

Session Admin Overview

Roles that Have Access: Session Admin

This instruction sheet will provide a high-level overview of the home page and menu for Session Admins. The home page will now consist of tiles that you can tap on to navigate to or use different features in the system. The instructions will be shown to staff who are using a tablet device to log in.

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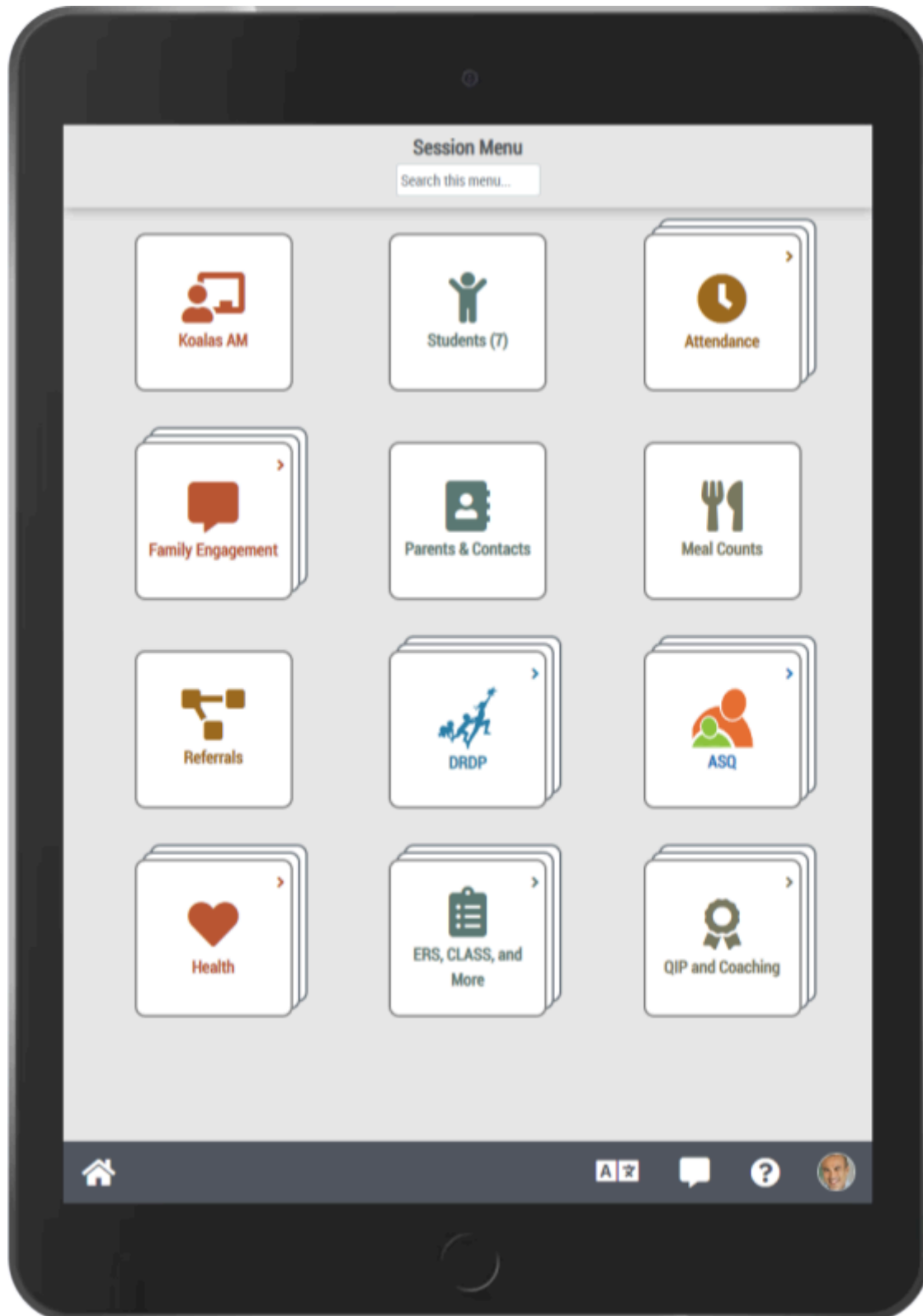
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Logging In and Using the Tile Menu

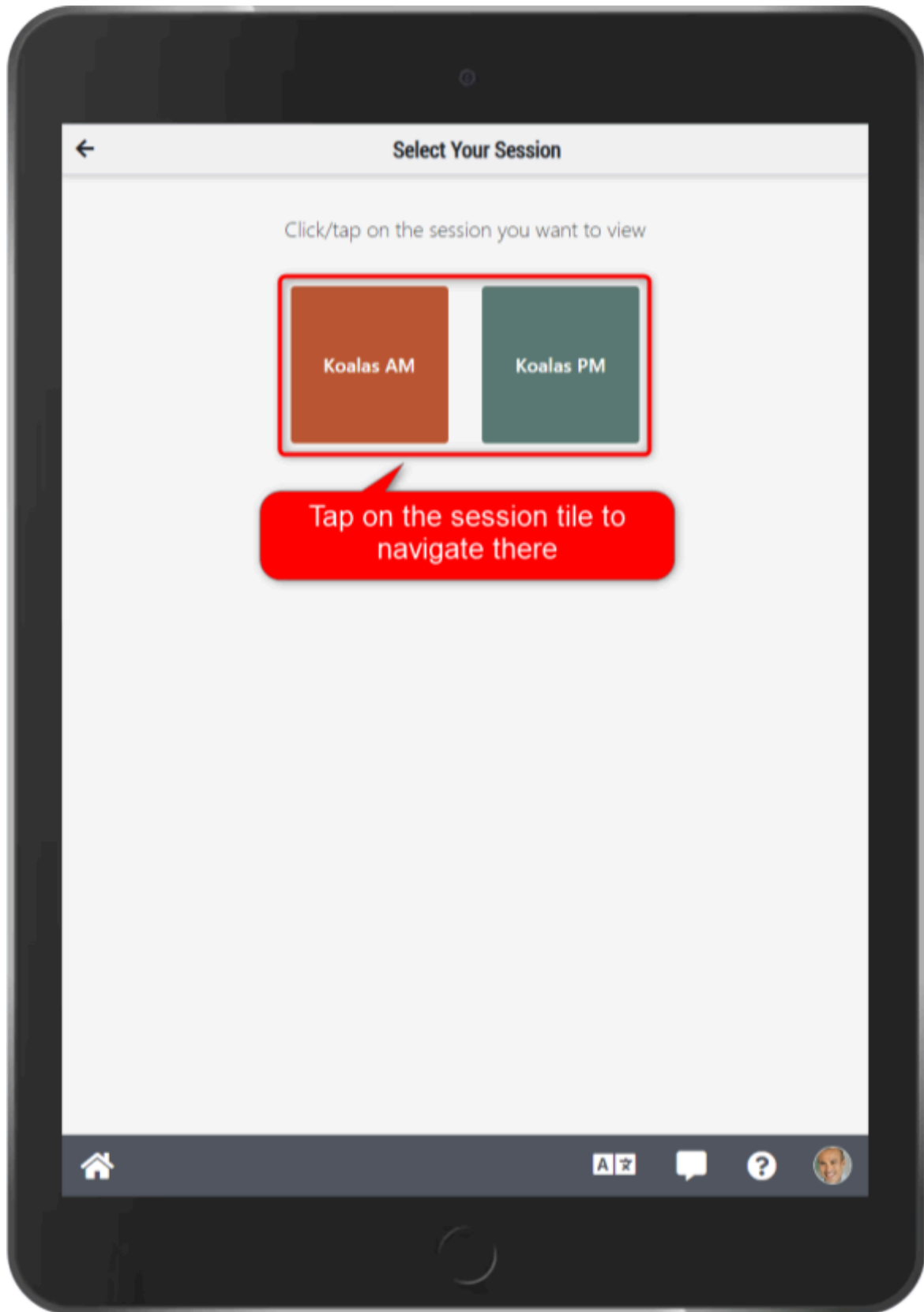
Session Admin (assigned to on session):

As a teacher with the “Session Admin” role in Hubbe, the new Tile Menu will be your home page. Here, you will be able to see your Session Name as the first tile in the menu, along with the other menu items you have access to. You can tap on any of these tiles to expand that menu item or navigate to that page.

