

The page features several decorative brush strokes: a large light green wavy stroke in the top left, three horizontal orange strokes on the right side, a light purple wavy stroke in the bottom right, and a blue spiral stroke in the bottom left.

Quick Reference Guide

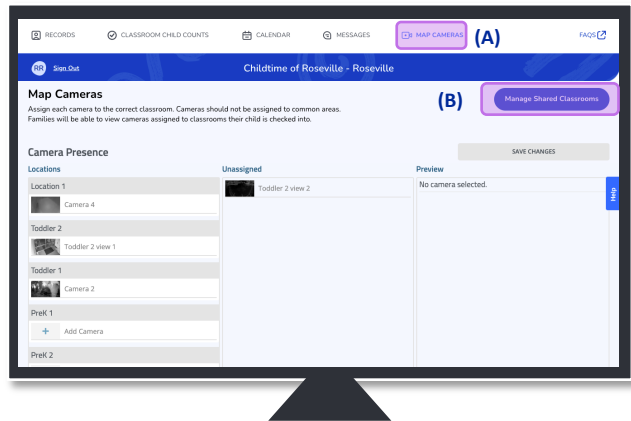
Audience: School Leaders

Purpose: Learn how to use the **SproutAbout** web application to allow families to view livestreams for classes which are held in the same physical space.

Create a New Shared Classroom

1

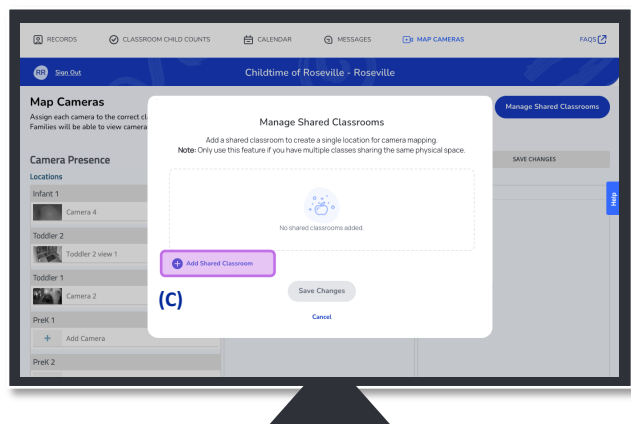
To access this feature, click the **Map Cameras (A)** on the top navigation bar and then click the **Manage Shared Classrooms (B)** button.



2

On the Manage Shared Classrooms modal, click the **“Add Shared Classroom”** link (C) .

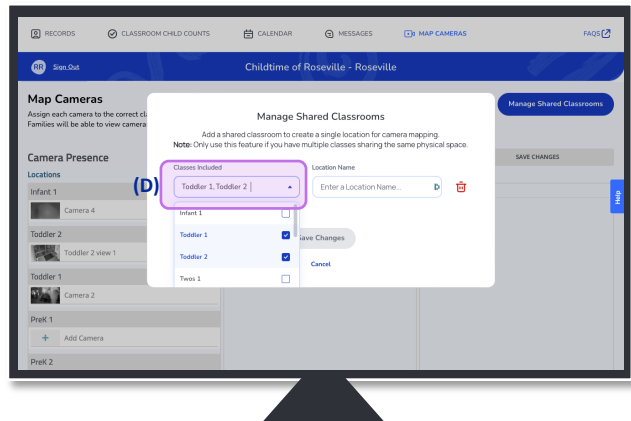
Quick Note: If you have already created shared classrooms, they will appear here.



3

In the **Classes Included dropdown (D)** select the classes held in the shared physical space and covered by the same set of cameras.

In this example, Toddler 1 and Toddler 2 share the same physical space. Select both to create a Toddler space to map both cameras to.



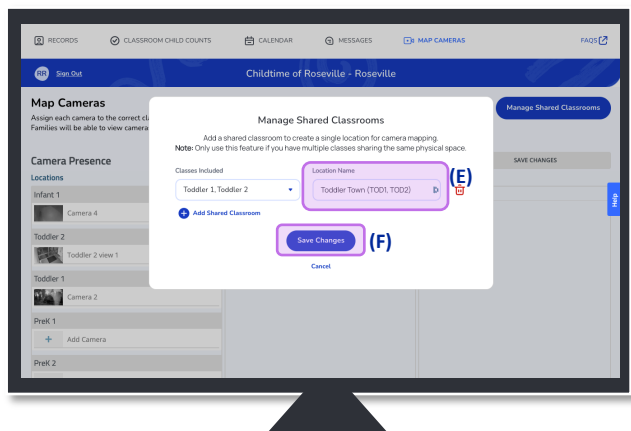
4

Enter a name for the shared classroom space in the **Location Name (E)** textbox.

In this example, the room in the building is referred to as "Toddler Town".

Quick Note: Include the abbreviations of the selected classrooms to make it easier to identify.

Click the **Save Changes (F)** button.



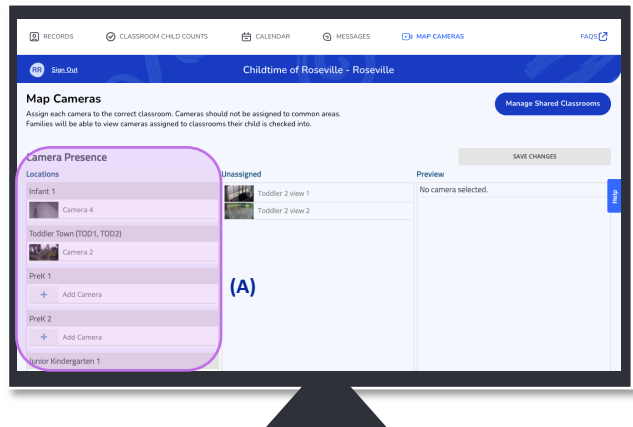
5

The new shared classroom will display in the **Locations** list (A). This may take a few minutes to display.

Map the cameras to the new shared classroom.

Quick Note: Map more than one camera by dragging and dropping another unassigned camera view to the location on the left

Example: Now when a child is checked into either Toddler 1 or Toddler 2, their Care Circles will see the cameras mapped to the shared classroom.



6

Use the **Add Shared Classroom** link (B) to add as many shared classrooms as needed.

Location Names for shared classrooms can be updated at any time.

Remove a shared classroom, by clicking the **trash can icon** (C). Once a shared classroom is removed, the individual classroom Locations will be restored.

Quick Note: Camera mappings for individual classrooms need to be reset after a shared classroom is removed.

