FELLOWSHIP ONE **TEACHER USER GUIDE**

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Contents

Overview

Fellowship One Teacher is a web based application designed to make managing classrooms easy and safe. Teachers login using their own mobile device and view real-time information on the participants checked into their classroom. Fellowship One Teacher provides details about when the student checked into the roster, arrived at the class room and when they checked out. It displays their security code, photo, last attendance date and also alerts the teacher when the student has special instructions that they should be aware of, such as a food allergy or a medical condition. Finally, Fellowship One Teacher informs the teacher if the student has recently or is about to celebrate a birthday.
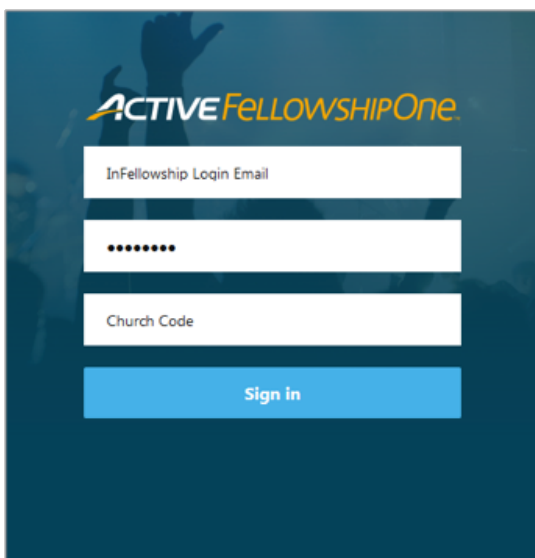
System Requirements

Fellowship One Teacher is optimized for use on any mobile tablet device such as the Apple iPad or Microsoft Surface. It may also be used with smart phones and desktop or laptop web browsers.

Sign In to Fellowship One Teacher

Teachers must first have an InFellowship account and be checked in with a staff assignment to the roster they wish to manage, before they can to login to Fellowship One Teacher.

    1. Navigate to teacher.fellowshipone.com

    2. Enter InFellowship **Username** and **Password** and Fellowship One **Church Code**

    3. Click **Sign-in**

Note: If the following error message is received: *"A problem was encountered when trying to log you in. You must first check-in as a volunteer/staff,"* please check-in using either an assisted or self-check-in kiosk before attempting to sign in again.

Note: Be sure to provide the Fellowship One Church Code to any volunteer who uses Fellowship One Teacher.
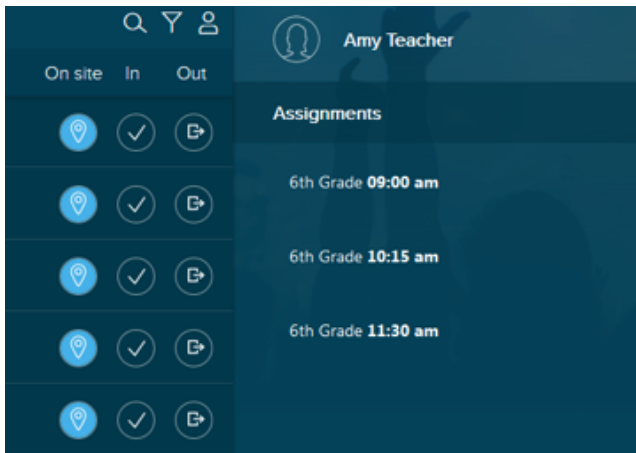
Select Teacher Assignment

Fellowship One Teacher can display multiple staff assignments and activity schedules. To choose the correct roster for viewing:

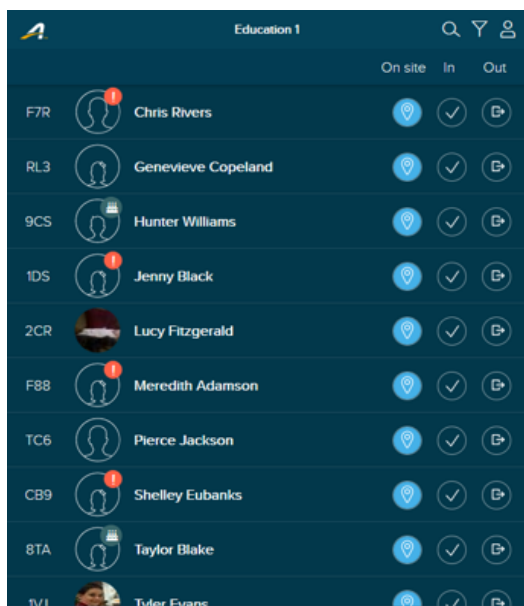1. Tap person icon to open up assignments page

2. Tap desired assignment to manage the roster

Note: Teachers checked in with only one assignment may skip this step.

