



Child Learning Journey

(Play)School-Parents digital solution

User Guide v4.0

Teacher

Date: 07.December.2017

Child Learning Journey™ is a global product of Bing Web Services (UK).
Currently used by Child Learning (India) Pvt. Ltd and Child Learning (UK) Pvt. Ltd.

What's new in this version*?

- [Introducing New CLJ iOS apps](#)

* Last version was published in November 2017.

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Child Learning Journey – An Overview

Child Learning Journey™ (CLJ) is a digital product suite of web portal and mobile applications for the early years education/care provider and parents of young children. CLJ is Bing Web Services (UK) product and works globally. CLJ fills the communication gap between parents of young children and Day Care, Nurseries, Pre-schools regarding the child learning and development journey. We fill this communication gap by using the new generation and user friendly digital channels and technologies such as web portal and mobile applications. Secure online channels are being used between the education/care provider and parents of young children from 5 months to 5 years to communicate on a daily basis. CLJ will provide instant information sharing and follow up of that information.

Reputed UK company product. Established in England and Wales in 2009

Key Features For Education/Care Provider

- Secure and synchronized web and mobile applications.
- Easily capture children activities and manage the learning and development journey of a child in an electronic format.
- Drastically reduce the time and effort spent on capturing and maintaining activities, and enabling teachers to focus more on providing the best early years education, an ultimate aim of both education providers and parents.
- Send regular and quick messages, observations and daily dairies to parents.
- Build trust with parents in busy life by proactively providing vital information of their children.
- Fee tracking feature, children and parent management
- Approve/Deny junior teacher cMessages

Key Features – Continued....

- Call parents directly from the APP
- Parents who don't use APP, will receive SMS on their mobile phone
- Send and receive comments on messages with parents
- Receive in-app notifications for messages and comments
- Low internal IT staff and infrastructure cost.
- Free training, technical support and demo.
- Advertise on our Website, Facebook and Twitter pages

Terms and Descriptions

Group

Within the Child Learning Journey (CLJ) applications, Group is a top level concept. Group can have one or more than one institutes. Education providers who have one institute or have chains of institutes, our applications provide management of single or multiple institutes seamlessly. The Group and its details will be managed by the Group Admin user role. There is one Group Admin per Group.

Institute

Any single day care, crèche, nursery or school will be considered as an Institute. The institute will have one or more classes, children, teachers and departments. The Institute will be managed by the Institute Admin. There is one Institute Admin per Institute.

Terms and Descriptions

cMessage

cMessage can be any message or observation message captured by the teacher for a child. It could be a summary of child activity in words or picture taken doing some memorable activity or video or audio of a child. Email and mobile notification is sent to parent instantly.

Daily Diary

It is the digital form of the diary which is sent from teachers to parents on a daily basis. Mobile notification is sent to parent instantly.

User Roles

Group Admin/Manager

Group Admin is responsible for the management of the Group and its institutes. Group Admin can add single or multiple institutes for their group and assign the Institute Admin for the institute.

Institute Admin/Manager

Institute Admin is the manager for the institute. The example of institute can be a day care, crèche, nursery or pre-school. Institute Admin can perform various management activities for their institute. For example, adding a new class, a new teacher and new child for their institute. Also like teachers Institute Admin can also write a cMessage for any child and add daily diary for any child of their institute.

User Roles

Teacher

Teachers will handle day to day activities of children/students of their class e.g. adding a child to their class, write a cMessage, observation for a child, adding a daily dairy for a child. Teacher can be senior or junior. Senior teacher can write and publish any cMessage immediately to parents. However Junior teacher's cMessage needs to be approved by their allocated senior teacher or the Institute Admin before it can be send to the parent.

Teacher User Screens/Interface

Following pages will outline the Teacher User Screens and key functions they can perform on the Web Portal and CLJ Institute mobile app.

The portal can be accessed via the secure web URL:

<https://childlearning.in/login.php?loginas=teacher>

Please use your phone number and password to login. There are different user guides for Institute Admin and Parents. Latest versions of all user guides can be found on

<https://www.childlearning.in/training/manuals/>

Note: There is one app for Institute Admin and Teacher, which can be downloaded from the Google Play Store.

<https://play.google.com/store/apps/details?id=com.childlearning.institute>

Key feature of this app is outlined later in this guide.

* iOS app coming shortly.

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Home Screen

The screenshot shows a web browser window with the URL <https://childlearning.in/dashboard.php>. The page features the Child Learning logo on the top left and a user profile for Preeti Tyagii on the top right, including a 'WELCOME PREETI' message and a menu icon. Below the profile is a 'View' button. The main content area has a navigation bar with tabs for Dashboard, Classes, Children, cMessages, Daily Diary, and Junior cMessages. The Dashboard tab is active, displaying four large buttons: Classes, Children, cMessages, and Daily Diary. A contact information box is located below the profile picture, containing the following details:

- Contact:
- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 110011

Class Management

The screenshot shows a web browser window with the URL <https://childlearning.in/classes.php>. The page features the Child Learning logo (childlearning.in) and a user profile for Preeti Tyagii. A navigation menu includes Dashboard, Classes, Children, cMessages, Daily Diary, and Junior cMessages. The 'Classes' section displays two class options: KG and Nursery, each with a representative image.

Child Learning
childlearning.in

WELCOME PREETI

Preeti Tyagii

View

Contact:

- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 110011

Dashboard Classes Children cMessages Daily Diary Junior cMessages

Classes

KG

Nursery

Class Management

- This section shows all the classes assigned to the teacher.
- Classes will be assigned by the Group Admin or Institute Admin.
- Classes are shown as boxes with image with class name.
- Clicking on any class will show the details of the class.

Class Management – View Class

The screenshot shows a web browser window with the URL https://childlearning.in/classes.php?action=view&web_id=40. The page features the Child Learning logo and a user greeting: "WELCOME PREETI".

Profile Section:

- Name: Preeti Tyagii
- Image: A photo of Preeti Tyagii interacting with children.
- Button: Edit Profile
- Contact Information:
 - Email: preeti@gmail.com
 - Phone: M.A.
 - Phone: 8054006544
 - Address: K-123, Dilshad Garden, New Delhi - 110011

Navigation Menu: Dashboard, **Classes**, Children, cMessages, Daily Diary, Junior cMessages

Classes Section:

- Class Name: KG
- Teachers: Preeti Tyagii
- Class Type: Nursery
- Description: This is Kindergarten.
- Image: A photo of children in a classroom.
- Button: Back

Class Management – View Class

- Teachers can view the Class Name, Teachers assigned, type and the Description of the class.
- If a Class Picture has been set, it will appear on the right hand side of the page.

Children Management – Select Class

The screenshot shows a web browser window with the URL <https://childlearning.in/childrens.php>. The page features the Child Learning logo and a user greeting: "WELCOME PREETI". A navigation menu at the top includes "Dashboard", "Classes", "Children", "cMessages", "Daily Diary", and "Junior cMessages". The "Children" tab is selected, leading to a "Select Your Class" section with two class options: "KG" and "Nursery". On the left side, there is a profile for "Preeti Tyagii" with a "View" button and a "Contact" section containing the following information:

- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 110011

Children Management – Select Class

- This section shows the list of all the classes assigned to the teacher.
- Selecting a Class will show the list of students enrolled in the class.

Children Management


The screenshot shows a web browser window with the URL https://childlearning.in/childrens.php?action=class&web_id=40. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children (selected), cMessages, Daily Diary, and Junior cMessages. On the left, a profile for Preeti Tyagii is displayed, including a photo, a 'View' button, and contact information: email (preeti@gmail.com), phone (8054006544), and address (K-123, Dilshad Garden, New Delhi - 110011). The main content area, titled 'Children', shows 'Students Under :KG' and contains three cards: 'Add New' with a plus icon, and two student profiles: Jatin (CLASS :KG) and Divya (CLASS :KG), each with a photo.

Children Management


- This section shows the list of children in the selected class.
- Selecting a child will allow the user to edit the profile of the child.
- The user can add new children by clicking the 'Add New' box on the left.

Children Management – Add New Child

Secure | https://childlearning.in/childrens.php?action=add&web_id=40

 **WELCOME PREETI**

Preeti Tyagii


View

Contact:

- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 110011

Dashboard | Classes | **Children** | cMessages | Daily Diary | Junior cMessages

Children

Student Details

Register Number: ST17000000183

Student Name:

Date Of Birth:

Gender:

Ethnicity:

Children Management – Add New Child Cont..

Child Learning

Ethnicity Hindu

WELCOME PREETI

Dietary Requirements 2 Glasses of Milk, Sandwich

Student Image Choose File tanmaykid.jpg

Notes Dust Allergy

Parent/Guardian Details

Parent Type * New Parent Existing Parent

Choose * Parent

[↑ Index](#)

Children Management – Add New Child Cont..

Secure | https://childlearning.in/childrens.php?action=add&web_id=40

Child Learning

WELCOME PREETI

First Name * Shobha

Last Name * Sharma

Contact Phone * 7777777777

Email shobha@gmail.com

Address P-123, C.R. Park, New Delhi - 110010

Class Details

Class KG

Submit Cancel

Children Management – Add Child

- On the 'Add New Children' page, the user has to specify the child Name, DOB, Gender, Ethnicity, Dietary Requirements, Student Image, Notes and Parent/Guardian Details
- New parents or existing parent can be added for a child.
- Ethnicity, Dietary Requirements, Notes and Student Image of the Child are optional. Address and Contact Phone of the Parent are also optional.
- User can either enter a Parent or a Guardian for the child by using 'Parent Type' selector.
- Two or more children can have one parent or guardian.
- Upon saving, the parent will receive an email with login details.

Children Management – Edit Child

The screenshot displays the CLS interface for editing a child's profile. The browser address bar shows the URL: https://childlearning.in/childrens.php?web_id=170&action=edit. The page header includes the 'Child Learning' logo and a navigation menu with options: Dashboard, Classes, Children (selected), cMessages, Daily Diary, and Junior cMessages.

On the left, a profile card for 'Preeti Tyagii' features a photo of a teacher with children and a 'View' button. Below it is a 'Contact' section with the following information:

- Email: preeti@gmail.com
- M.A.:
- Phone: 8054006544
- Address: K-123, Dilshad Garden, New Delhi - 110011

The main 'Children' section contains the 'Student Details' form for a student named Jatin:

- Register Number: ST17000000153
- Student Name: Jatin
- Date Of Birth: 0009-04-20
- Gender: Male
- Ethnicity: Hindu
- Dietary Requirements: 2 Glasses of Milk, Sandwich

Children Management – Edit Child Cont..

The screenshot displays a web browser window with the URL https://childlearning.in/childrens.php?web_id=170&action=edit. The page features a dark grey header with the 'Child Learning' logo on the left and a 'WELCOME PREETI' button on the right. Below the header, the 'Dietary Requirements' section contains the text '2 Glasses of Milk, Sandwich'. The 'Student Image' section includes a 'Choose File' button and a photo of a young boy. The 'Notes' section is an empty text area. The 'Parent/Guardian Details' section is highlighted in blue and contains a dropdown menu with 'Parent' selected.

