

Sandbox Teacher App Manual



How to Get Started

Downloading the App

The Sandbox Teacher App is available in the App Store for iOS users and in the Google Play Store on Android.

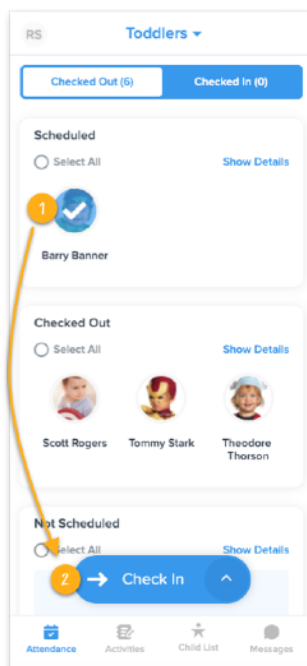
Logging In

In order to login to the Teacher App, you will need to be added as a user on Sandbox by a director/supervisor. If you already have a Sandbox account, you can use your email and password.

Attendance

In the **Attendance** tab, it's broken down into two sections - OUT and IN. In the **Checked Out** tab, it will show those who are scheduled for the day, checked out, absent and not scheduled. When you toggle to the **Checked In** tab, it will show all children who were checked in.

To change classes, click on the class name at the top > select the new class > click **Apply** at the bottom.

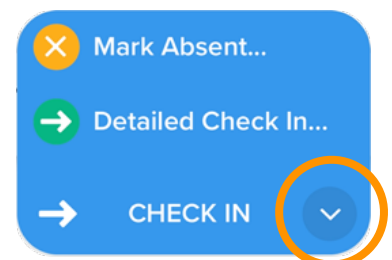


Check In/Out

To check a child in/out, click on the children you wish to check in/out > Click **Check In** or **Check Out**. The time will default to your current time.

Detailed Check In/Out

To log a detailed check in/out, click on the children you wish to do a detailed check in/out > Click the **arrow** next to **Check In/Out** > Select **Detailed Check In/Out**. From here, you can add in any notes, change the time, select more/less children if you forgot to select all or selected too many children and then click **Save** at the bottom.



Absences

To mark a child as absent, click on the children you wish to mark absent > Click the **arrow** next to **Check In/Out** > Select **Mark as Absent**. From here, select the absence reason (ie. sick, vacation or other), you can add in any notes, change the time, select more/less children if you forgot to select all or selected too many children and then click **Save** at the bottom.

Activities

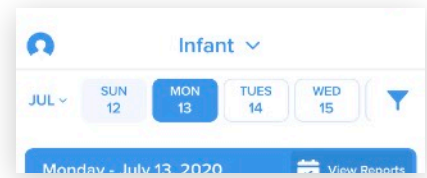
In the **Activities** tab, you can view all the history throughout the day. It will show everyone who has been checked in/out, marked as absent as well as any activities completed. There are eight (8) different activities types to choose from.

To log any activities, first click the + **Add Activity** button at the bottom or you can click the arrow beside the button to choose the activity you wish to log.

In the notes section of each activity, you will see a little bullet point list icon. When you click on this, you can choose a pre-setup note that you have added in. To add in quick notes, click + **Add a New Quick Note**. This will help save time in filling out activities every day if notes are fairly similar each time.

You will also notice that at the very bottom of each activity, there is an option for it be **Staff Only**. When this is turned on, it will not be shown to parents and only staff can view it.

To change classes, click on the class name at the top > select the new class.



Post

When you click **Post**, you can enter in any notes, pictures and/or attachments, the time & date and which child(ren) it applied to.

Meal

When you click **Meal**, you can select their meal type (solid or liquids), what they ate or drank, how much they ate (all, most, some or none) or drank (quantity), any notes and/or pictures, the time & date and which child(ren) it applied to.

To setup meal/drink options, click on the **Meal** or **Liquid Type** drop down > + **Add New Item**.

Nap

When you click **Nap**, you can enter in their nap start & end time (**Tip**: you can use the -10 min, -5 min, +5 min and +10 min options to make this process faster), any notes and/or pictures, the time & date and which child(ren) it applied to.

