

# Quick Reference Guide

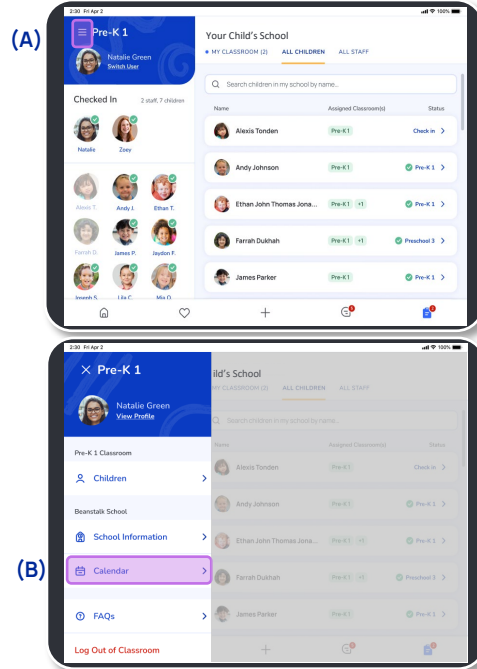
**Audience:** Teachers.

**Purpose:** Learn how to use **SproutAbout** to **view the school calendar** and access details of events created by school leadership.

## Calendar View

1

To access the Calendar screen, tap the **hamburger menu (A)** button and then tap the **Calendar (B)** button.

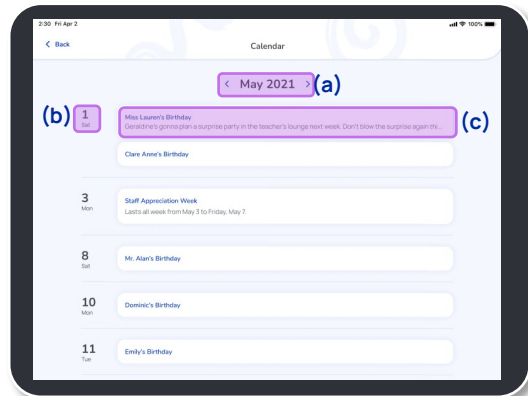


2

After tapping the calendar button, you will see:

- a) The month and year at the top.
- b) The date of each event.
- c) The name of the events and a preview of their details.

**Quick Note:** You can access a view-only screen of the calendar. Only school leadership can create and edit events.

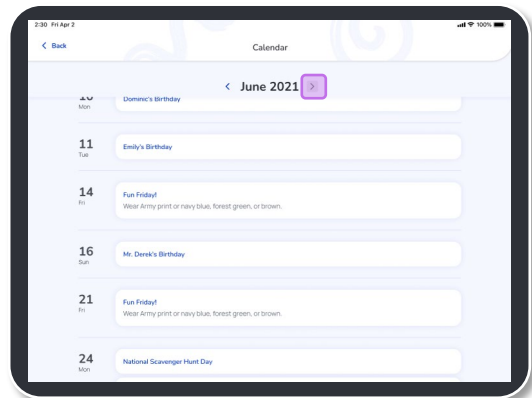


## Calendar View

3

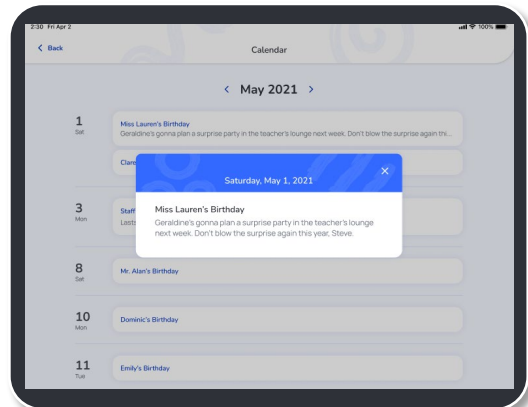
Tap the **arrows** next to the month to view previous and future months.

**Quick Note:** You can view events from one month in the past and one month in the future.



4

Tap a specific event to view a pop-up with the full details.



5

If there are no events added to the calendar for a certain month, the following message appears:

**There are no events scheduled for this month.**

