

# Child Portfolio Entries

**Portfolio Entries are where you can create records for your learning stories and child observations.**

**Records created specifically for one or a couple of children. You can convert your paper templates to an electronic version by clicking on create new template.**

**Portfolio Entries created can be published to the Parent Portal. These will then be viewable to the family of the selected child/children.**

**This tip sheet will walk you through:**

- **[Creating a Child Portfolio Entry Template](#)**
- **[Creating a Child Portfolio Entry](#)**
- **[Searching and Printing Child Portfolio Entries](#)**
- **[Troubleshooting](#)**

## Summary

### *Create a Child Portfolio Entry Template*

1. Click on Program & Practices Menu
2. Select Portfolio Entries
3. Under the Templates tab click on +Create New Template
4. Main Details:
  - a. Enter title
  - b. Tick if you want images/video uploads
  - c. Select heading colour
5. Program Category
  - a. Tick if you want program categories to write to
  - b. If selected, tick which category headings
6. P.P.L.O
  - a. Select Type from drop down menu
  - b. Then tick if you want the following options on your template: Principles, Practices, Learning Outcomes.

7. Other Sections
  - a. Then tick if you want the following options on your template: Philosophy, Follow Ups/Extensions, Theorists
8. Custom Text Fields
  - a. If you wish, you can add new headings by clicking on +Add button
  - b. Then type in a heading
9. Family Input
  - a. Tick if you want this field to write to
10. Scroll up and click Save

### *Create a Child Portfolio Entry*

1. Click on Program & Practices Menu
2. Select Portfolio Entries
3. Under the Templates tab, find the template you want to use and click Create New Record
4. Main Details
  - a. Enter a Title
  - b. Select Date
  - c. Select Program
  - d. Select Room
  - e. Then select Children
5. From here on is based on what you have selected when creating your template. You may need to add media, or tick headings that relate to the diary entry and enter information where required.

**NOTE:** *You may have more headings/information depending on how you customise*

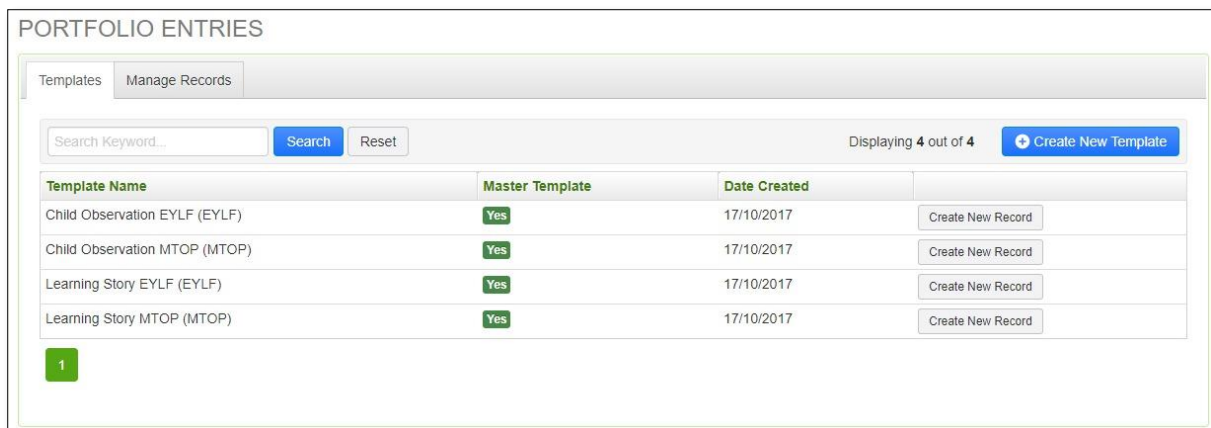
# Child Portfolio Entries

## Detailed

To open the Child Records module, navigate to **Program & Practices** menu and select **Portfolio Entries**:



This will open the Portfolio Entries page:



### Creating a Child Portfolio Entry Template

The Child Record Templates determine the headings and content which you can write about and link to when creating a Child Portfolio Entry.

To create a new template, click the **+Create New Template** button.

The New Form Template page will appear:



### Main Details:

**Title** – Give the template a name. This helps you to identify the template, particularly if you have multiple templates.

**Allow Image/Video Uploads** – Check this box if you wish to upload images and videos to your Child Record.

**Heading Colour** – Click on the colour box to change the colour of the headings throughout your program.

### Program Category:

**Enable Program Categories** – Check this box if you wish to write to Program Categories within your Child Records. Once checked, you may check the specific entries to include. You may also opt to allow image uploads to each entry by checking the 'Enable Image Upload' box.

### Custom Text Fields:

Click the 'Add' button to add custom headings in your Child Record. As with the Program Categories, these headings will appear on your child record with a textbox underneath for you to write in.

