

 The page is decorated with several thick, hand-painted style brush strokes. A large green stroke curves from the top left towards the center. Three orange strokes are stacked horizontally on the right side. A purple stroke curves from the bottom right towards the center. A blue spiral stroke is located in the bottom left corner.

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.

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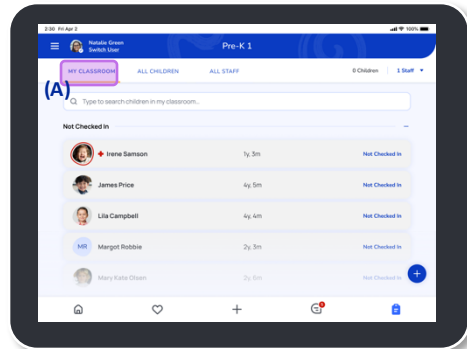
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Child Check In & Check Out – Find a Child

1

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.

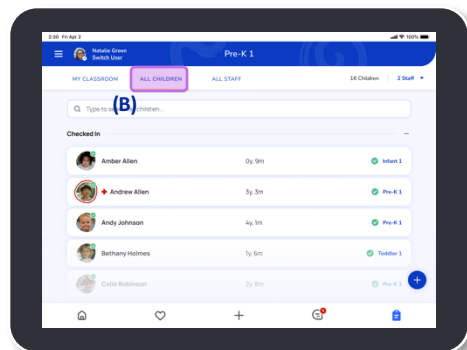
For more information on notes, see the [Family Drop-Off & Pick-Up Notes section](#) of this guide.



2

Or tap the **All Children (B)** tab to find a child that is not currently assigned to or checked into your classroom.

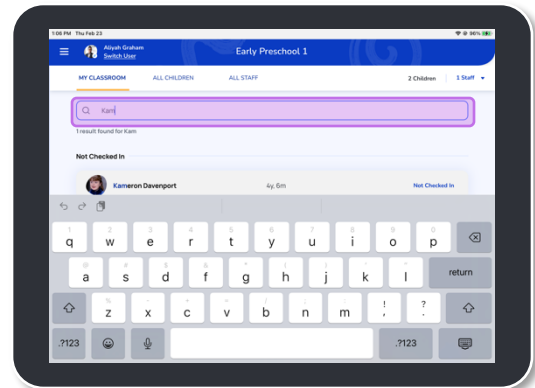
Quick Note: the list of children on the All Children tab is separated into currently checked in children and those that are not checked in yet.



- 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)

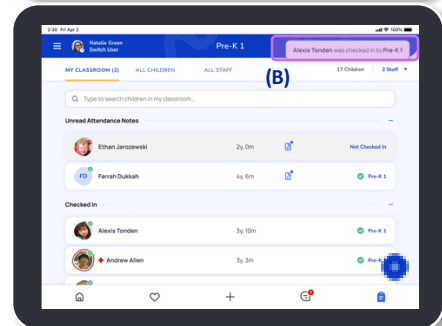
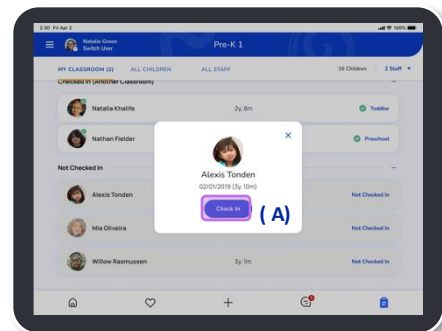


Individual Child Check In

- 1 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.



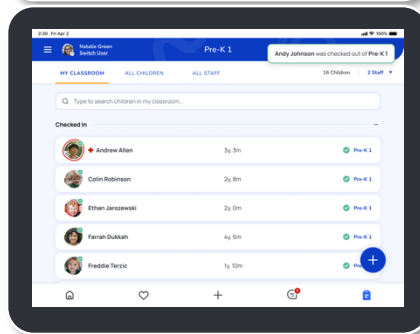
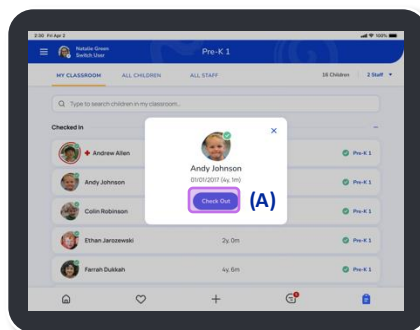
Individual Child Check Out

1

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.

