

Quick Reference Guide

Audience: School Leaders

Purpose: Learn how to **view, add, edit and delete schedule changes** for children at your school

View Schedule Changes for Today

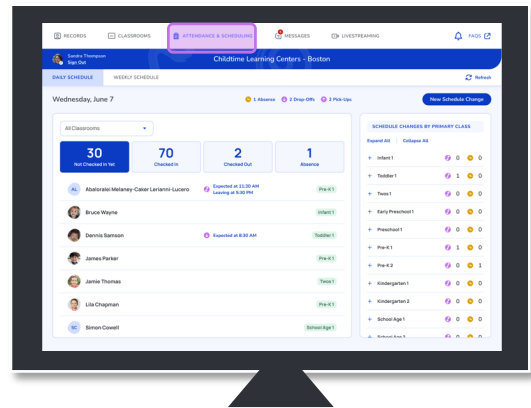
1

Schedule changes are considered:

- **Absence** – if a child will not attend school at all on a given day or days
- **Drop-Off/Pick-Up** – if there is a significant change to a child’s drop-off or pick-up time (more than 30 minutes)

To access schedule changes for your school, click on the Attendance & Scheduling tab in the global navigation.

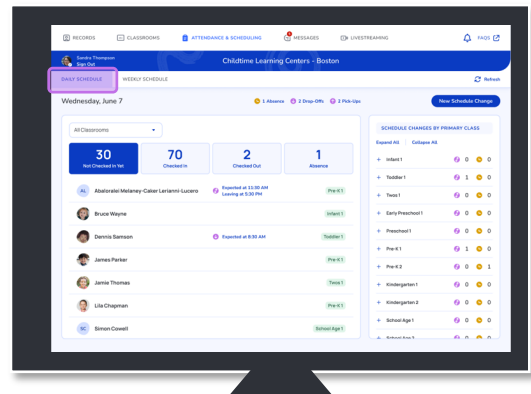
Quick Note: While on this tab, you must click Refresh to get the latest data.



2

The **Daily Schedule** tab provides a view for today of children who are:

- Not checked in yet
- Already checked in
- Checked out
- Scheduled to be absent



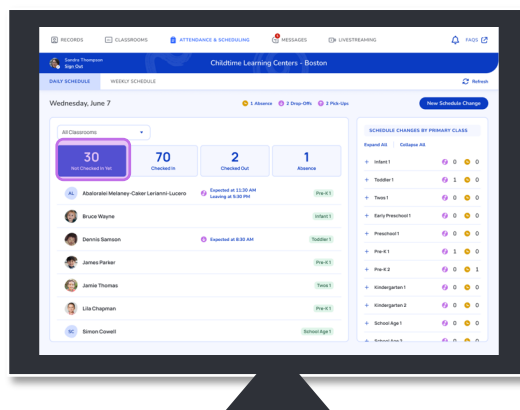
3

The **Not Checked In Yet** box contains the total number of children expected today, but not checked in yet, based on their schedule in LCW.

When selected, the list below displays each child that makes up that total number.

Each child's row contains:

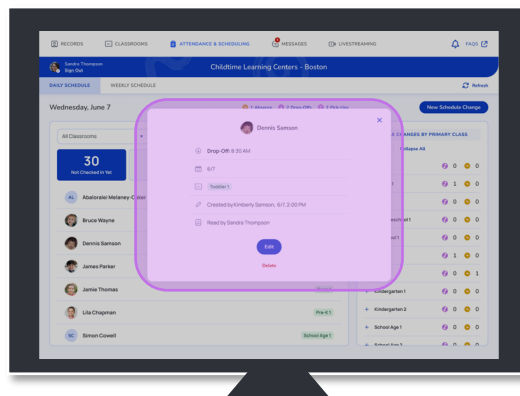
- Indication of a drop-off or pickup-change
- Class assignment



4

Click on a drop-off or pick-up change to **view more details** including:

- Assigned classes
- Any additional children included
- Created or Edited by information
- Who at your school has read the schedule change



