SproutAbout.

# Quick Reference Guide

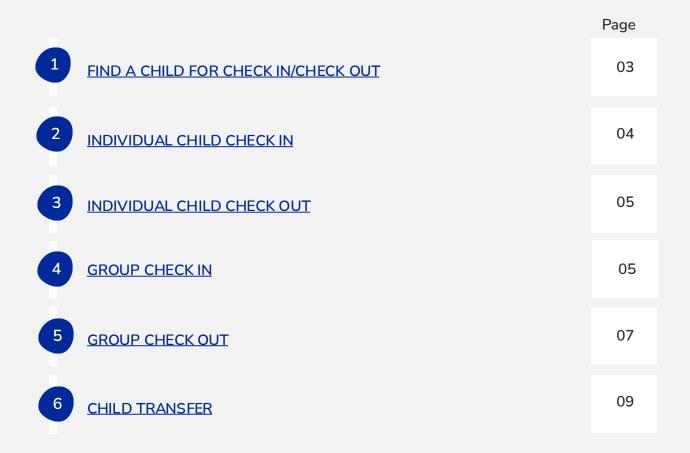
Audience: Teachers.

**Purpose:** Learn how to use the **check in and check out** feature for children in your classroom. Learn how to access notes from families about their child's **arrival/departure** and how to use the **transfer** feature.

You must be logged into the **SpoutAbout** app to complete this task.

REV: 10.21.24

## CONTENTS



#### Child Check In & Check Out – Find a Child

Tap the **My Classroom (A)** tab to find a list of the children assigned or currently checked in to your classroom. My Classroom will also contain any child's drop-off or pick-up notes.

For more information on notes, see the Family Drop-Off & Pick-Up Notes <u>section</u> of this guide.

E R Switch L	lser V	Pre-K 1		
MY CLASSROO	M ALL CHILDREN	ALL STAFF		0 Children 1 Staff •
(A)	arch children in my classro	om		
Not Checked In				-
<b>(()</b> + <b>(</b>	ene Samson	ty, 3m		Not Checked in
ant 😨	es Price	4y, Sm		Not Checked in
👰 Lia	Campbell	áy, ám		Not Checked in
MR Mar	pot Robbie	2y, 3m		Not Checked in
🕥 Mar	y Kate Ofsen			Not Checked in
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Or tap the **All Children (B)** tab to find a child that is not currently assigned to or checked into your classroom.

Quick Note: the list of children on the All Children tab is separated into currently checked in children and those that are not checked in yet.

Ratatie Green	Pre-K 1		
MY CLASSROOM ALL CHILDR	EN ALL STAFF	16 Children	2 Staff •
Q. Type to st (B) children			
Checked In			-
Amber Allen	Øy. 9m	0	nfant 1
Andrew Allen	3y. 3m	0	Pre-K1
Gi Andy Johnson	4y, 1m	0	Ne-K1
Bethany Holmes	7y, 6m	O TO	ddier 1
Colin Robinson		0	межа 🕈
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#### CHECK IN / OUT

3

Type a child's name into the **Search bar** located at the top of the screen to find a specific child.

Select the child you wish to check in, check out, or transfer.

Quick Note: Search will search for children in the selected tab (My Classroom or All Children)

=	Aliyah Grah Switch User	am		Earl	ly Prescho	ol 1	- // ((		
	CLASSROOM	ALL CH	ILDREN	ALL STA	UFF		UL V	2 Children	1 Staff •
(	2 Кал								
1 re	sult found for Karr								_
No	t Checked In								_
	Kamer	on Davenpo	t		4y, 6m			Not Check	ked in
60	0								
1 q	2 W	з е	4 <b>r</b>	5 t	° y	7 U	8 i	° ° o p	$\otimes$
	a s	s d	Ť	g	ĥ	j	k	i	return
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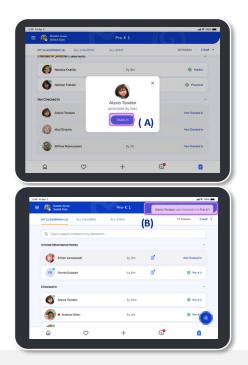
#### Individual Child Check In

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To check a child in, tap **Not Checked In** on the child's card.

Then tap the **Check In (A)** button on the pop-up modal.

A **Confirmation Message (B)** will confirm the action.



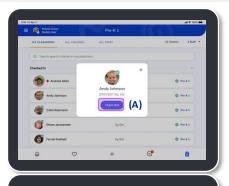


#### Individual Child Check Out

Find the child you want to check out and tap on their card. Then tap the **Check Out (A)** button.

