

# LEARNING JOURNAL

10 easy steps to get started...



# THE PROCESS

**It's as easy as A, B, C.**

We've put together this 10 step guide to assist you on your journey of choosing the best tracker or learning journal for your Nursery, Pre-School or other Early Years provider. selecting and implementing a learning journal.

Over the 12 years that we've been designing and delivering software solutions to the education and training sectors we think we have the experience to help you on this journey.

## The Process

- 1 Do your research
- 2 Find out the benefits
- 3 Speak to providers
- 4 Ensure security
- 5 Present ROI to managers
- 6 Start your free trial
- 7 Bespoke set up
- 8 Plan staff training
- 9 Set-up & go live

# RESEARCH LEARNING JOURNALS

There's already lots of great information about 'going online' within early years.

Check out forums on Facebook and LinkedIn for user experience and guidance on the best systems to use. ●

Read great early years blogs such as [Talking Point](#), ●

Ask early years' providers for references on the software they use. ●

Read any case studies that are available to you. ●

## TOP TIP!

Get to a nursery using an online system and find out what they like, and what features they think would be great to have, and find a provider who will listen to your feedback!

# LOOK INTO THE BENEFITS

Online learning journals are a swift and effective way to enhance Early Years delivery within your setting.

Make sure you understand the possible ways a learning journal can impact your staff, children, families and the benefits it brings you as a provider.

## **Benefits of a good tracking system include:**

- Savings in time and money •
- Simplified work •
- Easy process tracking •
- Parental engagement •
- No more paper wastage •
- Flexible working •

# SPEAK TO PROVIDERS

Once initial research has been done you may have a better idea of the kind of system you want to go for.

At this point it is worth speaking to the different organisations offering a software, this will allow you to also gage their customer service as this is a very important factor.

**When narrowing down your choices consider companies with the following features:**

- Offline app •
- Reports •
- Assessments •
- Intuitive next steps •
- Printable observations •
- Bespoke set-up •
- Activities and planning •

# SECURITY & RELIABILITY

Huge buzzwords in the sector, make sure that the first questions you ask are about encryption, passwords and data.

Ensure the software carries out constant back-ups, to protect all work saved on the system. Another aspect to be aware of when making your transition, is the uptime/downtime of the software, as this can massively impact the usability.

## Make sure your data is:

- Incrementally backed up every 15 minutes •
- Backed up in full at least every 24 hours •
- Stored in a disaster recovery site and operational within 30 minutes •

Most importantly, make sure the company has a track record of fulfilling promises to customers.

## Uptime examples

OneFile Learning Journal: 99.6%

Facebook: 100%

YouTube: 99.9%

Google Maps: 97.8%

# JUSTIFY THE ROI

Further efficiencies for your setting:

**40** hours of practitioner time saved per month

**60%** increase in parental contribution

**100%** savings in printing costs

Go green and get the most out of your resources!

.....  
: Spend more time teaching and learning, and :  
: less time paper chasing and administrating. :  
: .....  
: .....

# START YOUR FREE TRIAL

## Why wait? Try before you buy!

When making your decision the most important thing to consider is the level of support you will receive post sale. Choose the option, which you believe, will support your journey with technology.

There will be barriers to overcome and the support of an experienced technology provider will prove invaluable.

Making the transition to a learning journal will positively impact your setting if done correctly. Choose a provider you trust and start a free trial to make sure they are right for you, your team and your families.

*"Using One File has improved how I work in partnership with parents, they love being able to view observations and photos. We are able to maintain good contact and share information via the messages feature."*

**Amanda Silvestri** | Ofsted Registered Childminder



# PLAN TRAINING

## **Bespoke set-up**

Once you have chosen the right learning journal for you and your team, make sure you are able to set it up the way that works for you.

Can you personalise the terminology, can parents log in? Can you give staff different access levels?

Get a clear plan showing the set up process from start to finish.

.Ask your chosen providers for all security documentation, user guides and FAQs – these should be readily available!.

## **A good provider should:**

- Give you information and guidance required to make a decision •
- Provide welcome training sessions to introduce you to the system •
- Offer unlimited access to technical support •

# PLAN TRAINING

Staff are a key factor in the success of your new software, so it is essential they are excited about the transition.

Provide them with evidence of the ease of use and success a learning journal can bring to your setting.

A learning journal will make their life easier, but only if championed by everyone! How available are: online webinars, user guides, email support and videos.

Get them on board with technology by providing them with tools to learn, and support to feel confident.

What other features would your staff like to see? And how keen is your chosen provider to develop those features? Ask these questions before you get tied into a contract.

Your learning journal provider should help you set up and customise your setting. Training and support should be available in a variety of formats and this will be key in transforming your setting to paper free.

# STAFF ENCOURAGEMENT

With staff being a vital factor in the implementation process, it is essential they are excited about the transition. Provide them with evidence of the ease of use and success an eportfolio can bring to your business. Make sure they attend training sessions and if possible, free online webinars. An eportfolio should make their life easier, but will only be successful with buy in from the get go.

*"As a group of three settings the transition to paperless has been seamless thanks to the superb products and support from OneFile."*

**Elaine Sagar** | Director, The Sunflower Children's Centre

# SET-UP, **GO LIVE**

Your learning journal provider should help you set up and customise your centre. Training should then be provided and performed. Ensure adequate support is offered by the learning journal service for your staff.




Once your department is successfully set up using the learning journal, and the return on investment is proving to be beneficial, you will be able to expand the software usage across the company if applicable. Now is the time to maximise the use of a learning journal and roll out.



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