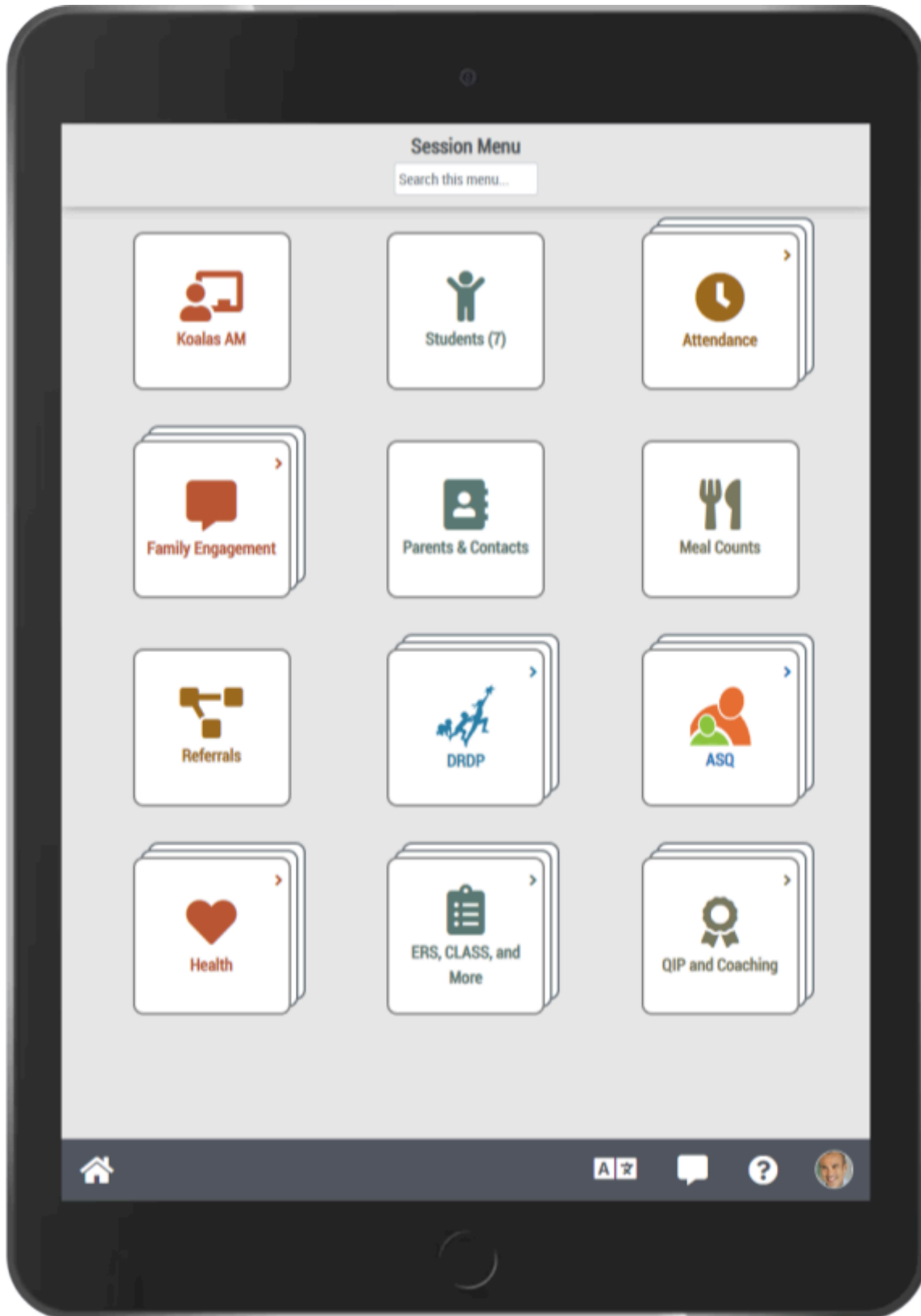


Session Admin (assigned to multiple sessions):

After logging in, tap on the tile for the session of your choice.



You will be brought to the session tile menu for the session you tapped on. Here, you will be able to tap on a tile for the feature you want to use. For example, tapping on the **DRDP** tile will open the DRDP features that you can use, like the observations and rating tool.



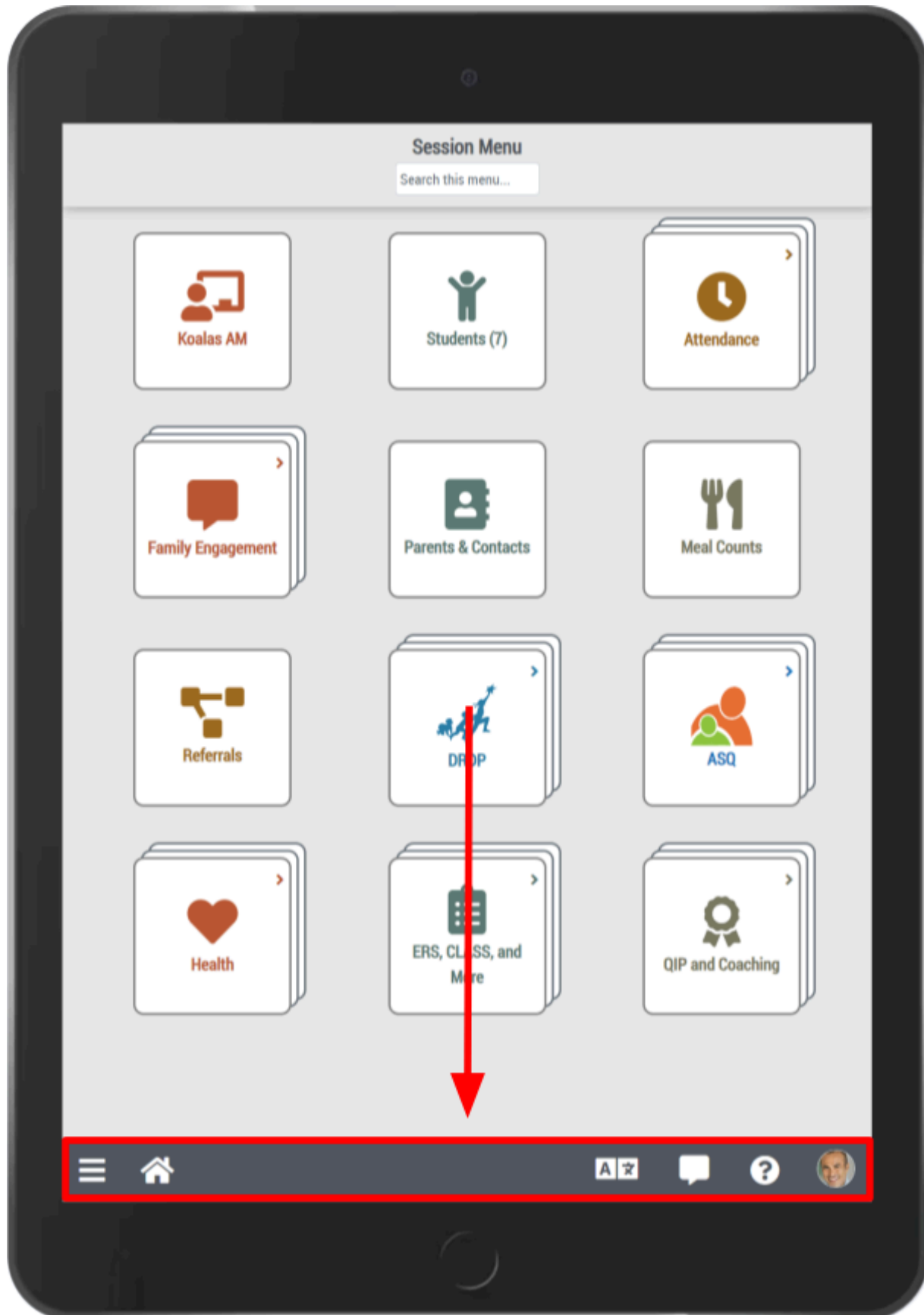
Note: Tap on the “Home” icon to navigate back to the session selection screen if you are a teacher for multiple sessions.

Tapping on a stacked tile will expand to show submenu items. Once a stacked tile is expanded, you can tap on the title at the top of the screen to collapse the tile back to its stacked position and return to the normal menu.



Using the Bottom Toolbar

The Hubbe toolbar will now be fixed to the bottom of the screen for mobile devices, or users of the Staff Hubbe app. The toolbar will be available to use wherever you are in the system.



Toolbar Options



Menu (Hamburger)

The menu (A.K.A. “hamburger”) icon will allow you to show or hide your menu wherever you are in the system.



Home

The home icon will take you back to the home page that you landed on upon first logging in.



Translate

The translate icon will open a list of different languages. Translate all text on your screen to the language you select in this list by tapping on that language.



Messages

The messages icon will show you recent message previews for up to three (3) families at a time. Tap on the message preview to open that thread, or tap “View All Messages” to navigate to all of your message threads.



Help

The help icon will expand two (2) options for accessing help on the feature you’re using: Instructions and Training Videos, and Resources. Tap on the option you wish to use.



