

# Parents' Guide to MyLearningBook (Live)

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## Welcome to LearningBook

If you're reading this guide then your child's school/nursery is using LearningBook to record your child's early years learning journal digitally.

We believe that a child's early years education is one of the most important times in their life, both for the child and those responsible for their education.

LearningBook is a Digital Learning Journey that your child's school/nursery can use to observe, track and view information on your child's progress easily and securely, giving you a real insight into your child's learning.

Not only that, but you no longer need to wait until parents' evening to see what your child has done during the day.



## Getting started with LearningBook

LearningBook has been designed to be quick, intuitive and easy to use so we hope you will pick it up quickly. However, we've included a step-by-step guide to help you get started. You can either access your child(ren)'s learning journey via our browser-based Parent Portal or via our iOS Parent App.

### 1 Parents how to: Logon to MyLearningBook – <https://mylearningbook.co.uk>

- Open an Internet browser. LearningBook is best viewed on a PC using the latest version of Google **Chrome** browser, or a mobile device.
- Enter the address of the logon page - <https://mylearningbook.co.uk>
- Enter the email address that you gave to your child's school/nursery and the password that that has been provided by them (remember all passwords are CaSe SeNsItIvE).
- Click the "Log in" button.

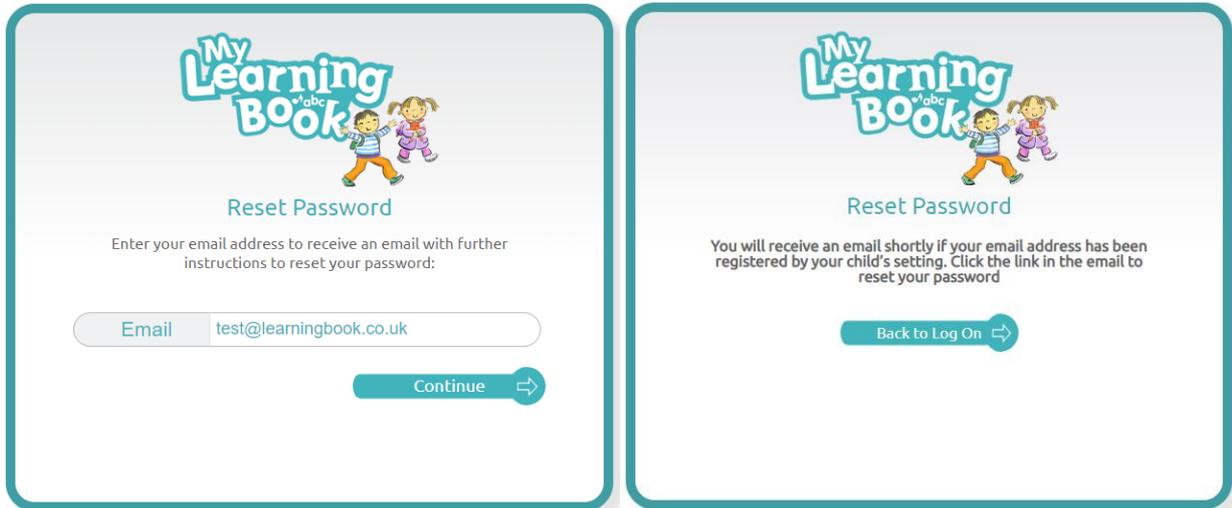
For security reasons if the incorrect password is entered three times the system will disable the login and the school/nursery will need to re-enable it.

If you have forgotten your password you can either contact your child's school/nursery as they have the ability to reset it and issue a new one. If you have forgotten your password you can either contact your child's school/nursery as they have the ability to reset it and issue a new one. Alternatively, you



can tap the “Forgotten password?” link, enter your username (email address) and you will receive a reset link via email to choose a new password.

