Diaries

Diary entries are where you can record what activities are happening during the day or week for the room as a whole, not just for an individual child.

Diary 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 Diary Template**
- **Creating a Diary Entry**
- **Searching and Printing Diary Entries**
- **Troubleshooting**

Summary

Create a Diary Template

1. Click on Program & Practices Menu
2. Select Diary
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 Diary Entry

1. Click on Program & Practices Menu
2. Select Diary
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

Diaries

Detailed

To open the Diaries module, click on the **Program & Practices** menu and select **Diary**:

The **Diaries** page will open:
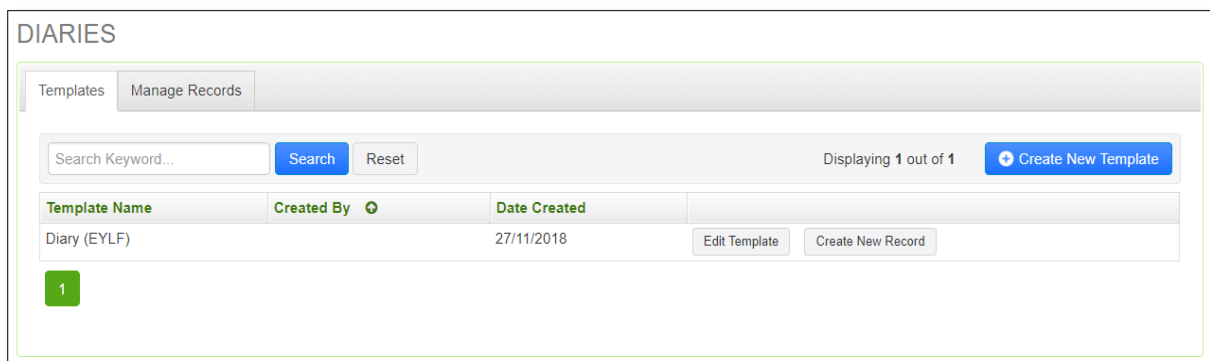
Creating a Diary Template

The Diary Templates determine the headings and content which you can write about and link to when creating a diary 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 program.

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 Diary. 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.

NOTE: If you wish to add your own program category headings please see the tip sheet called Program Setup

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

Custom Text Fields:
Click the 'Add' button to add custom headings in your diary templates. As with the Program Categories, these headings will appear in your diary with a textbox underneath for you to write in.

Family Input:
If required, check the boxes to include 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 Diary Entry
To begin creating a Diary entry, select the template you wish to use and click the **Create New Record** button.
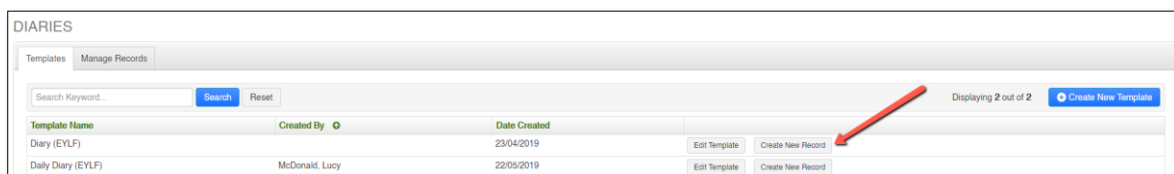
This will open the Create Diary window and allow you to begin.

NOTE: Your template may differ to the content listed below depending on how you have setup your template.

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Give the Diary a **title**. This is the title of the record when published to the Parent Portal.
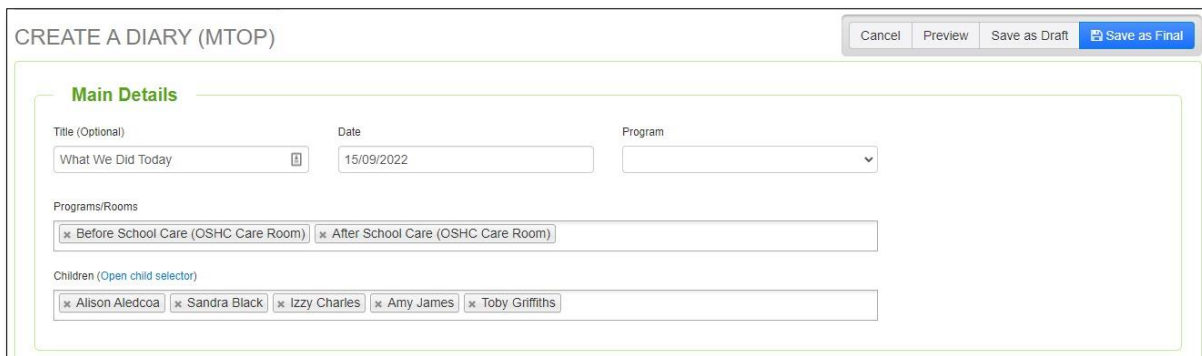
Select the **date** for the record.

