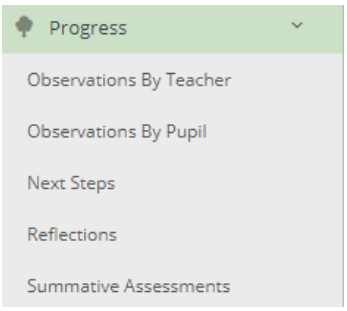
Observations - Progress

Progress

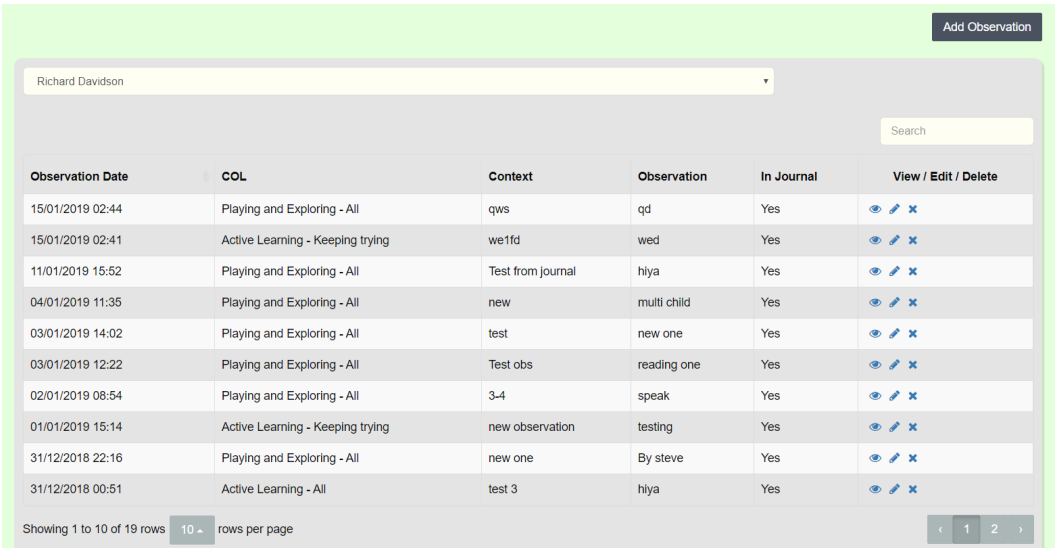
The ‘Progress’ menu lets you manage all your observations and check the progress of your children.



Let’s go through each of the menu options.

Observations by Teacher

This is where you can access the observations you have made or look at other teachers’ observations. There is a ‘Teacher’ drop-down selector that defaults to you.



The table shows all the observations you have made (newest at the top). You can view, edit and delete observations.

Note* You can only delete your own observations.

Edit Observations

In ‘edit’ mode you can change any part of an observation, this lets you add more text, change the goals achieved etc.

The screen shot on the next page, shows the top half of the form where you can add more text and edit the image.

