



## Carry Over Children from Last School Year to This School Year

### iStartSmart 3.0, iStartSmart Mobile 3.0, iStartSmart Mobile 4.0, Shell Squad Games for iPad

On July 31, Hatch automatically archives Child data from your class in preparation for the new school year and clears that data from your tablet or computer once your device has connected to the Internet.

#### Suppose a child from the previous school year will continue into this school year?

- If the child should restart playing the games at the Tutorial Level, then simply add the child as if they were a new child using the “Add Child” option as shown above.
- If the child should be moved into a class and their progress in each of the skills should be carried over with them, then the teacher should “Carry Over” the Child as explained below.

#### Suppose our organization runs year round sessions and July 31 is not the end of our year?

- The entire class of children can be moved back into the class, along with the skill progress in each of the skills and the time spent by following the instructions for “Carry Over Children” as explained below.
- Please note that the teacher will need to take new pictures of the children after they carry over into the current class.

#### Carry Over Children from Previous School Year to New or Current School Year

- The Teacher or admin should log into RMS where they can select one or more children from any class within their school from the previous school year and automatically copy their skill progress data and time spent on task data into the new/current school year.
- Child pictures will NOT be carried over. A new picture of the child will need to be taken using the Edit Child option on the Teacher Menu on the device.
- Reports will indicate that a child's progress and Time on Task was carried over from prior year.
- The “Carry Over Children” option is available throughout the school year.

#### How does a teacher or admin access Carry Over functionality?

- Log into RMS at <https://rms.hatchearlychildhood.com/site/login>
- On the top of the screen, find the “Children” Menu and select “Carry Over a Child from Previous Year”

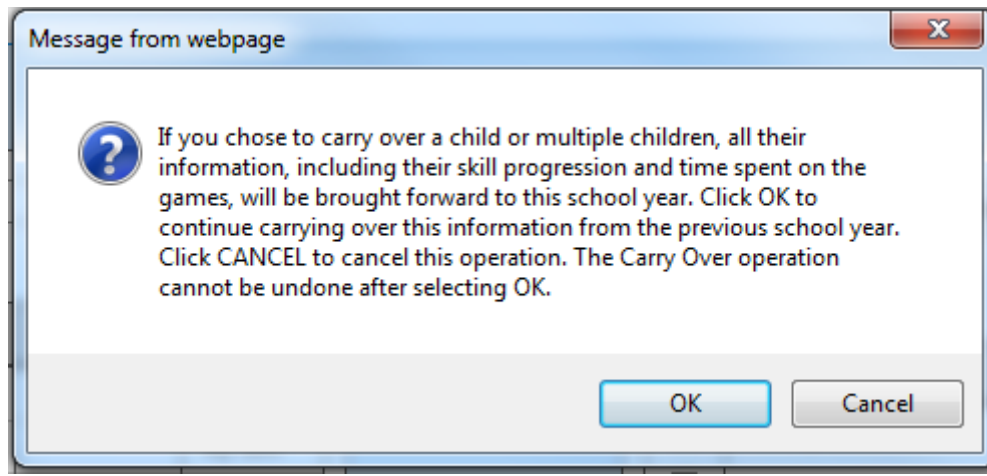


- The following screen will appear:

