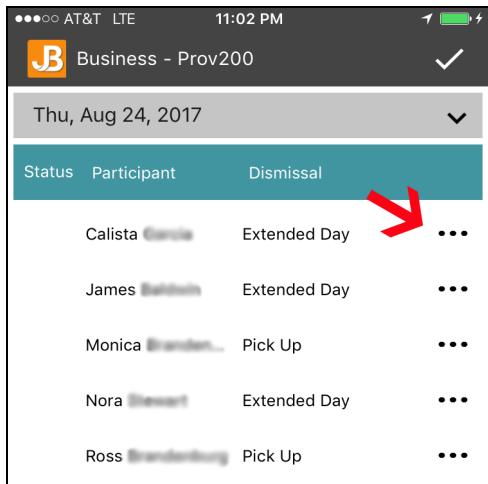
Figure 16: Dismissal Button





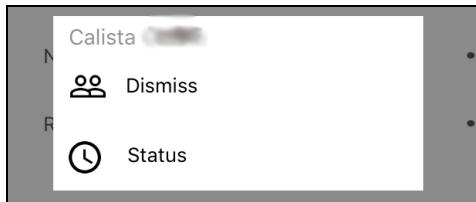
2. Press the three dots to the right of the students' names.

Figure 17: Dismissal Menu



- a. For students not listed as "Pick Up" you will select "Dismiss" and a circle will appear to the left of the student's name.

Figure 18: Dismissal Options 1

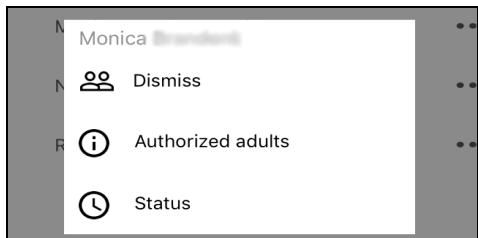


- b. For students listed as "Pick Up" you will see the option "Authorized Adults". You will see a list of all authorized adults who can pick up this student in order to confirm the person picking up is on the list. To record the specific authorized adult, select the "Dismiss" button and the list of adults will appear. Select the adult that is present and picking up the student. Once again, a circle will appear to the left of the name.

* When you press on the "Authorized Adults" option, you can make a direct call to that adult from this app by touching the phone icon.

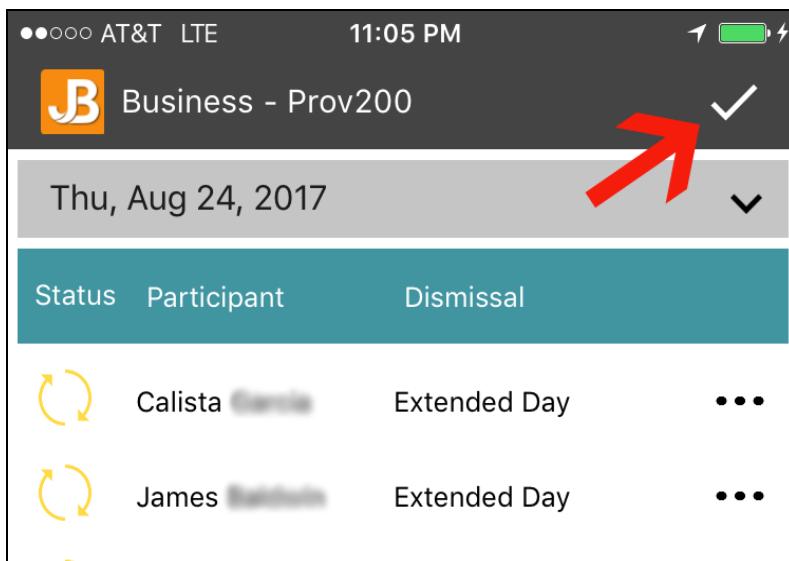


Figure 19: Dismissal Options 2



3. After all students have been dismissed, , please select the check mark in the upper right hand corner to save the dismissal record for the entire class.

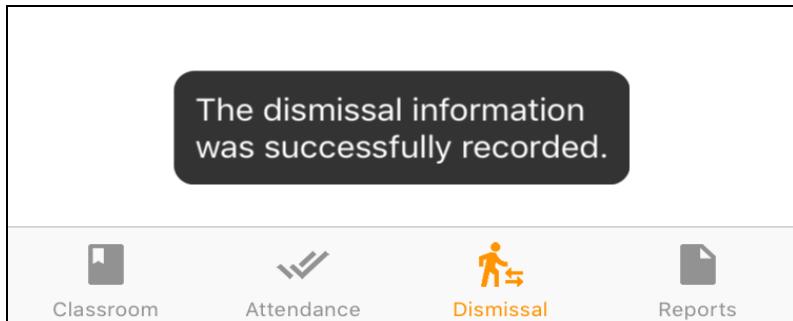
Figure 20: Dismissal Record Save Button





4. If successful, this message will appear at the bottom of your screen.

Figure 21: Dismissal Save Successful





Reports

To view the class Roster or Dismissal records, press the “Reports” button at the bottom bar of your screen (last selection from your left).

