



OClass User Guide

July 17, 2019

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1 OClass Intro

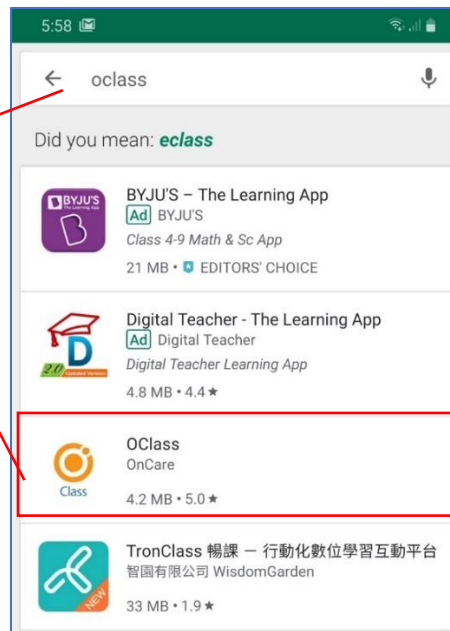
OClass Mobile App helps the Child Care Centers to easily manage the Classroom Attendance from tablets.

The key features are:

- Dashboard attendance summary by center and classrooms with real time ratio
- View list of Staff and Children scheduled / non-scheduled for the classroom
- Sign In/Out of the Staff to the classroom
- Sign In/Out of the Children to the classroom
- Move Children to a Classroom
- View Child Profile

This App is currently available only on Google Play Store and optimized for Tablets.

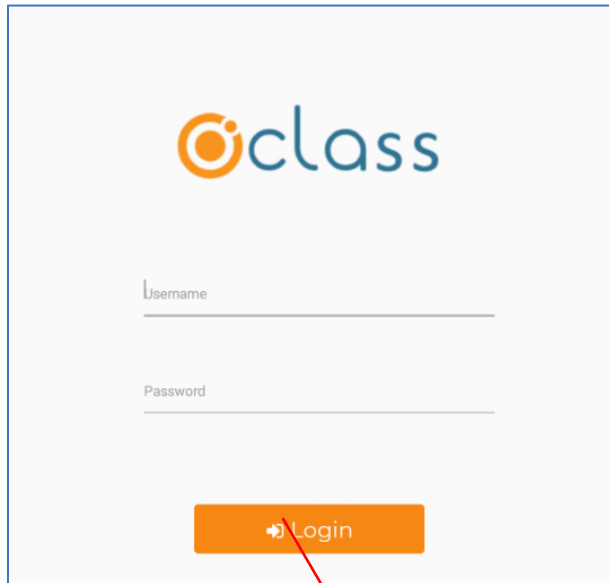
To download this App,
type oclass on **Google
Play Store.**



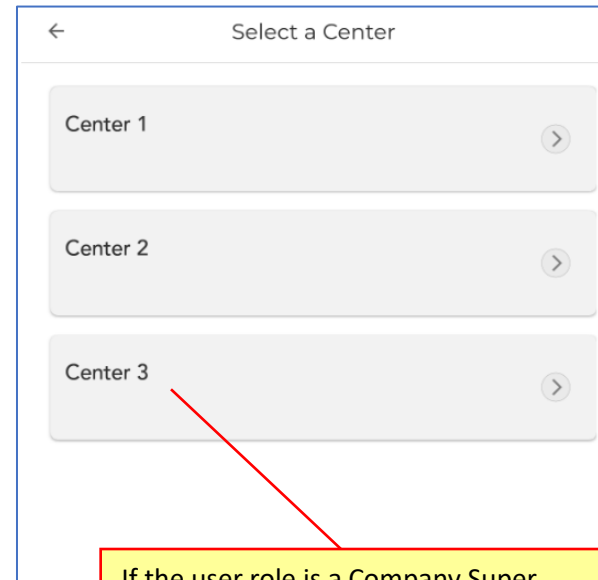
Please contact us at customersupport@oncarecloud.com to enable OClass for your center.

2 OClass Login

If you already have an OnCare account with Company Super User, Company Admin or Location Director role, you can login to OClass with the same credentials.

The image shows the OClass login interface. At the top is the 'oclass' logo, consisting of an orange circle with a white dot inside, followed by the word 'oclass' in blue. Below the logo are two input fields: 'Username' and 'Password'. At the bottom is an orange button with a white arrow icon and the text 'Login'.

