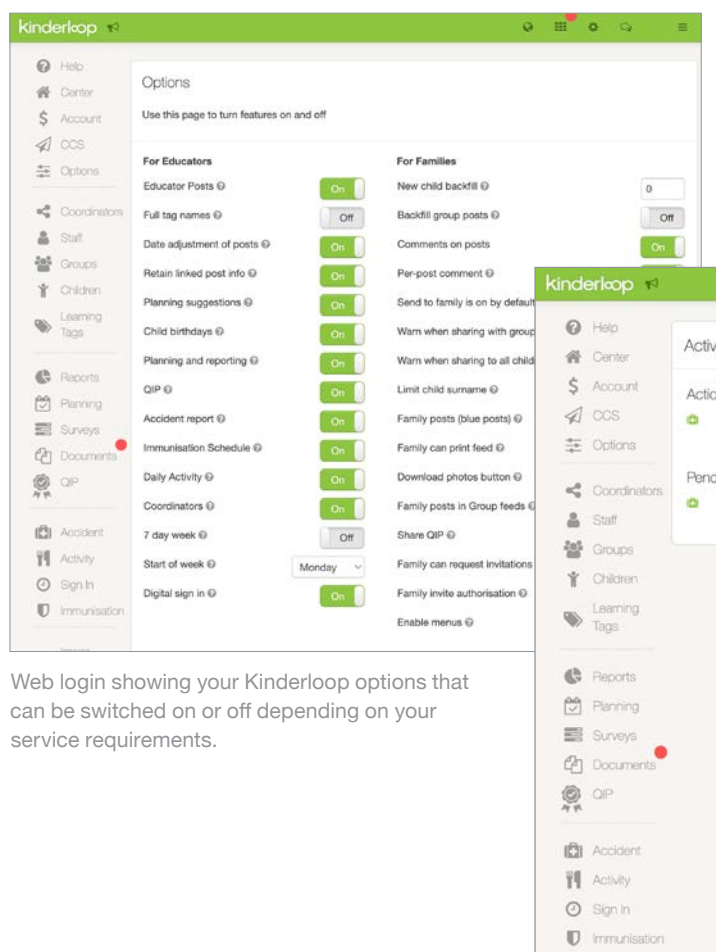# Educator simple getting started guide

This info sheet gives you the basic requirements for new educators.
Important note: Ask your administrator to provide you with your username/password.

Note. There is a difference between the Kinderloop app and the web login, we aim to keep the app as easy and simple to use as possible, the web login is for focused, off-the-floor time and has more admin features.

Web login showing your Kinderloop options that can be switched on or off depending on your service requirements.

Your Kinderloop settings/options (online)

When logged in online, you have access to your Kinderloop's settings, this is where you can **easily control all the elements of your private loop; staff, groups, children, learning tags** and run reports, create templates. The free app shows a simplified version of your Kinderloop making it easier to post in a busy situation.

1. Add staff

Add staff one by one and remember to give them their user-name and password, or setup one user-name for each group login.
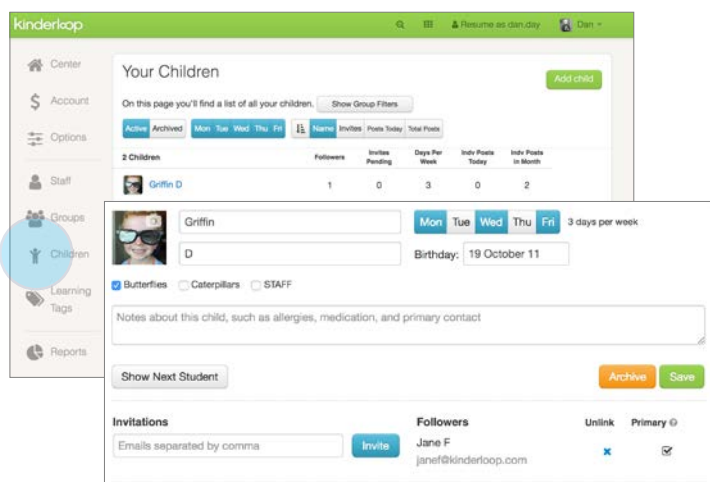
2. Create groups

Create as many groups as you need. For example, multiple rooms in a centre, Early learning room, Preschool room or room groups that may exist in your setting.

