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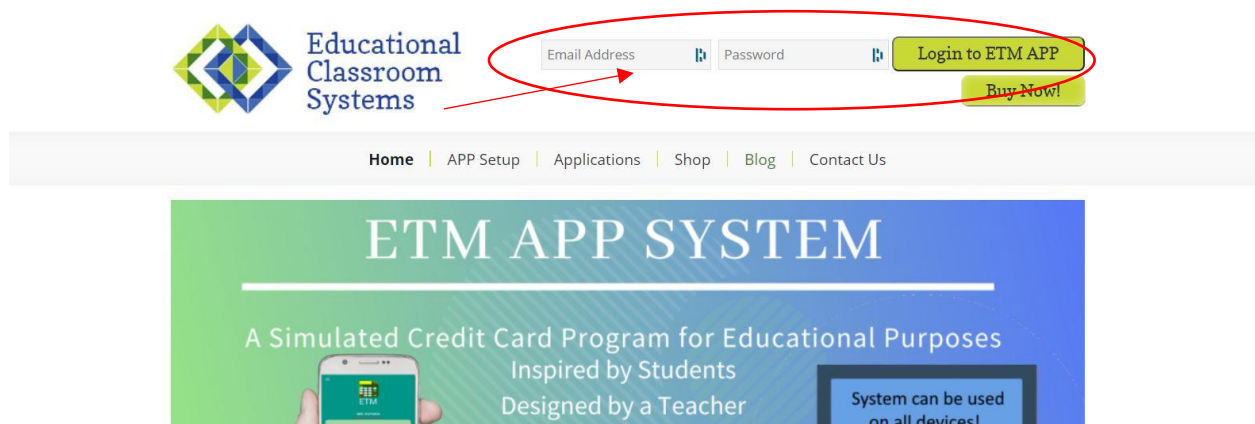
## How to Use Your ETM APP User/Teacher Account

**User/Teacher:** User/Teacher is limited to account information for assigned cardholders only. If you are not assigned cardholders, you still have the ability to deposit or withdraw from all cardholders associated with the subscription account using only the APP on your mobile device or tablet.

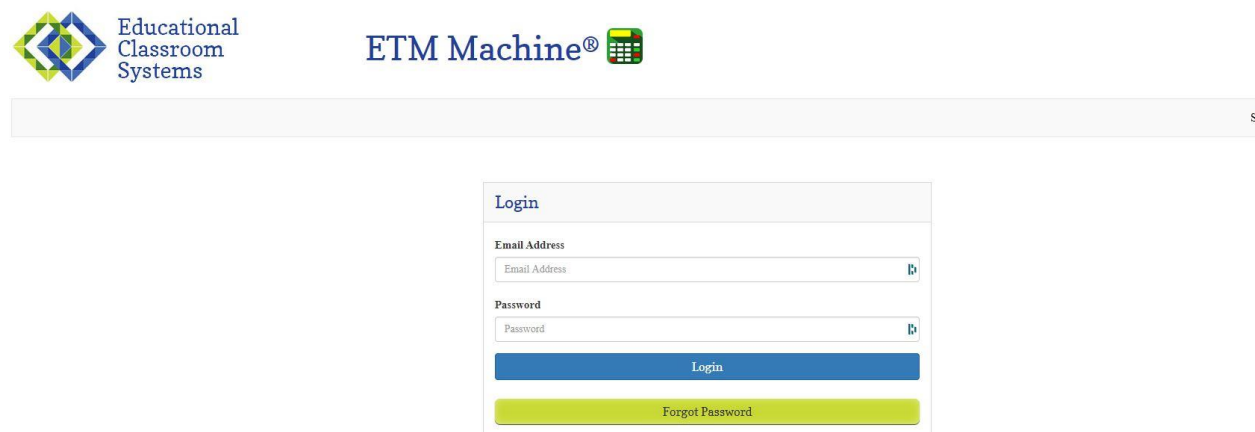
The administrator of the subscription account will give you your login and password information. This login and password is used to log into the website portal and the phone app. You will need to access the portal in order to set up student accounts and customize your APP.

