

Kaymbu

TEACHER ONBOARDING

Getting Started for Teachers

A step-by-step walkthrough for getting your classroom up and running in Kaymbu.



Welcome to Kaymbu

This guide walks through everything you need to get started: logging in, setting up your classroom, capturing your first Moments, and exploring the rest of what Kaymbu can do.

A quick note on features: A couple of the features in Section 4 are part of premium add-ons and may not be included in your program's plan. If you don't see one of them on your menu, check with your director or administrator.

What's in this guide

01 Log In

Access the Kaymbu app or web portal

02 Set Up Your Classroom

Build your roster and configure communication settings

03 Create Moments!

Capture and share observations in the app and on the web

04 Explore Other Features

Storyboards, Messaging, Portfolios, Lesson Planner, Tags, and Daily Sheets

05 Learn More!

Free courses and the Kaymbu Help Center

Every screenshot in this guide comes straight from the Kaymbu Help Center at help.kaymbu.com, where you can always find the full, up-to-date article behind each topic.

GETTING STARTED

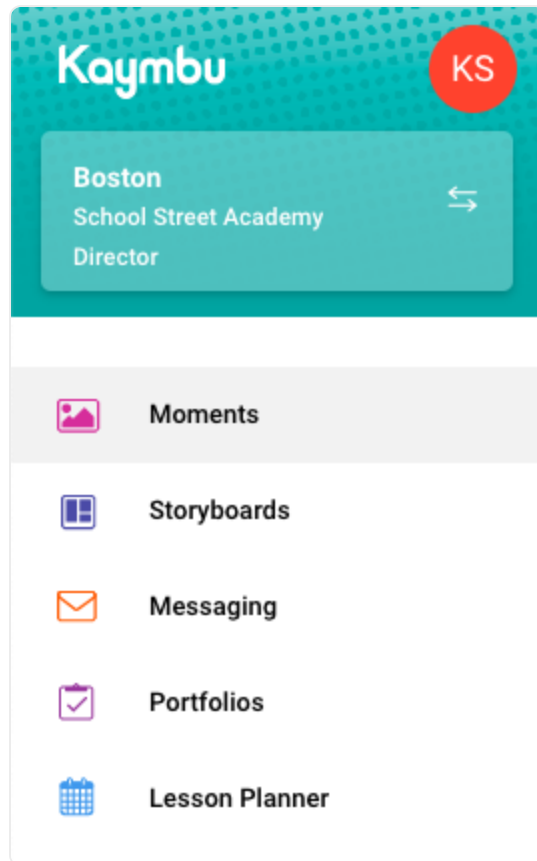
1 Log In

Let's get started! Log into the Kaymbu app on your mobile device or tablet, or visit the web portal at my.kaymbu.com.

If your administrator or director has already added you to the roster, look for a welcome email with instructions for setting up your password. If you haven't received one, check with them or email

help@kaymbu.com.

If you exist in more than one account, you can switch to another account by navigating to the top of your Kaymbu menu. For clarity, the box will tell you which account you're in, and what your role is.



GETTING STARTED

2 Set Up Your Classroom

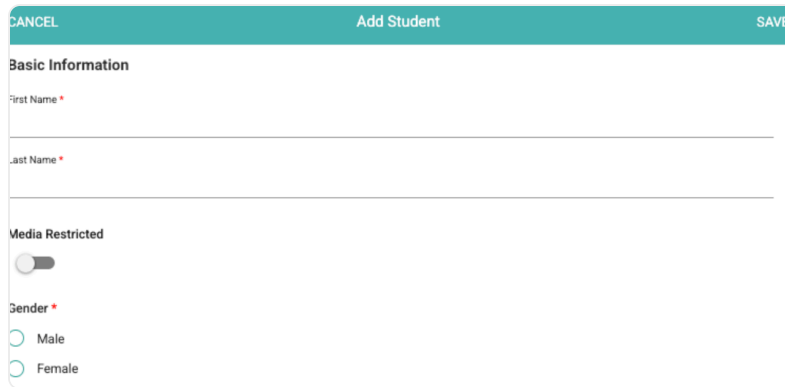
Before you start capturing Moments, take a few minutes to set up your classroom, or confirm the settings are already correct. This consists of two main components, **Roster** and **Settings**, both found on your Kaymbu menu.

