OSHC-LSE

Outside School Hours Care -Learning Stories and Evaluations



User Guide

Follow Australian Child Care Apps (ACCA) on Facebook:



Copyright © 2016 Nigel Green. All rights reserved.

CONTENTS

CONTENTS	2
ADMIN SETUP GUIDE	3
Subscription	3
Login Screen	3
Educator Login Screen	4
Settings	5
Create Learning Story	8
Child Profiles	9
My Personal Reflection Journal (Admin)	12
Shared Team Observations & Reflections (Admin)	13
Archive	14
Reports	14
EDUCATOR USER GUIDE	15
Educator Login Screen	15
Create Learning Story	15
Preview Learning Story	16
Documents	17
Webbing	21
Mark As Completed/Incomplete (Learning Stories only)	22
Child Profiles	22
My Personal Reflection Journal	23
Shared Team Observations & Reflections	24
Export	25
NQF Reference	26
Copyright	27

ADMIN SETUP GUIDE

Subscription

To enable the **LOGIN** button you will need an active subscription.

A 7 day free trial is available to you to see whether the app will meet the needs of your service.

To commence the free trial, you will need to 'purchase' a subscription using the **Subscribe** button, but you will not be charged anything until after the free trial period expires. If you choose to continue using OSHC-LSE after the trial, you will be charged a monthly fee which you can cancel at any time by turning off auto-renewal using the **Manage Subscriptions** button.

If you upgrade your iPad and/or you restore from a backup, you can use the **Restore Purchases** button to re-activate your current subscription (if necessary).

Login Screen

Once you have an active subscription (or trial) the **LOGIN** button will appear and you can proceed to the next screen.

The **Help** button downloads and displays this document. (depending on the speed of your internet connection, this may take a minute. A progress bar will appear while downloading.)

If you need technical support, please use the **email Support** button to contact the developer directly for assistance.



Page 3 of 27

Educator Login Screen

This brings you to the next screen where all Educators (and Admin) log in and out of their accounts within the app. This screen is also where Educators will access Learning Stories, Documents, Webbing, Child Profiles, Reflections, Reports and the NQF Reference.

The default login for initial access and setup is:

Username:	admin
Password:	admin

This is easy to remember and will get you started. Whilst the Admin username will always remain the same, you can change the Admin password, but we strongly suggest you wait until you have everything set up before you do this.

WARNING: If you change the default Admin password and forget what it is and you have not created any other users with Admin permissions, you will need to delete and re-install the app, which means you will lose all data previously entered.

We recommend you leave your password as 'admin' until you have everything set up and then **WRITE IT DOWN** first before changing it to exactly what you have written. It is also recommended to create another user with Admin permissions. This user can also reset the Admin password if it is forgotten. For privacy and confidentiality purposes store any written passwords in a safe and secure area.

We will come back to each one of the pre-mentioned areas in turn, but for now select the **Settings** button in the bottom right corner.



Page 4 of 27

Settings

Service Name: Enter your service name which will then appear on emails, reports etc. Leave this blank if you don't require this. You can always come back and change this later.

Permission Groups: Assign the permissions for each Educator or group and select your default which will be assigned to each new Educator initially until you change it. Admin automatically has access to all areas. If you wish to restrict access to reports, emailing and deleting for casual staff you may like to create a 'Casual Educator' permission group and set it as default. You can revoke all access by removing all permissions for any particular person. View only permission can be given to Juniors, Volunteers or Prac Students meaning they will not be able to add or edit any information within the app.

The 'Delete' permission for Educators (other than admin) only allows them to delete their own data. Educators with 'Admin' access can delete Educators, Codes, Domains etc. To remove any permission name swipe from right to left at the end of the row to reveal the delete button.

