Quick Reference Guide

Audience: Teachers.

Purpose: Learn how to use the **SproutAbout** app to **create and edit updates** for each child's Care Circle.
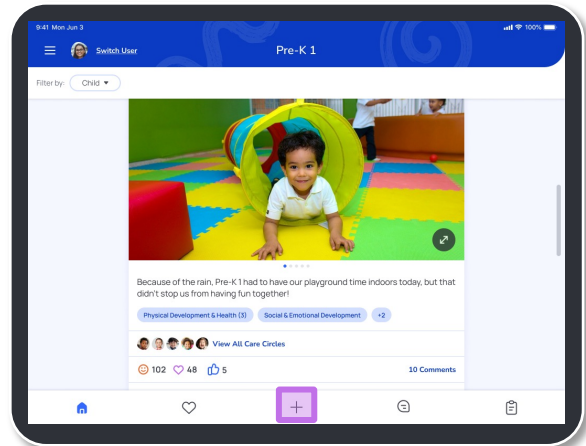
CONTENTS

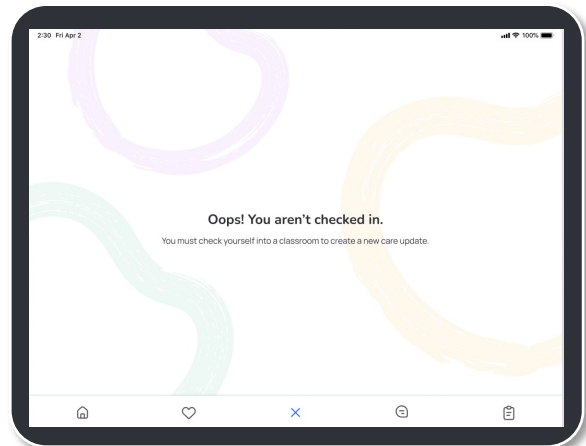# Create Activity Updates.

1 Tap the **'+'** icon on the bottom of the screen to create a new update.

Quick Note: Every day, upload two activity updates per child in addition to each type of care update to keep families informed.
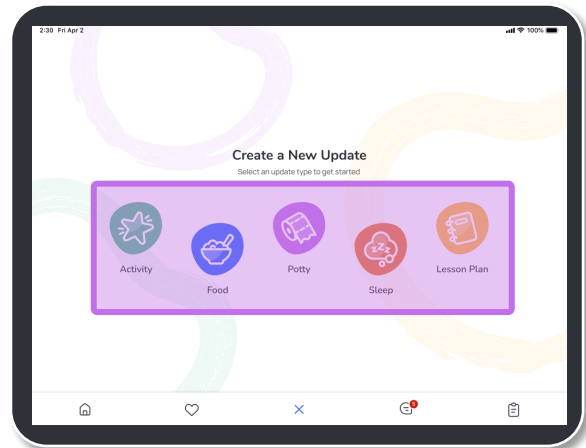
2 Always remember to check yourself in prior to creating an update. If you are not checked in, you won't be able to create updates.

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3 Select the type of update you want to create:

a) **Activity**
b) **Food**
c) **Potty**
d) **Sleep**
e) **Lesson Plan**

Activity Update with Media.

**1** Tap the **Activity (A)** button on the **Create a New Update** screen to post media updates.

Tap the **Add Photos (B)** button to select photos from your camera roll or tap **Take Photo (C)** to take a photo. For Videos, tap **Add Video (D)** to select from your camera roll or **Take Video (E)** to record a video.
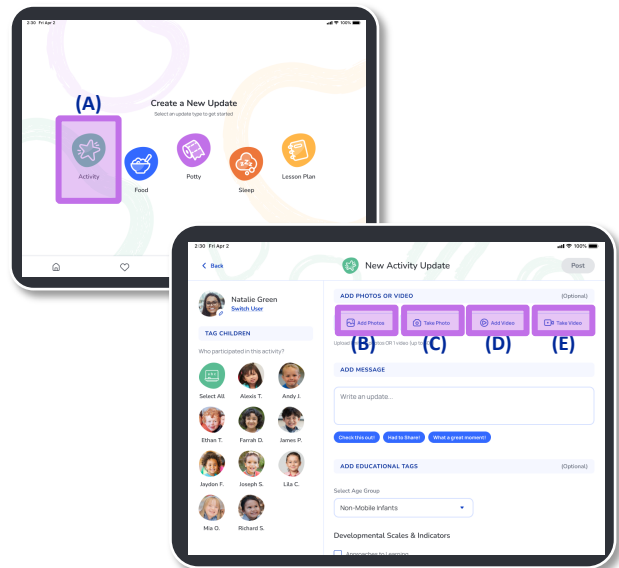
Add Media.

2 If you tapped the **Add Photos** or **Add Video** button, select what you would like to upload and tap **Add**. You can see which images you have selected by the numbers in the corner.