If applicable, select a **Program** to link the Child Record to.

NOTE: Your Program must have a start and end date in order to display in the drop down menu. Any programs fitting the date range will appear for you to select from.

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

This will automatically select any children with daily sessions for the selected date and room/program.
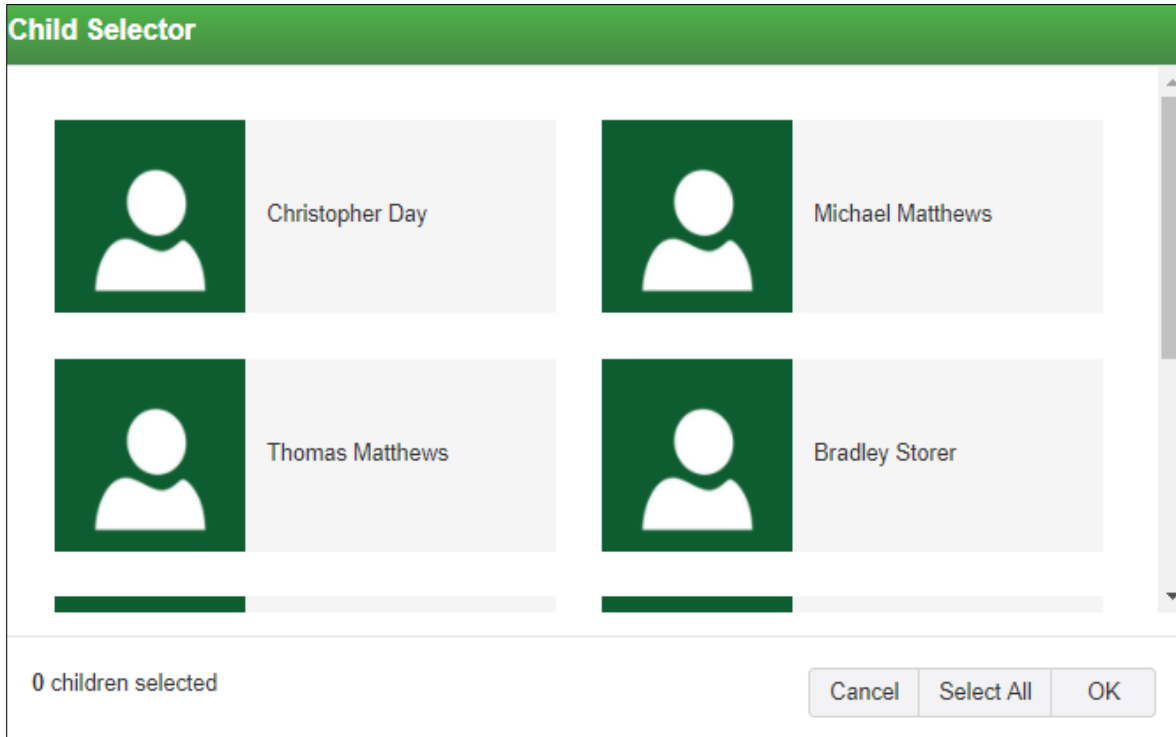
All children will automatically be selected to be included. You may remove children by clicking the cross (x) next to their name.