3. Add children

Add children and place them into a group. You can also add children on the fly by typing their name into a post and pressing return. You do not have to invite family members until you are ready.

4. Add learning tags

Add your own learning tags or choose from some of the more popular tags to pre-load. Tags can also be added on the fly when posting by typing the new tag and pressing return, it will automatically be added to your Kinderloop.
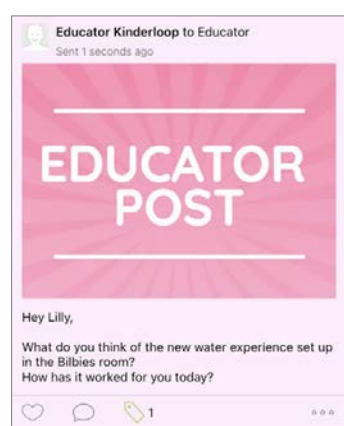
Inviting parents/family members

Once children are added to your secure Kinderloop, you can **easily invite their family members** at any time.

Add their email addresses to their child's settings, they will receive a **secure email inviting them to signup to view their child's Kinderloop**. We encourage you to use the **printable consent form** found here http://kinderloop.com/help.html it helps keep track of who gave the consent.

Extended family members

Invite additional family members to a child's secure Kinderloop, it could be a Grandma in Japan or a relative in the UK. Bring the extended family back together through a child's Kinderloop!

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Available on the App Store

ANDROID APP ON Google play

Download the free Kinderloop Plus app

Create your first post to children online

Create your first post immediately from the web browser or by downloading the Kinderloop Plus app to your mobile device and logging in to your private Kinderloop.

Capture moments & tag children/learning outcomes

1. Add images from your image library or capture a new one via the device's camera.

2. Write/speak a short account about the event.

3. Choose a **group** (if you have them) or

4. **Tag the children** (this will ensure the linked family of those children see the post) **If you leave the group and children selection blank, the post will go to all children within your Kinderloop.**

5. Use 'other tags' to choose your learning outcome or create a new tag by typing and pressing return, it will automatically be added for use next time. **You can pre-load popular tag options such as EYLF, NQS, MTOP, EYFS in your online settings.**

Shared (white) posts

When creating a shared post, tag all children, a group or individual children and slide the share with family **on** to create a **shared post the the linked family of the tagged children will see**.

Private (yellow) posts

When posting, slide the send to parents **off** to create a **private post**, handy for **documenting individual child observations** and developmental skills for educator reporting requirements. No matter how many children you have tagged, the post will not be sent to linked family members while saved as a private post.

Educator (pink) posts

You can also choose to send an **educator to educator** post, these will only be seen by those educators tagged and any admin users and will appear pink on your main feed. Families cannot see pink educator posts.
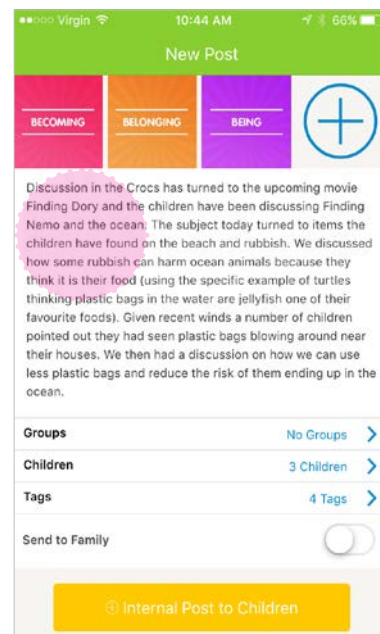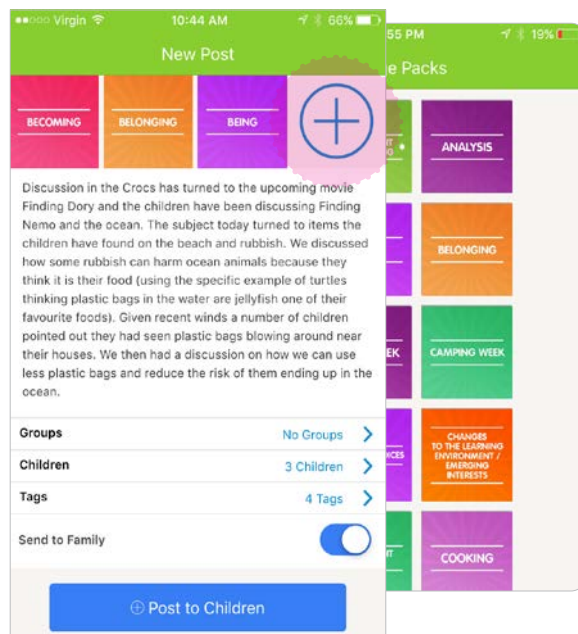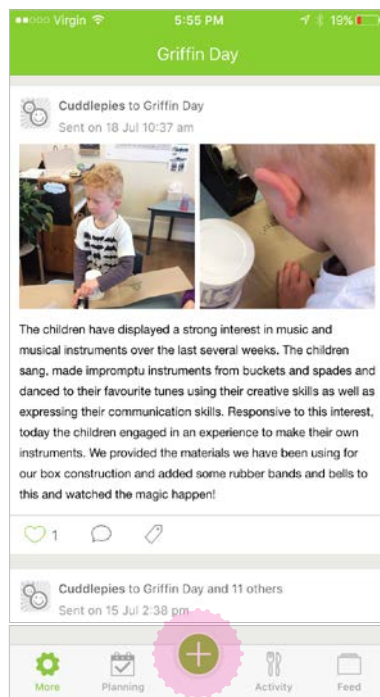
Family feedback (blue) posts