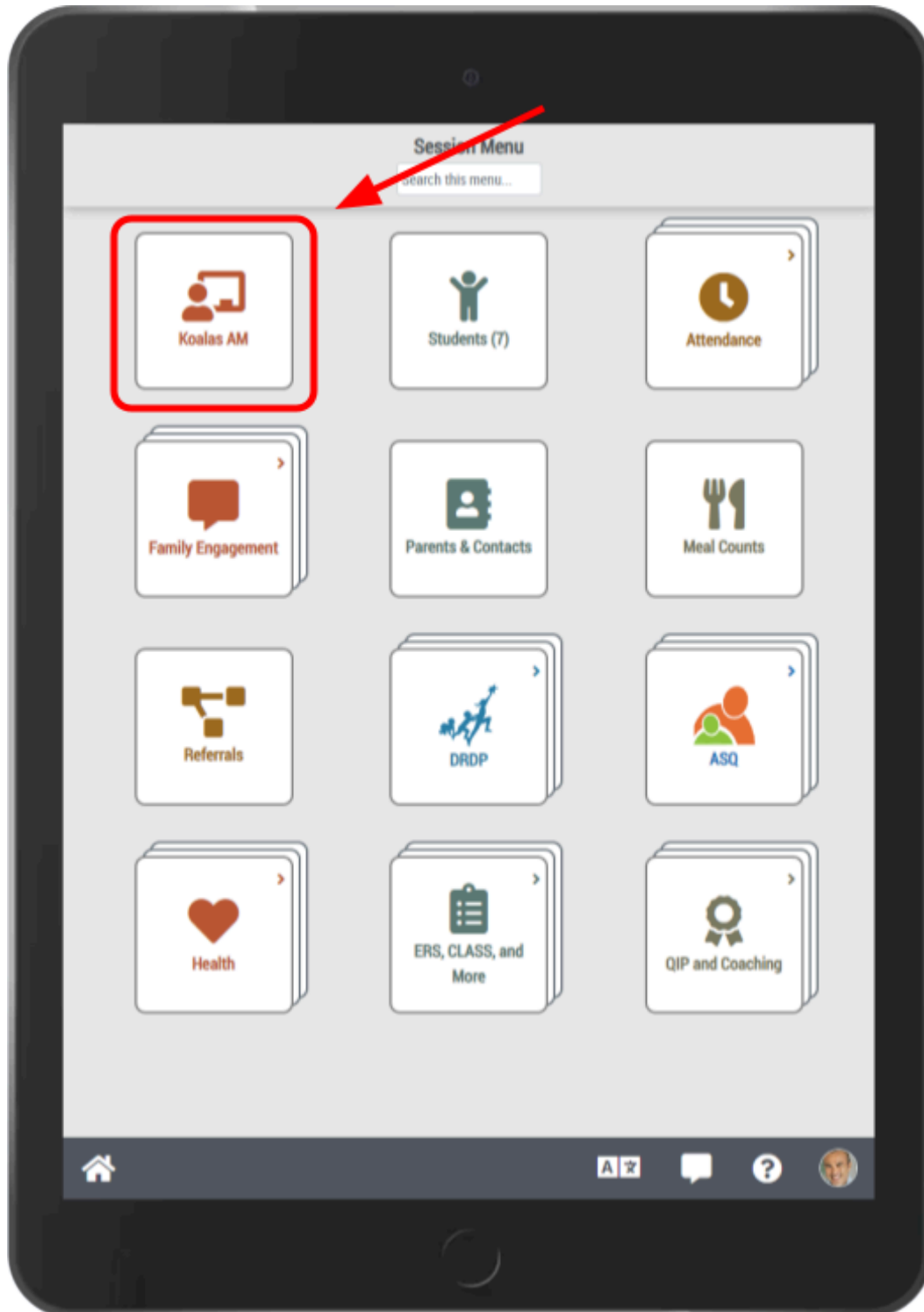
User Settings

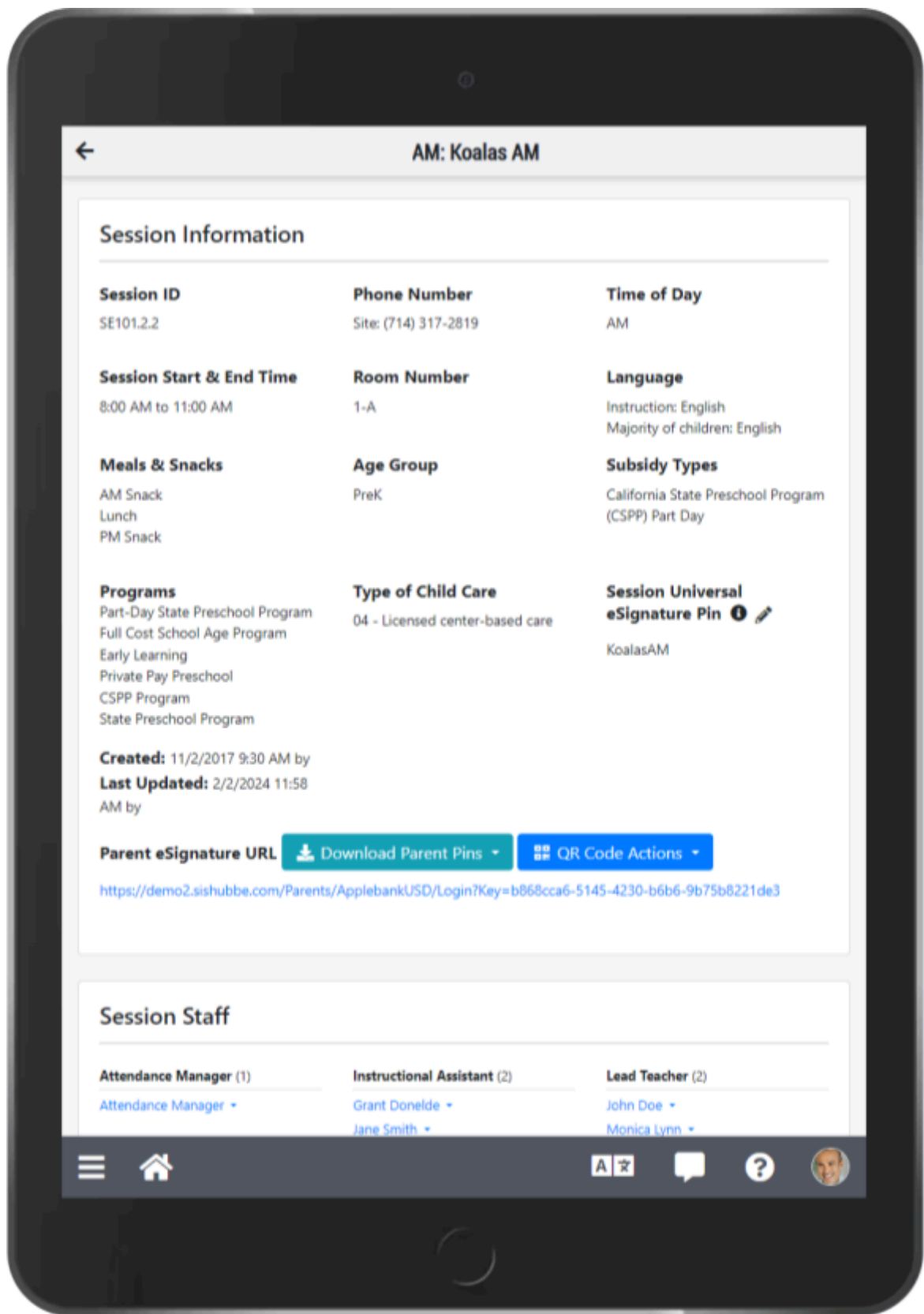
The user/photo icon opens different user settings. After tapping on this option, you will be able to view your staff profile, update your default homepage, change your password, and sign out.

Session Admin Menu Overview

Session Home Page

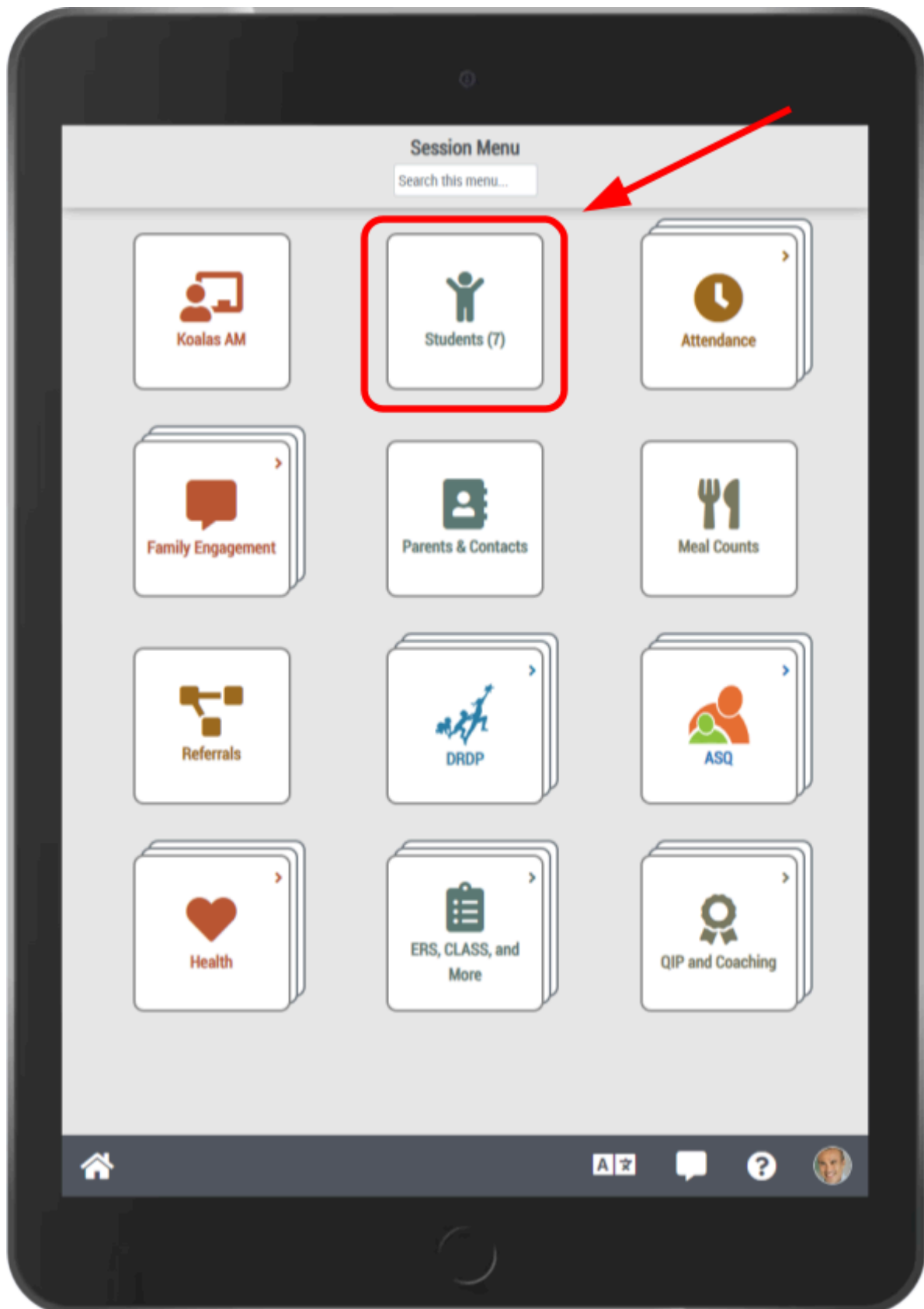
The first tile in the Session menu will take you to the Session Record. Here, you can manage many of the same features previously available, like the Universal eSignature PIN, the Parent Pins Download, the Parents/Guardians tab, and more.



