

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to use **SproutAbout** to message Families and Teachers.

If you are using the web or iPad version of the app, you **must** sign into School Staff/School Leadership mode to access the messaging feature.

Create New Message.

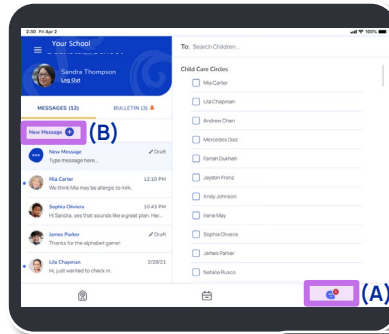
1

Tap the **Message (A)** tab on the top left of the screen to access the messaging landing page.

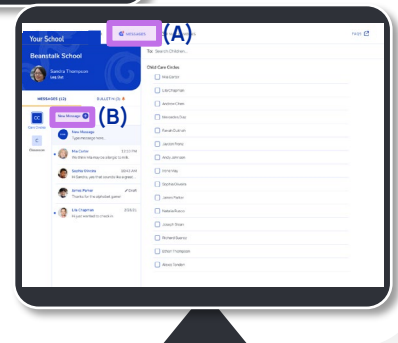
Tap the **New Message (B)** button and check the box next to the Care Circle you want to communicate with.

Quick Note: Care Circles include child's family/guardians. You can only send a message to one Care Circle at a time. Messages are always sent to the entire Care Circle.

iPad View



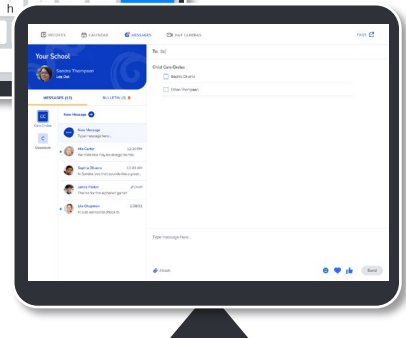
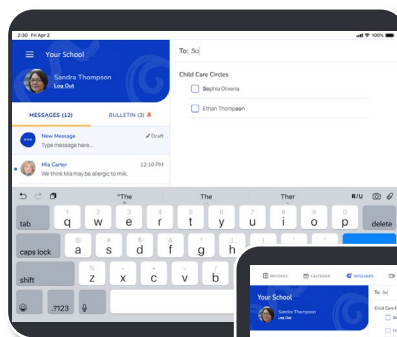
Web View



2

Type the child's name in the search bar to filter the list of available Care Circles.

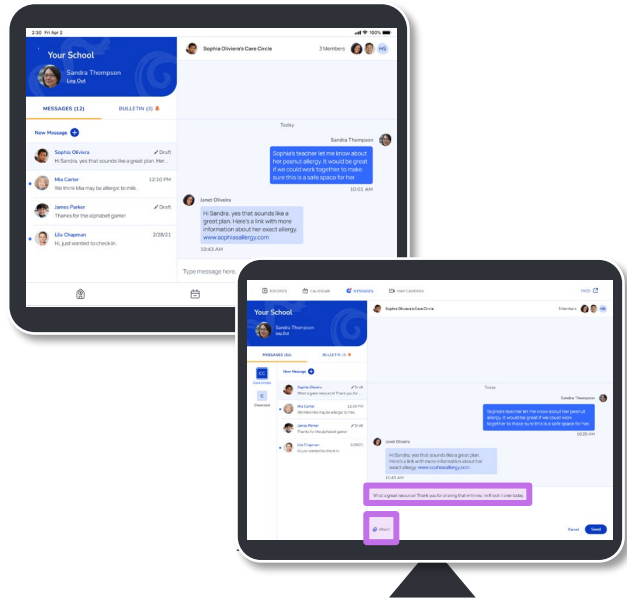
Example: To message with Sophia Olivera's Care Circle, search "Sophia Olivera".



3

Type into the **“Type message here”** bar at the bottom of the screen to send a message. You can also view the previous messages on the message thread.