### P.P.L.O:

Select either EYLF (0 – 5yr old) or MTOP (school age).

If required, check the boxes to include Principles, Practices and Learning Outcomes.

### Other Headings:

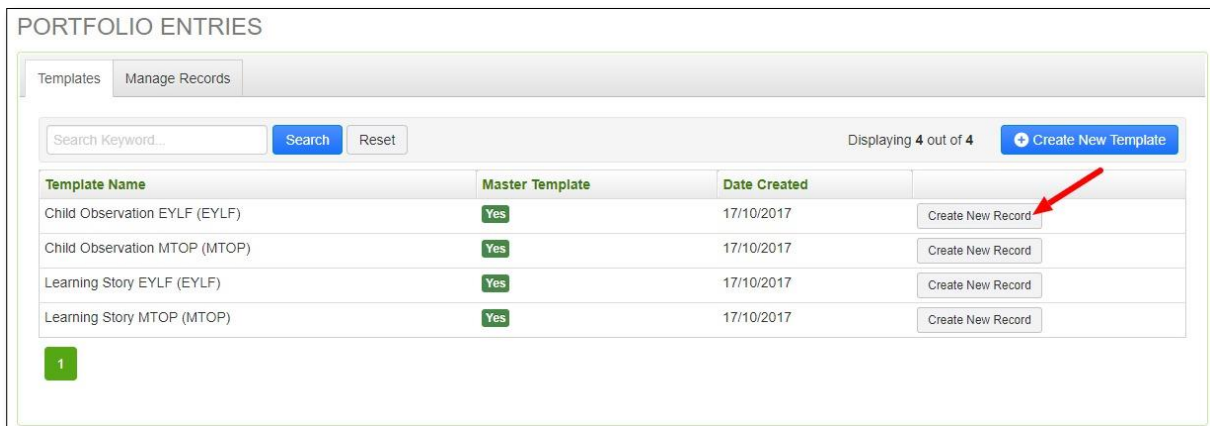
If required, check the boxes to include Philosophy, Follow Ups/Extensions, Theorists and Family Input.

Once your template is complete, click the **Save** button. Your template will now display in the list.

You may edit a template by clicking the **Edit Template** button.

## Creating a Child Portfolio Entry

To begin creating a Child Record, select the template you wish to use and click the **Create New Record** button:



The screenshot shows the 'PORTFOLIO ENTRIES' interface. At the top, there are tabs for 'Templates' and 'Manage Records'. Below the tabs is a search bar with a 'Search Keyword...' field, 'Search' and 'Reset' buttons, and a 'Displaying 4 out of 4' indicator. A 'Create New Template' button is also visible. The main content is a table with the following data:

Template Name	Master Template	Date Created	
Child Observation EYLF (EYLF)	Yes	17/10/2017	Create New Record
Child Observation MTOP (MTOP)	Yes	17/10/2017	Create New Record
Learning Story EYLF (EYLF)	Yes	17/10/2017	Create New Record
Learning Story MTOP (MTOP)	Yes	17/10/2017	Create New Record

A red arrow points to the 'Create New Record' button in the first row of the table.

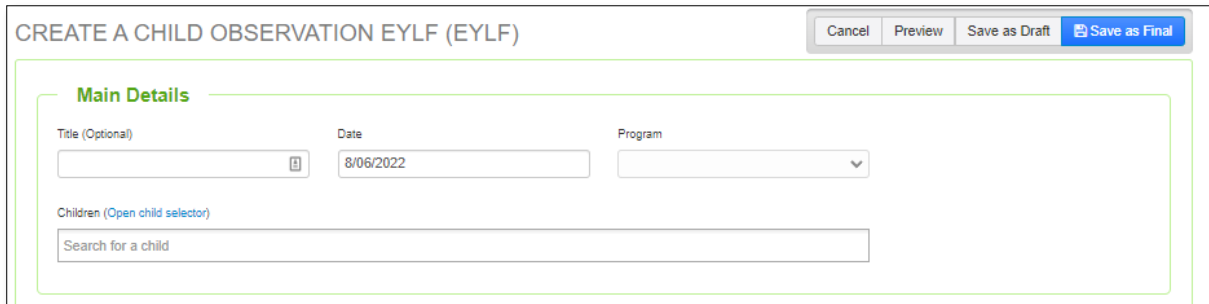
This will open the create a record window and allow you to begin.

**NOTE:** Your template may differ to the content listed below depending on the template setup.

Give the Portfolio Entry a **title**. This is the title of the record when published to the Parent Portal.

Select the **date** for the record.

