

Setting Up Your New School Year

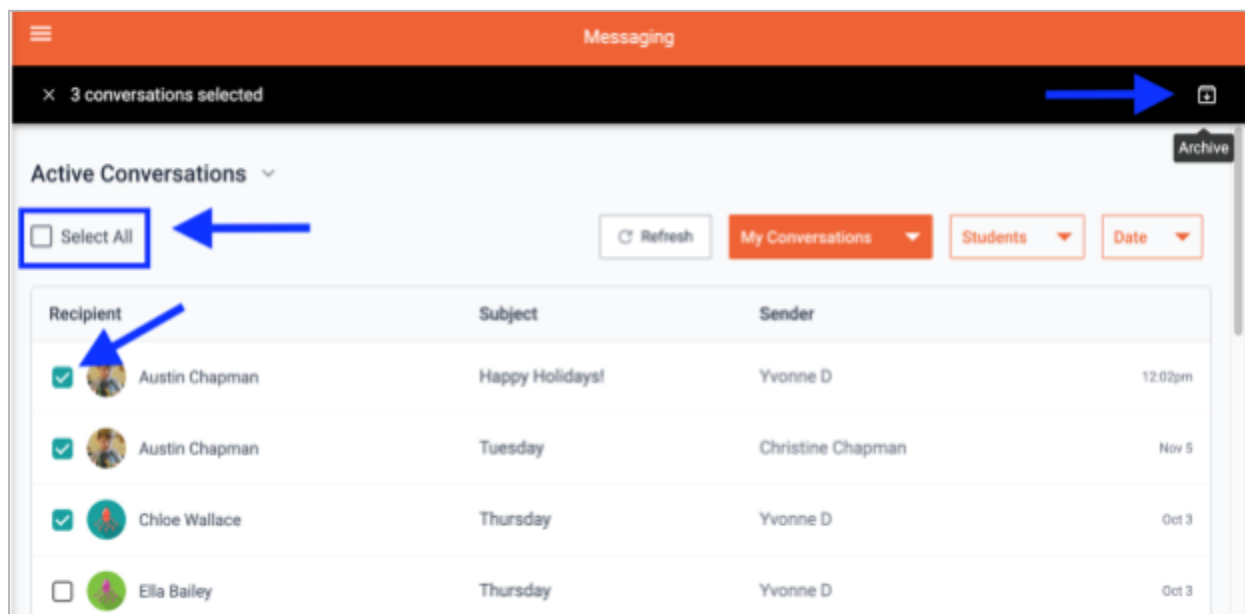
- ❑ **Update the current school year name:** Navigate to *Settings* > select *Period Settings* > under School Year, select the pencil icon to rename the current school year.
- ❑ **Add assessment periods:** Navigate to *Settings* > *Period Settings* > click the green plus button next to “Add New Periods”.
- ❑ **Classroom rosters:**
 - ❑ **Rename** classrooms by navigating to *Settings* > selecting the classroom > selecting the pencil icon. ***Please note: If you need any support deleting or removing classrooms, please reach out to our team at help@kaymbu.com.***
 - ❑ **Move** children to their new classrooms by locating their profiles in the *Roster* > select the box next to the child(ren)’s name and click the three dots from the black bar that appears at the top of the screen. Select *Move* and choose their destination, or *Archive* to deactivate the profile.
 - ❑ **Add** new students by navigating to the classroom, selecting the green plus button in the lower right-hand corner, and adding the required information.
Please note: if you have over 50 new students to add, please reach out to help@kaymbu.com, and our team will be happy to process a bulk upload for you!
 - ❑ **Move and remove users:** Delete or move teachers by navigating to the *Roster* > selecting the teacher’s classroom > selecting the *Teachers* tab > and opening the teacher’s profile. Here, you can click the red *Delete* button to remove the user or click the green *Move* button to move the user to a new room. ***Please note: you can also move or delete administrators as needed by locating their profiles in the Roster.***

Managing Last School Year's Content

Clear your inboxes by archiving or filtering away outdated messages and announcements using the following steps.