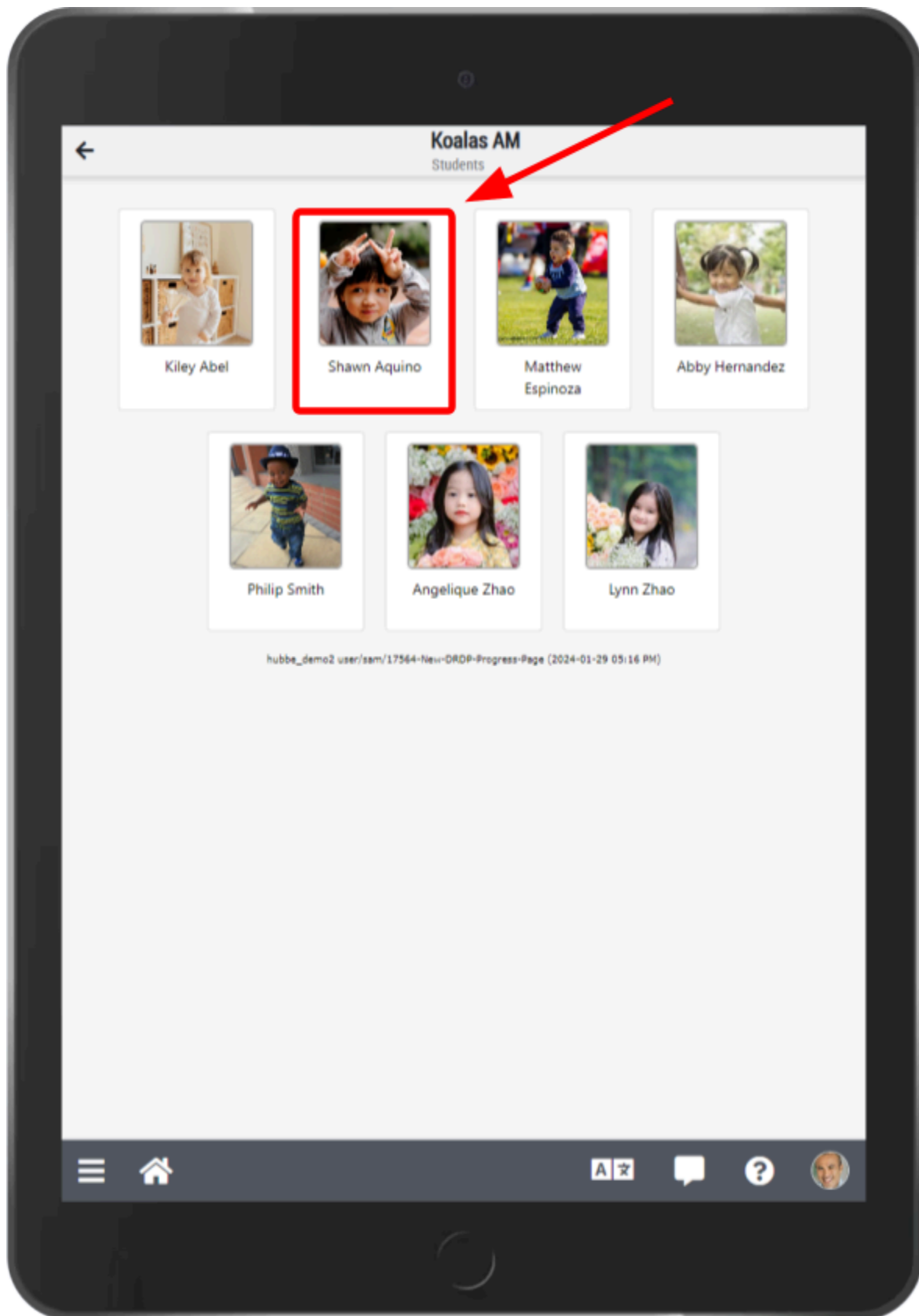


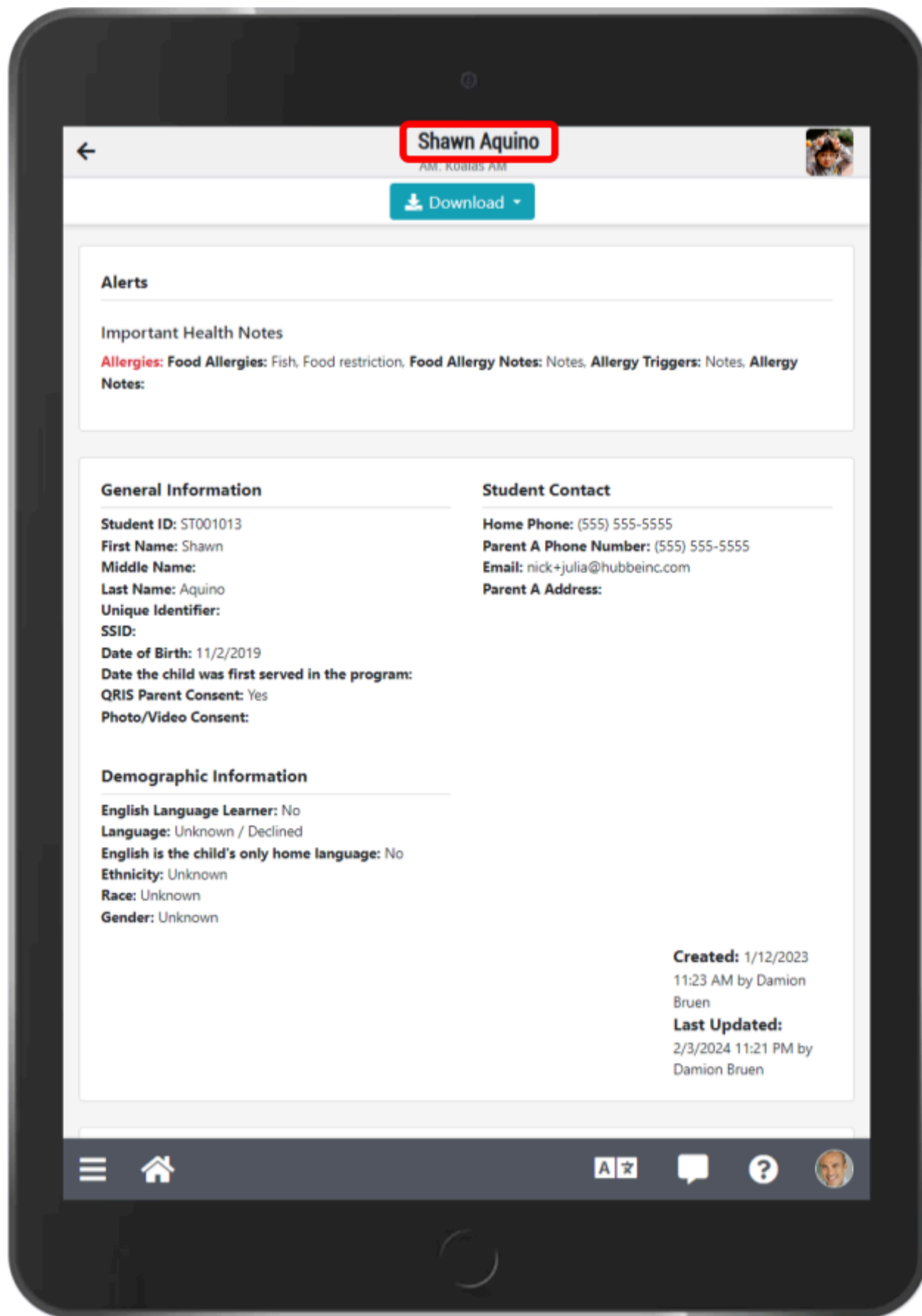
Students

The “Students” tile will now take you to a new page showing you the names and photos of students enrolled in your session or classroom.