5

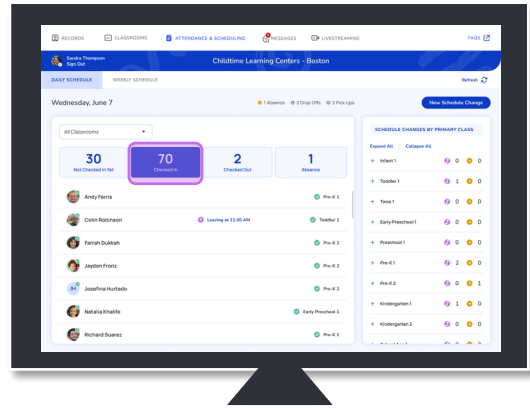
The **Checked In** box contains the total number of children that are currently checked in.

When selected, the list below displays each child that makes up that total number.

Each child's row contains:

- Indication of a pick-up change
- Class checked into

Quick Note: Only pick-up changes will show here since the child has already been dropped off and checked in.



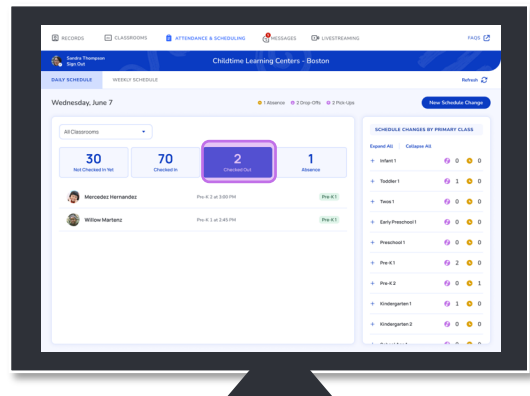
6

The **Checked Out** box contains the total number of children who were checked in at some point today but have been checked out.

When selected, the list below displays each child that makes up that total number.

Each child's row contains:

- Class checked out of
- Time checked out at
- Class assignment



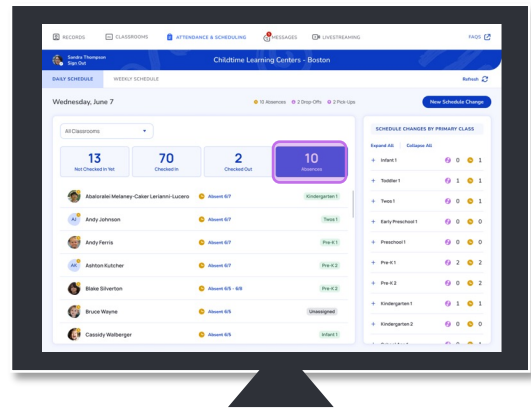
7

The **Absent** box contains to the total number of children absent today.

When selected, the list below displays each child that makes up that total number.

Each child's row contains:

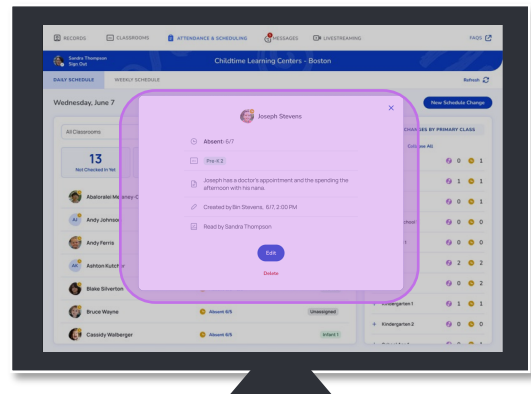
- Date(s) of the absence
- Class assignment



8

Click on an absence to view more details including:

- Assigned classes
- Any additional children included
- Created or Edited by information
- Who has read the schedule change

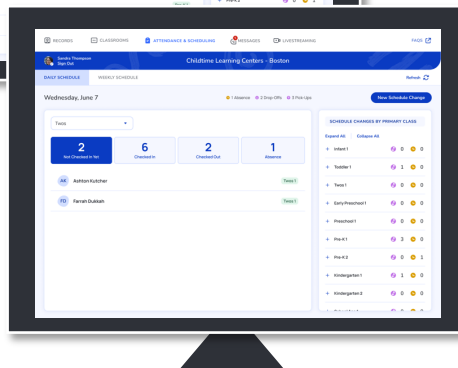
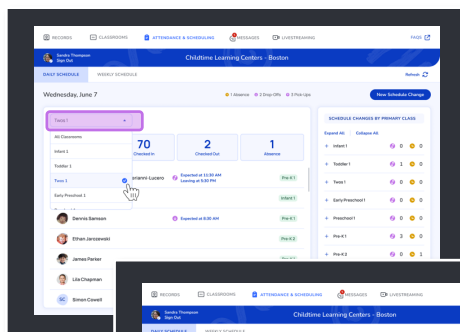