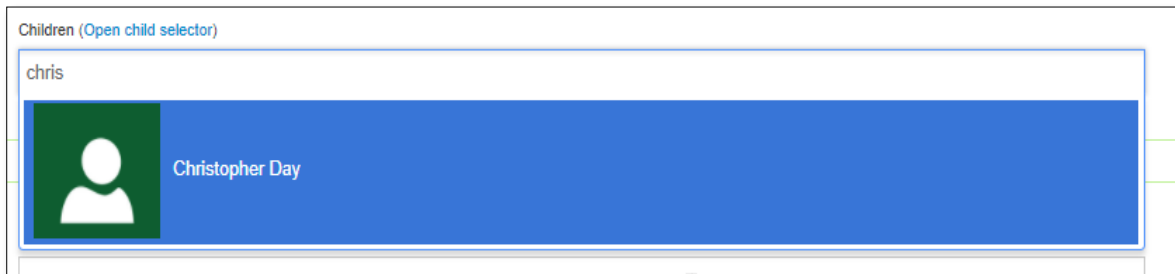
If applicable, select a **Program** to link the entry to. Any programs fitting the date range will appear for you to select from.



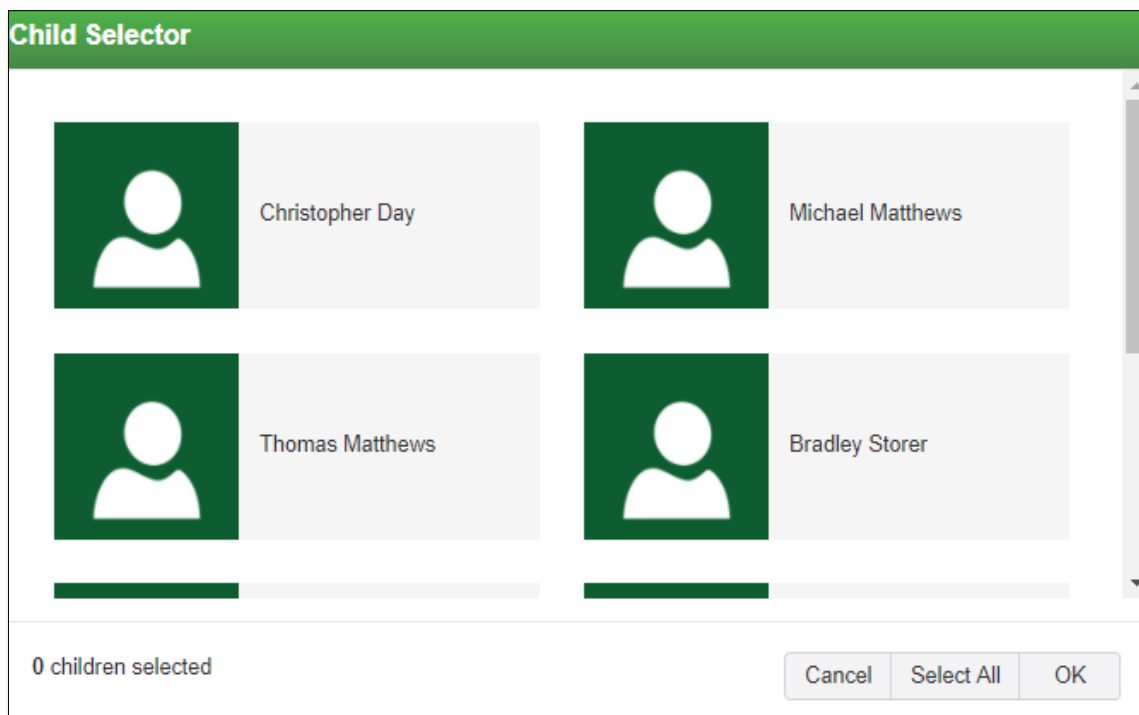
*Note: Your Program must have a start and end date to display in the dropdown menu.*

Select a **Room/Program** from the dropdown menu.