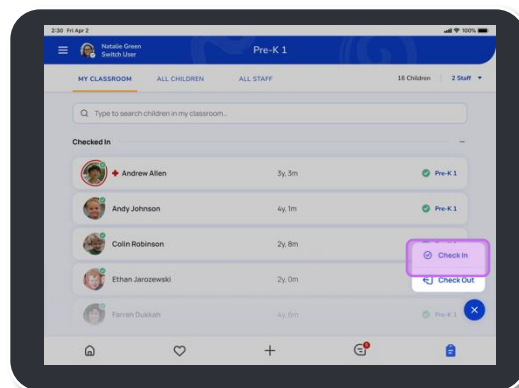


Group Check In

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.

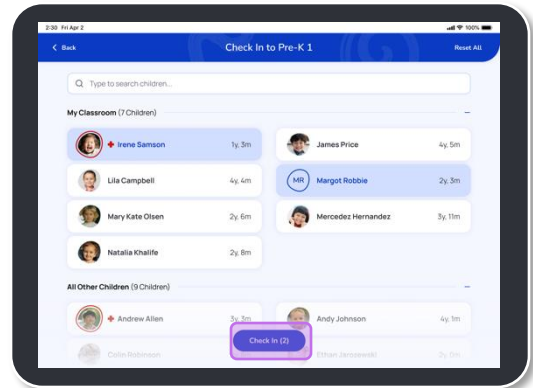


2

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

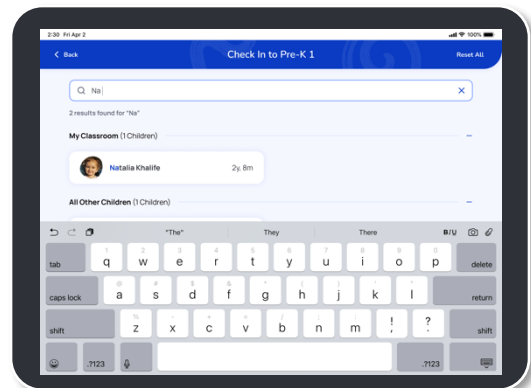
Quick Note: you may need to click the **+** to expand the section and see all the children.

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

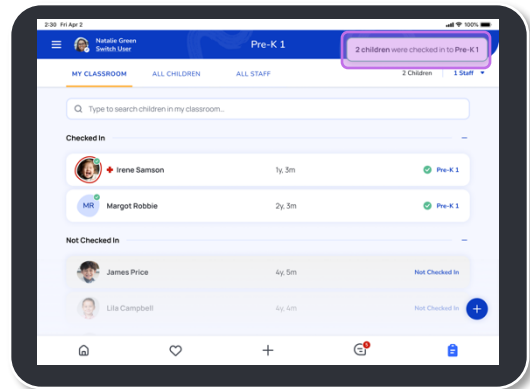
Use the search bar for searching for a specific child. Then tap on the child to select them for Check In.



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.

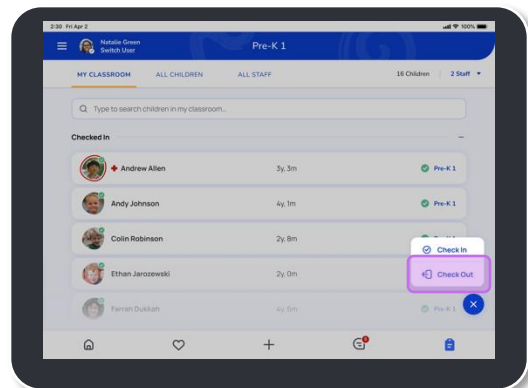


Group Check Out

1

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

Select **Check Out** from the menu.

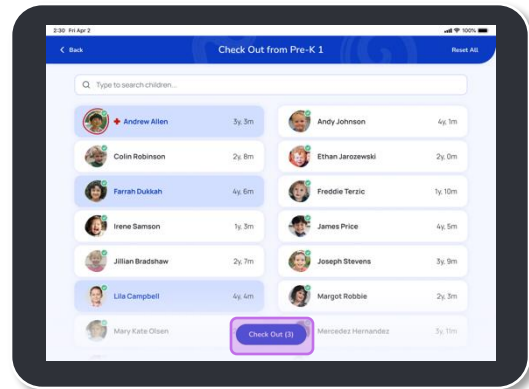


2

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**.

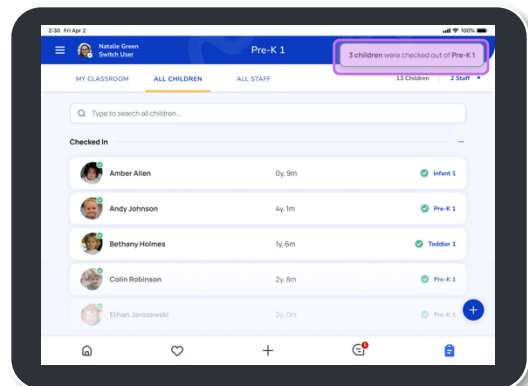
Quick Note: you can search for a specific child on this screen as well.



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.



Child Transfer

1

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.