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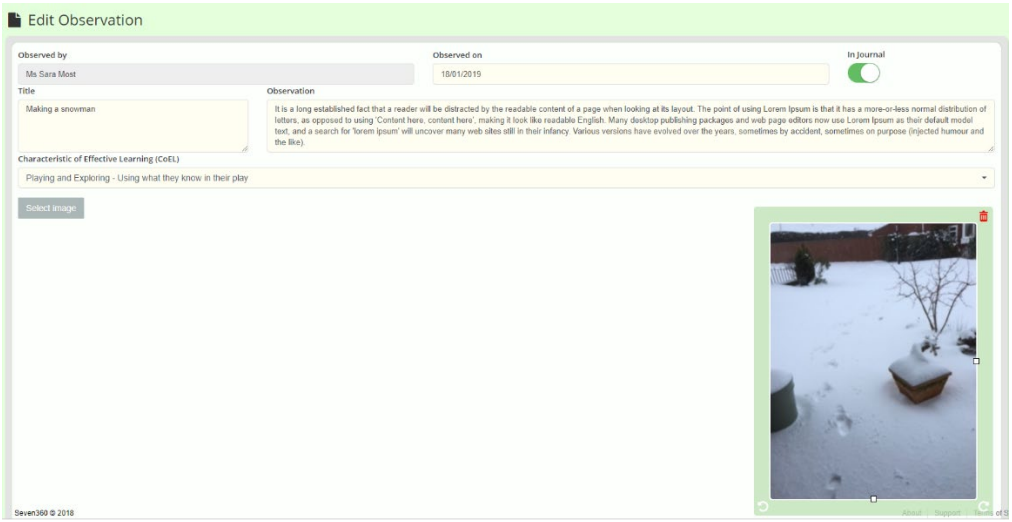
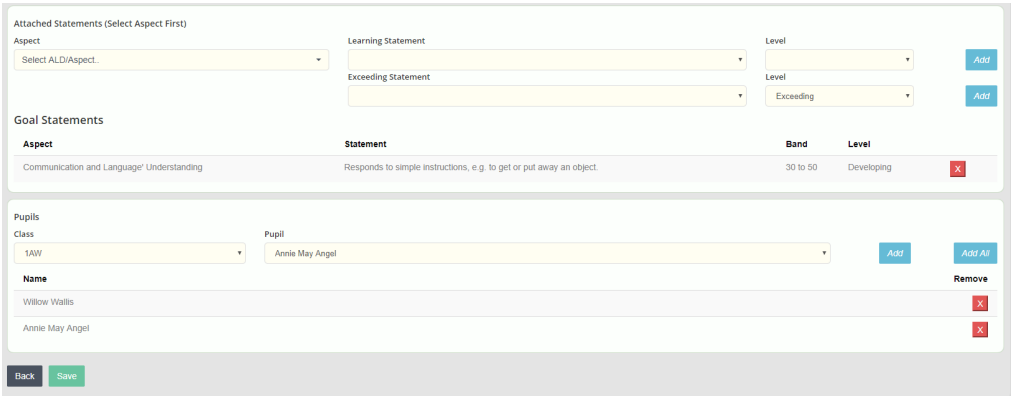
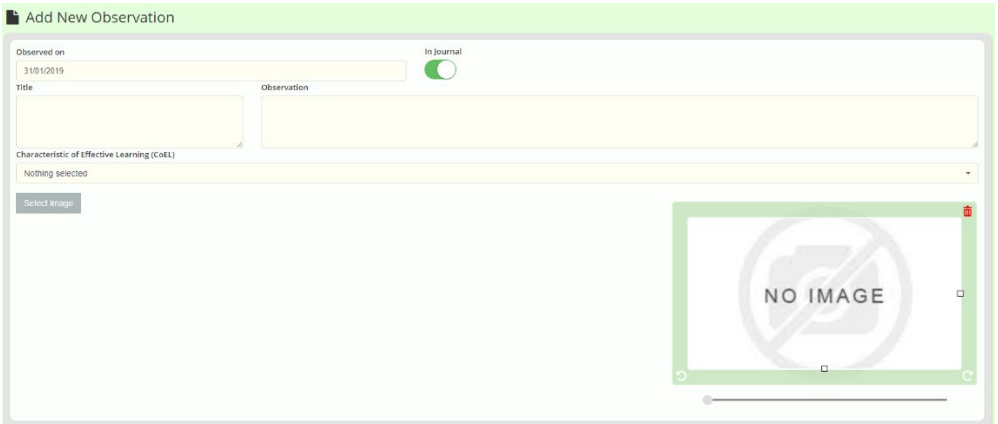


At the bottom of the form you can add/remove children and goals.



Add a New Observation

There is an 'Add Observation' button at the top right of the screen. You can create an observation, add an image, children and goals.



There is a toggle button at the top of the form where you can choose to make the observation visible in the children's learning journal. You can switch this on or off at any time for each observation.

At the bottom of the form you can add goals and children using the drop-down lists.

