

# Quick Reference Guide

**Audience:** Teachers.

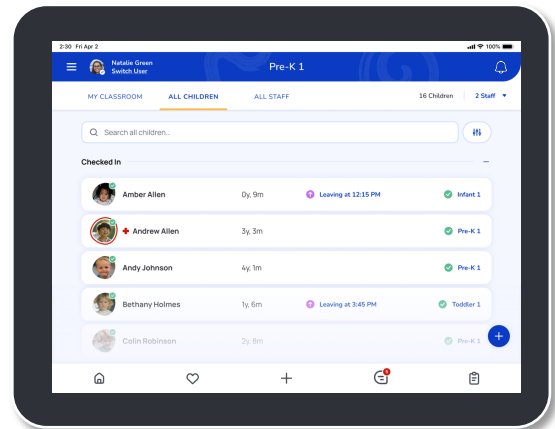
**Purpose:** Learn how to **mark a child absent** for the day and how to **view schedule changes** for specific children.

## View Schedule Changes

1

Schedule changes are considered an **absence, or a drop-off or pickup time that is different than normal.**

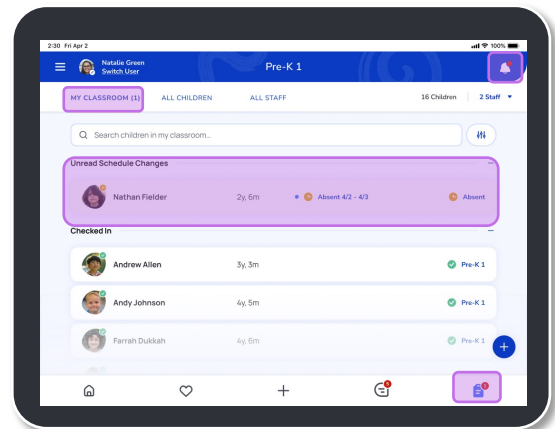
View any schedule changes for today via the My Classroom or All Children tab.



2

Any **new schedule changes** for children assigned to or checked into your class **will show as unread:**

- Count of unread on the clipboard icon in the global navigation
- Count of unread on the My Classroom tab
- Children appear in an Unread Schedule Changes section within My Classroom
- A blue unread indicator next to the schedule change information
- A red unread indicator on the bell icon

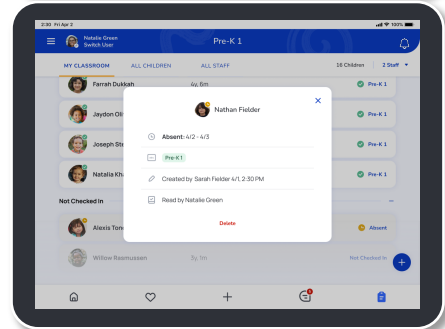
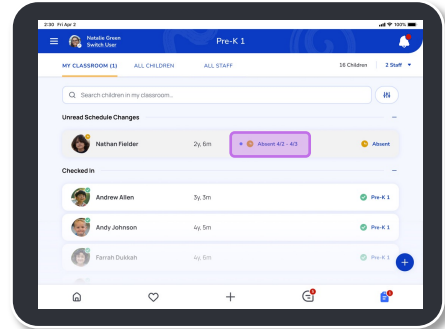


3

Tap on the schedule change on a child's row to open the details modal which includes:

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

Viewing this modal considers the schedule change read by you, removing any unread indicators and moving the child's card back to the appropriate section.

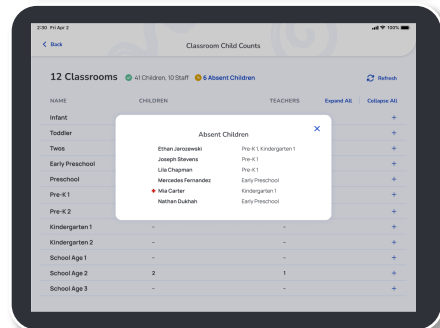
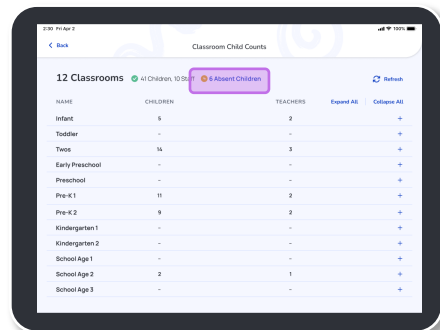


4

To view all children who are absent today, go to the Classroom Child Counts screen via the hamburger menu.

If any children are absent today, the total number will show at the top.