Linked family members can post back to you, tagging their children so you can easily show parent engagement. These posts are blue in your feed and will only be seen by the linked family of the child tagged and your educators.

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Download the free Kinderloop Plus app

Post to your Kinderloop via the free app

Step 1. On your device, go to your app store and search for 'Kinderloop Plus'
Step 2. Install, its FREE!
Step 3. Login with your username/password and start posting to your private Kinderloop.

1 Sign in
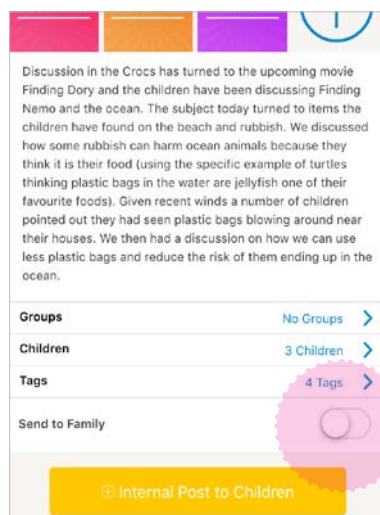Sign in with your username and password on your device.
To post, select the post icon.

2 Create post to children
Select the '+' icon to add photos. Click on the photos, video or resource image you would like to add.

3 Write your ob
Now type in your comment or observation, follow up, planning, long or short it can always be edited later.
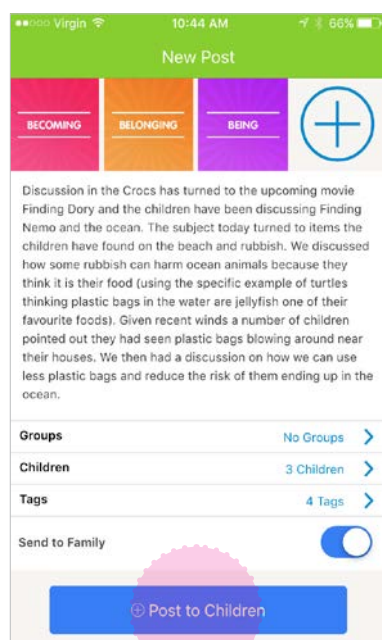
4 Private (yellow) post
When posting, slide the send to parents **off** to create a **draft (yellow) post**, handy for saving a post that you need to come back to later.
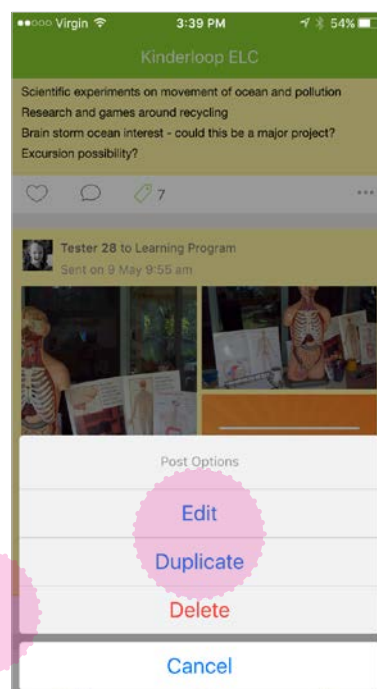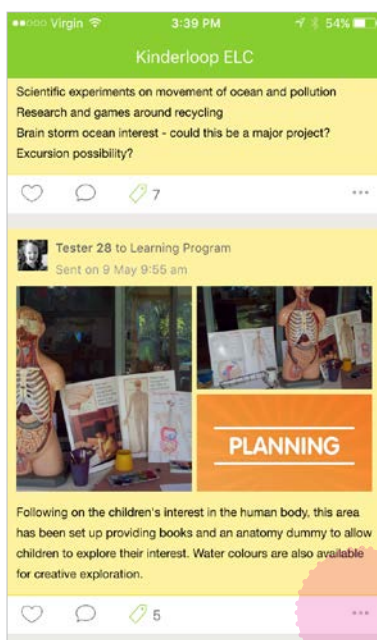
5 Tag children/learning outcomes
Select the group/children in the observation, then add learning tags to your post to help for searching and completing a summative assessment. To search for a tag, start typing the desired tag and a list will appear, it is possible to select multiple tags at a time.

