


HiMama Teacher Daily Checklist

 **Tip:** Check the boxes as you complete them!

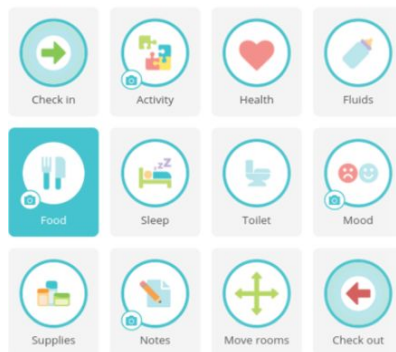
Morning:

- Grab your classroom tablet and make sure that it's charged
- Open the HiMama app and log in with your classroom username and password
- Check-in children to start their day. Once you check them in, they will be marked as "Present" and a blank Daily Report will be opened and ready to go!

During the Day:

Reminder: Add at least 1 quality photo/video & description to each activity entry!

- Create entries for the children's daily report on the "+ Entry" screen
- Then select the child(ren) to add the update to the Daily Reports
- Fill out the relevant details and optionally add photos/videos and a description for the entry



End of Day:

Reminder: Tap on the purple "Send Report" button after you check out a child to send out their Daily Report.

- Preview Daily Reports & edit as needed
- Check-out children as they leave for the day
- Send Daily Reports

Some Helpful Tips!

- ❖ Use downtime like naptime to make updates to the children's daily reports
- ❖ Be informed of the students in your classroom who do not allow photos and exclude them from all photos

Need Help? Check out our HiMama Help Center by clicking on 'Help Center' in HiMama or you can contact our Support Team **1-844-975-1275** or **support@himama.com**