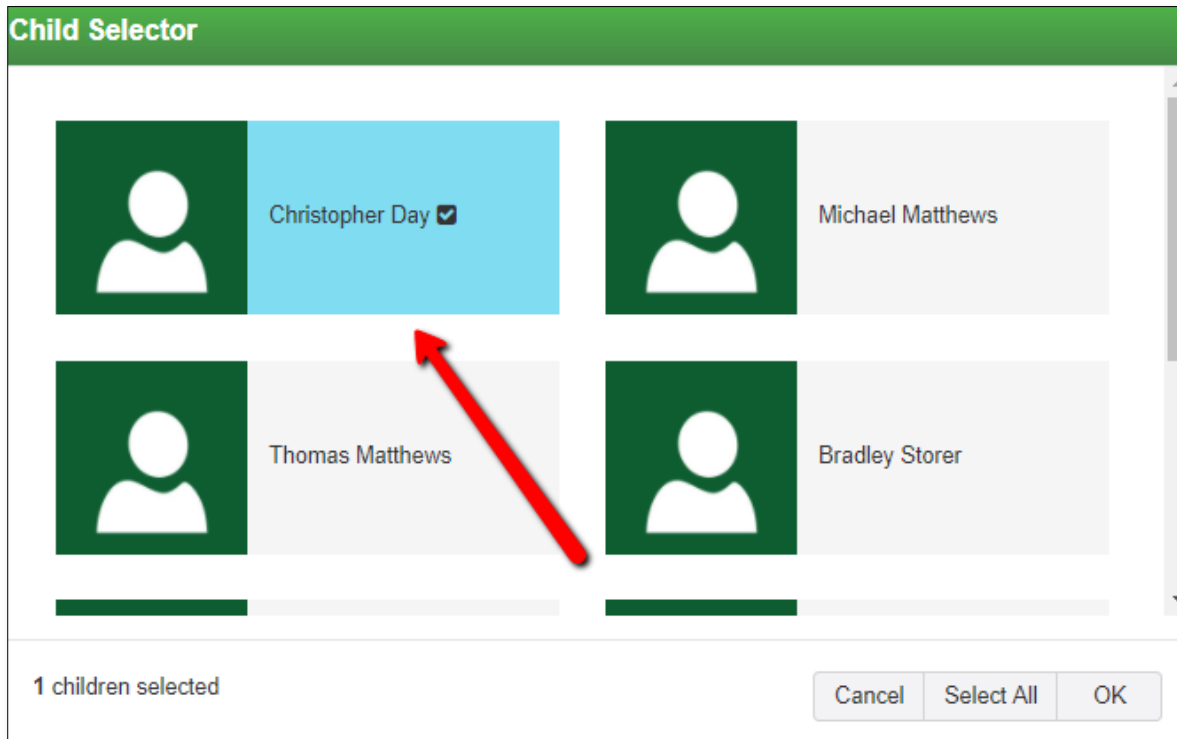
Type a **child's name** to dropdown results to select:



Alternatively, click the **Open Child Selector** button to open the Child Selector window. This window will allow you to select one, multiple or all children:



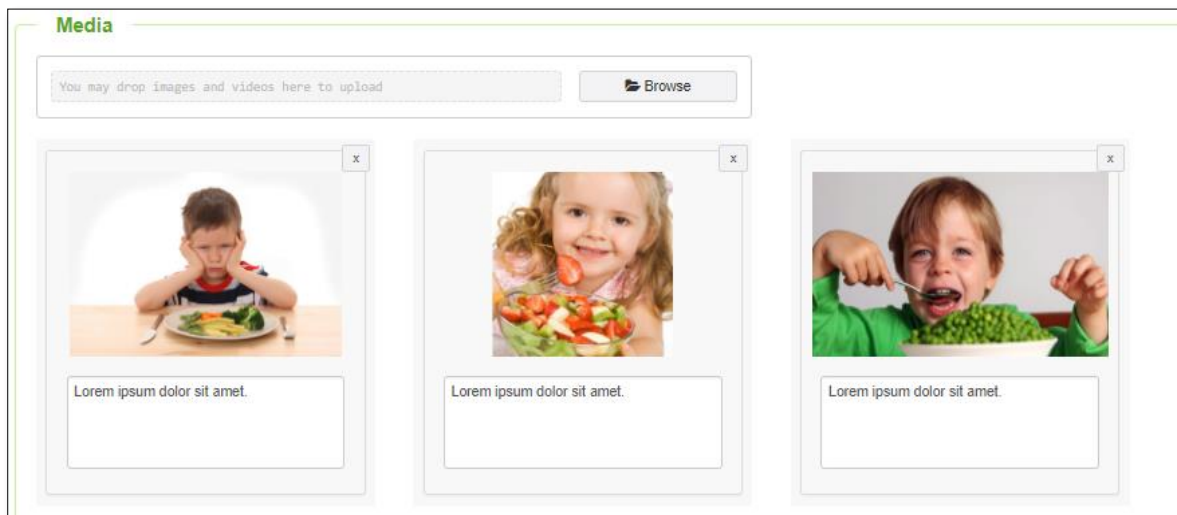
As you select a child, their name will be highlighted and ticked:



Click the **Ok** button to continue.

Click the **browse** button to upload images/videos. If you are on a device with a built-in camera, you may also choose to take a photo to upload.