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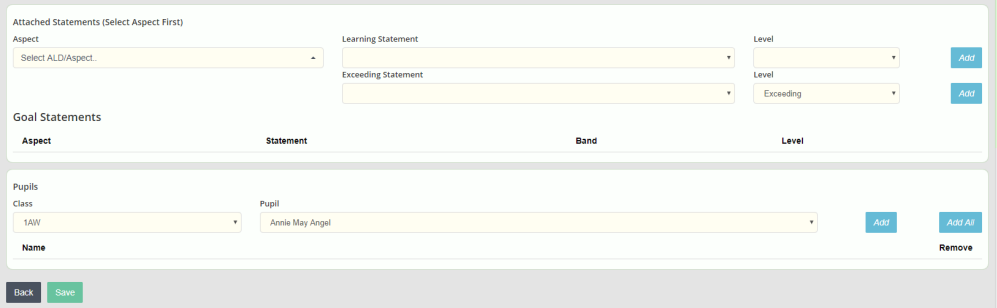
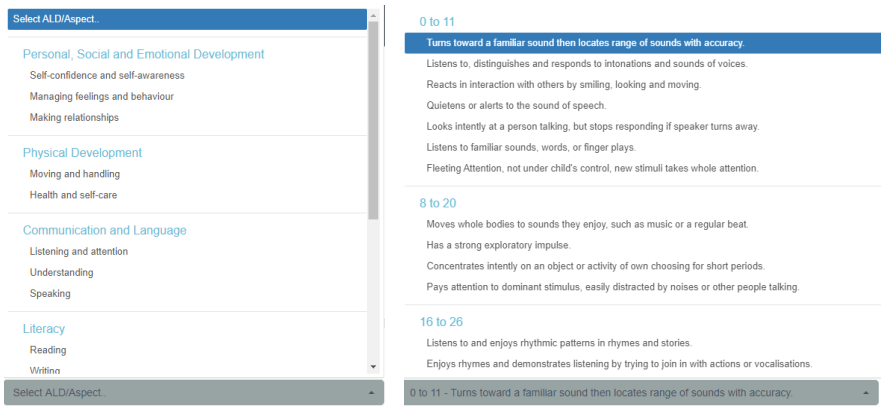
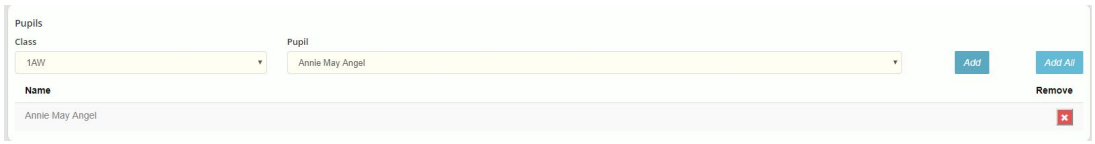


To add goals just select the aspect form the list (see below) this will list all the goals for that aspect. In the example below, we selected 'Listening and Attention' as the aspect.



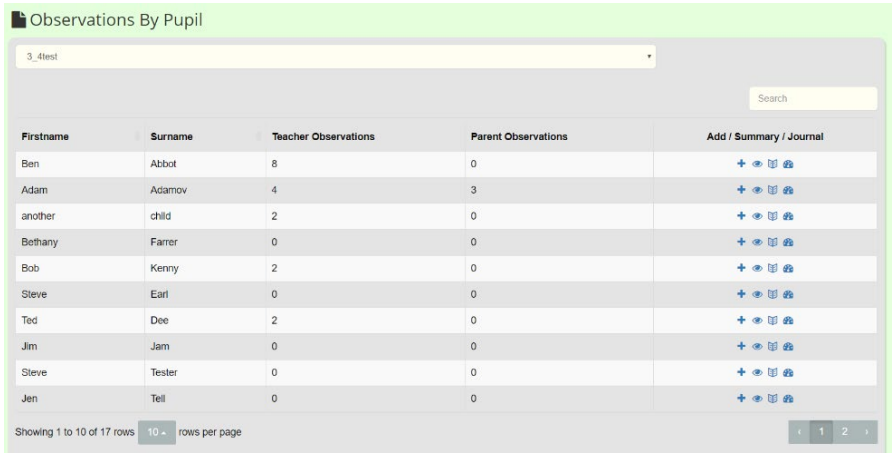
You can add as many children as you wish from different classes or add 'All' pupils from a class. If you make a mistake, just click the red box to remove the child from the observation.



Complete the form and click 'Save' to add the observation.

Observations by Pupil

This is where you can access the observations against specific pupils. There is a 'class/group' drop-down selector that defaults to your class if you are assigned to one (see manage Classes/Groups).