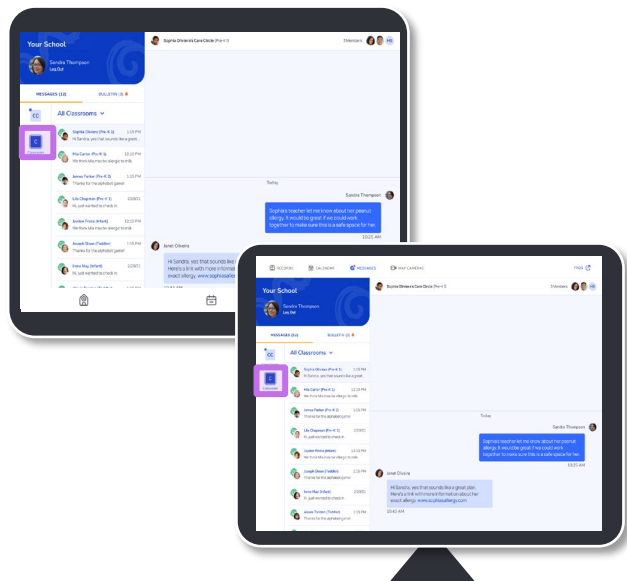
Quick Note: Tap the **Paper Clip icon** button to attach up to three files to the message.



Classroom Messages View.

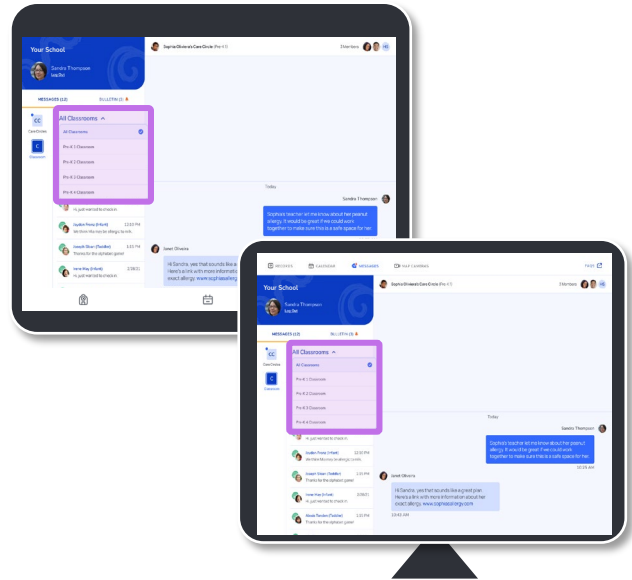
1

Tap the **Classroom** button on the left of the screen to access all message threads between classroom teachers and Care Circles. This is a read-only view.



2

Tap the **All Classrooms** button to filter messages for a specific classroom.



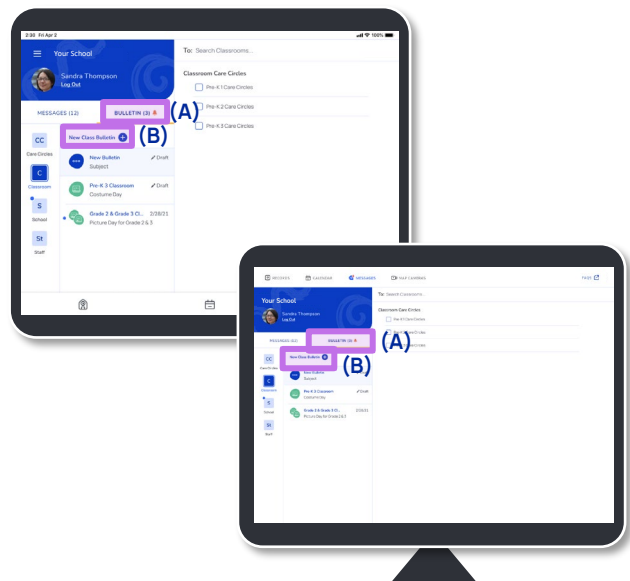
Create Classroom Bulletin.

1

Tap the **Bulletin (A)** tab to access the bulletin threads.

Tap the **New Class Bulletin (B)** button to send a bulletin to one or more classrooms.

