How to … Create and Share the Learning Journey

1.	Click **Reports** from the navigation bar at the top of the screen.	
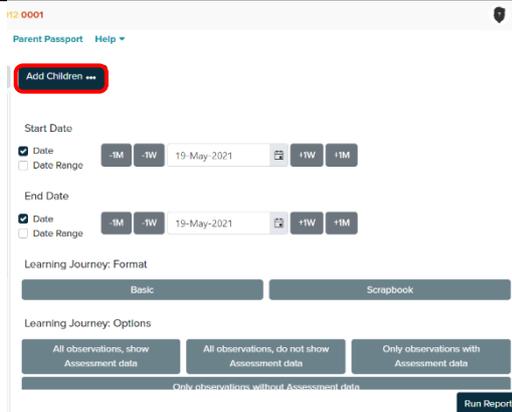| 2. | Locate the Learning Journey from the list of reports on the right-hand side.
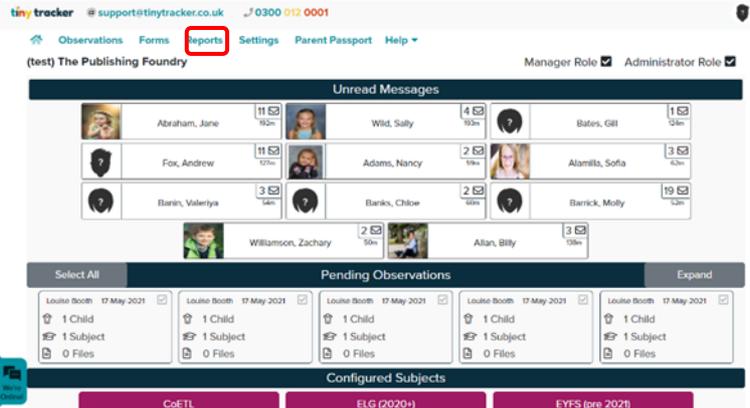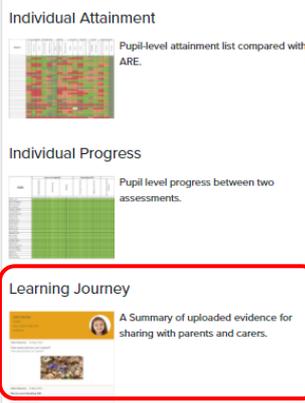
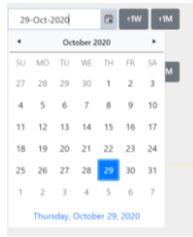You can scroll down or use the search bar to help you locate it. | |
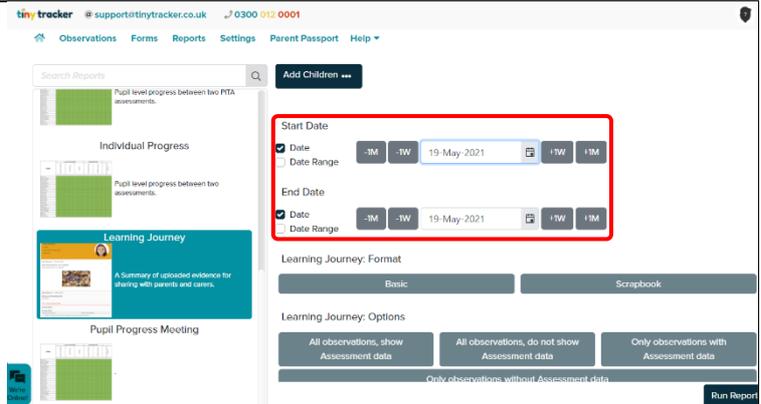| 3. | Click **Add Children •••** to add the children you want included in your report.

Once inside the Pupil Picker, you can click **?** in the top right-hand corner if you are unsure about how to use the Pupil Picker. | |

