



# TEACHERS GUIDE

## Greetings, HiMama Recruit!

This packet contains any & all information you will need for your classroom's launch with HiMama! Please read it over carefully to ensure a successful deployment.

We are SO excited to have you on board!

*- Your HiMama Launch Captain*



# GETTING STARTED



## Your Login Details

Classroom:

Username:

Password:

## What's included in this Packet

- What does HiMama replace?
- Tablet Setup
- Adding Children
- Your first day with HiMama!
- Other Features

# What does HiMama replace?

HiMama will easily replace most of the paperwork you're currently doing to save you time!

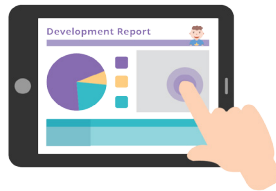
Take a look below to see what we cover:

## Attendance & Health Tracking



- Automatic time-stamping for check-in and check-out
- Absence reporting
- Internal health checks
- Individual and classroom reports

## Portfolios & Development Assessments



- Individual portfolios accessible to parents
- Internal classroom photo journal
- Individual development assessments

## Digital Communication with Parents



- Real-time photo sharing
- Email communication
- Daily reports
- Supplies
- Incidents

## Program Planning

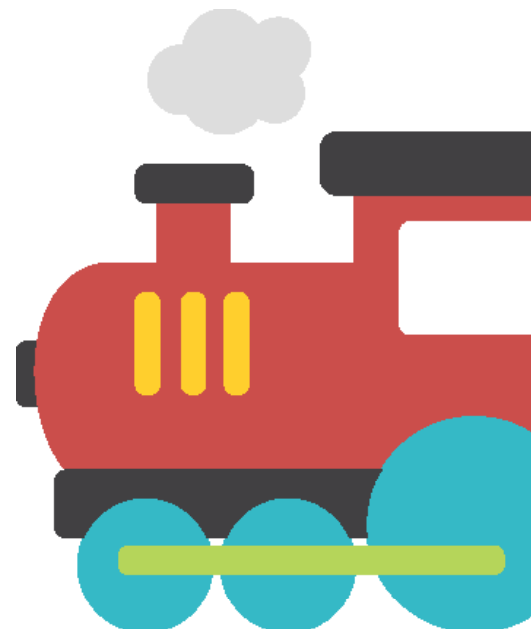


- Flexible planning of activities
- Tagging development skills

## Daily Reporting



- Meals
- Naps
- Sleep Checks
- Toileting
- Activities & Observations
- Medication
- Mood



# TABLET SETUP



1

Turn on & follow any on-screen instructions

2

Visit your tablet's app store; install the "HiMama Preschool & Child Care" app

3

Open the HiMama app & log in with the information below

## Your Login Details

Classroom:

Username:

Password:

# HIMAMA IN 5 EASY STEPS!

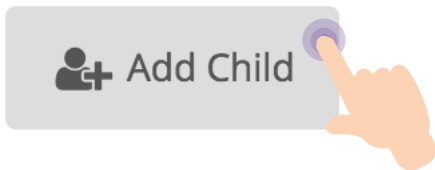
## 1 Add in your kiddos

### 1. Open the HiMama app on your tablet and log in

*Check Page 1 for your login info.*

### 2. Add all children into your classroom

On your Home screen, tap the button at the top that says “Add Child”



When adding a child, the most important fields to fill in are:

- Name
- Enrollment information
- Parent email address

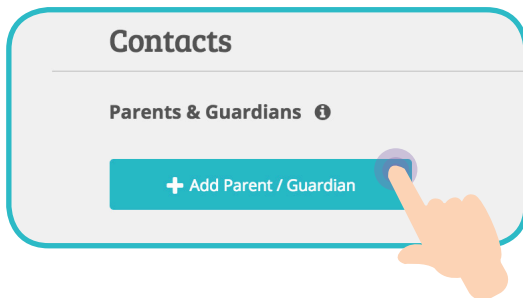
! *Tip: You can always go back later to add/edit any details of a child's profile*