**Quick Note:** You can upload up to five photos or one 60 second video at once.
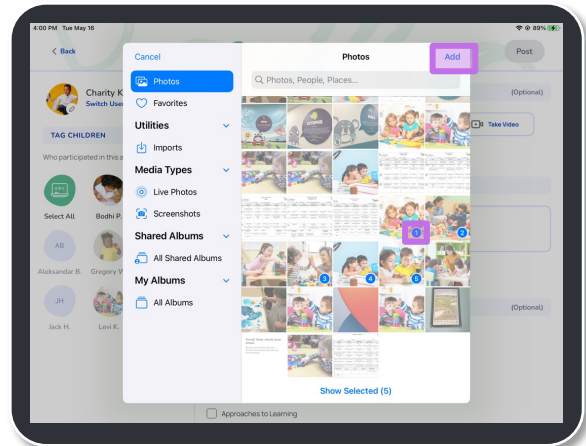
Camera.

3 If you choose the **Take a Photo** or **Take a Video** option, tap the **Camera (A)** button to take a photo or record a video.

Tap the **Use Photo** or **Use Video (B)** button to upload the photo you took or the video you recorded.

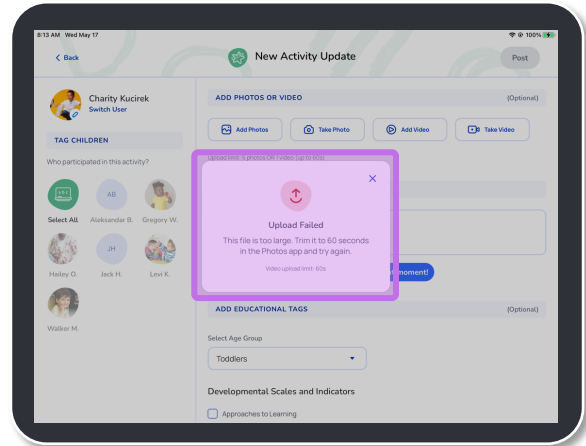Tap **Retake (C)** to take the photo or video again.

Quick Note: Photos or videos taken within the app will **not** save to the camera roll.

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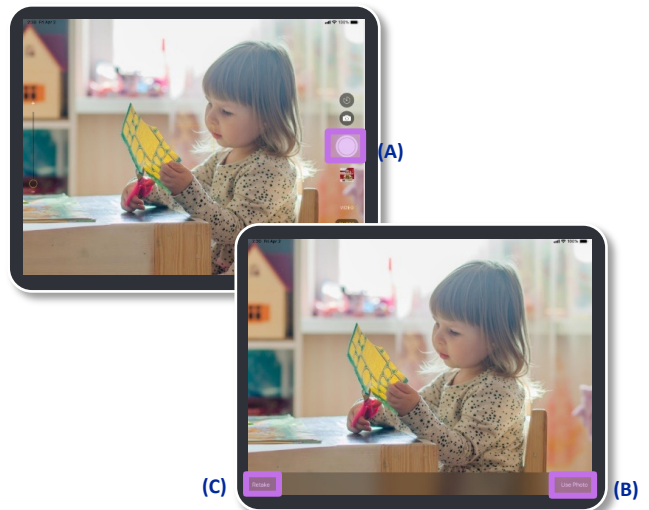
**4** A pop-up alert will appear if the file size exceeds the limit.

Quick Note: If the file is too large, trim your video to 60 seconds in the iPad photo app and then upload it again.

5 **Add a Message (A)** to the media content by typing a message or choosing from a list of pre-populated captions.

Tap the **image or video (B)** to preview it before posting. This only applies to the media, not the message.
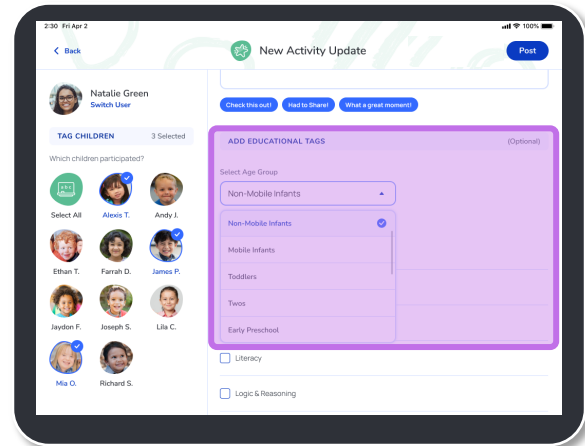

SproutAbout.
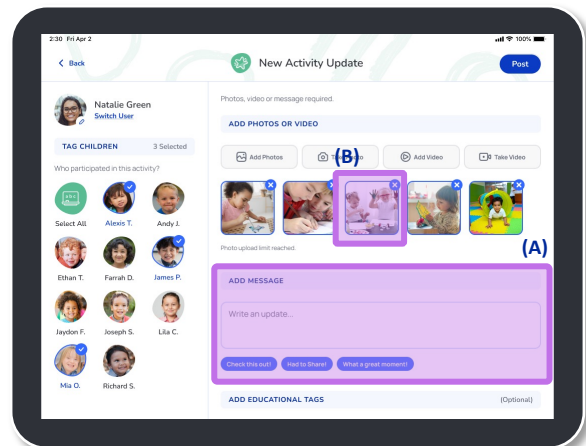
6

Add **Educational Tags** to your post.

