How to Review and Approve Activities (iPad)

1.a. Log into your Learning Genie Educator App, and click the “**Settings**” icon. Then, go to “**Useful Features**” > “**In-kind**”.



1.b. Click on a classroom, and go to “**More**”. Then, tap “U**seful Features**” and select the “**In-kind**” option, you can also access the in-kind activities.



2. Go to the “**In-Kind Review**” section, and you will be able to find the pending activities that need to be approved.

*Note: children with a red dot next to their icons or pictures have pending items.*

3. Then you can choose what you want to do with the activities:

* **Approve**: activities will officially be in the in-kind reports.
* **Ignore**: activities will not be counted towards your reports.
* **Reject**: activities will be sent back to the parent to be corrected.



4. At last, click the “**Save and Sign Later**” button.

**All sign offs will be completed by Chris Welton (DMT). You will not need to sign off on any** **activities.**