Educa

A Step by Step Guide to
Setting Up Educa

Three steps to Educa mastery

1 Set Up
Invite teachers and add children

2 Invite Families
Invite parents and start sharing.

3 Explore Educa
Teacher portfolios, forms, reports, plans

Educa

Before you start

Access Educa online or via our free Educa Touch Android or iOS (Apple) app.

· "Admins" have full rights. The person who starts the trial can give other users admin rights.

· Educa has a "class privacy" option. Use it to manage which children teachers can see.

· Your educators need individual email addresses – a work/personal email

1. **Log in to Educa**
   Click "Activate" in the email from Educa support to activate your account.

2. **Invite teachers**
   Invite a teacher or two to help you explore Educa.

3. **Attend an online workshop**
   We recommend that all educators attend at least one Educa workshop. **Register here**.

4. **Add children**
   Add children one-by-one or send a list to Educa support. This article shows you how that works, including downloads from billing and database vendors.

5. **Choose curriculum goal sets to link to**
   To be visible for linking from stories or plans, curricula have to be first activated in the curriculum library (under Tools). Most national and state frameworks are preloaded, others can be added. More here.

6. **Practice creating stories**
   Experiment with the **story editor** and publish some test stories with your team.

7. **Add About, Policies & Resources**
   Share your story, policies and resources with teachers and.or teachers under the "Centre" tab. Upload or create from scratch.

8. **Get ready to invite parents**
   We recommend **creating a story** or a **group story** (which goes into each child's portfolio as an individual story) so that when parents log in for the first time there is something personal for them to see. You can share our **parent guide** or this **video to help parents**.

Here's A Checklist To Help You

Here's a **start checklist** that you can:
 -- print out
 -- use to assign tasks to others
 -- check off tasks as you complete them

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Why Educa?

Online documentation will save time and enable sharing of insights and ideas with parents and peers to improve learning outcomes.

Congratulations on your set up! Now let's invite parents!

Educa

2 Connect to Families

Use Educa to create a community around every child. Here's how to get connected to parents and extended family.

1. Invite parents

Invite all parents or just a few until your teachers are comfortable. Here's a **pitch/invite** to send parents.

2. Requesting permission

Your service agreement probably covers privacy issues, e.g., sharing playground photos with all parents. However, if you feel you need to ask permission for sharing photos, etc., here is a **parent consent form**.

3. Create stories

A story uses text, images, videos and documents. It's how you record and communicate a child's learning and development in Educa - with family, other teachers, inspectors and others.

It is useful to link to curriculum or plans to provide learning context for parents and for compliance. Encourage families to contribute stories and family moments to a child's portfolio too.

4. Ways to communicate with parents

Communicate privately with parents by posting a story, commenting on an existing story or with a "Shared Note". Parent replies are private.

Communicate with parents as a group through Messages. Replies are seen by all, after approval.

5. Create plans and more

Planning (under Tools) is for individual, group and lesson plans. Forms (also under Tools) is where you can work on reviews, checklists, projects.

6. Work with your team

- Have private educator conversations.
- Use story approval to manage and mentor younger teachers.
- Collbrate in plans and forms.

Parents wanting to know if Educa is safe and private?

Educa has a number of privacy settings. Read about them here.

Add info on Educa to your website. Here is language on privacy and access you can start with as well as **log in images.**

To find out what happens to a child's data when they leave, click here.

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Announcing Educa to families

Get off to a good start when announcing Educa. Create a positive and encouraging relationship with families.

1. Share your reasons for implementing Educa and the benefits for them and their children.
2. Ask questions, encourage feedback.
3. Let them know what to expect, how you plan on using Educa,

Congratulations on your progress. On to Educa mastery!

Explore Educa

Educa has a range of features to help your practice -- reports, forms, teacher portflios and more.

Attend an online workshop

Attend a free online workshop to dig deeper into Educa. Register here.

Reports

- The parent engagement reports give you an idea of how well you are connecting with parents. You can drill down and see who is active, and who is not.

- Child progress reports give you a graphical picture of how a child is progressing versus curriculum goals.

- Reports can be downloaded.

Forms - for everything

For children, e.g., assessments, and parents, e.g., permission slips, for teachers, e.g., appraisals, development plans, and for your service, e.g., reviews, hazard lists.

Widen a child's caring and support network

Educa is child-centred. In addition to parents and extended family, consider inviting other interested parties, e.g., speech & language therapists.

Teacher portfolios

A private portfolio for each teacher to log professional development -- an online resume, refelective practice and evidence of achievement.

Best Practice In Educa

Educa embodies best practice in early education, taking ideas from trusted early childhood specialists in New Zealand, Australia and North America.

Our Help Resources include tips on a range of activities, e.g., year end activities.

If you need assistance
please call us.
We are here to help.

Keep updated

Like us on Facebook to get regular tips and inspiration from experts.

Ask to join our **private Facebook user group here** to join discussions on new features or to get help from other users.

And don't forget our **webinars**, either workshops on Educa or presentations by early childhood.

Congratulations!
You are now an
Educa expert!