

Quick Reference Guide

Audience: School leadership.

Purpose: Learn how to **log into your SproutAbout account, set up and edit** your profile and your school's profile, and view child profiles.

Learn how to maintain **school level records, assign children to classrooms** and **record severe allergies**

Understand the **different functionalities that are available** in the iPad and Web versions of the app.

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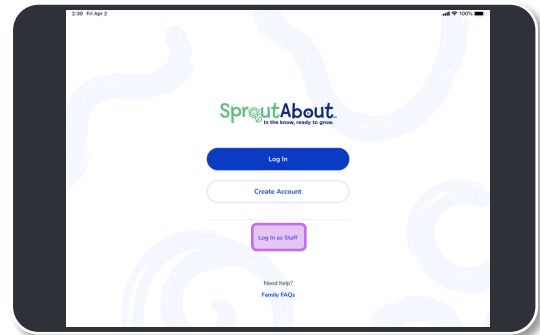
IPAD

IPAD



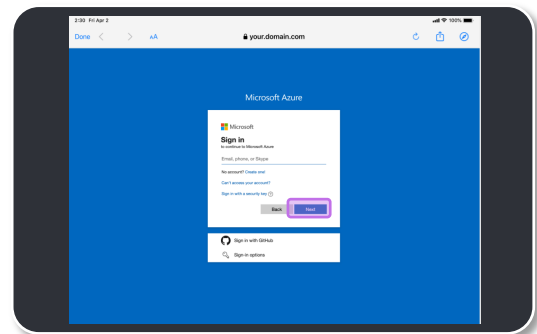
Log In.

- 1 Tap the **Sign In as Staff** button.



- 2 Enter your Microsoft Azure credentials and tap the **Next** button.

Quick Note: Your Microsoft Azure credentials are the same as your LCG credentials.



3

You can access the features of the app in one of two modes:

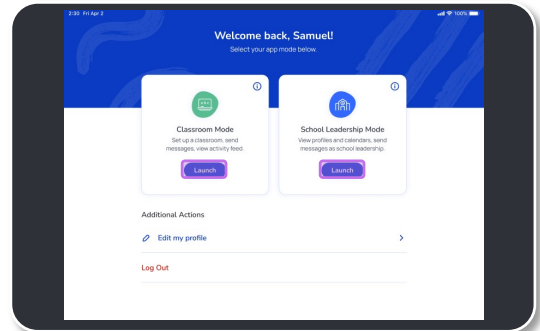
a) **Classroom Mode:** used to view activity and care updates posted by teachers.

Quick Note: This is the mode to use to assign the iPad to a classroom for a teacher for their daily use.

b) **School Leadership Mode:** used to access features needed for your daily tasks.

Tap the corresponding **Launch** button to access the mode you prefer.

Quick Note: As a school leader, you will primarily be using School Leadership Mode.

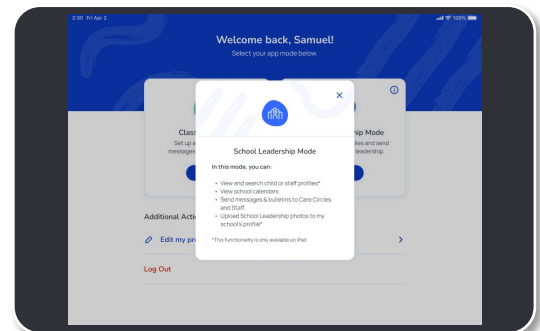


4

Tap ⓘ to see what you can do in School Leadership Mode:

- a) **View child profiles.**
- b) **View school calendars.**
- c) **Send messages and bulletins to Care Circles (Legal Guardian & Care Circle Members) and staff.**
- d) **Add leadership photos to my school's profile.**

Quick Note: You can only access functionalities (a) and (d) from the iPad version of the app.



