

For preschool

Mobile applications

twig
see



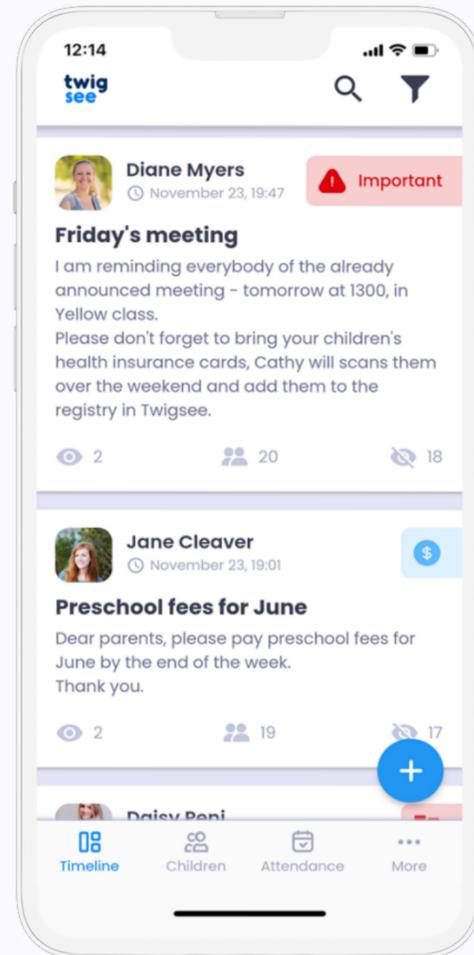
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This is a brief guide, for a detailed explanation [click here](#).

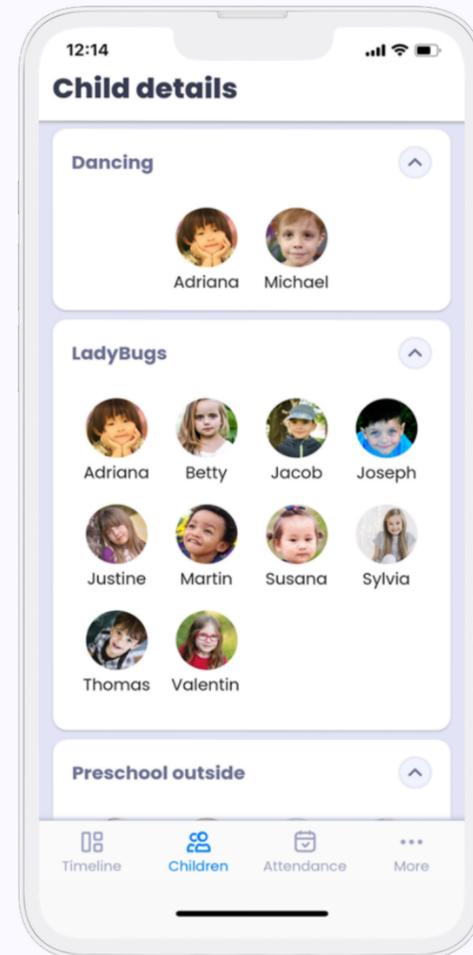
What can be found in the mobile application?

The Twigsee application is divided into 4 main sections.



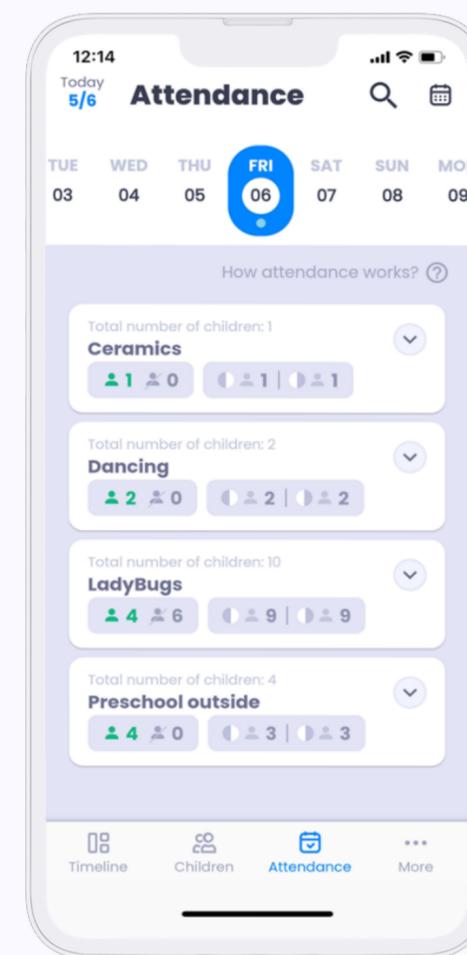
Noticeboard

On the noticeboard you add posts and polls. It serves as a communication tool with parents.



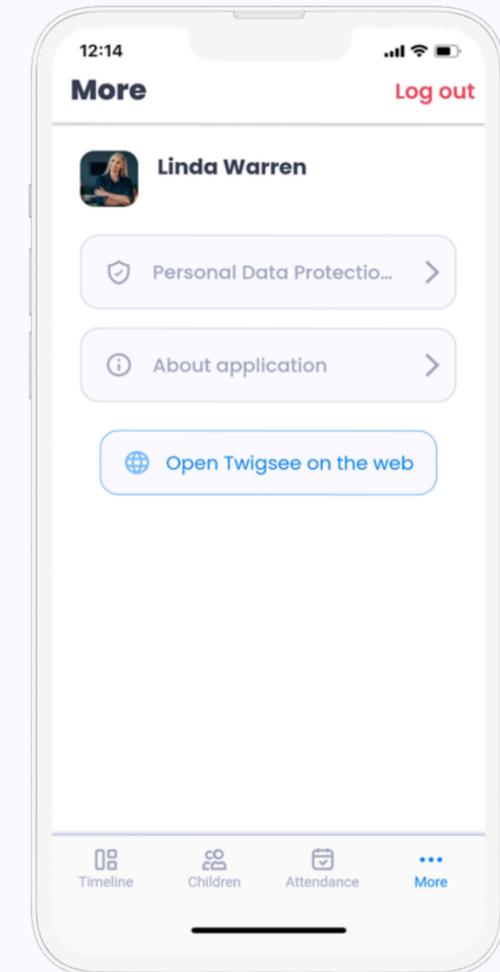
Children

In the second section you can see all the information about the children.