Enter **Username** and **Password** and click **Login**

The image shows the 'Select a Center' screen. At the top is a back arrow and the title 'Select a Center'. Below the title are three selectable items: 'Center 1', 'Center 2', and 'Center 3'. Each item is in a light gray box with a right-pointing arrow on the right side. A red line points from the 'Center 3' item to a text box below.

If the user role is a Company Super User/ Company Admin, all the centers in the company will be listed.

If the user role is a Location Director, they will be able to see only their center.

3 Dashboard of the App

Shows the count of Classrooms, Active Staff and Active Children along with Signed In Staff and Signed In Children

oclass

Center 1 ↓↑

Click this to change the Center

Classes

2

Staff

1 / 3

Children

2 / 6

Shows the Signed In Staff, Signed In Children and real time Ratio of the Classroom

Attendance

BR

Blue Room

View Summary

Staff

1

Children

2

Center Ratio

1:4 ✓



Click **View Summary** to view the list of Signed In Staff and Signed In Children.

GR

Green Room

View Summary

Staff

0

Children

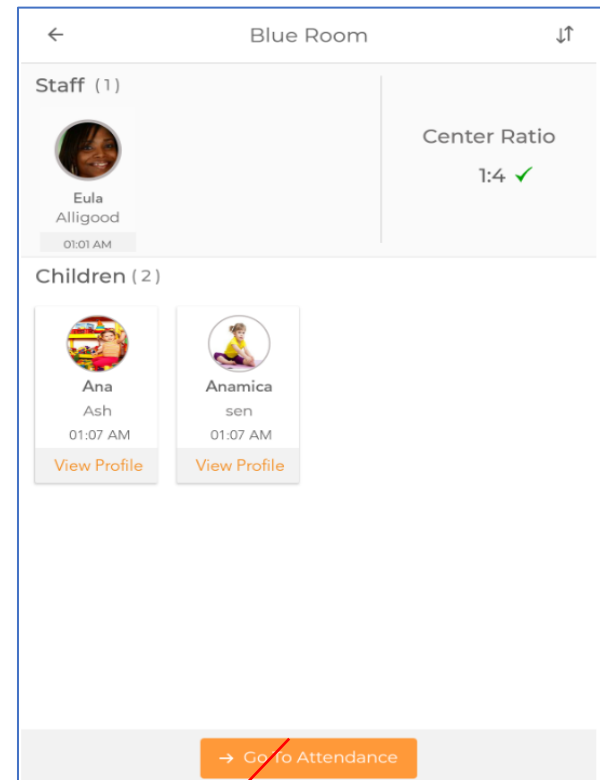
0

Center Ratio

1:2



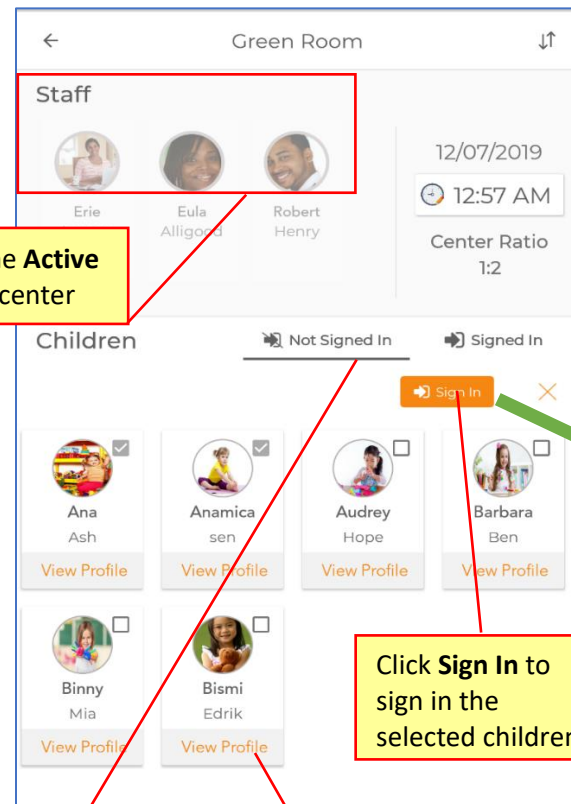
Green is shown, when the right ratio is maintained.
Red is shown, when the ratio is not maintained.



Takes to the attendance page to Sign In/Sign Out the children from the classroom

4 Children – Sign In/Out

The classroom page will list the staff and children. Staff can Sign In and Sign Out. Staff can Sign In/Sign Out children.