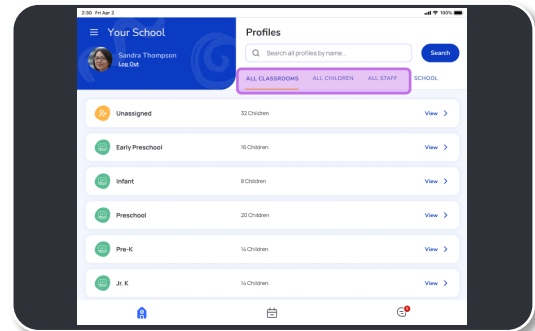
Search Profiles.

1

In School Leadership Mode, search for different profiles using the tab at the top of the screen. You can filter by:

- a) **All Classrooms.**
- b) **All Children.**

Quick Note: You can only view profiles on SproutAbout on the iPad. This is where you view personal profiles of children.

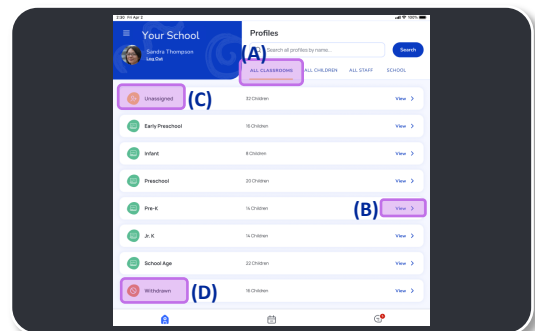


2

Select the **All Classrooms (A)** tab to access the classroom view and see the children in each class.

Tap the **View (B)** button to access the list of children assigned to the class.

Quick Note: Children who need a classroom assignment are listed as **Unassigned (C)** and children who no longer attend the school are listed as **Withdrawn (D)**. Children who are enrolled but have not officially started are **Pending**.

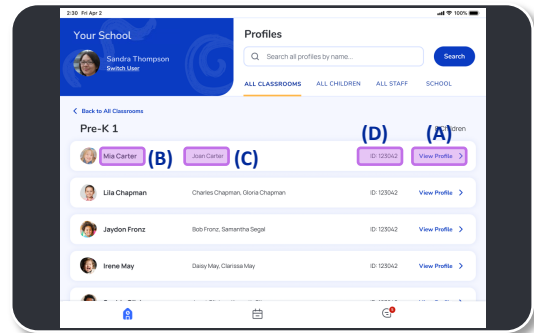


3

After tapping the **View** button, see a list of all children who are assigned to the classroom you selected.

Tap the **View Profile (A)** button on the right to access the profile of a child in the classroom.

Quick Note: You can also view the child's **Name (B)**, **Legal Guardians (C)**, and **Child ID (D)**.

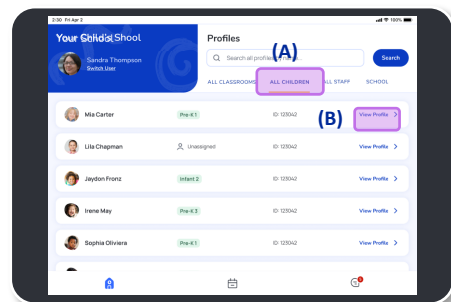


4

Tap the **All Children (A)** tab to see profiles of children regardless of classroom.

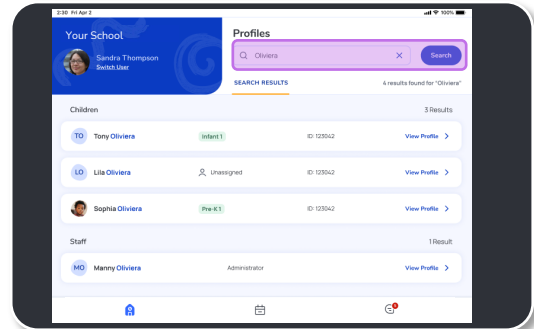
Tap the **View (B)** button to access the profile you want to see.