Roster

Your administrator may have already set up your students and family members, or you may need to add or update them yourself.

Add Students

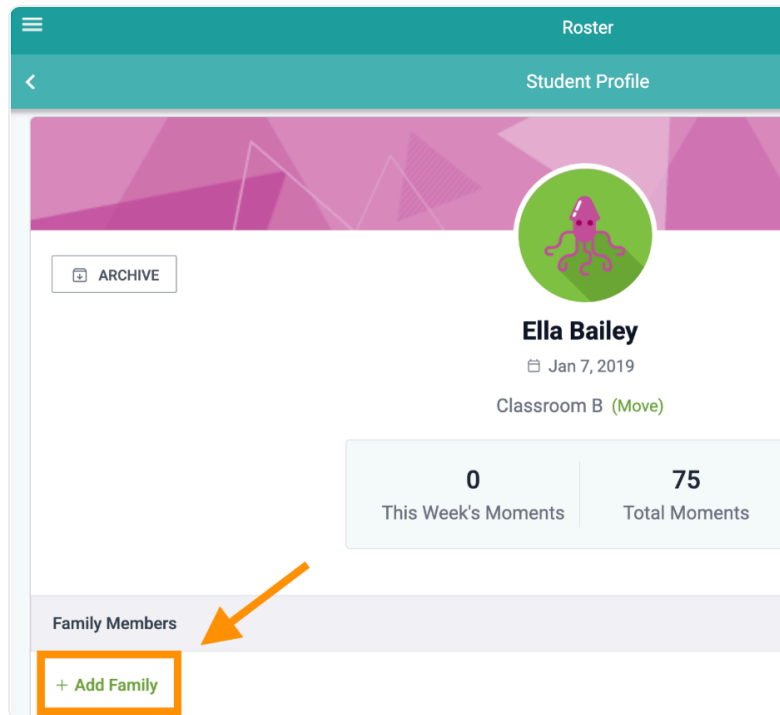
- 1 Navigate to **Menu > Roster**.
- 2 Tap **Add Students**, or select the green plus button in the bottom right corner.
- 3 Enter the required fields to complete the student profile, then select **Save**.

A screenshot of a mobile application form titled "Add Student". The form has a teal header bar with "CANCEL" on the left, "Add Student" in the center, and "SAVE" on the right. Below the header, the form is divided into sections. The first section is "Basic Information" and contains two text input fields: "First Name *" and "Last Name *", both with red asterisks indicating required fields. The second section is "Media Restricted" and contains a toggle switch that is currently turned off. The third section is "Gender *" and contains two radio button options: "Male" and "Female", both with red asterisks indicating required fields.

Adding a new student from the Roster

Add Family Members

- 1 In the student's profile, select **Add Family**.
- 2 Enter the family member's phone number, email, and home language preference.
- 3 Families can choose to translate the information you send them into their preferred language.



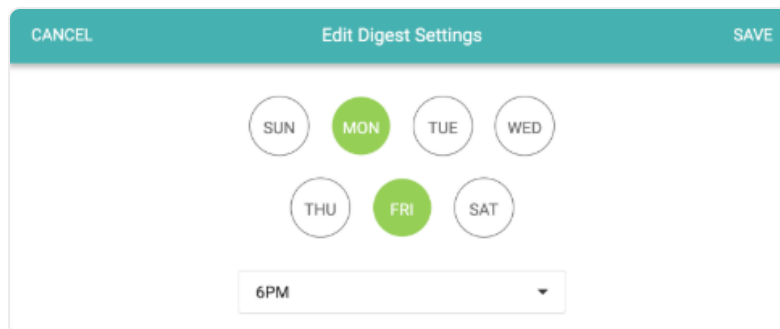
Adding a family member from a student's profile

Communication Settings

Navigate to **Settings > Messaging** (under Classroom Settings) to review these two settings:

Digest Settings

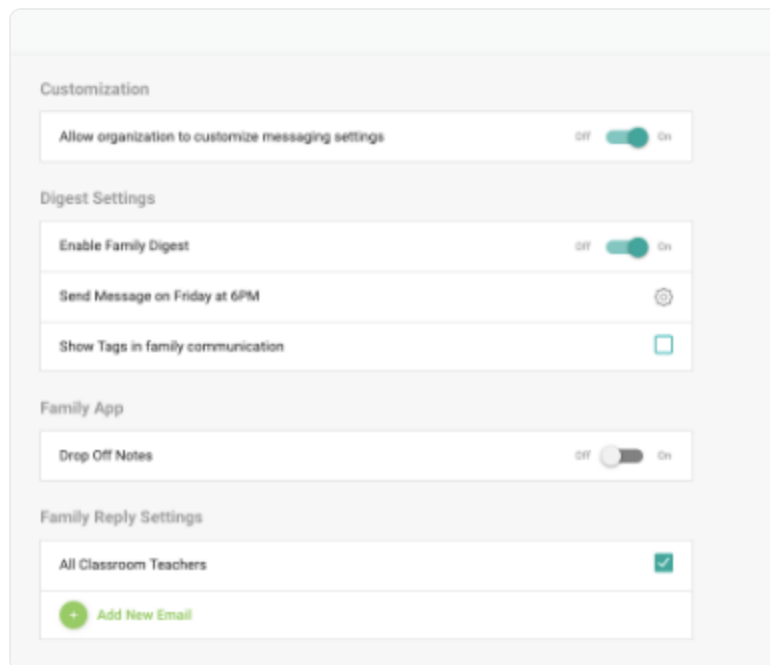
The Digest is an automated, customized message sent to families on a schedule you choose. It automatically compiles each child's observations for the given time period. Set it up under **Settings > Messaging > Digest Settings** — search "Options for Sharing Moments" on help.kaymbu.com to learn more. If you're unsure about your preferences, it's fine to turn it off for now.



Choosing the day and time Digests are sent

Family Reply Settings

When families reply to emails, this setting determines who receives those replies. The default is **All Classroom Teachers** — every teacher in the classroom receives family replies. You can deselect that option and add specific recipients instead, like a lead teacher or education coordinator, or leave it checked and select **Add New Email** to include additional recipients.



The full Communication Settings panel

EVERYDAY WORKFLOW

3 Create Moments!

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 are the steps 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?"

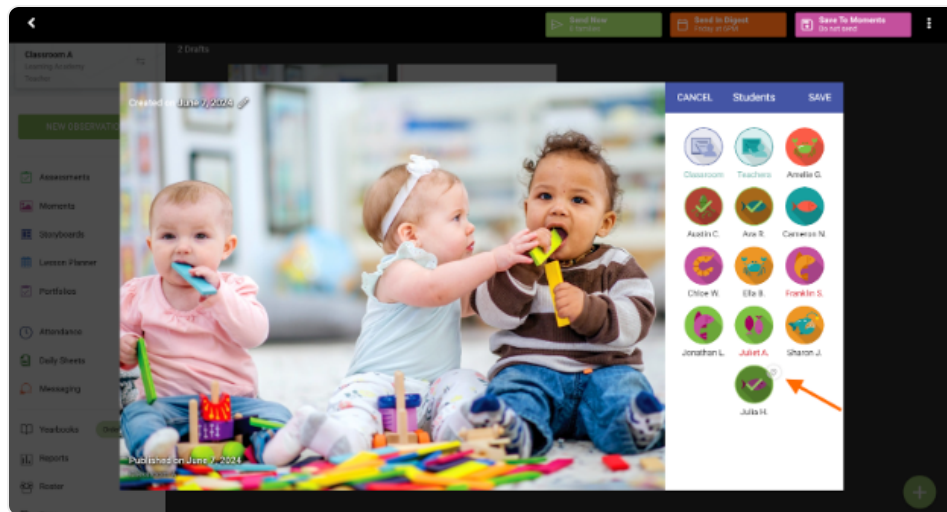
2 Tap the luggage tag icon in the bottom left to include any applicable learning standard Tags.

