Evidence of Learning

The Evidence of Learning window will indicate how many child records have been created for all Children within a 4 week period.

This _does not_ include your programs so just your learning stories and child observations.

This tip sheet will walk you through:

- **Accessing Evidence of Learning**
- **Search function**
- **Troubleshooting**

Summary

You can access Evidence of Learning via:

1. The Work Centre and clicking on the EOL tile
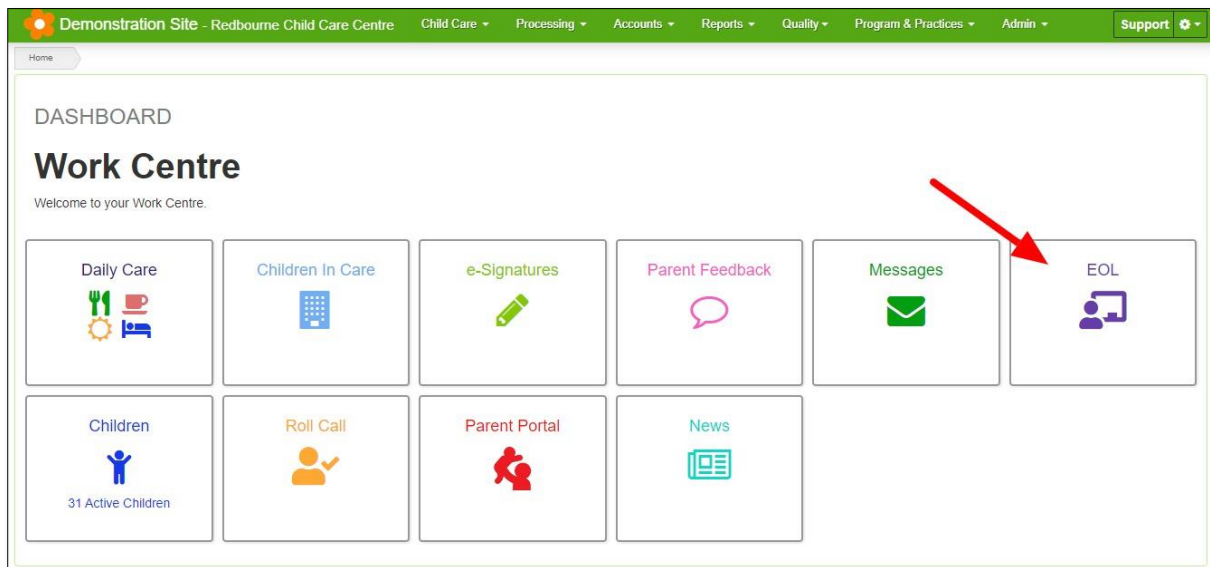
   _Or_

2. Click on the Program & Practice menu and select Evidence of Learning

Evidence of Learning

Detailed

To open this window, navigate to:

1. The WorkCentre click on the **EOL tile**

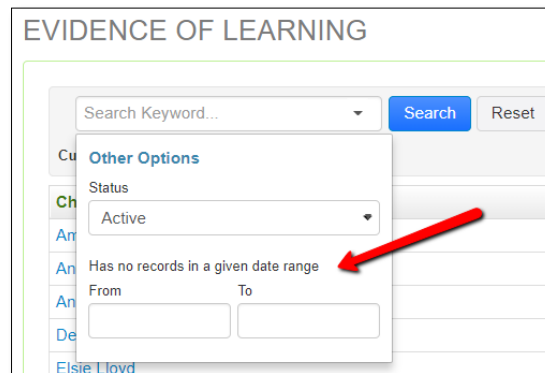2. The **Program & Practices** menu and select **Evidence of Learning**

The Evidence of Learning window will display:

Search function

The Advanced Search function will allow you to search by keyword (eg child's name). You may also search for children with no records within a date range:
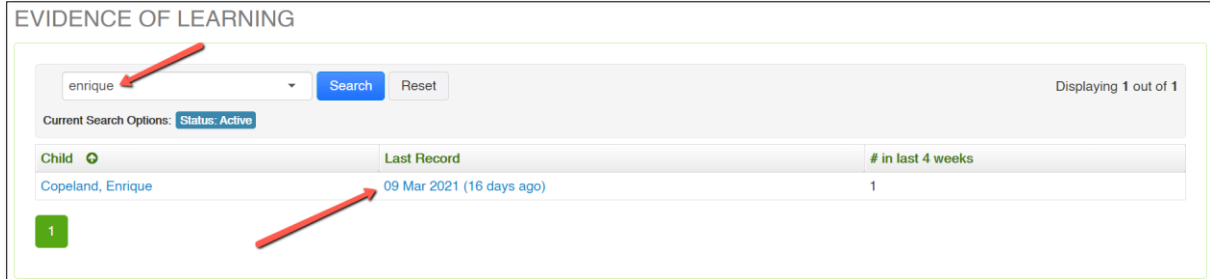

By default, only active children will display in the list. To view inactive children, open the search dropdown menu, select **Inactive** and then click the **Search** button:
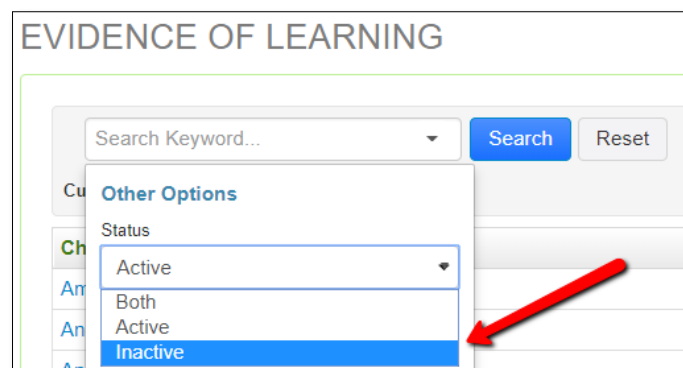
The applicable children will display in the list.

The **Child's name** is a hyperlink. You will be able to click on the Child's name and be redirected to the child record.

The **Last Record** date is also a hyperlink and when clicked will redirect you to the last child record for the selected child:

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Troubleshooting

Issue: I cannot see the Program & Practices as a menu option.

Why? This will be due to the permissions that have been applied to the role assigned to the user.

Resolution: The user will need to have the option called **Program & Practices** set to edit or view.

To fix this please follow the steps below:

First you need to find what type of permission the user has:

1. Click on the cog settings
2. Select user/personnel
3. Find the user within the list and click edit
4. Click on the Sites tab
5. View the role name assigned to the user:
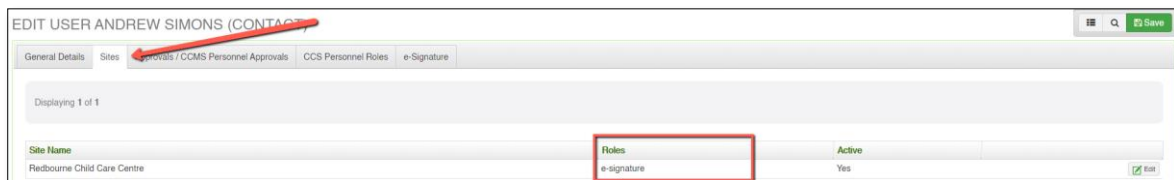
Next, change permissions for that role:

1. Click on the cog settings
2. Select setup
3. Click on the roles tab
4. Next to edit, click on the down arrow and select Permissions
5. Select the component **Program & Practices**
6. Under the sub-component Program & Practices drop down the permission type to select either edit or view
7. Click save