You can access the portal two ways:

1. Go to <https://educationalclassroomsystems.com/>



2. Go to <https://app.educationalclassroomsystems.com/>



## Changing Your Password

1. Locate your name to right of the page.
2. Click on the drop down menu and click on **"Edit password"**. Fill in the form.



The screenshot shows the ETM Machine® interface. At the top left is the Educational Classroom Systems logo. The top navigation bar includes 'Users', 'Classrooms', 'Students', and 'Student Actions'. Below this is a 'Search Students' section with input fields for 'SID', 'First Name', and 'Last Name', and 'Search' and 'Reset' buttons. On the right side, a user profile dropdown menu is open, showing options: 'Edit Profile', 'Edit Password', 'Edit School', and 'Logout'. The 'Edit Password' option is highlighted with a red circle.

## Forgot Your Login and Password

1. Go to [app.educationalclassroomsystems.com](http://app.educationalclassroomsystems.com)
2. Put in your login/email address.
3. Click on "Forgot Password" and follow the directions.

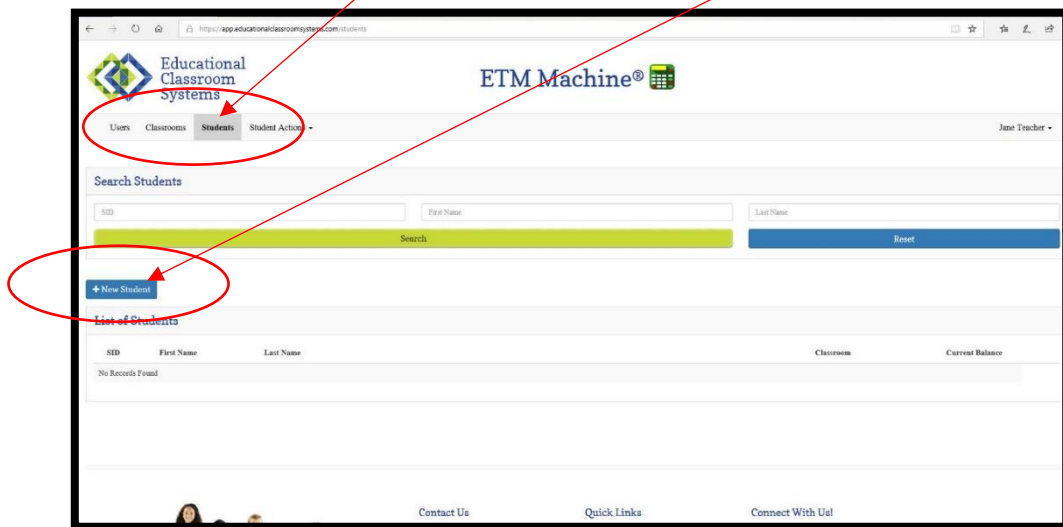


The screenshot shows the 'Login' form. It has two input fields: 'Email Address' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Forgot Password' button. The 'Forgot Password' button is circled in red. A red arrow points to the 'Email Address' input field.

