Parents' Guide to MyLearningBook (Live)

Version: 2.0

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Contents

Welcome to LearningBook

If you're reading this guide then your child's school/nursery is using LearningBook to record your child's early years learning journal digitally.

We believe that a child's early years education is one of the most important times in their life, both for the child and those responsible for their education.

LearningBook is a Digital Learning Journey that your child's school/nursery can use to observe, track and view information on your child's progress easily and securely, giving you a real insight into your child's learning.

Not only that, but you no longer need to wait until parents' evening to see what you child has done during the day.

Getting started with LearningBook

LearningBook has been designed to be quick, intuitive and easy to use so we hope you will pick it up quickly. However, we've included a step-by-step guide to help you get started.

1   Parents how to: Logon to MyLearningBook

- Open an Internet browser. LearningBook is best viewed on a PC using the latest version of Google Chrome, although Firefox and IE are supported.

- Enter the address of the logon page - https://mylearningbook.co.uk

- Enter the email address that you gave to your child's school/nursery and the password that that has been provided by them (remember all passwords are CaSe SeNsItIvE).

- Click the "**Log in**" button.

For security reasons if the incorrect password is entered three times the system will disable the login and the school/nursery will need to re-enable it. If you have forgotten your password you should contact your child's school/nursery as they have the ability to reset it and issue a new one.

By logging onto LearningBook you are subject to the conditions explained in the Acceptable Usage Policy (AUP) which is available on request or from our website.

2   The Start Page

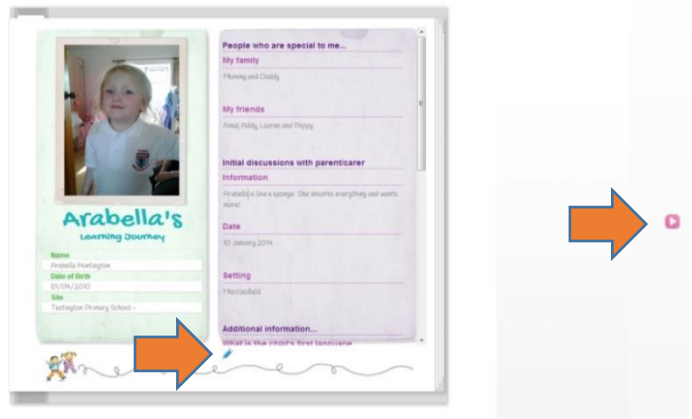When first logging on to the Parents' Portal you will be sent to the Start Page.

Click on the **book on the shelf** to launch the learning journey or click the **"Start your journey here"** link.

If you have more than one child at the school/nursery click on the name of the child whose learning journal you want to see. If you can only see one child speak to your school/nursery and they will be able to link your other child(ren) for you.
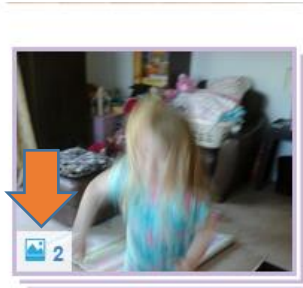
3   How to: Browse through the book

Use the arrows (on the far left and right of the screen) to click forward or backward (or swipe if using a tablet).

Note: The "All about me" page is blank until completed by you or the school/nursery by clicking the blue pen at the bottom of the page"
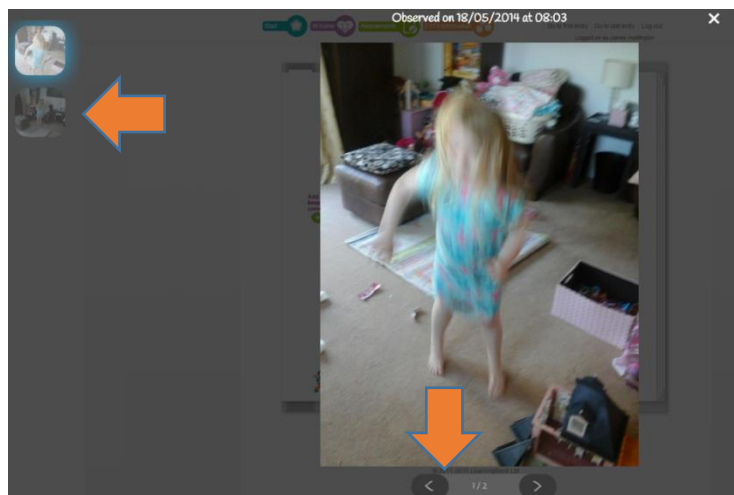
If more than one video, photograph or audio recording has been included within an observation you will see an icon next to the picture advising you of the number of media attachments.

To view the other images, click on the photograph

You can navigate between the images using the thumbnail photographs in the top left of the screen or the navigation arrows at the bottom.