A **Confirmation Message (B)** will confirm the action.

Quick Note: You can only check out children that are currently checked into your classroom. This should only be done when they leave school. If they move from one classroom to another, a transfer needs to occur.



= 🙉	Natalie Green Switch User		Pre-K 1	Andy Johnson w	as checked out of Pre-K 1
MY CLA	SSROOM	ALL CHILDREN	ALL STAFF		16 Children 2 Staff
Q Ty	pe to search	children in my classroor	n.		
Checked	in				-
	+ Andrev	vAllen	3 <sub>9</sub> , 3m		Pre-K 1
	Colin Rob	inson	2% 8m		O Pre-K 1
C	Ethan Jan	Dzewski	2% Om		O PerK 1
	Farrah Du	kkah	4y, 6m		© Pe-K1
G	Freddie Te	erzie	1y, 10m		• •• 🕂
G		$\odot$	+	e	8

#### **Group Check In**

1

From either the My Classroom or All Children tab, tap on the button in the lower right corner.

Select Check In from the menu.

MY CLASSROOM	ALL CHILDREN	ALL STAFF		16 Children   2 Staff
Q Type to searc	ch children in my classroo	m		
Checked In				-
And	rew Allien	3y, 3m		Ø Pre-K1
G Andy J	ohnson	4y. tm		Ø Pre-K1
Colin R	obinson	2y. 8m		O Check In
Ethan J	larozewski	2y, 0m		E Check Out
6 Farran	Dukkan			0 met 1
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2

Children assigned to your classroom will show under **My Classroom**. All others will show under **All Other Children**.

Quick Note: you may need to click the + to expand the section and see all the children.

Select the children you would like to check in by tapping on them. The number of children selected will show in the **Check In button**.



3

Use the search bar for searching for a specific child. Then tap on the child to select them for Check In.





3

When you have selected all the necessary children, tap the **Check In button** to check them into your classroom.

A **Confirmation Message** will confirm the action.

Natalie Green Switch User	Pre-K 1	
Wo Switch User		2 children were checked in to Pre-K1
MY CLASSROOM ALL CHILDREN	ALL STAFF	2 Children 1 Staff
Q Type to search children in my classroo	om	
Checked In		-
Frene Samson	ty, 3m	Ø Pre-K 1
MR <sup>®</sup> Margot Robbie	2y, 3m	🕑 Pre-K 1
Not Checked In		-
James Price	4y, 5m	Not Checked In
Ula Campbell		Not Checked In
	+	e <b>9</b>

**Group Check Out** 

1

From either My Classroom or All Children tab, tap on the button in the lower right corner.

Select Check Out from the menu.

E 🛞 Natalie (			1. V.A. 21 1	
MY CLASSROO	M ALL CHILDREN	ALL STAFF	16 C	Rdren 2 Staff *
Q Type to se	earch children in my classroom			
Checked In				-
••	indrew Allien	3y, 3m		Ø Pre-K1
And	y Johnson	4y. Im		Ø Pre-K1
Coli	n Robinson	2y.8m		Check In
C Eth	an Jarozewski	2y. Om		Check Out
<b>O</b> 144	ah Dukkah			0 milita 🗴
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All children currently checked into your classroom will be listed.

Select the children you would like to check out by tapping on them. The number of children selected will show in the **Check Out button**.

**Quick Note:** you can search for a specific child on this screen as well.



3

When you have selected all the necessary children, tap the **Check Out button** to check them out of your classroom.

A **Confirmation Message** will confirm the action.

= 🙉 Natalia Switch	e Green LUser	Pre-K 1	3 children were	e checked out of Pre-K1
MY CLASSRO	OM ALL CHILDREN	ALL STAFF		3 Children 2 Staff •
Q Type to	search all children			
Checked In				-
An	nber Allen	Dy, 9m		Infant 1
6 An	ndy Johnson	4y, 1m		Ø Pre-K1
<b>5</b>	thany Holmes	1y, 6m		O Todoller 1
🥰 co	olin Robinson	2y, 8m		Ø Pre-K 1
Et	han Jarozewski			0 meki 🕈
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### **Child Transfer**

Find the child you would like to transfer into your classroom and tap on their card.

Then tap **Transfer** to complete the transfer. You will get a confirmation of the transfer.

**Quick Note:** Transfers should always be done by the receiving classroom.