Select the **Age Group**:

- Non – Mobile Infants
- Mobile Infants
- Toddlers
- Twos
- Early Preschool
- Preschool & Pre-k
- Jr. K & Private K
- School Age

Quick Note: Educational Tags are used to keep a child's Care Circle updated their child's development and growth in school.

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Once you select the Age Group, choose the appropriate **Developmental Scales & Indicators** for the activity.

Quick Note: Depending on the Group Age selected, you will have different Scales & Indicators available. Development Scales & Indicators have specific descriptions about a child's development on different topics.
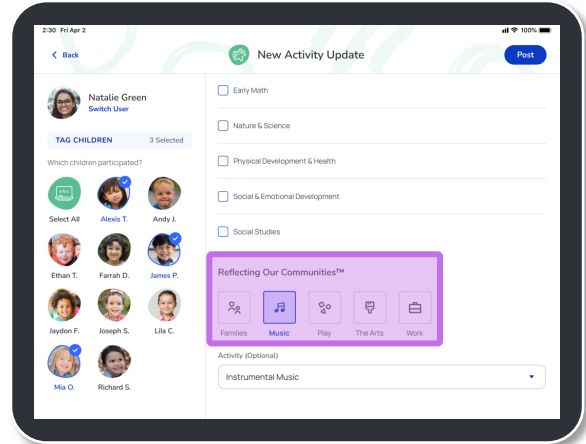

SproutAbout
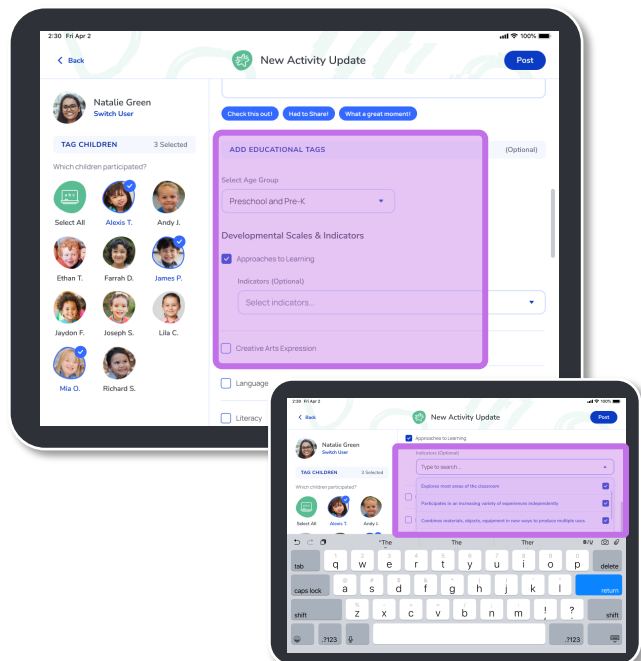
8 If you select **Reflecting Our Communities** as an educational tag, you need to choose one of the following categories:

- Families
- Music
- Play
- The Arts
- Work

Quick Note: Reflecting Our Communities is used to encourage children to share their family's culture and traditions.
You can only choose one category in this section.

9 Tap on a **Child's Photo** to tag children in the activity update. You can select one or more children. Tap Select All to select all children.

Tap the **Post** button at the top right corner to share your activity update.

Quick notes:
- The update will be shared to Care Circles of the tagged children and will be updated in the classroom's activity feed.

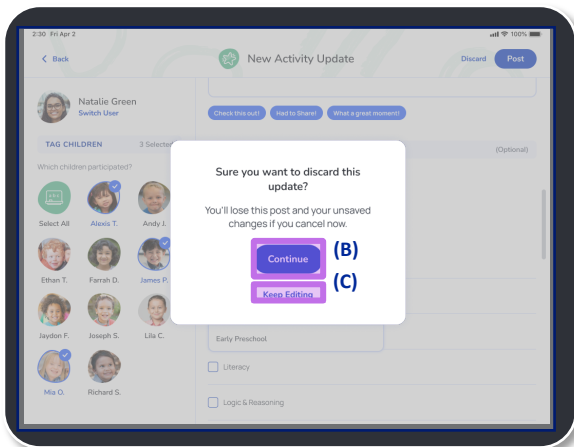- Children assigned to the classroom but not checked in will appear grayed out.

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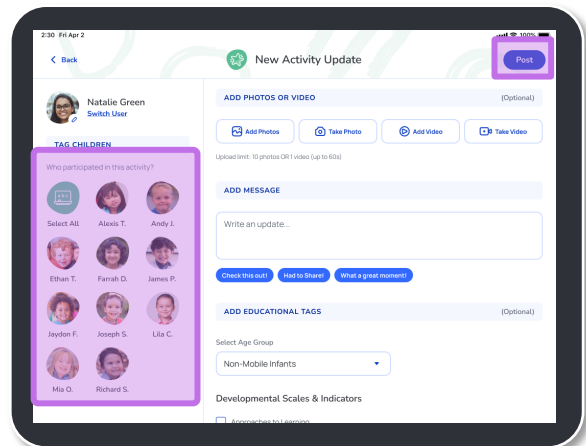
10 Tap the **Back** button and then tap the **Discard (B)** button when the confirmation pop up appears.

