



An Educator's Guide to Implementing Storypark

Build your ICT confidence and capability in three easy stages:

1 Implement & Prepare

Set up Storypark for the first time

2 Engage & Collaborate

Get familiar with Storypark's day-to-day features and learn how to engage families and educators

3 Understand & Enrich

Get the most out of Storypark with our more advanced features



Click on any underlined text throughout this guide for helpful resources.



1

Implement & Prepare

Before you get started

Storypark is designed to work alongside your practice so you don't have to have iPads and WiFi, you can use digital cameras and computers. However there are a few things you can do to get the best out of Storypark:

- Make sure your service has an up-to-date [cybersafety policy and use agreement](#).
- Ensure all your educators have their own email addresses – a work/personal email, or eg. educator.storypark@gmail.com.
- For the best experience, use [Google Chrome](#) as a browser.

1 Log in to Storypark

If you've been sent an invitation, [accept to join your service's Storypark account](#). Or, if you're setting up your service's Storypark account for the first time, go to www.storypark.com and click the 'Try for free' button for your 30-day trial.

2 Invite your teaching team

[Invite your teaching team](#) to Storypark so they can explore and get comfortable with the service.

3 Attend an online workshop with your team

We recommend that all educators attend one of Storypark's online workshops. Gain confidence, build capability and have questions answered. [Register here](#).

4 Add children

[Add children one-by-one](#), or [add multiple children](#) by downloading a spreadsheet template and adding children from your database.

5 Choose a curriculum or philosophy

[Learning tags](#) help you link stories to your curriculum, learning outcomes or philosophies. Select a [public set of tags](#), adapt one to suit, or [create your own](#). [Attach learning tags to stories to watch and analyse children's progress](#).

6 Practice creating stories

Experiment with the [story editor](#) and publish some test stories with your team.

7 Explore rooms

When you have large numbers of children, having smaller groups or '[rooms](#)' can make managing stories faster and easier.

8 Set up an 'About page' for your service

Your '[About' page](#) is a great place to [share](#) frequently requested documents, centre info or educator bios, and is visible to all family members. Consider using text from your service's webpage to get started.

9 Prepare to invite parents

We recommend [creating a story](#) for each child so that when their parents log in for the first time there is something there for them to see. [This infosheet](#) and these [videos and resources](#) will help you show parents the impact of Storypark, and help you explain why you're implementing Storypark at your service.

Need help?

Explore our [help centre](#) to find the answer for (almost) everything.



In a recent survey 1,022 people* said...

...that if they were choosing an early learning service to send their child to in the future, the fact that the service used Storypark would make them more likely to send their child there.

* Out of a total of 1,458



Congratulations on reaching the status of **Storypark Rookie!** Move on to Stage 2: [Engage & collaborate](#) >



2 Engage & Collaborate

The steps below will get you familiar with the tools you will use day-to-day and help you engage both families and other educators.

1 Invite parents

You can **invite the parents** of all children, or start with a small pilot group. A pilot group can help others feel comfortable and understand the benefits and outcomes.

2 If a parent doesn't give permission

Talk to any parents who **didn't give permission** for their child to have a Storypark account. This may clear up any concerns they might have and you can reinvite the children. However, if they do not wish to be part of your Storypark community, simply **remove those children** from Storypark, and continue documenting learning for these children as you did before.

3 Create stories

A **story** is a way to record and communicate a child's learning and development with family, your early learning service and eventually school. **Create stories** using the **story editor** and encourage families to create stories and **family moments** too. It is useful to **add learning tags** to your story to highlight the learning, along with **child notes** to support future direction from this story.

4 Communicate with parents

- **Conversations** are private messages you can have between individual or multiple family members (and educators) in your learning community.
- **Community posts** are used to share notices, events or newsletters and to get parents involved. The **community space** is a place that everyone in your Storypark community can view and contribute to.
- **Child notes** are exclusive to a child's parents and you, their educators. They enable stories/documentation to be linked to goals, strengths, milestones, aspirations or 'where to from here' statements. Notes can be used to show how you plan to support a child's interest and to create regular goals with parents.

5 Create plans

Every service has a **collaborative planning area** where your team can **create plans** and manage its own **planning templates**. Keep plans private, or **invite your team and/or parents to contribute**. **Link stories, plans and child notes together**, making it easier to visualise the learning journey for each child. And keep all your service's tasks, admin, documents, policies and planning in one easy-to-access place.

6 Work with your team

- Have private **educator conversations** that can't be seen by parents.
- **Choose who can see** your individual documentation as an educator.
- Easily **add a new relieving educator** and remove them after they leave. Any stories they create stay with the child.

Parents wanting to know if Storypark is safe and private?



We have a **privacy and security** section in our help centre all about:

- [passwords](#)
- [how we use information](#)
- [how we stay secure](#)
- [ownership](#) and what happens [when a child leaves](#) a service
- [who has access?](#)



Tips for parent engagement

Create a positive and encouraging **engagement process** with parents and families.

1. Share why you are implementing storypark and what benefits there are for them and their children.
2. Ask questions of family members to encourage them to comment.
3. Set clear expectations, eg. let parents know how many stories they should expect each month.



Congratulations on becoming a Storypark Explorer! Move on to Stage 3: [Understand & enrich](#) >



3 Understand & Enrich

These steps will introduce you to some advanced features and help you get the most out of Storypark.

1 Attend an advanced online workshop

Attend a free online workshop, held twice a month, for those who've mastered the basics of Storypark and want to learn more. [Register here](#).

2 Analyse activity and progress

- **Observe a child's progress with tags.** Both **parents** and educators can explore a child's progress over time with **learning tags**. Easily **filter**, **search** and **explore stories** to help inform your **planning** and teaching.
- **Use the reporting tools** to understand, plan and respond to **activity**, insights and **trends** for individual children, groups of children, or educators.

3 Engage specialists in a child's learning

If needed, talk to parents about **inviting specialists** outside of your service (eg. speech language therapists, teacher aides, physical therapists) to participate in their child's private notes area.

4 Support children's transitions

If a child will soon be leaving for another service or to school, encourage parents to **invite their future teachers** to their account in the final months before leaving your service. This enables those teachers to better understand that child's learning journey.

5 Build your educator profile

Engage with other educators, and choose who has access to your individual **portfolio**.

- **Have conversations** with other educators – reflect on ideas, goals, assessment, and documentation practices.
- **Teacher portfolios** are where you can show evidence of your personal progress, link to registration criteria or quality standards and work with invited mentors
- **Teacher reports** are where you and invited mentors can analyse how you are using learning tags and sets.

6 Record and report against criteria

Create or adapt a learning set (eg. 'Registered Teacher Criteria', 'National Quality Standards' or other relevant assessment criteria), then **link your portfolio stories to your chosen criteria** using the learning tags in these sets. Over time you can review your progress against your personal criteria, making support, reporting and assessment much easier.

Keep updated 

[Like us on Facebook](#) to get regular tips and inspiration from experts by. As one of our Facebook followers, you'll be the first to hear about new Storypark features.



Congratulations!

You are now a
Storypark Guru!