Note: If you assign a permission group and then decide later to delete it, any Educators who were assigned to this permission group will still be under this group name but as a precaution, will have all access removed. Admin will need to go into the **Manage Educators** screen and reassign them to a new permissions group. Eg. Jimmy was originally assigned to the 'Casual Educator' permission group but as this group has been deleted he now has no permissions assigned. Solution - go into the **Settings** screen, **Manage Educators**, tap on his name and select another permissions group for Jimmy.



Page 5 of 27

Permissions Table: (What giving access allows Educators to do)

CREATE	EDIT	VIEW	DELETE	EXPORT	REPORTS	ADMIN
Learning Story	Learning Story (own only)	Preview Learning Story	Learning Story (own only)	Learning Story (own only)	Run Report	Archive
Document	Document (own only)	Preview Document	Document (own only)	Document		Settings Access
Webbing	Webbing (own only)	Preview Webbing	Webbing (own only)	Webbing		Create/Archive Child
Create Copy (Document)	Edit Child Profile (limited access)	View All Child Profiles		Report (own only)		Access All Areas
	Edit Shared Team Observations & Reflections (own only)	View/Edit My Personal Reflection Journal				Edit/Delete Shared Team Observations & Reflections
	Mark As Completed/ Incomplete (Learning Story)	View Shared Team Observations & Reflections				Send Note To Educator's Personal Reflection Journal

Manage Educators: New Educator - To add a photo you can either use the iPad camera which will save the photo to the Educators profile (and the iPad Photos), or select one you already have in the iPad Photos. Enter the Educator's full name in the first box, and then create a username which they will use to sign in each time. A username must be lowercase (it will automatically be converted to lowercase if uppercase is used). Add a password for their initial login (perhaps their first name) which they can change later themselves. The password is case sensitive and can contain any amount or combination of characters but must not be blank.

Note: The password for Educators accounts can be reset by Admin so it is not a huge issue if they forget theirs.

Select the permission group (which you have set up through **Settings**) you wish to assign for that Educator and you are done. Hit 'New Educator' to clear the fields or enter another Educator. You can enter as many Educators as you like, there is no limit! If you wish to archive an Educators profile, select their archive button. Only those with Admin permission are able to archive Educator profiles.

Manage Groups: This function can be used to differentiate between the groups of children you have in your service. The group name will appear in reports. Select 'New Group' and type in the name of the group you wish to identify. Hit the enter/return button on your keypad to add the group to your list. To remove an entry, touch the group name to select it, swipe left and delete.

Manage Codes: Change existing codes and/or create new ones to reflect your service needs. Type in the code initials in the top box. Enter a description in the box and hit the 'New Code' button to add it into the list.

WARNING: If you use the same code as one you already have in your list it will overwrite that existing code. You can restore the original defaults the app came with but you will lose any new ones you have entered yourself. It is advisable to take a screenshot before restoring the codes to defaults so you can make the changes again that you require.

Manage Tags: Change existing tags and/or create new ones. Tags are commonly used terms, sentences or even children's names that can be inserted into Documents or Webbings without needing to re-type them.

Note: If your tag contains the word Outcome or OUTCOME followed by a number from 1 to 5, it will use the corresponding outcome colour from **Settings** for the tag's background colour.

Domains: Add or amend domains that are relevant to your service. These domains will then appear in your learning stories for selection.

Note: Domains can be set back to the original defaults the app came with but you will lose any changes or additions you made to them. As above, it is advisable to take a screenshot to record your changes so they can be re-entered if necessary.

Educator Observations:

This screen will give the Educational Leader an overview of entries that have been made in the last day, week, month or year. Clicking on the individual Educator will bring up any entries in the time period selected.

Admin or the Educational Leader is able to send a note to any Educator. The note will be waiting for the Educator in their Personal Reflection Journal the next time they open it.

It is especially useful for the Educational Leader who can keep in touch with each team members needs and concerns.

Outcome Detail: Choose your desired level of detail to use in Documents - Outcomes Only or Outcomes and Elements.

Quality Area Detail: Choose your desired level of detail to use in Documents - Quality Areas Only, Quality Areas and Standards or Quality Areas, Standards and Elements.