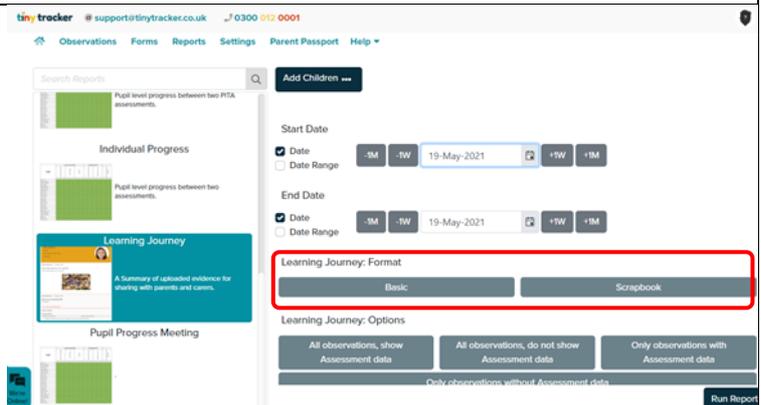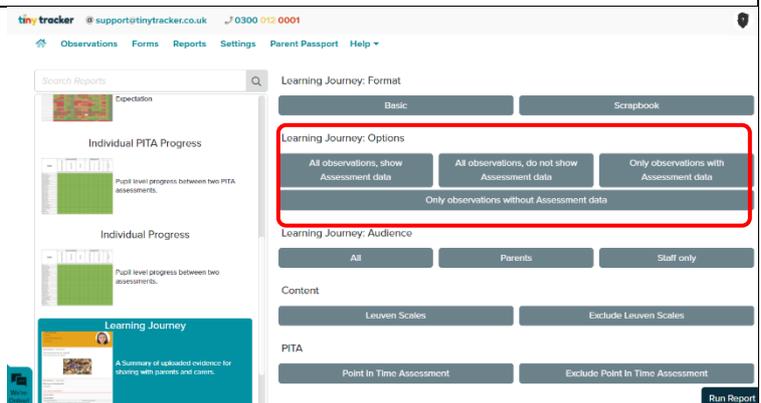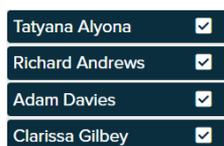|		
4.	Choose the start and end date for the evidence you want to include in the Learning Journey. Jump forward and back in time using to change the date by 1 Month or 1 Week.	
5.	Choose the Learning Journey format you want to create. **Basic** **Scrap Book** 	
6.	Choose which Assessment information to include alongside your observations. • All observations, show Assessment data. • All observations, do not show Assessment data. • Only observations with Assessment data. • Only observations without Assessment data.	

7.	Choose which observations are included in your Learning Journey. • All • Parents • Staff only *This relates to the audience you selected when you created or approved the original observation.*	
8.	If you are using Leuven Scale Assessments, you can choose to include or exclude this information from your Learning Journey.	
9.	If you are using Point in Time Assessment (PITA), you can choose to include or exclude this information from your Learning Journey.	
10.	Click **Run Report**.	

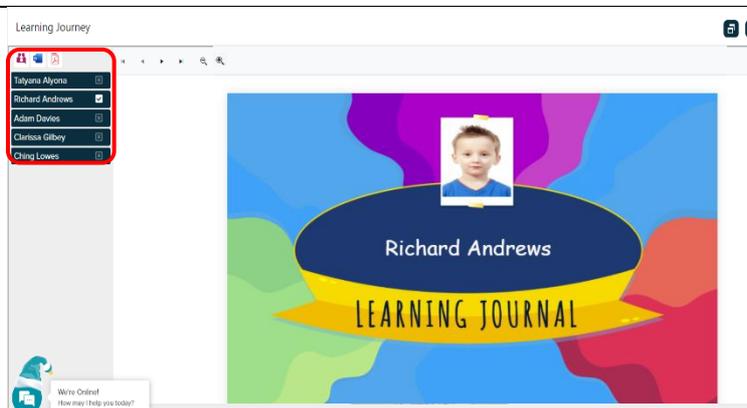| 11.	Click on an individual Pupil's name to view their Learning Journey.	
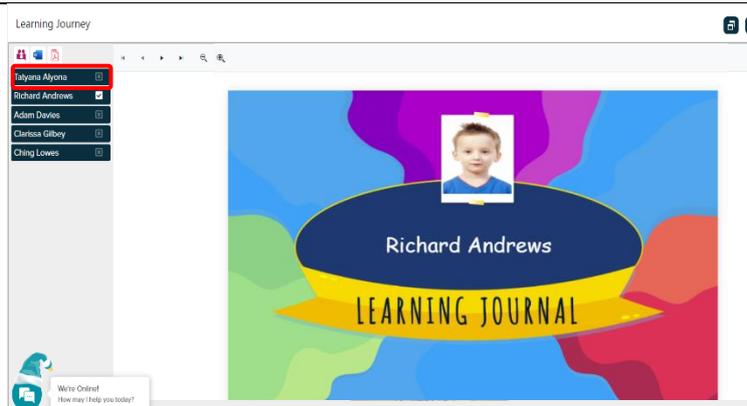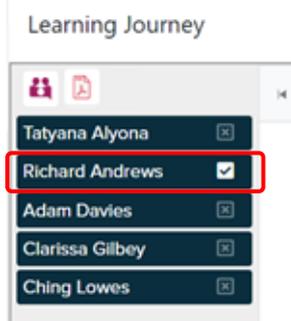
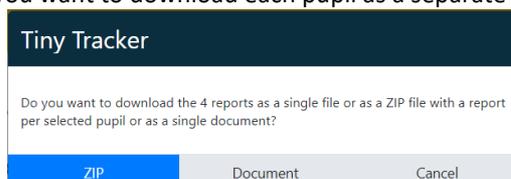### Downloading and Printing Your Learning Journey

