

Quick Reference Guide

Audience: Teachers.

Purpose: Learn how to **message** back and forth with families and how to **make announcements** using the **SproutAbout app**.

Messaging.

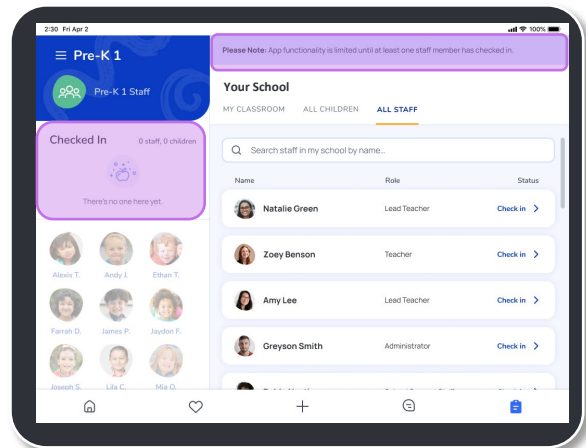
1

Confirm you are **checked in** to the app before sending any messages or bulletins. Find more information on the check in process in the Check In Quick Reference Guide.

Use the **messaging feature** to send quick updates or questions about a child to a Care Circle. This feature allows you to message back and forth with families.

Use the **bulletin feature** for general announcements. Bulletins cannot be responded to directly.

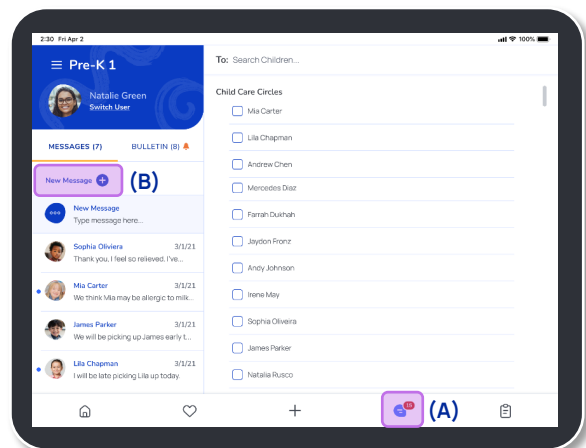
Quick Note: Care Circles include child's family/guardians.



2

Tap the **message icon (A)** tab on the bottom right to access the messaging page.

Tap the **New Message (B)** button on the top left to create a new message.

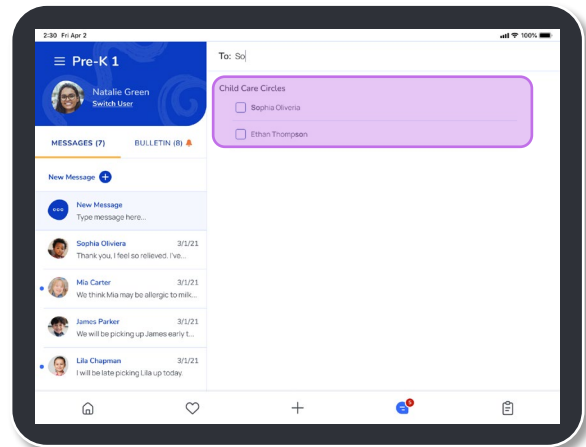


3

Search by the child's name to find the specific **Care Circle** you want to message. The message will be sent to the entire Care Circle.

Quick Note: You can only search for children who are checked into the classroom that the iPad is assigned to.

Example: Search for "Sophia Oliviera" to send a message to her entire Care Circle.

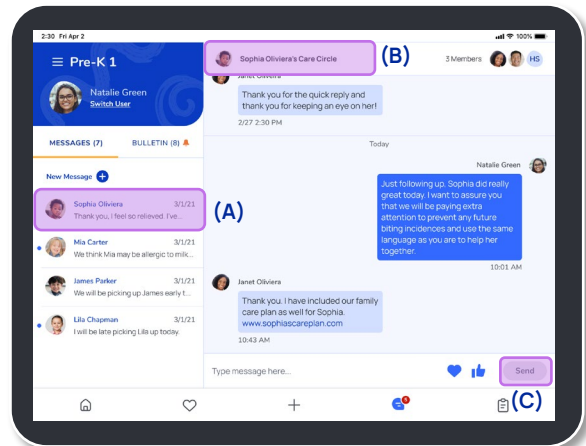


4

You can also tap the **Child's Name (A)** tab on the left of the screen to message their **Care Circle (B)** and see the message thread.

Type a new message by writing in the text box and then tap the **Send (C)** button when you are ready.

Quick Note: Any teacher that is checked in to the child's classroom can see and respond to messages. Once you view and answer a message, make sure to follow up with any other teachers if needed.



Bulletins.

1

Tap the **Bulletin (A)** tab to access the bulletin landing page. Then tap the **Classroom (B)** button to post a new bulletin for your classroom's Care Circles.

Type a new bulletin by writing in the text box and then tap the **Send (C)** button. This will send the bulletin to all Care Circles from the selected classroom.

Example: Reminder that next Wednesday, is our first Parent-Teacher night of the semester.




2

For reference, you can tap the **Classroom (A)** button to read bulletins previously sent to your class.

Tap the **Your School's Name (B)** button to access the bulletins in a read-only view.

Tap the **Your School's Staff (C)** button to access announcements sent by school leadership to all staff.

Quick Note: The alert icon  indicates a bulletin is urgent.