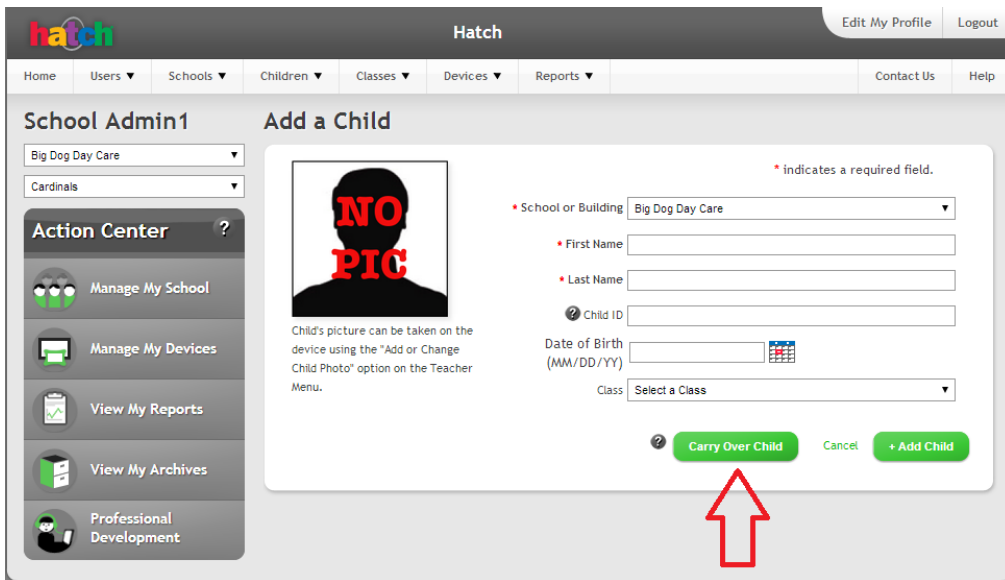
The screenshot shows the Hatch School Admin interface. At the top, there is a navigation bar with 'Home', 'Users', 'Schools', 'Children', 'Classes', 'Devices', and 'Reports'. On the right, there are links for 'Edit My Profile' and 'Logout'. Below the navigation bar, the 'School Admin1' section is visible, showing a dropdown for 'Big Dog Day Care' and a 'View All Classes' button. The 'Action Center' shows 5 issues hindering class progress, with a 'TAKE ACTION' button. Below this are links for 'Manage My School', 'Manage My Devices', 'View My Reports', 'View My Archives', and 'Professional Development'. The main content area is titled 'Carry Over Children' and features a search box, a 'Clear' button, and a table of children. To the right of the table is an 'Add >' button. Further right is the 'Class' section with dropdowns for 'School or Building' and 'Class', and a 'Teacher:' section with a table for adding teachers.

Name	Child ID	Age
Mary Smith		5y 6m
matt nolan		5y 6m
Chris Nealon		7y 9m
collin buffington jr		6y 4m
Jackson Torrance		4y 3m
Sheri Green		5y 6m
James Redding		5y 3m
Tamara Hummingbird		6y 1m
Taylor Brown		6y 1m
Jay Reynolds		6y 7m

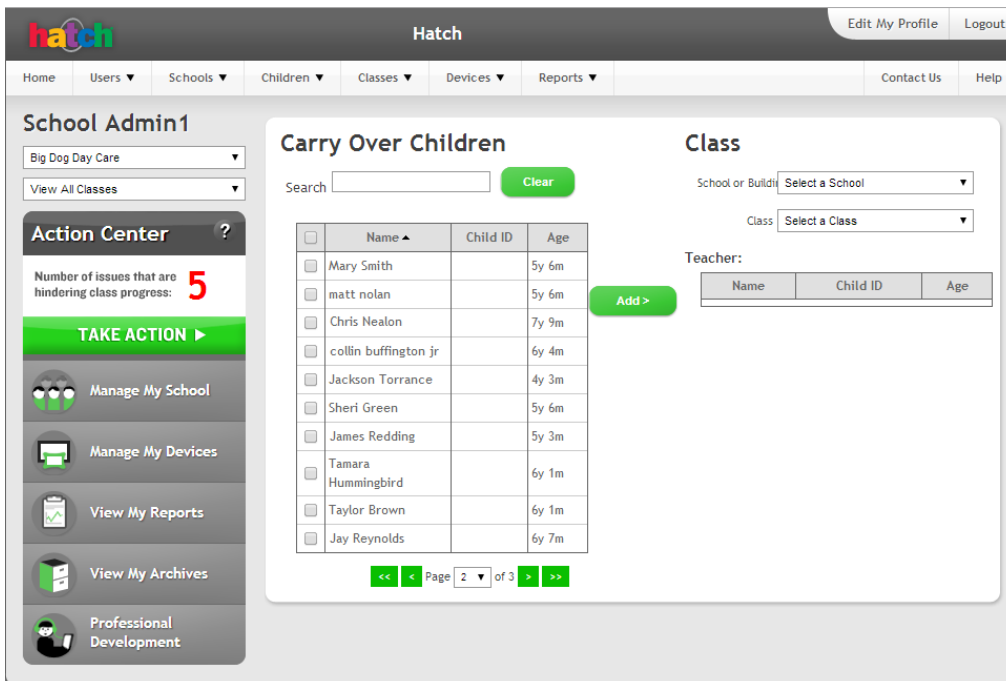
- On the left side of the Carry Over Children screen is a "Carry Over Children" list displaying children whose data can be added to the new/current class.
- Simply touch or click the check box to the left of the child's name in the "Carry Over Children" list. A check mark will display in the box next to the child's name.
  - You can select several children simply by clicking in the boxes next to their names.
  - Use the arrows and page number drop down at the bottom of the list to advance to another page of names.
  - Or enter the name of the child in the Search box and it will display in the list box.
- Select the class to which the child or children selected should be assigned from the Class drop down list on the right side of the screen.
- Touch or click the "Add" button to add the children with their previous data into the current class.
- A pop-up box will ask you to confirm the move since **this move cannot be undone**.