Figure 22: Reports Button

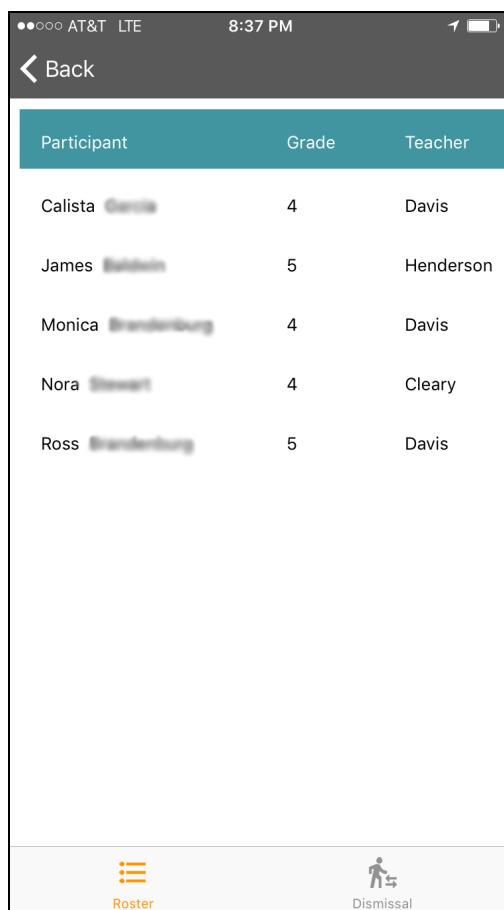




Class Roster

1. This is the default view for the Reports button
1. You can see the following information for each student from the Roster view by scrolling through the screen using your finger to drag left or right.
** Some information may vary by school.*
 - a. Participant (name)
 - b. Grade
 - c. Teacher
 - d. Dismissal
 - e. Medical Information
 - f. Allergies

Figure 23: Roster Screen

A screenshot of a smartphone displaying the Roster screen. The top status bar shows signal strength, 'AT&T LTE', the time '8:37 PM', and battery level. Below the status bar is a dark header with a left arrow and the word 'Back'. The main content is a table with a teal header row. The columns are 'Participant', 'Grade', and 'Teacher'. The data rows are:

Participant	Grade	Teacher
Calista <small>Genis</small>	4	Davis
James <small>Brown</small>	5	Henderson
Monica <small>Brandenburg</small>	4	Davis
Nora <small>Stewart</small>	4	Cleary
Ross <small>Brandenburg</small>	5	Davis

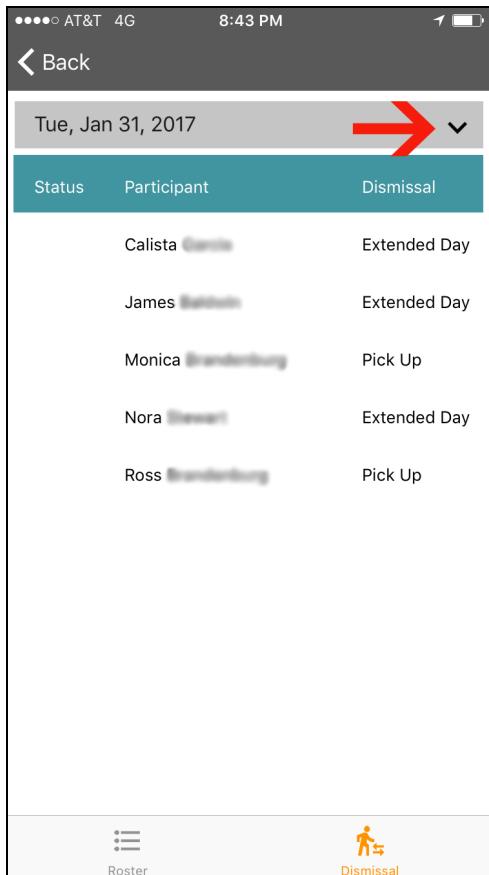
At the bottom are two buttons: 'Roster' with a list icon and 'Dismissal' with a person icon.