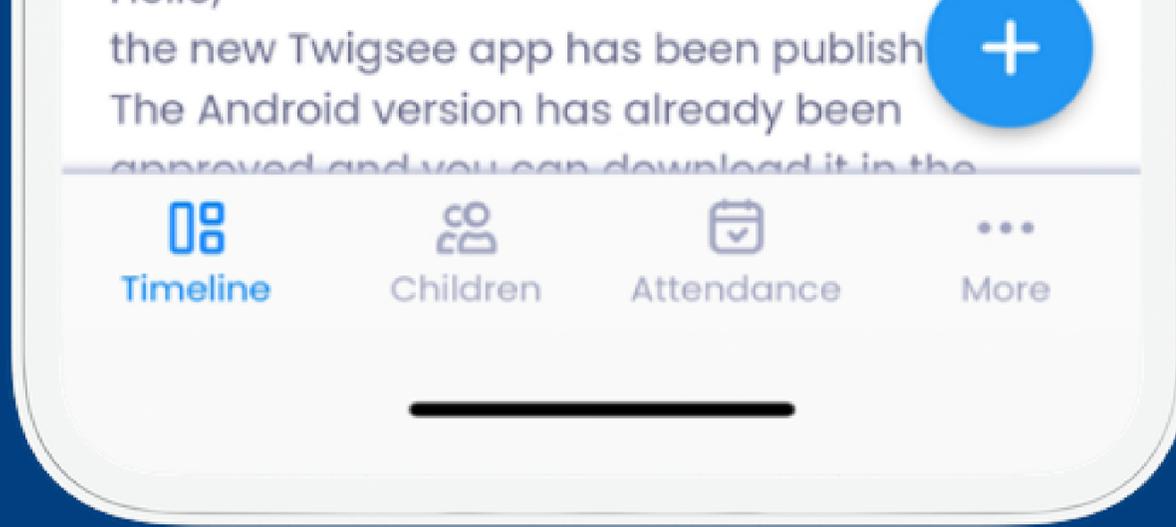
Attendance

The attendance from all the classes you are responsible for is recorded in the third section.



More

A section with information about GDPR, contact details and logout.



Noticeboard

The noticeboard serves as a communication channel between the teacher and the parents. With this feature, 80% of parents view the information within the first 30 minutes.

What can you do on the noticeboard?

- Upload posts
- Upload polls
- Keep track of who has viewed the post / poll
- Keep track of how parents respond to your polls.
- Communicate with each other

How does the noticeboard help preschools?

More parents read the information the preschool wants to share • Parents respond more often and much faster to polls

How does the noticeboard help parents?

- They can react more quickly and easily to information passed on by the preschool.
- They can engage in fuller conversations with their children thanks to the information you provide.

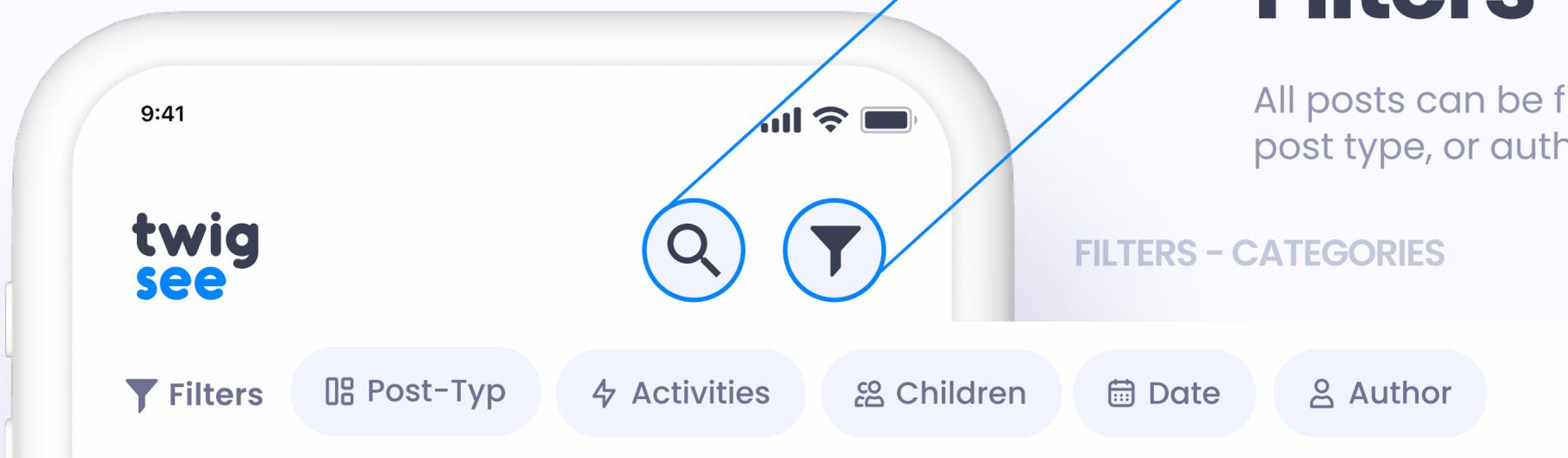
Search

With this feature, you can search for a post based on keywords in the search engine.

Filters

All posts can be filtered and sorted based on several criteria (date, post type, or author).

