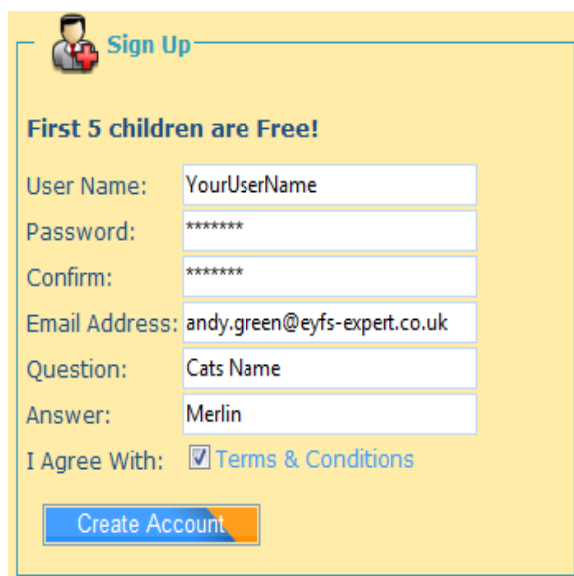


EYFS Expert User Guide

<http://expert.eyfs-expert.co.uk/>



Sign Up to EYFS



The screenshot shows a 'Sign Up' form with the following fields and values:

- First 5 children are Free!**
- User Name: YourUserName
- Password: *****
- Confirm: *****
- Email Address: andy.green@eyfs-expert.co.uk
- Question: Cats Name
- Answer: Merlin
- I Agree With: Terms & Conditions
- Create Account** button

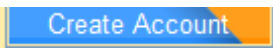
Complete as follows:

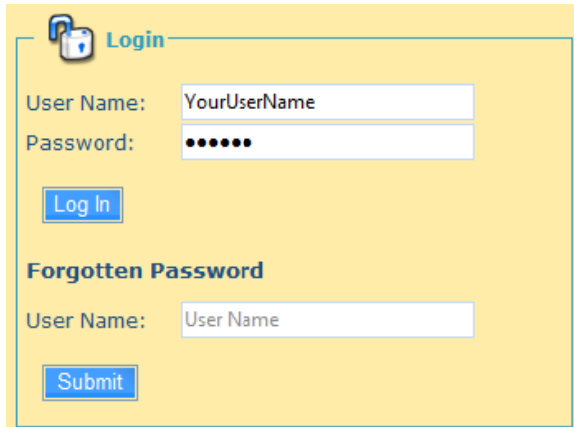
- | | |
|--|--|
| User Name | This does not have to be user business name, it can be any name you decided to use to log onto EYFS Expert. |
| Password | Security password. |
| Confirm | Confirm password. |
| Email Address | Your email address. |
| Question | This is for security reason and it should be something you can remember easily. Note that this question and answer are encrypted and cannot be read by anyone, only the password retrieval system has access to this data. |
| Answer | Answer to your security Question. |
| I Agree With <input checked="" type="checkbox"/> | You must click the tick box to accepted Terms and |

Conditions.

These can be read by using the link next to the tick box.

Click Create Account

Click . The button is a blue rectangle with a white border and a small orange triangle at the bottom right corner.

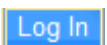


The screenshot shows a yellow login box with a lock icon and the word "Login" in blue. It contains two sections: a main login section with "User Name:" and "Password:" labels, input fields containing "YourUserName" and "*****" respectively, and a "Log In" button; and a "Forgotten Password" section with a "User Name:" label and an input field containing "User Name", followed by a "Submit" button.

Complete as follows:

User Name Your EYFS Expert User Name.

Password Security password.

 Click on Log In Icon to log into EYFS Expert.

Please do not forget your password as it has been encrypted in our database and we cannot retrieve it for you.

However, should you forget your password you can request a new one sent to your email address.

Forgotten Password Enter your User Name and click the Submit Icon.

You will be emailed with a new password.