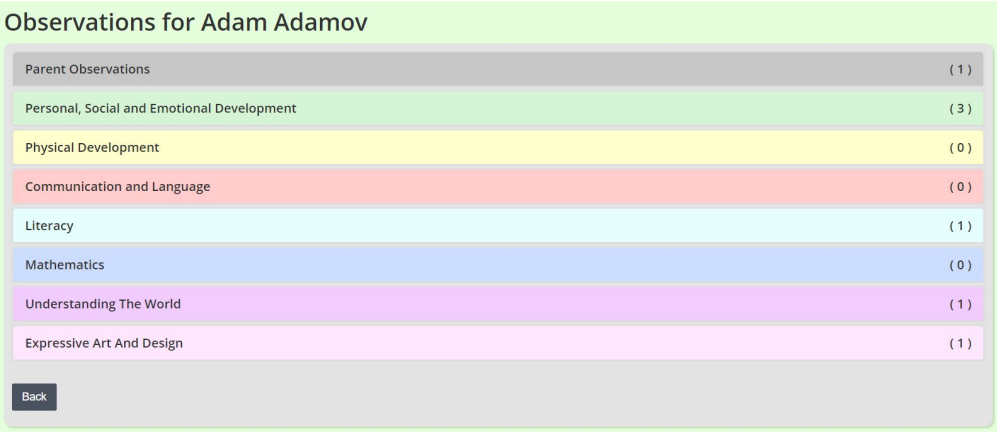


Observations - Progress

The screen shows a count of teacher and parent observations for each child. You can add observations and view a summary of the child's observations.

View Observation Summary for Pupil

Click on the 'eye' icon to see a summary of observations for a specific child by ALD. You can then click on the ALD to see the observations in each of the Aspects for that ALD. You can view and edit the individual observations from here.



Click on the ALD text to see details by Aspect (select an aspect by clicking on the tab).

Note* this is where you can add goals to a parent's observation. Just click on the parent observation group (top of the screen in grey) this will show you a list of the parent observations. Click the 'pencil' icon to edit an observation and add a goal(s).

View a Child's Learning Journal

Click on the 'book' icon to open a child's learning journal. You can add comments to an observation and create a new observation from this screen.

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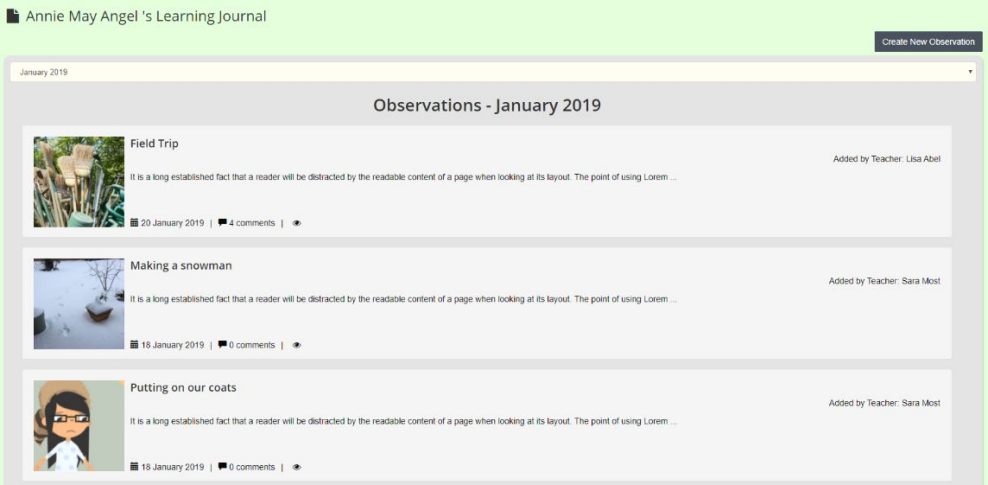
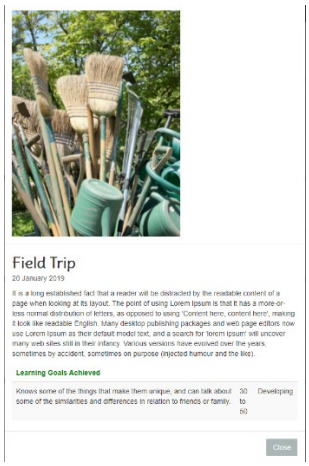
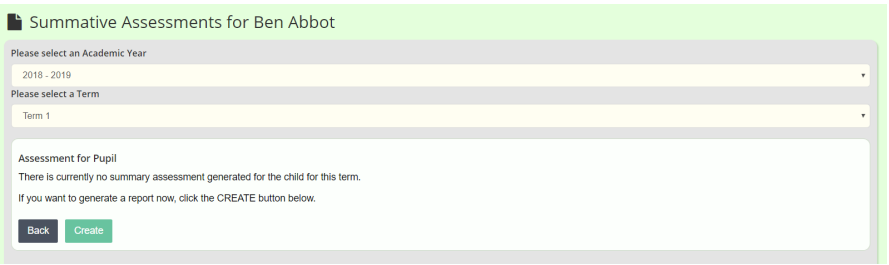


Click on the eye icon to get a detailed view of an observation.