Children Management – Edit Child Cont..

Secure | https://childlearning.in/childrens.php?web_id=170&action=edit

Child Learning
childlearning.in

WELCOME PREETI

First Name * Dipanshu

Last Name * Attaria

Contact Phone * 8826387945

Email diksha@childlearning.in

Address K-145, Suraj Vihar, New Delhi - 110098

Class Details

Class KG

Update Cancel

Children Management – Edit Child

- Existing children can be edited by clicking on the the child name.
- On the 'Edit Children' page, the user may specify a Student Name, DOB, Gender, Ethnicity, Dietary or Profile Picture.
- The Parent Email cannot be changed.
- Ethnicity, Dietary Requirements, Student Image, Notes, Address and Contact Phone are optional, everything else must be defined and cannot be left blank.
- Parent/Guardian details can also be changed.

Child Message – cMessage

The screenshot shows a web browser window with the URL <https://childlearning.in/observation.php>. The page features the Child Learning logo (childlearning.in) and a user greeting "WELCOME PREETI". A navigation menu includes "Dashboard", "Classes", "Children", "cMessages", "Daily Diary", and "Junior cMessages". The "cMessages" section is active, displaying "Classes Under :Preeti Tyagii" with two class options: "KG" and "Nursery". On the left, a profile for Preeti Tyagii includes a photo, a "View" button, and contact information: email (preeti@gmail.com), M.A., phone (8054006544), and address (K-123, Dilshad Garden, New Delhi - 110011).

cMessage

- This section shows the list of all the classes assigned to the teacher.
- Selecting a Class will show the list of students enrolled in the class.

Child Message - cMessage

The screenshot shows a web browser window with the URL https://childlearning.in/observation.php?action=class&web_id=39. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages (selected), Daily Diary, and Junior cMessages. A user profile for Preeti Tyagii is displayed on the left, including a photo, a 'View' button, and contact information (preeti@gmail.com, M.A., 8054006544, K-123, Dilshad Garden, New Delhi - 110011). The main content area shows a '+ Add cMessages' button and a section titled 'Students Under :Nursery' with three student cards: Prashant (cMessages :1), Rizwan (cMessages :0), and Dhruv (cMessages :1).

cMessage

- This section shows the list of children in the selected class.
- Selecting a child will allow the user to add and view cMessages of the child.
- The user can add a new cMessage by clicking on the Add cMessage button on the top right corner

cMessage – Add cMessage

The screenshot shows a web browser window with the URL https://childlearning.in/observation.php?action=add&class_id=39. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages (selected), Daily Diary, and Junior cMessages. A user profile for Preeti Tyagii is visible on the left, including a photo, a 'View' button, and contact information: preeti@gmail.com, M.A., 8054006544, and K-123, Dilshad Garden, New Delhi - 110011. The main content area is titled 'cMessages' and contains a 'Send cMessage' form. The form fields are: 'Select Children' (dropdown menu with 'Rizwan, Dhruv' selected), 'Title *' (text input with 'Do not bring Maggi Noodles for lunch.'), 'Date *' (text input with '2017-01-17'), 'Analysis' (text input with 'Maggi is not healthy.'), and 'Next steps' (text input with 'Please do not send noodles for lunch.').

cMessage – Add cMessage Cont..

The screenshot shows a web browser window with the URL https://childlearning.in/observation.php?action=add&class_id=39. The page header includes the Child Learning System logo and a user greeting: "WELCOME PREETI". The main form contains the following sections:

- Analysis:** Maggi is not healthy.
- Next steps:** Please do not send noodles for lunch.
- Photos:** Choose File No file chosen
- Audio:** Choose File No file chosen
- Video:** Choose File No file chosen
- cMessage *:** Please do not send noodles for lunch. It is not healthy for a growing child.

At the bottom of the form, there are two buttons: "Preview" and "Cancel".

cMessage – Add cMessage

- On the 'Add cMessages' page, the user need to select the Class and it's one, few or all children.
- User needs to specify the Title, Date, Analysis and Next Steps and the Message (cMessage)
- User can also attach multiple Photos along with the Audio and Video to the cMessage.
 - **Note: Big size pictures, videos, audios will take longer to upload.**
- Analysis, Next Steps and Attachments are optional, everything else must be added.
- When submitted parent(s) will receive an email and mobile (in-app) notification for the cMessage.

cMessage – View cMessage List

The screenshot shows a web browser window with the URL https://childlearning.in/observation.php?action=child&child_id=174. The page features the Child Learning logo and a navigation menu with tabs: Dashboard, Classes, Children, cMessages (selected), Daily Diary, and Junior cMessages. On the left, a profile for Preeti Tyagii is shown with a photo and contact information. The main content area displays the cMessages list with two entries.

Child Learning
childlearning.in

WELCOME PREETI

Preeti Tyagii

View

Contact

preeti@gmail.com

M.A.

8054006544

K-123, Dilshad Garden, New Delhi - 110011

Dashboard Classes Children **cMessages** Daily Diary Junior cMessages

cMessages

Show 10 entries

Search all columns:

Children Name	Subject	Posted by	Approval	Posted on	Action
Dhruv	Do not bring Maggi Noodles for lunch. - Please do not s	You	Approved	2017-01-17	
Dhruv	Tomorrow is a holiday - Tomorrow is a h	You	Approved	2017-01-28	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

cMessage – View cMessage List

- This section shows all the cMessages created by all the teachers and parents associated with the institute.
- New cMessage can be created and existing cMessage contents can be viewed, edited and deleted from this section.
- The section consists of five columns namely – ‘Children’, ‘Subject’, ‘Posted by’, ‘Approval’ and ‘Action’.
- The ‘Children’ column shows the name of a Child
- The ‘Subject’ column shows the Title and a few words of the cMessage separated by -.


cMessage – View cMessage List Cont..

- The 'Posted by' column shows the name of the Senior Teacher/Institute Admin/Parent i.e. who posted the cMessage.
- The 'Approval' column show whether the cMessage has been approved or not.
- The 'Action' column contains links to view, edit and delete the cMessage.
- cMessages posted by the user himself can only be edited and deleted.
- Senior Teacher has the provision to edit and delete the cMessage of Junior Teacher.

cMessage – View cMessage

Child Learning
childlearning.in

Preeti Tyagii

 View

Contact

preeti@gmail.com

M.A.

8054006544

K-123, Dilshad Garden, New Delhi - 110011

Dashboard Classes Children **cMessages** Daily Diary Junior cMessages

CMessage 2 weeks ago

Teacher: Preeti Tyagii (preeti@gmail.com)

cMessage


Children Name:	Dhruv
Title:	Do not bring Maggi Noodles for lunch.
Date:	2017-01-17
Analysis:	Maggi is not healthy.
Next Steps:	Please do not send noodles for lunch.

CMessages

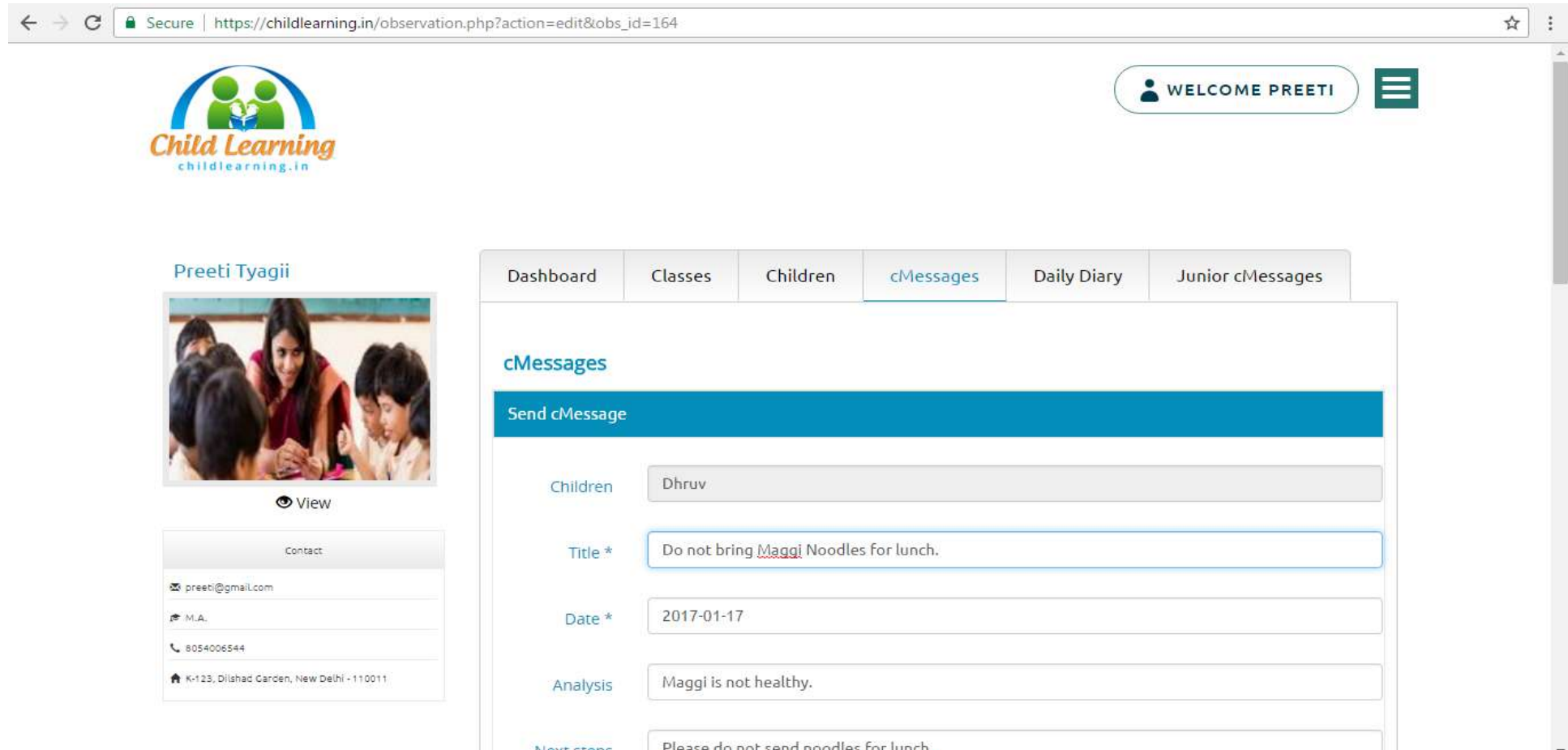
Please do not send noodles for lunch. It is not healthy for a growing child.

Add Comment

cMessage – View cMessage

- cMessage can be viewed by clicking on the  icon under the Action column.
- The user can view the Title, Date, Analysis and Next Steps of the cMessage along with the name of child posted for.
- Any audio, video and pictures attached with the cMessage are also shown below the contents of the cMessage.

cMessage – Edit cMessage



Secure | https://childlearning.in/observation.php?action=edit&obs_id=164

Child Learning
childlearning.in

WELCOME PREETI

Preeti Tyagii

View

Contact

preeti@gmail.com

M.A.