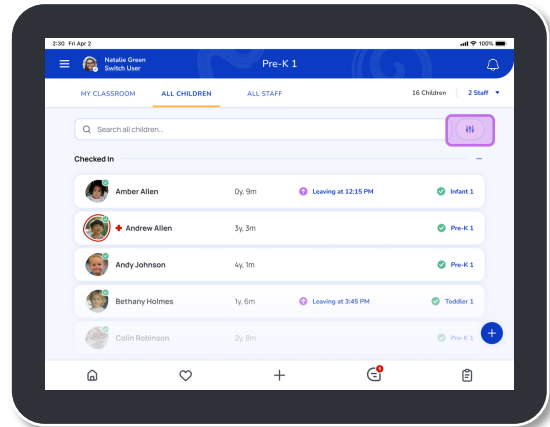
Click on this to view more details including the names and assigned classrooms of absent children.



## Filter for Schedule Changes

1

To filter the list of children on the My Classroom or All Children tab to **view only those with a schedule change**, tap on the filter button.

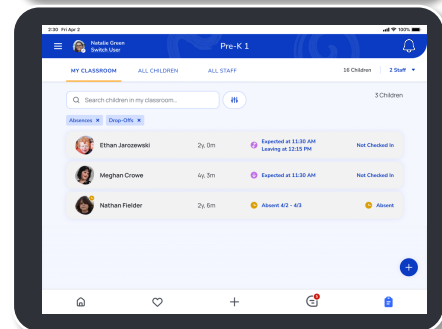
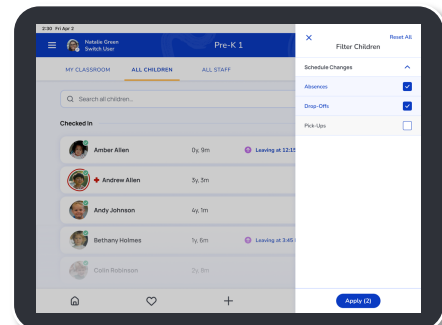


2

This opens a drawer where you can **select the type of schedule change** you'd like to filter by.

Tap the **Apply** button to filter the list.

To remove a filter, either **tap the x on the individual filter chips** below the search bar or tap on the filter button again and select **Reset All**.

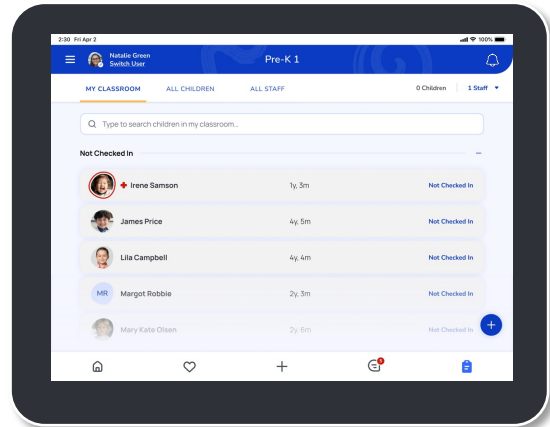


## Mark Child Absent for Today

1

Find the child you would like to mark absent on either the My Classroom or All Children tab.

Tap on the child's card.

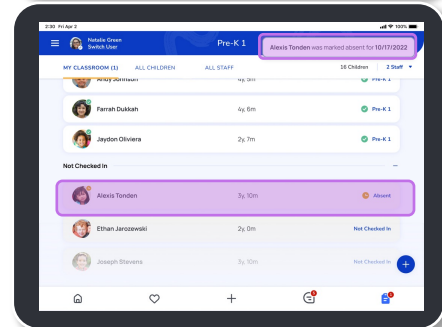
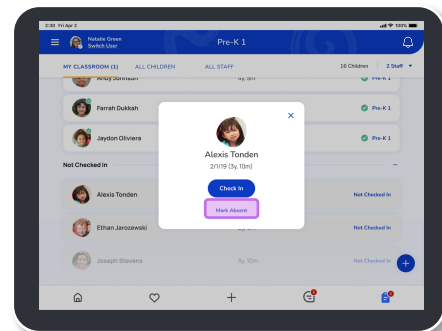


2

On the modal, tap the **Mark Absent** link to mark them absent for today.

You will then see a **confirmation message** that your action was successful and you will see the child's card in the absent state.