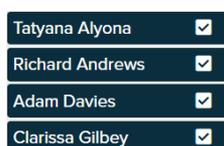| 12.	If you want to download and print the Learning Journey, tick the names of the children you want to download. Now click the PDF download icon	

13. You will then be asked whether you want to download each pupil as a separate file, or as one continuous file.
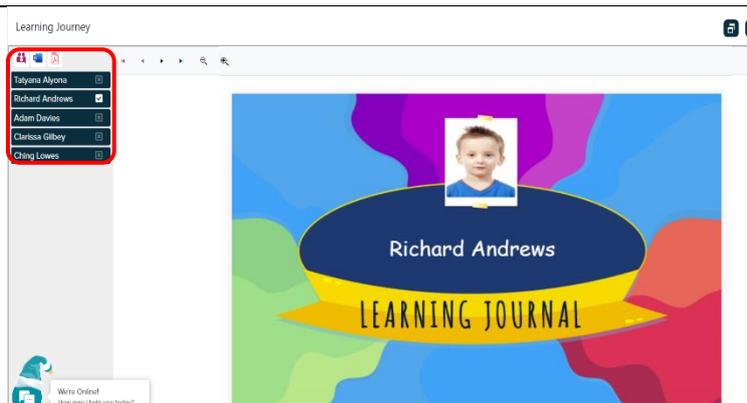

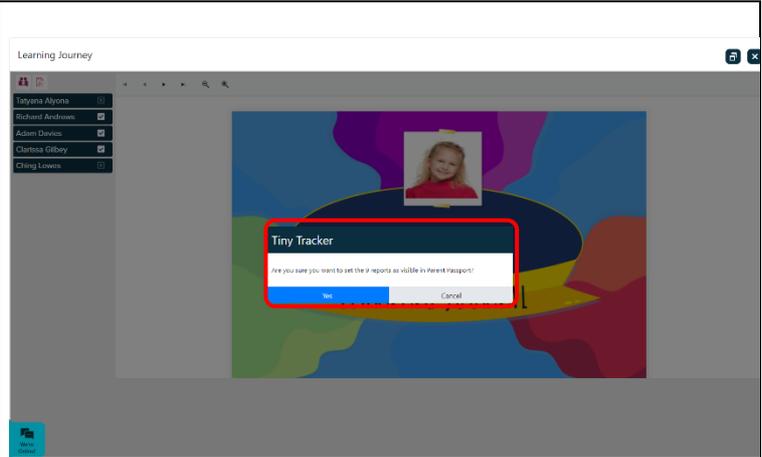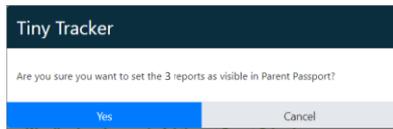### Sharing your Learning Journey on Parent Passport