3 Now you're ready to publish! There are three ways to publish a Moment:

Send Now — sends immediately to the family contacts of the tagged student, and automatically publishes to your Moments page.

Send in Digest — sends at the scheduled time.

Private — saves privately to your Moments page without sending it to families. You can change this later by editing the Moment.



Tagging students and publishing a Moment

Didn't finish? If you don't complete 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.

GROWING WITH KAYMBU

4 Explore Other Features

Once you're comfortable with the basics, here's a quick tour of the other features you'll find on your Kaymbu menu.

Storyboards

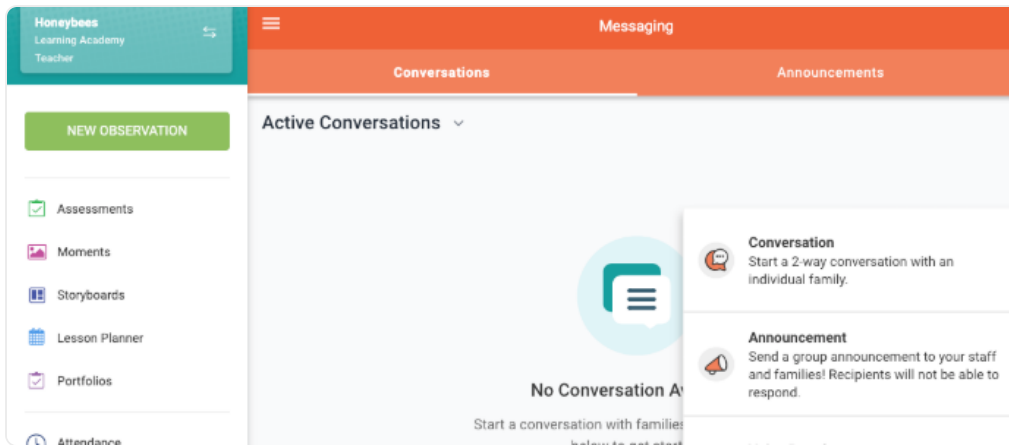
Dynamic and customizable, Storyboards let you create beautiful newsletters, learning stories, and portfolios of student learning, and so much more! Choose from layout options for text, photos, dates, and attachments, and organize your work with Themes and Folders. Access Storyboards from **Menu > Storyboards**.



Choosing a layout when building a Storyboard

Messaging

Messaging gives you a quick way to reach families, great for reminders and updates, and it supports attachments. Access it from **Menu > Messaging**, where you'll find **Conversations** (two-way messages with an individual family) and **Announcements** (group updates families can't reply to).



The Messaging page, with Conversations and Announcements

Portfolios PREMIUM ADD-ON

An industry-leading assessment tool, Portfolios automatically pulls in observations from your Moments page using any set of Tags in your account, combining them into a polished, family-facing document. Portfolios is part of a premium package and isn't available to all users.

Starting a new Portfolio

Lesson Planner

Plan, track, and share your classroom's lesson plans! Store lessons in a searchable lesson bank for easy reuse, and build dynamic sections that mirror your classroom's daily schedule.

Lesson Planner					
Preschool					
< > Week of September 03, 2018 ▾					
Sections 	MON 9/03	TUE 9/04	WED 9/05	THU 9/06	FRI 9/07
Greeting Time					
Planning Time					
Work Time					
Clean-Up Time					
Recall Time					
Large Group Time					