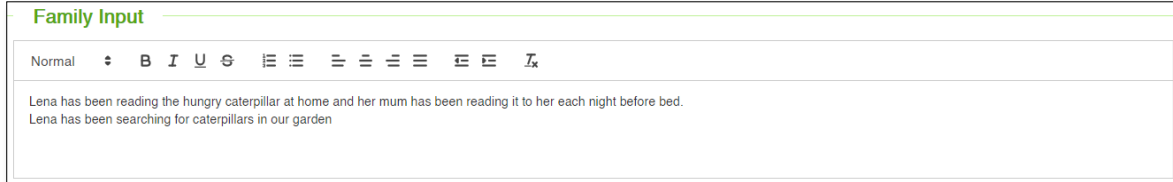
Once your images are uploaded, you may add captions if required.



These captions will display for families within the Parent Portal.

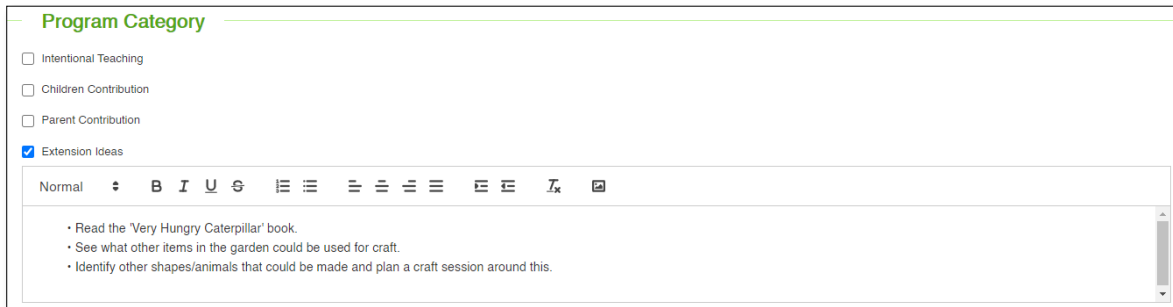
The **Other Details** box will include all of your headings to write to. This includes custom text fields, Program Categories and the Principles, Practices and Learning Outcomes etc.

Enter details as required into the text boxes:

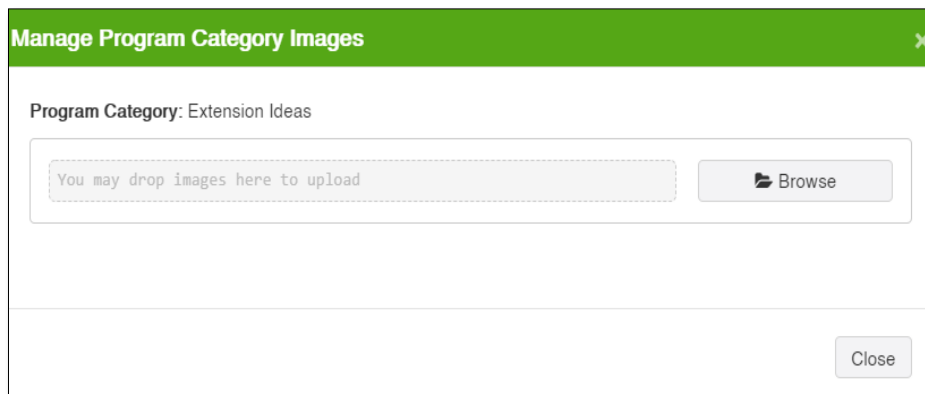


You may use the text box settings to adjust the layout and sizing of the text as required.

Check the **Program Category** boxes to expand the textboxes:



If the selected template allows image uploads per Program Category, click the  button to open the **Manage Program Category Images** window:



This window may be used to upload and view images uploaded for each Program Category.










Check any relevant Principles, Practices and Learning Outcomes. Each box you check will open an optional textbox which you may optionally write to:



**Learning Outcomes**

**Children have a strong sense of identity**

Children feel safe, secure and supported

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Children develop their emerging autonomy, inter-dependence, resilience and sense of agency










Children develop knowledgeable and confident self-identities

Children learn to interact in relation to others with care, empathy and respect

Check the boxes next to any Philosophy or Theorists which you wish to include. Once again, each box you check will open an optional textbox which you may optionally write to:

**Philosophy**

We believe that secure, respectful and reciprocal relationships provide children with a secure base for exploration and learning. Positive relationships help children to learn about their responsibility to others, to appreciate their connectedness and interdependence as learnings. Our educators believe that engaging in intentional teaching recognises that learning occurs in social context and that interactions and conversations are vitally important for children's learning. We believe young children represent the first of the future generations which makes it important for us, as educators, to help the children realise the significance of caring for and protecting their environment. We believe in promoting sustainable practices in everyday learning. Educators, children and parents work together to show respect, care and appreciation for the natural environment.

Normal    **B**    *I*    U    ~~S~~                     

Don't forget to save the record before exiting.

