





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

Demonstration Site - F	Redbourne Child Care Centre	Child Care • Processing •	Accounts - Reports -	Quality • Program & Practices •	Admin - Support 🔹 -
Home					
Ditoriborito					
Work Centr	e				
Welcome to your Work Centre.					
Daily Care	Children In Care	e-Signatures	Parent Feedback	Messages	EOL
11 📰		<i>A</i>	0		
Children	Roll Call	Parent Portal	News		
Ť		K			
31 Active Children					
	L				

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









The Evidence of Learning window will display:

EVIDENCE OF LEARNING		
Search Keyword		Displaying 20 out of 32
Child O	Last Record	# in last 4 weeks
Bradford, Kailum	01 Feb 2021 (52 days ago)	0
Bradford, Lucas		0
Bradford, Bronte		0
Connor, Lena	09 Mar 2021 (16 days ago)	1
Connor, Enzo	01 Feb 2021 (52 days ago)	0
Copeland, Igra		0
Copeland, Enrique	09 Mar 2021 (16 days ago)	1
Day, Arielle	09 Mar 2021 (16 days ago)	1
Ellison, Tracey	22 Feb 2021 (31 days ago)	0
Ellison, Michael	09 Mar 2021 (16 days ago)	1
Gellar, Mia	09 Mar 2021 (16 days ago)	1
Gillies, Angus	22 Feb 2021 (31 days ago)	0
Gillies, Felicia	22 Feb 2021 (31 days ago)	0
Gillies, Chelsea	09 Mar 2021 (16 days ago)	1
Gunn, Francisco		0
Hart, Ally	22 Feb 2021 (31 days ago)	0
Henderson, Anna	09 Mar 2021 (16 days ago)	1
Jones, Jackson	09 Mar 2021 (16 days ago)	1

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:

EVIC	DENCE OF LEARNING		
	Search Keyword	Search	Reset
Cu Ch An An	Other Options Status Active Has no records in a given date range From To		•
An De Els	ie Lloyd		

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:

EVI	DENCE OF LEARNING
	Search Keyword
С	Other Options Status
C	Active
A	Both Active
۸	

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:

EVIDENCE OF LEARNING			
enrique Current Search Options: Status: Active	Search Reset	t	Displaying 1 out of 1
Child O	Last Record	# in last 4 weeks	
Copeland, Enrique	09 Mar 2021 (16 days ago)	1	







Evidence of Learning

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:

General Details Sites General Details CCMS Personnel Approvals CCS Personnel Roles e-Signature Displaying 1 of 1	EDIT USER ANDREW SIMONS (CONTACT)			III Q 🖾 Save
Displaying 1 of 1	General Details Sites General Approvals / CCMS Personnel Approvals CCS Personnel Roles e-Signature			
	Displaying 1 of 1			
Site Name Roles Active	Site Name	Roles	Active	

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