Create Account Details

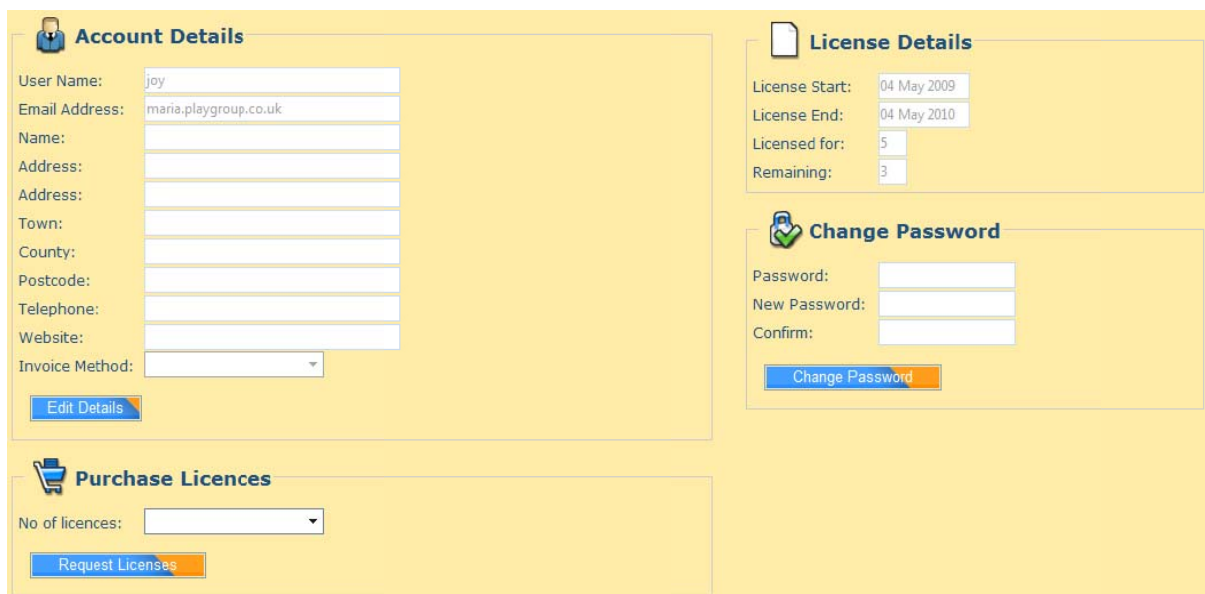
From the menu bar select **Account Details**




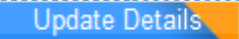
Enter Account Details

Your user name and email address will automatically appear in the relevant fields.

If you wish to print Profiles and the Self evaluation form, this information will be required.



The screenshot shows a web form with three main sections: **Account Details**, **License Details**, and **Purchase Licences**. The **Account Details** section includes fields for User Name (pre-filled with 'joy'), Email Address (pre-filled with 'maria.playgroup.co.uk'), Name, Address, Town, County, Postcode, Telephone, Website, and Invoice Method. An **Edit Details** button is located below these fields. The **License Details** section shows License Start (04 May 2009), License End (04 May 2010), Licensed for (5), and Remaining (3). Below this is a **Change Password** section with fields for Password, New Password, and Confirm, and a **Change Password** button. The **Purchase Licences** section has a **No of licences** dropdown menu and a **Request Licenses** button.

Edit Details	Click 
All other fields	Complete your business details.
Save your Account Details	Click icon to  It is important that you update you details as they are used for reporting and correspondence.



Licenses Details

These fields are automatically generated by the system and cannot be changed.



Purchase Licences

You will automatically be granted 5 free licenses.

If you wish to purchase more use the drop down button next to **No of Licenses:** This will send us an email along with your preferred invoicing method.

Once we have received your request we will assign the licences and send an invoice.



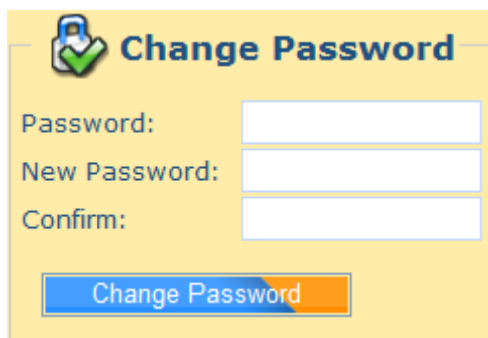
The screenshot shows a yellow-themed form titled "Purchase Licences" with a shopping cart icon. It features a "No of licences:" label next to a dropdown menu. A blue button labeled "Request Licences" is positioned to the left of the dropdown. The dropdown menu is open, displaying a list of options with their corresponding costs:

15 Children	- £75
25 Children	- £125
35 Children	- £175
45 Children	- £225
55+ Children	- £275



Change Password

To change your password complete required fields and click the **Change Password** button.