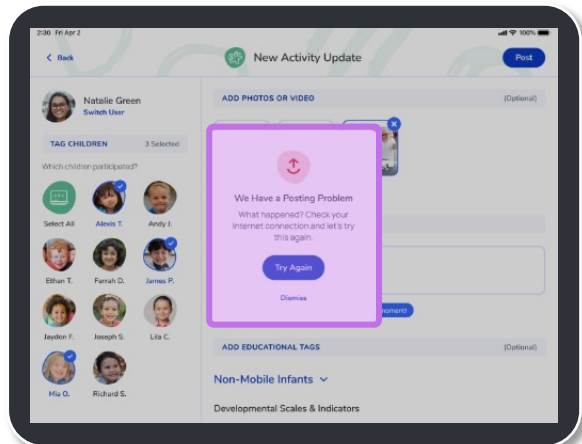Otherwise, tap the **Keep Editing (C)** button to stay in the screen.

Quick Note: When you discard the update, you will lose the post.

11 You must be connected to the Internet to post an update, otherwise the post will fail to upload.

If your update is not posted, check your Internet connection, and try again.

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View Activity Updates.

1 Tap the **Child (A)** button in the top left corner to filter by children assigned to your class and view their updates on the classroom feed.

Select one or more children from the drop down and then tap the **Apply (B)** button.

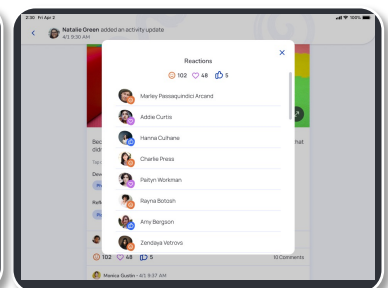**Quick Note:** Use this feature to check if you posted an update on a child.

2 In the comment section of an update, tap the **View All Care Circles (A)** button to view all the Care Circle members were tagged in the post.

Tap the **Reaction (B)** buttons to view Care Circle members that reacted to the update.

Quick Note: Only Care Circles can comment and react on updates. Teachers are not able to do so.
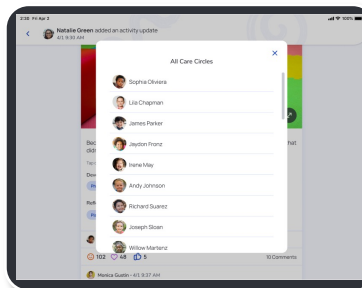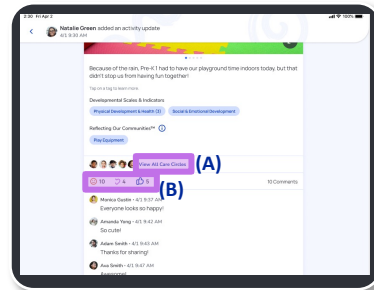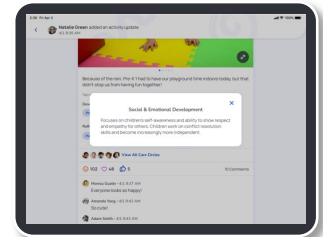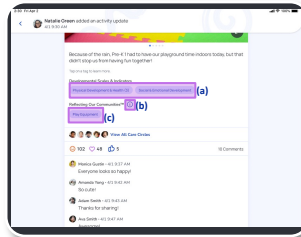

All Care Circles List

Reactions List

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ROC Information Pop-Up (b)

ROC Activity Description Example (c)

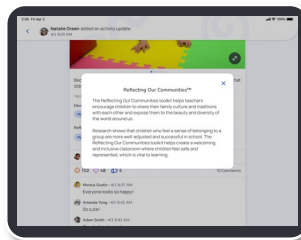**3** To view detailed descriptions and information on Educational Tags from an activity update, tap on the following information:

- **Tap the Scale.**
- **Tap the 'i' icon (i).**
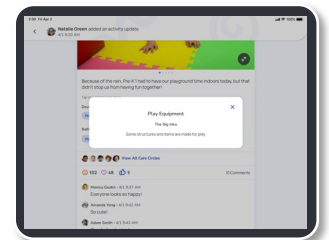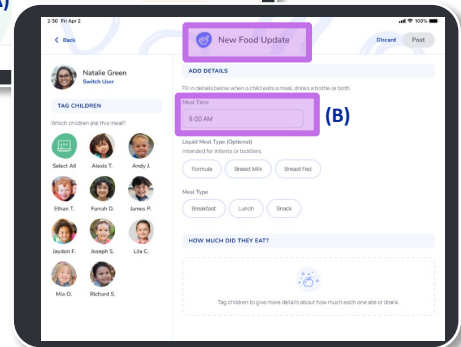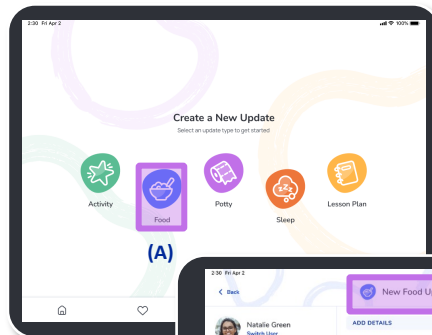- **Tap the Reflecting Our Communities (ROC) Activity.**

Food Updates.