View/Create a Child's Summative Report

Click on the 'dial' icon to open a child's summative report screen. You can add a report for each ½ term (select term1-6 from the drop down).



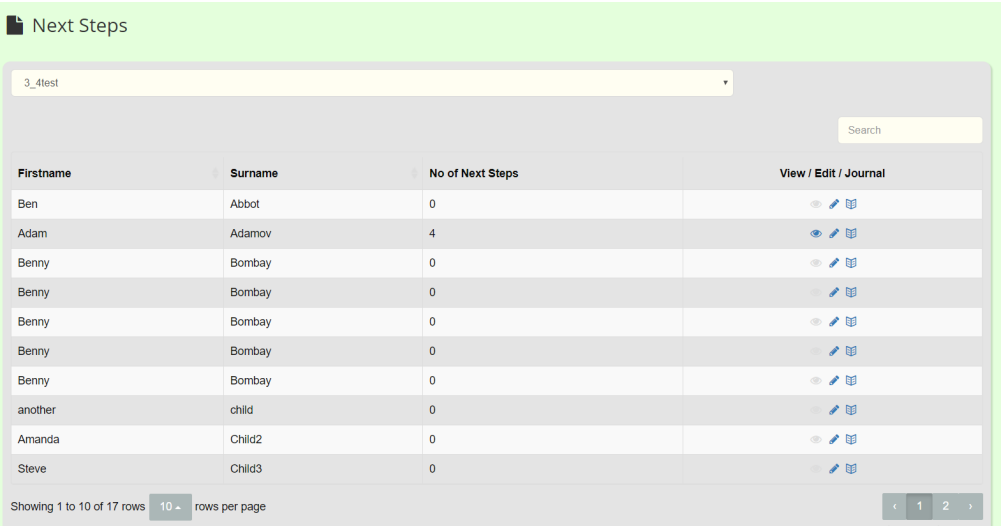
Click the 'Create' button to start a new report for the term. The summative report will show you the calculated band the child is working at for each aspect. You can update the band achieved and save.

Observations - Progress

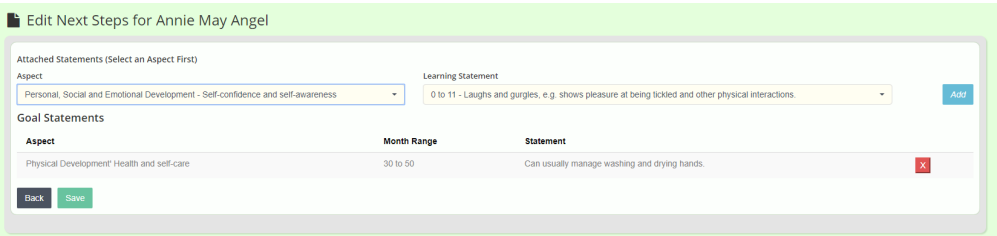
Note* We will be updating this report soon to show the previous terms results and a visual indication of progress and enable notes to be saved.

Next Steps

This is where you can specify the next steps of learning planned for each child. There is a 'class/group' dropdown selector that defaults to your class if you are assigned to one (see manage Classes/Groups).



You cab view, create/edit the next steps. If the child has no next steps specified just click on the pencil and you can add the appropriate goals. You select the goals just as you do when creating an observation, using the aspect drop-down list.



To update just remove the steps that have been achieved and add new ones.

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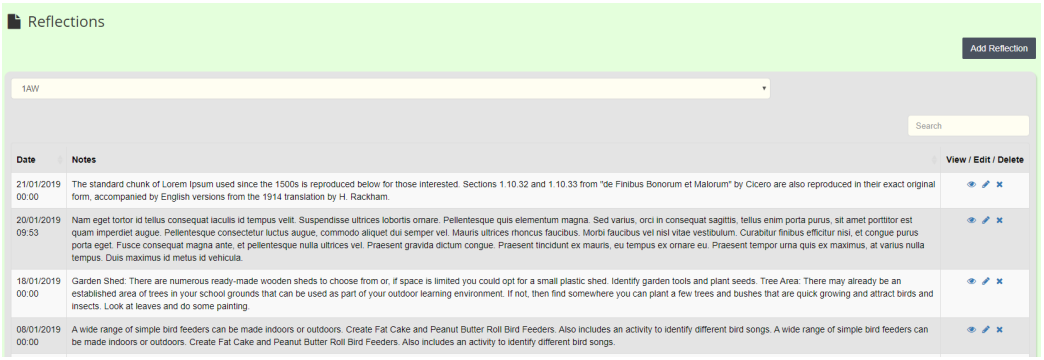
Parents can view the next steps you create. You can also view a child's learning journal from here.