The screenshot shows a yellow-themed form titled "Change Password" with a lock icon and a green checkmark. It contains three input fields labeled "Password:", "New Password:", and "Confirm:". Below the fields is a blue button labeled "Change Password".



Enter Practitioner (staff Member) Details

From the menu bar select **Staff**.



Enter the Practitioner's Details

Practitioner's Details



Start Date

This is the date the practitioner started with your organisation.

Dates can be entered manually or use the  Calendar icon.

Save Practitioner's Details

Click  to save the record.

As you add practitioners their names will appear in the far left of the screen.

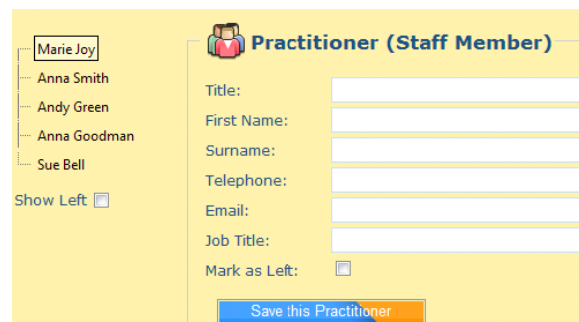


Change Practitioner's Details

Select Practitioner

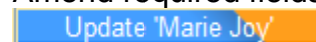
Select Practitioner from your list on the far left of the screen, by clicking on the name.

In this example it is **Marie Joy**.



Update and Save Record

Amend required fields and click the update icon:





Mark Practitioner as Left

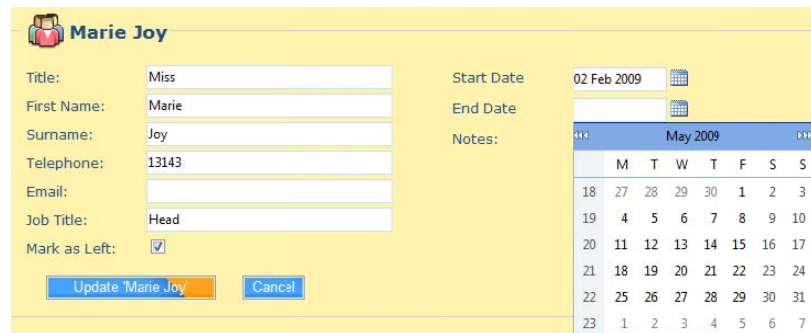
Select Practitioner

Select Practitioner from your list, **Marie Joy**.



Enter End Date

Enter **End Date**



Tick **Mark as Left:** box

Save Record

Click **Update 'Marie Joy'**



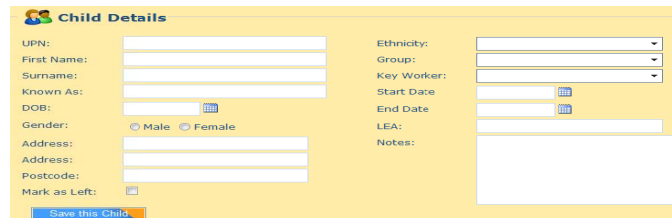
Enter Child Details

From the menu bar select **Child Admin**



Enter Child's Details

Enter Data in all fields




The screenshot shows a form titled 'Child Details' with the following fields:

- UPN: [Text input]
- First Name: [Text input]
- Surname: [Text input]
- Known As: [Text input]
- DOB: [Date picker]
- Gender: Male Female
- Address: [Text input]
- Address: [Text input]
- Postcode: [Text input]
- Mark as Left:
- Ethnicity: [Dropdown menu]
- Group: [Dropdown menu]
- Key Worker: [Dropdown menu]
- Start Date: [Date picker]
- End Date: [Date picker]
- LEA: [Text input]
- Notes: [Text area]

A 'Save this Child' button is located at the bottom left of the form.

DOB

The child's DOB will be used to automatically calculate child's age in months.

Dates can be entered manually or select the  Calendar.

Ethnicity

Select from the drop down list.