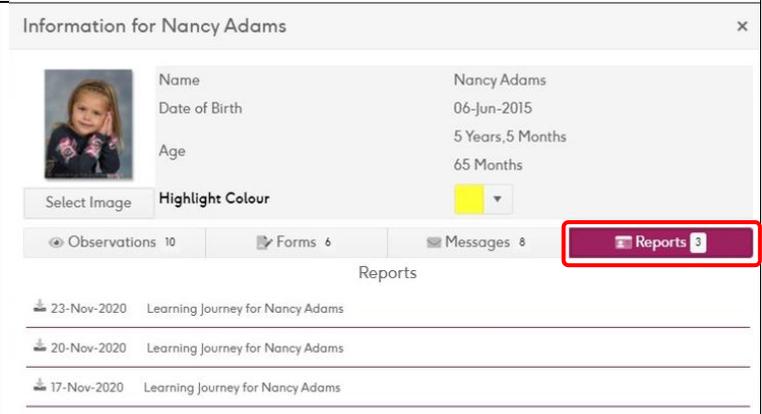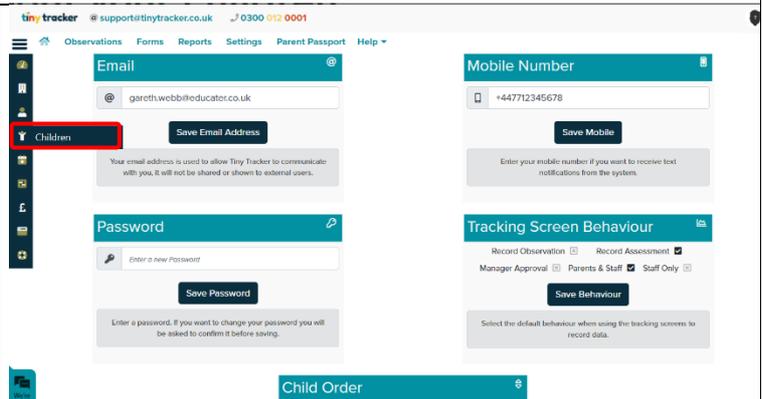| 14.	If you are using Parent Passport and want to share the Learning Journey online, tick the names of the children you want to share. Now click the Parent Passport icon.	

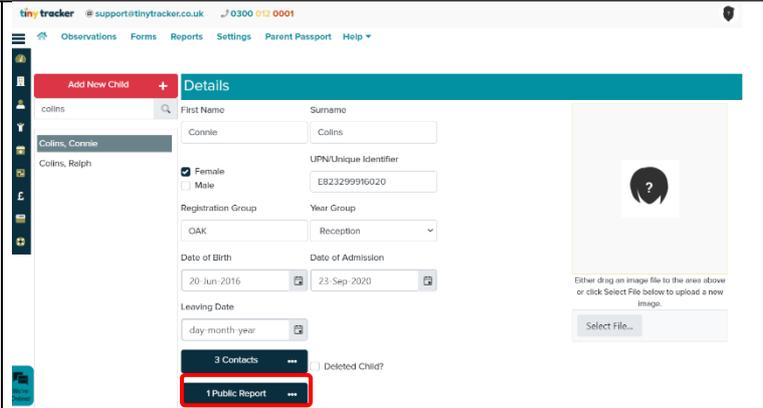|		
15.	Finally click [Yes] to confirm.	
16.	When parents and carers log into their Parent Passport account and click on a child, they will see that a report is waiting for them to view.	
17.	Staff with admin access can view the shared Learning Journey's, by clicking **Settings** then choosing [🌱 Children] from the left-hand tool bar.	
18.	Locate the child you wish to view and click on their name, or use the search bar to type in the name.	
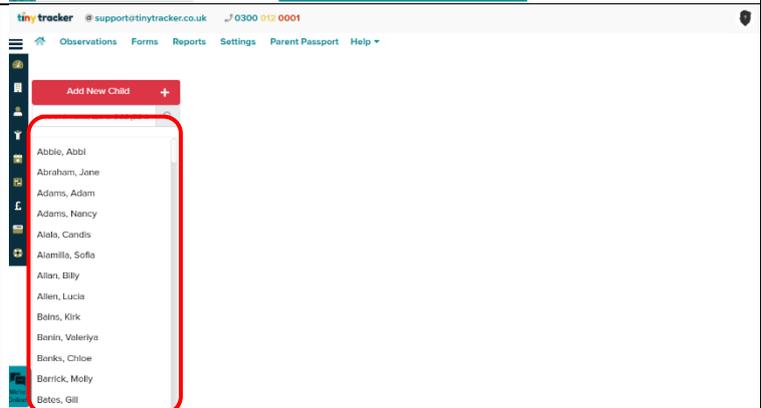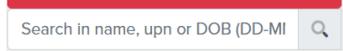
19.	You will see how many reports have been shared [1 Public Report ...]. Clicking on [1 Public Report ...] will display the reports for you to select and view.	
20.	You can delete the Learning Journey from the Parent Passport by clicking ⊗.	