*(NOTE: If your account is disabled you will not be able to set a new password)*

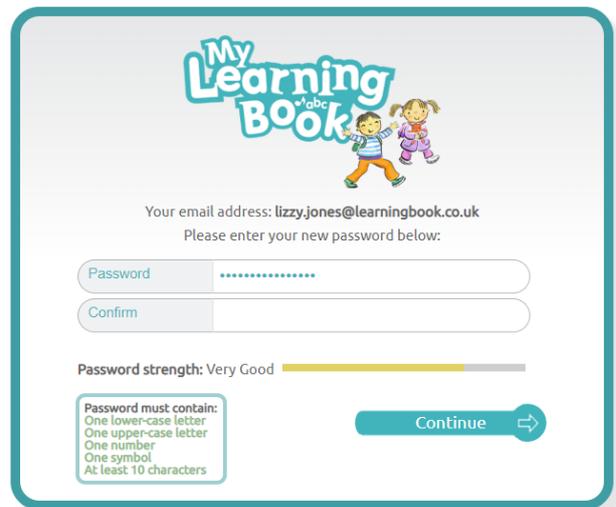


Once you receive an email from [noreply@learningbook.co.uk](mailto:noreply@learningbook.co.uk) you will need to click the link and choose a new password.

Your new password will need to meet our security requirements:

- One lower-case letter
- One upper-case letter
- One number
- One symbol
- At least 10 characters

The progress bar will let you know the password strength and whether you have met the security requirements.



Once you have chosen a new password and confirmed it, tap “Continue”.

By logging onto LearningBook you are subject to the conditions explained in the Acceptable Usage Policy (AUP) which is available on request or from our website.



## 2 The Start Page

When first logging on to the Parents' Portal you will be sent to the Start Page.

Click on the **book on the shelf** to launch the learning journey.

If you have more than one child at the school/nursery click on the book for the child whose learning journal you want to see. If you can only see one child speak to your school/nursery and they will be able to link your other child(ren) for you.

## 3 How to: Browse through the book

Use the arrows (on the far left and right of the screen) to click forward or backward (or swipe if using a tablet).

*Note: The "All about me" page is blank until completed by you or the school/nursery by clicking the blue pen at the bottom of the page"*



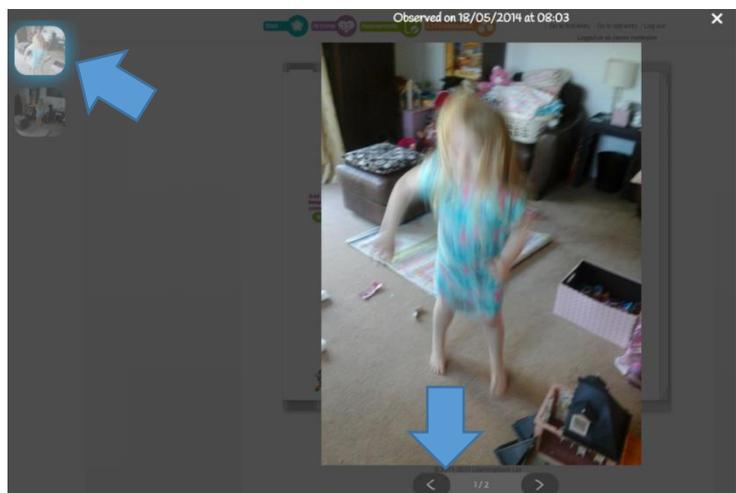
Add your keepsake comment



If more than one video, photograph or audio recording has been included within an observation you will see an icon next to the picture advising you of the number of media attachments.

To view the other images, click on the photograph

You can navigate between the images using the thumbnail photographs in the top left of the screen or the navigation arrows at the bottom. To exit, press the 'x' in the top-right corner.



## 4 How to: Leave a keepsake comment

Parents can leave a 'keepsake comment' next to each observation by clicking the "Add your keepsake comment" link. This is restricted to 150 characters so it fits into the margin;

You can see who made the comment and when they made it as well as editing or deleting it by hovering over the comment.



## 5 How to: Use At Home

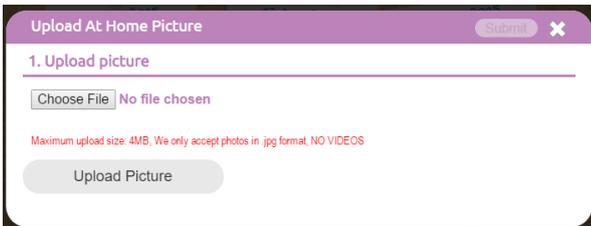
The **At Home** feature allows parents to upload photos and associated comments from home. These can be used by the school/nursery as part of the child's Learning Journey if they are relevant to the child's development.



