

Quick Reference Guide

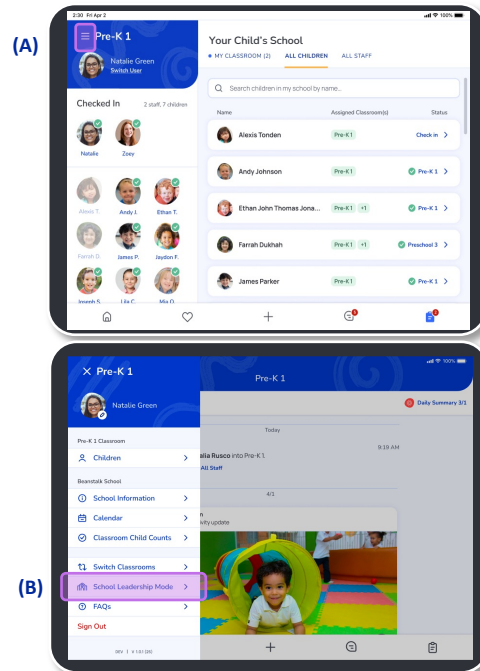
Audience: School Leaders

Purpose: Learn how to use the **SproutAbout** iPad app to switch between Classroom Mode and School Leadership Mode.

Classroom Mode to School Leadership Mode

1

To access Switch Modes, tap the **hamburger menu (A)** button and then tap the **School Leadership Mode (B)** button.



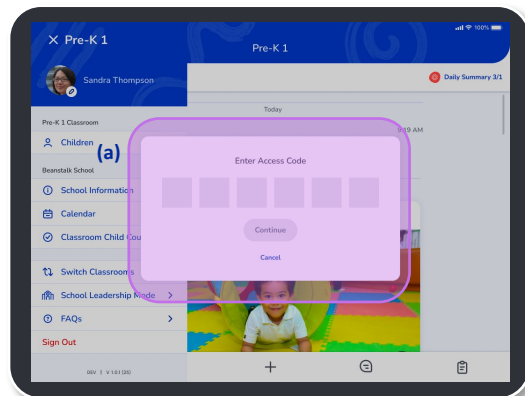
2

After tapping the School Leadership button, you will see:

a) Enter Access Code modal

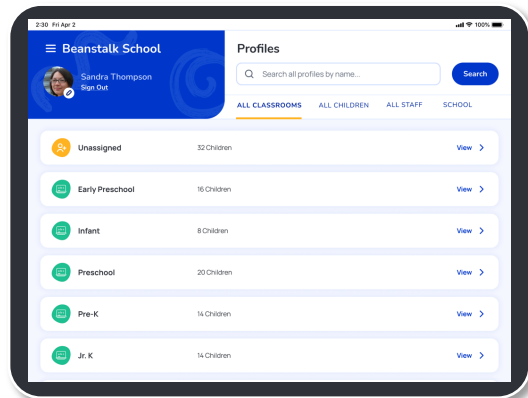
Enter your access code and tap **Continue**.

Quick Note: Your access code is your birthdate (MMDDYY).



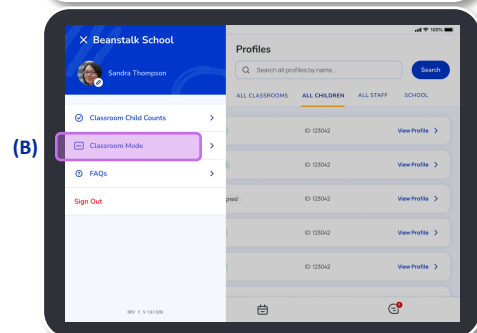
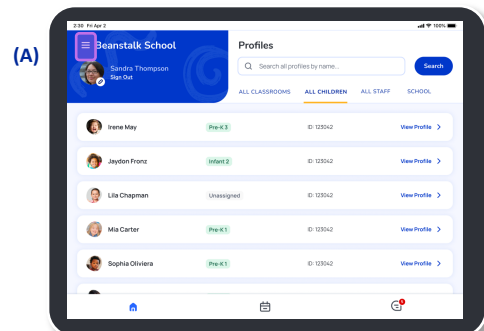
Classroom Mode to School Leadership Mode

3 School Leadership Mode is displayed.



School Leadership Mode to Classroom Mode

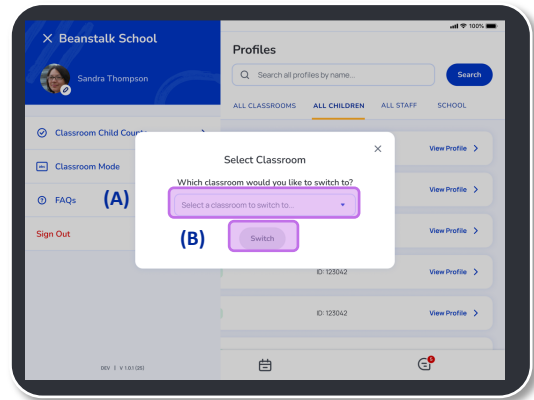
1 To access Switch Modes, tap the **hamburger menu (A)** button and then tap the **Classroom Mode (B)** button.



2

The Select Classroom modal will appear.

Select the classroom from the dropdown (A) and tap the **Switch** (B) button.



3

The iPad will switch to Classroom Mode and load the selected classroom's activity feed.

Quick Note: You will **not** be automatically checked into the classroom. To do so,, go to the check-in tab.