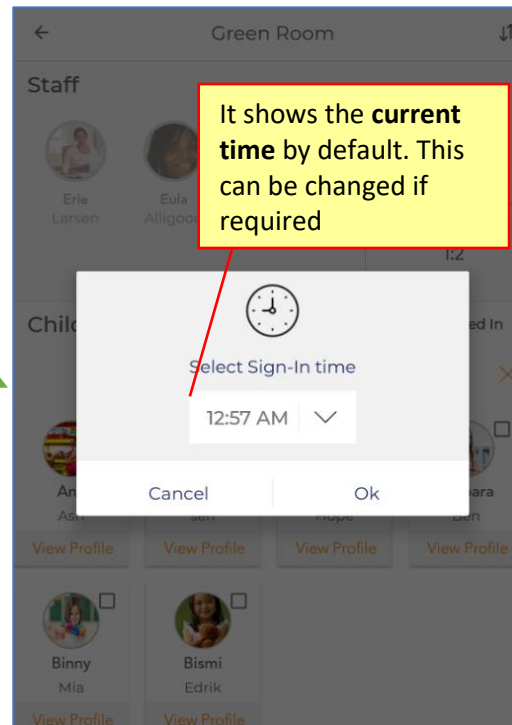


Shows all the **Active Staff** in the center

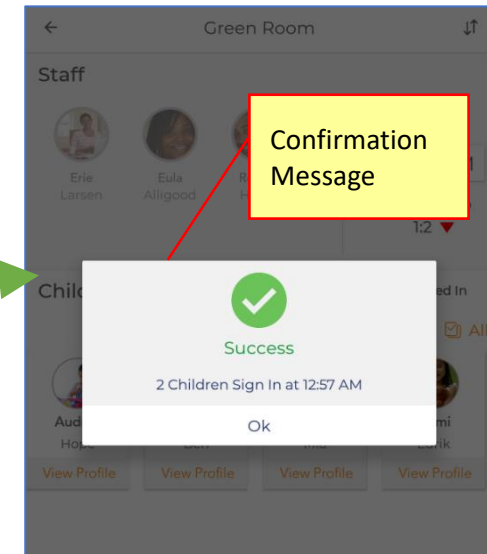
Click **Sign In** to sign in the selected children

Not Signed In/Signed In displays the children based on the signed in status

Click View Profile to view the **Child details**.



It shows the **current time** by default. This can be changed if required



Confirmation Message

5 Move Children from one classroom to another

Signed In children can be Signed Out or Moved from one classroom to another classroom.

Click this to change the Classroom

Select the Classroom to move and click on **"Move"**

Confirmation: Selected children are moved to the classroom.

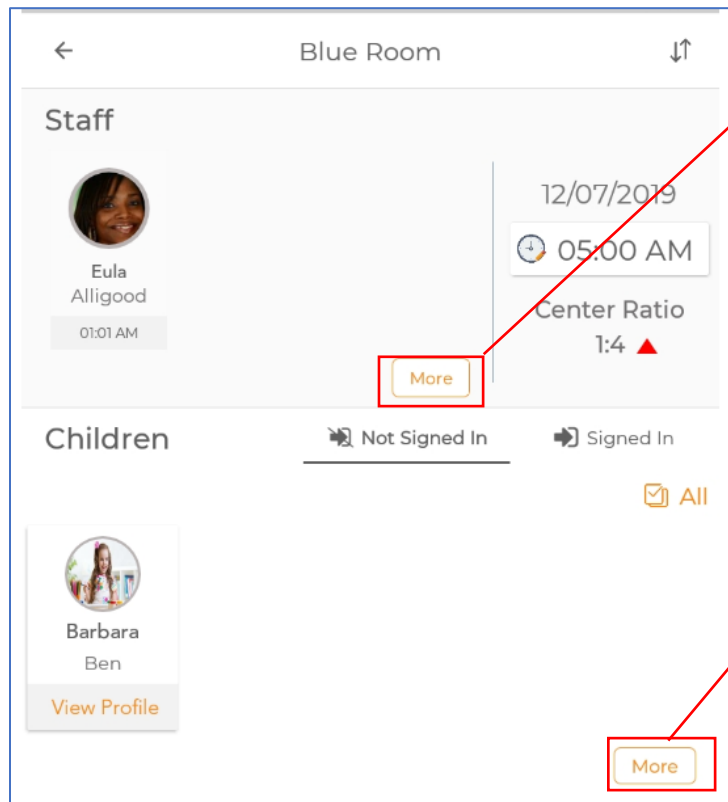
Select the children to move to another classroom and click on **"Move"**

Select the children to Sign Out from the classroom and click on **"Sign Out"**

Success
2 Children Moved to Blue Room at 01:00 AM
Ok

6 When no children are scheduled for classroom

When no children are scheduled for the classroom, “Not Signed In” will show the children who are not signed in to any other classroom.