Upper Bar

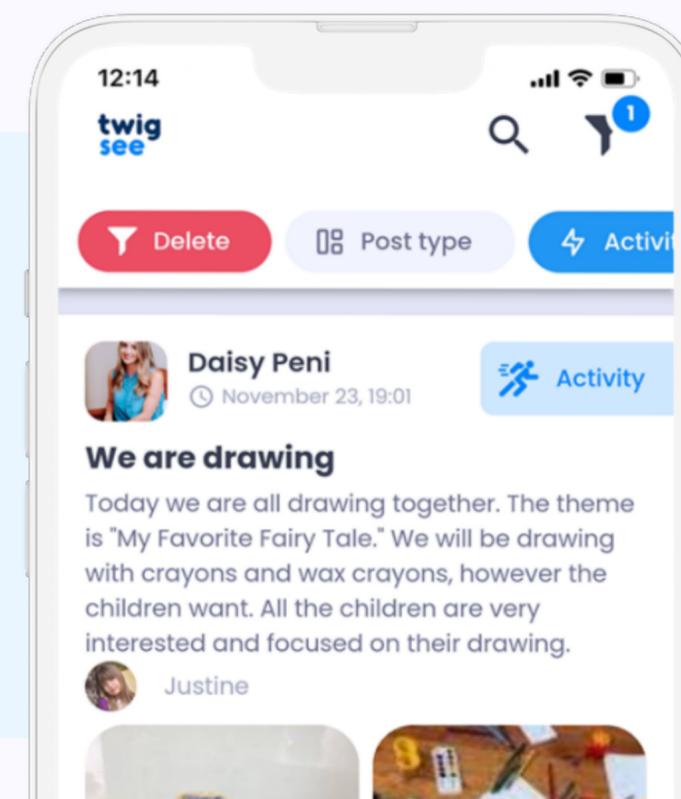


FILTERS - CATEGORIES

FILTERS ON

Active filters will be displayed in blue and the number next to the icon will show you how many filters are currently enabled.

You can return them to their original state by clicking the **"Clear"** button.



Polls

Use polls to get answers from parents in bulk (e.g. about attendance at a playgroup)

Posts

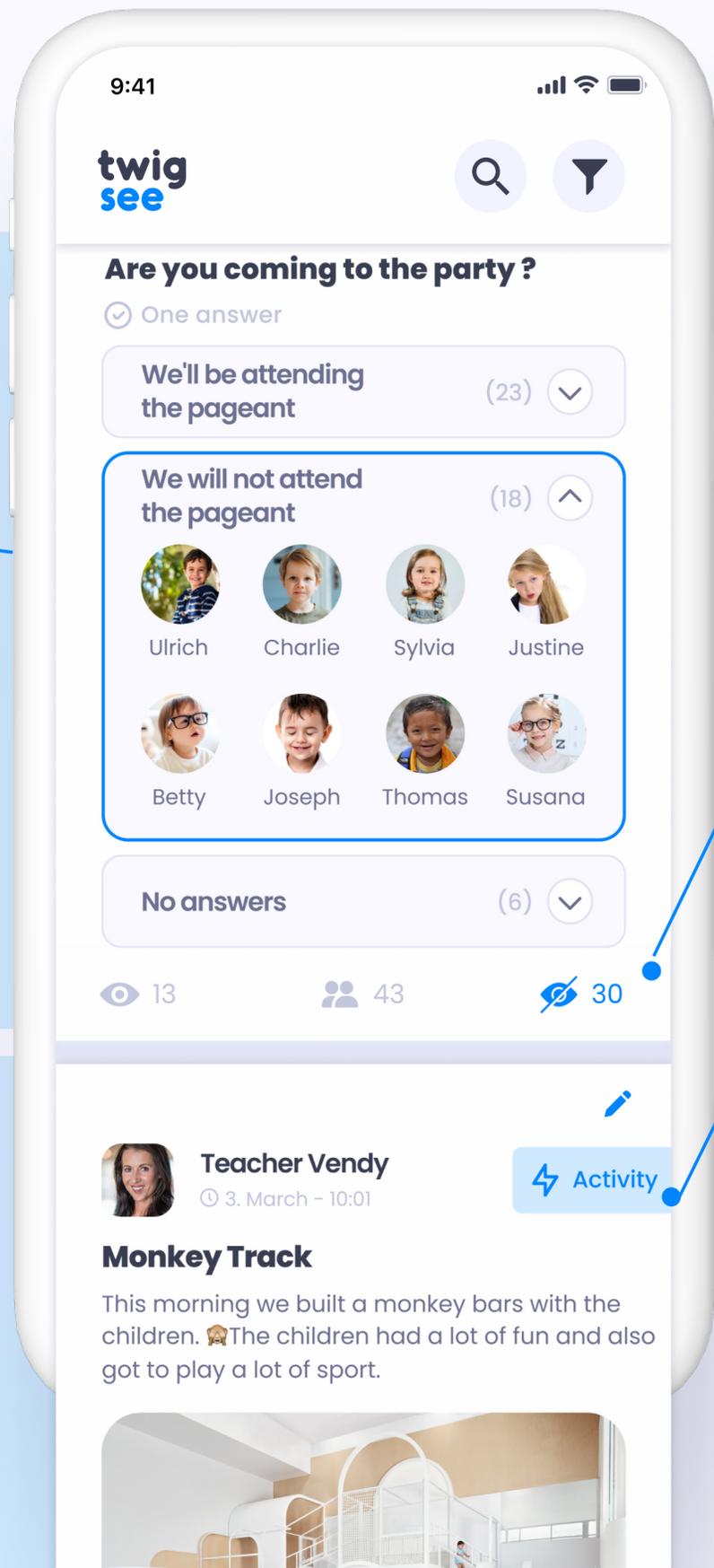
It is used to communicate any information / experience to all parents of the selected classes.

You can also inform individuals, e.g. that a child has forgotten a toy at the preschool.

The posts can also be used for internal communication with other teachers.

Poll

Post

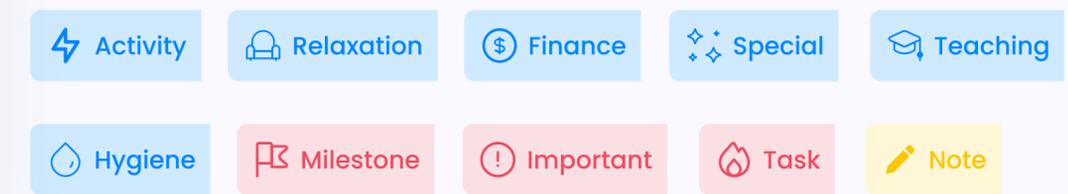


Views

This feature allows you to see who has already read a post or poll.