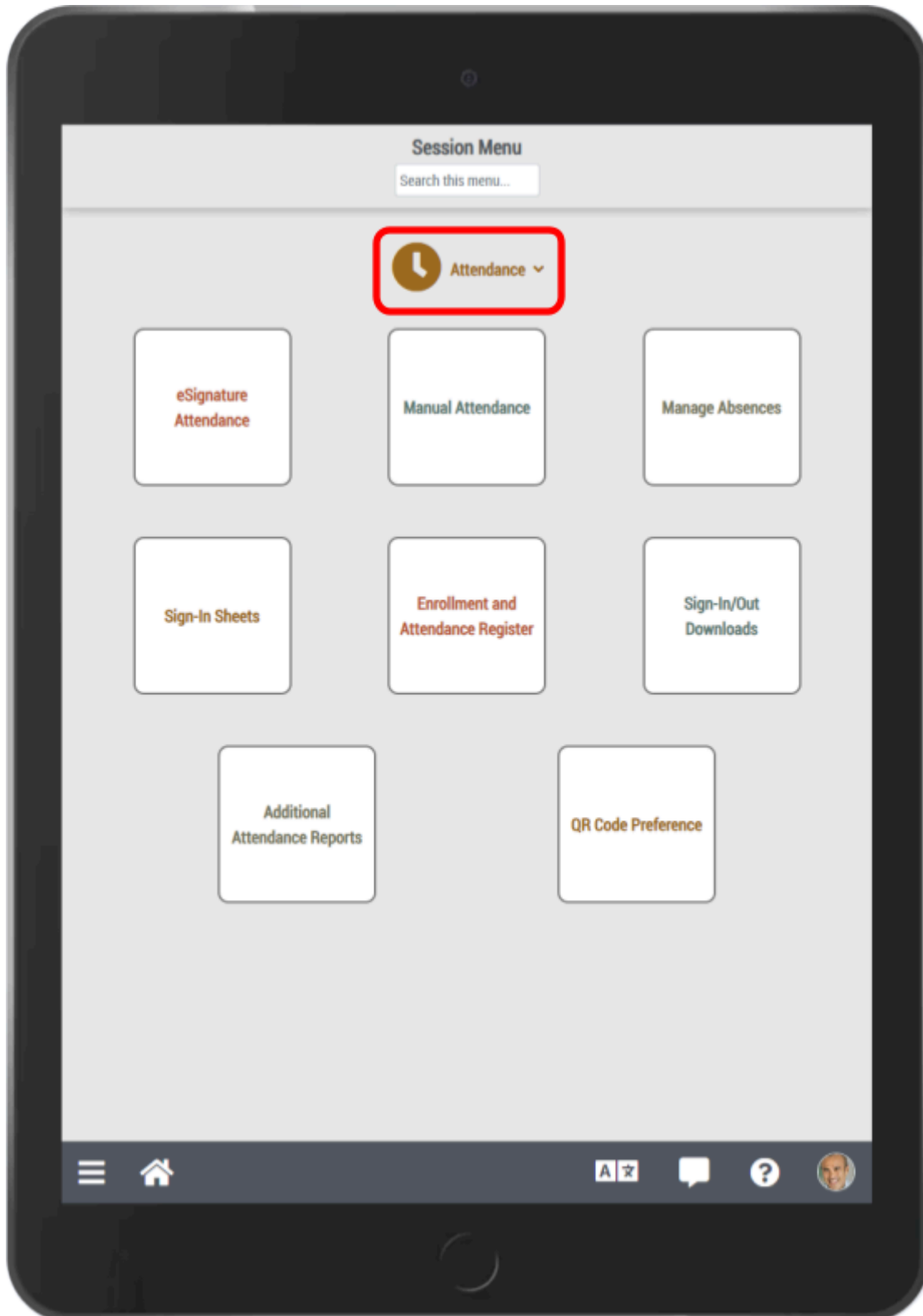
Simply click on the tile of the student you want to view to navigate to their Student Record.



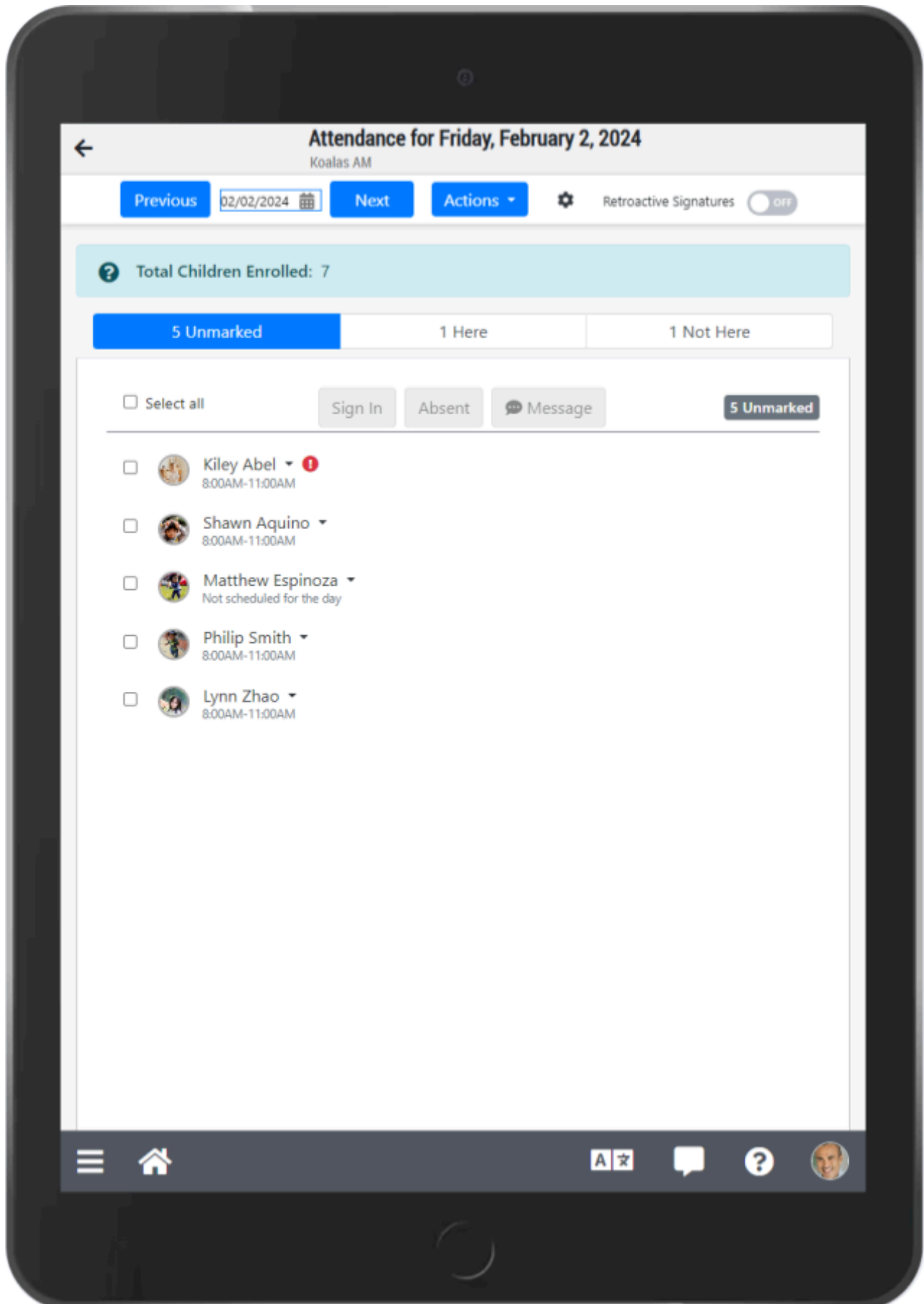


Attendance

The “Attendance” tile will expand to show all the submenu items available to you as a Session Admin, including eSignature Attendance, Manual Attendance, Manage Absences, Sign-In Sheets, Enrollment and Attendance Register, Sign-In/Out Downloads, Additional Attendance Reports, and QR Code Preference. Simply tap on the tile of the submenu item you want to use to navigate to that feature.

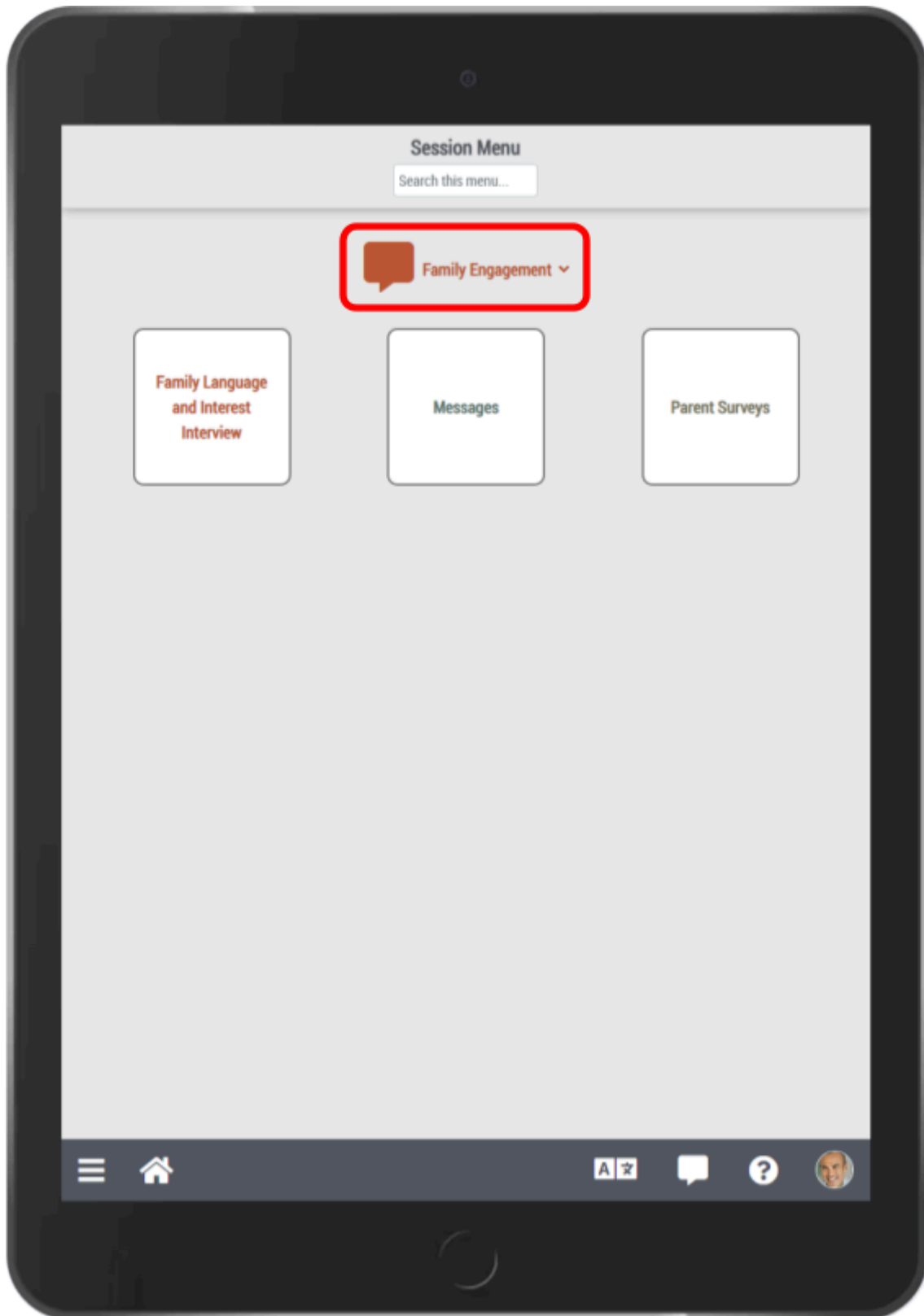


For example, tapping the eSignature Attendance tile in the screen above would take you to the eSignature Attendance feature.