Student Roster

As students check-in onsite using the Fellowship One Check-in Application, they appear in the Teacher roster. Students assigned to the roster, but not checked in are not displayed.
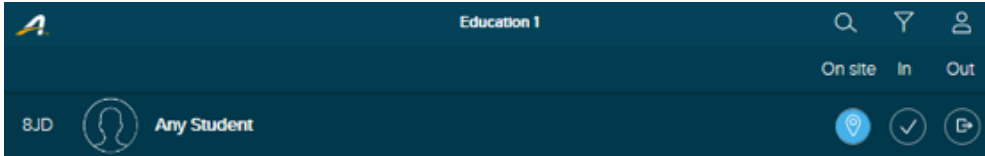

Note: On limited-size screens (such as smart phones), student photos may be omitted from display.
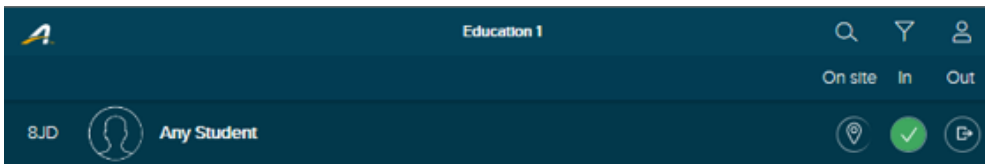
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Check Students Into Classroom

Students checked in, but not yet arrived to the classroom have a status of **On Site.**

Student enters the classroom. Teacher taps the check mark to update student's status to **In.**

View Student Details

The red exclamation mark icon next to a student's photo alerts the teacher that this participant has special instructions for their care. For example, a student may have a food allergy or medical condition that the teacher needs to be aware of.

The birthday cake icon next to a student's photo lets the teacher know that they have had a birthday in the past 2 weeks or that they will celebrate a birthday within the next 7 days.

Tapping the name of the student allows the teacher to view these items in more detail. Additional information, including timestamps and last attendance dates are also displayed in this area. The teacher may open the details for more than one student at a time.
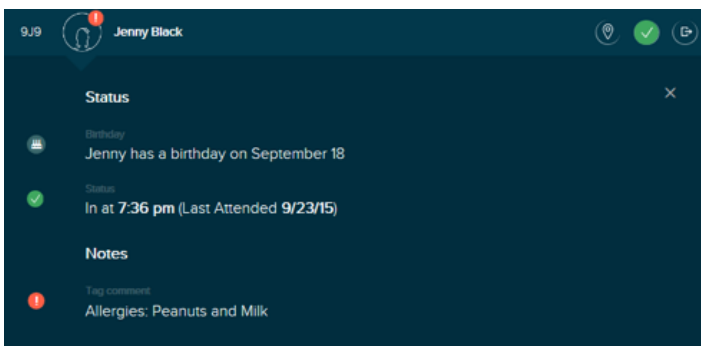
Security Codes

If the roster is set up in the Fellowship One portal to print parent receipts, a unique security code is displayed to the left of each student and corresponds to the security code printed on the student's name tag and the parent receipt.
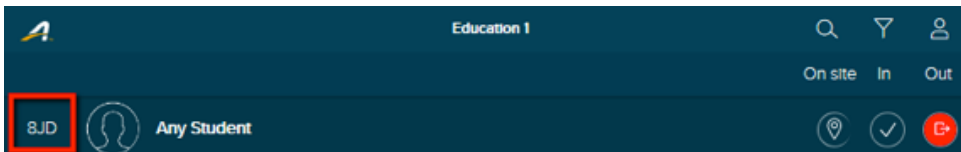
F7R	Any Student		✓
RL3	Genevieve Copeland		
9CS	Hunter Williams		✓
1DS	Jenny Black		

Teachers can use the code to identify students when they arrive in the classroom.