Dismissal Records

1. You can toggle through past dates by selecting the black down arrow in the gray date bar.

Figure 24: Dismissal Report Screen



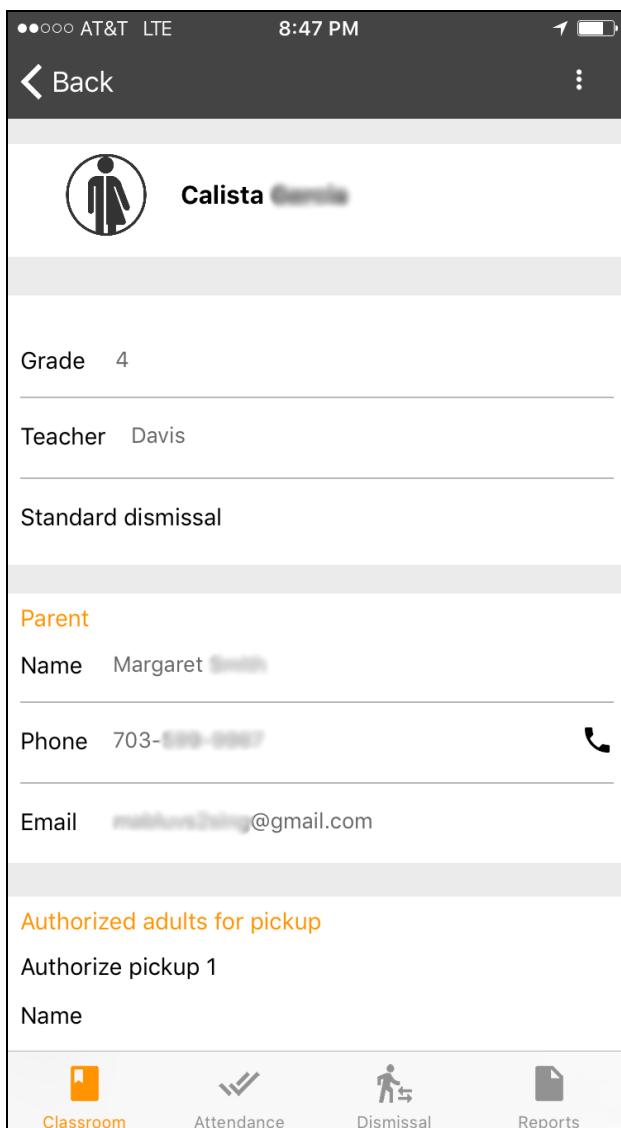
2. The Dismissal Report will list the following information, by scrolling through the screen using your finger to drag left or right.
 - a. Status
 - b. Participant (name)
 - c. Dismissal
 - d. Dismissal Time
 - e. Picked Up By



Accessing Student Info

To view contact information for a specific student simply press on the student's name from the "Classroom" screen. Calls to Parents, Authorized Adults, and Emergency contacts can also be made from this screen by selecting the phone icon.

Figure 25: Student Detail.





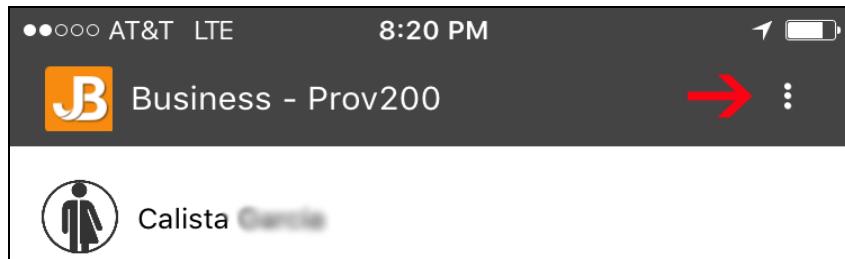
Accessing Enrichment Matters Member School Fact Sheet & Class Information

Policies and procedures for the EM Member School may also be viewed from the Mobile App.

School Fact Sheet

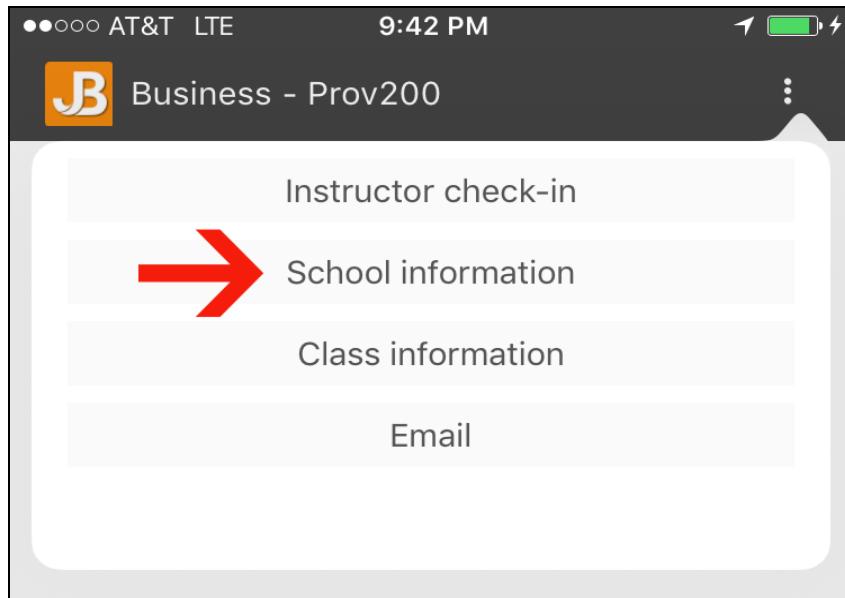
1. To pull up the School Fact Sheet information, press the three white dots in the gray bar in upper right and corner of your screen.

