SproutAbout.

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to **import new records to SproutAbout** so a family that enrolls and attends the same day can begin using the app immediately.



Same Day Enrollment.

First, enroll the family in LCW as you normally would. You will need the Family ID to import the new record(s) into SproutAbout.

Quick Note: If a family enrolls and isn't starting the same day, their information will automatically be imported from LCW into SproutAbout overnight.

In the web application, click the **Sign In as Staff** button and enter your LCG credentials.



Once you log in, you will automatically be in School Staff Mode and taken to your school's records screen.

Click on Import New Record.

3

		Reco	rde			Innert New Decast
Childtime Lear	ning Centers	neco	4.3			
Sandra Tho		Q, S	earch all records by name			Search Records
Sauce Con						
		HLL CLA		ALC 2007		
CHILDTIME	BRINLOW D	мк	Sophia Olviera	Pre-K1 +2	10:123542	View Record >
CONTACT INFORMATION						
School Name	Childtime Learning Centers -	NO	Mia Olviera	Unassigned	10-125042	View Recard >
Message	Sense a Buderian (3)	MC	Mia Carter	Pre-K1	ID-125042	View Recard >
Phone Number	(555) 555-5555					
Enal	beanetaikschool@icg.com	LC	Lila Chapman	Unassigned	ID:125042	View Record >
SCHOOL INFORMATION		мс	Mia Carter	Pre-K1	10:123542	View Record >
Address	1254 Learning St. Suite #100					
	Boston, MA 02117	ar.	Jaydon Fronz	Infant 2	10:123842	View Record 🗦
Ter ID	1254					
		н	Irene May	Pre-K3	ID 125842	View Record 3
SCHOOL LEADERSHIP		60	Restrict Officiants	0	10.108940	Versilierent A
Director	Paula Garcia		oup ne onne s	HELL	10-120042	
Assistant Director	Dan Feinstein	IP	James Parker	Intert I	10:123542	View Recard >
School Education Manager	Sandra Thompson					
Program Associate Decidar	Avyssa korran	15	Joseph Sloen	Unassigned	ID 125042	View Record >

SproutAbout.

4

Enter the **Family ID** from LCW and click **Search**.

Click on the **check boxes for the children you would like to import** and then click the **Import button.**

Quick Note: if a child with the Family ID you entered already exists in SproutAbout, you will see a message of: Available in SproutAbout



SproutAbout.

6

You will see a confirmation modal when the **child has been successfully imported**. Click the **OK button** to dismiss the modal.



Newly imported children **are listed at the top of the All Children tab** with a small green dot.

From here, you can easily find them and assign them to the correct classroom.

Quick Note: teachers will have immediate access to newly imported children on the iPad but may need to refresh to see them.

Image: Control Image: Control Image: Control Image: Control Control Control Control Image: Control Image: Control <tr< th=""><th colspan="2">Childtime Learning Centers</th><th>Recor</th><th>ras</th><th>Inpart New Record</th></tr<>	Childtime Learning Centers		Recor	ras	Inpart New Record		
A DEFENSION AND ALTERNATION AL	Sendre Thom Sign Out	····	Q s	earch all records by name			Search Records
Linking Linking N Registrow Registrow <thregistrow< th=""> Registrow Registrow<!--</td--><td>· ·</td><td></td><td>MLL CLA</td><td>SSRDOMS ALL CHILDRED</td><td>4 ALL \$1699</td><td></td><td></td></thregistrow<>	· ·		MLL CLA	SSRDOMS ALL CHILDRED	4 ALL \$1699		
SADEL CONTROL Image: Section of the	CHILDTIME	BRINGW Ø	. 16	Sophia Olviera	Per-K1 (12)	10 12/042	Ver Record >
Statute Optimizant Cit Statute Cit< S	CONTACT INFORMATION		. MO	Ma Olviera	Unessigned	10 103342	Vew Record >
Name Description Name Nam Nam Name	School Name	Childtime Learning Denters - Boston	-	Ma Caster		0.0300	Sectors 1
Nature Littic Same Littic Same <thlittic same<="" th=""> <thlittic same<="" th=""> <th< td=""><td>Message</td><td>Send a Bulletin (5)</td><td>-</td><td>No. of the local data</td><td>(PREAT)</td><td>0.004</td><td></td></th<></thlittic></thlittic>	Message	Send a Bulletin (5)	-	No. of the local data	(PREAT)	0.004	
Sponsylvaniany kana Feff Machan Feff Machan Feff Machan Machan <thm< td=""><td>Email</td><td>(505) 505-5005 beanstalkschoolging.com</td><td>uc</td><td>Life Chapman</td><td>Unassigned</td><td>10.125342</td><td>View Record ></td></thm<>	Email	(505) 505-5005 beanstalkschoolging.com	uc	Life Chapman	Unassigned	10.125342	View Record >
Mem Ublacegob & & degib Appendixe Face Control November > Sold Control November > Novem	SCHOOL INFORMATION		ыс	Ma Carter	Pie-K1	10.128042	View Record >
Starty Construction Construction Construction Construction Starty Annual Starty Ref Hearty Ref Hearty Ref Hearty Ref Hearty Starty Annual Starty Ref Hearty Ref Hearty Ref Hearty Ref Hearty Starty Annual Starty Ref Hearty Ref Hearty Ref Hearty Ref Hearty Starty Annual Starty Ref Hearty Ref Hearty Ref Hearty Ref Hearty Starty Annual Starty Ref Hearty Ref Hearty Ref Hearty Ref Hearty	Address	1256 Learning St. Suite #100 Boston, MA 02107		Instant Eccen	(latest 7)	D 120062	View Responsed . 3
Turit Other Hit Inservicy Pack (III) Distribution Service SOOK_LADAGENUM Source Pack (Inservice) Pac	School ID	1254					
SIGNUL SALESSALE Save Face Section 2015 Springfores (Fig. 5) Sov (Fig. 5) Annother Derivation Annother Derivation (Fig. Samefaller (Fig. 5) Annother Derivation (Fig. Samefaller (Fig. 5) Annother (Fig. 5) Annoth	Tan KD	12345678	н	Irene May	Pro-63	10.123042	View Record >
Data/ Paulocitic Description Description Description Shard Roboth Horgen Same Roboth Beams Roboth Beams Roboth Description Versiteor 1 Shard Roboth Horgen Same Roboth Beams Roboth Beams Roboth Description Versiteor 1 Paulo Assess Roboth Right Ageams Roboth Bit Ageams Roboth <td>SCHOOL LEADERSHIP</td> <td></td> <td>80</td> <td>Santa Obviera</td> <td>Page 1</td> <td>0.123042</td> <td>Verlaged 2</td>	SCHOOL LEADERSHIP		80	Santa Obviera	Page 1	0.123042	Verlaged 2
Australiantico (Carlo Carlo Ca	Director	Paula-Garcia					
Program Faculture Densitive Blyggg Rycology (15 Joseph Educan University of 0.1335c) View Hootel 3	Assessment Langebox	Dan Peinstein Sancha Thomason	1P	James Parker	Indon's 1	ID 122042	View Record >
IS Jaseph Skain Unerviewed 10 13342 Wee Record >	Program Assistant Director	Alyssa Roman					
			15	Joseph Siloan	Unersigned	10.103012	Vew Record >