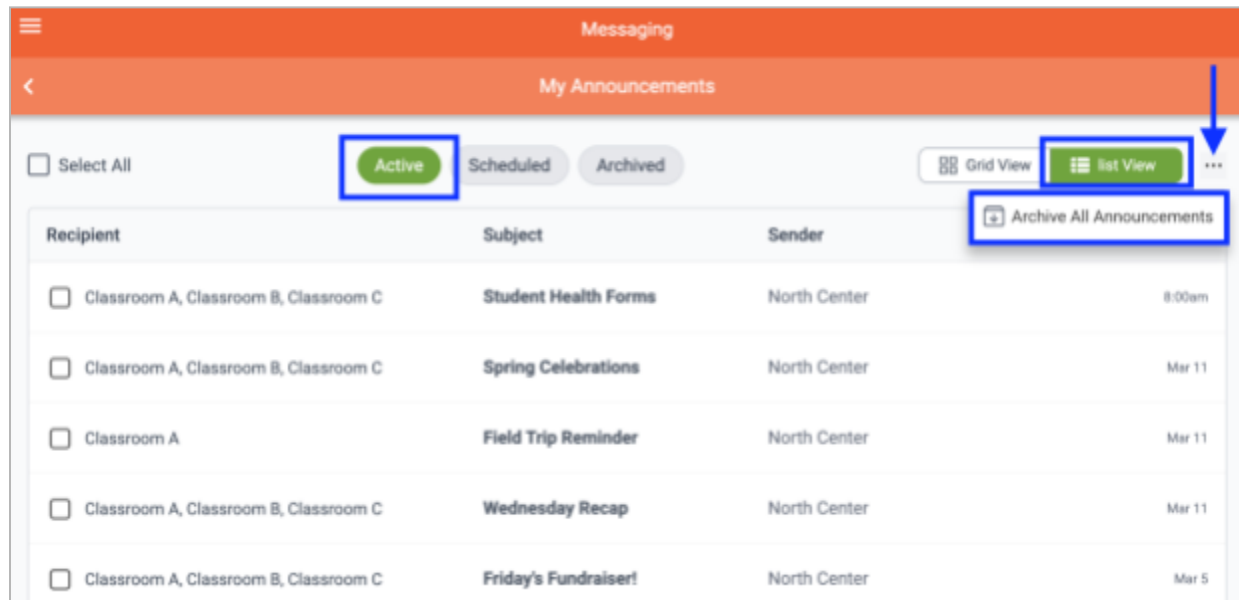
❑ **Archiving Conversations:** Archiving Conversations enables you to remove outdated messages from your active inbox, filtering them out of view. ***Please note: archiving a Conversation does not delete the message; instead, it will move the message to your archive inbox.*** To archive a Conversation, follow the steps below:

- ❑ Navigate to Menu > Messaging.
- ❑ Select the Conversations tab at the top of the page.
- ❑ Select All or select multiple conversations to archive messages simultaneously.
- ❑ Once the messages have been selected, click the archive icon at the top of the page.



❑ **Archiving Announcements:** Archiving Announcements will remove the message from your active inbox and from the inboxes of all recipients. ***Please note: archiving an announcement does not delete it; instead, it will move the message to your archive inbox.*** To bulk-archive all of your Active Announcements, follow the steps below:

- ❑ Navigate to Menu > Messaging.
- ❑ Click on the Announcements tab at the top of the page.
- ❑ Select “See All” located on the right-hand side of the page.
- ❑ From the Active tab, select List View.
- ❑ Click on the three dots at the top of the page.
- ❑ Select Archive All Announcements.





❑ **Set up your Content Visibility Settings:** Filter out previous Moments and Storyboard content from the year before by navigating to Menu > Settings > Moments and Storyboards Settings > Content Visibility Settings. The Content Visibility Settings can be customized and locked at different account levels depending on your account setup and access level.

Content Visibility Settings

Allow Classrooms to set a different default start date

Filter Moment Content

Display Moments created on or after

9/2/2024

Filter Storyboard Content

Display Storyboards created on or after

9/2/2024