8054006544

K-123, Dilshad Garden, New Delhi - 110011

Dashboard | Classes | Children | **cMessages** | Daily Diary | Junior cMessages

cMessages

Send cMessage

Children: Dhruv

Title *: Do not bring Maggi Noodles for lunch.

Date *: 2017-01-17

Analysis: Maggi is not healthy.

Next step: Please do not send noodles for lunch.

cMessage – Edit cMessage

Child Learning System
New Delhi - 110011

Analysis Maggi is not healthy.

WELCOME PREETI

Next steps Please do not send noodles for lunch.

Photos Choose File No file chosen

Add Image


Audio Choose File No file chosen

Video Choose File No file chosen


cMessage * Please do not send noodles for lunch. It is not healthy for a growing child. The ingredients of the Masala are not good for the child's stomach and noodles are difficult to digest for the stomach.

Update Cancel

cMessage – Edit cMessage

- Existing cMessages can be edited by clicking on the  icon under the Action column.
- On the 'Edit cMessage' page, the user may specify a new Title, Date, Analysis, Next Steps and description for the cMessage along with any attachments.
- The Child Name for the cMessage cannot be changed..
- Analysis, Next Steps and Attachments are optional, everything else must be defined and cannot be left blank.

cMessage – Delete cMessage

- Existing cMessage can be deleted by clicking on the  icon under the 'Action' column
- Unlike Deny, deleting a cMessage is not reversible.

Daily Diary – Select Class

The screenshot shows a web browser window with the URL <https://childlearning.in/daily-diary.php>. The page features the Child Learning logo (childlearning.in) and a user profile for Preeti Tyagii. The navigation menu includes Dashboard, Classes, Children, cMessages, Daily Diary (selected), and Junior cMessages. The main content area displays "Daily Diary" and "Classes Under :Preeti Tyagii" with two class options: KG and Nursery, each represented by a photo of children in a classroom.

Child Learning
childlearning.in

WELCOME PREETI

Preeti Tyagii

View

Contact

preeti@gmail.com

M.A.

8054006544

K-123, Dilshad Garden, New Delhi - 110011

Dashboard Classes Children cMessages **Daily Diary** Junior cMessages

Daily Diary

Classes Under :Preeti Tyagii

KG

Nursery

Daily Diary – Select Class

- This section shows the list of all the classes assigned to the teacher.
- Selecting a Class will show the list of students enrolled in the class.

Daily Diary – Select Child

The screenshot shows a web browser window with the URL https://childlearning.in/daily-diary.php?action=class&web_id=40. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages, Daily Diary (selected), and Junior cMessages. A 'WELCOME PREETI!' message is displayed in the top right.

On the left side, the user profile for Preeti Tyagii is shown, including a photo, a 'View' button, and contact information:

- Contact
- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 110011

The main content area is titled 'Daily Diary' and includes a '+ Add Daily Diary' button. Below this, it lists 'Students Under :KG' with three child profiles:

Child Name	Daily Diary Count
Jatin	1
Divya	1
Tanmay	0

Daily Diary – Select Child

- This section shows the list of children in the selected class.
- Selecting a child will allow the user to view Daily Diary of a child.
- The user can add a new Daily Diary by clicking on the button at the top right corner of the web page.
- Depending on the Class Type chosen by Institute Admin for the Class e.g. Nursery, Day Care, the specific Daily Dairy Interface will be shown.

Daily Diary – Add Daily Diary

The screenshot shows a web browser window with the URL https://childlearning.in/daily-diary.php?action=add&class_id=40. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages, Daily Diary (selected), and Junior cMessages. A user profile for Preeti Tyagii is visible on the left, including a photo and contact information. The main content area is titled 'Daily Diary' and contains a 'Children Details' section with the following fields:

- Select Children: All selected (3)
- Date: 2017-01-09
- Attendance: Present Absent
- Activities: Art class today
- Came in at: 07:45

Daily Diary – Add Daily Diary Cont..

The screenshot shows a web browser window with the URL https://childlearning.in/daily-diary.php?action=add&class_id=40. The page header features the 'Child Learning' logo and a 'WELCOME PREETI' notification. The main form is titled 'Tomorrows plan' and contains the following fields:

- Tomorrows Activity:** A text input field containing 'Drawing class'.
- Tomorrows Lunch:** A text input field containing 'Fruits and sandwiches/bread jam.'
- Comments:** A section with a blue header and a large text area labeled 'Remarks/Comment'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A vertical scrollbar is visible on the right side of the page.

Daily Diary – Add Daily Diary

- On the 'Add Daily Diary' page, the user has to specify the child from a list of children present in class assigned to him/her.
- The Date, Attendance, Activities, Came In, Left At, Tomorrow's Activities, Tomorrow's Lunch and Comments/Remarks depending on whether a Child was absent or Present need to be entered.
- Everything except Date and Attendance is optional.

Daily Diary – View Daily Diary

The screenshot shows a web browser window with the URL https://childlearning.in/view-daily-diary.php?child_id=170. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages, Daily Diary (selected), and Junior cMessages. A user profile for Preeti Tyagii is displayed on the left, including a photo, a 'View' button, and contact information: preeti@gmail.com, M.A., 8054006544, and K-123, Dilshad Garden, New Delhi - 110011. The main content area shows a calendar for February 2017. A green bar labeled 'View Diary' is visible on Monday, February 20th. The calendar grid shows dates from 1st to 25th.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	20 View Diary	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Daily Diary – View Daily Diary

- The View Daily Diary page consists of a calendar with a daily diary entry for a given date.
- The calendar contains all daily diary for the child entered by himself/herself, junior teacher and institute admin.
- The user can click on ‘View Diary’ to view the daily diary on a specific date.

Daily Diary – View Daily Diary

The screenshot shows a web browser window with the URL https://childlearning.in/daily-diary.php?action=view&diary_id=125. The page features the Child Learning logo and a navigation menu with options: Dashboard, Classes, Children, cMessages, Daily Diary (selected), and Junior cMessages. A user profile for Preeti Tyagii is displayed on the left, including a photo, an 'Edit Profile' button, and contact information. The main content area shows a 'Daily Diary' entry for January 30, 2017, with the following details:

Institute Name:	dikshasingla
Children Name:	Jatin
Attendance:	Present
Came in at:	NA
Left at:	NA
Activities:	Cursive writing
Comments:	Learn numbers from 1 to 20.
Tmrws activity:	Oral test on numbers.
Tmrws Lunch:	NA

Daily Diary – View Daily Diary

- The user can view the Attendance, Date, Came In and Left At, Activities, Tomorrow's Activities, Tomorrow's Lunch and Comments of the Daily Diary along with the name of child posted for.

Daily Diary – Edit Daily Diary

The screenshot shows a web browser window with the URL https://childlearning.in/childrens.php?web_id=170&action=edit. The page header includes the 'Child Learning' logo and a navigation menu with tabs for Dashboard, Classes, Children, cMessages, Daily Diary, and Junior cMessages. The 'Children' tab is active, displaying the 'Student Details' form for a student named Jatin. The form includes fields for Register Number (5117000000153), Student Name (Jatin), Date Of Birth (0009-04-20), Gender (Male), Ethnicity (Hindu), and Dietary Requirements (2 Glasses of Milk, Sandwich). On the left side, there is a profile card for Preeti Tyagii, a teacher, with a 'View' button and a 'Contact' section containing her email (preeti@gmail.com), M.A., phone number (8054006544), and address (K-123, Dilshad Garden, New Delhi - 110011).


Daily Diary – Edit Daily Diary Cont..

The screenshot displays the 'Edit Daily Diary' interface. At the top, there is a navigation bar with the 'Child Learning' logo on the left and a user profile section on the right that says 'WELCOME PREETI'. Below the navigation bar, the form is divided into several sections:

- Tomorrows plan:** A header for the planning section.
- Tomorrows Activity:** A text input field containing 'Drawing class'.
- Tomorrows Lunch:** A text input field containing 'Fruits and sandwiches/bread jam.'
- Comments:** A section with a blue header and a large text area for 'Remarks/Comment' containing the text 'Shoes should be polished.'.

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'. A vertical scrollbar is visible on the right side of the page.

Daily Diary – Edit Daily Diary

- Existing Daily Diary can be edited by clicking on the  icon on the top right corner of the Daily Diary
- On the ‘Edit Daily Diary’ page, the user may specify new Date, Attendance, Activities, Came In, Left At, Tomorrow's Activities, Tomorrow’s Lunch and Comments/Remarks .
- The Child Name for the Daily Diary cannot be changed.
- Date and Attendance are mandatory, everything else is optional and can be left blank.

Junior cMessage – For Senior Teacher only

The screenshot shows a web browser window with the URL <https://childlearning.in/juniors-observation.php>. The page features the Child Learning logo and a user profile for Preeti Tyagii. A navigation menu includes Dashboard, Classes, Children, cMessages, Daily Diary, and Junior cMessages. The Junior cMessages section displays a table of messages with columns for Children Name, Subject, Posted by, Posted on, Approval, and Action.

Child Learning
childlearning.in

WELCOME PREETI

Preeti Tyagii

View

Contact

- preeti@gmail.com
- M.A.
- 8054006544
- K-123, Dilshad Garden, New Delhi - 11001

Dashboard | Classes | Children | cMessages | Daily Diary | **Junior cMessages**

Junior cMessages

Show 10 entries

Search all columns:

Children Name	Subject	Posted by	Posted on	Approval	Action
Jatin	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	
Divya	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	
Shruti	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	
Tanmay	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	

Showing 1 to 4 of 4 entries

Junior cMessage – For Senior Teacher only

- This section shows all the cMessages created by all the junior teachers under the Senior Teacher, who is currently logged in.
- The section consists of five columns namely – ‘Children’, ‘Subject’, ‘Posted by’, ‘Approval’ and ‘Action’.
- The ‘Children’ column shows the name of a Child.
- The ‘Subject’ column shows the Title and a few words of the cMessage separated by -.
- The ‘Posted by’ column shows the name of the Senior Teacher/Institute Admin/Parent i.e. who posted the cMessage.

Junior cMessage – For Senior Teacher only

- The 'Approval' column show whether the cMessage has been approved or not.
- The 'Action' column contains links to view, edit and delete the cMessage.
- cMessages posted by the user himself can only be edited and deleted.
- Senior Teacher has the provision to edit and delete the cMessage of Junior Teacher.


Junior cMessage – View cMessage

The screenshot shows a web browser window titled "cMessage - Child Learning - Mozilla Firefox". The address bar displays the URL: https://childlearning.in/read-observation.php?obs_id=165&user=senior. The page header includes the "Child Learning" logo and a navigation menu with options: Dashboard, Classes, Children, cMessages (selected), Daily Diary, and Junior cMessages. On the left, a profile for "Preeti Tyagii" is shown with a photo and a "View" button. Below the profile is a "Contact" section with the following information: email (preeti@gmail.com), degree (M.A.), phone (8054006544), and address (K-123, Dilshad Garden, New Delhi - 11001). The main content area displays a "cMessage" from "Teacher: Tanya Mehta (tanya@gmail.com)" posted "7 hrs ago". The message details are as follows:

cMessage	
Children Name:	Jatin
Title:	Picnic
Date:	2017/02/03
Analysis:	
Next Steps:	

Below the message details, there is a section titled "cMessages" containing the text: "Picnic to Nehru Planetarium tomorrow. The school bus will leave at 9 AM. Bring your picnic bags. No need to bring books tomorrow."