A weekly view in Lesson Planner

Tags

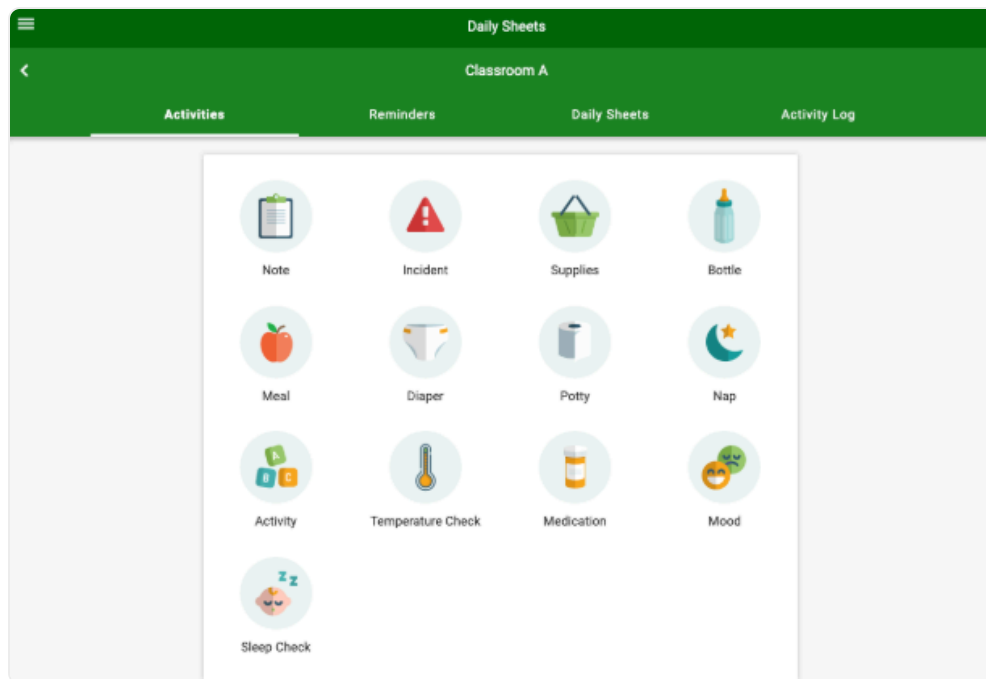
Your program's learning standards can be uploaded into your account as Tags! Attach them to a Moment or a Lesson to track developmental milestones, curriculum, and more. Families can see the Tags included on the Moments you send them.



Tags shown on a published Moment

Daily Sheets

Daily Sheets let you send electronic daily sheets to families, logging activities like meals, naps, diapering, and other logistical parts of the day. Access it from **Menu > Daily Sheets**.



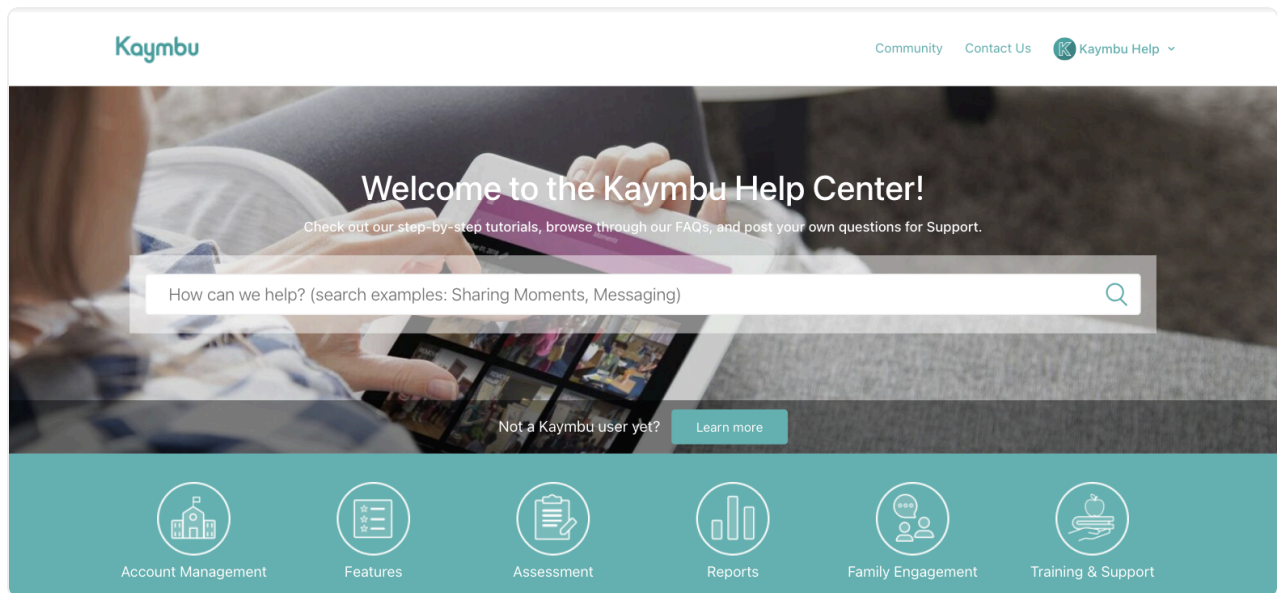
Logging activities from the Daily Sheets page