Figure 26: Menu



2. Select School Information.

Figure 27: School Information Option



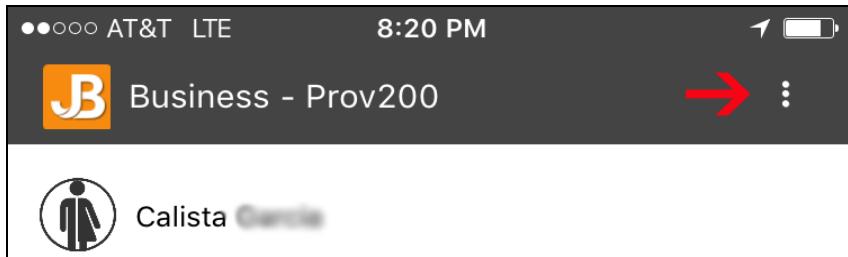
3. From this screen you will be able to view necessary information about this specific school such as contact information, arrival and class times, school policies, and the school's address.



Class Information

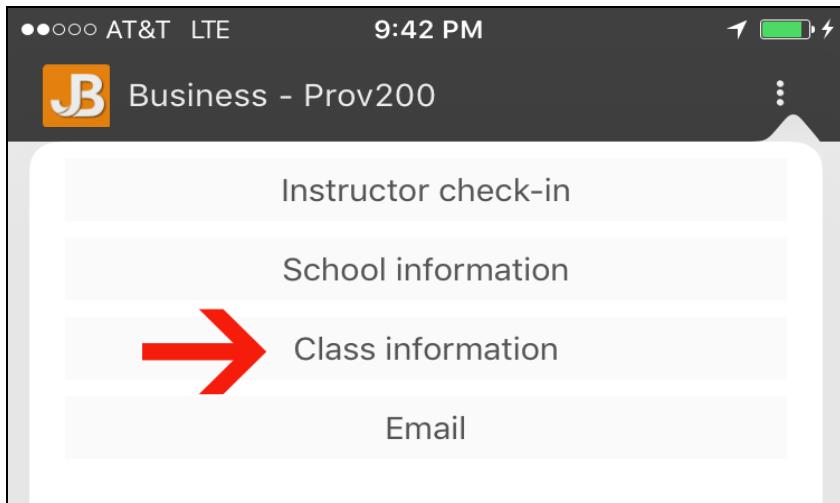
1. To pull up the Class information, press the three white dots in the gray bar in upper right and corner of your screen.

Figure 28: Menu



2. Select Class information.

Figure 29: Class Information Option



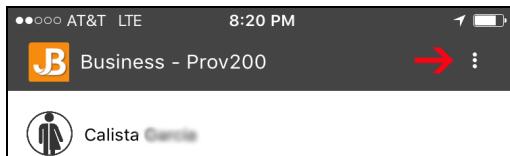
3. From here you will be able to view Class Dates, Room Number, and Class meeting times.



Email

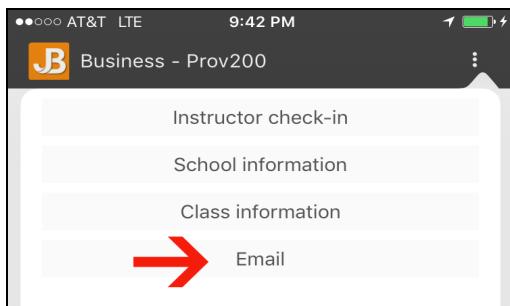
1. To send an email from the app, press the three white dots in the gray bar in upper right and corner of your screen.

Figure 30: Menu



2. Select Email.

Figure 31: Email Option



3. From here you will fill out the Subject and Body of the email. Press the orange Submit button to send. **NOTE:** You are only able to send an email to all registered participants. It is not possible to select individual participants at this time. The send address will be the Provider's email listed on the class description page.

Figure 32: Email Screen