Junior cMessage – View cMessage

- Junior cMessage can be viewed by clicking on the  icon under the Action column.
- The user can view the Title, Date, Analysis and Next Steps of the cMessage along with the name of child posted for.
- Any audio, video and pictures attached with the cMessage are also shown below the contents of the cMessage.

Junior cMessage – Approve/Deny: For Senior Teacher only

The screenshot shows the 'Junior cMessages' section of the Child Learning website. The page features a navigation menu with options: Dashboard, Classes, Children, cMessages, Daily Diary, and Junior cMessages. A user profile for Preeti Tyagii is visible on the left, including a photo and contact information. The main content area displays a table of messages with columns for Children Name, Subject, Posted by, Posted on, Approval, and Action. The table contains four entries, each with an 'Approve / Deny' button and an eye icon. A search bar and a 'Show 10 entries' dropdown are also present.

Children Name	Subject	Posted by	Posted on	Approval	Action
Jatin	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	👁
Divya	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	👁
Shruti	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	👁
Tanmay	Picnic - Picnic to Nehru	You	7 hrs ago	Approve / Deny	👁

↑ [Index](#)

Junior cMessage – Approve/Deny: For Senior Teacher only

- Junior cMessages can be approved by clicking on green 'Approve' text in the Approval column of the cMessage
- Junior cMessages can be denied by clicking on red 'Deny' text in the Approval column of the cMessage
- When cMessages are approved, the green 'Approve' text changes to black 'Approved' text.
- When cMessages are denied, the red 'Deny' text changes to a black cross icon.

TEACHER LOGIN - MOBILE/TABLET APP

Next slides will outline what a Teacher can do in CLJ – Institute Mobile/Tablet app.

In one CLJ – Institute Tablet app, Institute Admin and Teacher can login and perform limited but mostly used activities.

Download the latest apps from Google Play Store and Apple Store.

Google Play Store link - <https://play.google.com/store/apps/details?id=com.childlearning.institute>

Apple Store link -

<https://itunes.apple.com/us/app/child-learning-institute/id1319770736?ls=1&mt=8>

Login Screen - 1

- The Login Screen will show two options – login as an Institute Admin and login as a Teacher
- Tap on the 'I am a Teacher' option



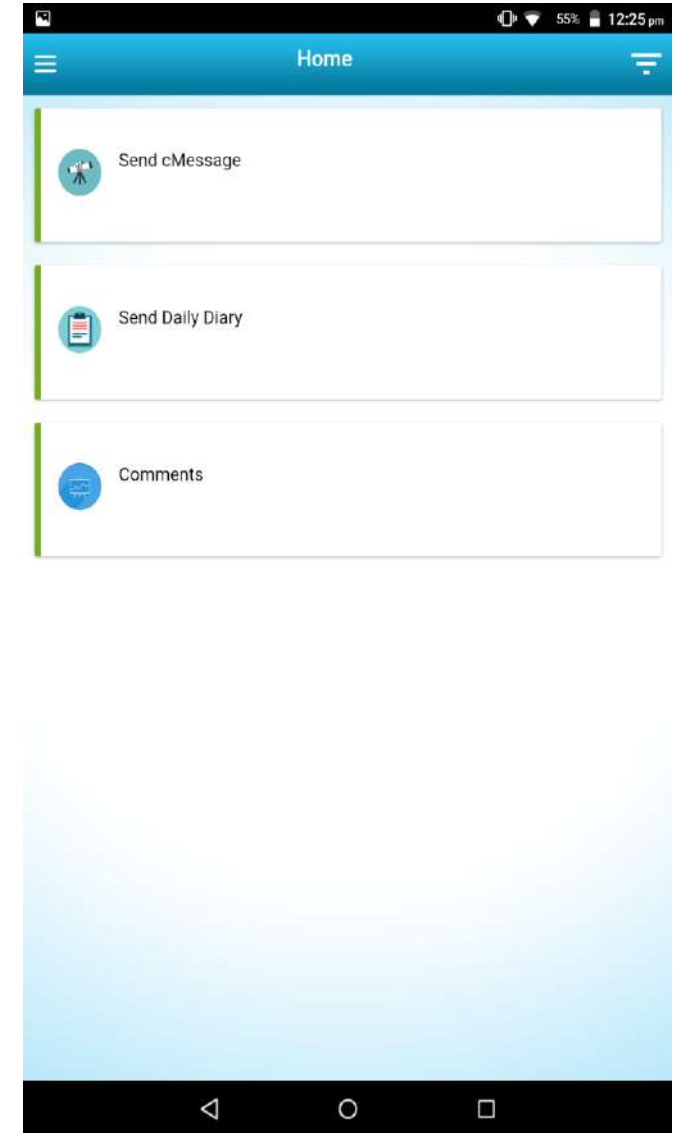
Login Screen – 2

- Enter the registered mobile number
- The next screen will ask you to enter the password
- Once you have entered the password successfully tap on the Login button



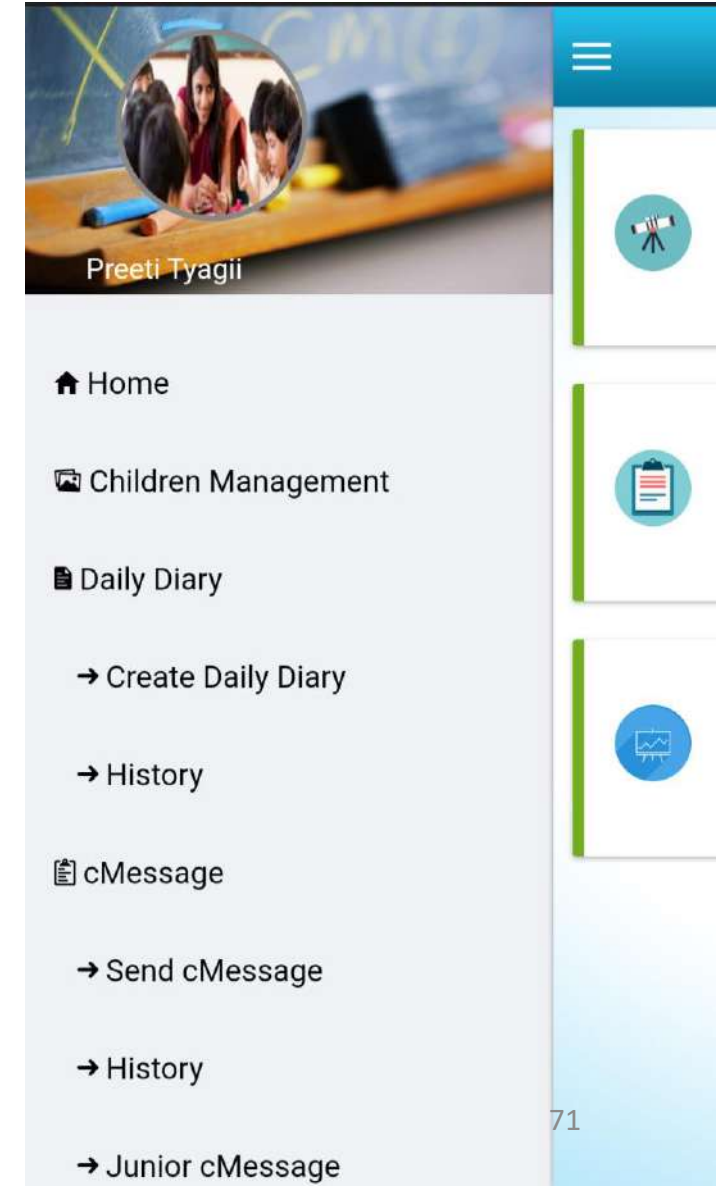
Home Screen

- Home screen will give the user options to Send cMessage, Send Daily Diary and to view received Comments
- Send cMessage links to create new cMessages
- Send Daily Diary links to create new Daily Diaries
- Comments option will allow you to view the cMessages for which Parent's comments have been received



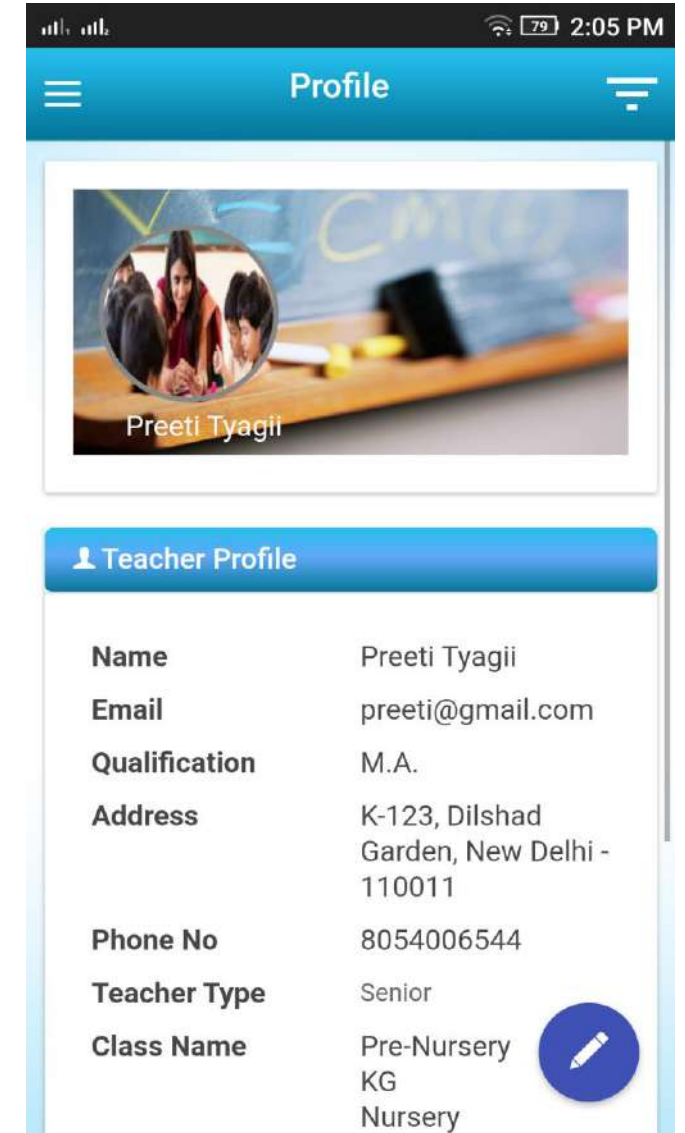
Home Screen – User Panel

- Tapping onto the top left will take user to the additional options available in the app
- Tap on the Profile picture to view the Profile screen