1 Tap the **Food (A)** button on the **Create a New Update** screen to access the **New Food Update** page.
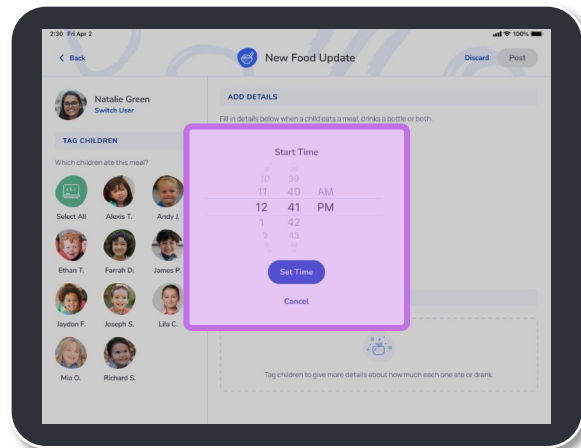
Tap the **Meal Time (B)** field to add the time the class ate their meal.

Quick Note: Remember to upload all care updates needed per child and two activity updates.

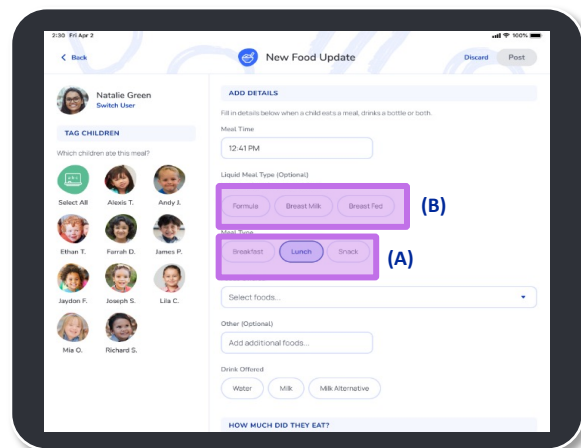**2** Select the meal time and tap the **Set Time** button .

3 Select the **Meal Type (A)** from one of the following:

- **Breakfast**
- **Lunch**
- **Snack**

There is an optional **Liquid Meal Type (B)** field for infants and toddlers in which you can select one of the following:

- **Formula**
- **Breast Milk**
- **Breast Fed**

4 Tap the **Foods Offered** bar to see all the available options.

Quick Note:
- In the **Type to search bar**, you can type in a food to filter to select the type of food you want. You can select more than one food option.
- If a food is not listed in the dropdown, type the food in the Other box. You **must** hit Return on the keyboard for the food to be added to the post.
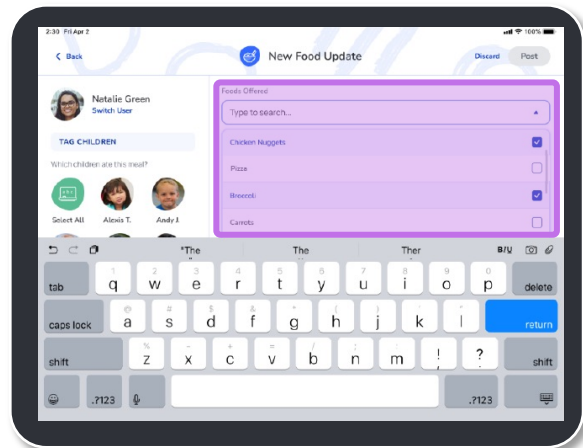
5 In the **Drinks Offered** section, select the type of drink offered from one of the following:
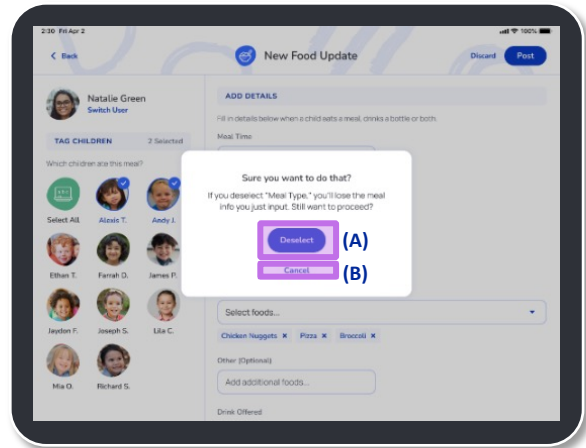
- **Water.**
- **Milk.**
- **Milk alternative.**

Quick Note: You can only select one type of drink.