**\*\* You can also** have the School Administrator reset your login and password.

## Adding SID#'s and Student/Cardholders to Classrooms

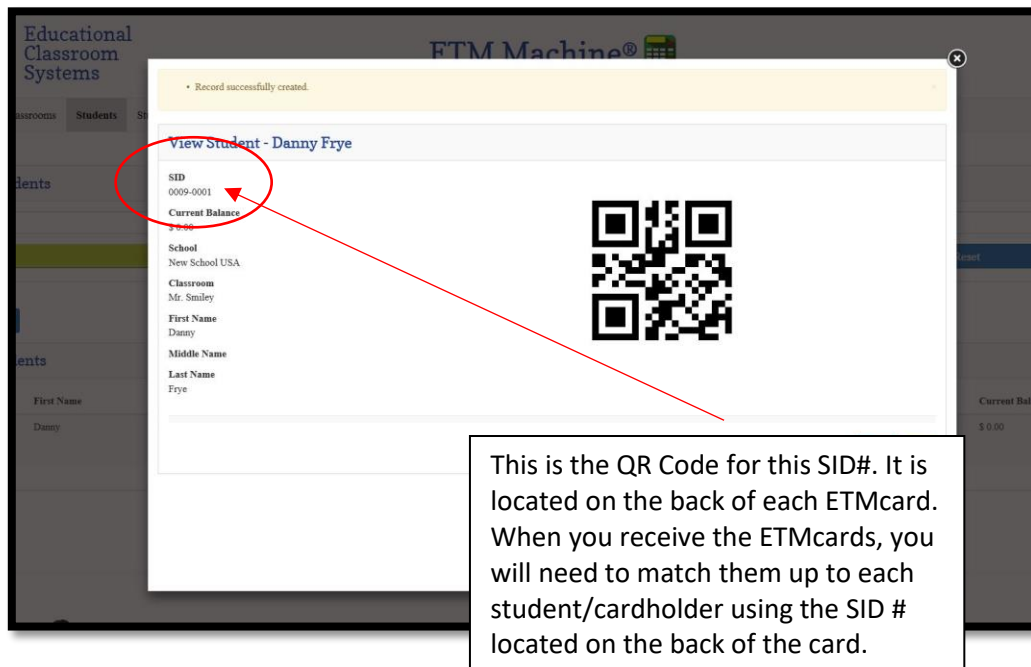
1. Your School Administrator of the account will let you know what SID numbers you will be using if there are more than one classroom/group.
2. In the portal, click on **"Student"** Tab. Then click on **"New Student"**.




3. Fill out the form for each student. Select your name under **"Classroom"**. Then use the drop down menu to assign an SID#. First and last names are required, but you can use initials or numbers. Hit **"Save"**.

The screenshot shows the 'New Student' form. The form has fields for School, Classroom, SID, First Name, Middle Name, and Last Name. The 'Classroom' field is a dropdown menu with 'Mr. Smiley' selected. The 'SID' field is a dropdown menu with '0009-0001' selected. Red circles highlight these two dropdown menus, and a red arrow points from the 'New Student' button in the previous image to the 'New Student' form. A text box labeled 'Drop down menus' points to the 'Classroom' dropdown. The form also has 'Cancel' and 'Save' buttons at the bottom right.

4. "Record successfully created" will appear along with the student/user file information.



## Portal Features for Customizing Accounts

The blue gear icon:  on the left of each account has four capabilities.

1. **View:** student ETM Card information and QR Code
2. **Edit:** change student information and delete button
3. **Transactions:** View deposits, withdrawals, and purchases
4. **Groups:** groups student is placed