Toilet

When you click **Toilet**, you can record if it was diaper or potty, the diaper or potty type, any notes and/or pictures, the time & date and which child(ren) it applied to.

To setup toileting options, click on the **Diaper Type** or **Potty Type** drop down > + **Add New Item**.

Mood

When you click **Mood**, you can enter in their mood, any notes and/or pictures, the time & date and which child(ren) it applied to.

To setup mood options, click on the **Mood Type** drop down > + **Add New Item**.

Supplies

When you click **Supplies**, you can enter in the required supplies, any notes and/or pictures, the time & date and which child(ren) it applied to.

To setup supplies options, click on the **Required Supplies** drop down > + **Add New Item**.

Health

When you click **Health**, you can enter in what their health was like that day, if medication was administered, any notes and/or pictures, the time & date and which child(ren) it applied to.

To setup health options, click on the **Record Health** drop down > + **Add New Item**

Incident

When you click **Incident**, you can enter in the nature of the incident, if first aid was administered, if the guardian was notified, any notes and/or pictures, the time & date and which child(ren) it applied to.

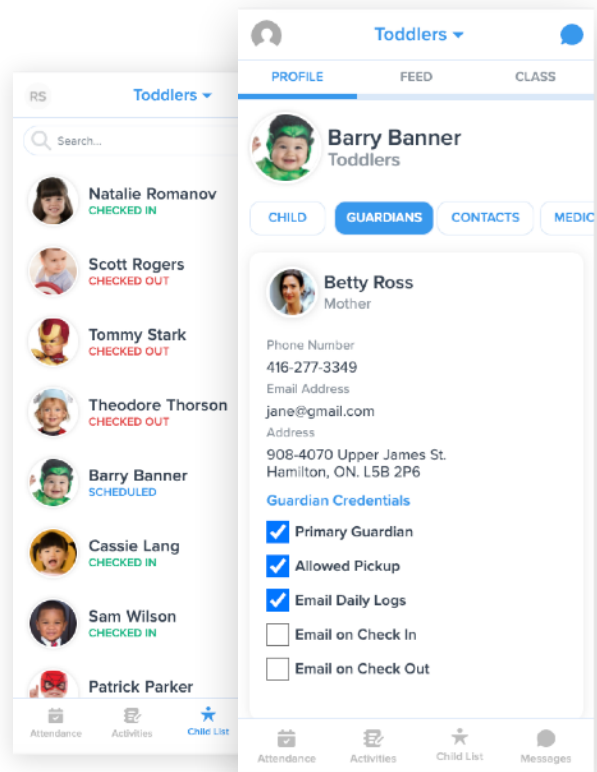
Child List

In the **Child List** tab, you can view the basic child and guardian information. Once you click on a child's profile, you can toggle to guardians, contacts, medical and notes just below their name.

You can also choose to view their profile, feed or class by toggling at the top.

To change classes, click on the class name at the top > select the new class

Note: The Child List and Activities pages are combined on tablets.



Messages

In the **Messages** tab, you can choose to send messages to one, some or all guardians in a class.

Note: When sending a message to more than one guardian at once, your message will be sent as separate messages. Group messaging feature is not yet available in the app.

To change classes, click on the class name at the top > select the new class

Settings

To access **Settings**, click on the avatar or initials icon on the top left.

General

- **Display Child's Full Name** - you can choose if you want the child's full name or just first name in the Attendance, Activities and Child List tabs.
- **Sort & Display Children Names** - you can choose to show the child's first name, last name or last name, first name.
- **Sort & Display Guardian Names** - you can choose to show the guardian's first name, last name or last name, first name

Activities

If you don't use certain activity types, you can turn them off here so you don't have to view them in the **Activities** tab.

Notifications

You can turn your notifications on/or for messages, if a guardian checks a child in and if they check them out.

Switch Locations

To switch which location you are viewing, click the **Switch Locations** button and select the location you wish to view. You can exit settings and view the other location now.

Help & Support

In this section, you can access our Help Center, contact the support team, report an issue, etc. It also includes a copy of our Security & Privacy Policy.

Log Out

To log out of the app, click the **Log Out** button.