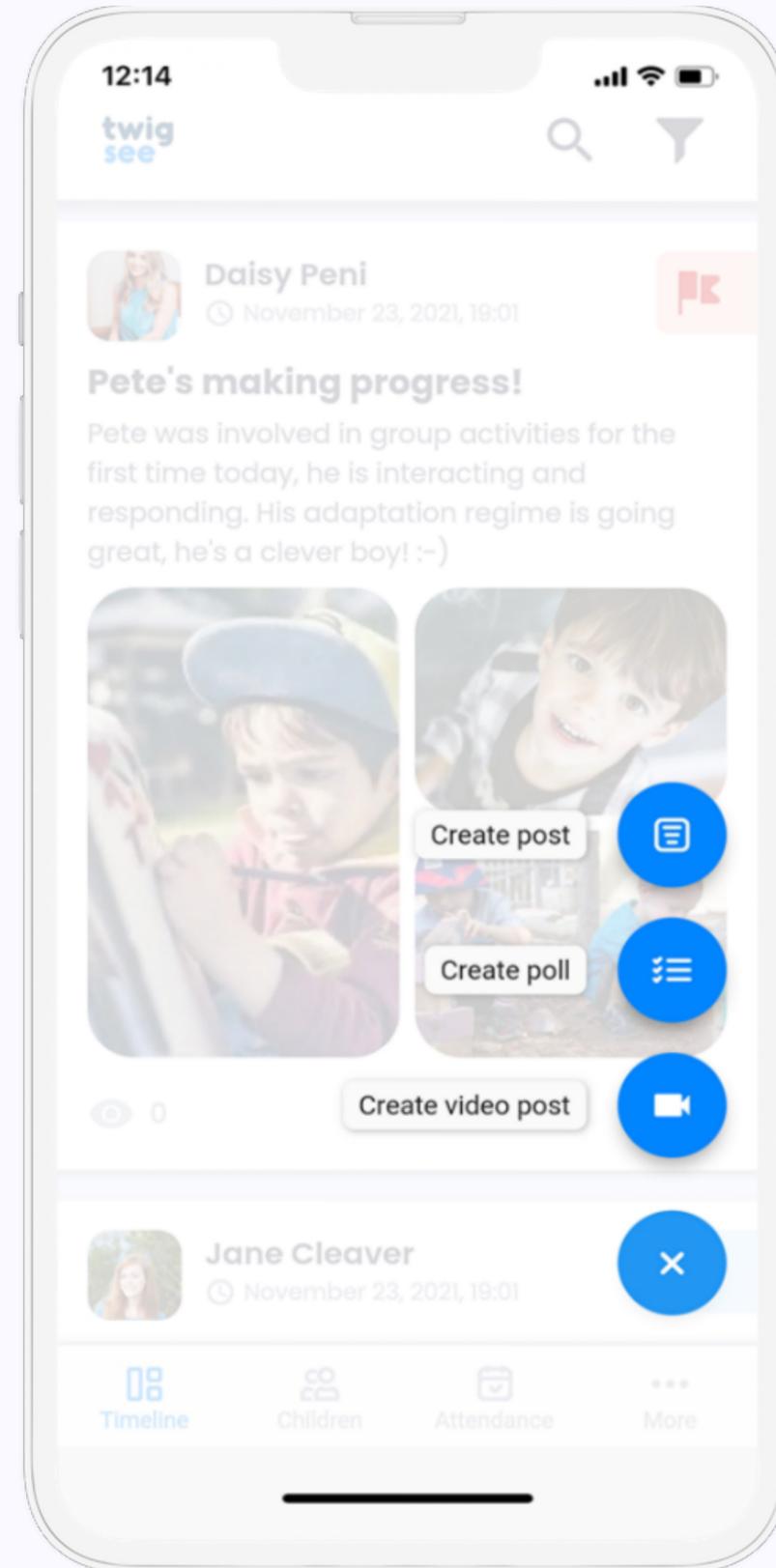
Type of post / poll

The icons make it easier for the parent to navigate through the submitted posts.