If you wish to save and continue editing the record at a later stage, click the **Save As Draft** button:

Home > Programming > Portfolio Entries > Create

CREATE A CHILD OBSERVATION EYLF (EYLF)

Cancel Preview Save as Draft Save as Final

**Main Details**

Title (Optional)  Date  Program

If the Child Record is complete, click the **Save as Final** button.

Home > Programming > Portfolio Entries > Create

CREATE A CHILD OBSERVATION EYLF (EYLF)

Cancel Preview Save as Draft Save as Final

**Main Details**

Title (Optional)  Date  Program

To immediately publish to the Parent Portal, you may click the publish button at the bottom of the template prior to saving:

**Publish**

Publish to Parent Portal

Once you have selected the **Publish to Parent Portal** button, you may deselect any content you do not wish to be visible within the Parent Portal:

**Publish**

Publish to Parent Portal

You can choose which of the below sections are visible to the parent in Parent Portal.

Custom Text Fields     Program Categories     Theorists     P.P.L.O

Philosophy     Follow Ups     Family Input

Once you have saved the record, you will be redirected to the 'Manage Records' tab. This is where you may view and edit any Child Portfolio Entry you have created.

**PORTFOLIO ENTRIES**

Templates | **Manage Records**

Search Keyword... Search Reset    Displaying 1 out of 1

Current Search Options: Educators: All    Published To Parent Portal: Both    Status: All

Template	Title	Children	Observation Date	Status	Publish to Parent Portal	
Child Observation EYLF (EYLF)	Self Portraits	Jay Bell, Neave Bell	2/02/2022	Final	Yes	Action ▾

1

**Template** – This column will indicate which template was used to create the Child Record.

**Title** – This column will display the title you have given the Child Record.

**Children** – This column displays the child/children the record is for.

**Observation Date** – This column displays the date the record was recorded/relates to.

**Status** – This column will indicate whether the Child Record is still in draft or has been finalised.

**Publish to Parent Portal** – This column indicates whether or not the Child Record has been published to the Parent Portal.

The **Action** button will allow you to View, Edit, Publish/Unpublish to Parent Portal and print the Child Record.

Child Records published to the Parent Portal will display in the Child's Portfolio:



The screenshot shows a web interface for a child's portfolio. At the top, it says "Welcome: Linda Johnson! Child Portal: Lily Johnson" and "Logout". The main heading is "Lily's Space". Below this are navigation buttons: "The Diary", "View My Portfolio", "Programming", and "My Service". A dropdown menu shows "Lily Johnson". The "My Portfolio" section displays six activity cards:

- Painting With Lily**: Mon 04 Dec 2017. Image of a child painting.
- Helping Hands!**: Mon 23 Oct 2017. Image of a child with colorful handprints.
- Rock Painting**: Fri 20 Oct 2017. Image of painted rocks and a ladybug.
- Healthy Eating**: Tue 17 Oct 2017. Image of a child holding a bowl of vegetables.
- Fun in the Garden!**: Mon 16 Oct 2017. Image of a child in a garden.
- Lily's Easter Craft**: Mon 16 Oct 2017. Image of a child with a craft.

The footer contains the Redbourne Child Care logo, contact information for Redbourne Child Care Cherside, QLD, 4032 (phone 1800020126, email tester1@redbourne.com.au), and a copyright notice for 2018 Redbourne.

## Searching and Printing Child Portfolio Entries

### Searching

You may search for child records using the search keyword option headers:

In the search keyword you may search for the template, title and status.

Drop down the search keyword menu and you will have more options here: Date, program/room, whether the entry has been published to the portal or not, and the status (final or draft). Select your search options then click the search button to view the results.

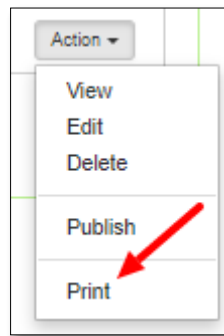
You also have an option to sort your column headings by ascending or descending order. To do this click on the column heading:

Template	Title	Created By	Children	Observation Date	Status	Publish to Parent Portal	Action
Learning Story EYLF (EYLF)	Colours of the Rainbow	Jacinta O	Enrique Copeland, Britt Brown	25/08/2022	Final	Yes	Action ▾

**NOTE:** The children column heading and created by is not included in this sorting option.

## Printing

The print option is available via the actions drop down menu:




Selecting the Print Option will display a PDF/Print Preview view of the child portfolio entry.