4   How to: Leave a keepsake comment

Parents can leave a 'keepsake comment' next to each observation by clicking the **"Add your keepsake comment"** link. This is restricted to 125 characters so it fits into the margin;

You can see who made the comment and when they made it as well as editing or deleting it by hovering over the comment.

5   How to: Use At Home

The **At Home** feature allows parents to upload photos and associated comments from home. These can be used by the school/nursery as part of the child's Learning Journey if they are relevant to the child's development.

To upload At Home observations, click the **"At Home"** icon from the top menu.

This will load the **At Home** page from where you can see all the pictures and text you have uploaded;

To add a photo click the placeholder **"Place your photo here"** where you will be prompted to choose the photo from your PC. Type in some comments to help staff members get some context to the picture and click **"Submit"**.

Note: The format needs to be JPEG (with the file extension .jpg). The maximum file size is 4MB. We understand that when taking photos you don't always have control over the size of the photo so you may need to do a bit of resizing if the file size is bigger than 4MB before you try to upload the photo. You can use a program that is on all Windows PCs by default called 'Paint' which has a simple resize button using percentages. (A 50% reduction of a 15MB picture (which is very large) would reduce it to less than 4MB for example.)

This will upload your At Home observation and return you to the At Home page. Staff at your school/nursery will have access to this upload and can choose whether to use it as part of your child's Learning Journey.

6   Assessments

Periodically the school/nursery will complete assessments for you child which can be viewed by clicking the **"Assessments"** icon at the top of the page.

This will display the assessments recorded for your child. Clicking the relevant clipboard will display the assessment report.

Assessments...
Click on assessment to view

| Spring Term Summative | 2015 | | Summer Term Summative | 2015 | | Autumn Term Baseline | 2015 |

*(**Note** If you cannot see any assessments for your child it may be that the school/nursery has chosen not to display them in your child's learning journey. If you would prefer to see them please contact the school/nursery to make this request.)*

Staged Child Assessment Report

Download Pdf

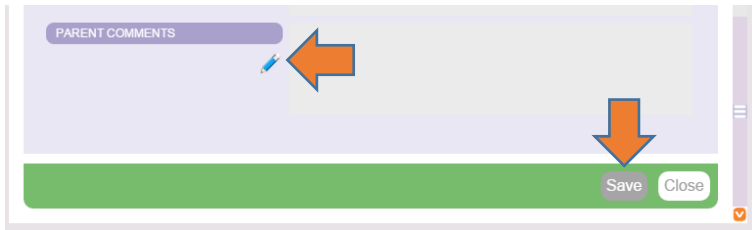|		
Name	Arabella Huntington	Period	Autumn Term
Age	40 months	Year	2015
Room	Reception Class	Type	Summative
		Created by	James Huntington

	0-11 months	8-20 months	16-26 months	22-36 months	30-50 months	40-60 months	ELG status	CEL
PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT								
Making Relationships	-	-	-	-	-	Developing	Stage	
Self-Confidence And Self-Awareness	-	-	-	-	-	Secure	Stage	-
Managing Feelings And Behaviour	-	-	-	-	-	Secure	Stage	
COMMUNICATION AND LANGUAGE								
Listening And Attention	-	-	-	-	-	Developing	Stage	
Understanding	-	-	-	-	-	Developing	Stage	-
Speaking	-	-	-	-	-	Developing	Stage	
PHYSICAL DEVELOPMENT								
Moving And Handling	-	-	-	-	Developing	-	Stage	Playing and Exploring
Health And Self-Care	-	-	-	-	-	-	Expected	
LITERACY								
Reading	-	-	-	-	-	Developing	Stage	

If you wish to leave parent comments on the assessment report, scroll to the bottom of the page and click on the blue pen icon to reveal the editing panel.

After typing your comments, click **"Save"**

7   Help and support

If you have any questions about LearningBook or run into difficulty, you should always contact the school/nursery in the first instance. They should be able to answer any queries you may have but they will contact us on your behalf if not. The reason we ask you to do this is for the safety of your child as we are unable to prove your identity (or if you are a bona fide relative).

Safety and security is behind everything we do at LearningBook, so not only do you have the peace of mind of knowing that your school/nursery is using a Digital Learning Journey solution that takes the safety of your child's data seriously, you also have the peace of mind of knowing that we will never enter into correspondence with anyone about your child unless the school/nursery has asked us to do so.

Should the school/nursery need to contact us on your behalf the following information will be useful to us to try to help you resolve any issue you may be experiencing:

- o   Type of internet browser and version e.g. IE v10, Google Chrome

- o   Which page you were on e.g. Start page, main book page

- o   What you were doing at the time of the fault e.g. Adding a keepsake comment

- o   The problem you encountered

We will look in to the query and respond as soon as possible.

We are constantly looking to improve the LearningBook experience so any feedback (good or bad) is most welcome.

We hope you enjoy using LearningBook.