Filter by Primary Class Assignment

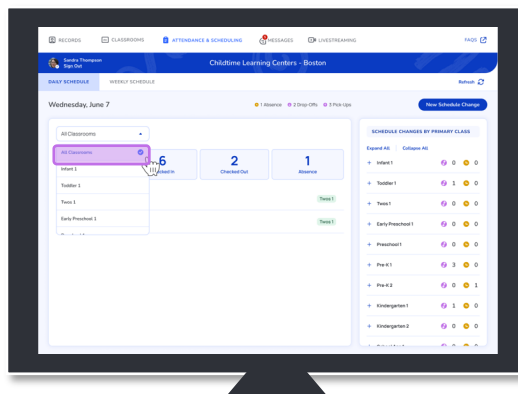
1 Click on the drop down to **filter the main section of the screen by Primary Class.**

Selecting a value from the drop down will filter the lists of children to **show only those with the selected value as their primary class.**

Quick Note: this does not filter the other sections of this page.



2 To return the view back to seeing all children, select **All Classrooms** from the dropdown.



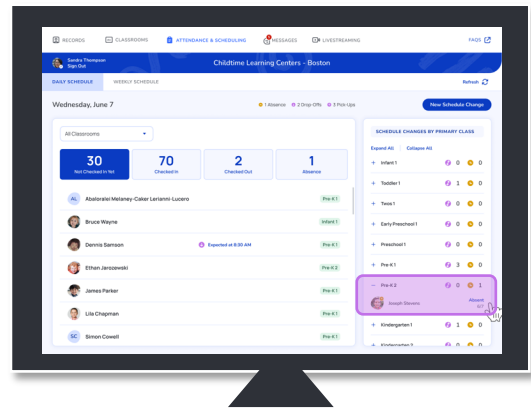
Rollup by Primary Class Assignment

1

View a rollup of **schedule changes by Primary Class** on the right side of the screen.

Click on the **class name** to expand and view the children who have a schedule change.

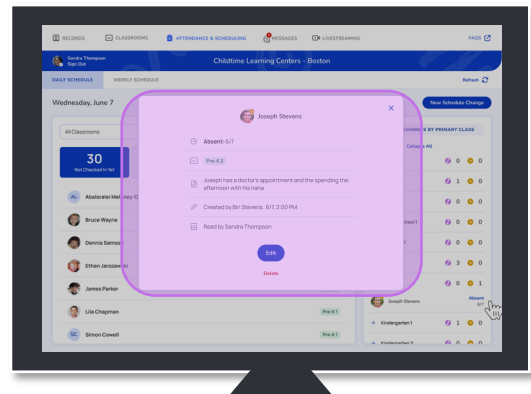
You can also use **Expand All** to see all the children with schedule changes.



2

Click on the schedule change to view more details including:

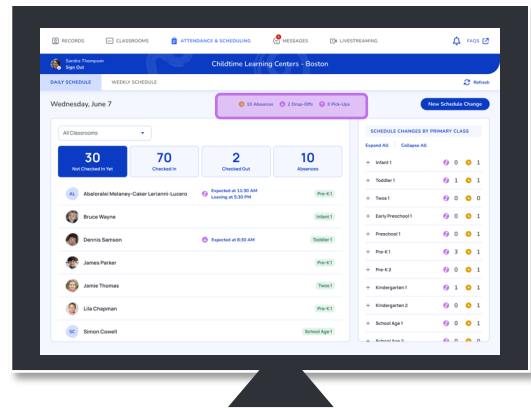
- Assigned classes
- Any additional children included
- Created or Edited by information
- Who at your school has read the schedule change