## 2

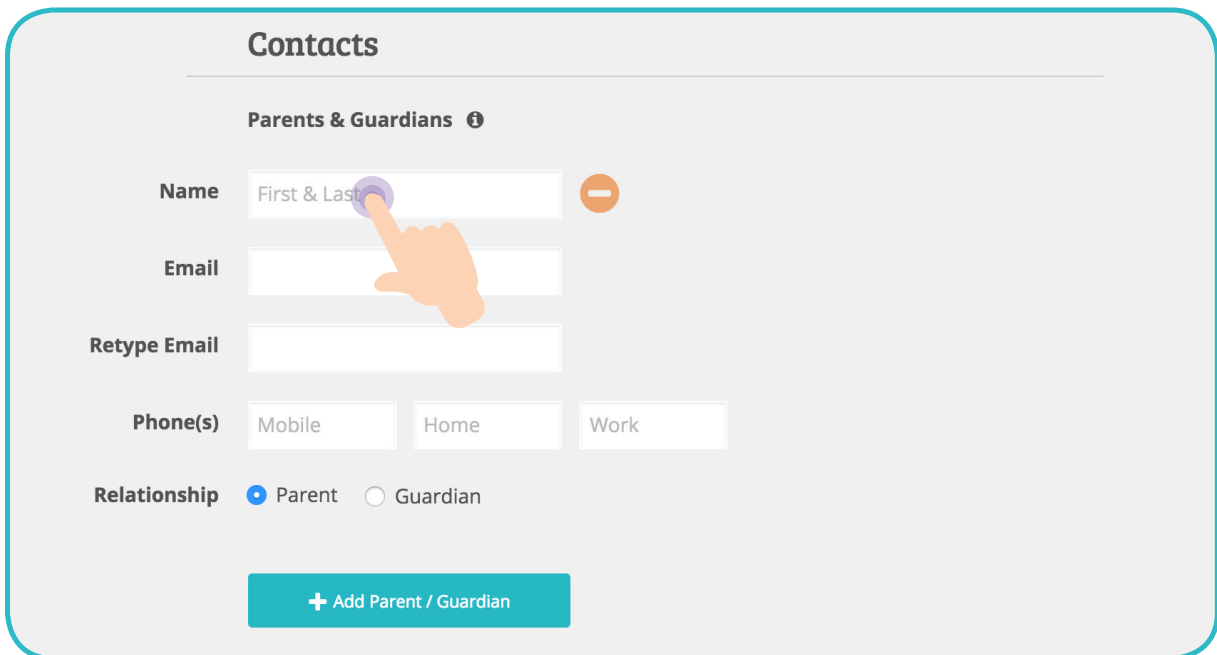
## Don't forget the parents!

### 1. Stay on this page!

Make sure you enter parent information as you add children in.



A thumbnail view of the 'Contacts' form. It shows the 'Parents & Guardians' section with an information icon. A hand icon is pointing to the '+ Add Parent / Guardian' button.



A full view of the 'Contacts' form. It includes the following fields and options:

- Parents & Guardians** (with an information icon)
- Name**: A text input field with the placeholder 'First & Last' and a minus icon to its right. A hand icon is pointing to this field.
- Email**: A text input field.
- Retype Email**: A text input field.
- Phone(s)**: Three text input fields labeled 'Mobile', 'Home', and 'Work'.
- Relationship**: Two radio buttons, 'Parent' (selected) and 'Guardian'.
- + Add Parent / Guardian**: A teal button at the bottom.