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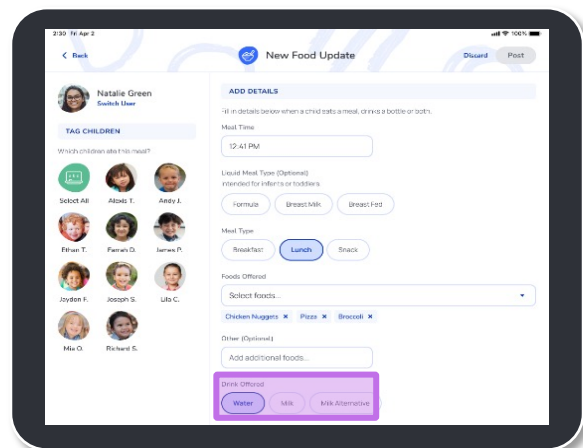
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If you deselect a Meal Type, a popup will appear asking you to confirm.

Tap the **Deselect (A)** button to discard all meal information or tap the **Cancel (B)** button to continue creating your post.
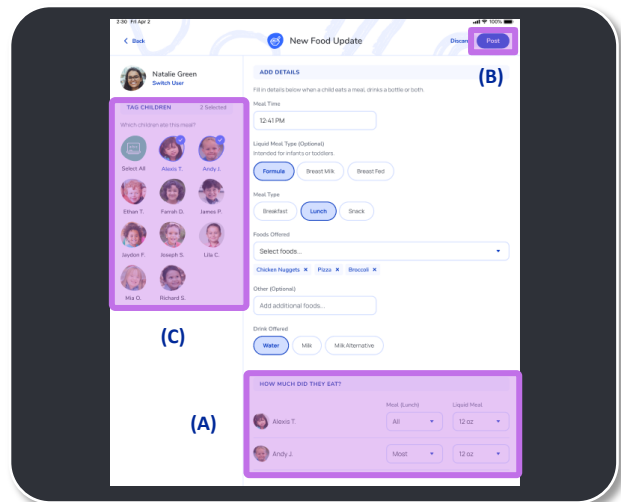

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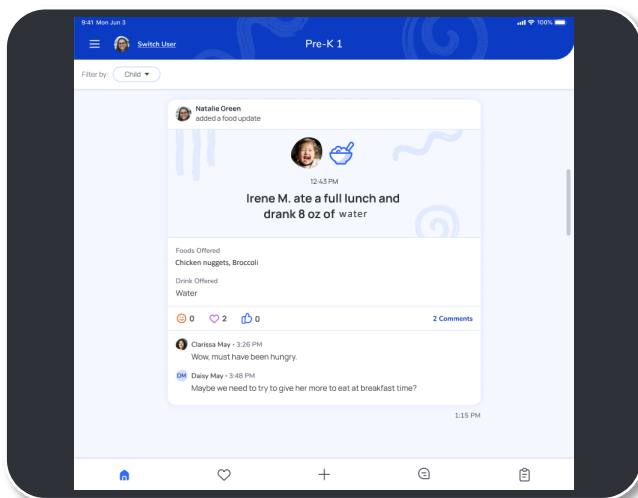Select how much each child ate from the **drop-down list (A).**

Quick Note: Liquid meal will display an oz dropdown for tagged children when selected.

Tap the **Post (B)** button to share the update.

Quick Note: Always remember to tag one or more children, selecting them from the **sidebar (C)** on the left.

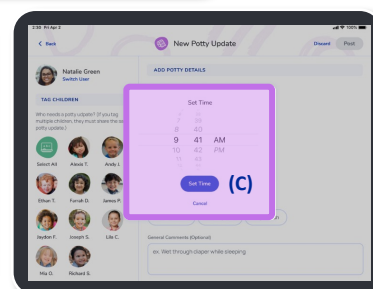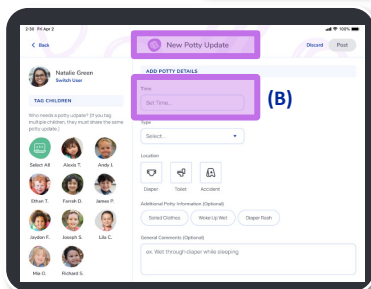## Example of Completed Food Update

Potty Updates.

1 Tap the **Potty (A)** button on the **Create a New Update** screen to access the **New Potty Update** page.

Tap the **Time (B)** bar to select the child's potty time.

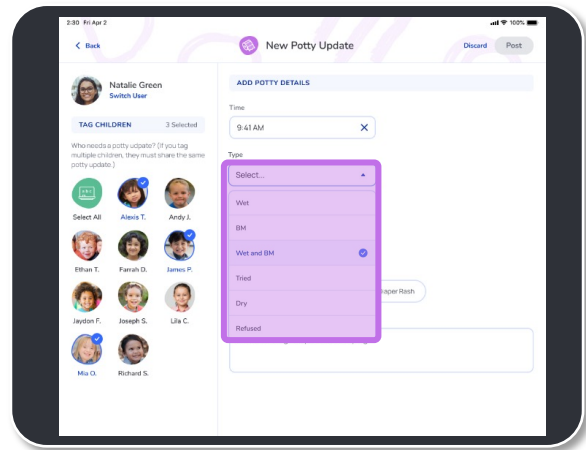Select the child's potty time and then tap the **Set Time (C)** button.

Quick Note: Remember to tag the child or children when creating the update.