Outcome Colours: To change an Outcome colour tap on the relevant colour box on the left and select the replacement colour on the right. Once you have chosen the colours you would like to represent each outcome they will be reflected for that outcome through the whole app.

Create Learning Story

Admin has access to all Learning Stories and can mark 'COMPLETED' Learning Stories as 'INCOMPLETE' if changes are required. There is a section for Admin Comments at the top of each Learning Story where notes can be made to the Educator in regards to what is needed to complete the story. Admin can also archive to or restore an archived learning story from the **Archive**.

See 'Create Learning Story' in the Educator User Guide for more information.

Educator Login		🕮 Learning Story		
Admin Comments To	Educator:		A	utoscroll
Learning Story ID:	LSADMIN00001			
Learning Story Name:	Untitled Story			
Educator Name:	Administrator			
Story Type:	Group Individual			
Date of Story:	June 17, 2016		Tagged Children	Choose Codes
Educator's Story:				

Child Profiles

Go back to the Educator Login Screen (2nd screen on entering app) and select the **Child Profiles** button located towards the bottom left.

Note: All information is automatically saved in the Child Profile as you enter it, there are no 'save' buttons you need to press. There are two required fields marked with an * however.

New Child: Select the 'New Child' button and complete the basic details for this child. Add a photo from your Photos or take one with the iPad to use. Assign the group the child is in (groups are entered via the **Settings** screen). This information can only be entered and edited by Admin so it can't be changed accidentally.

Note: If you need to make any changes to a child's name you must first untag them from any learning stories they are tagged in before doing so or they will show up twice in the targeted children box and in reports. Untag, make any necessary name changes, re-tag.

Child Profile: This section can be edited by all Educators who have admin permissions. The last field named 'Educator's Notes' is available to ALL Educators with Edit permissions.

Heritage: Select the heritage of the child from the drop down box and add any details in the box. Eg: 3 countries are selected-Australia, England and NZ. Note in box explains that the child was born in Australia, Dad in the U.K and Mum in NZ. All 3 heritages will then be assigned to the child and will be reflected in the Heritage report. You can decide just to choose the child or parents birthplace, it is entirely up to you how you use this feature.

Family Info: Can be used for notes pertaining to the family such as separation of parents, family structure, sibling info etc.

Interests: General interests of the child taken from the Enrollment form, verbal input from child or parent and feedback forms. This helps to feed the program and demonstrates each child's interests are taken into account when planning experiences.

Particular Interests: The place to specify each child's interest for programming purposes. IE. The child may have an interest in sport but they really love soccer! They may have a general interest in African animals but have a fascination with elephants in particular.

Feelings about the service: It is important to be aware of how each child feels about attending OSHC as it can impact their whole experience. They may have had a bad experience at another service so letting Educators know this will help in their approach to the child.

Fears/Phobias: Self explanatory.

Parent Notes: Anything the parent wants us to be aware of such as their preference that the child completes homework or is limited to one movie per day.

Settling Strategies: Suggestions for settling the child when they are upset or are having an issue with a situation or another child at the service.



Medical/Dietary: Health requirements and restrictions. Conditions such as Asthma, Anaphylaxis or Diabetes. Intolerances to dairy or gluten. An icon is added to alert Educators that a medical note has been entered.



Behavioural/Physical Notes: This could relate to children with anger management issues; A.D.D; anxieties; cognitive disorders etc. Also those with physical impairments which may impact their ability to participate in the program without assistance.



Restrictions: You can use this section to make notes regarding Photography permissions, persons not permitted to collect the child or whatever you wish to record. An icon appears as a warning on the child's profile to let all Educators know a restriction is in place for this child.

Educators Notes: Ongoing notes can be made indicating changes to the child's initial information and circumstances. IE. Sally's family is expecting a new baby in June. Freddy has started attending tennis lessons twice a week after school. A great way to document positive/negative changes in the child's life to keep Educators up-to-date with each child.

