

DIGITAL PORTFOLIOS



The City of Turku has chosen to start using so-called digital portfolios for all children in day-care and preschool. This means that we have a digital platform, called pedanet, where we collect documentation about the child.

In order for the digital portfolio to be called the child's portfolio, it should be constructed by the child itself and with content that the child has chosen itself. In this way, the portfolio will best describe the child, the child's own learning process and development.

As far as possible, the child is active and chooses what he thinks should come with the portfolio. This can be about drawings that it has made, photographs that the child has taken himself, or where the child is included in the picture. It can be a movie clip about something the child does, and so on.

In this way, we want to increase the child's participation in the evaluation, lay the foundation for a self-reflective way of working which increases the child's awareness of what it is learning and make it visible to the child as well as the home. We also want to highlight the child's interests, which can form the basis for educational discussions and also for planning the business.

For the youngest children, the adults choose what is posted, as age increases and understanding the child becomes more and more involved in what is posted and comments around it.

The approach also wants to focus more on the process than the product of learning.

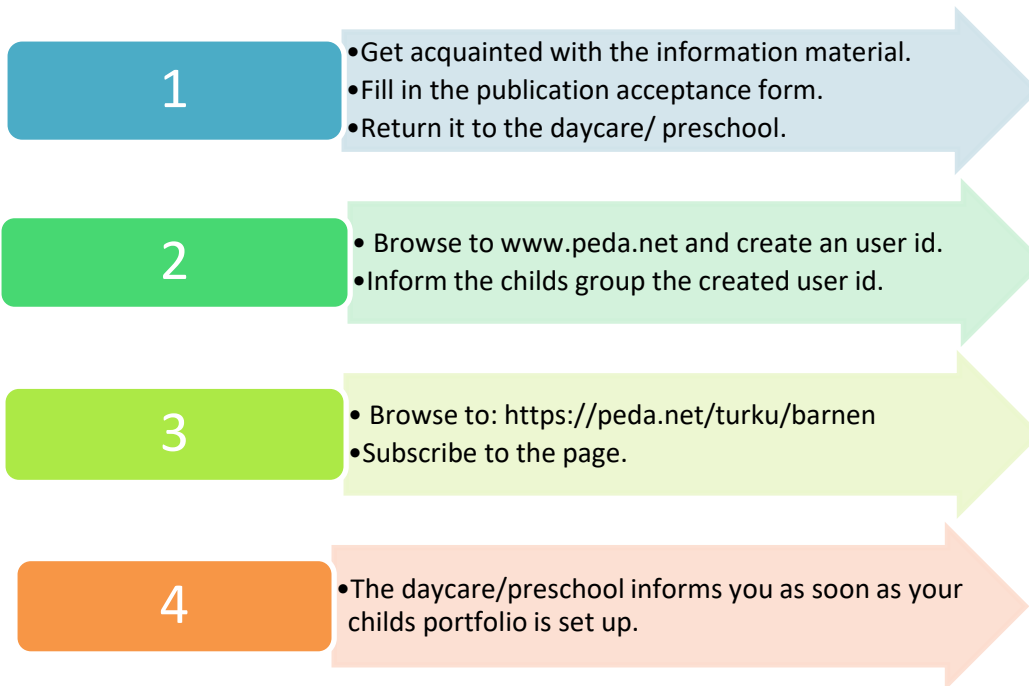
A natural thought here is how safe is this?

Pedanet's pages have two "layers". The first is like any website on the internet, it is open to everyone. The second layer requires a password to access, it cannot be reached by mistake.

As a parent, you need to create an identity for your child, more instructions on this on the next page. We also need your permission to be able to upload material. Finally, we also need to find out which username you have created, there is at the end of this compendium a form that you can return to your group. After it has come in, we can pair your child with the department to which he belongs.


If you have any questions, please contact your department who is happy to answer all your questions.

THE FIRST STEPS



2. CREATE USERNAME ON PEDA.NET

NOTE! Use browsers other than Internet Explorer when using peda.net for security and usage reasons.



1. Browse to <http://www.pedanet>
2. Chose "Register New account"
3. Chose "I am less than 13 years old..." (you are making an id for the child)
4. After registration you will receive a one-time id in your mail. This has to be confirmed within a week. If you can't find the email look in the spam-box.
5. Click on the link. Use the ID and password provided in the mail.
6. Click on  Aktivoimaton tunnus in the upper right corner. Read and accept the conditions.
7. On the following page you will be required to set up id for the child. It doesn't have to be surname/last name, but be aware that is public information and seen for all. Also choose password. As email write your own.
8. Chose "Activate".
9. If you like can you change your information under "My details and settings". Check that there is at least one email address to a parent/guardian. (Click on edit under the email addresses heading to add.)

10. Write down for your own benefit the child's id if it's not surname/last name. It is on the base of this id that the staff on the daycare will be able to connect the right user to the child's portfolio.
11. You can also add a "profile image", preferably not an image of the child. It can be a drawing or something similar where the staff will easier identify right child if there are several will close sounding names..
12. Notify the staff of the child's group about the ID.

3. FIND THE WAY TO THE CHILD'S DAYCARE/PRESCHOOL


Once you have created an account on the site, you will need to do the following steps to find the department page:

From a computer:

1. Go to peda.net and log in
2. Click on the pedanet icon, , in the top right corner of the screen.
3. Find the big capital letters a little down the page and click on the letter "T".
4. Click on "*Turun Kaupingin Peda.net*".
5. Click on "*Småbarnspedagogik och förskoleundervisning*".
6. Click on the unit you want to go to and then on the group.
7. Click on the star, , on the right side of the screen.
8. Select "Show in my links". This will automatically create a shortcut to this page on your login page.
If you wish, you can also choose to subscribe to the page, and you will receive an email notification if someone writes something on the page.
9. Click on save.

Now you will have a direct link to this page directly on your login page the next time you log in.

From a smaller screen:

Do steps 1-4 above, then you will have to click on the three bars, , in the upper left corner of the screen to bring up the menu and there click on first "Early Childhood Education and Preschool Teaching", then unit and department.

Then do steps 7-8 as above.

HOW DO I ADD MATERIAL TO MY CHILD?

1. Browse to your child's portfolio folder and consider under what heading the post could fit
2. Open appropriate the folders click on **Show actions** at the top of the page and select "text" in the box "Create here".
3. Write a heading for the post, e.g. "10.9.17 Johanna cuts with scissors at home "
In the content you can freely write text about what happened, pictures/videos you can enter by pressing "Add new attachment" and then browse for the file.
You can upload images separately by selecting "picture" in the "Create here" box and. Video by pressing "other tool" and then "file".
Note that the large video may take a long time to upload and may not be uploadable. On most phones, you can lower the quality of the video or you can film shorter films which facilitates the use of peda.net.
4. Finally, select "Save" at the bottom of the page.

NEW USER ID AT PEDANET

THIS PAGE IS TO BE RETURNED TO THE CHILD'S GROUP

Remember to write down the user id even for your own use!

I have created a peda.net user id for my child:

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In the group:

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The identity is:

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