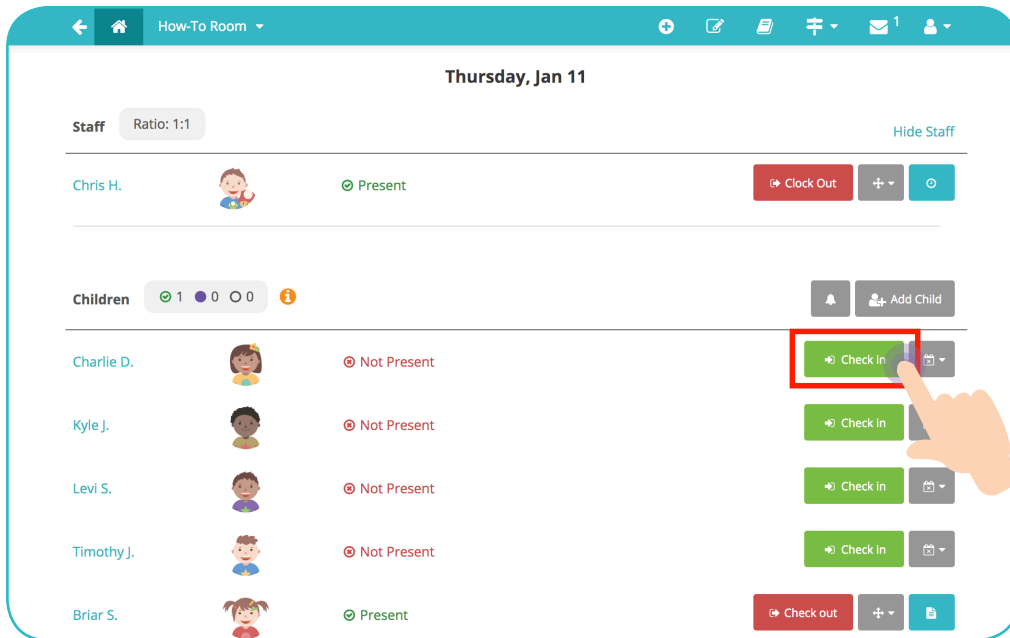
*If you don't have the information right now, make sure you start collecting their emails and phones today!*

## 3 Start your first report

### 1. Check the children in to start the day!

Tap the green check-in button on your Homescreen as children arrive.


★ *This creates an attendance record and a daily sheet - no more pen & paper!*



### 2. Document what the children are doing throughout the day!

- 👉 Tap the plus icon to add updates to your daily reports.
- 👉 Start documenting!

### 3. Check out the children at the end of the day

- 👉 Tap to check out the children from your home screen as they leave
- 👉 Tap the  button to share that child's day with their parents!

★ *When a report is sent, it gets emailed to all parents in that child's profile.*

## 4

## Take Photos



👉 Tap the Activity update type

👉 Tap Select All

*Tap again on any child to deselect them.*

👉 Tap Choose file to add a photo

👉 Tap Create Entry




5

## Have fun!

**Your parents will start sending you messages soon!**

👉 Tap the envelope icon

👉 Tap the  icon to respond to your parents

*Or tap the  icon to archive the message!*



# Day 2 and beyond

## Tips & Tricks:

HiMama is much more than daily reporting! Learn the ins-and-outs of the more advanced features by heading to the Help Center (you must be logged in).



Please take 7 minutes to watch our “Tips & Tricks for Teachers” video

👍 Guaranteed to make you a HiMama wiz!

*Video found in the Tips & Tricks section of the Help Center*

## Other features:

### Activity Planner

- Organize & plan your activities / learning experiences
- Import from the planner when adding an activity update to save time
- View all past learning experiences in a child's Development Assessment

📺 *How-to Video: Developmental Observations*

### Alert feature

- Set internal reminders for yourself

📺 *How-to Video: Alerts (Teachers)*

### Also check the Help Center for:

- How-to Videos
- Product Information Articles
- Tips & Tricks
- Product News



**HiMama was made for preschool teachers & early childhood educators with love.**

We hope you enjoy using HiMama in the classroom and welcome any thoughts & feedback!