A COMPLETE GUIDE

Educa
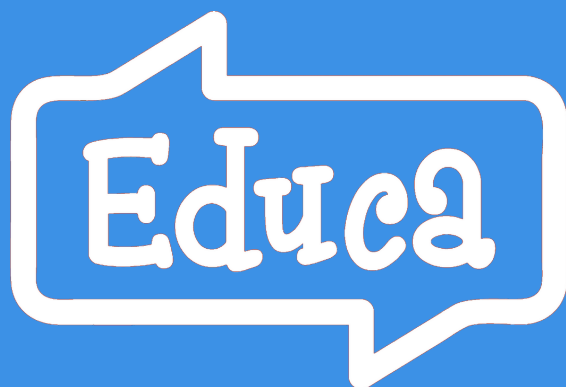
FOR TEACHERS

What is Educa?

Educa is a heart-led documentation tool that provides visibility to families, whilst meeting your reporting requirements. We understand that young children benefit immensely from intentional teaching based on a real understanding of what makes each child unique.

Did You Know?
Educa was founded by Nathan Li in 2010 after he felt disconnected from his daughter, Nancy, when she attended child care. He simply asked, "Why can't I see what my daughter is doing today?"

Learning Stories on Educa

Learning Stories are a form of authentic assessment, designed to help teachers better understand a child and inform families of the learning taking place.

Educa has three Learning Story sections:
- The story (event or activity)
- Learning analysis (reflections)
- Links to Frameworks, Values and Plans

Our simple creation tool allows teachers to get creative whilst easily demonstrating their holistic approach to each child.

Create an Individual Story

Individual Stories are written for one child with reflections about the learning. Only that child's family see the individual story.

Create a Group Story

To record learning for multiple children, create a **Group Story**. A copy of the story will be added to each child's profile for families to see, but the comments remain private to each family.

Supporting Documentation

Beyond Learning Stories there are multiple ways to collect information about a child in Educa. Having this information in one place helps your understanding of the child and prepares you for reviews and inspections.

Set Goals for Children

Our **Planning** tool allows for individual or group goals for children. You can measure your progress in real time by linking your stories as evidence.

Stengthen Your Understanding

Use the Educa **form builder** to create forms to collect additional information about a child. This could include; developmental milestones, child progress evaluations, incoming child assessments or incident reports.

Collaborate with Parents

You can send parents **Forms** to complete, giving them an easy way to share information with you. This could include surveys relating to; home routines, language competency or general service feedback.

Professional Development

Each teacher has a profile on Educa, for storing documents and managing your professional development. It's a private work space that can be downloaded or transferred to another Educa site should you move.

Complete Professional Reflections

Your **Teacher Portfolio** is where you can write reflections and inquiries, linking to evidence from across Educa.

Feedback from Mentors and Peers

You control who sees your portfolio. Set **Mentors and Peers** who can share feedback on your posts or add their reflections into your portfolio Use **Teacher Messages** to communicate with your peers.

Evaluations, Appraisals, Class Observations

Use Educa's **Form builder** to create documents for your teacher profile. There are templates for appraisals, class observations and more. Invite your mentors to view each document and sign off on them if required.

5 Tips to Make Your Stories Engaging

(1) **Quality Over Quantity**
A great Learning Story is not determined by its length. Keep them concise, relevant and in language easy to understand for families.

(2) **Use Visuals to Illustrate Your Point**
Add photos and videos to support what you've observed. Limit the number of photos or videos to a handful of key moments.

(3) **Ask Questions**
Seek feedback from families by asking questions in your story. This lets families know how valuable their input is.

(4) **Show Personality**
Apply background colours, borders, and layouts your story in a way which allows your's and the child's personality to shine.

(5) **Pick an Attention Grabbing Title**
Notifications to families only show the title of your story. Choose a title that will make it impossible not to open up your story right away!

Questions?

Message our Support Team using the chat bubble on Educa.

Email us on support@geteduca.com

Call us for free: NZ: 0800 233 822 | AU: 1800 797 518 | US: 206.299.0961

Visit our **Help Centre**

Join our **Facebook User Group**

Register for a **Webinar or Workshop**