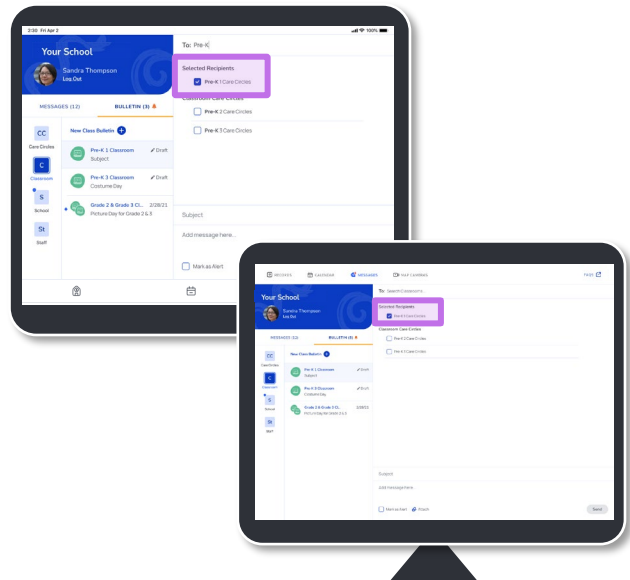
Quick Note: Bulletins are general announcements that can be sent to one or more classrooms. They cannot be responded to directly.



2

Select the classrooms you want to create a bulletin for using the check boxes next to each classroom name.

Example: Select the Pre-K 1 Classroom to send a bulletin to the Care Circles and staff in that classroom.

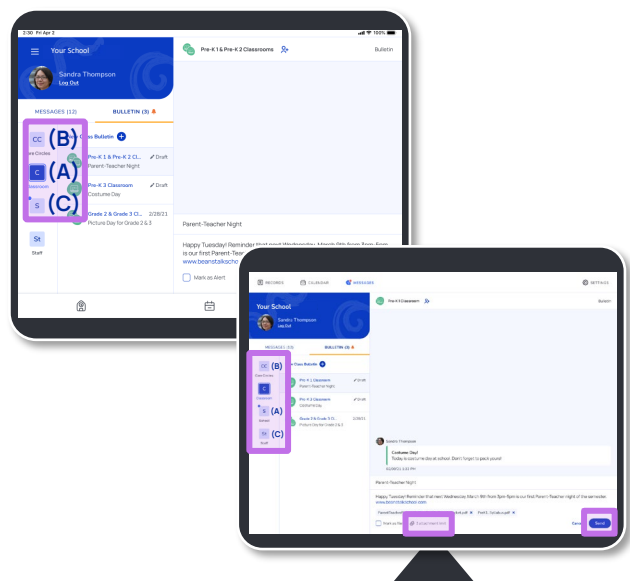


3

Write the bulletin and then tap the **Send** button to send the announcement to all Care Circles and staff of the classroom you selected.

Tap the **Paper Clip icon** button to attach up to three files to the bulletin.

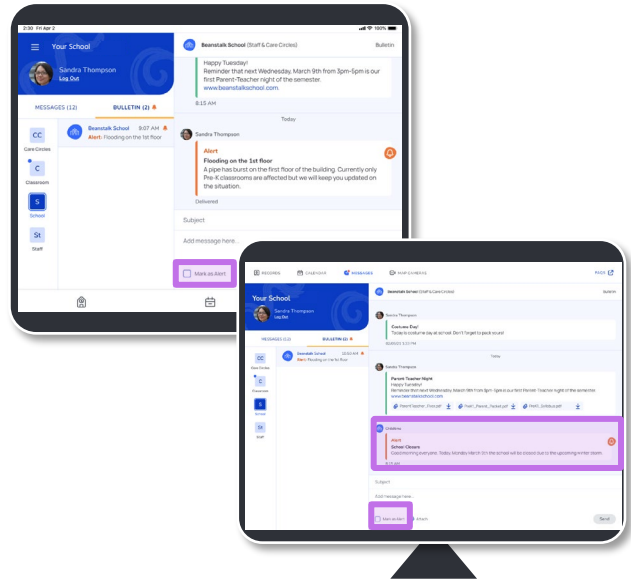
Quick Note: You can also send bulletins to an entire **School (A)**, including all Care Circles and staff members, or to one or more **Care Circles (B)** or **Staff (C)** members by tapping the corresponding button on the left of the screen.



4

Check the **Mark as Alert** box if you want to send a bulletin with high importance. Checking this box will also send a SMS text to families (if they have enabled that feature). The bulletin will be indicated with the alert icon and an orange color in the app to visually indicate to families its importance.

Example: A school closure due to a winter storm is marked as a bulletin with an alert.



5

To view bulletins that are sent to the entire school, tap the **button with the school's name**.