Group

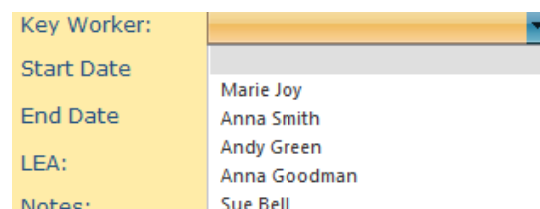
Enter the name of the group / class / location the child belongs to.

If the group doesn't exist simply type a new one in the box.

You will only need to type the class name once as the next time it will appear in the selection list

Key Worker

Each child must be assigned a Key Worker. Names can only be selected from the drop down list.



The screenshot shows a dropdown menu for 'Key Worker' with the following options:

- Marie Joy
- Anna Smith
- Andy Green
- Anna Goodman
- Sue Bell

This list is drawn from the **Staff** record. Therefore you need to enter the Key Worker's details before you can complete the child's record .

Start Date

This is the date the child started with you.

Save Child's Record

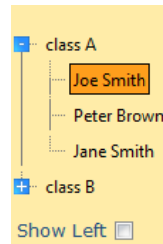
Click



Change Child's Details

Select Child

From the far left of the screen select the **Group** the child belongs to.



Expand the record by clicking icon and select the child's name. In this example it's Joe Smith

Amend Data

Save Record

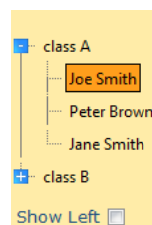
To Save record click



Mark Child as Left

Select Child

From the far left of the screen select the **Group** the child belongs to.



Expand the record by clicking icon and select the child's name. In this example it's Joe Smith.

Amend Data

Enter End Date.

Tick  box.

Save Record

To Save record click 



Record Child's Profile

From the menu bar select **EYFS Profiles**



EYFS is from birth to the end of the academic year following a child's 5th birthday.

The primary purpose of the EYFS profile is to provide year 1 teachers with reliable and accurate information about each child's level of development as they reach the end of the EYFS, enabling the teacher to plan an effective, responsive and appropriate curriculum that will meet all children's needs.

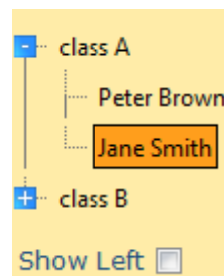
Practitioners are required to observe children and respond appropriately to help them make progress towards the early learning goals.



Record Child's Profile

Select Child

From the far left of the screen select the **Group** the child belongs to.

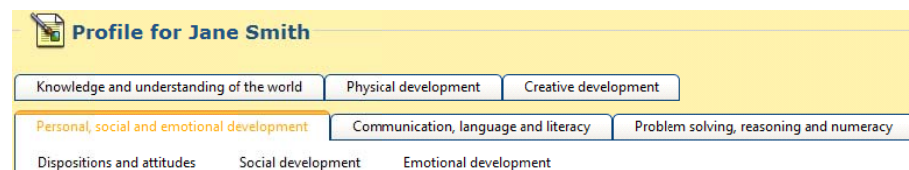


Expand the record by clicking **+** icon and select the child's name. In this example it's Jane Smith.

Select learning and development area

Each Learning and Development area has its own tab.

Click on the required area, the selected tab turns orange. The appropriate Learning and Development areas will appear beneath that tab.



In this example we have selected **Personal, social and emotional development**.

Select Assessment Area

In this example we have selected **Social Development**.

All assessment scales pertaining to that area will appear under the tab.

Personal, social and emotional development		Communication, language and literacy	Problem solving, reasoning and numeracy
Dispositions and attitudes		Social development	Emotional development
Scale Point			
Completed	Date	Completed By	
<input type="checkbox"/>		1	Plays alongside others
<input type="checkbox"/>		2	Builds relationships through gesture and talk
<input type="checkbox"/>		3	Takes turns and shares with adult support
<input type="checkbox"/>		4	Works as part of a group or class taking turns and sharing fairly
<input type="checkbox"/>		5	Forms good relationships with adults and peers
<input type="checkbox"/>		6	Understands that there needs to be agreed values and codes of behaviour for groups of people, including adults and children, to work together harmoniously
<input type="checkbox"/>		7	Understands that people have different needs, views, cultures and beliefs that need to be treated with respect
<input type="checkbox"/>		8	Understands that s/he can expect others to treat his or her needs, views, cultures and beliefs with respect
<input type="checkbox"/>		9	Takes account of ideas of others

Select Assessment Scale Point

Select the scale point and click the Icon to expand the record.