Observations on this Child: An area to write observations to share with other Educators, or to draw on later if needed to inform learning stories and evaluations. It is relevant to this child only and visible by all other Educators.

Child Learning and Development: This is sorted into 4 terms and can record the history of any child over an 8 year period which is generally the longest you will have a child in OSHC. It is designed to record identified interests, strengths, developmental needs and the accompanying documentation (in the form of a learning story) to support such. You can then show the ongoing learning and development for each child over the year by adding to the entries and updating the learning story you have linked. Each year you will be presented with a fresh 'screen' so you can start the process again whilst still being able to refer back to the previous year/s.

Child Evaluation against MTOP Outcomes: Each child can be evaluated against the 5 outcomes to show their progress throughout the year over an 8 year period. You can date each entry if you like or put in your own headings. A learning story can be selected to reflect the child's development against each outcome. This learning story can be changed to support the latest entry made in the outcome box for that term, but only one learning story will show up at a time for that outcome. You can manually enter the ID of the previous Learning Story under the comment relating to that story if you wish to keep a record of it before selecting your new story. That way a progressive history can be kept to demonstrate the child's progress in that area. Different Learning Stories can be chosen to support each outcome, or you can use the same one. Each year you will be presented with a fresh 'screen' so you can start the process again whilst still being able to refer back to the previous year/s.

Annual Evaluation: This section can be completed for an annual assessment of the child against the chosen outcome over the current year. Each entry can begin with the name of the Educator completing the evaluation and the date/time of the entry with the touch of a button. Each year will automatically roll over to the new one.

Summative Assessment: This is for the overall/holistic assessment of the child's progress and development against all outcomes and domains, and incorporating observations. Each entry can begin with the name of the Educator completing the evaluation and the date/time of the entry with the touch of a button.

🗲 📁 Child Profiles		Child Profile		
* Full Name and Abbreviated Name are required to save the Alerts:	Profile.			Autoscroll:
Full Name: * PERKINS, Anton (Ant)		Birthdate:		Photo:
Abbreviated Name: * AP	26 27	June	2007 2008	
email (used as Bcc):	28	August	2009	
perkinsbpr77@yahoo.com	29 30	September October	2010 2011	
Assign Group Leonie				Gender:
Child Profile Family Heritage: Factor Father here in Italy Mathematics	annan y Anton a	od cibling born in Aug	tralia	
Enroi: Father born in italy; Mother born in G	ermany; Anton a	nd sibling born in Aus	trana.	Select Countries
Family Info:				
Enrol: Anton has a younger sister in Prep.				
Interests:				
Enrol: Bug catching and riding his scooter.				

Page 11 of 27

My Personal Reflection Journal (Admin)

There are 2 Observation and Reflection Journals available for ALL Educators to utilise within the app. These are the 'My Personal Reflection Journal' which is only visible to the Educator and Admin, and the 'Shared Team Observations & Reflections' which is visible to all Educators. Both of these journals are accessed via the Educator Login screen.

You can choose a priority for entries using 4 different levels.

- Normal Entry
- Low Priority
- Medium Priority
- High Priority

Priority levels are a useful way to flag an entry to bring it to the attention of others, however, they should be used sparingly, as if all posts were flagged high priority they would lose their relevance.

The 'From Date' can be changed to view the last week, month or year and up to 250 entries can be Exported to save elsewhere or printed if you wish.

Your name will appear at the top to avoid someone else making an entry without checking that they are logged into their own account first.

Messages waiting to be read from Admin or an Educational Leader are kept until you are ready to open them, that way you can complete your current reflection first if you wish. Once you read your messages, they become a new Admin Note.

To differentiate easily between entry types, all Admin Notes will have a red coloured heading. Admin Notes will remain at the top until you decide to copy and paste it somewhere else, or delete it.

Shared Team Observations & Reflections (Admin)

You can choose a priority for entries using 4 different levels.