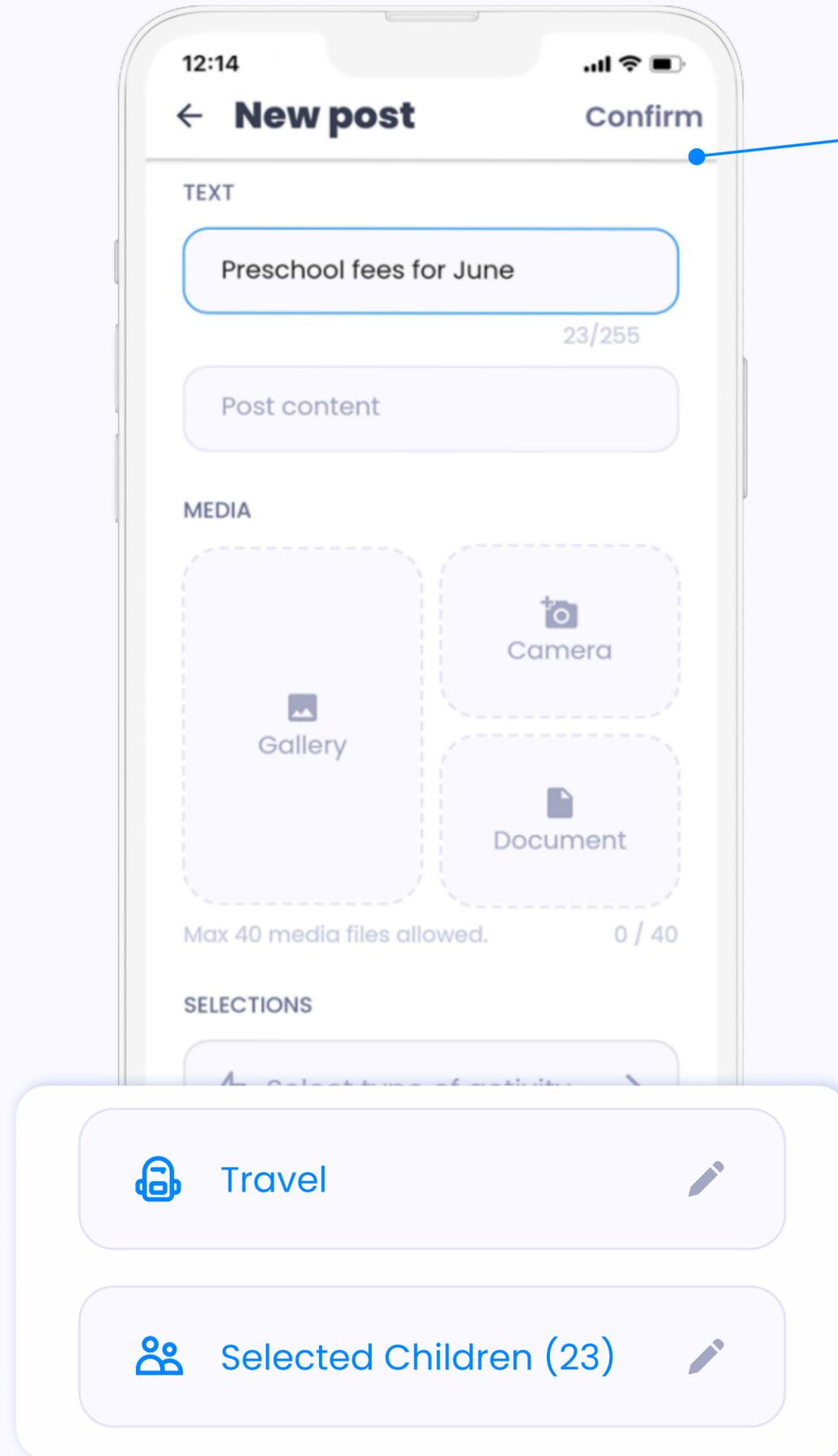


ADDING

Posts & Polls



ADD Post



Once you have entered all the required information, you can submit your post by clicking the **"Confirm"** button.

The post consists of:

- title
- unlimited long text
- a photo or other file (optional)
- indication of the post type
- selecting the children concerned

*Posts can be edited by the person who created them. However, only the Administrator can delete a post.

[Click here for detailed instructions.](#)

ADD Poll

Same information as for the post are filled.

A new feature is the ability to add multiple answers.

12:14

← **New post** Confirm

TEXT

Is your child going to the movies?

34/255

Please answer by Friday.

REPLIES

Multiple choice

ANSWERS

More possible answers

Yes, he/she will

No, he/she will not

Next answer...

To give parents a choice, turn on the **"Multiple Answers"** option.

Enter the options from which the parent chooses.

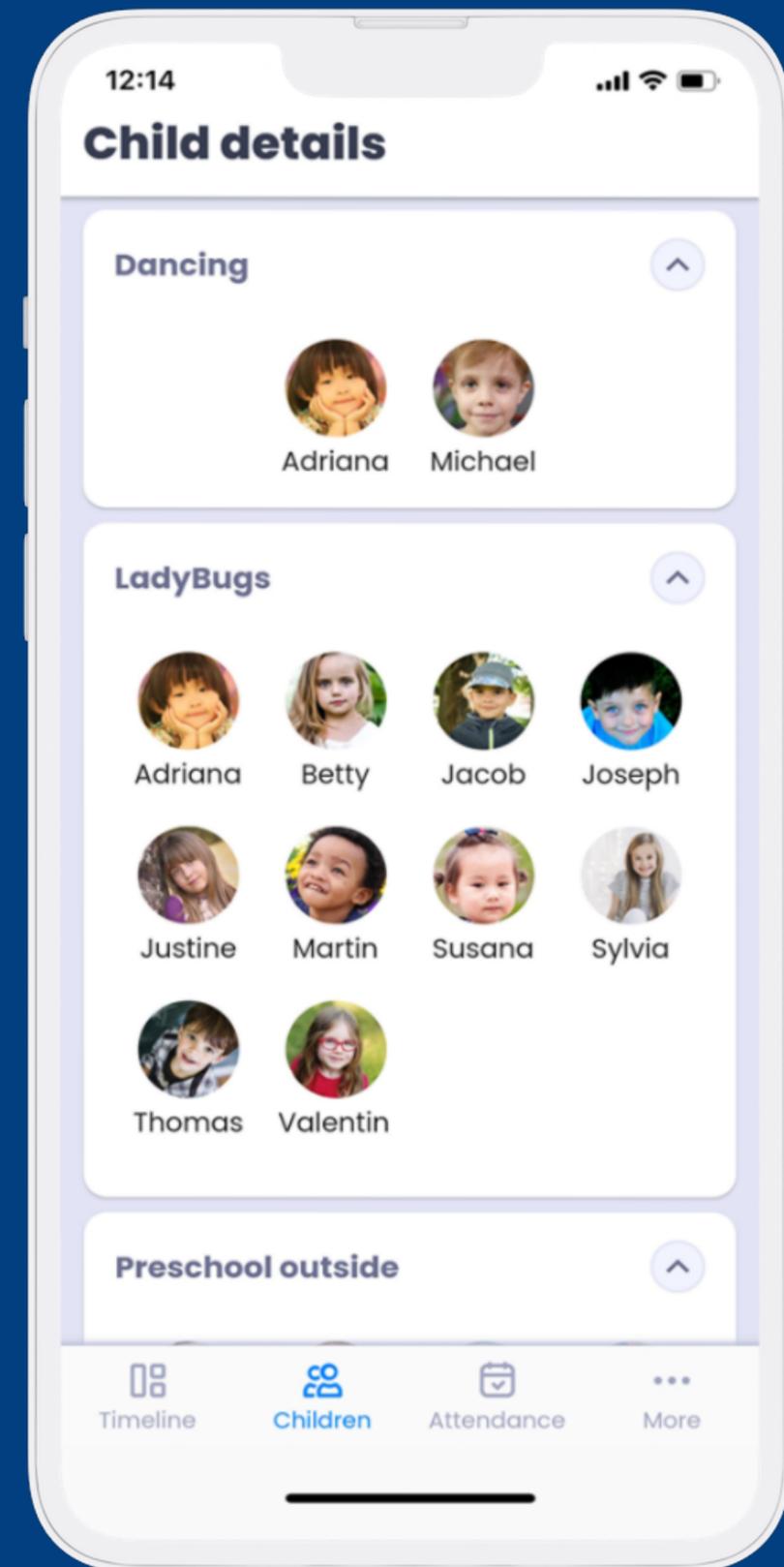
There must be at least one option, but there is no maximum number. That is why polls can be very useful, e.g. for creating a menu.