Child Profiles



5

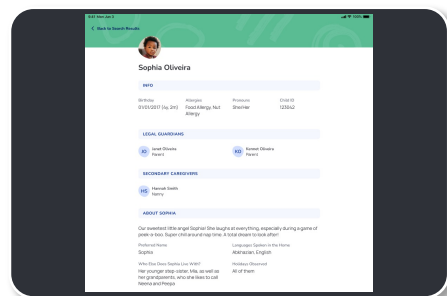
You can also type the name of a specific child or staff member into the **Search Bar** to view their profile.



6

If you search for a child, tap the **View Profile** button to access the **Child Profile**.

Quick Note: This provides a read only view.

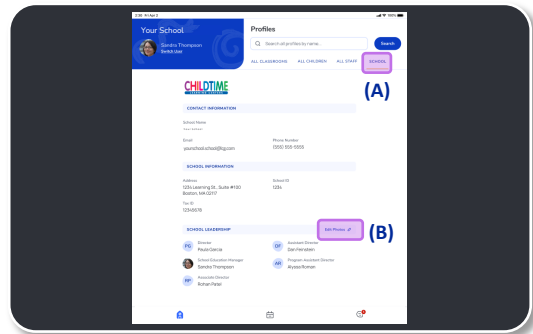


Edit School Profile.

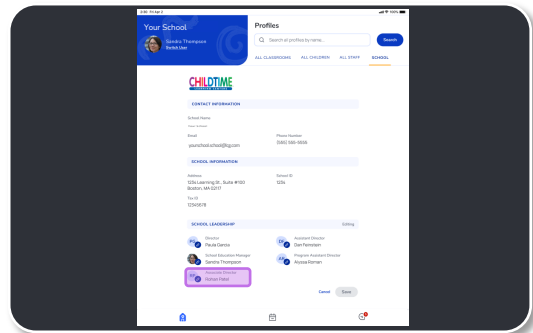
- 1 Tap the **School (A)** tab in the top right corner to view **School Profile** information such as phone number, email address, school address, and more.

Tap the **Edit Photos (B)** button in the school leadership section to add a profile picture for a school leader.

Quick Note: You can only edit school leadership photos in SproutAbout on the iPad.



- 2 Tap the **Edit icon** button on the photo you want to edit.

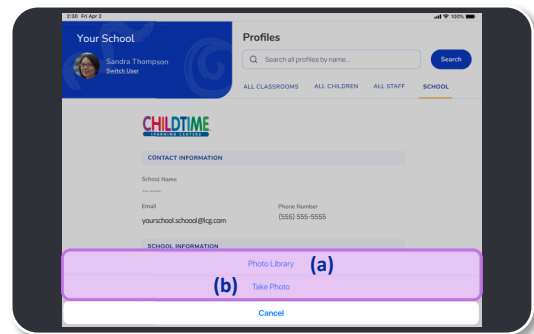


3

To add a photo for school leadership, you can either:

- a) **Select a Photo from your Library.**
- b) **Take a Photo.**

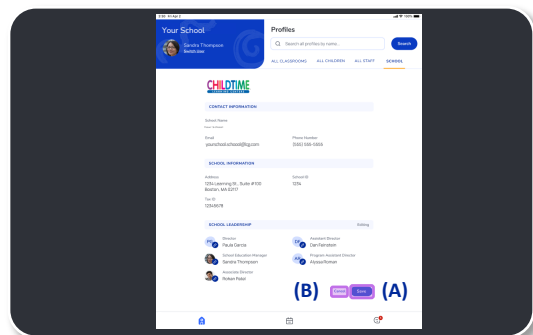
Quick Note: For the best profile photo, take the photo close up and against a solid background.