To upload At Home photos, click the "At Home" icon from the top menu.

This will load the **At Home** page from where you can see all the pictures and text you have uploaded;

To add a picture click the "Add Photo" icon where you will be prompted to choose the photo from your PC.



**Note:** The format needs to be JPEG (with the file extension .jpg). **The maximum file size is 4MB.**

We understand that when taking photos you don't always have control over the size of the photo so you may need to do a bit of resizing if the file size is bigger than 4MB before you try to upload the photo. You can use a program that is on all Windows PCs by default called 'Paint' which has a simple resize button using percentages. (A 50% reduction of a 15MB picture (which is very large) would reduce it to less than 4MB for example.) If you get the 100% message the photo is too big.



Type in some comments to help staff members get some context to the picture (try to keep these as brief as possible) and click "Submit".

This will upload your At Home observation and return you to the At Home page. Staff at your school/nursery will have access to this upload and can choose whether to use it as part of your child's Learning Journey.



## 6 Assessments

Periodically the school/nursery will complete assessments for your child which can be viewed by clicking the "Assessments" icon at the top of the page.



This will display the assessments recorded for your child. Clicking the relevant clipboard will display the assessment report.

*(Note If you cannot see any assessments for your child it may be that the school/nursery has chosen not to display them in your child's learning journey. If you would prefer to see them please contact the school/nursery to make this request.)*



**Staged Child Assessment Report**
Download Pdf
✕

**Name** Arabella Huntington

**Age** 40 months

**Room** Reception Class

**Period** Autumn Term

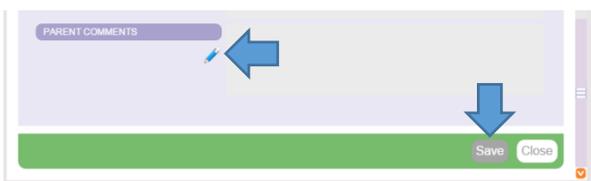
**Year** 2015

**Type** Summative

**Created by** James Huntington

	0-11 months	8-20 months	16-26 months	22-36 months	30-50 months	40-60 months	ELG status	CEL
<b>PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT</b>								
Making Relationships	-	-	-	-	-	Developing	Stage	
Self-Confidence And Self-Awareness	-	-	-	-	-	Secure	Stage	-
Managing Feelings And Behaviour	-	-	-	-	-	Secure	Stage	
<b>COMMUNICATION AND LANGUAGE</b>								
Listening And Attention	-	-	-	-	-	Developing	Stage	
Understanding	-	-	-	-	-	Developing	Stage	-

If you wish to leave parent comments on the assessment report, scroll to the bottom of the page and click on the blue pen icon to reveal the editing panel.

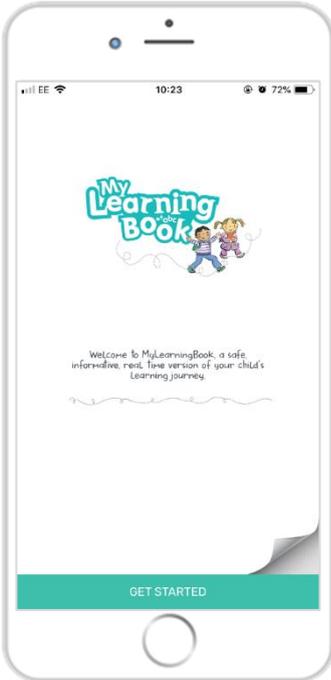


After typing your comments, click "Save"



## 7 Parents how to: Logon to MyLearningBook – Parent App

- Click the “Download on the App” store icons, or visit the App Store to install the MyLearningBook Parent App.



- Tap on “GET STARTED”.
- Enter the email address that you gave to your child’s school/nursery and the password that has been provided by them (remember all passwords are CaSe SeNsItIvE).
- Tap the “LOG IN button at the bottom of the screen

For security reasons if the incorrect password is entered three times the system will disable the login and the school/nursery will need to re-enable it.

If you have forgotten your password you can either contact your child’s school/nursery as they have the ability to reset it and issue a new one. Alternatively, you can tap the “Choose a new password” link, enter your username (email address) and you will receive a reset link via email to choose a new password.