If you need to add children, type a child's name into the children box 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:
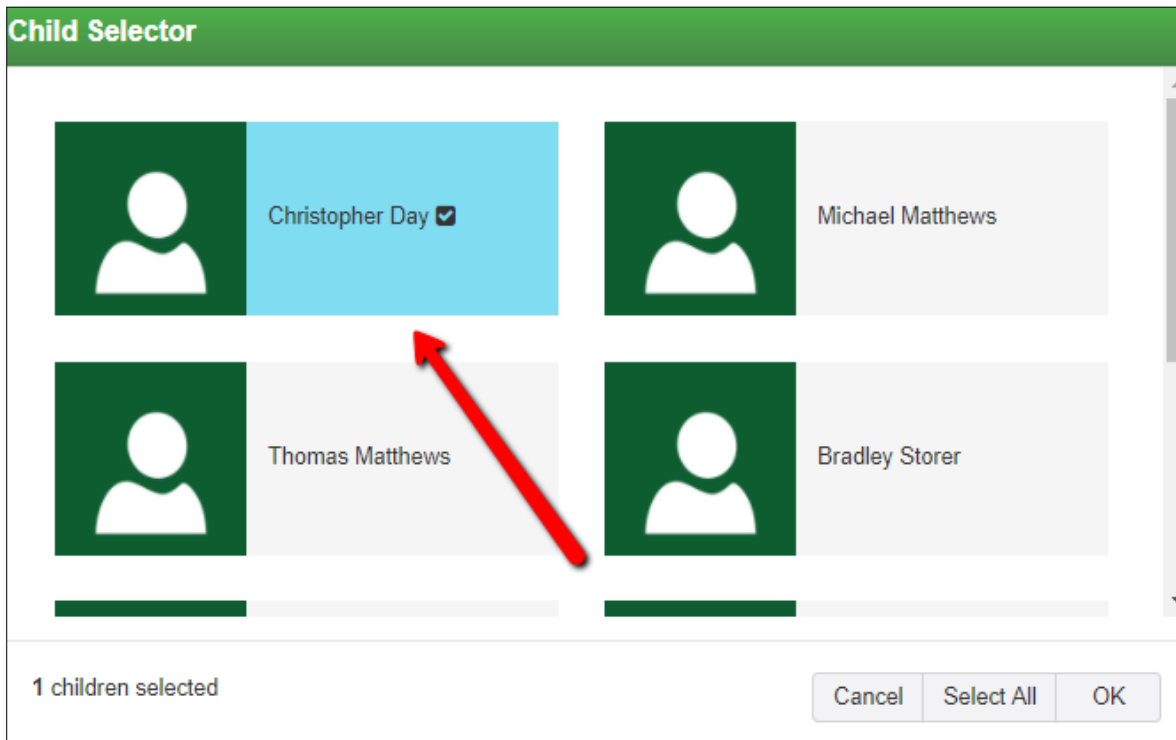
As you select a child, their name will be highlighted and ticked:
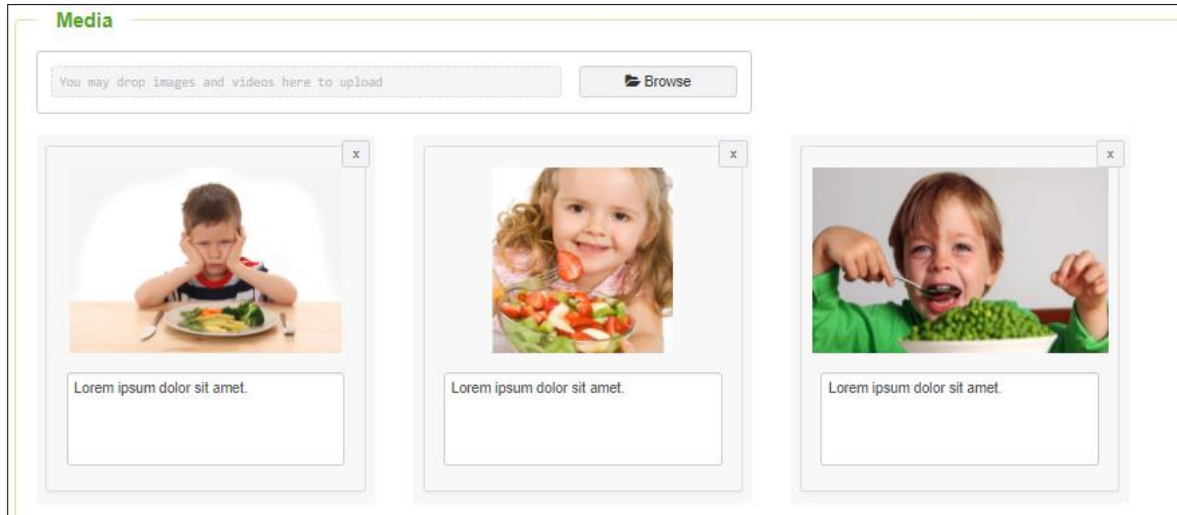