**Quick Note:** the child must be in a Not Checked In status to mark them absent.

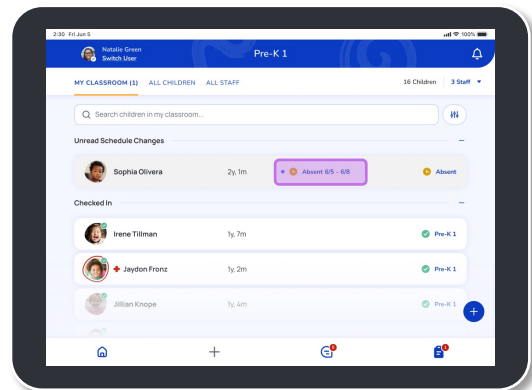


## Delete a Schedule Change

1 If needed, you can **delete a schedule change** for a child.

**Quick Note:** this action deletes it for all the children included.

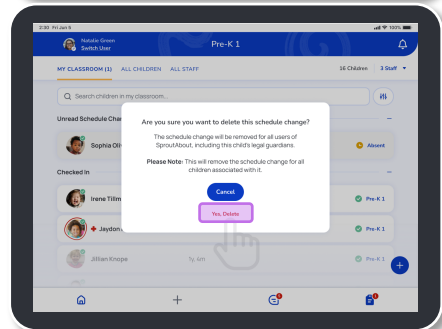
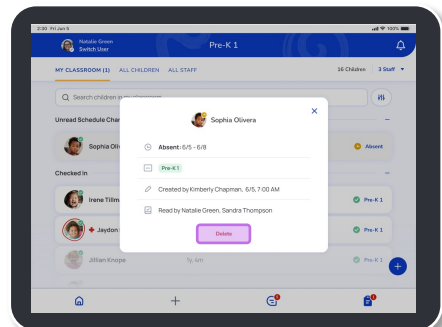
Find the child you want to delete the schedule change for and **tap on it** to view the details modal.



2 On the modal, tap the **Delete** link.

A **Confirmation Modal** will ask you to confirm that you want to delete the schedule change.

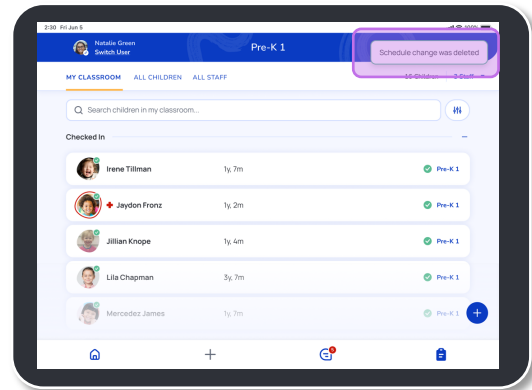
Tap **Yes, Delete** to delete the schedule change.



3

You will receive a **confirmation message** that the schedule change has been deleted.

A deleted schedule change will no longer appear for families, teachers or school leaders.

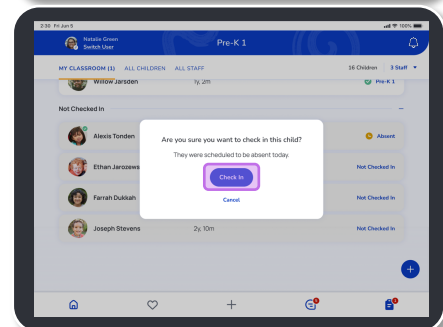
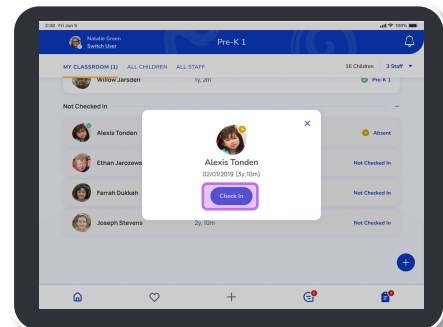


4

If a child was scheduled to be absent but they arrive to your classroom, you can **check them in instead of deleting the absence**.

Tap on the child as you normally would to check them in. On the confirmation modal, **tap Check In**.

The child will be checked into your class although you may still see the absence information on the child's card.



## Schedule Change Notifications

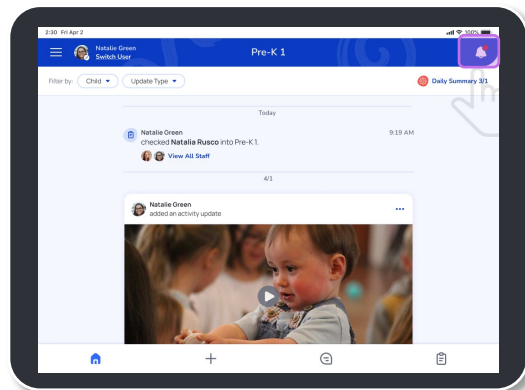
1

You will also be **notified for any schedule changes that pertain to your classroom**. These will be in the form of:

- 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.