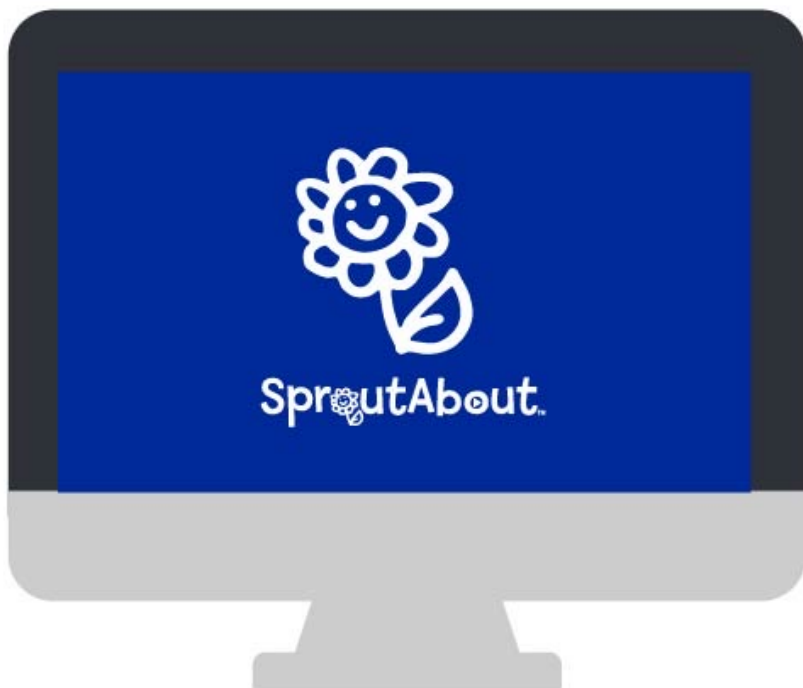
4

Once the photo is uploaded, tap the **Save (A)** button in the bottom right corner to save the photo or tap the **Cancel (B)** button to delete it.

Quick Note: Photos will not be saved unless you click the **Save** button. If you choose the **Cancel** button, a pop-up alert will ask you to confirm the action.



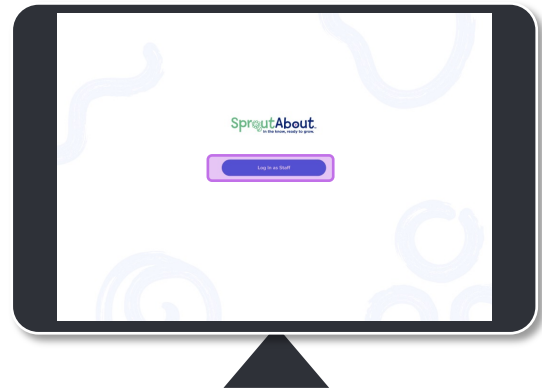
WEB



Log In.

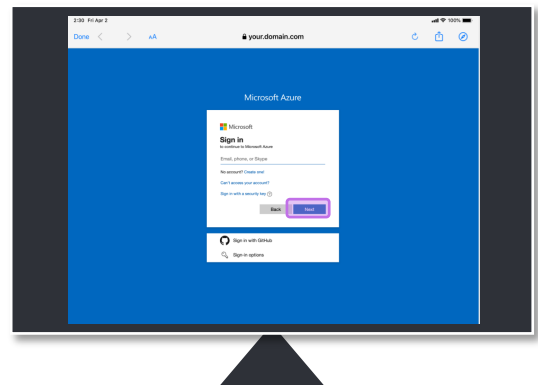
1

Click the **Sign In as Staff** button.



2

Enter your LCG Credentials and click the **Next** button.

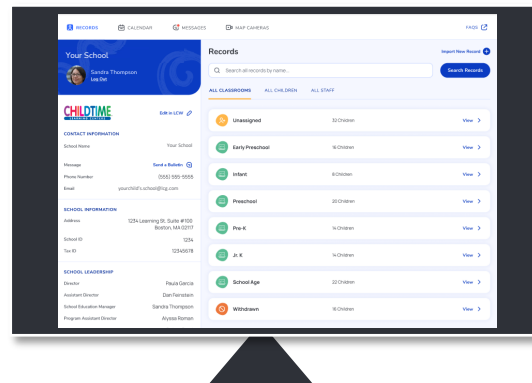


3

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

- View messages from any classroom within a school.
- Create and edit calendar events for a single school.
- Send messages and bulletins to Care Circles and staff.
- View/search records.
- Add Severe Allergies for a child
- Map livestream cameras to classrooms.