Click the **OK** button to continue.

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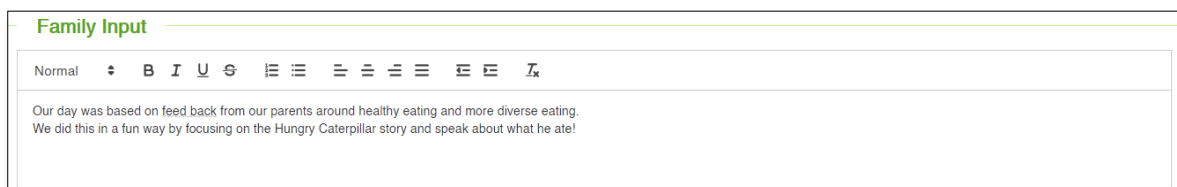
Once your images are uploaded, you may add captions if required.

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.

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

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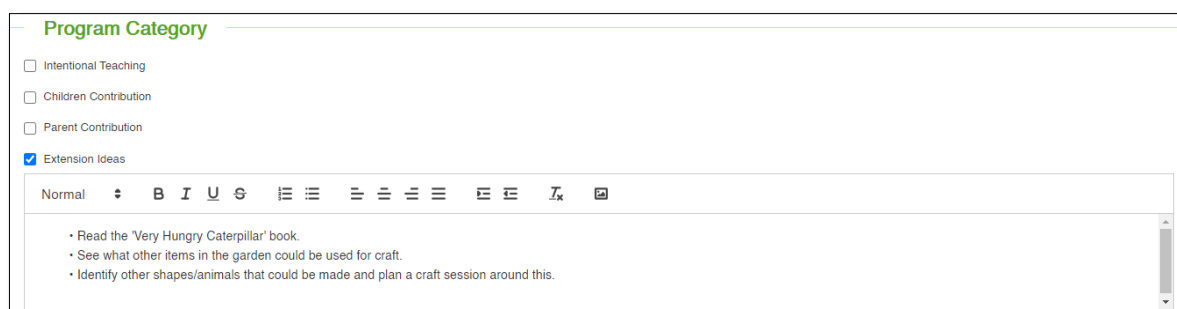
If the selected template allows image uploads per Program Category, click the 🖼 button to open the **Manage Program Category Images** window:

Manage Program Category Images

Program Category: Extension Ideas

You may drop images here to upload   📂 Browse

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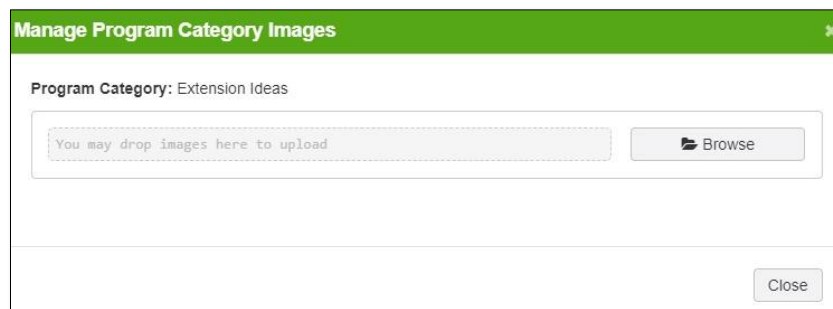
This window may be used to upload and view images uploaded for each Program Category.

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.

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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:

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

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

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:

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

Template – This column will indicate which template was used to create the Diary.

Title – This column will display the title you have given the Diary.

