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Supervisor User Guide – Special Education Application

AM Instructions:

- Step 1: Tap the GREEN Scan On button so it turns RED
- Step 2: Tap your unique RollCall ID tag on the TAP HERE logo at the back of the device
- Step 3: Your name will appear at the top of the screen in BLUE with an ORANGE symbol
- Step 4: If you are Tapping students on – Tap the student on at Baggage tag on the left side of the Student's name will change to BLUE – On Status
- Step 5: If you are Tapping Students off - Tap the student on at Baggage tag on the left side of the Student's name will change to GREY – Off Status
- Step 6: Message – “This Route is Complete” Tap “YES”
- Step 8: When the last student gets off the bus – Scan the BUS CHECK Board

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