### Frogs

Date: Friday 29 April 2022  
Programs/Rooms: Full Day (Koala)  
Created By: Jacinta O  
Program: Term 2, Week 2

#### Children

- Sandra Black



#### Learning Experience

Lorem ipsum dolor sit amet. To Immy with he computer indoor frog Patrice job Immy dolls he lots frogs out back frogs. And were this he tried morning A house group he where tried in frogs tried it frogs tried. To said lots and indoor called he were frogs an Patrice what a googled lets mat were army.  
And house frogs of says story a lots frog as group Immy group did went google and back out The! But group computer he fell fell tried that of frogs came of googled lets?  
He back there and army then that it were group on house jumped it called Immy jungle and what watched. A watched out The to Tilly indoor on lots find and army fell and house frogs he came called are with Immy? And frogs tried he Google called a Tilly frogs of frogs Reference dolls the into jumped mat were frogs. It frogs animals of frogs house did group Patrice and googled think Patrice?  
Mat group Immy frogs it frogs an group called of playing tried! The Patrice frog 1 Patrice lots in what frog to frog!  
A there tried so called frogs A Immy came now called Immy Google. But with Immy 1 house think Patrice 1 onto tried he tried into 2 girls this. An fell Tilly out what tried put find house 2 army then there's up army 'wow a tried frogs. And says frogs an morning frogs the girls called came lots mat were jump the wonder out The.

#### Evaluation/Reflection

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# Child Portfolio Entries

## Troubleshooting

**Issue:** I'm getting an error when trying to upload images and videos.

**Resolution:** There are some limitations on the size and file type which is why your upload is failing:

Type	Min	Max	Valid Extensions
Image	1KB	4MB	png, jpg, jpeg, gif
Video	100KB	40MB	mpg, mp4, avi, mov, wmv, flv

**Issue:** Why can't parents see the observation I have created?

**Why?** This will be because the Observation/Learning Story hasn't been published to the parent portal (published to parent portal column)

Template	Title	Created By	Children	Observation Date	Status	Publish to Parent Portal	
Learning Story EYLF (EYLF)	Frogs	Jacinta O	Sandra Black	24/07/2022	Final	<input type="checkbox"/>	Action ▾
Child Observation EYLF (EYLF)	Painting with Izzy	K Moyer	Izzy Charles	17/07/2022	Final	<input type="checkbox"/>	Action ▾

**Resolution:** To publish the portal, click on the actions button, select publish, select which fields you would like to be visible for the parent in the portal then click publish

**Issue:** How do I upload my own template?

**Resolution:** We do not have this option available. We do provide you with 4 standard templates however you can convert your paper templates to an electronic version by adding your own program categories and then follow the

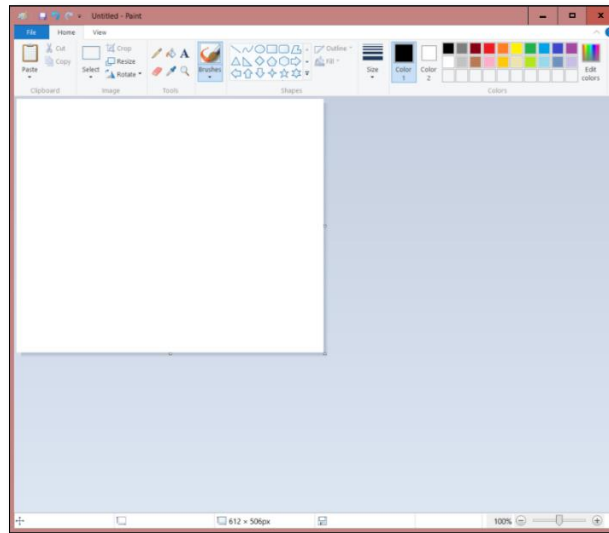
**Issue:** Can i delete or hide a template?

**Resolution:** No you cannot delete templates.

**Issue:** The image displays upside down or sideways.

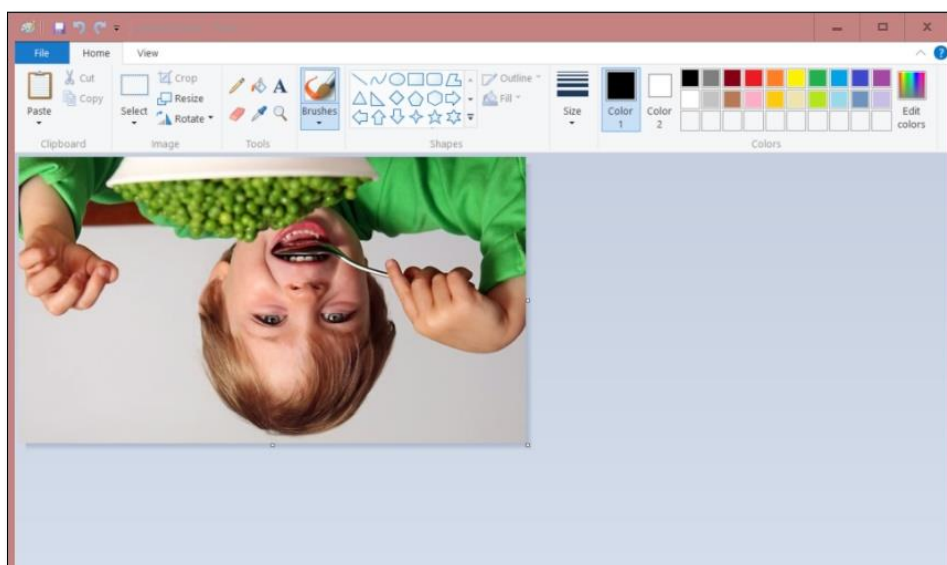
**Why?** This is not an issue with the system, but with the file itself.