[Click here for detailed instructions.](#)

Children

After clicking on the child, you can see the following information (assuming the parents have already filled it in)

- First name
- Last name
- Nickname
- Age
- Date of birth
- Courses
- Additional information (e.g. allergies)
- Legal representatives
- Persons authorized to pick up

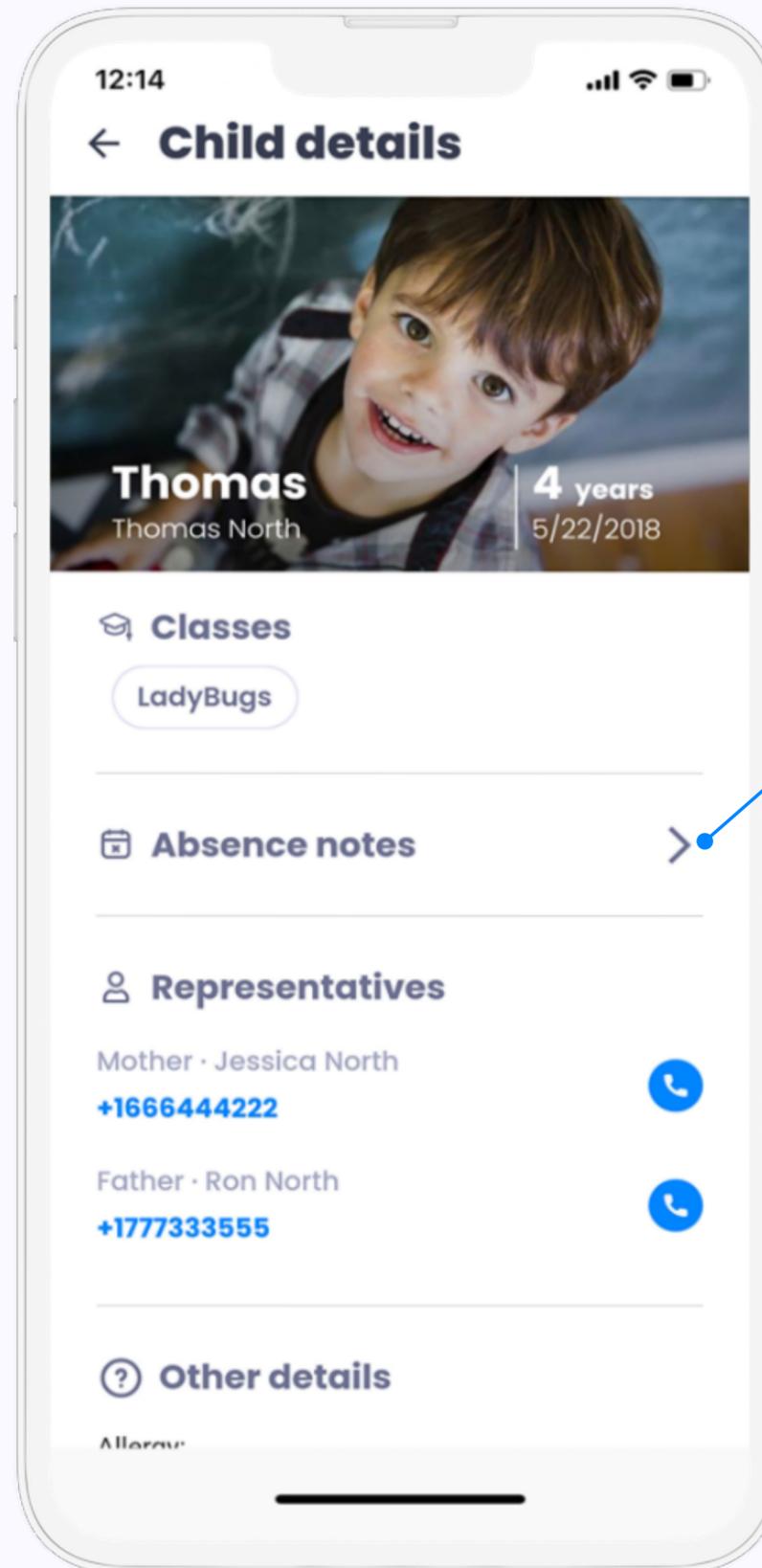


DETAIL

Children's

All data from the parents are transcribed 1:1 and changes are reflected immediately.

This is frequently used, for example, when the person authorised to pick up changes.



Excusing

You will also find a link to excuse notes in your child's card.

There, you can add an excuse note instead of the parent if the parent was unable to do so.

*Parents can send excuse notes through their app, so we do not recommend creating excuse notes for them on a regular basis.

