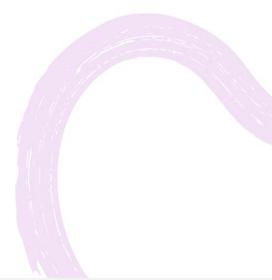
SproutAbout.

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.

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.

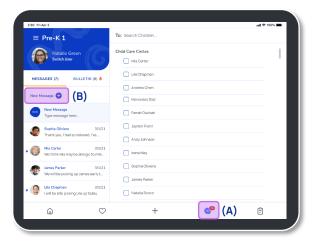
Quick Note: Care Circles include child's family/guardians.



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.

2:30 Fri Apr 2				ati 🕈 100% 🔳
≡ Pre-H	×1	To: So		
	italie Green itch User	Child Care Circles		
MESSAGES (7) BULLETIN (8) 🐥	Ethan Thompson		
New Message	Ð			
New Me Type me	ssage issage here			
Sophia C Thank y	Diviera 3/1/21 ou, I feel so relieved. I've			
• O Mia Carl We think	xer 3/1/21 k Mia may be allergic to milk			
James P We will t	arker 3/1/21 te picking up James early t			
• 🚱 Lila Cha I wil bel	pman 3/1/21 ate picking Lila up today.			
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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.

:30 Fri Apr 2		■ ×001 ♥ Ita
≡ Pre-K 1	Sophia Oliviera's Care Circle	(B) 3 Members 🚳 🖗 HS
Natalie Green Switch User	Thank you for the quick reply an thank you for keeping an eye on 2/27 2:30 PM	
MESSAGES (7) BULLETIN (8)		Today
New Message		Natalie Green
Sophia Oliviera 3/1/21 Thank you, I feel so relieved. I ve 3/1/21 Wia Carter 3/1/21 Wie think Mia may be allergic to mik 3/1/21	(A)	Just following up. Sophia did really great today, Iwan to assure you that we will be paying extra attention to prevent any future bitting incidences and use the same language as you are to help her togener.
James Parker 3/1/21	anet Oliviera	10:01 AM
We will be picking up James early t	Thank you. I have included our fa care plan as well for Sophia. www.sophiascareplan.com	family
I will be late picking Lile up today.	10:43 AM	
	Type message here	🖤 💼 Send
⊜ ♡	+	e⁰(C)

Bulletins.

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.



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.