- Normal Entry
- Low Priority
- Medium Priority
- High Priority

Priority levels are a useful way to flag an entry to bring it to the attention of others, however, they should be used sparingly, as if all posts were flagged high priority they would lose their relevance.

The pin is the highest level of priority and is a great one for sharing any safety concerns you may have. This entry will remain at the top until the pin is taken off or another pinned entry is created. Both entries will then remain at the top of the list.

As well as their creator, Admin can edit Shared Team Observations & Reflections entries to answer questions etc. This allows for the sharing of information for anyone who has a question or a request. Once the Educator has read the note they can unpin it from the top and it will move back down the list in date order.

Archive

Learning Stories, Documents, Webbing, Child Profiles and Educators can be archived if you wish.

Archiving (which requires Admin permissions) allows you to tidy up your records and only show relevant information. Any information that is archived is still available in reports and can be restored at any time.

Use the **Restore** button to restore the currently selected item.

Reports

This contains a list of reports that may be useful in your service. Tap the one you wish to view and hit 'Run Report' in the top right corner. Most reports allow you to choose the reporting period and come with presets and a custom button which allows you to select a specific time period which may not be listed.

Make sure you scroll to see all the reports available as some are hidden below the bottom of the box.

More reports will be added into the app in time, based on the number of requests for each particular one.

EDUCATOR USER GUIDE

Educator Login Screen

Login using the username and password you have been given by Admin. Once you have logged in you will be able to change your account password if you wish. If you forget your password at any time, Admin will be able to reset it for you.

Your account, which includes your Personal Reflection Journal, is only visible to you and those with Admin permission.

Create Learning Story

Story Name: Choose a title for your learning story, this will become the heading for your completed story. If you are creating the story after the date of the experience or activity you can select the actual date to put into your story. If you don't change the date it will record the story using today's date.

Next, decide whether it is a group or individual story and tag the relevant children through the drop down box. If you cannot find a child in the box it will mean they have not had a Child Profile completed for them yet. Choose your Codes to identify whether the experience was an extension to learning, an unplanned experience, an activity planned from an observation or any of the other Codes available. You can select multiple codes if it covers more than one.

Note: To check which Children or Codes you have selected just click back on the relevant button and your current selections will be highlighted.

Photos: You can take photos with the iPad during the activity which will be saved into the iPad Photos for later insertion into your story. You can also send photos to the iPad via email, Bluetooth or AirDrop (on compatible devices) where they have been activated.

Note: Please refer to your user guide for the iPad to use these functions as they are outside of the scope of this app.

Select 0-6 photos to include in your story. Tap on the empty photo box, choose either 'Photos' or 'Camera' and insert. If you choose to use the camera it will insert the photo automatically into the box and also save another copy to your iPad Photos. To see how the photos look go back out of the Learning Story screen and Preview your story. You can change or delete the photos using the same process as before.

Educator's Story: Your area to write in the who, why, when and where of the experience.

Children's Story: Have the children type in their own version of events if you can to make it more relevant to them and their learning.

Outcomes: Tap on each element of the 5 outcomes to see more information on the supporting evidence for that particular element. This is taken directly from the 'MTOP-Framework for School Age Care' and covers some of the many ways that each element can be met. Choose the ones you feel are relevant to the experience and use the box below to explain how or where each one was visible within the experience.

Domains: Choose the relevant domains using the extended information to help you decide which ones were demonstrated by the child/children in the activity. You can choose more than one. Use the box below to document how each domain was evidenced within the experience.

Extension To Learning: This section is used to record your ideas for future planning to extend and expand on the children's interests or needs as documented in the story.

Principles and Practice: Touch each one to expand the information and select those that were relevant to the story.

Preview Learning Story

Use the **Preview Learning Story** button on the Educator Login Screen to see how your Learning Story will look before exporting (you will need to have selected a Learning Story first).

Only the sections that you chose to complete will show up in the preview. If everything looks correct and complete, you can choose to Export the Learning Story.

See **Export** for more information.