- Answering "OK", will carry over the child or children to the current class. Their names should then be visible in the Class list on the right.
  - The child pictures are NOT carried over into the current year. A new picture of the child needs to be taken on the device using the "Edit Child" button accessible from the Teacher Menu.
  - Note: the child will not appear in the Class Login page on the device until the new picture is taken.
- Answering "Cancel" will cancel the move of data.
- If you do not see a child's name in the "Carry Over Children" list, it may be that the child has already been added to the class. RMS does not allow a duplicate child to be carried over (same exact first name and last name and birthdate). To verify, look for the child's name in the class list on the right.
  - If the child is already in the class and you want to carry over and replace their existing progress with their prior data, you need to un-assign the child from the class before you can complete the carry over.
  - To un-assign the child:
    - Select "Assign Children to Classes" option on "Children" Menu at top of the screen.
    - Select child from the Class list on the right and touch "Remove".
  - Once the child is no longer assigned to the class, select "Carry Over a Child From the Previous Year" option under "Children" menu and you should see the child in the Carry Over list. You can proceed with the carry over as outlined above.
- The carry over functionality can also be accessed from the "Add Child" screen on RMS by selecting the "Carry Over Child" button as shown below. This button is NOT on the "Add Child" screen when accessed from the Teacher Menu on the device.



- The same Carry Over Children screen described above will then appear and the same process can be followed



### For Additional Help

- Information about Hatch Archiving Process, please click [here](#).
- [Technical Support](#) page that provides information about all our products and how to contact us
- [Customer Support FAQ](#) page providing Frequently Asked Questions with answers



- [Videos for iSS Mobile tablets](#) page or [Videos for iSS Computers](#) page where you can find videos on how to Add Children and how to use your iStartSmart devices.
- For help beyond what we have provided, please do not hesitate to call us at 1-800-624-7968 x4.

## FAQs and Troubleshooting

### **When I started Shell Squad Games, a menu appeared that said no children were assigned to the class. What happened to the child data and what should I do?**

- On July 31, children in the current classes were archived and cleared from the class. Administrators will be able to access the data in reports by school year.
- There are several scenarios as to how you could proceed:
  - Add new children to the class by selecting the “Add Child” option and filling in the child information.
  - “Carry Over” children and their data from the prior school year into the current class. This will allow you to extend a child’s play into the current year preserving their progress in each skill. Please refer to the sections above: **Carry Over Children from a Previous Year**. If you want them to start over at the Tutorial Level, simply add them as if they are a new child in the class.
    - If your organization has year round session, then you would want to carry over the children into the current class
  - If you already performed a Carry Over of children, then you need to add a new picture to their data by selecting the “Edit Child” option. This will then display a screen where the class can be selected and then a child assigned to the class can be selected. At this point, a new picture can be taken by selecting the “Capture Picture” button and selecting “Save.” A child will not be shown on the Child Login screen until their picture is taken for log in purposes.

### **When I started Shell Squad Games I still see the children from last year. How do I delete them?**

- Check to see if you have the WIFI turned on. It may be that your device has not yet synchronized data with RMS if it is not connected to the internet
  - To determine whether your iStartSmart Mobile tablet is connected to the internet and to turn on WIFI, please refer to the “Power On and Internet” video on <http://hatchearlylearning.com/support/technical-support/istartsmart-mobile/>
  - Turn on the WIFI
  - Start Shell Squad Games again. The device should automatically synchronize with RMS and the children from the previous year will be archived and cleared from the class. The Menu enabling you to “Add Child”, “Edit Child”, or “Exit Game” should now be displayed.