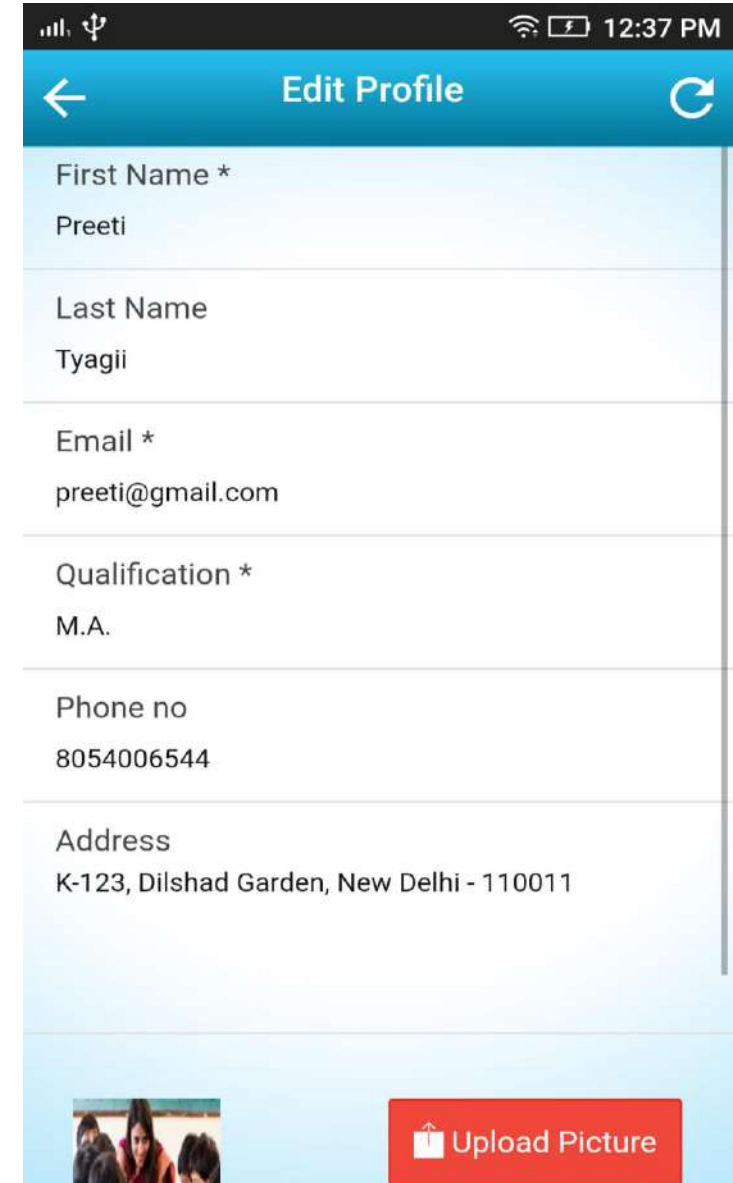
Profile

- The user can view his/her profile from this section



Profile - Edit

- The profile can be edited using the button with the pencil icon in the bottom right corner



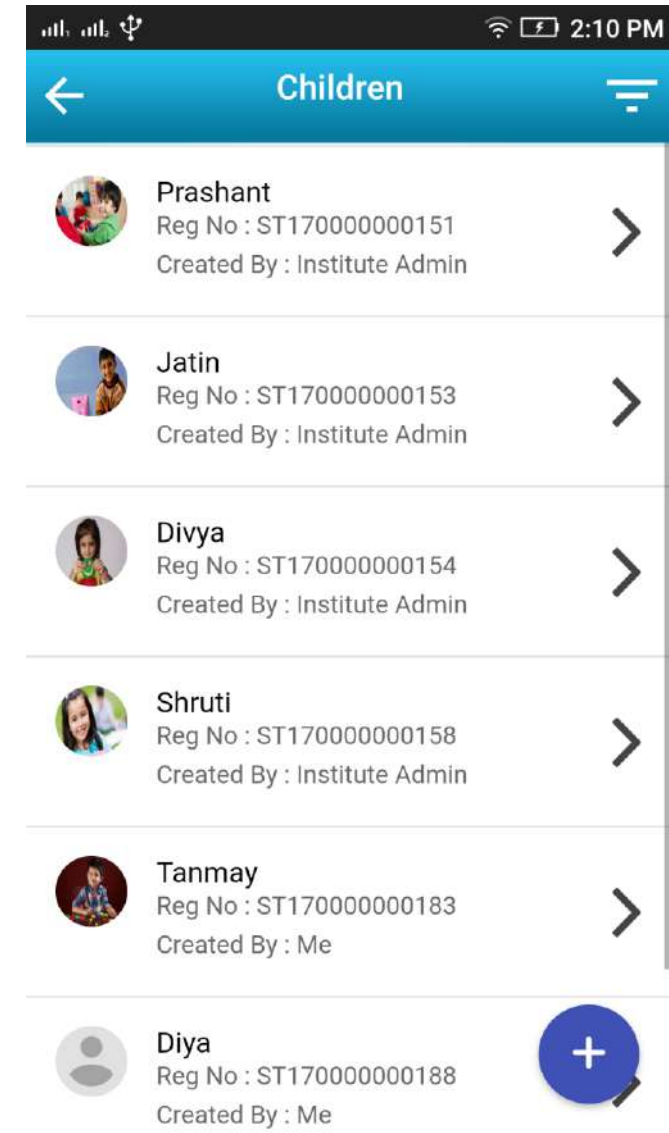
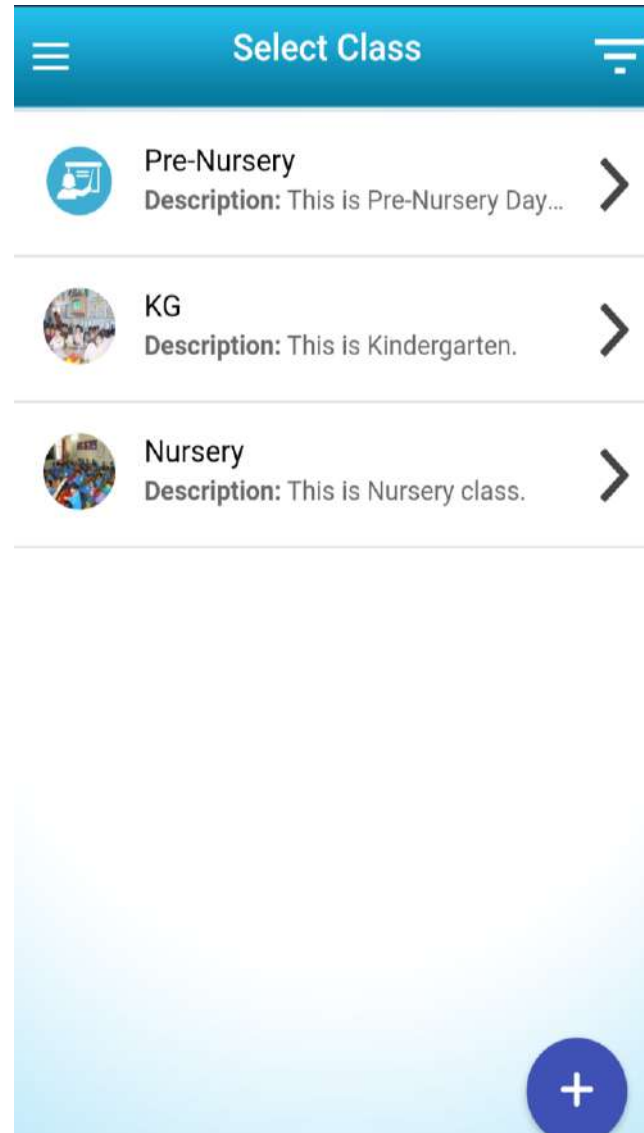
The screenshot displays the 'Edit Profile' interface on a mobile device. The status bar at the top shows signal strength, Wi-Fi, battery, and the time 12:37 PM. The app's header is blue with a back arrow on the left, the title 'Edit Profile' in the center, and a refresh icon on the right. The form contains the following fields:

- First Name *: Preeti
- Last Name: Tyagii
- Email *: preeti@gmail.com
- Qualification *: M.A.
- Phone no: 8054006544
- Address: K-123, Dilshad Garden, New Delhi - 110011

At the bottom, there is a small profile picture placeholder on the left and a red button labeled 'Upload Picture' on the right.

Children Management

- Tap on the Children Management option in the User Panel
- You will be asked to select the Class for which you want to manage the children
- After selecting the class you will be shown the list of all students studying in that class
- You can also add a new student by tapping on the '+' sign at the bottom right corner of the screen



Children Management - add new child

- You can add a new child to the institute by tapping on the '+' sign at the bottom right corner of the children management screen

The screenshot shows the 'Add Child' form with the following sections:

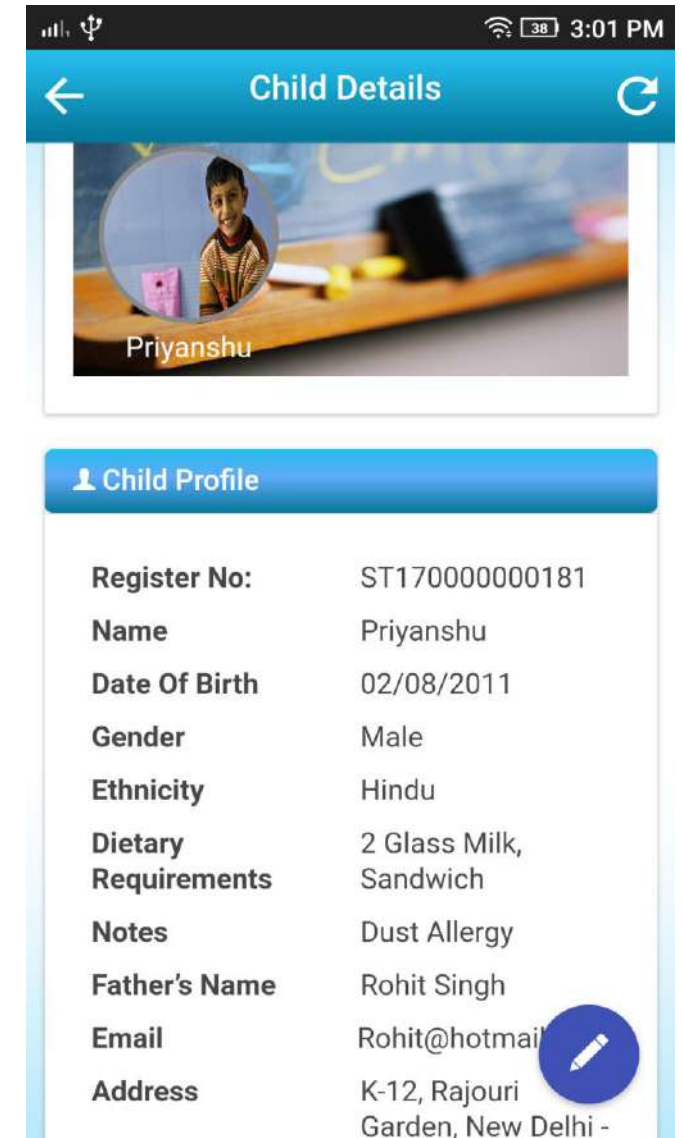
- Institute Details**: Class * (Select)
- Student Details**: Register No * (ST170000000228), Student Name * (Enter the student name), Date of Birth * (calendar icon), Gender * (Select), Ethnicity (Select)
- Dietary Requirements**