[Click here for detailed instructions.](#)

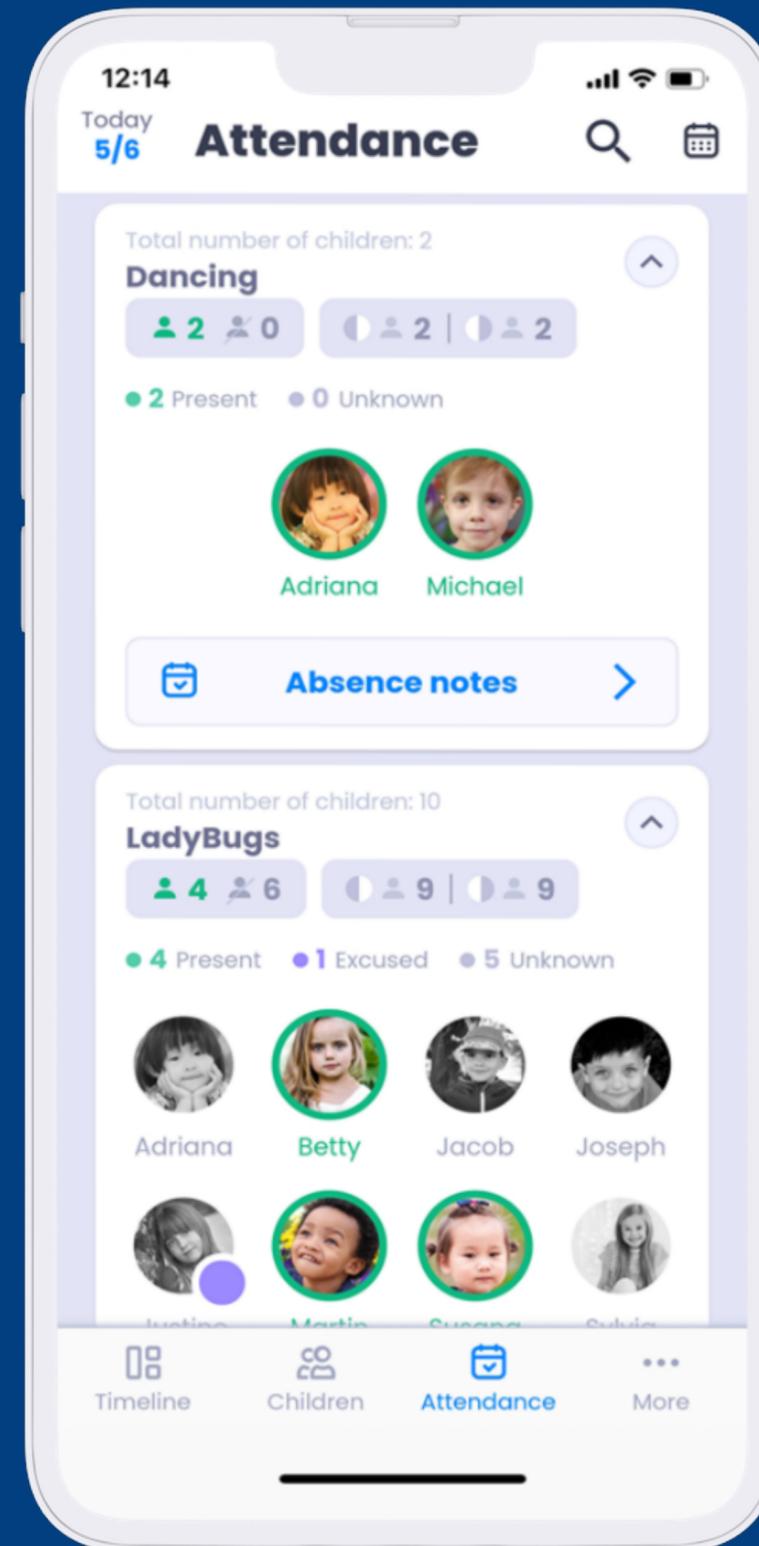


Attendance

In the attendance sheet you keep track of the arrival and departure of children.

Attendance from previous days can be displayed, but only the administrator can edit it.

You can view the monthly attendance report in the web application.



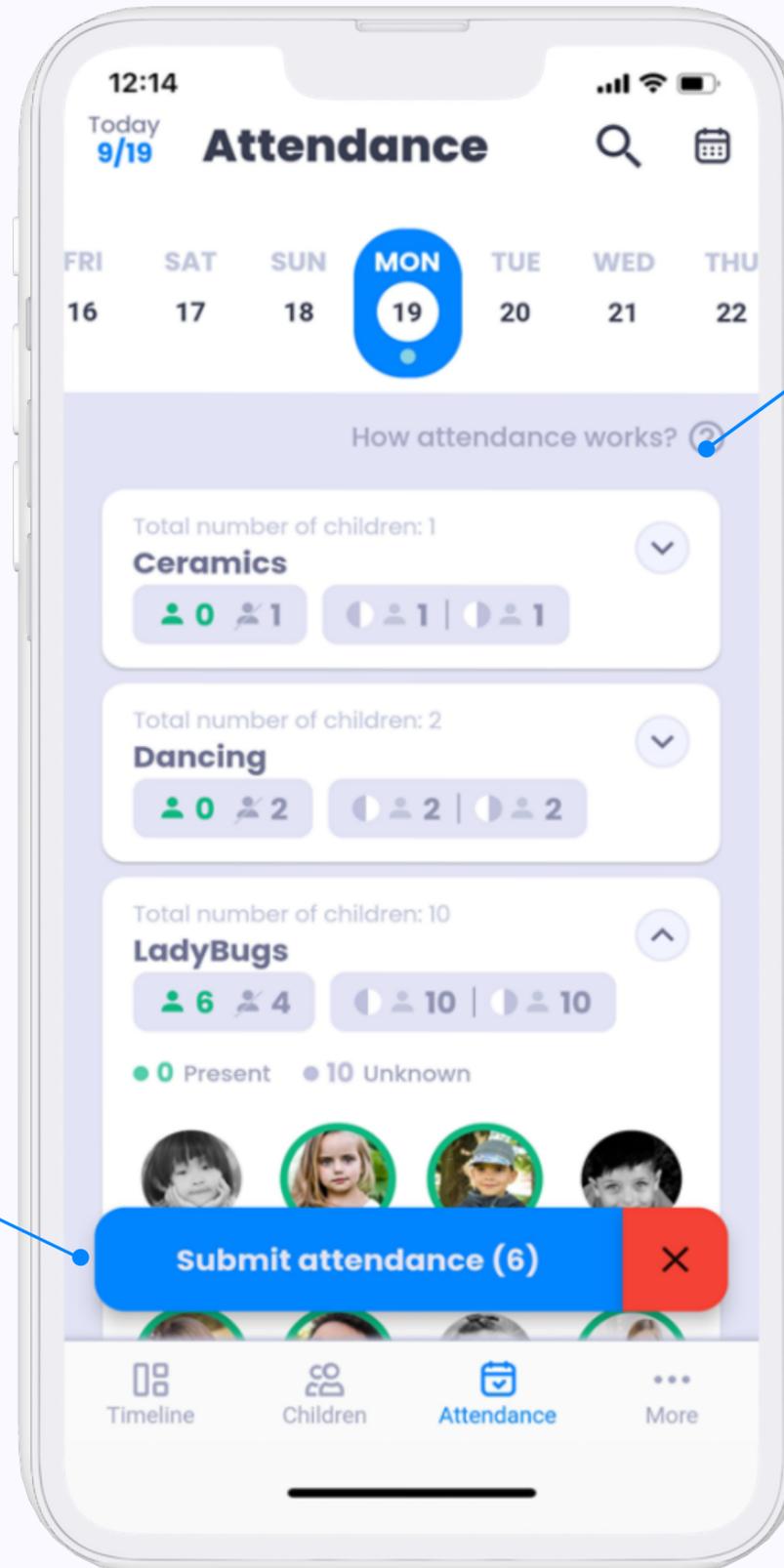
[Click here for detailed instructions.](#)

