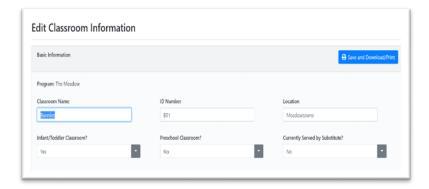# Using Classroom Information to Check for Accuracy

Maintaining accurate lists of classrooms, children, and employees is crucial for efficient data recording and utilization in PIDS throughout the year. One way to ensure accuracy is by reviewing the Classroom Information available in the system. This allows you to verify that all classrooms are listed correctly and that all children and employees are assigned to the appropriate classroom. We suggest performing these checks at least once a year to ensure data integrity.
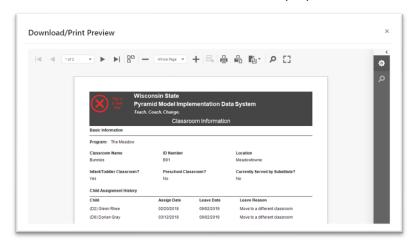
Here's how you can view Classroom Information for each classroom in your program:

a. Log in to the PIDS system with your credentials.

b. Navigate to the Dashboard or main menu where classroom information is accessible.

c. Look for an option such as "Classroom Information" or "Manage Classrooms."

d. Select the specific classroom you want to review from the list provided.

e. Review the details displayed, which may include the classroom name, assigned children, and assigned employees.

f. Ensure that the information aligns with your records and that there are no discrepancies.

g. Repeat this process for each classroom in your program to verify the accuracy of all data.

h. By regularly reviewing and updating Classroom Information in PIDS, you can maintain a reliable database and effectively use the system for data management and analysis.

1. To access the Classroom Dashboard and view details for a specific classroom, follow these steps:

2. 1. Use the side menu or pull-down menu from the black bar at the top of the screen to navigate to the Classroom Dashboard.

3. 2. Once on the Classroom Dashboard, select the desired classroom from the list.

4. 3. Click on "Actions" next to the classroom's name, then choose "View Details" from the dropdown menu.

5. 4. In the upper right-hand corner of the classroom details page, locate and click on "Download/Print."

6. This will allow you to download or print the information related to that specific classroom, providing you with a tangible or digital copy for reference or documentation purposes

4. Certainly, here are the steps to print or export Classroom Information:

5. 1. After accessing the Classroom Information for a specific classroom as mentioned earlier, the details will pop up on your screen.

6. 2. To print the information directly, locate and click on the printer icon.

7. 3. If you prefer to export the information to a different format, find and click on the floppy disk icon.

8. 4. Repeat these steps for each classroom in your program by selecting a new classroom and following the same process.

9. Printing or exporting Classroom Information allows you to maintain physical or digital records for reference, analysis, or reporting purposes.
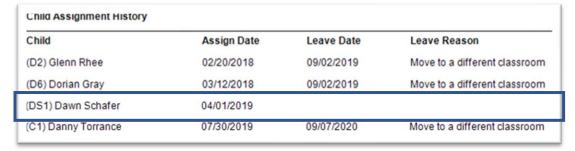
Checking for Accuracy using Classroom Information

1. Look over the **basic information** to make sure all the information is still correct.

Basic Information

Program: The Meadow

Classroom Name	ID Number	Location
Deer	D23	Meadowtowne

Infant/Toddler Classroom?	Preschool Classroom?	Currently Served by Substitute?
Yes	No	No

2. Compare **children** that are currently assigned to the classroom to your records. Children who are currently assigned to the classroom will not have a leave date.

Child Assignment History

Child	Assign Date	Leave Date	Leave Reason
(D2) Glenn Rhee	02/20/2018	09/02/2019	Move to a different classroom
(D6) Dorian Gray	03/12/2018	09/02/2019	Move to a different classroom
(DS1) Dawn Schafer	04/01/2019		
(C1) Danny Torrance	07/30/2019	09/07/2020	Move to a different classroom

- On the children dashboard:
  - Enter children who are new to the program and assign to the appropriate classroom.
  - For children who have left the classroom but not the program, edit their classroom assignment by adding a leave date and leave reason. Then, add a new classroom assignment with the appropriate classroom.
  - Discharge children who have left the program. Edit their classroom assignment by adding a leave date and leave reason. Complete the discharge information.

3. Compare the employees that are currently assigned to the classroom to your records. Employees who are currently assigned to the classroom will not have a leave date.

Employee Assignment History

Employee	Classroom Job	Assign Date	Leave Date	Leave Reason
(SID-58) Hailee Steinfield	Teacher	01/12/2019		
(SID-59) Dennis Haysbert	Teaching Assistant	01/12/2019	10/01/2020	No longer at the program

- On the employee dashboard:
  - Enter employees who are new to the program and assign to the appropriate classroom.
  - For employees who have left the classroom but not the program, edit their classroom assignment by adding leave date and leave reason. Then, add a new classroom assignment with the appropriate classroom.
  - Terminate employees who have left the program. Edit their classroom assignment by adding a leave date and leave reason. Complete the discharge information.

For more detailed directions on how to change classroom assignments, discharge children or terminate employees, please check out more resources on the PIDS Resource Page on IDRPP under Utah Pyramis Model.