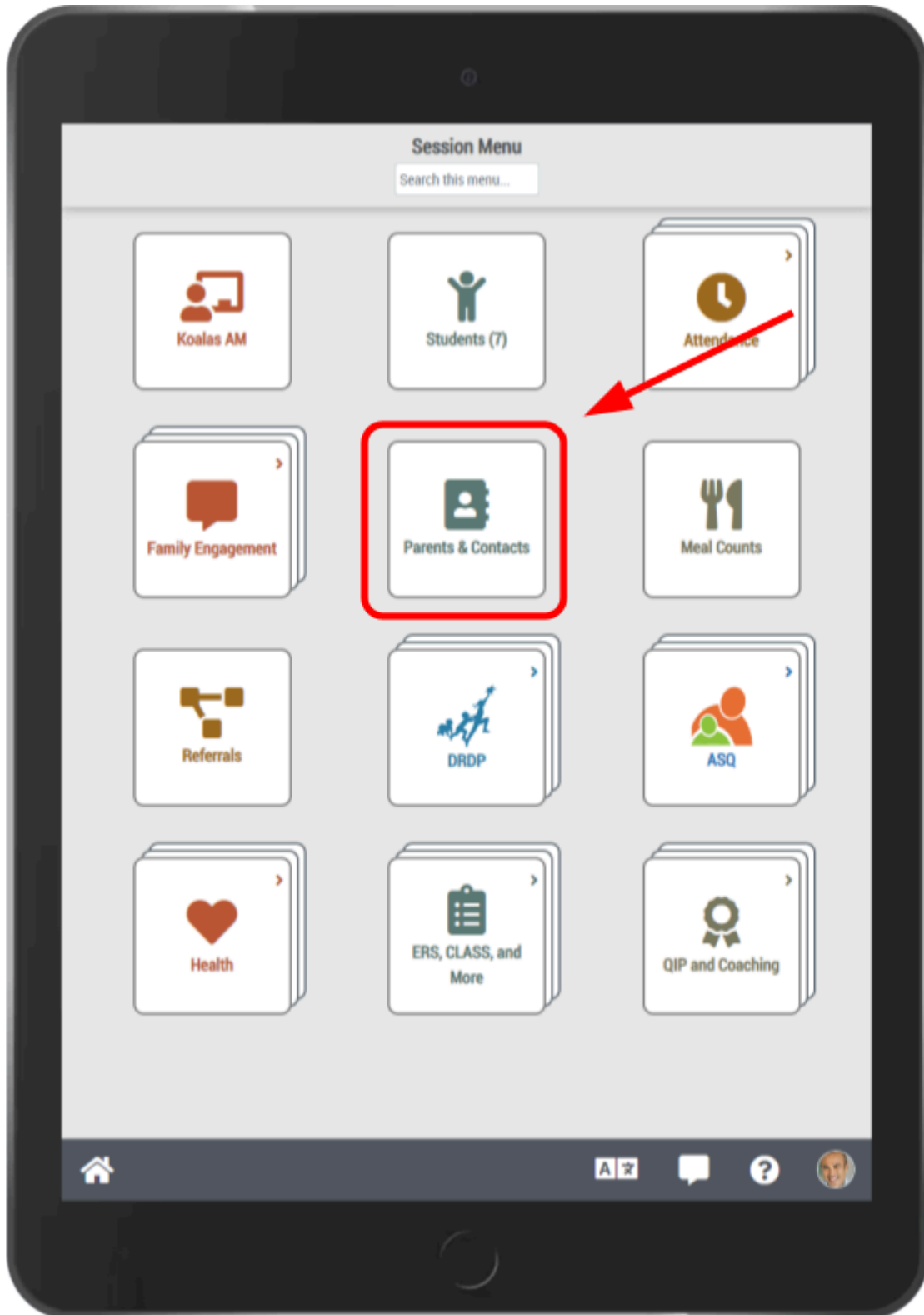
Family Engagement

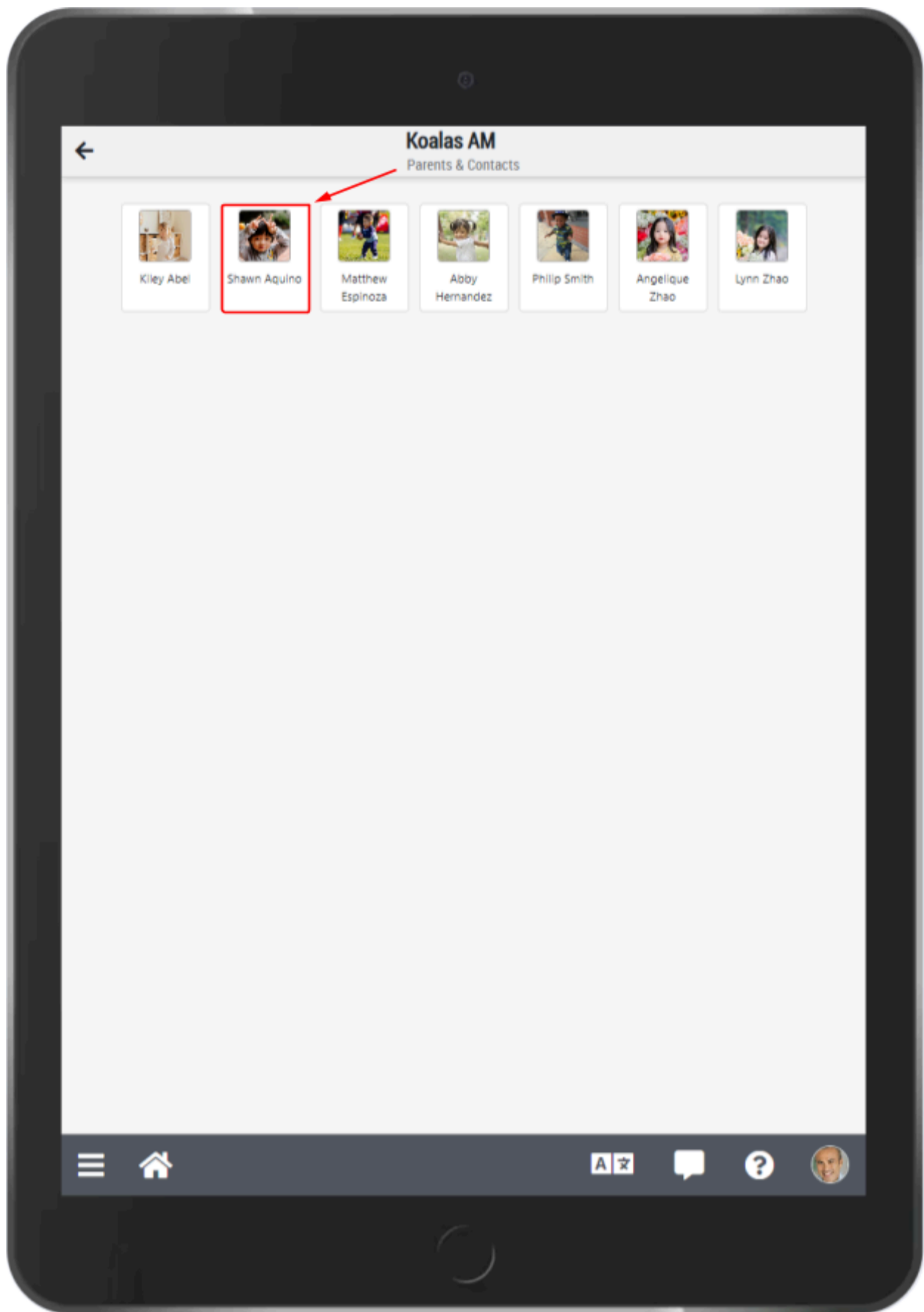
The “Family Engagement” tile will expand to show the following submenu items: Family Language and Interest Interview, Messages, and Parent Surveys.