The screenshot shows the 'Add Child' form with the following sections:

- Dietary Requirements**: Enter the dietary requirements, Upload Picture button
- Notes**: Enter the notes
- Parent/Guardian Details**: New Parent, Existing Parent
- Add** button

Child Details

- Tap the child name on the Children Management Screen to view the Child Details
- Child Details display the complete profile including the parent details



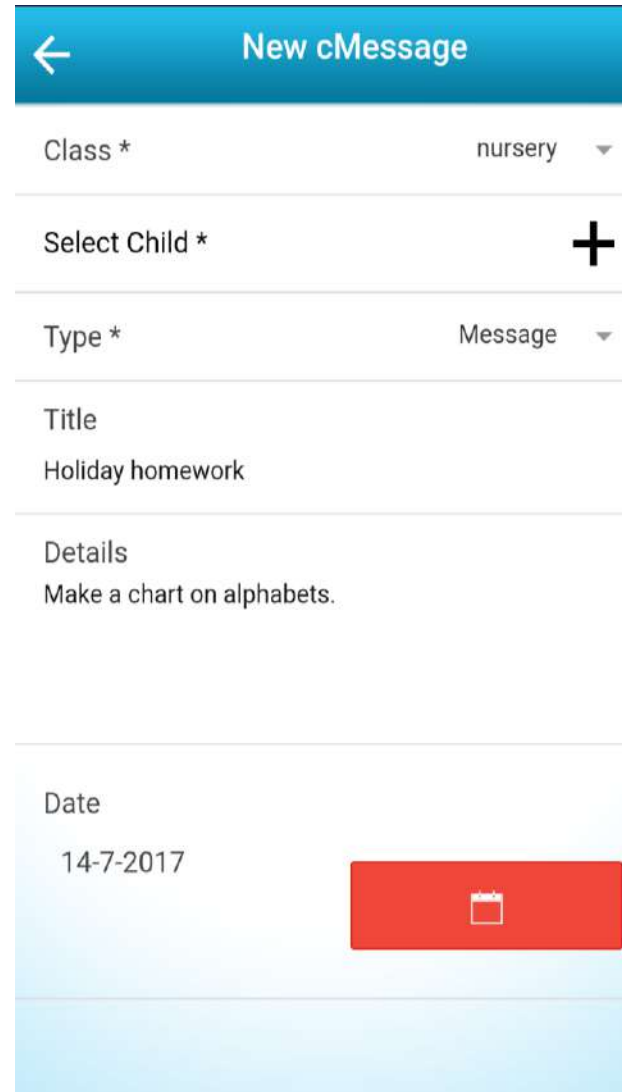
Child Details - Edit

- The Child profile can be edited using the button with the pencil icon in the bottom right corner

The screenshot displays the 'Child Details Edit' screen on a mobile device. At the top, there is a blue header with a back arrow, the title 'Child Details Edit', and a refresh icon. Below the header, the 'Class *' is set to 'Playschool'. The 'Register No.' field contains 'ST17000000181'. The 'Child Name *' field contains 'Priyanshu'. The 'Date of Birth *' field contains '02/08/2011' and has a red calendar icon to its right. The 'Gender *' field is set to 'Male'. The 'Ethnicity' field is set to 'Hindu'. The 'Dietary Requirements' field contains '2 Glass Milk, Sandwich'. At the bottom, there is a small photo of a child and a red 'Upload Picture' button.

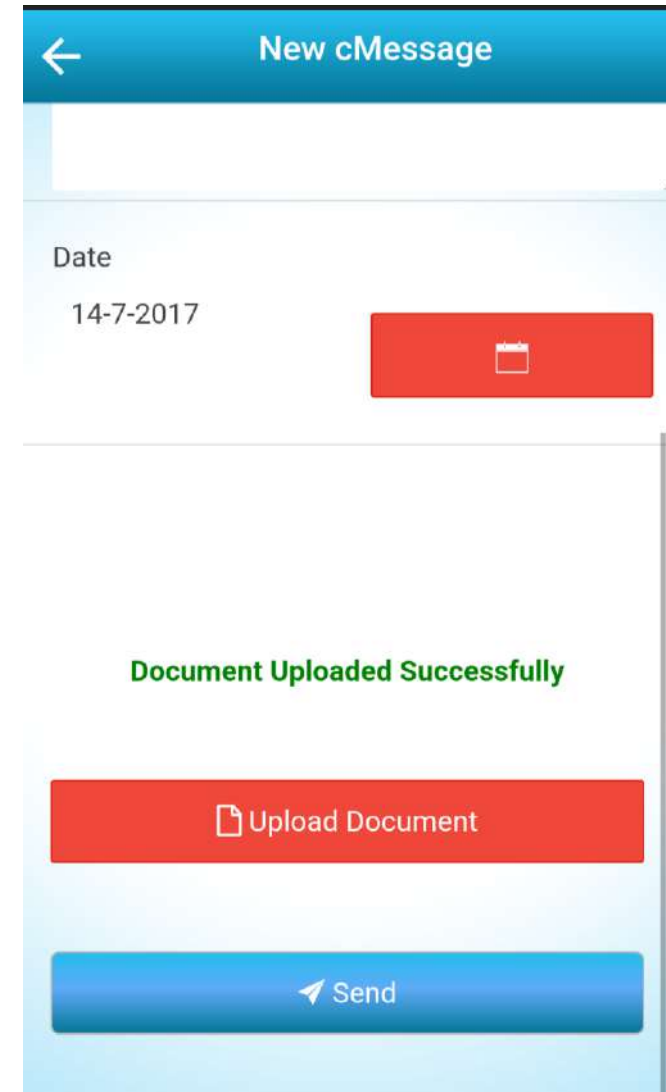
Send cMessage

- You can create a new cMessage by tapping on the Send cMessage option at the home screen or in the user panel
- If you only want to send a text cMessage you should select the Message option in the type field
- You can also upload documents by tapping on the Upload Document button and parents will receive the attachment via email



The screenshot shows the 'New cMessage' form with the following fields and values:

- Class *: nursery
- Select Child *: (empty)
- Type *: Message
- Title: Holiday homework
- Details: Make a chart on alphabets.
- Date: 14-7-2017



The screenshot shows the 'New cMessage' form with the following fields and values:

- Date: 14-7-2017
- Document Uploaded Successfully
- Upload Document
- Send

Observation cMessage

- An observation type cMessage can be used to send multimedia files such as photo/audio/video along with text
- You can Capture photo/audio/video through the camera or upload it from the Gallery
- You can create a new cMessage by tapping on the Send cMessage option at the home screen or in the user panel
- Select Observation option in the type field
- Analysis and Next Steps fields will be shown in addition to the buttons for uploading picture, audio or video

← New cMessage

Class * Nursery ▾

Select Child * +

Type * Observation ▾

Title
Sack Race

Details
Congratulations! Prashant came first in the Sack Race competition on Sports day.

Analysis
Very nice boy.

Next Steps
Encourage him to play.

← New cMessage

Picture Uploaded Successfully

Upload Picture

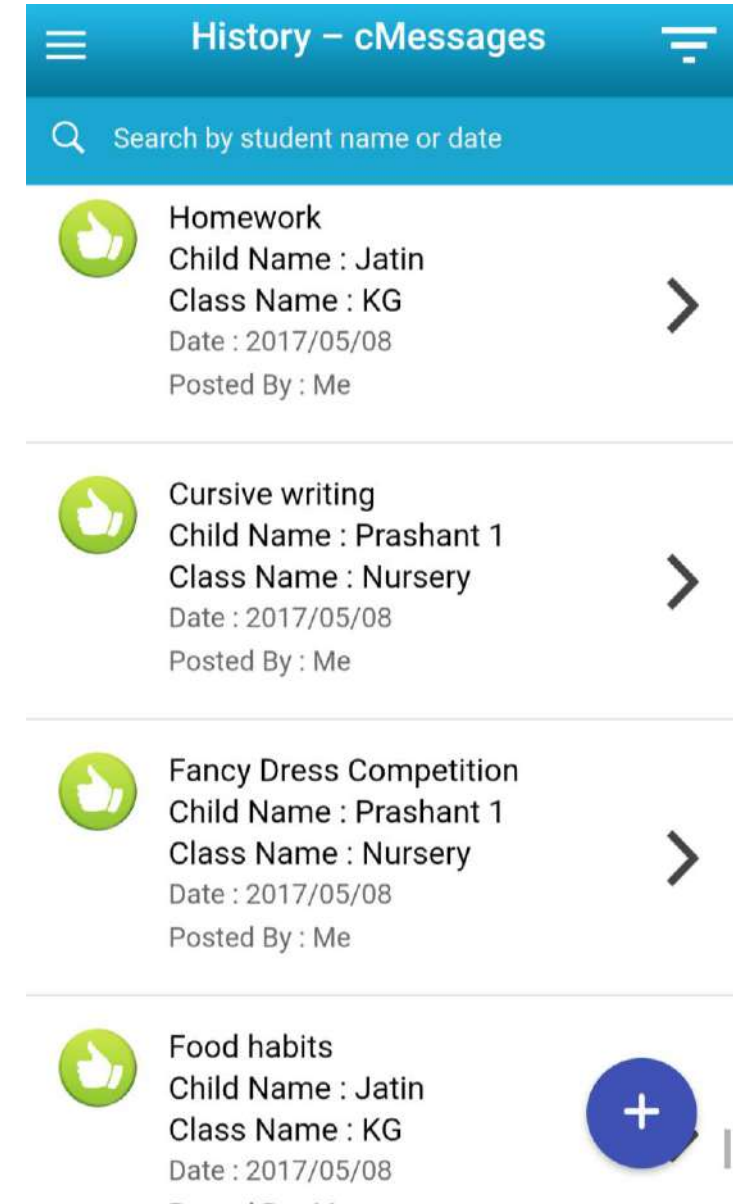
Upload Video

Upload Audio

Send


History cMessage

- Users can view cMessages posted by other teachers, parents and administrators of the institute from this section
- You can tap on History option under the cMessage category in the user panel
- Tap on any cMessage to view the details
- You can also search through all the cMessages by typing a student name or by providing the date of a cMessage



View cMessage

- Tap on any cMessage from History cMessages list to view the details of the cMessage


← Food habits 

Posted By: 2017/05/08


Always wash your hands before having food.


Analysis Good food habits lead to good health.

