# Storypark

At IGS Early Learning Centre we use Storypark, our online documentation tool to share children's learning and development in the program with parents and carers. We also use Storypark to provide information about events, notices and other updates relevant to the Centre. Through Storypark we can privately share photos, videos and learning stories of your child in the program. You have the opportunity to login and view information about your child individually via your iPhone, Android phone, iPad or other device.
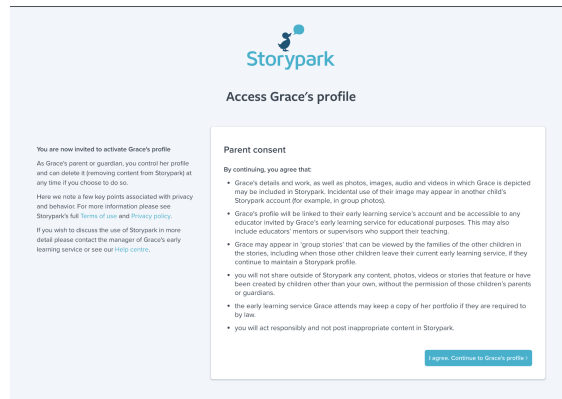
What do I need to do?

Prior to your child commencing in Early Learning you will receive a Storypark invitation by email.
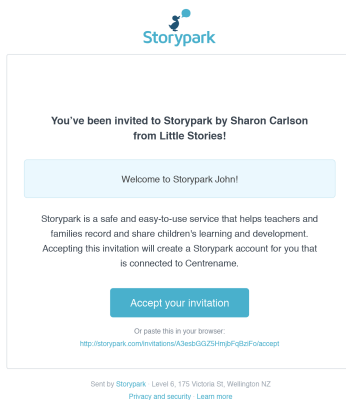
Click the blue 'Accept your invitation' button in the email and you'll be taken to a simple 'Sign up' page where you can enter your details including name, and nominate a password.

You will then be taken to a consent form where you are shown a summary of important issues associated with privacy and behaviour to which you are required to give consent. Once you have agreed to the consent form, you can access your child's stories, leave comments, create your own stories and invite family members.

If you already have a Storypark account

If you have already joined Storypark with the same email address and are connected to a child's profile, from the invite, you'll be asked if you want to merge the two profiles.

If your child attends more than one service that uses Storypark, you may choose to merge their profiles, so there is just one profile across the services.

If the invite is for a new child (that is, you don't have a profile for this child already) you should not opt to merge them.

Being an Admin of your Child's Profile

To set up a Storypark profile for your child, we require one (or maximum two) parent / carer email addresses.

From the email details provided to IGS via the Enrolment Form, parent/s will become administrators of their child's profile.

An admin of a child's profile can:

- make other people admins
- remove other people's admin rights
- invite and remove other family members

- invite early learning services to a child's profile
- access and contribute to a child's private notes, and other documentation
- access and contribute to a child's early learning service's community discussions
- delete a child's profile.

Giving admin rights when sending the invitation:

1. Click the 'Invite' button at the top of the page.
2. Fill out the recipient's email address and click the checkbox next to the word 'Admin'.

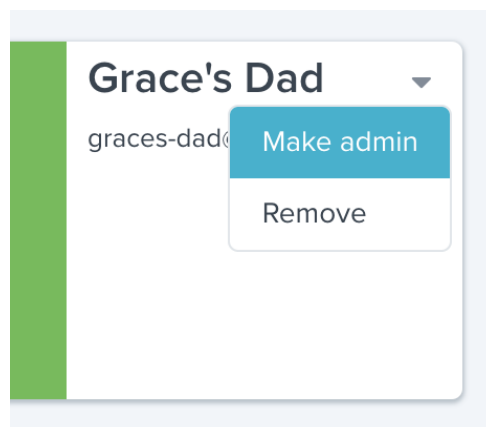Giving admin rights on a child's profile page:

1. Go to a child's profile page and click the 'Family' tab
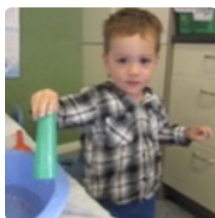

Alex Brown Edit

Stories   Planning   Child notes   **Family**   Photo books

2. Find the person to whom you wish to grant admin rights.
3. Click the arrow in the top right corner of that family member's tile, and from the drop-down menu select 'Make admin'.

4. That person will now have all the additional rights outlined above.

To remove admin rights from a person, click the arrow in the top right corner of that person's tile and from the drop-down menu select 'Remove as admin'
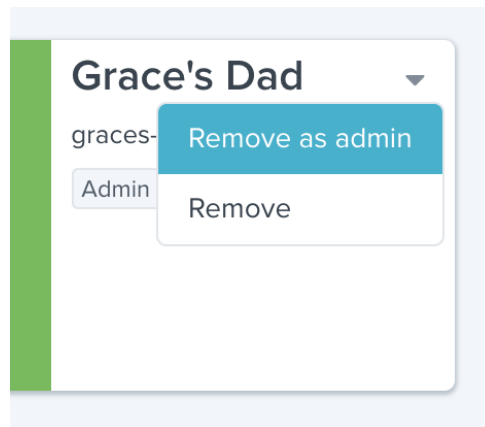
Inviting Family Members

Only family Admins can invite other family members to a child's profile. This ensures primary carers approve of everyone who has access to their child's profile.

1. Click the 'Invite' button at the top of the page.
2. A drop-down form will appear.

3. Ensure the 'Family' tab is selected at the top of the box, and then complete the form, entering your family member's email address.

4. Choose whether this person should be an Admin or not. We recommend only primary carers be given Admin rights, it is not needed for other family members.
5. Click "Send invite".

Inviting Specialists

Besides family members, you may wish to involve other people who help support your child's learning. These may include speech language therapists, or other professionals and specialists. It's your choice what level of access you give them and for how long.

In Storypark, specialists are treated like family members. To invite a specialist simply follow the above steps, as if you were inviting a family member. Specialists can be invited to Storypark without admin rights. However, this means they can't participate in your child's private 'Notes' area; only view, create and comment on learning stories. You can remove people from your child's Storypark account whenever you feel it is appropriate to do so.

If you require any assistance in accessing or navigating Storypark contact the Centre via email early.learning@igssyd.nsw.edu.au or phone 92196700 (ext 6).

Alternatively you can find more information on Storypark for families via their website here.