*(NOTE: If your account is disabled you will not be able to set a new password)*

By logging onto LearningBook you are subject to the conditions explained in the Acceptable Usage Policy (AUP) which is available on request or from our website.

## 8 Selecting a child

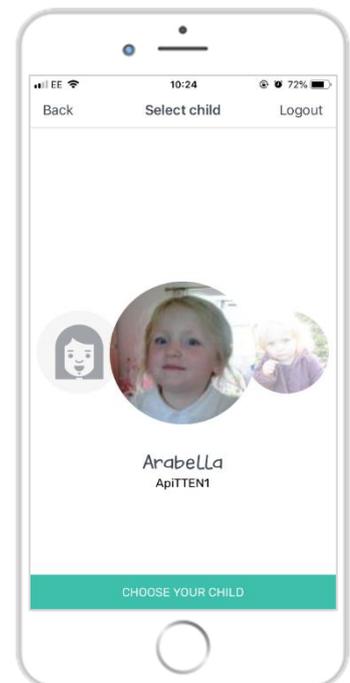
When first logging on to the Parent App you will be sent to the Start Page which shows your children.

- Tap on your **child’s profile picture** to open their learning journey
- Or, swipe left/right to view more siblings and tap “**CHOOSE YOUR CHILD**”

If you can only see one child speak to your school/nursery and they will be able to link your other child(ren) for you.

## 9 How to: Browse through the learning journey

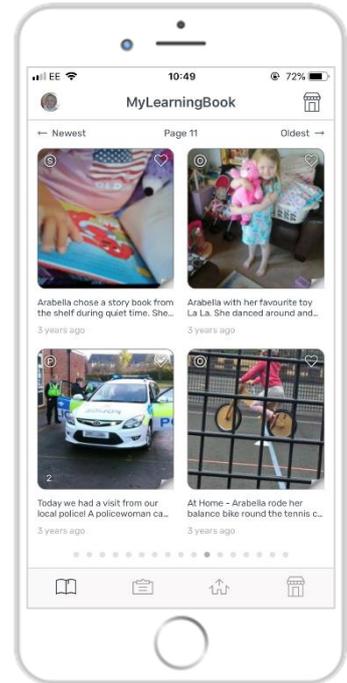
You will immediately enter your child’s learning journey. Observations are ordered with the most recent observations at the beginning and older observations at the end.



- **Swipe right and left** to view different pages of the Learning Journey.
- Use the “← **Newest**” and “**Oldest** →” buttons to jump to the front and back of the Learning Journey, respectively.

**Note:** The “All about me” page can be accessed via the side menu by tapping the child’s profile picture in the top left of the screen.

- If more than one video, photograph or audio recording has been included within an observation you will see a **number in the bottom-left corner** of the observation.

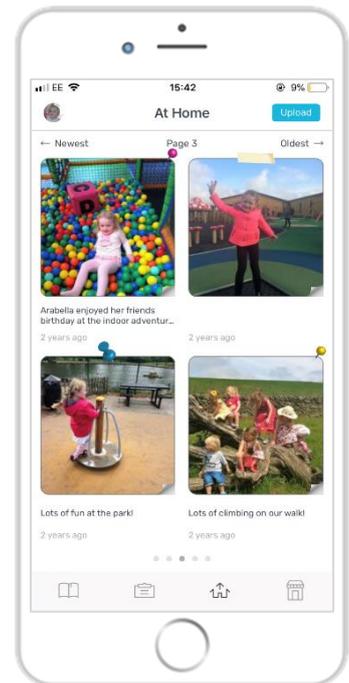


- Open observations by **tapping** to view full details including media, descriptive, EYFS links and Next Steps.
- To view the other images, swipe left and right.
- Swipe up and down to view text and further details.
- To exit, tap the ‘x’ in the top-right corner.

## 10 How to: Leave keepsake comments and favourite observations

- You can add a keepsake comment by swiping to the bottom of an observation and tapping “**COMMENT**”.

- Enter your comment and tap “**SAVE**”.
- To like/favourite an observation, **tap the heart (♥)**.



