Teachers & Staff

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There is no limit to the number of teachers and staff members that can be added to your Jackrabbit Care system. An Owner has automatic permissions to add a Team Member to the account. Once added, the Team Member has the ability to self-serve and manage their own profile information.

- Team Members assigned a teacher role automatically have permissions to view their Dashboard, access Class Mode, and see their class's enrolled students.
- Allows self-service management for each Team Member's profile.
- Administrators can update information, including changing email, home address, PIN, phone, etc.
- Additional user-based permissions, can be enabled by an Owner or Administrator in a team member's individual profile under the Permissions tab.

To work with team members, go to the left menu and select **Teachers & Staff** and then one of the many links on the **Profiles** or **Schedules & Payrolls** card, or select **Reports** to access all reports for Teachers & Staff.
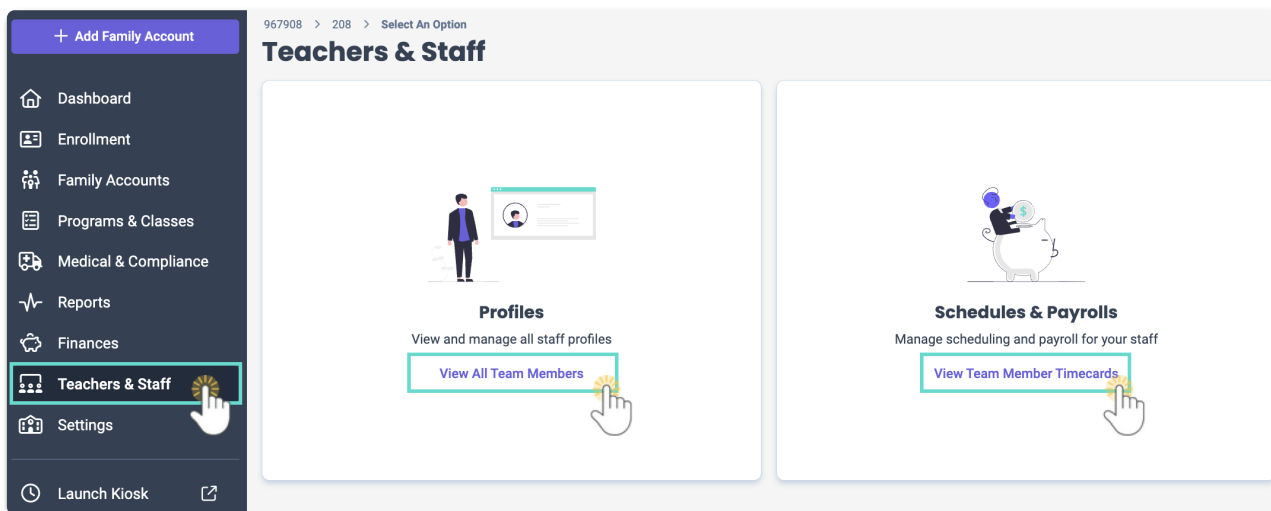
Add Teachers & Staff

There is no limit to the number of staff you can add. After a staff member is added to the system, they receive an email to create a secure password and will be able to sign in and complete their own profile.

The system allows you to archive someone who is no longer working for you, and they will be removed from the Team Members page. Of course, they can always be reinstated if needed.

- Learn more about **Working with Teachers & Staff**.
- Learn how to **Assign Teachers to Classes**.

Team Member User Roles	Every Team Member added to the Jackrabbit Care system must have a User Role assigned to them when their profile is created. Each user's role has different permissions and determines access to what they can see and do in the system. ➡️ Learn more about **User Roles in Jackrabbit Care**.
Teacher Dashboard	A teacher's role in Jackrabbit Care is unique. A teacher has access to a Dashboard specially designed with their needs in mind. They can quickly see their daily schedule, class details, enrollment, and have access to the class roster. *Class Mode*, located on the teacher's Dashboard, lets a teacher see who has checked in and out using the **Kiosk** and who is absent from the class. In addition, when the *Take Attendance* user-based permission is enabled, a team member will be able to take attendance for the class, whether they are in the classroom or off-site. ➡️ Learn more about **Teachers - Sign In, View Dashboard, Families & Classes**. ➡️ Learn more about **Taking Attendance in Class Mode**.
Time Entries	Easily track and manage hours worked by team members with great built-in features like a Team Member Timecards report and the option to manually change time entries. ➡️ Learn how to **View & Manage Team Member Timecards**. ➡️ Learn how to **View & Manage Time Entries**.
Reports	To see all Family Accounts reports, go to **Reports** (left menu) > the **Real Time Reports** card, and click the **Family Accounts** link. Here, you can: ➡️ Go to **View & Manage Team Member Timecards**.

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Help is just a few clicks away! Go to **Jackrabbit Care Support - Resource Center** to select the help option that works best for you.