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2 Select the **type** of potty from the drop-down list:

- **Wet**
- **BM**
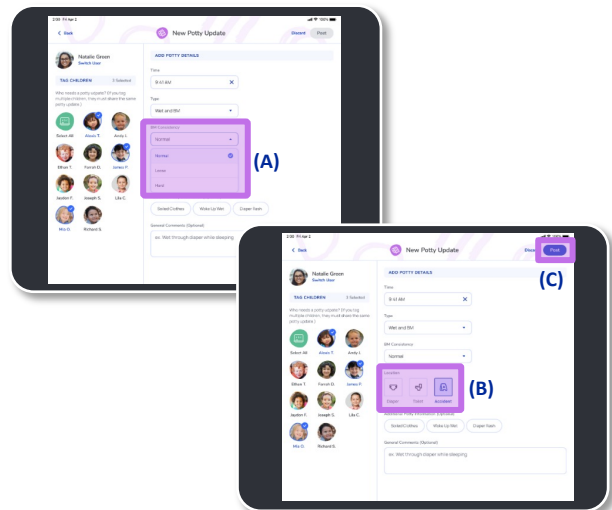- **Wet and BM**
- **Tried**
- **Dry**
- **Refused**

3 If BM was selected as the Type, select **BM Consistency (A)** from the drop-down list.

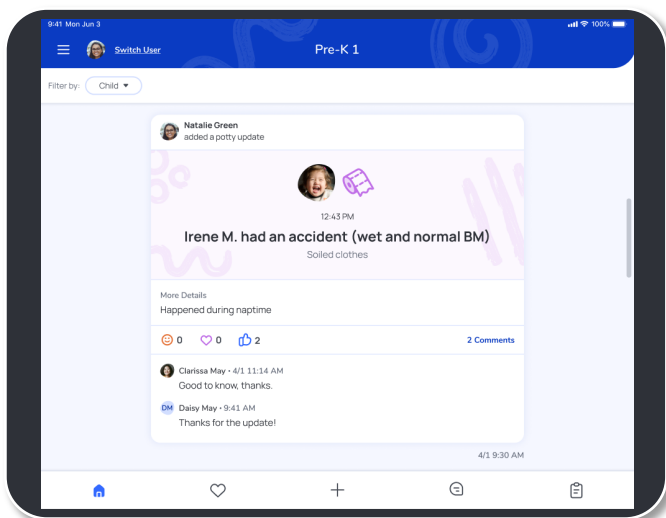Select the **Location Type (B)** from one of the following:
- **Diaper.**
- **Toilet.**
- **Accident.**

Tap the **Post (C)** button to share the update.

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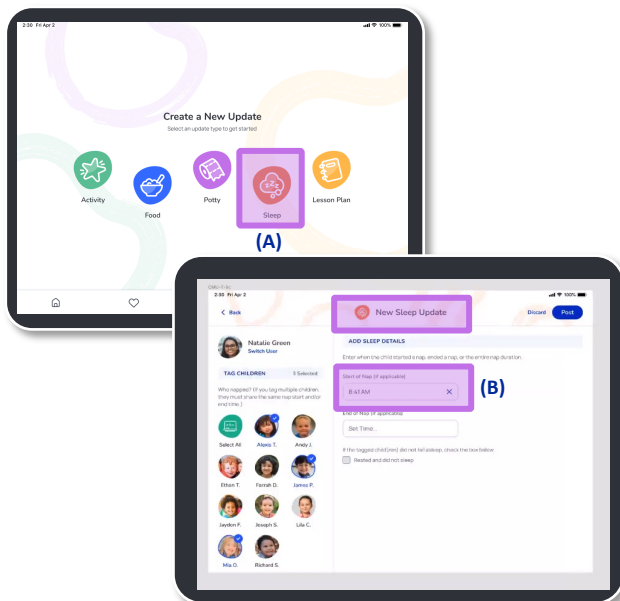## Example of Completed Potty Update

Sleep Updates.

1 Tap the **Sleep (A)** button on the **Create a New Update** screen to access the **New Sleep Update** page.
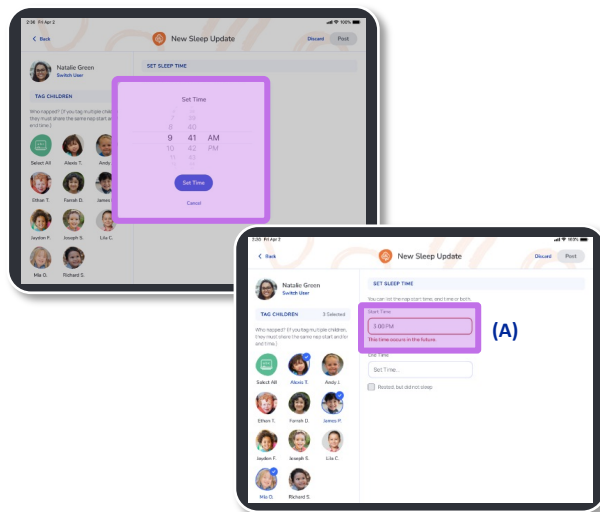
Quick Note: You can post an update with the nap start time only, the end time only or a start and end time of the nap.

Tap the **Start of Nap (B)** field to add the starting sleep time.