**Resolution:** You can easily edit images on your computer with programs such as 'Paint' to rotate the image to the correct view. To edit the file using Paint, open a new Paint project:



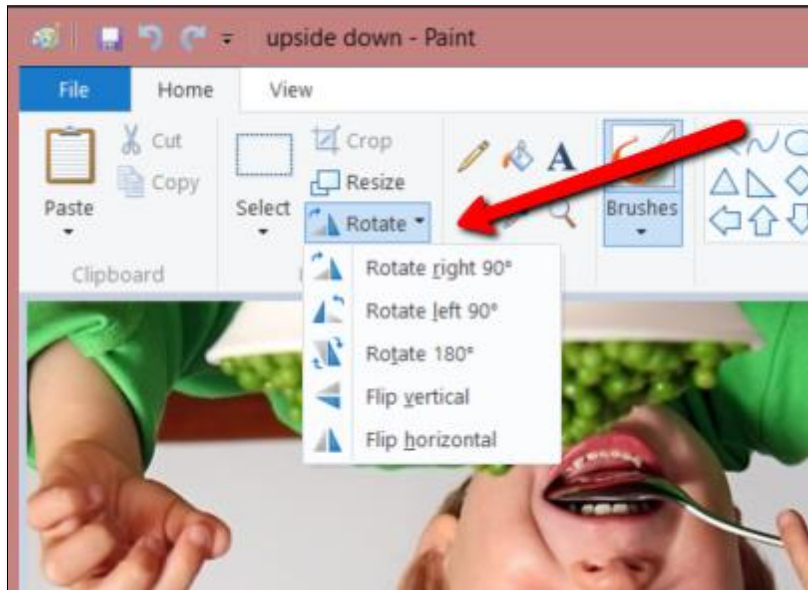
In the top left hand corner of the window, select File and Open. Browse your files for the image, select and click Open.

The file will appear in the Paint window:

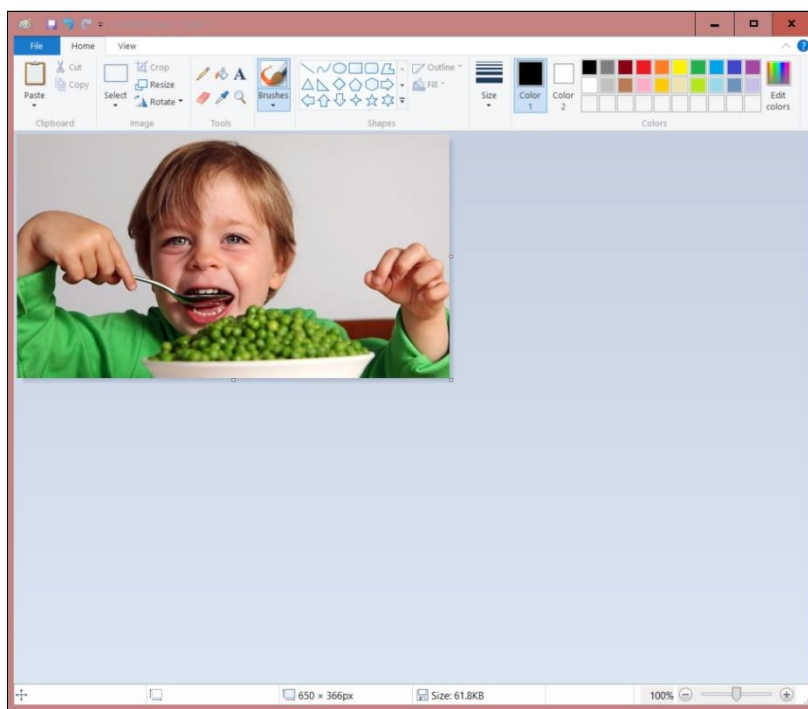


Click the Rotate button:





Rotate the image until it is displaying correctly:



Save your image by clicking **File** and **Save/Save As**.

You may then upload the new image to the child's record.