Quick Note: Functionalities (d), (e) and (f) are only available in the Web version of the app.



Search Records.

1

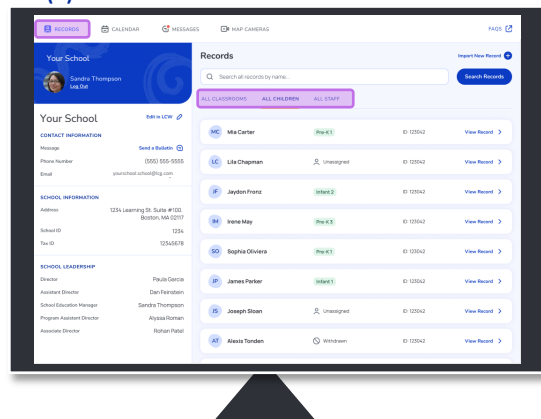
Click the **Records (A)** button in the top left corner to access your school's records.

Click the corresponding tab to search for different records. You can filter by:

- All Classroom.
- All Children.
- All Staff.

Quick Note: You can use this feature to assign children to classrooms and add Severe Allergies for a child. Records contain information about families, children, and staff.

(A)

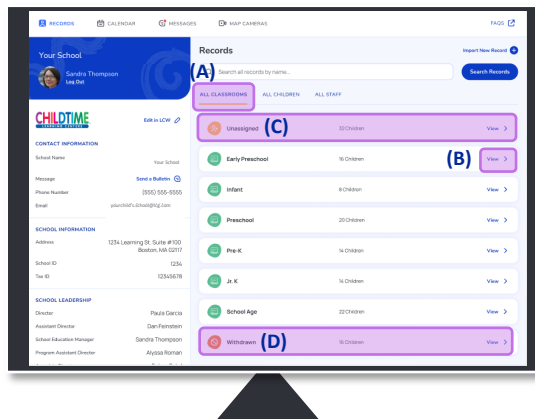


2

Select the **All Classrooms (A)** tab to access the classroom view and see the children in each class.

Click the **View (B)** button to access the list of children assigned to the class.

Quick Note: Children who need a classroom assignment are listed as **Unassigned (C)** and children who no longer attend the school are listed as **Withdrawn (D)**. Children who have enrolled but have not started are listed as **Pending**. You can assign Pending children to classrooms any time.



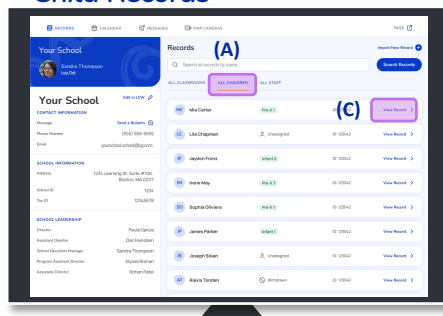
3

Click the **All Children (A)** or the **All Staff (B)** tab to see records of children or staff regardless of classroom.

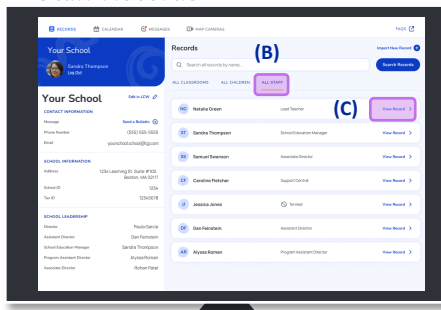
Click the **View Record (C)** button to access that child or staff record.

Quick Note: Only school leadership can access child and staff personal details.