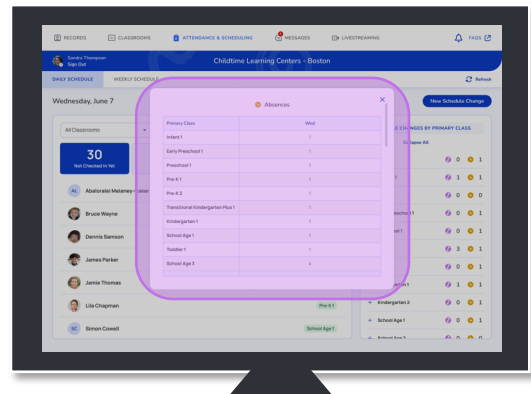
Schedule Change Counts for Today

1 The **total number of each type of schedule change** for today is listed next to today's date.

To view a **breakdown of these numbers by Primary Class**, click on the link next to the appropriate icon.



2 This will open a modal that shows a **breakdown of that type of schedule change for each class**.

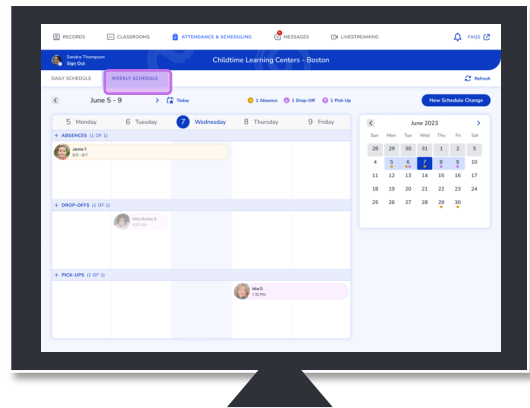


View Schedule Changes for a Week

1 The **Weekly Schedule** tab provides a view of schedule changes by week.

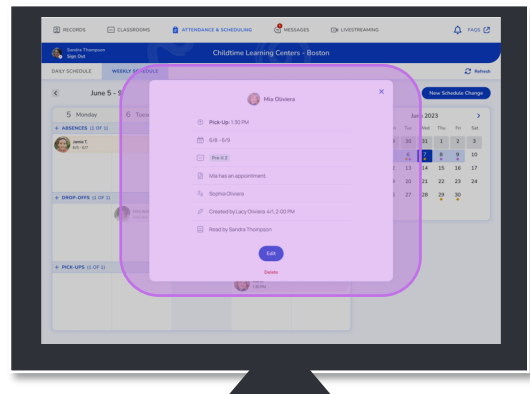
Each child with a schedule change for the week you're viewing will appear as a colored bar. You may have to **click on the + to expand the sections** to see all the individual schedule changes.

Quick Note: While on this tab, you must click Refresh to get the latest data.



2 Click on a colored bar to view more details about the schedule change including:

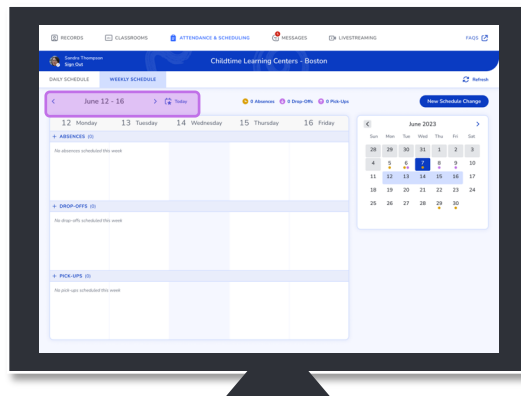
- Assigned classes
- Any additional children included
- Created or Edited by information
- Who has read the schedule change



3

Use the arrows next to the dates to **navigate between weeks.**

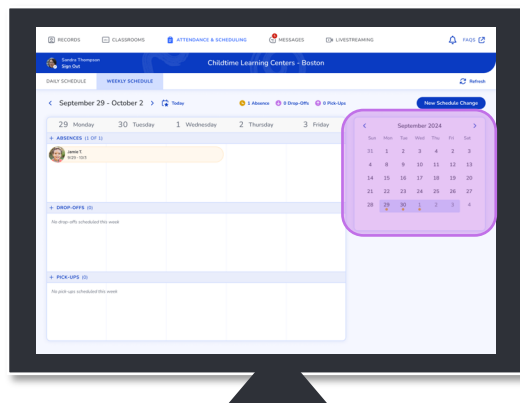
Click on the **Today** button to easily return to this week.



