

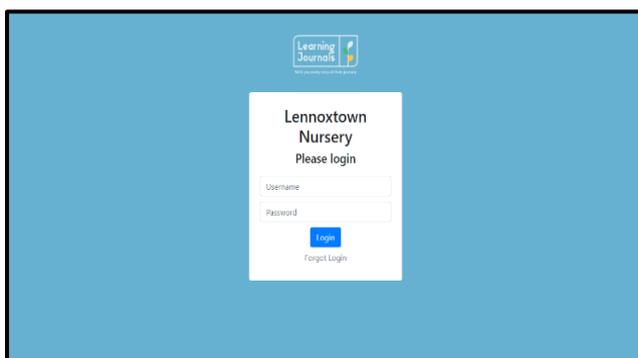


### How to Access and use Learning Journals

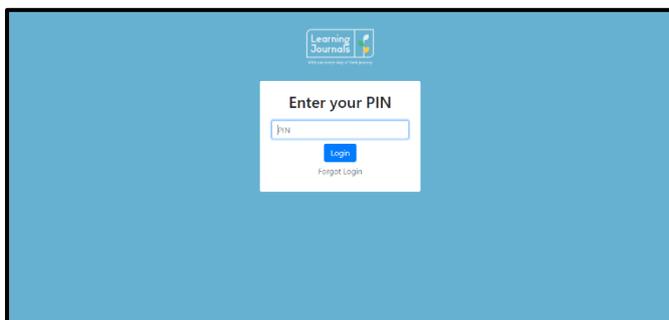
Everyone receives our Learning Journal policy and East Dunbartonshire Councils privacy statement in the e-mail offering their child's place in the Centre. They are asked to confirm their consent for Learning Journals by replying to this e-mail. Once they have granted permission their account will be set up and log in details are e-mailed directly from Learning Journals. They should then set up their account and e-mail the Centre to confirm this has been done. Their child's account will they be set up and they will be linked to this. In the interests of security and data protection, we do not link a child to parents until they have confirmed that they have received their log in details. If you have log in details but can't see your child's profile please e-mail at [nursery@lennoxton.e-dunbarton.sch.uk](mailto:nursery@lennoxton.e-dunbarton.sch.uk) and we can support you with accessing this wonderful resource.

Using the link sent to you by e-mail you will be directed to the log in page. If you have lost the link please e-mail use and we sent this to you.

#### Logging In



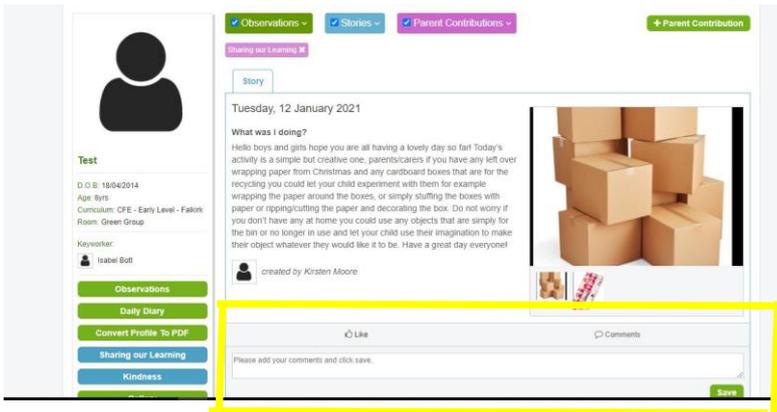
This is the log in screen. Enter your username and password. If you have lost or forgotten these let us know and we can ask for it to be reset. Please remember password reset e-mails come direct from learning Journals so check your junk mail if you do not receive it before asking for it to be sent again.



Next you will be asked to enter your PIN which you set up when you first accessed your account. If you have lost or forgotten these let us know and we can ask for it to be reset.

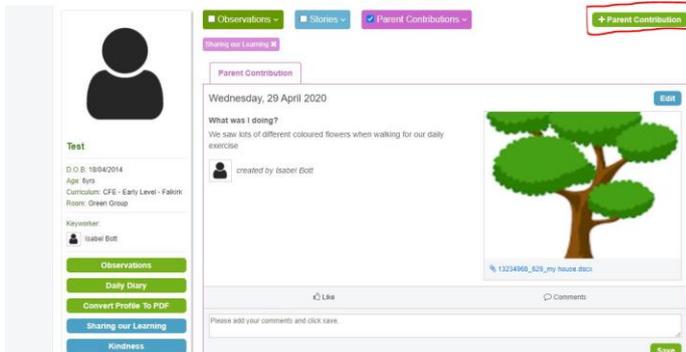


This is the screen you will see once you are logged in. The most recent observations or activities added by staff will appear at the top and you can scroll through these. You can select what you want to view observations, stories or parent contributions



You can add a comment about the story/activity or observation by typing in the box highlighted (don't forget to click save). You can also ask staff questions about the activity here and they will send you a reply as soon as they can.

### Adding a Parental Contribution



Click on the button highlighted on the picture opposite.