Child Records



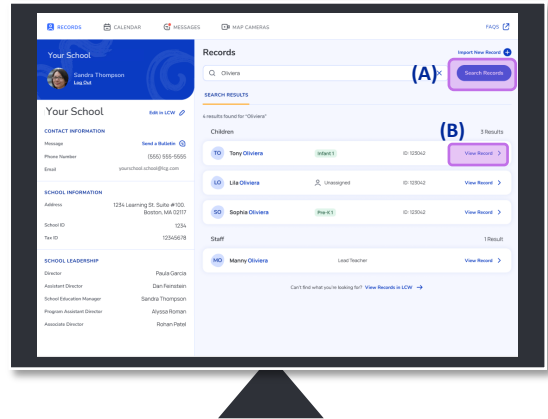
Staff Records



4

You can also type a name into the **Search Bar** and then click the **Search Records (A)** button in the top right corner. This will search both Children and Staff.

Click the **View Record (B)** button to view the record of the name you searched for.

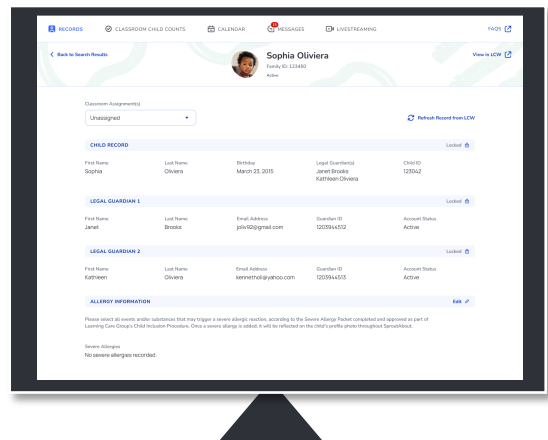


Child Records and Classroom Assignments.

1

Assign children to classrooms when they join a school or join a new classroom so families and teachers can message and share updates.

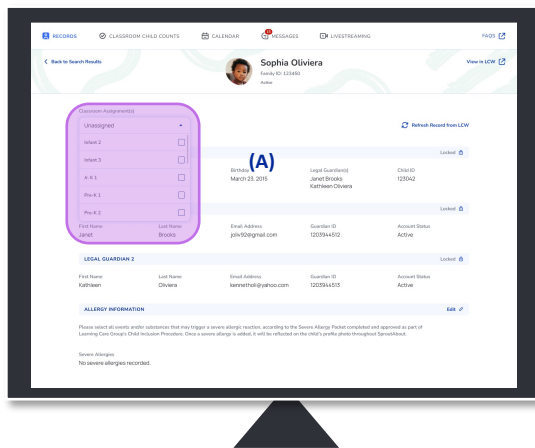
After clicking **View Record** of a child from the list, you will see the child's record screen.



2

Click **Classroom Assignment(s) (A)** on the left of the screen and select a classroom.

Quick Note: A child can be assigned to up to three classrooms. Best practice is to assign to only one. However, you may want to assign more than one if a child is about to move from Infant to Toddler, for example.



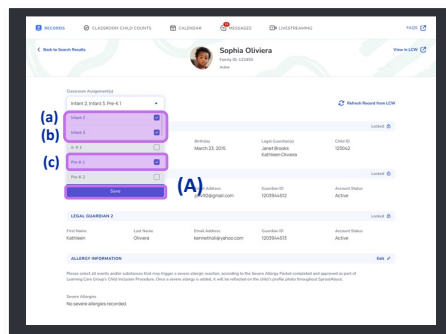
3

Select the classrooms you want to assign the child to and click the **Save (A)** button.

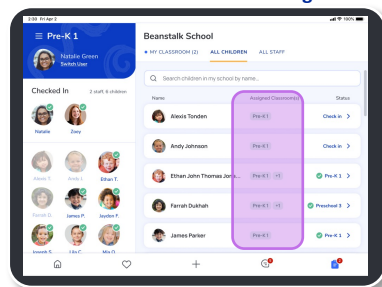
Example: The classrooms selected are:

- a) Infant 2.
- b) Infant 3.
- c) Pre-K1.