## 11 How to: Use At Home

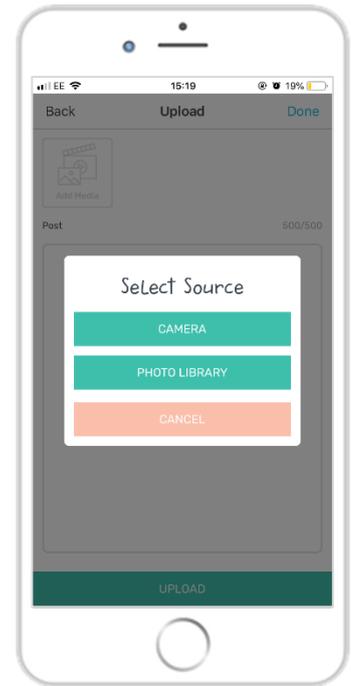
The At Home feature allows parents to upload photos and comments from home. These can be used by the school/nursery as part of the child’s Learning Journey if they are relevant to the child’s development.

- To upload photos to the Parent App, tap on the “**At Home**” icon at the bottom of the app screen.



This will load the **At Home** page from where you can see all the pictures and text you have uploaded.

- To add a photo click the **“UPLOAD”** button where you will be prompted to choose the photo from your **Photo Library** or to take a photo using the **Camera**.
- Once a photo has been uploaded, add any additional comments or text and tap **“UPLOAD”** at the bottom of the screen.
- If the upload is successful, a pop-up will say **“Uploaded! Your upload is now visible on your board.”** Tap **“OKAY”** to exit the confirmation pop-up.



## 12 Assessments

- To view your child's termly assessments, tap on the **“Assessments”** icon at the bottom of the app screen.



This will display the assessments recorded for your child. Tapping the relevant clipboard will display the assessment report.

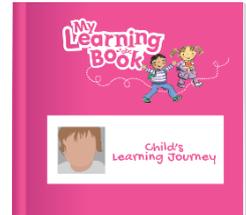
- Swipe up and down to view full information about the Assessment, where your child is currently at in their development for each areas and aspect of the EYFS, and the staff comments.
- To add your own **“Parent comments”**, tap the **“ADD”** button at the bottom of the screen.
- Enter any comments for staff to review and tap **“SAVE”**.

## 13 Shop

During your child's time in the early years or when they leave their nursery, preschool or reception class you have the choice to purchase hardback book or memory stick keepsakes from the **“Shop”** option in Parent Portal and Parent App.



The **hardback books** are 21cm x 21cm, have a hard cover, are matte, with high quality paper contents. They contain photo observations. The text, audio and video observation text is included with uniquely designed placeholders in place of the unavailable media (i.e. audio and video files). A variety of different colours are available including blue, turquoise, green, purple, pink and orange. Volume options include:



- 50 page volume
- Extended volumes (where the final volume does not exceed 10 pages) – available if child has been archived.



The **memory sticks** are available for WINDOWS PCs only and include photo, video, audio and text observations with accompanying descriptive text and EYFS links (in abbreviated format). Each photo and video can be opened to full screen size as they do on the online version. Each memory stick has a dedicated “My LearningBook Viewer” application to view the volumes content – contents cannot be removed and viewed elsewhere. The application is PIN protected and the PIN is unique to each individual parent. Volume options include:

- 50 page volume
- Extended volumes (where the final volume does not exceed 10 pages) – available if child has been archived.
- Full learning journey

By hovering on the “**Shop**” button in the top-right corner of your screen next to the “Log out” button you can see options for “**Go to shop**” or “**Previous orders**” which you can access. To access the shop you can also click on the “**Shop**” button.