This screen shows the list of staff who are scheduled in this classroom. Click **More** will show the Active Staff who are not scheduled in this classroom and not signed in to any other classroom.

This screen shows the list of children who are scheduled in this classroom. Click **More** will show the Active Children who are not scheduled in this classroom and not signed in to any other classroom.

7 Child – View Profile

Child Profile




Ana Ash

Jan 01, 2015 (Age: 4.6 Years)

Green Room


Parents (2)

 Ryan Dodd

✉ cr@beyonduniverse.in

📞 (818) 225-7225

Contact / Pickup (5)

 Linda

👤 Aunt

📞 (312) 371-5538

Allergy Description

Dust Allergy

Special Diets

None

Medication

Not Answered Questions (1)

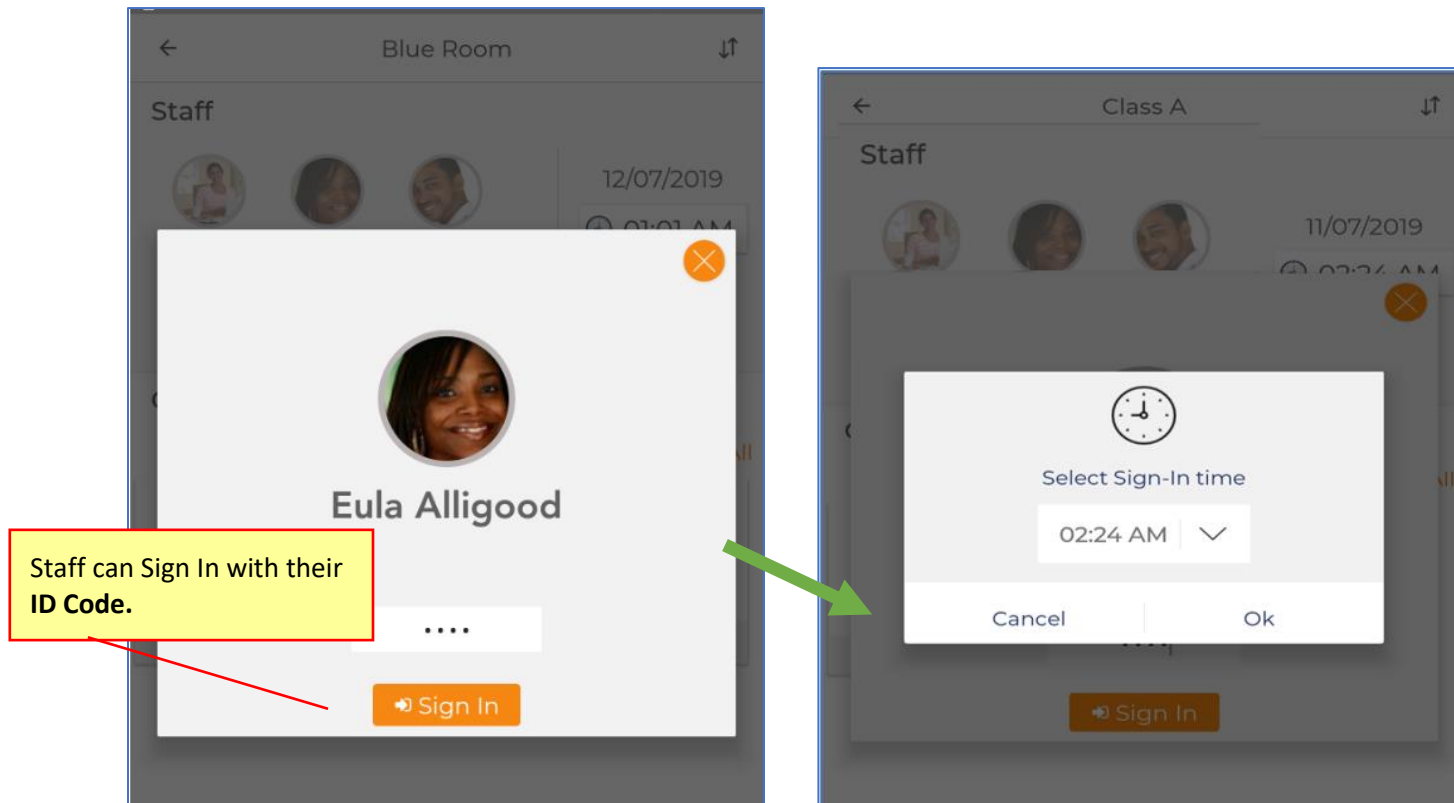
1. Can we give Ice creams?