4

You can also use the month calendar to **navigate between months.**

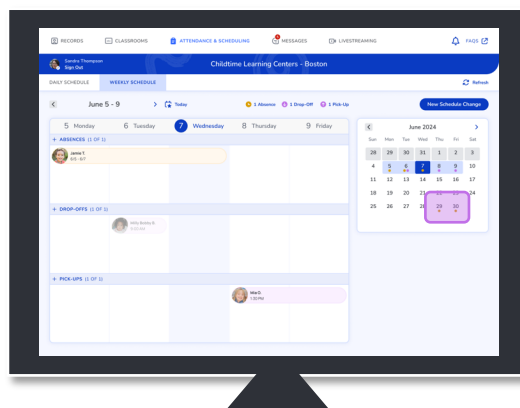
Click on **any week** within the calendar to view it within the weekly view, including any schedule changes for that week.



5

The monthly calendar will display a **colored dot for any day that has a schedule change.**

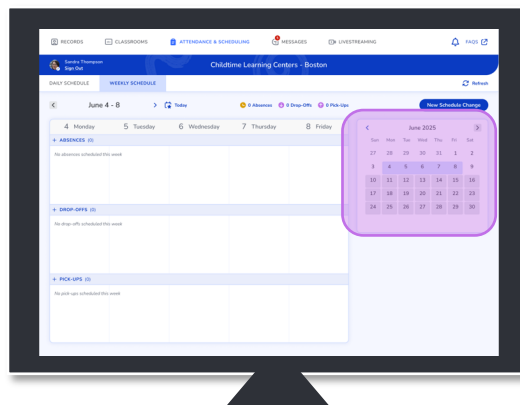
- **Yellow** represents an absence
- **Purple** represents a drop-off or pick-up



6

Schedule changes can be **submitted and viewed up to one year in advance.**

Once you reach the one-year mark, dates will appear grayed out.

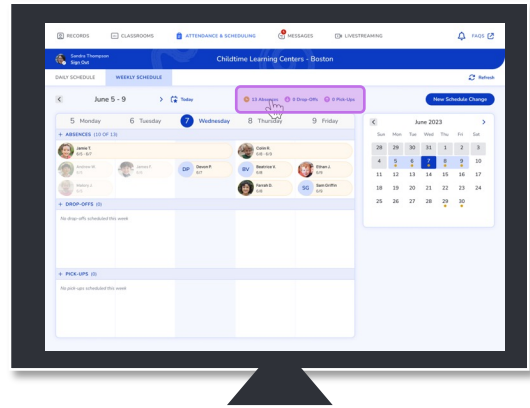


Weekly Schedule Change Counts

1

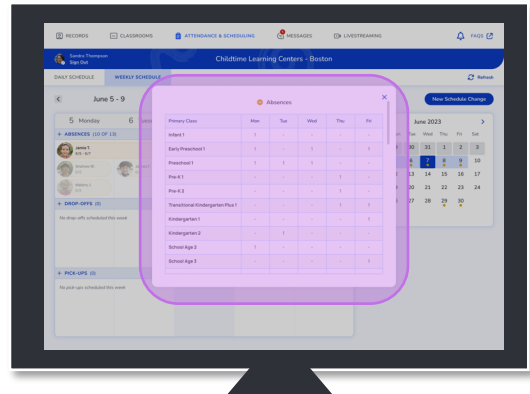
The **total number of each type of schedule change** for the week you are viewing is listed at the top of the week.

To view a breakdown of these numbers **by Primary Class**, click on the link next to the appropriate icon.



2

This will open a modal that shows the **number of children with that type of schedule change** for each day of the week, by primary class.