Post to your Kinderloop via the free app (cont.)

6 Post

Ready to go, simply click post!

7 Edit/duplicate a post

Within the edit option it is possible to add photos or more detail to your observation in the message section. Add more learning tags that are thought of simply by typing them in and pressing enter to save them, EYLF Principles and Practices and NQS Quality Areas, even theorists!

8 Planning/learning cycle

THE PLANNING CYCLE — OBSERVE, ASSESS, PLAN, IMPLEMENT, EVALUATE

The beauty about Kinderloop is that you get to choose how you'd like to use it to suit your planning cycle. This is an example of a basic planning cycle:

Once you have **observed/collected** information about a child or group of children, you can document this in a 'new post to children''. This is where you can link any learning to the approved framework e.g the EYLF & other pre loaded tags. From your observation, you can analyse the information collected, this information can be added to the main body of you observation post, or, you can select the 'analyse' linking option on the drop down menu.

From the information you have analysed you can then **plan** for furthering learning and development. Planning can be written within the post or comments section, or you might like to select 'plan', to add these ideas directly to your planning area. You can share the plan with linked family members by selecting 'share with family'

Implementing your plan is where your ideas to support a child's learning & wellbeing come to life. You can choose to document what you implemented within the body of the post or add to the comments section, OR you can select '**implement**' to create a new linked post documenting the experience. Finally, you might like to **reflect/evaluate** the experience. This allows you to critically reflect on what worked & what could be done better, informing your practice for future planning. You can add your reflection/evaluation to the main body of the post or comments section, OR select '**evaluate**' - creating a new linked post to document your reflection/evaluation.

Additional app features (if switched on in your options)
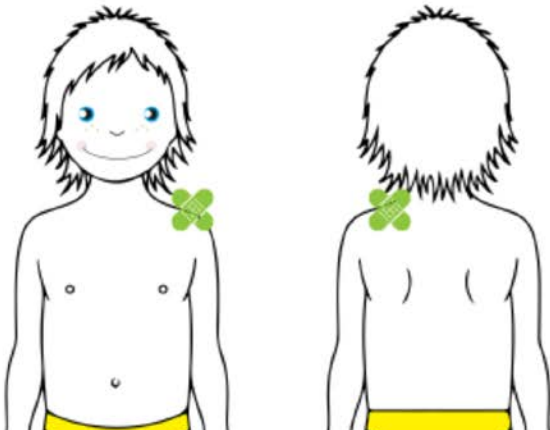

New planning post

The 'create planning post' button allows you to quickly create a new planning post that can be shared on your centre or group planning wall. You can create and edit your daily/weekly or monthly program easily through your Kinderloop Plus app. Linked families can be sent the planning items instantly and provide feedback in the comments section.

New accident/incident

If your service has switched on the accident report feature, you can fill out and send accident/incident and medication reports with the touch of a button. Simply click on the template you would like to fill out and follow the prompts.

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