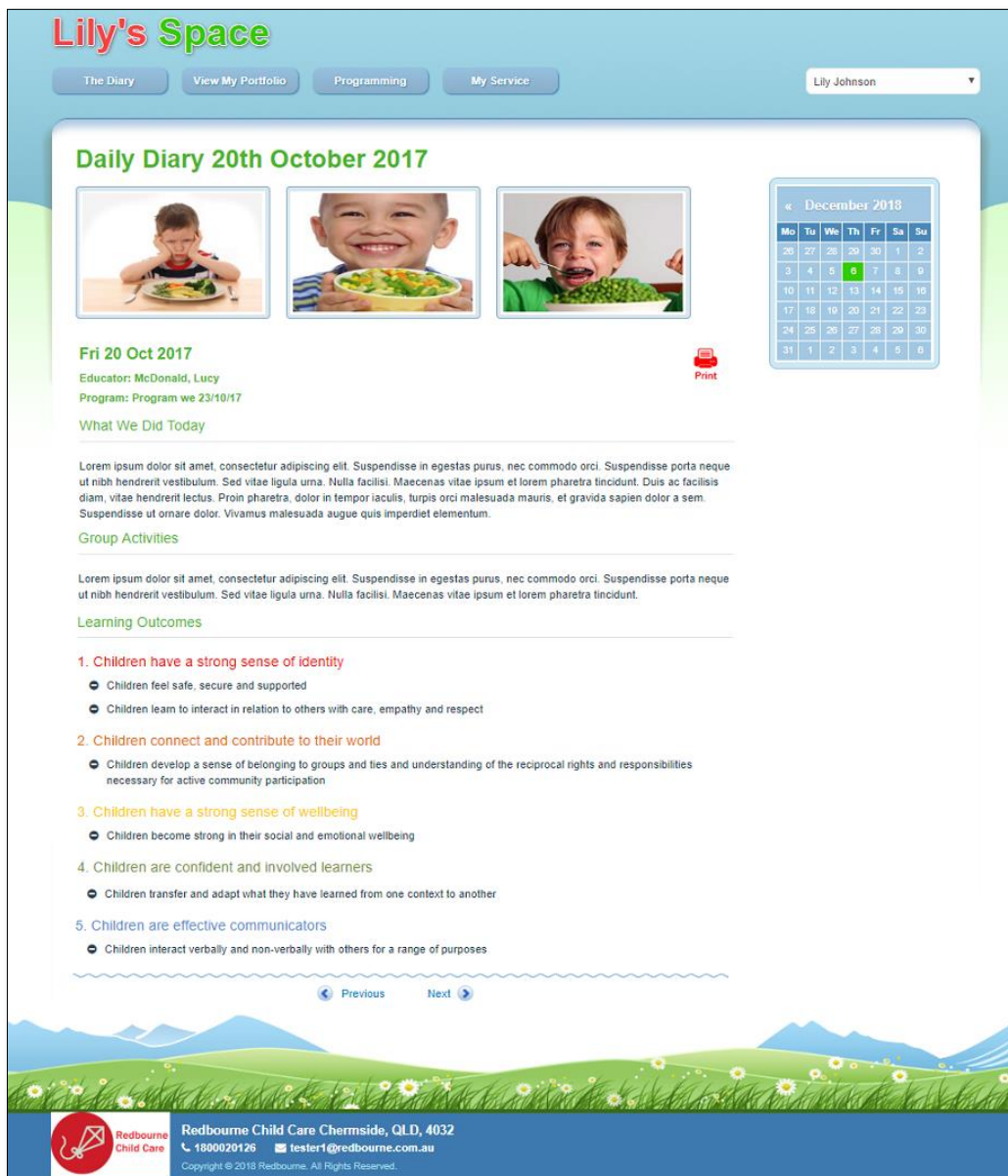**Children** – This column displays the child/children the record is for.

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

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

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

The **Action** button will allow you to View, Edit, Publish/Unpublish to Parent Portal and Print the Diary.

Diary Entries published to the Parent Portal will display in the child's diary:

Searching and Printing Diary Entries

Searching

You may search for diary entries using the search keyword option headers:

In the search keyword you may search for the title.