At check-out, teaches should verify that the parent/guardian presents a matching parent receipt before releasing a student in to the parent's custody.

Check Student Out

The student is released from the classroom. Teacher taps the check-out button to update the student's status to **Out.**

		On site	In	Out
8JD	Any Student			

Check-in/Check-out Summary

Student status				Action
On site	📍	✓	➡	Tap ✓ to check-in the student.
In	📍	✓	➡	Tap 📍 to undo the check-in.
				Tap ➡ to check-out the student.
Out	📍	✓	➡	Tap ✓ to undo the check-out.
				Tap ✓ to check-in a student who has returned to the class.

Filter Students to Display

Filter the roster to show only students with notes or just those with a certain status. Click the filter icon.
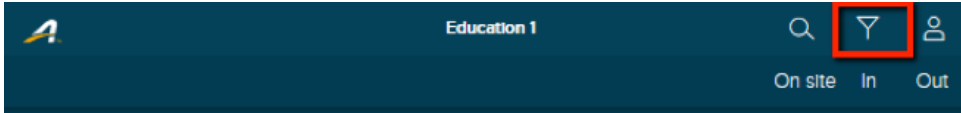
Select filters:

+ **Notes-** View only students with special care instructions

+ **On Site-** View only students who are on site, but not yet check-ed into classroom

+ **In-** View only students checked into classroom

+ **Out-** View only students who have been checked out.

Choose whether to sort the roster by first or last name and click **X** to view the roster.

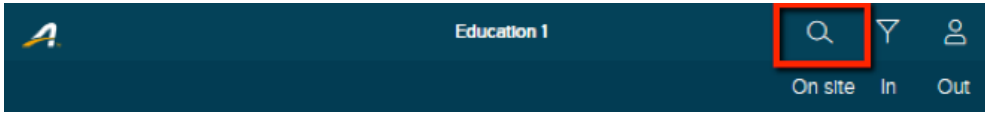*Tip: Sorting by notes allows the teacher to easily view all students with special instructions.*

*To view the full roster again, click the filter icon, remove all checks from the filters and click **X.***
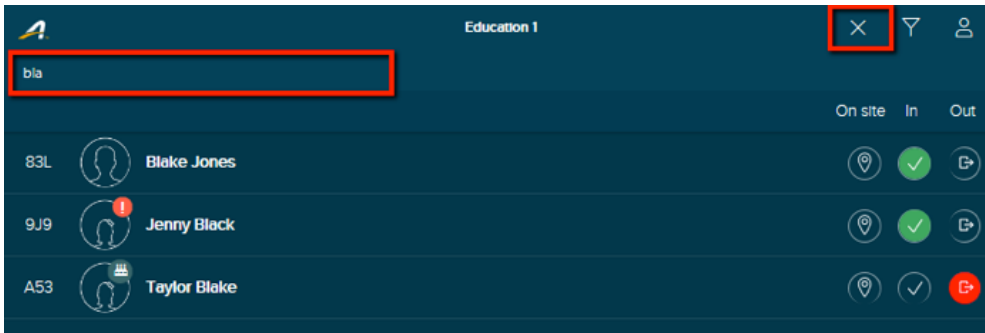
Search For Students

If there is a large roster of participants, you may wish to search for one specifically. To do so, click on the magnifying glass.
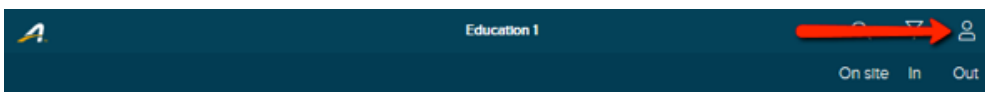

Begin typing the student's name. As you type, possible matches appear on the screen.

Tap the correct student to view their details. To return to the full roster, click **X.**

Sign Out or Choose Another Assignment

Once class is concluded and all students have been released, click the person icon.

Choose another roster assignment to view or **Sign Out.**