Documents

Action Bar: Actions become available when an object is selected (the selected object has a red border). Some objects share the same actions whereas others have actions that are unique to their type.

Add Text: Adds a blank text box, ready for input.

Add Photo: Adds a new photo placeholder, ready to accept an image. Double tap the placeholder to bring up photo import options.

Insert Date: Inserts the current date in your local date format.

Add Tag: Displays a list of custom Tags to insert. Tags can be created and edited on the **Settings** page.

Tag Child: Tagging a child in a Document uses the email address from their profile as a Bcc (Blind carbon copy). This means you can email the Document to all parents whose children are tagged without sharing their email addresses.

MTOP: Select to display a list of 'My Time, Our Place' outcomes. Different levels of detail are available - see **Settings**.

EYLF: Select to display a list of 'The Early Years Learning Framework' outcomes. Different levels of detail are available - see **Settings**.

NQS: Select to display a list of 'National Quality Standard' Quality Areas. Different levels of detail are available - see **Settings**.

BG Colour: This has two uses. It can be used to change your background colour if you don't want a background image or alternatively it can be used to tint your chosen background image. To change the colours use the red, green, blue and alpha (transparency) sliders or HEX if you are familiar with using web colours.

BG Image: You can choose any image from your existing Photos or take a new one with the iPad camera to use as your background image.

ALL OBJECTS SHARE THESE ACTIONS:

Lock: Use this to temporarily disable the object from being selected or moved. This is particularly useful when layering objects. To unlock an object, long press on the background. NB. This will unlock all locked objects, so you may need to re-lock some objects before continuing.

Down Layer: This moves the selected object down one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.

Up Layer: This moves the selected object up one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.

Match Width: If you would like to add multiple objects and have them be the exact same width, you can use this action. First select the object you wish to change, touch Match Width and then touch the object whose width you want to match.

Match Height: If you would like to add multiple objects and have them be the exact same height, you can use this action. First select the object you wish to change, touch Match Height and then touch the object whose height you want to match.

Delete: This deletes the selected object. **WARNING**: No confirmation is given so be sure you have the correct object selected before using this action or you will need to recreate the object. There is no undo button.

TEXT ACTIONS:

Edit On/Edit OFF: The pen icon next to the lock turns editing on and off. This can be useful when you are trying to resize or move the text box and the keyboard gets in the way (for users without hardware keyboards).

Fonts: Excluding photos, this action is available to all other text objects. Use this to change the font and font size for the selected text object. There are hundreds of fonts available for you to choose from.

Text Alignment: Left, Center, Right and Justified alignments are available for editable text objects.

Match Font: This is available to all text objects and allows you to match the font and font size of another text object. First select the object you wish to change, touch Match Font and then touch the object whose font you want to match.

Move/Resize: The default setting is Move so that you can reposition any object anywhere on the screen. When resizing a text object with your finger, the object resizes from its bottom right corner. After you are finished resizing, you should set the object back to the Move setting so you don't accidentally resize it again.

PHOTO ONLY ACTIONS:

Using gestures, photos can be scaled and rotated to any size or angle.

Reset Image: This resets the image to its full scale and removes any rotations.

Straighten Image: This will straighten the selected photo to the nearest 45 degree angle.

Shape Masks:

- No Mask. This removes any shape masks from the image.
- Star
- Circle
- Oval (NB. square photos will appear to be a circle mask)
- Square

Please note: Imported images are automatically reduced in size in order to preserve memory resources and to allow for many different photos and objects to be added.

TAGS, OUTCOMES AND NQS ACTIONS:

These have the same actions as Text.

Note: If your tag contains the word Outcome or OUTCOME followed by a number from 1 to 5, it will use the corresponding outcome colour from Settings for the tag background colour.

Webbing

Create Node: Creates an editable node. Nodes can be linked to each other and also to Tags or Dates. Each Node can have a different font and font size and have sharp or rounded edges. They can also be moved and/or resized.