KEEP GROWING

5 Learn More!

Visit the Help Center

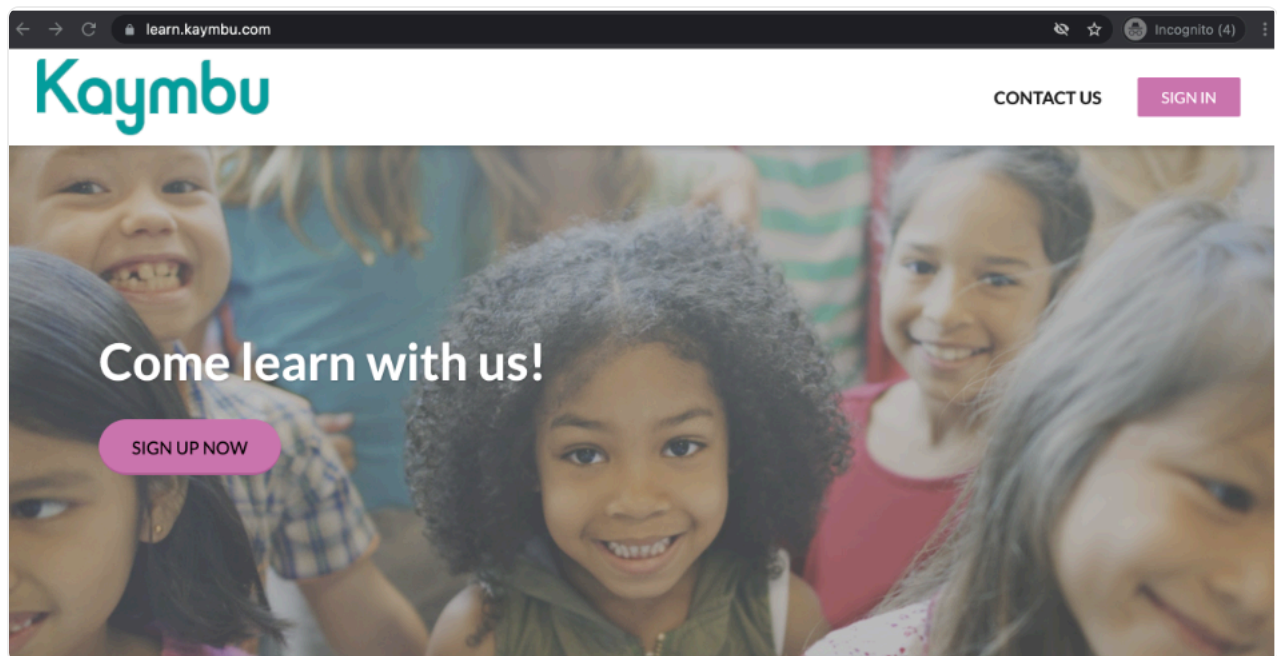
Explore helpful materials by clicking **Help** on your Kaymbu menu, or by going to help.kaymbu.com.



The Kaymbu Help Center homepage

Take a Free Training Course

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



learn.kaymbu.com — Kaymbu's free training course library

You're all set.

That covers the essentials of getting started in Kaymbu. For anything not covered here, [help.kaymbu.com](mailto:help@kaymbu.com) has the full library of step-by-step articles, and our team is always happy to help directly.

help@kaymbu.com • help.kaymbu.com