List of Students

	SID	First Name	Last Name
	0007-0001	bob	N
		cy	Drew
	0007-0004	Henry	Jones

## Groups Tab

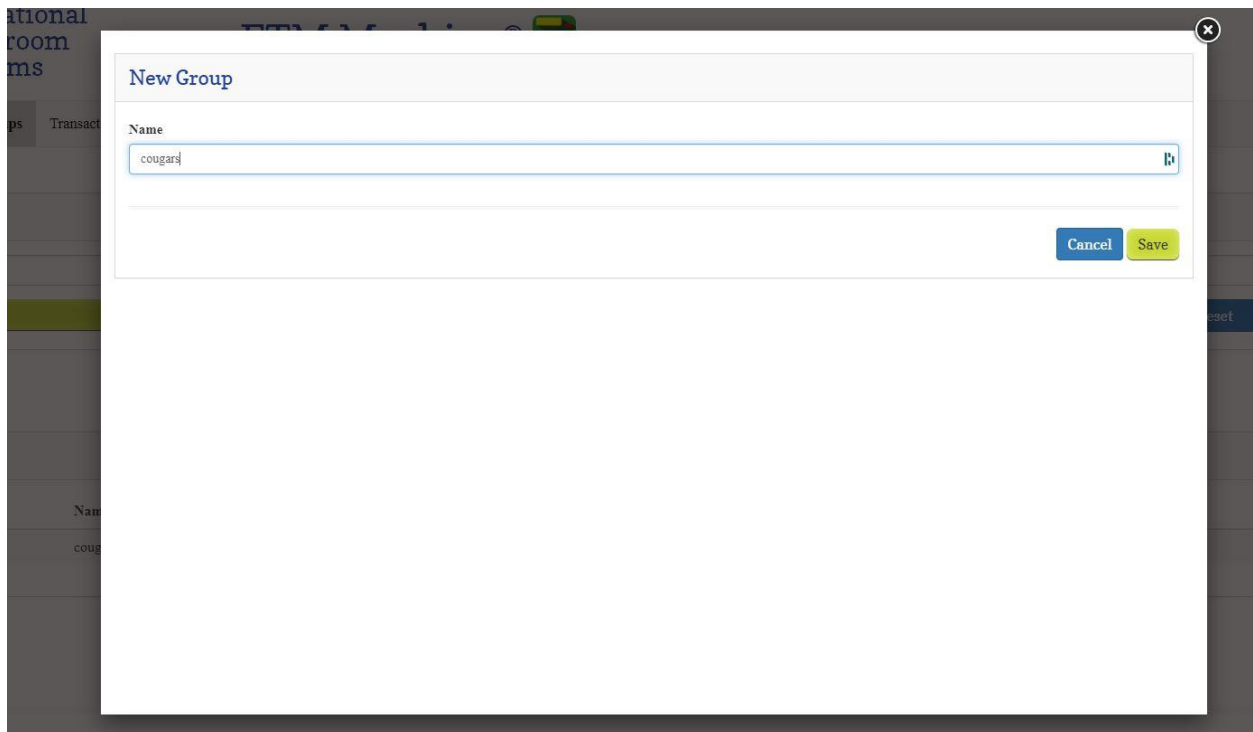
This area customizes the classroom into smaller groups. So if you want to have students earn money through group work this would be one way to set it up so that money earned and spent is done together. **Students can be placed in multiple groups.**

1. Go to portal and click on “**Groups**” and then on “**New Group**”.



The screenshot shows the 'Groups' tab in the ETM Manager interface. At the top, there is a navigation bar with 'My Classrooms', 'Groups' (selected), 'Transaction Library', 'Students', and 'My Orders'. Below this is a 'Search Groups' section with a text input field labeled 'Name' and a green 'Search' button. A blue '+ New Group' button is located below the search section. At the bottom, there is a 'List of Groups' section with a table header that includes 'Name'.

2. Give your groups names and Save.



The screenshot shows a 'New Group' modal form. It has a title bar 'New Group' with a close button. Below the title bar is a text input field labeled 'Name' containing the text 'cougar'. At the bottom right of the form are two buttons: 'Cancel' and 'Save'.


3. Click on the blue gear icon for the drop down menu.
4. **“View”** and **“Edit”** allow you to make changes to the group name and/or delete it.

### Search Groups

Search

+ New Group

### List of Groups

	Name
 <div> View  Edit  Students  Transaction Batch </div>	cougars

3. **“Students”** allows you to add students to the group. It also allows you to delete students from the group.



cougars - New Group Membership

Student

Please select...

Save

cougars - List of Group Memberships

	Group	Student
 Delete	cougars	Henry Jones
 Delete	cougars	James Bond

4. **“Transaction Batch”** allows you to deposit/withdraw/purchase specific amounts of money only to those students in the group.

**New Transaction Batch - cougars**

Transaction Date: 08/11/2020

Transaction category: Transaction Category... Reason: Please select...

Amount:

Notes:

Preview

## Transaction Library

This is where you can set up specific money amounts for specific tasks or behaviors. This can be done in the portal or on the APP (*see APP Manual*).

