

Eylog / Eyworks Parentapp (eyparent) Information Document for Parents

Introduction to Eylog / Eyworks

Eylog/Eyworks - early years Log - is the most comprehensive tablet PC and web-based solution for nurseries and childcare providers to transform the process of recording observations, assessing a child's progress and planning activities for the child.

Eylog / Eyworks significantly reduces the time spent on capturing, maintaining observations and managing the learning journey of a child manually; enabling practitioners to focus more on providing the best early years education to children - an ultimate aim of both nurseries and parents.

Benefits for your child and the nursery

Eylog/eyworks enables you to understand your child's development on a more regular and real-time basis. Nurseries can share a child's learning journey with you, increasing your involvement in the activities at the nursery. You receive a unique login on the system and are notified automatically by e-mail as soon as a new observation is published to your child's learning journey or when any reports are shared with you by the nursery.

Eylog/Eyworks helps move away from the restrictions of a paper based learning journey by incorporating rich media (photos, videos and audios!). It helps you as a parent to have an immersive experience of what the child is doing in the nursery and the context in which your child is engaging in various activities encouraging its overall growth and development.

EyLog/Eyworks makes it possible for you to contribute observations from home too! Be it something your child does for the first time or during a holiday/vacation, making the learning journey even more comprehensive and enabling 'parents as partners in learning and development' of a child in their early years.


Viewing observations as a parent

Observations are a way for nursery staff to track how a child is progressing in their development. Parents can view all published observations for their children in the **Learning Journey**.

Viewing observations on the eyparent app

1. In the top right, tap  >  **Learning Journey**.

Viewing observations on the web portal

1. Click on  **Children** in the sidebar.
2. Click on the child you want to view.
3. Click on the **Learning Journey** tab.

Using filters



If you're using the parent web portal, you can use filters to change which observations you can see on the learning journey:

1. **From/To:** Filter based on the date the observation was made.
2. **Observation Field Filter:** This lets you see only observations that have certain fields filled out.
3. **Framework Filter:** Filters by framework type.
4. **Observation Tag Filter:** Filters by observation tags.
5. **Observation:** Typing a word into this field will show only observations containing that word.

Adding observations as a parent

As a parent, you're able to add observations for your own children to show nursery staff how they are progressing at home. Once an observation has been saved, a practitioner can see it and publish it to your child's learning journey.


Adding observations using the eyparent app

1. Tap the  icon in the bottom right of the eyparent app.
2. Tap the  **Observation** icon.
3. Type your observation notes into the text box.
4. Tap the **Camera** and **Video** buttons in the bottom to take a new picture or record a new video for this observation using your device's camera.
5. Tap the **Photo Gallery** and **Video Gallery** buttons at the bottom to upload existing photos or videos from your device's gallery.
6. When you're done, tap **Done** in the top right.



You can add up to 5 media files to an observation, including up to 1 video.

Adding observations using the web portal

1. Click on  **Observations** in the sidebar.
2. Click on **Add New** in the top left.
3. Type your observation notes into the text box.

4. Click **Upload** to add media (photos, videos, audio files) from your device.
5. Click **Save**.

Viewing daily diaries as a parent

Daily diaries are a way for nursery staff to record a child's daily actions – including nappy changes, sleep times, etc – and absences. Once a diary has been completed it can be shared with parents for viewing. If the diary hasn't been published to parents, you can't view its details, but you are able to add Notes from Parents to the current and future diaries.

Viewing daily diaries on the eyparent app

In the top right, tap  >  Daily Diary & Register.

You'll be automatically taken to today's daily diary. You can change the date by clicking on the arrows at the top.

Tap on the headings to see more details.

Viewing daily diaries on the web portal



Click on  Daily Diary in the sidebar.

Click on a day with an entry to see a diary that has been shared with you.


Viewing medicine forms as a parent

Nursery practitioners can use medicine forms to record whenever medicine has been administered to your child. This can be shared with parents, and updated with every dose.

Viewing medicine forms on the eyparent app

1. In the top right, tap  >  **Medicine Forms**.
2. Tap a form to view it.
3. If a practitioner has published a dose of medicine to you, tap **Sign Dose** to acknowledge that you have seen it.
4. If the medicine form has been sent for parent review, tap **Submit and complete** at the bottom to complete the form and lock it out of further editing,



Viewing medicine forms on the web portal

1. Click on  **Children** in the sidebar.
2. Click on the child you want to view.
3. Click on the **Medicine Forms** tab.
4. Click on a form to view it.
5. If a practitioner has published a dose of medicine to you, click **Sign Dose** to acknowledge that you have seen it.
6. If the medicine form has been sent for parent review, click **Submit and complete** to complete the form and lock it out of further editing,


Viewing accident/incident sheets as a parent

Accident/incident sheets are used by practitioners to record if a child has had an accident or incident, what kind, and what actions have been taken. Afterwards, the sheets are shared with the child's parents.

Viewing accident/incident sheets on the eyparent app

1. In the top right, click on  >  **Accidents/Incidents Sheets**.
2. Tap a sheet to view it.
3. Check the box under **Parent Acknowledgement**.
4. Tap **Submit**.


Viewing accident/incident sheets on the web portal

1. Click on  **Children** in the sidebar.
2. Click on the child you want to view.
3. Click on the **Accidents/Incidents** tab.
4. Click on a report to view it.
5. Check the box next to **Parent Acknowledgement**.
6. Click **Submit**.

Viewing reports as a parent


As a parent, you can view reports on how your child is doing according to the development frameworks at your nursery, through the parent portal/app. Once a report has been published to you, you can add comments and send it back to confirm that you've seen it.

Viewing reports on the eyparent app

1. In the top right, tap  >  **Reports**.
2. Tap a report to open it.
3. Type any comments you might have into the **Parent Comments** field.
4. Check the boxes under the **Parent/Carer Consent** section.

5. Sign your name under **Parent/Carer Signature**.
6. Tap **Submit to Complete**.



Viewing reports on the web portal

1. Click on  **Children** in the sidebar.
2. Click on the child you want to view.
3. Click on the **Reports** tab.
4. Click on the name of the report to open it.
5. Type any comments you might have into the **Parent Comments** field.
6. Check the boxes under the **Parent/Carer Consent** section.
7. Sign your name under **Parent/Carer Signature**.
8. Click **Submit to Complete**.

Viewing messages as a parent

In our nursery most of our communications is sent through the **Messages** page on your parent portal/app.


Viewing messages through the eyparent app (Android)

1. In the top right, tap  >  **Messages**.
2. If your nursery sends communications through messages, you will be taken to your **Inbox**.
3. Tap on a message to view it.
4. Tap on **Reply** in the bottom right to write a reply to this message.
5. Type out your reply.
6. Tap **Send**.

Viewing messages through the eyparent app (IOS)

1. In the top right, tap  >  **Messages**.
2. If your nursery sends communications through messages, you will be taken to your **Inbox**.
3. Tap on a message to view it.
4. Tap the  icon in the top right to write a reply to this message.
5. Type out your reply.
6. Tap **Send**.

Viewing messages through the web portal

1. Click on  **Messages** in the sidebar.
2. If your nursery sends communications through messages, you will be taken to your **Inbox**.
3. Click on a message to view it.
4. Click on **Reply** in the bottom right to write a reply to this message.
5. Type your message into the pop-up window.
6. Click **Send**.

Important Note for Parents:

To ensure you receive all the information and messages sent by the nursery please ensure that you click 'Allow' Notifications from 'eyparent' within your settings.