RECORDING

Attendance

With one click, you can select the children who are present and mark them in green, and then confirm the selection with a second click on **"Submit attendance."**

Once the child leaves, you select them again. Their profile photo will turn grey and you can confirm the selection again.



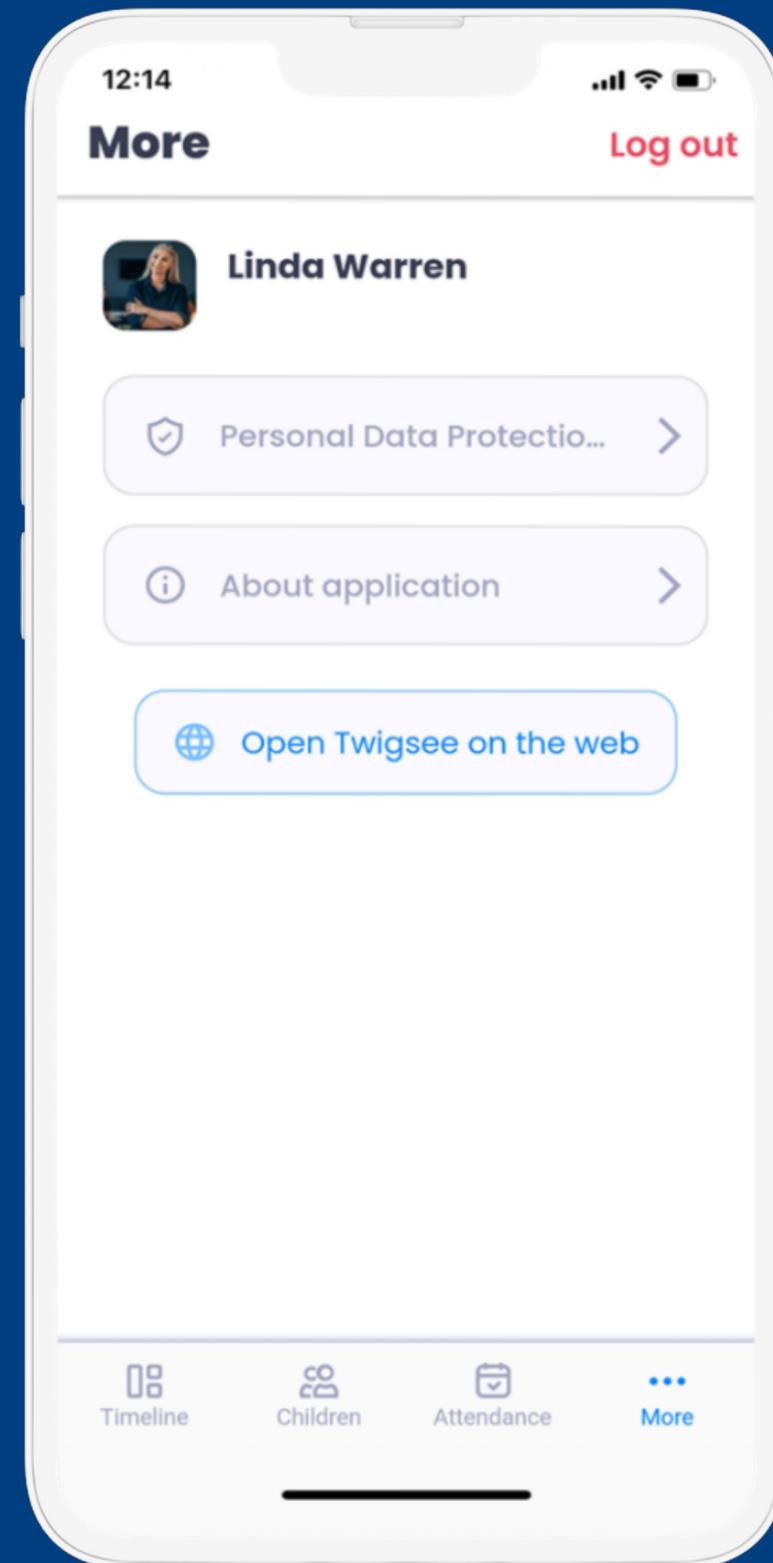
Attendance help

There is help right in the app that summarizes:

- expected and actual attendance
- marking presence and absence
- reasons for absence
- and more...

More

If you would like information about GDPR or would like to contact our support, please click on the last section "More".



Do not worry if you do not want to or cannot use the mobile app. You can also find everything on our website.

app.twigsee.com

The web interface has identical features to the mobile app and you log in with the same login details.

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