Add Photo: Insert photos direct from the camera or from your existing photos. These can then be enlarged, reduced, rotated or changed to circular, rectangular or oval shapes.

Insert Date: Inserts the current date in your local date format.

Add Tag: Use this option to add Tags you have created (these are created using Manage Tags in Settings).

Tag Child: For those children who have an email address in their Child Profile, tagging them in a Webbing will allow you to **Export** a Bcc email to each of their parents.

Connector Colour: You can change the colour of the connector lines to any colour you like.

Linking Nodes, Tags and Dates: To link nodes together, start by selecting the first node. Touch the link icon and then select the second node. Unlinking a node unlinks it from ALL of its connected nodes.

Tip: If the keyboard keeps getting in the way, or you are done editing the node text, you can use the Pen icon to turn off editing for that node.



Page 21 of 27

Mark As Completed/Incomplete (Learning Stories only)

This can be used to show Admin or the Educational Leader that your story is complete and ready for printing or emailing. They will then be able to preview your story and enter any comments for changes or areas that you may have overlooked or which require attention. If you find your story marked as incomplete when you next log in, go back into your story and look for the Admin Comments at the top.

Note: A Learning Story that is 'COMPLETED' cannot be edited. If the Learning Story has not yet been Archived and you need to make a change, you can select it and 'Mark As Incomplete' to enable editing again. Once you have made your changes, you can 'Mark As Completed' again.

Child Profiles

Educators with editing permissions are able to change the following:

- Educator's Notes within the Child Profile
- Observations on this Child
- All fields in Child Learning & Development
- All fields in Child Evaluation against MTOP Outcomes

Admin permissions are required to change:

- Full Name
- Abbreviated Name
- email (used as Bcc)
- Gender
- Group
- Birthdate
- Photo
- Family Heritage
- Heritage Countries
- Family Info
- Interests
- Particular Interests
- Feelings about attending the Service
- Fears/Phobias
- Parent Notes
- Settling Strategies
- Medical/Dietary
- Behavioural/Physical Notes
- Restrictions

See 'Child Profiles' in the Admin Setup Guide for more information.

My Personal Reflection Journal

The 'Personal Reflection Journal' is where Educators are able to critically reflect on their own practise and is a great way to see how far you have come since you started at the service.

You can choose a priority for entries using 4 different levels.

- Normal Entry
- Low Priority
- Medium Priority
- High Priority

Priority levels are a useful way to flag an entry to bring it to the attention of others, however, they should be used sparingly, as if all posts were flagged high priority they would lose their relevance.

The 'From Date' can be changed to view the last week, month or year and up to 250 entries can be Exported to save elsewhere or printed if you wish.

Each entry is visible only to the Educator who wrote them and Admin. This allows for updates to be added that show follow up has occurred, or any changes to the situation. It is also especially useful for the Educational Leader who can keep in touch with each team members needs and concerns.

Your name will appear at the top to avoid someone else making an entry without checking that they are logged into their own account first.

Messages waiting to be read from Admin or an Educational Leader are kept until you are ready to open them, that way you can complete your current reflection first if you wish.

To differentiate easily between entry types, all Admin Notes will have a red coloured heading. Admin Notes will remain at the top until you decide to copy and paste it somewhere else, or delete it.

Shared Team Observations & Reflections

You can choose a priority for entries using 4 different levels.

- Normal Entry
- Low Priority
- Medium Priority
- High Priority

Priority levels are a useful way to flag an entry to bring it to the attention of others, however, they should be used sparingly, as if all posts were flagged high priority they would lose their relevance.

The pin is the highest level of priority and is a great one for sharing any safety concerns you may have.

This entry will remain at the top until the pin is taken off or another pinned entry is created. Both entries will then remain at the top of the list.

As well as their creator, Admin can edit Shared Team Observations & Reflections entries to answer questions etc. This allows for the sharing of information for anyone who has a question or a request. Once the Educator has read the note they can unpin it from the top and it will move back down the list in date order.