In this example we have selected scale point 4. *Work as part of a group or class taking turns and sharing fairly.*

Scale Point	
	1 Plays alongside others
	2 Builds relationships through gesture and talk
	3 Takes turns and shares with adult support
	4 Works as part of a group or class taking turns and sharing fairly

Add Observation

Observation

No Observations to display.

Enter Observation against scale point

Click **Add Observation**

Add Observation

Observation	Date	Observed By
Observed By: Anna Goodman Date: 04 May 2009 Tag: 		Observation: Starting to build relationship with the other children

Save
Cancel

Observed by: Selection can only be made from the drop down box. These records are drawn from the **Staff** record. Therefore the practitioner's record must be completed first.

Date: This is the date the observation took place.

Tag: This field allows you to make references to any external


evidence.

Observation: Enter details.

Save Observation

Click  icon to save

Once the record is saved the child's details will appear within the child's record and the child's age is automatically calculated in months.


Observation		
	Starting to build relationship with the other children	

Date	Observed By	Child Age (mths)
04 May 2009	Anna Goodman	91




Add Additional Observation against a particular scale point

Add Additional Observation Against Assessment Scale Point

Select the scale point and click the  Icon to expand the record

In this example we already have two observations, the record shows:


- Observation details
- Date of Observation
- Name of Observer
- Age of child in month on the date of Observation

Add Observation		
Observation		
	Starting to build relationship with the other children	
	Shares toys with others	

Date	Observed By	Child Age (mths)
04 May 2009	Anna Goodman	91
19 May 2009	Marie Joy	92

To add Observation click the **Add Observation** Icon.

Save Observation

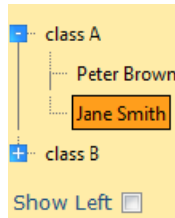
Click  icon to save new Observation.




Edit Child's Profile

Select Child









From the far left of the screen select the **Group** the child belongs to.




To expand the record click  icon and click on the child's name. In this example it's Jane Smith.

Select learning and development area

Select required Learning and Development area and the relevant assessment scale point. In this example its scale point 4. **Work as part of a group or class taking turns and sharing fairly.**

		Scale Point
		1 Plays alongside others
		2 Builds relationships through gesture and talk
		3 Takes turns and shares with adult support
		4 Works as part of a group or class taking turns and sharing fairly

 Add Observation

Observation


No Observations to display.

Edit the Scale Point


Click the  Icon to edit the current observation.

Save Edits


Click the **Update** Icon to save changes.

 Add Observation

Observation

 Starting to build relationship with the other children

Observed By:

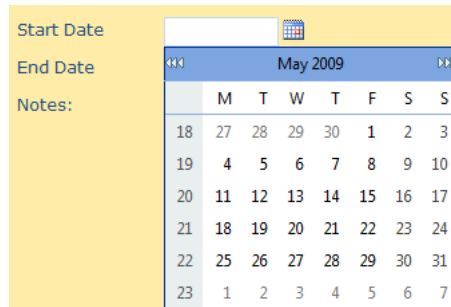
Date: 

Tag:

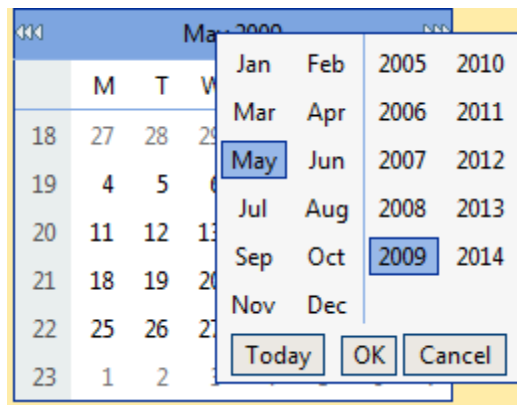
How to Use the Calendar

How to use
electronic
Calendar

Click the  Calendar icon to open the calendar.



Click on the month to open the following view.



Select the require Month and year then press **OK**.