

## How to use Teacher Portal

A teacher may create a class profile and schedule a field trip with a location (in school partner) with a few clicks




Once the dates are confirmed and the details are entered a permission slip is generated and sent to parents

Parents then sign and it comes back to the teacher

**Attention: The teacher, parent, and in-school partner all need active Good People profiles in order to use feature**



Teachers - Choose "Good Teachers" option

9:39   



← Let's Create Your Profile

First Name

Last Name

Your Email

Password

q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m ↓  
123 space done  
😊 🎤

## Teacher and Class Profile Creation

Enter information and click orange arrow icon at bottom right of screen



9:42



## Setup Class

Give your class a team name

Beavers

Select Grade

3rd Grade



Select Icon for your team

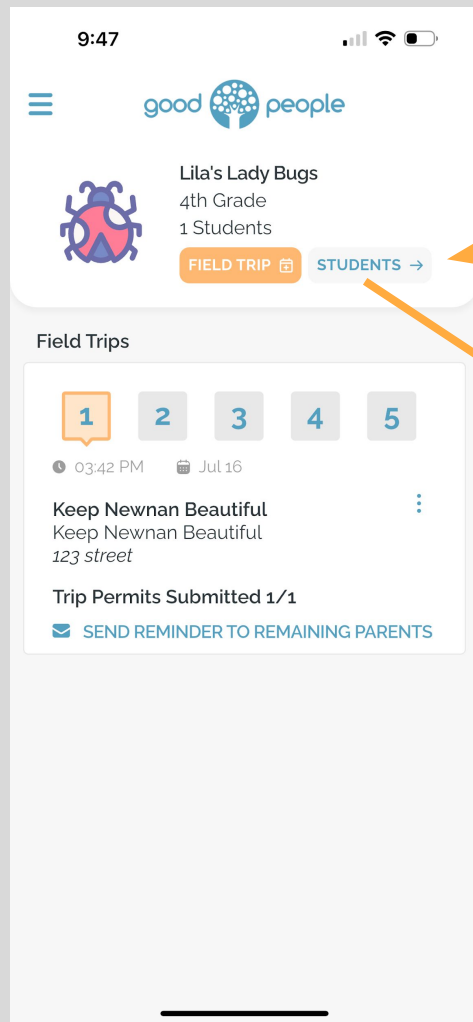


Here you can give your class a team name and mascot/icon. This helps to pair classes in the foundations program and develop camaraderie as a class.

This is for you and your class so whatever works for you.

Complete fields and click the orange arrow icon to continue



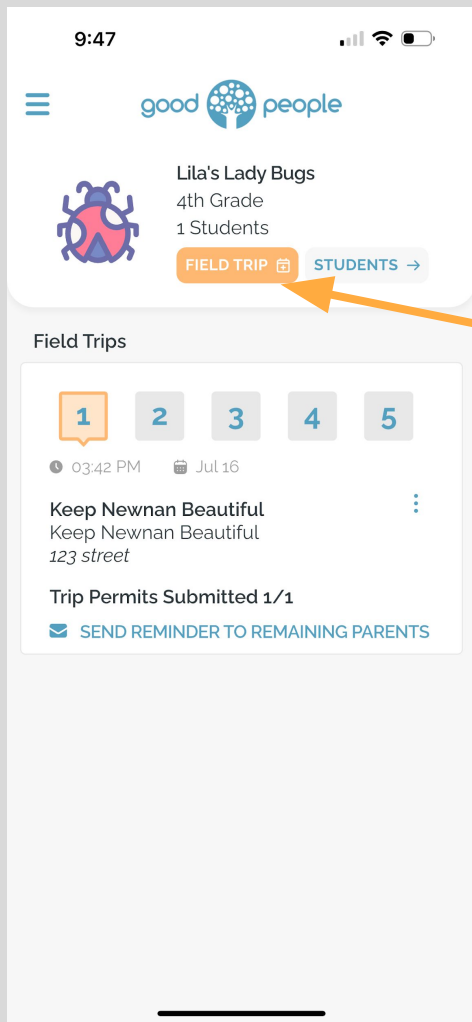


From the home page you can add students manually or download a file to populate student list

The screenshot shows the 'Student List' page for 'Lila's Lady Bugs'. It features a table with columns for Name, Slip Signed, Program Participation (1-5), and Hours. One student, Billy Harper, is listed with green checkmarks in the 'Slip Signed' and 'Program Participation' columns (specifically under '1') and a value of '2' in the 'Hours' column. An 'EDIT LIST' link is visible in the top right.




Name	Slip Signed	Program Participation					Hours
		1	2	3	4	5	
Billy Harper	✓	✓					2


Here you can see the students in the class and status of permission slip



## Scheduling Field Trips


To schedule field trip with IN-School Partner- Click on Field Trip Icon

9:45   

 **Request Field Trip**  
Send Proposal To Organization

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**Classroom**


 **Lila's Lady Bugs**  
4th Grade  
1 Student(s)

**Organization**

Creative Minds Studio

**Dates**  
Please pick up to six dates that work for you

Jul 16 2025 09:44 AM	Jul 17 2025 09:44 AM	Jul 18 2025 09:44 AM
Jul 20 2025 09:44 AM	Jul 22 2025 09:44 AM	 Pick Date

**Submit Request** 

On this screen you will use the Good People ***Field Trip Scheduling Tool***.

Search/Find Organization in platform

Then Pick up to 6 dates that work for you

Once dates are selected - click submit request  
This will send the proposed dates to inschool partner. Once they confirm you will be able to enter field trip details.

10:08



Lila's Lady Bugs

4th Grade

1 Students

FIELD TRIP

STUDENTS →

### Field Trips



03:42 PM Jul 16

**Keep Newnan Beautiful**

Keep Newnan Beautiful

123 street

Trip Permits Submitted 1/1

[SEND REMINDER TO REMAINING PARENTS](#)

### Notifications

[View All](#)

#### 4th Grade: Partner Calendar Confirmation Needed

Please respond to field trip dates confirmed by Creative Minds Studio organization



Once the In-School Partner receives your request, and confirms the date and time you will receive a notifications here





10:11



## Matched Dates of Availability



Below are the dates selected by the Partner that match with your selected dates.

### Partner:

Creative Minds Studio

Select Preferred Date Below:



**Jul 22 2025**

09:44 am

Select Waiver Document

Select Waiver



Summary

Volunteer Instructions

Done



Confirm date of field trip

Upload permission slip

Provide details

Click Done to continue

10:16



CONFIRMED!



10:08



good people



Lila's Lady Bugs  
4th Grade  
1 Students

FIELD TRIP

STUDENTS →

### Field Trips



03:42 PM Jul 16

Keep Newnan Beautiful  
Keep Newnan Beautiful  
123 street

Trip Permits Submitted 1/1

SEND REMINDER TO REMAINING PARENTS

### Notifications

View All

#### 4th Grade: Partner Calendar Confirmation Needed

Please respond to field trip dates confirmed by Creative Minds Studio organization →

Now your field trip is **confirmed** and the parents have a notification within the app that allows them to sign permission slip.

Once they do - you will be able to check student list to see who has not signed.

You have the option to send reminder to parents who havent signed slip