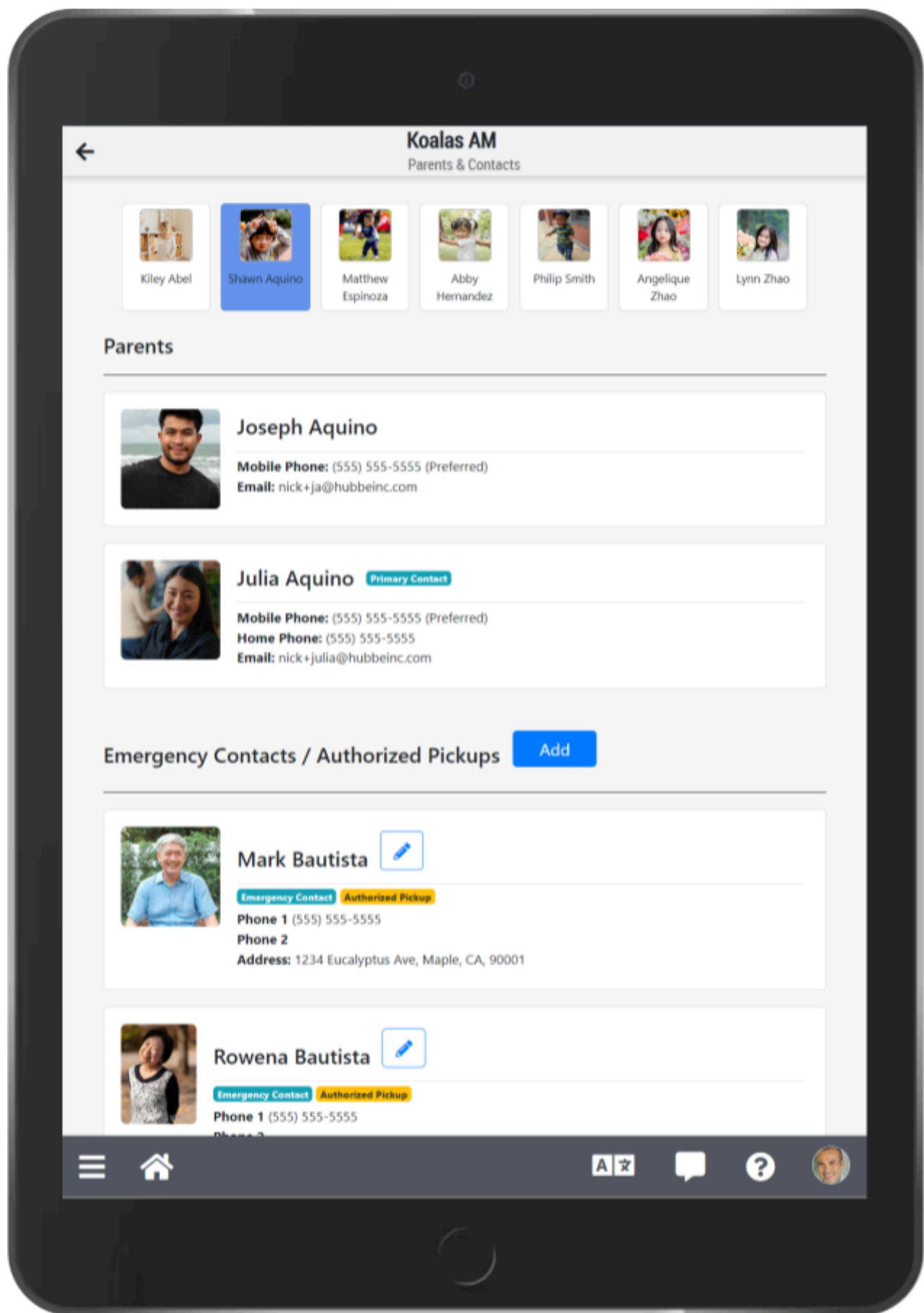


Parents & Contacts

The “Parents & Contacts” tile will now take you to a new page where you can tap on a child to quickly and easily see their parents and contacts. Additionally, you can easily add or update an Emergency Contact or Authorized Pickup from this new screen.

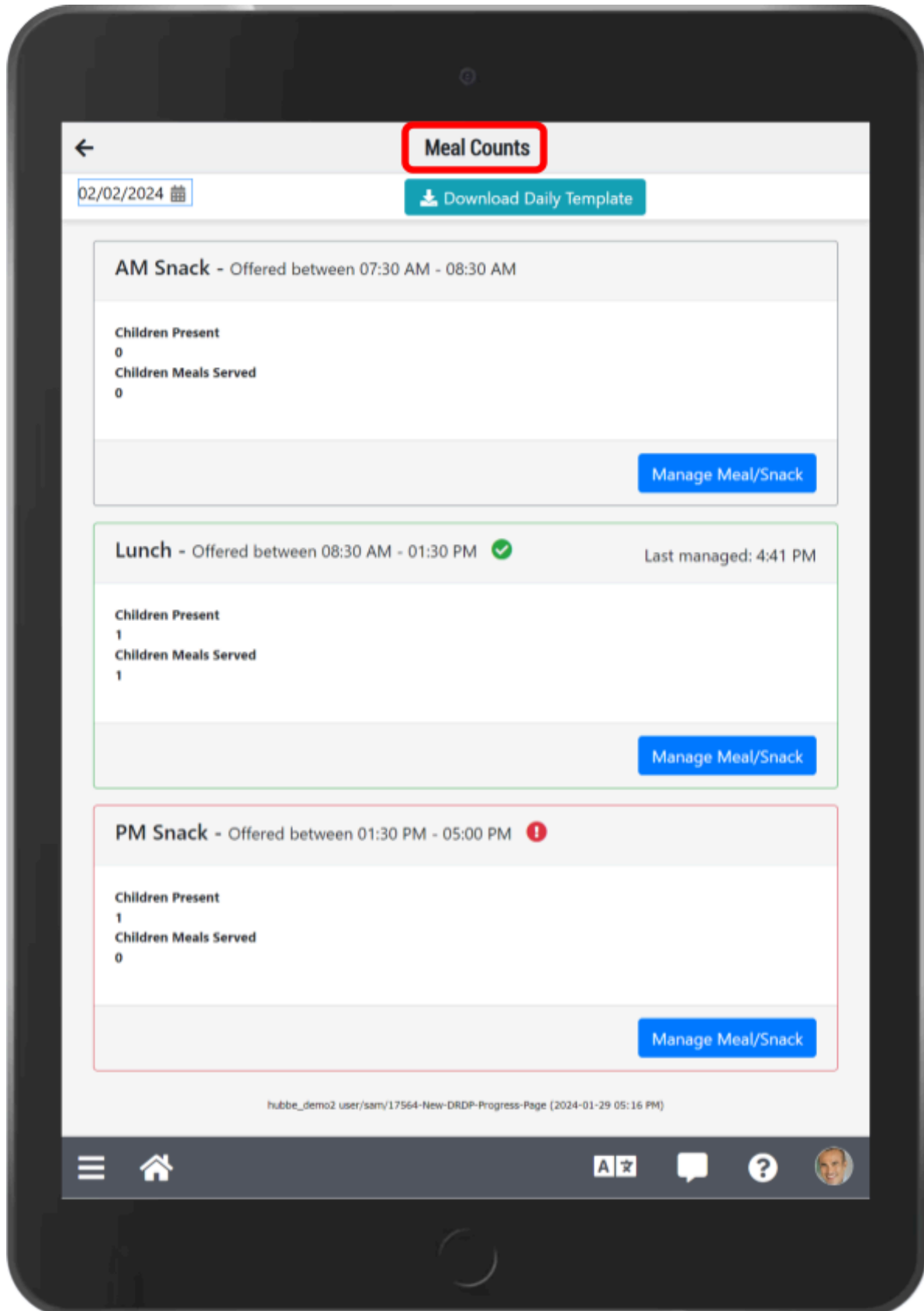






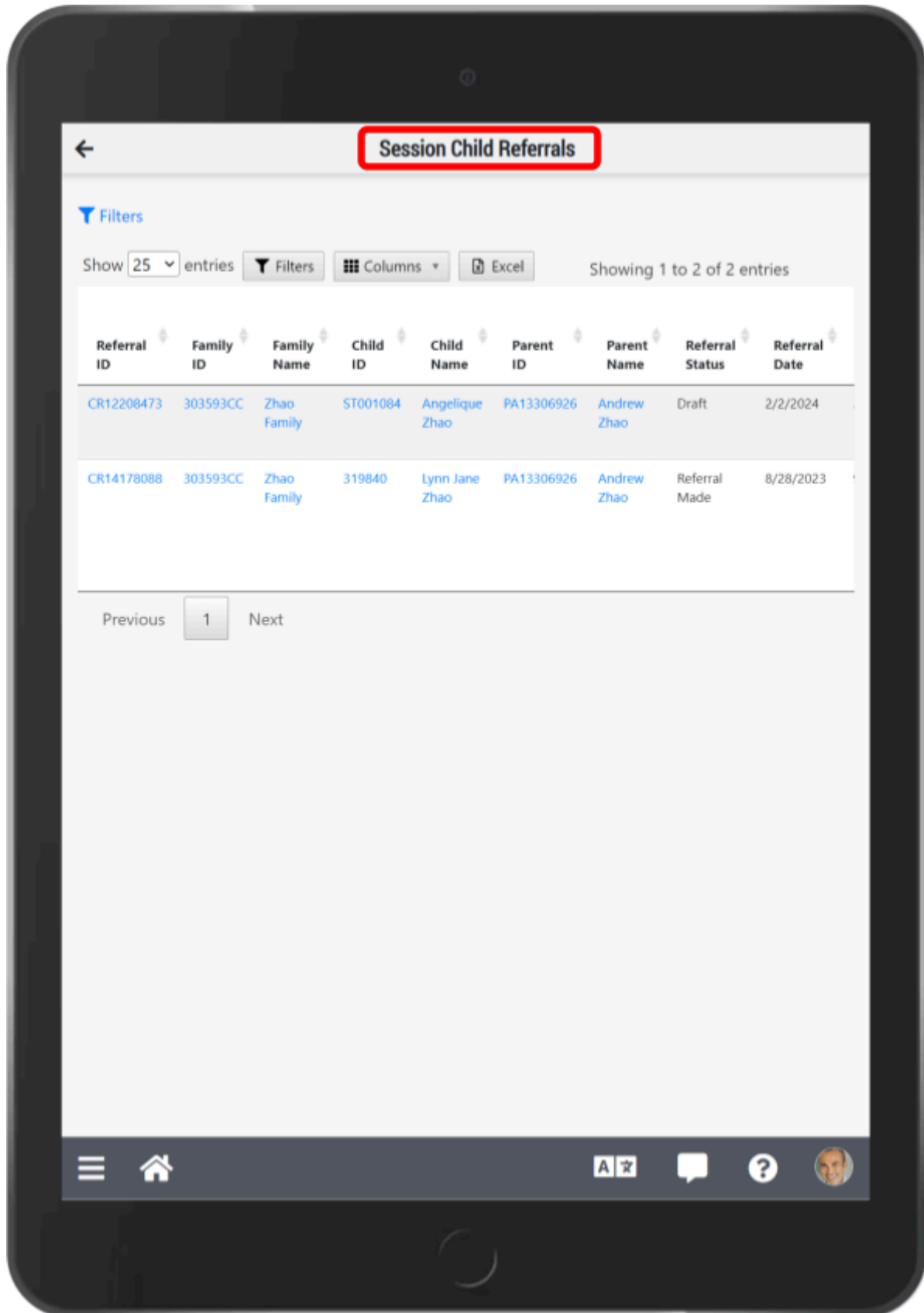
Meal Counts

The “Meal Counts” tile will allow you to mark the children who received meals during your session.