Displays the Parent and Child Details.

Child Questions:

- 1) If the child questions are answered partially, it will be classified as follows.
 - **Not Answered Questions** - Questions not answered by the parents are displayed
 - **Answered Questions** – Questions that are answered by the parents are displayed
- 2) If all the questions are answered by the Parent, it will be grouped under “**Questions**”.

8 Staff – Sign In/Out



9 Center Ratio

The Center Ratio is based on the center level setting “**Is Age Group Ratio is Associated with Classroom?**”

If it is set to ‘**Yes**’: Each Classroom is associated with an Age Group. i.e. Only the same age group children will be assigned to the classroom. Each Age Group is assigned a Ratio. The Ratio will be automatically applied to the corresponding Classroom.

If it is set to ‘**No**’: The ratio will be calculated in real time based on the number of children signed in to that classroom. Each Child is assigned with an Age Group. Each Age Group is assigned a Ratio. Different Age Group children can be assigned to the classroom.

3 (Three) possible cases of Ratio calculations are shown below:

The image displays three screenshots of the oclass app interface for 'Center 1', each illustrating a different center ratio scenario. Each screenshot shows a top section with 'Classes: 2', 'Staff: 1 / 3', and 'Children: 2 / 6'. Below this is an 'Attendance' section with two rooms: 'Blue Room' (BR) and 'Green Room' (GR). Each room card displays 'Staff', 'Children', and 'Center Ratio' with a corresponding icon (green for correct, red for over, and red for under). Red boxes and arrows highlight the 'Center Ratio' field in each room card across the three screenshots.

Room	Staff	Children	Center Ratio	Status
Blue Room (BR)	1	2	1:4	Correct
Green Room (GR)	0	0	1:2	Correct

Room	Staff	Children	Center Ratio	Status
Blue Room (BR)	1	0	1:4	Over
Green Room (GR)	0	0	1:2	Correct

Room	Staff	Children	Center Ratio	Status
Blue Room (BR)	0	2	1:4	Under
Green Room (GR)	0	0	1:2	Correct

Correct Ratio ✓ indicates the staff and children counts are as per the required center ratio

Over Ratio ▲ indicates that the number of Staff is more than the required ratio.

Under Ratio ▼ indicates that the number of Staff is less than the required ratio.

10 OClass Report in OnCare

New report is added to OnCare related to OClass:

- Classroom Attendance Details

Access Path: Time/Attendance Tracking → Reports → Attendance → Classroom Attendance Details

Reports

Note: The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

ID Codes

1. [ID Code by Authorized Person](#)
2. [ID Code by Child](#)
3. [ID Code by Classroom](#)

Attendance

1. [Children Currently Checked In](#)
2. [Children Sign In Report by Time and Date Range](#)
3. [Sign Out \(Late Pick-up\) Report](#)
4. [Failure to SignOut](#)
5. [Center Attendance Summary](#)
6. [Billing By Attendance](#)
7. [Child Time Card with Absences Report](#)
8. [Child Time Card Report](#)
9. [Contracted vs Actual Hours Report](#)
10. [Child Time Card Report by Subsidy Agencies](#)
11. [Child Absence based on Child Schedule](#)
12. [Child Absence based on Absence Request](#)
13. [Classroom With Attendance Ratio](#)
14. [Classroom Attendance Details](#)

10.1 Classroom Attendance Details

This report will display the number of Staff and Children Sign In/Sign Out details for the selected date and classroom.

Access Path: Time/Attendance Tracking → Reports → Classroom Attendance Details

Classroom Attendance Details

Date07/12/2019

Select ClassRoomAll

SubmitBack

Export As:

XLSX

PDF

Classrooms

Green Room

Staff

No Staff Signed In

Children

1Ana Ash12:57 AM01:00 AM

2Anamica sen12:57 AM01:00 AM

Blue Room

Staff

1Eula Alligood01:01 AM-

Children

1Ana Ash12:58 AM01:09 AM

2Anamica sen12:58 AM01:09 AM

Displays the details of Staff and Children Sign In/Sign Out with their respective classroom