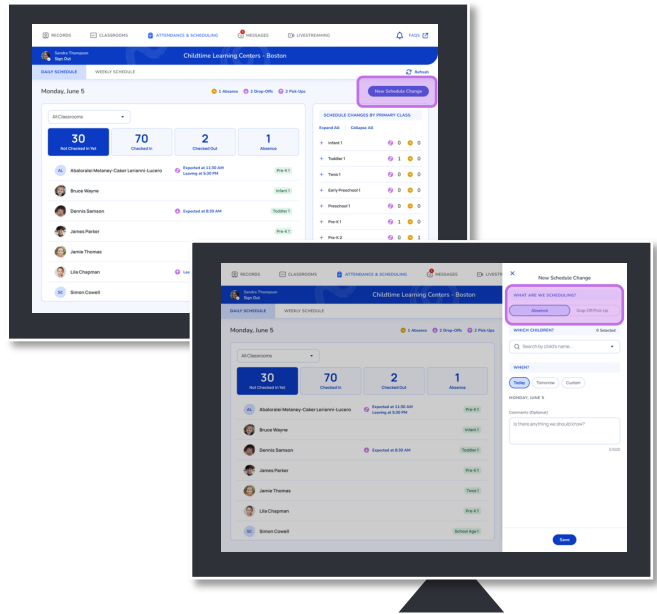


Add a Schedule Change

1 To create a schedule change, click on the **New Schedule Change** button. This will open a drawer to enter the details.

First, select the type of schedule change by tapping on the pill.

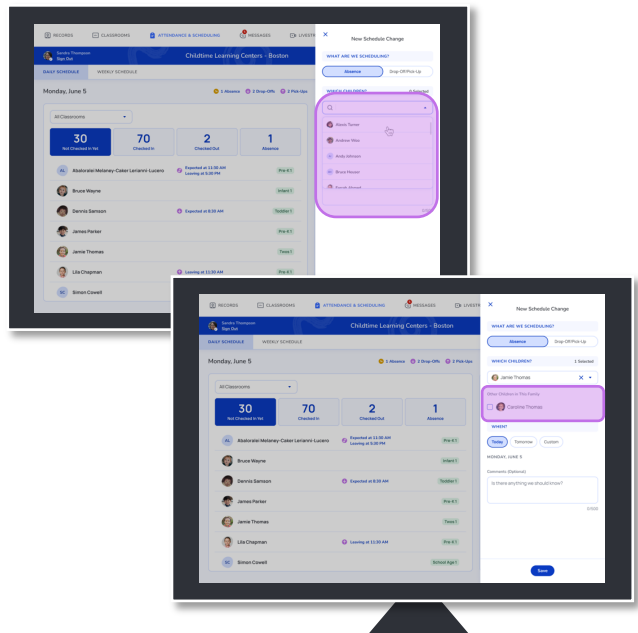
- Absence
- Drop-Off/Pick-Up



2 Click into the search box and start typing to find and **select the child** you want to add a schedule change for.

Once you select the child, any siblings will appear beneath for easy selection.

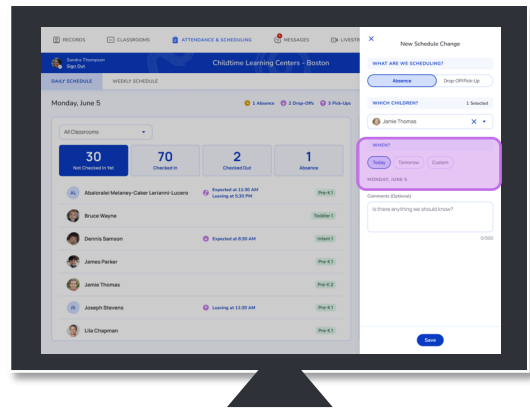
Quick Note: you can only create a schedule change for children in one family at a time.



3

Select if the schedule change is for **Today**, **Tomorrow**, or a **Custom** date or date range.

Quick Note: Today is selected by default. You will not be able to select today after 7 PM local time.



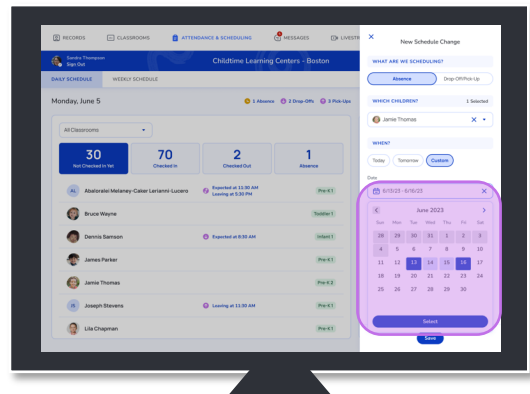
4

If you have selected **Custom**, a field will appear to select the date or date range.