**Educational Classroom Systems** **ETM Machine®**

My Classrooms Groups **Transaction Library** Students My Orders

Search Transaction Types

Select Classroom...

Search

+ New Transaction Type

List of Transaction Types

Classroom
-----------

Go to **“Transaction Library”** tab and then click on **“New Transaction Type”**.



1. Choose a **“Category”** and **“Reason”**. Then add amount. Hit **“Save”**.
2. Continue adding categories to your library.

**New Transaction Type**

Classroom  
Rachel Green's 3 grade - Mrs. Green.

Transaction category: Transaction Category...

Reason: Please select...

Amount:

Cancel Save

## How to Use the Library

1. In the portal, go to **“Students”** or **“Groups”**.
2. Using the blue gear icon click on **“Transactions”** or the blue **“Transaction”** tab to the right. Either one will get you to the same page.

SID	First Name	Last Name	Classroom	Group	Current Balance	
0007-0001	bob	N	Mrs. Green	Cougars	\$ 31.00	<span>Transactions</span>
	ey	Drew	Mrs. Green	Cougars	\$ 12.98	<span>Transactions</span>

3. You will have 3 blue tabs and the blue gear icon. The blue gear icon allows you to view that specific transaction details. It also allows you to edit and delete that specific transaction.

+ New Transaction

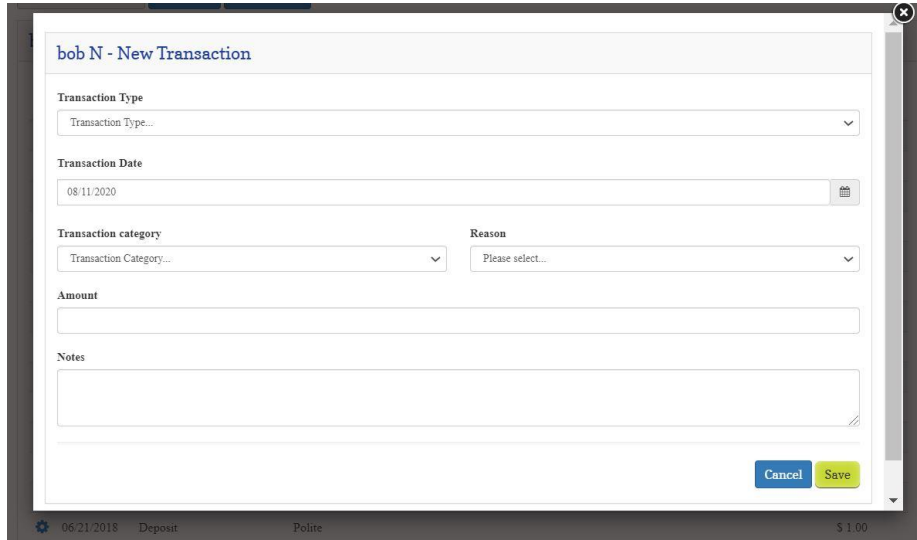
Report

Delete All

bob N - List of Transactions

Transaction	Date	Category	Reason	Amount
	08/11/2020	Purchase	Computer Time	(\$ 1.00)
<div>View</div> <div>Edit</div>		osit	Cleaned Up	\$ 1.00
	10/10/2018	Deposit	On Time	\$ 5.00
	10/10/2018	Deposit	Thoughtful	\$ 5.00

4. Click on the **“New Transaction”** tab and you can access the library and enter transaction manually without an ETM Card.

A screenshot of a web application window titled "bob N - New Transaction". The window contains several input fields: "Transaction Type" (a dropdown menu), "Transaction Date" (a date field showing "08/11/2020" with a calendar icon), "Transaction category" (a dropdown menu), "Reason" (a dropdown menu with "Please select..." text), "Amount" (a text input field), and "Notes" (a larger text area). At the bottom right of the form are "Cancel" and "Save" buttons. The bottom of the window shows a status bar with a gear icon, the date "06/21/2018", the word "Deposit", the word "Police", and the amount "\$ 1.00".