Referrals

The “Referrals” tile will give you access to any referrals created for children in your session.



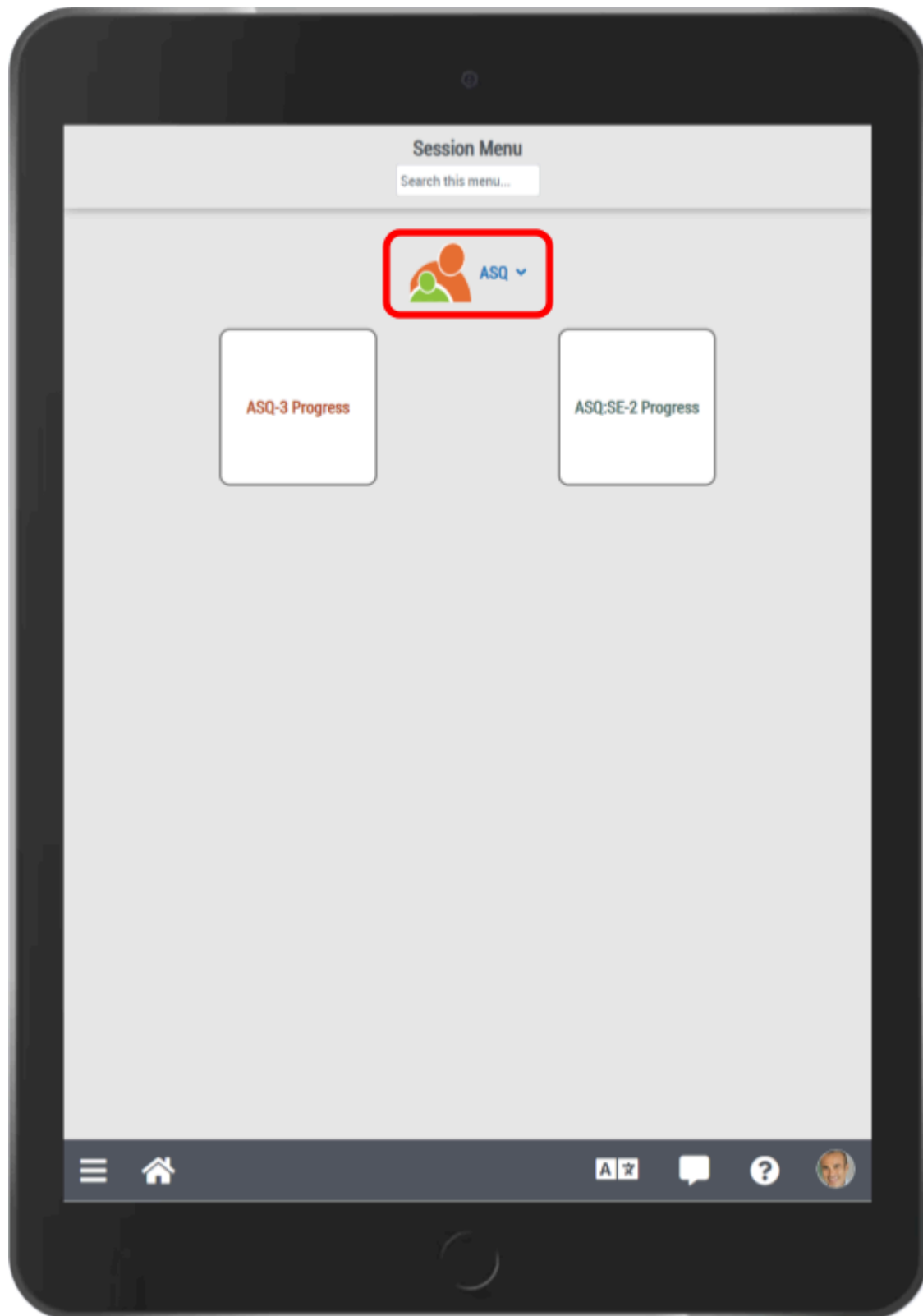
DRDP

The “DRDP” tile will expand to show the submenu items for the Infant/Toddler DRDP, Preschool DRDP, School Age DRDP, DRDP Dashboard, DRDP-2015 Results, and All DRDP-2015 Assessments tools. If you only teach one age group in your session, you will only see the DRDP for your age group as a submenu item (e.g., preschool teachers will only see the Preschool DRDP). Simply tap on the tile of the DRDP feature you wish to use.



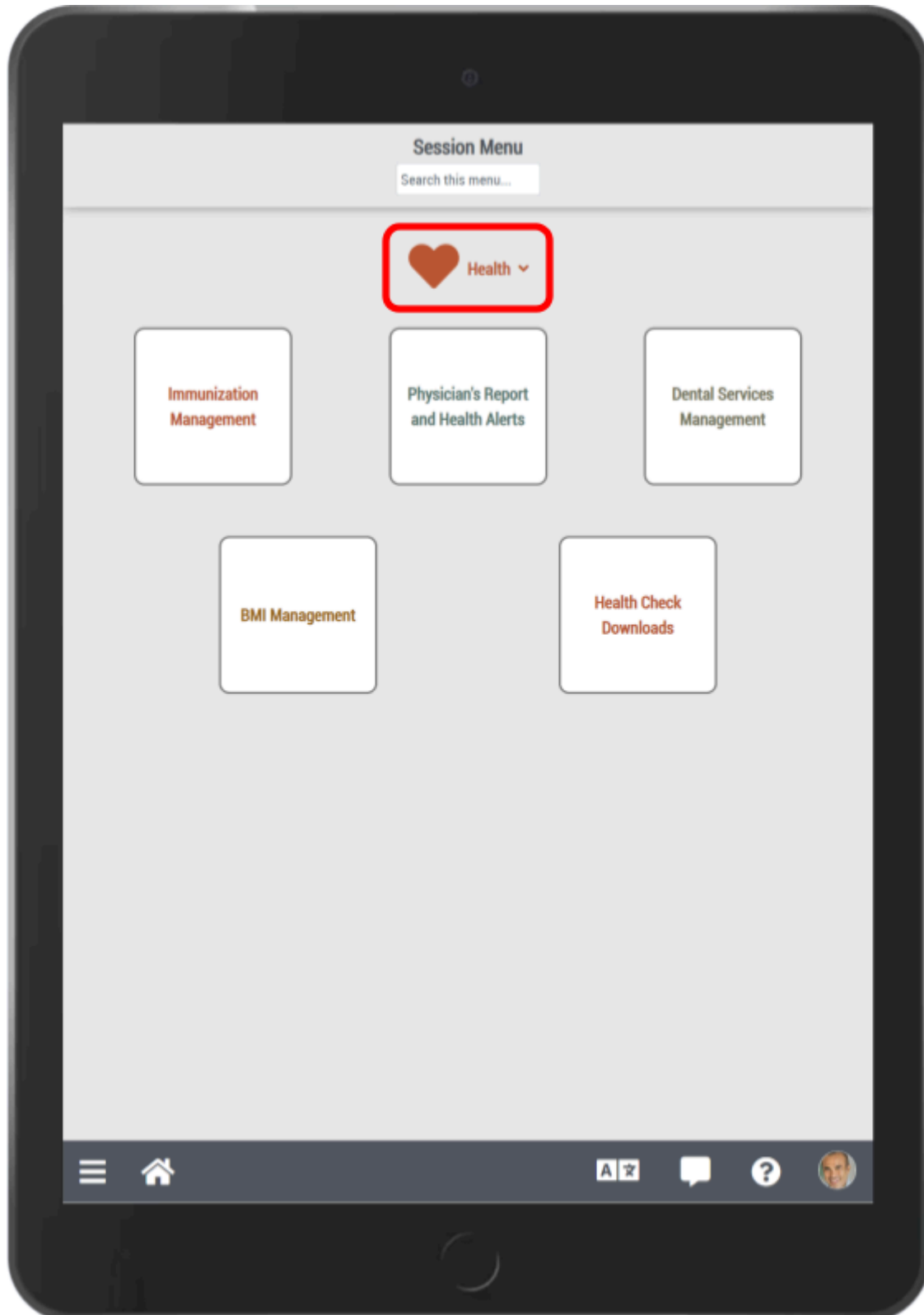
ASQ

The “ASQ” tile will expand to show the submenu items for the ASQ-3 Progress and ASQ:SE-2 Progress grids. Simply tap on the tile of the ASQ progress tool you wish to use.



Health

The “Health” tile will expand to show the submenu items for the Immunization Management, Physician’s Report and Health Alerts, Dental Services Management, BMI Management, and Health Check Downloads features. Simply tap on the tile of the health feature you wish to use.



ERS, CLASS, and More

The “ERS, CLASS, and More” tile will expand to show the submenu items for the CLASS Assessments, ERS Assessments, and NAP SACC-Physical features that you can use. Simply tap on the tile of the classroom assessment tool you wish to use.



QIP and Coaching

The “QIP and Coaching” tile will expand to show the submenu items for the Session QIP, Session QIP Evaluations, Session Coach Logs, and Session Monitoring Logs. Simply tap on the tile of the QIP or Coaching tool you wish to use.

