SproutAbout.

Quick Reference Guide

Audience: Teachers.

Purpose: Learn how to upload a **Lesson Plan** to SproutAbout.





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First, download an image of your completed Lesson Plan from Learning Care System to your iPad.

Make sure to select "As Image" to download.

Otherwise, you can take a photo of your printed Lesson Plan while creating your update.

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O Go to Activity Planner	Greate and edit Weekly L	earning Plans			0
Class	kyaminipa		Select a Weekly Plan to	o edit (Class level users will only see plans the	were saved in the last
			Plan Library	Hale Berry - Lesson Plans	
			Plan Name	Pre K (1/30/2023)	
			Make sure you have	e selected this week's lesson plan befor	e you continue!
1 Enhancements	Only Focus	Preview/Print			
D Print All Plans and A	ctivities				
Learning Plan	Learning Plan Activities				
As PDF 🗈	As PDF 🗈				
As image 😫					
Enhancement Plan	Enhancement Plan Activities				
	As PDF 🗈				

Tap the Lesson Plan (A) button on the Create a New Update screen.

You can either choose your lesson plan from your **Camera Roll (B)** or **take a photo (C)** of your printed Lesson Plan.



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Tap the **Select Week (A)** field to select the day of the week the lesson plan starts on.

Select the date and tap the **Select Date (B)** button.

Then click Post.

Quick Notes:

- All assigned children are already tagged for your convenience
- You should upload a Lesson Plan the Friday before the start of each week.





Example of Completed Lesson Plan Update