5. **“Transaction Type”** allows you to access your library. Click on a transaction and it will automatically add that specific transaction to the student’s account. Hit **“Save”**.
6. If you don’t want to use the library, you can choose from the **“Transaction Category”** and **“Reason”** and manually add the **“Amount”**. Hit **“Save”**.
7. **“Report”** tab allows you print out a copy of each student/cardholder’s transactions. You can change your print button to access the PDF format and email a copy.
8. **“Delete All”** tab will delete the **entire** transaction list for this specific student/cardholder. Once it’s deleted, you cannot retrieve it back. It will not, however, delete the student.

## Deleting Students and Reusing SID#'s

User/Teacher Accounts can only delete individual students in said classroom. If you need to delete the whole class, you will need to have School Administrative privileges.

To reuse an SID#, the individual assigned to that number will need to be deleted from the account.

### Deleting a student:

1. Go to "Students" tab and click on the blue gear next to student.
2. Click on "Edit". On next pop up, click on "Delete".

List of Students

SID	First Name	Last Name	Classroom	Group	Current Balance	
0007-0001	bob	N	Mrs. Green	Cougars	\$ 32.00	 <a href="#">Transactions</a>
	cy	Drew	Mrs. Green	Cougars	\$ 12.98	<a href="#">Transactions</a>
0007-0004	Henry	Jones	Mrs. Green	Bull Dogs, cougars	\$ 5.00	<a href="#">Transactions</a>

**Edit Student**

School  
Name School Organization

Classroom  
Rachel Green's 3 grade - Mrs. Green

SID  
0007-0001

First Name  
bob

Middle Name

Last Name  
N

[Delete](#) [Cancel](#) [Save](#)

### Deleting student transactions only. Not the student.

1. Go to "Student" tab and click on "Transaction" tab.

List of Students

SID	First Name	Last Name	Classroom	Group	Current Balance	
0007-0001	bob	N	Mrs. Green	Cougars	\$ 32.00	 <a href="#">Transactions</a>
	cy	Drew	Mrs. Green	Cougars	\$ 12.98	<a href="#">Transactions</a>
0007-0004	Henry	Jones	Mrs. Green	Bull Dogs, cougars	\$ 5.00	<a href="#">Transactions</a>

2. This will bring up a list of transactions for ETM Card holder.
3. Click on “Delete All” to clear off all transactions for this ETM Card holder.

The screenshot shows a software interface with a modal window titled "bob N - List of Transactions". At the top of the modal are three buttons: "+ New Transaction", "Report", and "Delete All". The "Delete All" button is circled in red. Below the buttons is a table with the following columns: Transaction Date, Category, Reason, and Amount. The table contains 15 rows of transaction data. To the right of the table, there is a vertical list of "Current Balance" values corresponding to each row. The background of the interface is dark grey.

Transaction Date	Category	Reason	Amount
01/30/2019	Deposit	Cleaned Up	\$ 1.00
10/10/2018	Deposit	On Time	\$ 5.00
10/10/2018	Deposit	Thoughtful	\$ 5.00
10/08/2018	Deposit	Completed Work	\$ 5.00
09/25/2018	Deposit	Patient	\$ 3.00
09/19/2018	Deposit	Punctual	\$ 2.00
07/20/2018	Deposit	Cleaned Up	\$ 1.00
07/20/2018	Deposit	Cleaned Up	\$ 5.00
07/15/2018	Deposit	Courteous	\$ 2.00
07/05/2018	Deposit	Quiet	\$ 3.00
06/21/2018	Withdrawal	Off Task	(\$ 4.00)
06/21/2018	Withdrawal	Bossy	(\$ 2.00)
06/21/2018	Deposit	Polite	\$ 1.00
06/21/2018	Deposit	Helper	\$ 5.00