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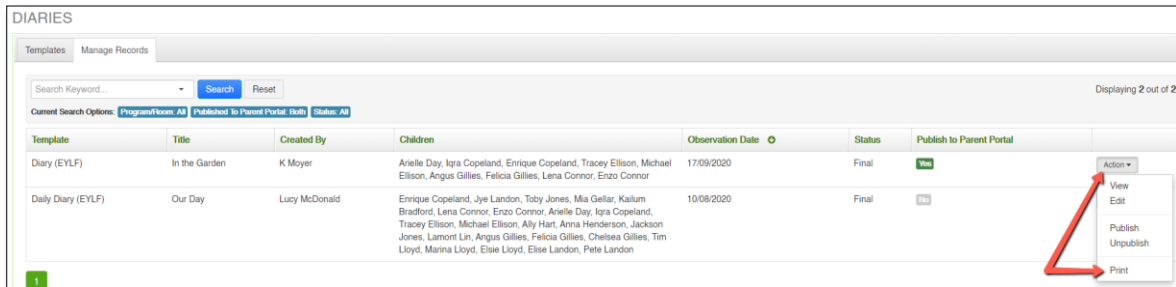
You also have an option to sort your column headings by ascending or descending order. To do this click on the column heading:

NOTE: The Children column heading 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 Diary.

Diaries

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 record I have created?

Why? This will be because the diary record 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	
Child Observation EYLF (EYLF)	Kailum's First Day	K Moyer	Kailum Bradford	6/07/2020	Final	Yes	Action ▾
Child Observation EYLF (EYLF)	Painting with Lena	K Moyer	Lena Connor	17/04/2019	Final	Yes	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 steps above to create your own template.

Issue: Can i delete or hide a template?

Resolution: No you cannot hide/delete templates. We suggest that if you are no longer using a template to edit the template and add the wording 'do not use'.

**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:
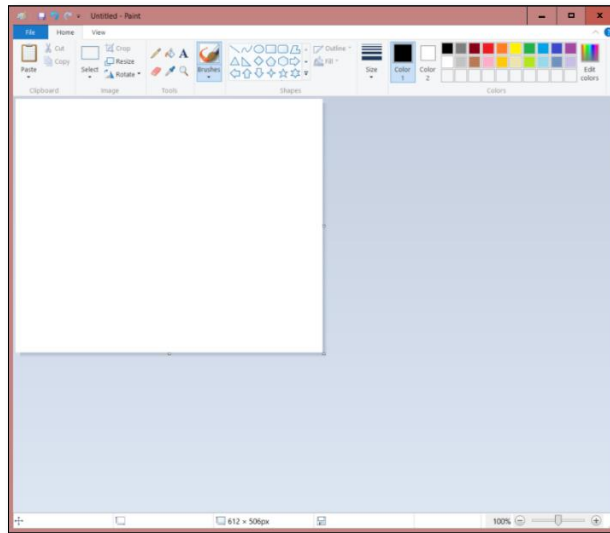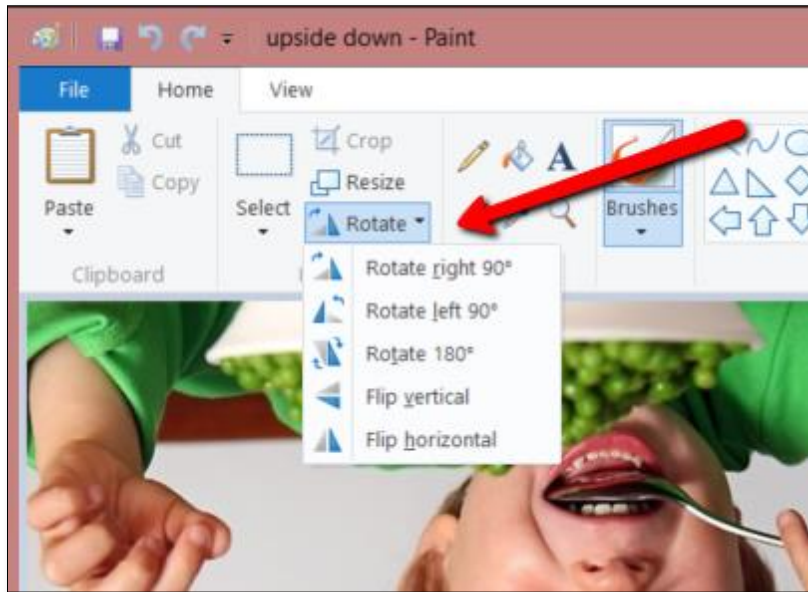