You will now see the following screen



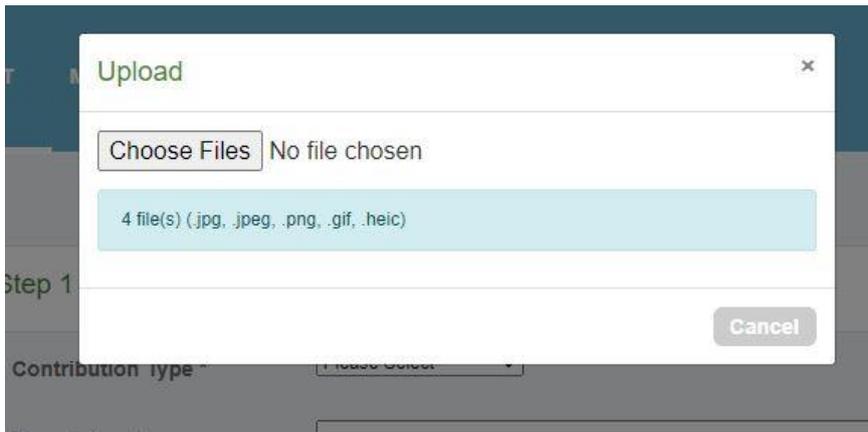
You can select either **Sharing our Learning** or **Kindness** from the drop down menu.

Enter a description or comment

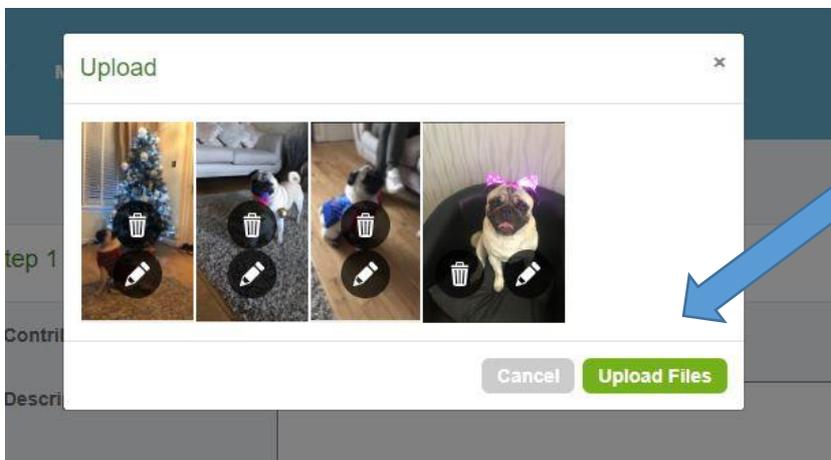
Add a photo (unfortunately parents are not able to upload videos)



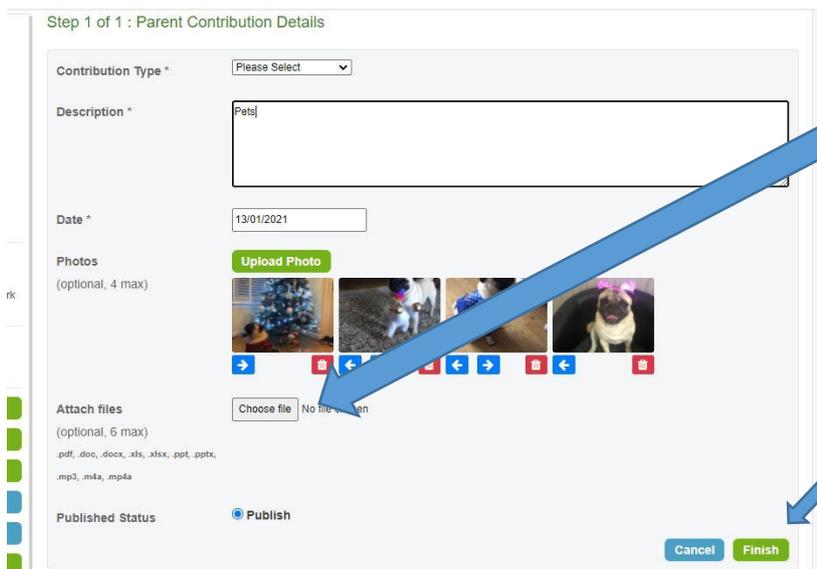
If you click the upload photo button you will see the following pop up box.



You can select up to 4 photos



Click upload files



You will now see this screen. You can now add a file such as scanned drawings or writing.

If you have no files to add or have added your files click publish



### Accessing other areas of Learning Journals.

The screenshot shows a sidebar with buttons for Observations, Daily Diary, Convert Profile To PDF, Sharing our Learning, Kindness, and Gallery. Below this is a navigation bar with TEST, MESSAGES (21), and DOWNLOADS. A dropdown menu is open under MESSAGES, showing filters for Observations, Stories, and Parent Contributions, along with a + Parent Contribution button. A story entry for Tuesday, 12 January 2021 is visible, with the text 'What was I doing?' and 'Hello boys and girls hope you are having a lovely day so far! Today's' and an image of cardboard boxes. Blue arrows point from the text blocks to the MESSAGES button and the 'Convert Profile To PDF' button in the sidebar.

Daily Diary is completed for all children during the current restriction on parental access to the Centre due to Covid 19 restrictions. To access this click on the button.

The gallery button allows you see all photos and videos from your child's profile.

Convert to PDF allows you to save your child's Journal as a PDF once they leave the Centre. PDF files can be access using this button.

If you are sent a message on Learning Journals you will be notified by e-mail. You can look back at all messages using this button.

If you reply to a message this is sent to the centre by e-mail and we will reply as soon as possible.