Click on the field to **display the calendar for date selection**. Then, click on the dates for your schedule change.

Select an **individual date or tap two dates** for a date range.

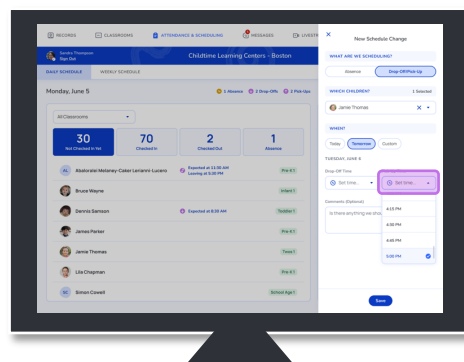
Then click the **Select** button. Your selected dates populate in the Date field.



4

If you selected Drop-off or Pick-up change, you must also **select the new time** by tapping on the time selector field(s).

Quick Note: You can indicate a new Drop-Off and Pick-Up time for the same day on one schedule change, if needed.



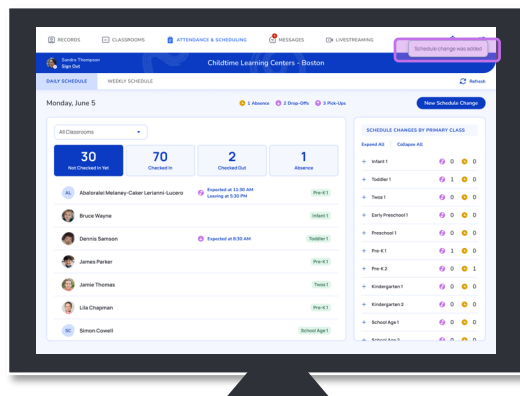
5

Add any **comments** in the comment field. These are optional and not required.

Click **Save**.

You will receive a **confirmation message** that your schedule change was added.

Teachers and families will be able to view the schedule changes you have submitted.

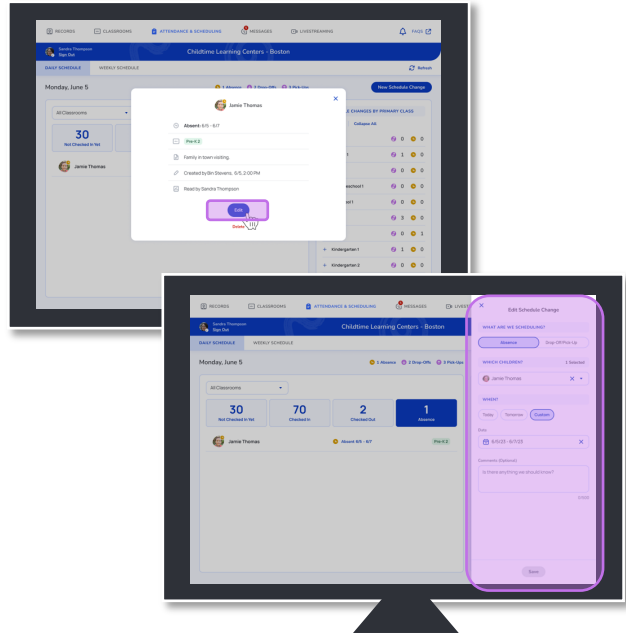


Edit a Schedule Change.

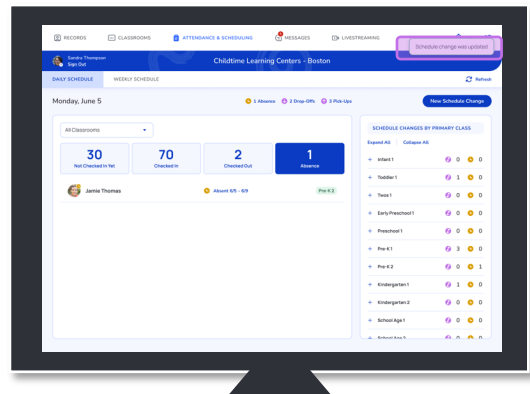
1 To edit a schedule change, open the details modal from anywhere in the app and click the **Edit** button.