In the top left hand corner of the window, select File and Open. Browse your files for the image, select and click Open.
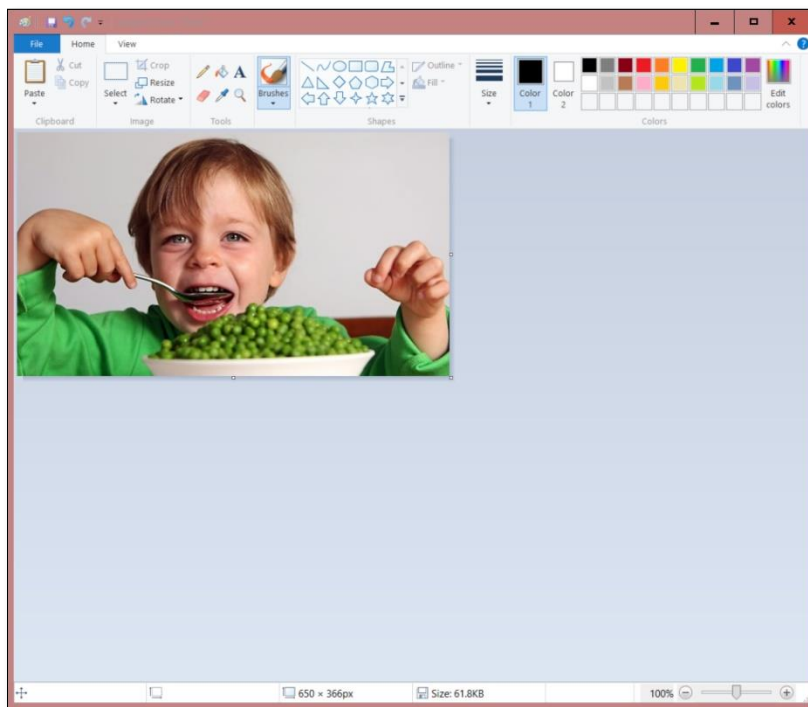
The file will appear in the Paint window:
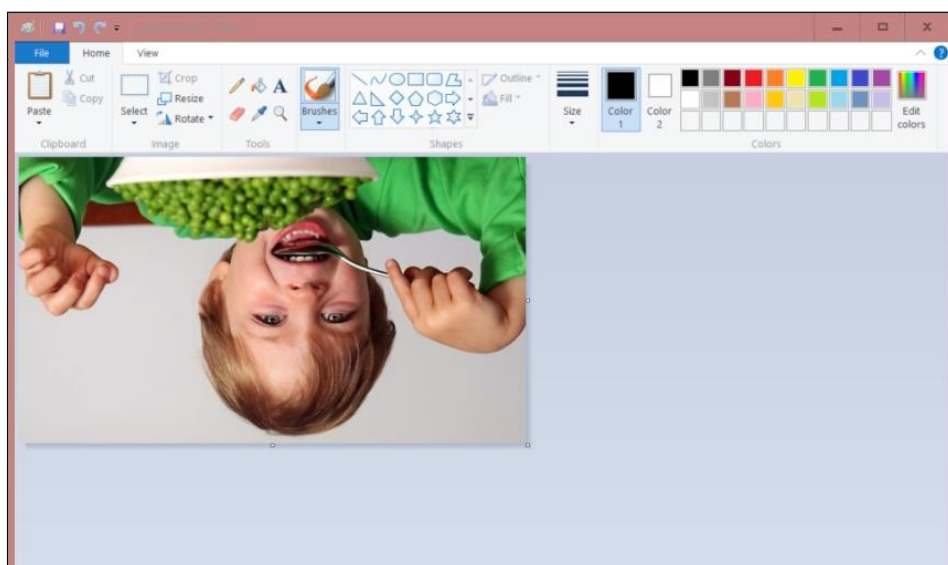
Click the Rotate button:

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.