Next Steps Do not eat Maggi noodles.




tmp_IMG-20170501-WA0025908714422.jpg



 Download Image

← Holiday homework 

Posted By: 2017/07/14

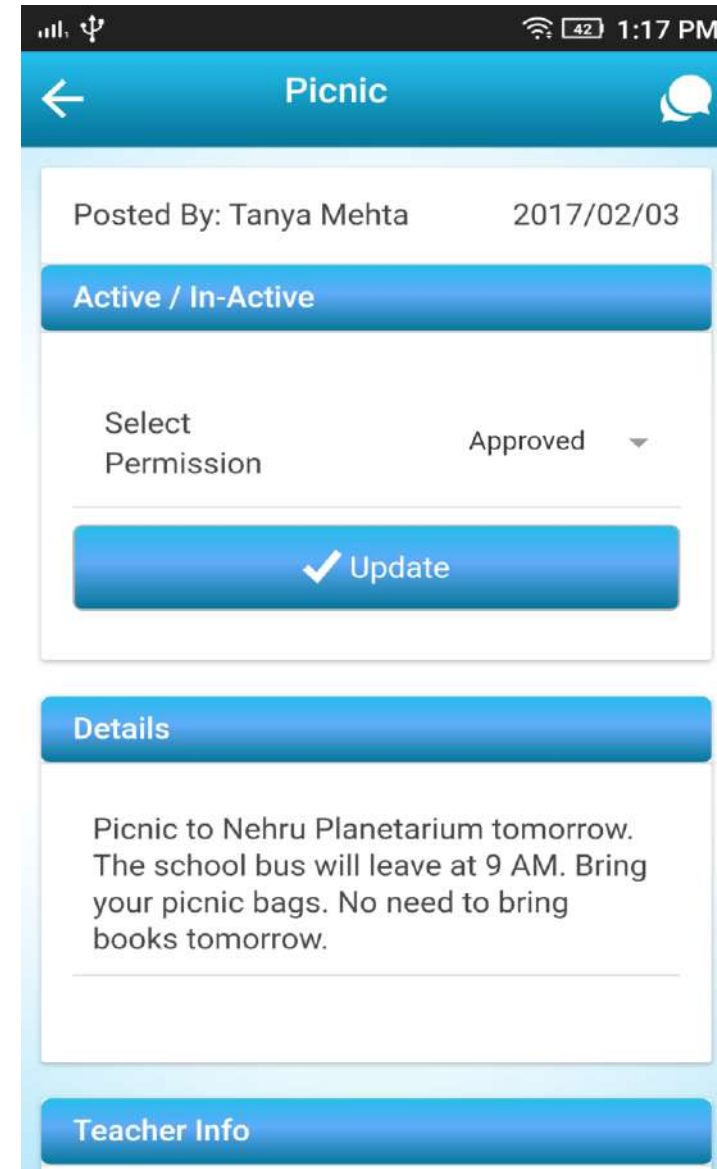
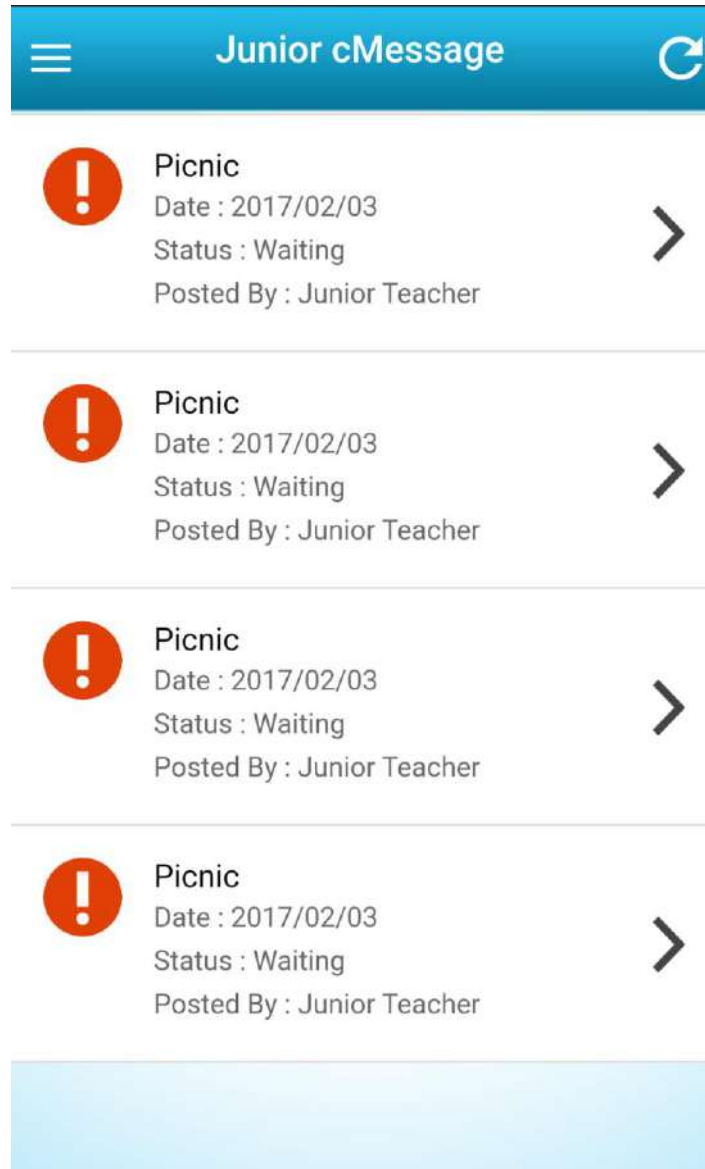
Make a chart on alphabets.

 Holiday Homework

 View Document  Download Document

Junior cMessage

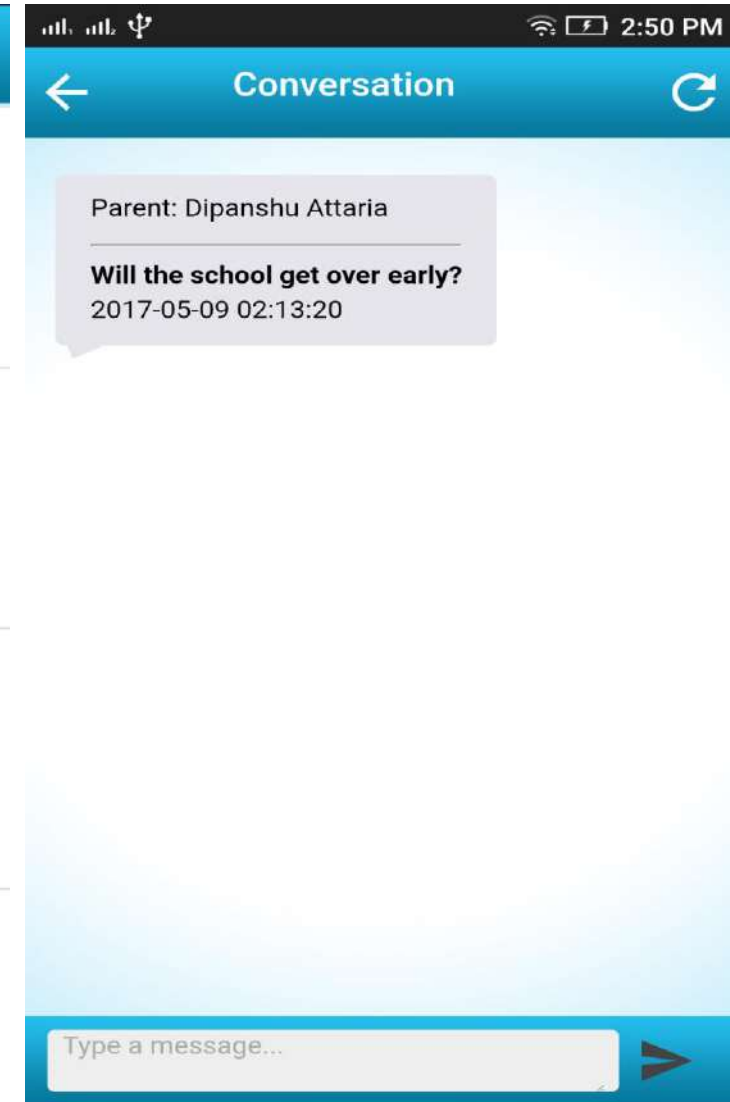
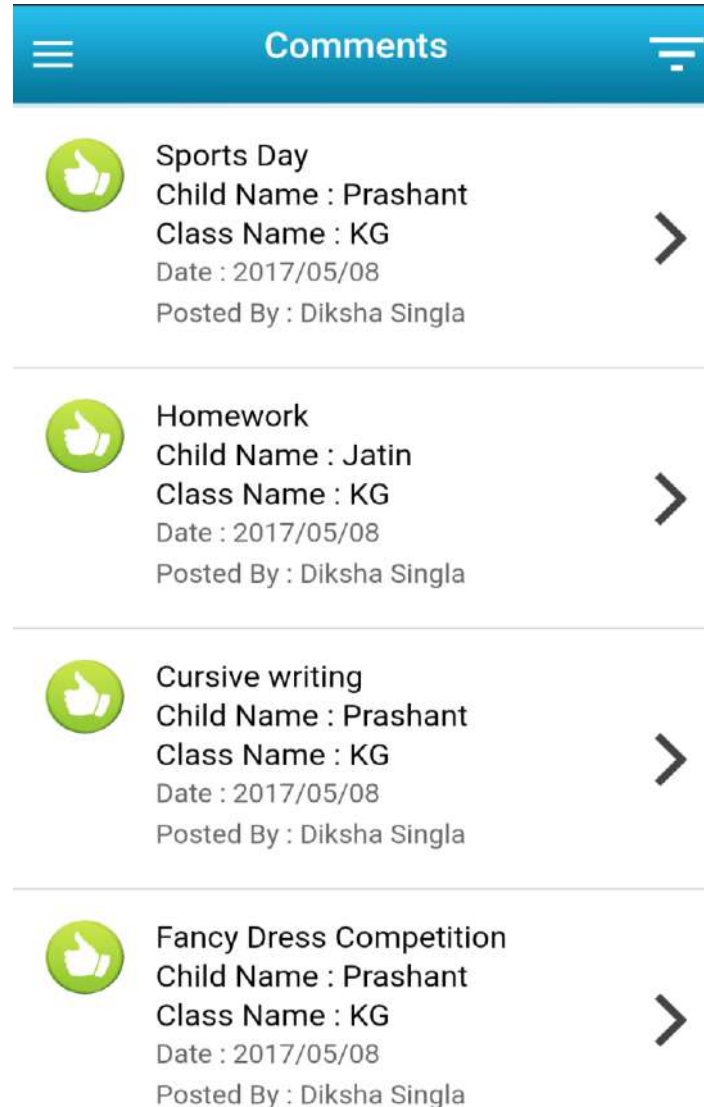
- You can view cMessages posted by Junior teachers of the institute from this section
- These cMessages are pending approval and you go ahead by selecting appropriate permission for them
- The cMessages which are sent by any parent or senior teacher do not require approval. They are always approved



Comments

- You can view cMessages for which parent have added comment in this section
- You can tap on any cMessage and view the conversation or comments added by parents and teachers as well
- You can also reply to the comments from the conversation screen