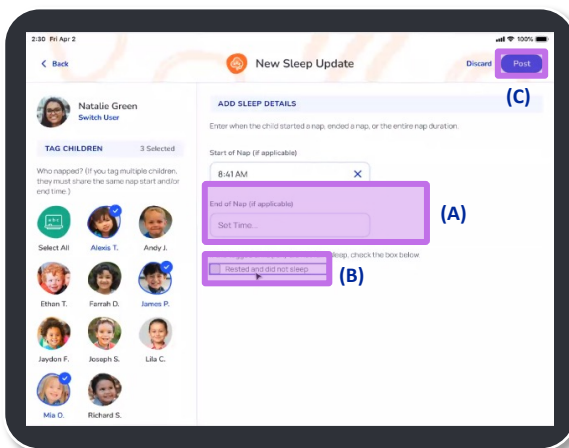**2** Select the time and tap the **Set Time** button.

Quick Note: Always set a past time and not a future time. An **error message (A)** will appear if you set a future time.
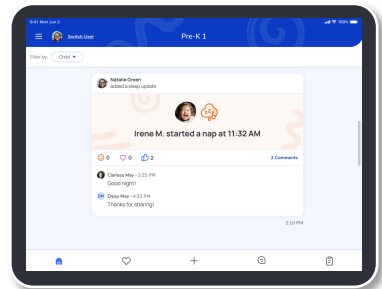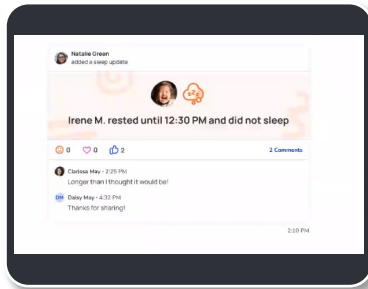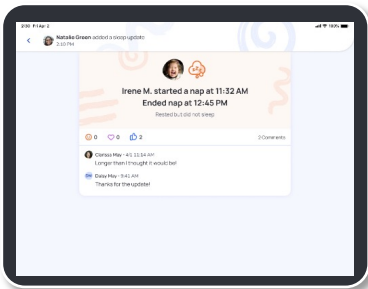

3 Select the **End Time (A)** if applicable.

If the child did not fall asleep, check the **Rested and did not sleep (B)** box.

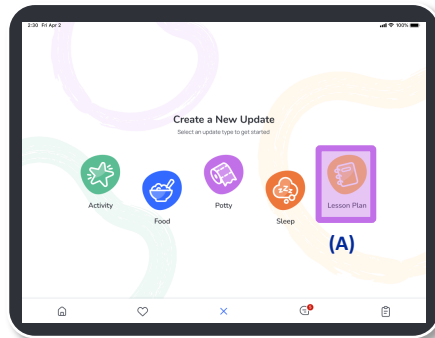Tap the **Post (C)** button to upload the update.
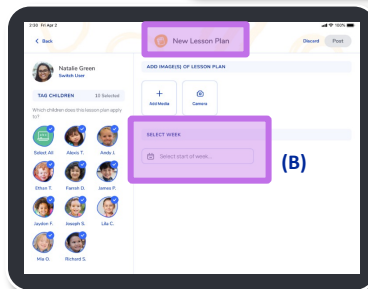
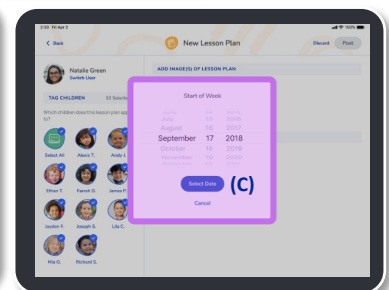## Example of Completed Sleep Update

Lesson Plan Updates.

1 Tap the **Lesson Plan (A)** button on the **Create a New Update** screen to access the **New Lesson Plan** page.

Tap the **Select Week (B)** field to select the day of the week the lesson plan starts on.

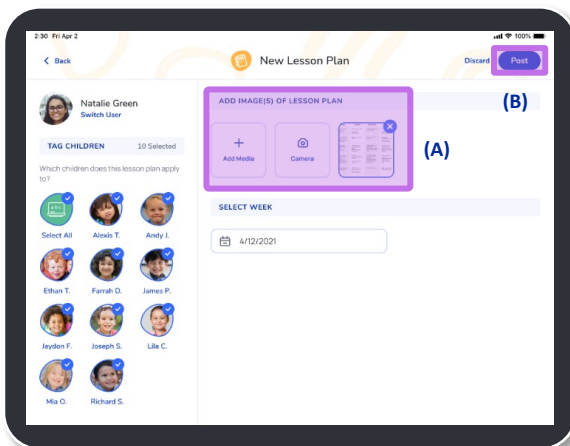Select the date and tap the **Select Date (C)** button.

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2 Choose the **Lesson Plan (A)** from your photo gallery.

Tap on the **Post (B)** button to upload the update.

Quick Notes:
- You should upload a Lesson Plan the Friday before the start of each week.
- Lesson Plans can be saved as JPEG or PNG files from LCS.

Example of Completed Lesson Plan Update

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