Quick Note: Children assigned to a classroom appear on the My Classroom tab for teachers — this makes it easier for teachers to check them in. It also allows teachers in that classroom to message with that child's Care Circle.



Teacher View of Classroom Assignments

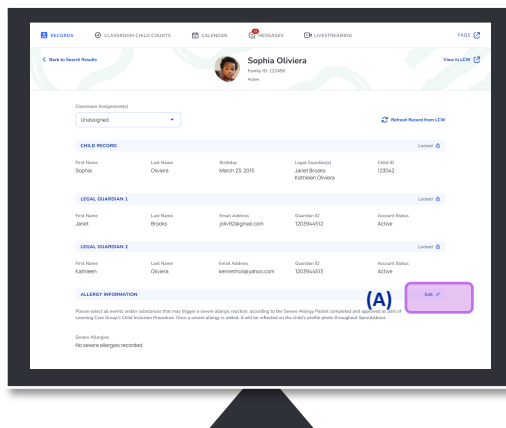


Severe Allergy Information.

1

If a child has a **Severe Allergy Packet** completed as part of our Child Inclusion Procedure, you can add allergy information to a child's profile so that it is visible to classroom staff.

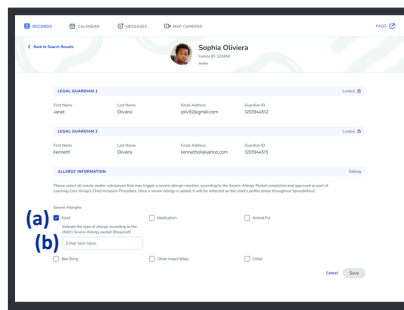
On the child's record, click **Edit (A)** in the Allergy Information section.



2

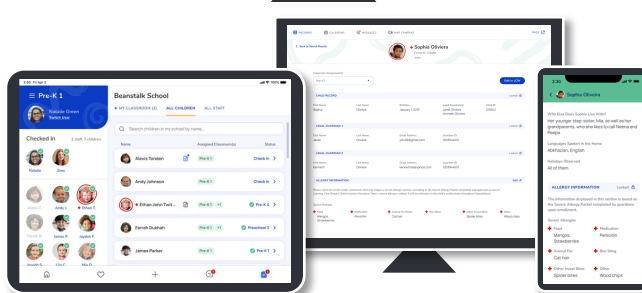
Check the appropriate **Severe Allergy (a)** boxes according to the packet and add the **specific allergy type(s) (b)** in the text box.

Then click **Save**.



3

Once saved, the severe allergy will be reflected on the child's record throughout SproutAbout, for staff and Care Circles.



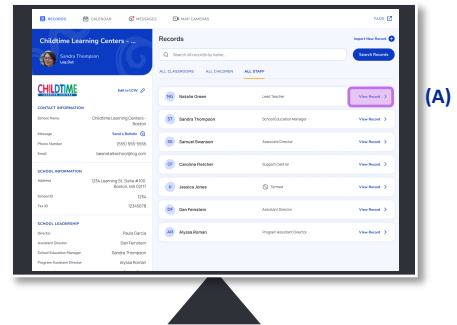
Staff Record.

1

You can find a staff member's role, tenure, staff ID, and school information on their record.

Select a staff member from the list and click the **View Record (A)** button to access their record.

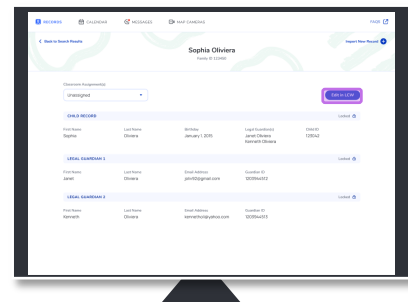
Quick Note: You cannot edit a staff record in the app.



Child Record

2

Click **Edit in LCW** to access the LCW home screen and see more information about a staff member and edit the fields on the screen.



Staff Record