[↑ Index](#)



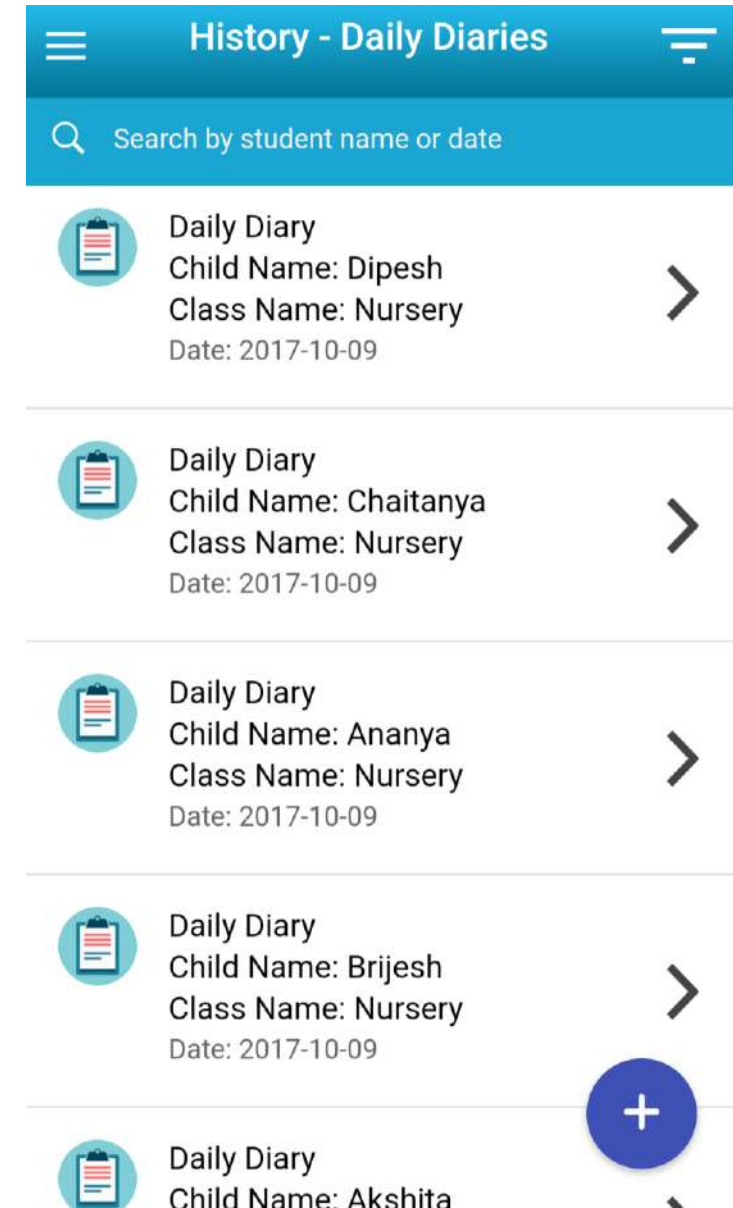
Send Daily Diary

- You can create a new Daily Diary by tapping on the Send Daily Diary option at the home screen or in the user panel

The screenshot shows a mobile application interface for creating a new daily diary. At the top, the status bar displays signal strength, Wi-Fi, battery level at 42%, and the time 1:21 PM. Below this is a blue header bar with a back arrow and the text "Create New Daily Diary 3-2-20...". The main form area includes several fields: "Class *" with a dropdown menu currently set to "KG"; "Select Child *" with a plus sign icon; "Select Date *" with the date "3-2-2017" and a red calendar icon to its right. Below the form is a section titled "Attendance" with a blue header, containing two radio button options: "Present" (which is selected with a checkmark) and "Absent". At the bottom of the visible section is a light blue bar labeled "Activities done today" with the text "Drawing" below it. A partially visible blue bar at the very bottom contains the text "Show More".

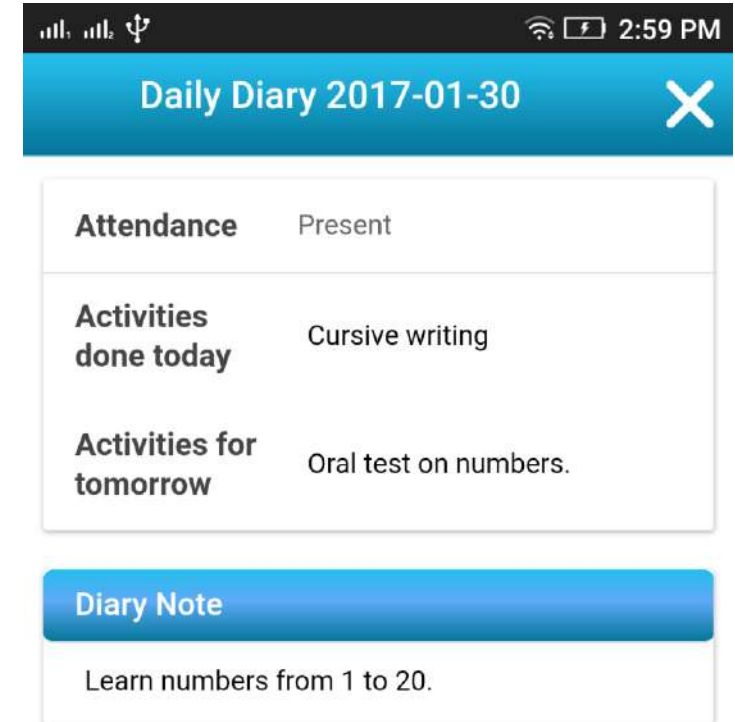
History Daily Diaries

- You can view Daily Diary posted by you or by other teachers of the institute from this section
- You can further tap on any Daily Diary to view the details of the Diary
- You can also add a new Daily Diary by tapping on the 'Add' icon at the bottom right corner
- You can also search through all the diaries by typing a student name or by providing the date of a daily diary



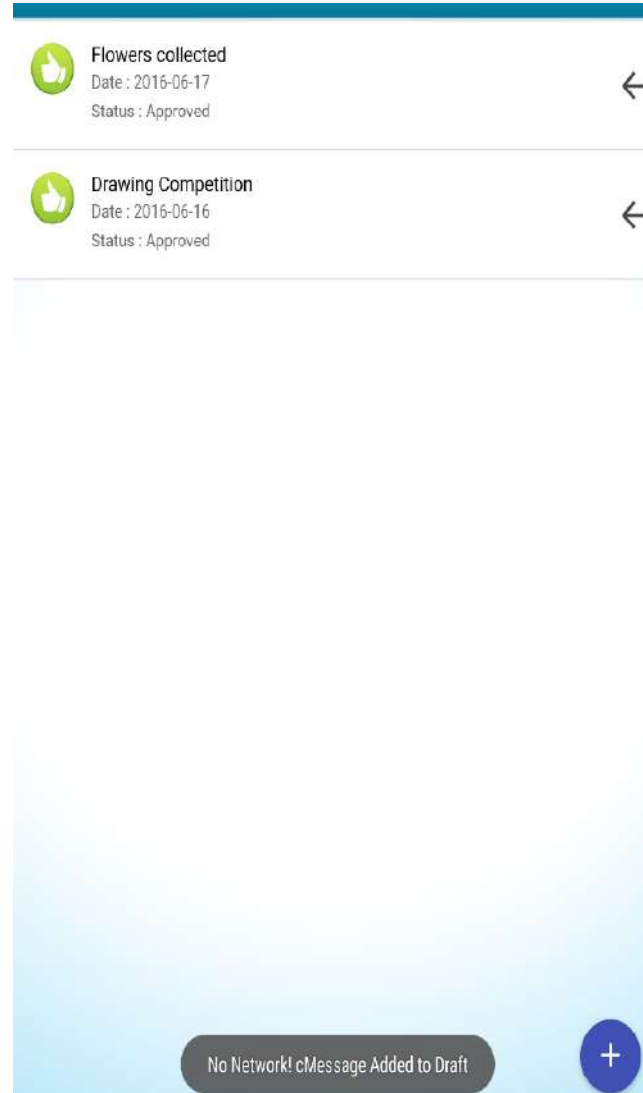
View Daily Diary

- Users can view Daily Diaries posted by other teachers and administrators of the institute by tapping on the daily diary from the History Daily Diary list

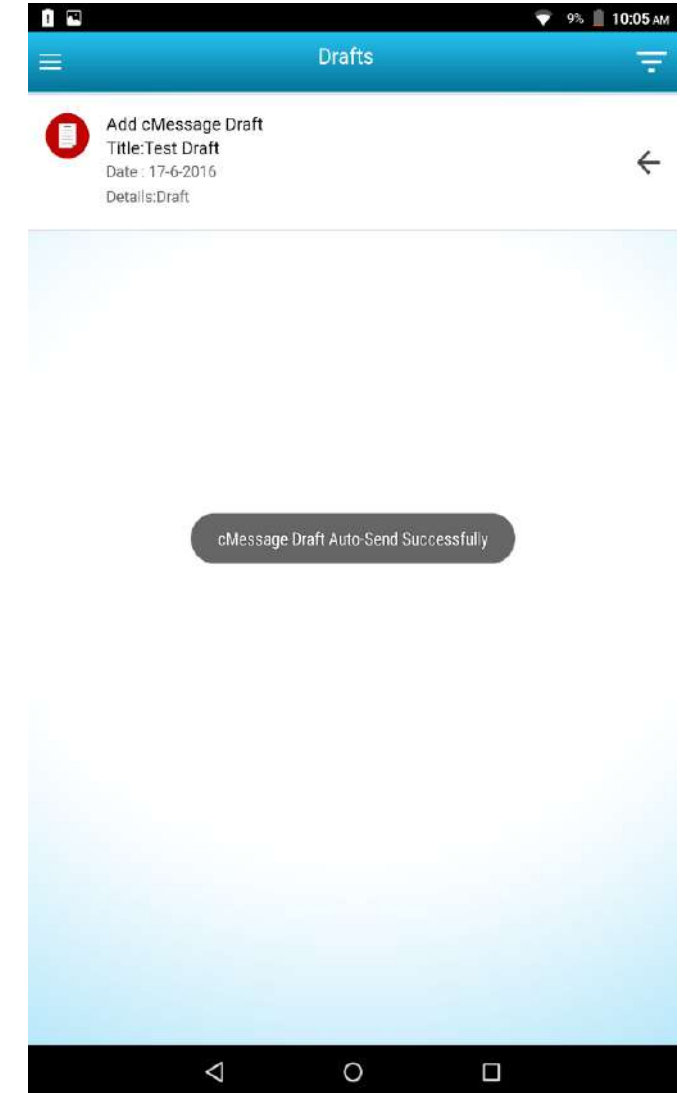


Drafts

- If the user does not have internet connectivity, any cMessages created get saved until internet connectivity is restored
- The user can view these cMessages in the Drafts section.



CLJ Teacher User Guide V4.0



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Monday to Friday – 2 pm to 5 pm