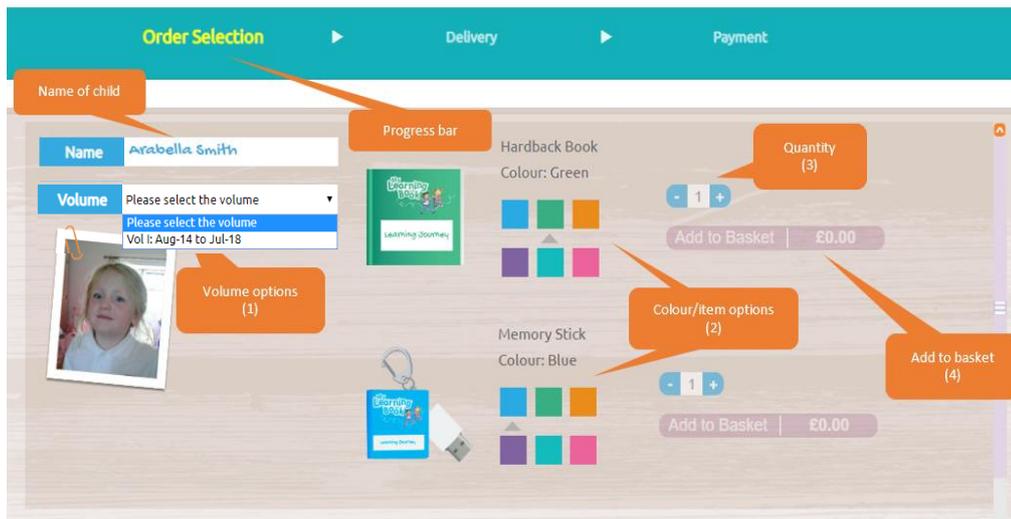
This will initially load an information page about the hardback book and memory sticks that are available. Click on the “**Continue to Shop**” button.



On the **Parent App** you can access the “**Shop**” by tapping the shop icon or by opening up the side menu and tapping “Shop”.



The screenshot below shows how to navigate around the shop.



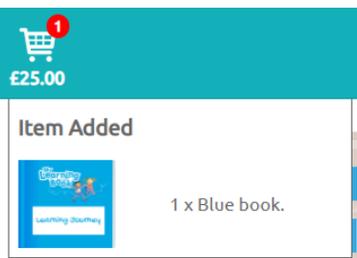
### 13.1 Step one: Add product(s) to basket

In the "Order Selection" page under each individual profile select the "Volume" drop-down and choose one of the options available (this may include various volumes, extended or full).

Then choose a colour option under "Hardback Book" or "Memory stick".

Select the quantity and click "Add to Basket"

**Add to Basket**



Item will then be added to Basket. You will remain on the Order selection page so repeat process for volumes, items or colours.

**Note:** costs may change depending on the volume type but this will appear next to the "Add to Basket" button once chosen from the volume options drop-down.

### 13.2 Step two: Go to Checkout

Once finished adding items to your basket, click on the "Go to Checkout" button at the bottom of the page.

**Go to Checkout**

### 13.3 Step three: Enter Delivery Information

Enter Delivery name and address, as well as Billing information if different, Read and check Ts&Cs before clicking box to agree.

Have one final check of the "Shopping Basket" on the left-hand side, taking note of costs including Delivery. If changes need to be made click "Edit" in the top right corner.



Click "Continue to Payment".

Continue to Payment

Confirm and check Ts&Cs, onscreen message, as well as the Sample Hardback Book.

### 13.4 Step four: Payment

You will be redirected to "SagePay" where you can enter you card details before confirming.

You will receive an order confirmation email and a shipping confirmation once your order is dispatched.

**Note:** A basic version of your child's learning journey is also available from your child's setting which staff can access via their Administration Portal. You can request this from them directly.

## 14 Help and support

If you have any questions about LearningBook or run into difficulty, you should always contact the school/nursery in the **first instance**. They should be able to answer any queries you may have but they will contact us on your behalf if not. The reason we ask you to do this is for the safety of your child as we are unable to prove your identity (or if you are a bona fide relative).

Safety and security is behind everything we do at LearningBook, so not only do you have the peace of mind of knowing that your school/nursery is using a Digital Learning Journey solution that takes the safety of your child's data seriously, you also have the peace of mind of knowing that we will never enter into correspondence with anyone about your child unless the school/nursery has asked us to do so.

Should the school/nursery need to contact us on your behalf the following information will be useful to us to try to help you resolve any issue you may be experiencing:

- The device you are using (eg iPhone 6, or Windows 10 PC)
- Type of internet browser and version e.g. IE v10, Google Chrome
- Which page you were on e.g. Start page, main book page
- What you were doing at the time of the fault e.g. Adding a keepsake comment
- The problem you encountered

We will look in to the query and respond as soon as possible.

We are constantly looking to improve the LearningBook experience so any feedback is most welcome.

We hope you enjoy using LearningBook.

