

Getting Started for Administrators Check List

Account Management

Account management includes getting your account ready for teachers to start capturing observations. If your Kaymbu account also has the COR Advantage assessment, there are additional steps required, which are outlined below in Period Settings and Customization.

Entity Management

Setting up your entities involves adding and naming centers (if needed) and classrooms.

- [Add Entities](#)
- [Edit Entities](#)

Period Settings and Customization

Once all of the entities have been created, users with the COR Advantage assessment will need to set their assessment settings. Assessment settings are typically set up by the highest level user and are found in Settings > Period Settings.

- [Set up a New Year](#)
- [Add New Periods](#)

Roster Management

Once your entities have been added and assessment settings have been set (if applicable), the next step is to prepare your Roster. This includes adding staff, students, and families (optional).

- [Add Staff](#)
- [Add Students](#)
- [Add Families](#)

Overview of Features

Kaymbu offers several features from our platform that we encourage you to explore such as Storyboards, Lesson Planner, and Daily Note. You can learn more from the [Features section](#) of our help page. For purposes of getting started, there are two important features that are highlighted below:

- [Moments Page](#)
- [COR Advantage Assessment Dashboard](#)

Training & Support

Kaymbu offers different resources for training and support. You can learn more about our offerings below:

- [Training Courses](#)
- [Help Page](#)
- [Support Team](#)