く Educator Login	🖌 Shared Team Observations & Reflections	Export
Create New Entry	Learning Story ID Document ID Webbing ID	From Date:
This afternoon we harveste their families. They all enjoy have so many opportunities children tomorrow. Let me k provide such a variety of pro	d the sunflower seeds and planted each one in a peat moss pot for the children to take home for ed being part of the process from beginning to end so we will continue to find things to plant that for extension and learning. I have kept the tops off the pineapples and will show them to the now if anyone else has any ideas that we could present to the children in the way of plants that oducts like the sunflower does.	20 May 2015
Entry #000060	Our webbing for Anzac Day was very insightful. As the children were already involved in activities within their classroor suggestions and ideas to add to the board. The older children enjoyed researching why the Poppy is used as a symbol writing out the poem "in Flanders Field". The younger children enjoyed making a wreath and poppies for the parents to Day. Henry told me that his family attends the dawn service each year so I asked him how he would feel about laying t memorial on our behalt. Henry was very excited to be asked and his Mum was just as keen and supportive and told me through photos so we could share them with the other children and families. As many of our families have links to the c past and present, and commented on how pleased they were to see us recognising and celebrating Anzac Day, we will this in coming years.	ns they had lots of of war and wear on Anzac ne wreath at the she would send elence force both continue to do
Entry #000057 29 Feb 2016, 4:26 PM by Sahil PRASAD	This afternoon we harvested the sunflower seeds and planted each one in a peat moss pot for the children to take hon families. They all enjoyed being part of the process from beginning to end so we will continue to find things to plant that a opportunities for extension and learning. I have kept the tops off the pineapples and will show them to the children tom know if anyone else has any ideas that we could present to the children in the way of plants that provide such a variety the sunflower does.	he for their thave so many prrow. Let me of products like
Entry #000052 21 Feb 2016, 4:31 PM by Mahalia KARTINI	The children are enjoying the new resources in home corner. Jenny was asking if we could get a washing machine and one on my FB page that I would like to make with the children in Vacation Care. I'll put a photo of it in the staff room if a to help with resources etc.	I I saw a great Inyone would like

Export

With Export permission, you can share Learning Stories, Documents, Webbing, Reports, Reflections and more using a variety of options including:

AirDrop, Message, Mail, Notes, Twitter, Facebook, Copy, Print and any other 3rd-party App that supports handling PDF documents and JPEG images.

For services that wish to send directly to parents this is a wonderfully quick way of sharing with them.

You can print directly from the iPad if you have an AirPrint compatible printer. You can also email the PDF or image to your Head Office or Admin for printing off to place in the child's portfolio, or for creating a display for families at the service.

PLEASE NOTE: Depending on the device or computer your parents use, they may need to download a free PDF reader (Adobe offers one) to display the PDF documents.

https://get.adobe.com/reader/

If something is exportable, you will see an **Export** button at the top right of the screen.

NQF Reference

Links* to the MTOP 'My Time, Our Place - Framework for School Age Care' and EYLF 'The Early Years Learning Framework for Australia'.

More resources are available by touching the 'More ACECQA Resources' button which will take you to the 'Educators and Providers Library' on the 'Australian Children's Education & Care Quality Authority' (ACECQA) website.

*requires an internet connection.



Copyright

MTOP 'My Time, Our Place', EYLF 'The Early Years Learning Framework for Australia', NQS 'National Quality Standard', NQF 'National Quality Framework' Copyright © Commonwealth of Australia 2011 Department of Education and Training.

All product and company names are trademarks[™] or registered[®] trademarks of their respective holders. Use of them does not imply any affiliation with or endorsement by them.

Apple, the Apple logo **é** and iPad are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.

'Outside School Hours Care - Learning Stories & Evaluations' and OSHC-LSE Copyright © 2016 Nigel Green. All rights reserved.

www.australianchildcareapps.com.au www.nigelgreensapps.com