This will open the schedule change drawer and allow you to make changes to it.

Once you have made your updates, click the **Save** button.



2 You will receive a **confirmation message** that the schedule change was updated. Updates will reflect across the app for all users.

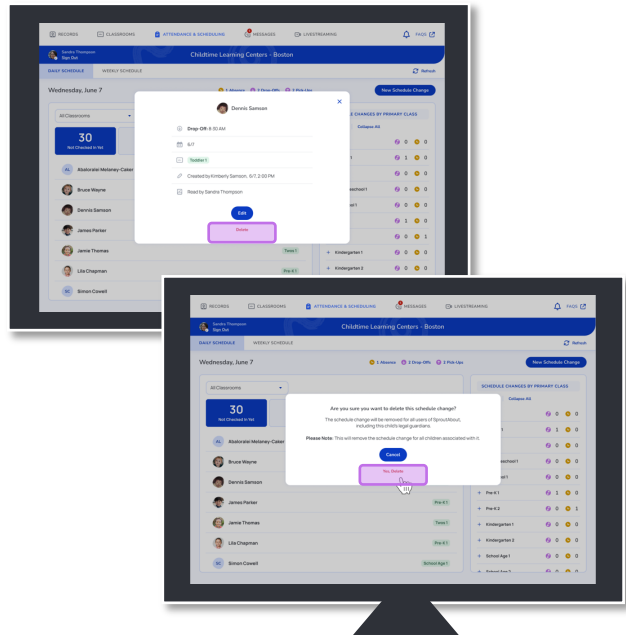


Delete a Schedule Change.

- 1 To delete a schedule change, open the details modal and click the **Delete** link.

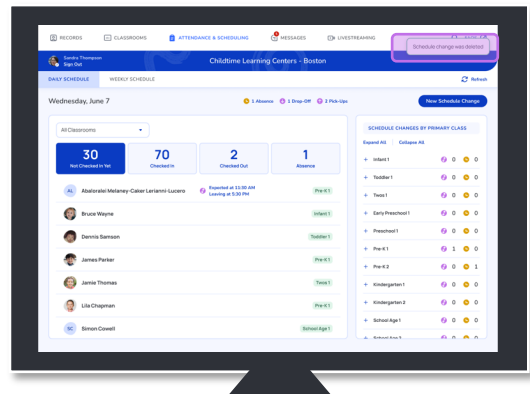
You will be asked to confirm that you want to delete the schedule change. Click **Yes, Delete** to delete.

Quick Note: this deletes the schedule change for guardians and teachers, and for all children included. It cannot be undone.



- 2 You will receive a confirmation message that the schedule change was deleted.

It will be removed from all views for all users in SproutAbout.



Schedule Change Notifications

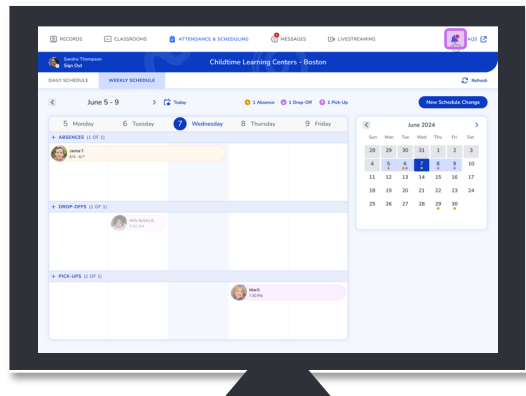
1

You will also be **notified for any schedule changes submitted**. These will be in the form of:

- Web push notifications
- In-app notifications

If you have unread notifications, a **red unread indicator** will appear on the bell icon.

Tap on this to **view your notifications**.



2

Any unread notifications will have a **blue unread indicator** next to it.

Tap on a notification to view the details modal for the schedule change, which then **marks the notification as read**.

You can also use the **Mark All Read** link to clear any unread indicators.

