

Getting Started for Teachers



Streamline your workflows to work smarter, not harder!

Welcome to Kaymbu! This document will walk you through steps for getting started with the Kaymbu software. Please visit our help page at help.kaymbu.com to check out our training videos and webinar for new users! For customer support, create a ticket by writing to help@kaymbu.com.

1 Log In

Let's get started! Log into the Kaymbu app or the web portal at visiting my.kaymbu.com.

2 Set Up Your Classroom

When you log into Kaymbu, your menu will always be readily available on the left side of the page! To start using Kaymbu, you will first need to set up your classroom or confirm that the classroom settings are correct. This consists of two main components: Roster and Settings. These can both be found on your Kaymbu menu. On the app, you can tap the three horizontal lines in the top left corner to access your menu.

Roster

On the menu, navigate to Roster. Your administrators may have set up your students and family members already, or you may need to do that yourself, or make updates and changes. You can do these things on this page.

Add Students: To do this, tap Add Students or click the green plus button in the bottom right corner. Next, input the required fields to complete the student profile and then click Save.

Add Family Members: In the student profile, click the Add Family button. In the family member's profile, you can add a phone number, email, and home language preference. Families will have the option to translate the information you send them into this language.

Communication Settings

On the menu, navigate to Settings > Messaging (under Classroom Settings).

Digest Settings: The Digest is an automated, customized message sent to families on a scheduled basis. The Digest automatically compiles observations of each child for the given time period. The Digest can be set up by navigating to Settings > Messaging > Digest Settings.

You can learn more about this by searching "Options for Sharing Moments" on our help page. If you are unsure about your preferences, you can turn it off for now.

Family Reply Settings: When families reply to emails, these settings will determine who receives those replies. The default setting is All Classroom Teachers, and every teacher in that classroom will receive family replies. You can deselect that option and add specific recipients, like a lead teacher or education coordinator. You can also leave the box checked and click Add New Email to add additional recipients.

3 Create Moments!

A Moment is documentation of a learning experience. It can be a photo, video, or anecdote, and connects to student profiles and Tags.

Capture Moments in the App

On a mobile device or tablet, you can capture observations from any page in the Kaymbu app! These two icons will always be present in the top, right corner:



Tap the note icon to add an anecdote, and the camera icon to capture a picture or video. Here the steps on how to capture a Moment:

1. Tap the camera icon to take a photo or video, or tap the note icon to add an anecdote. Attach students by tapping their name under “Who’s in this photo?”
2. Tap the luggage tag icon in the bottom left in order to include any applicable learning standard Tags.
3. Now you’re ready to publish! There are three ways to publish a Moment:
 - *Send Now* - Sends immediately out to the family contacts of the tagged student and automatically publishes to your Moments page.
 - *Send in Digest* - Sends at the scheduled time.
 - *Private* - Clicking the Private switch will allow you to privately save this to your Moments page without sending it to families. You can change this later by editing the Moment.

If you don’t finish the observation right away, you can always find any incomplete observations on the Drafts page.

Capture Moments on the Web

You can go through this same process on the web by clicking New Observation at the top of your Menu.

4 Explore Other Features

Storyboards: Dynamic and customizable, Storyboards allow you to create beautiful portfolios of student learning, newsletters to extend information to families, and so much more!

Messaging: This feature provides the option to send a quick message to families. Messaging is great for reminders and updates, and also includes the ability to send attachments.

Portfolios: An industry-leading assessment tool, Portfolios automatically pulls in observations from your Moments page, and is built on the program’s own instructional design. Portfolios is part of a premium package and is not available to all users.

Lesson Planner: Plan, track, and share your classroom’s lesson plans! Store lessons in a lesson bank, for easy searching later, and create dynamic sections that allow you to structure according to your classroom day!

Tags: Your learning standards can be uploaded into your account as Tags! They can be attached to a Moment or Lesson to track developmental milestones, curriculum, etc!

Daily Note: Download the Daily Note app to integrate electronic daily sheets that document attendance, naps, meals, and other logistical parts of the day, into your Kaymbu account!

5 Learn More!

Explore helpful materials on the help page by clicking Help on your Kaymbu menu, or by going to help.kaymbu.com. You can also reach our team by emailing help@kaymbu.com!

We also provide free courses that will help you to become a Kaymbu expert! Visit learn.kaymbu.com to take our self-paced courses, including the intro course Kaymbu 101 for Teachers.