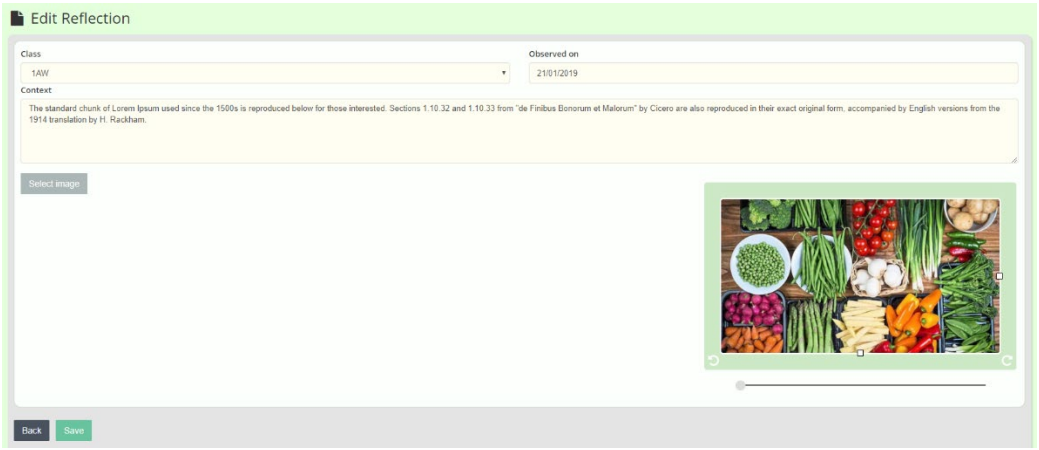
Reflections

Reflections are moments you have captured that you want to discuss (reflect upon) with the whole class/group you have been working with. All the reflections you send from your teacher mobile app are kept here. You can browse through these, view and edit, or create new ones.



Edit Reflections

In 'edit' mode you can change any part of a reflection.



Add a New Reflection

There is an 'Add Reflection button at the top right of the screen. Click the 'Select Image' button to load an image from your pc or laptop.

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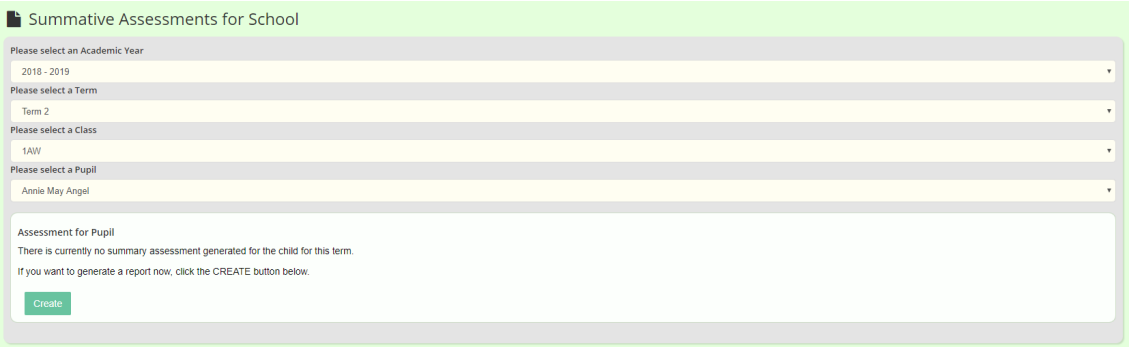
Summative Reports

This is where you browse and create Summative Assessments for each term for all your children. Use the year, term, class and pupil drop-down lists to specify the term and find the child want.



Then click the 'Create' button to start the summative assessment for this child for the term specified.

You can go back at any time and update the Summative Assessments. Note* We will be updating this report soon to show the previous terms results and a visual indication of progress.

Well that's it for now.

More Help Documents

Don't forget to read the other help documents to get the most out of EYFS360.

If you have any thoughts on how we could improve EYFS360 please get in touch

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