

## Learning more about KeptMe at SA Montessori

### Access:

You can download the app on your mobile or tablet, or log in through your internet browser at [www.keptme.com](http://www.keptme.com)

**We strongly recommend using the app** as it functions more smoothly, and has easier navigation, than a browser.

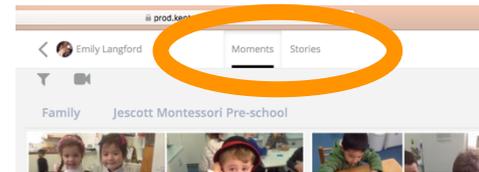
All new families are sent an invitation to sign up to KeptMe when they enrol at Montessori, and once a term we generate additional invitations for all families who are yet to activate their account. If you have not activated your account please email your centre to request a new invitation (as the link expires after 24 hours so you will not be able to activate your account by searching your Inbox for an old invitation).

As a default we always set up a child's KeptMe account to be linked to the email address for each of the listed parents/guardians on the child's Enrolment Form. If you'd like your KeptMe profile to connect to a different account, or if you email has changed since your child's enrolment, please email your centre to update your details.

### Navigating:

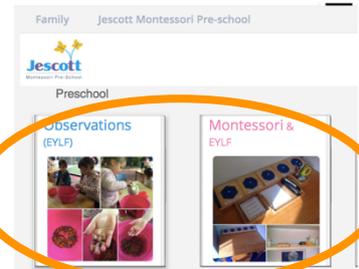
There are two main areas within your KeptMe portfolio – the **"Moments"** and the **"Stories"**. You can move between these by clicking these words.

The "Moments" page is like your Facebook feed – it shows a series of thumbnail images that you can scroll through. You can tap/click an image to look at a larger version or to read the more detailed 'story' attached to it.



To read the detailed stories you can also go to the Stories page. You will see some digital portfolios sitting on the 'shelf':

**You can read the stories by clicking either of these portfolios.**



When reading your stories always look out for the Montessori lessons written in blue. These appear as a summary at the start of the Montessori & EYLF portfolio and also in many of the individual artefacts/images. Anywhere you see one of these you can click the hyperlink to learn about lessons in much greater detail, including tips on how you can implement similar activities at home.

	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18
Presented													
Practised													
Mastered													
Functional Numeracy: Time													
Clock Introduction													
O'clock lessons													
Globe & Light Presentation													
Maths													
Early reading: Sentences													
Constructing Sentences													
Sentence Cards													
Sentence Booklets													



You can choose to **filter** your Moments and your Stories – just look for this icon:



There are a variety of ways you can filter – for instance on your Moments feed

you can choose to filter the images to show only the photos of your *individual* child, rather than our *group* plans.

### Notifications

Notifications can be switched on and off on your mobile or tablet so that you can decide whether you'd like to be actively alerted when new artefacts are shared. Please note that if you enable notifications you will be notified of both individual *and* group artefacts so your child may not personally feature in every photograph you are notified about (please see the 'Group Plans' section below for further details).

If you choose not to enable notifications please try to remember to log in regularly to touch base and see what's new.

Some parents have found that *logging and out logging in* helps new artefacts to appear. We're not quite sure why this happens as the recently shared images and stories should synchronise and become visible to parents automatically even if you remain logged in consistently. It doesn't seem to be the case for all parents, and for many families the synchronising does happen automatically, but we're investigating it with KeptMe and in the meantime we encourage families to consider this trick if your Moments feed and Stories aren't updating automatically.

### Individual photos

We recognise that the individual photos – showing your child hard at work, or playing with friends or beaming with pride at their latest achievement – are the most engaging and emotionally meaningful part of KeptMe and they are a wonderful way of empowering our parents with a sneak peek into our beautiful Montessori classroom. We try our best to share photos regularly but **please remember that our top priority is always being present with your child.**

We do not ever want our iPads to become a barrier between the child and the teacher, or to be a distraction that takes the child's concentration away from their 'hands-on' explorations. We certainly don't want our teachers to spend more time in the office sharing photos than in the classroom teaching children! We therefore have to be careful about when and how we use our iPads to take and share the images. If we have to choose between *photographing* a child or *teaching* a child we will always choose the former. We know that this is the very reason that families pick SA Montessori in the first place – because we have educators who focus on communicating with children, responsively scaffolding their learning, and building secure and respectful relationships. We therefore hope you will understand if days sometimes pass without a photo being shared of your child because it simply means that we were so deeply engaged with teaching and offering your child our undivided attention and presence!

You will sometimes notice a sudden influx of lots of photos of your child – even if they're not attending that day! This is because a teacher is on "non-contact time" in the office (or voluntarily working from home because they're incredibly dedicated!) and is retrospectively uploading recently captured images.

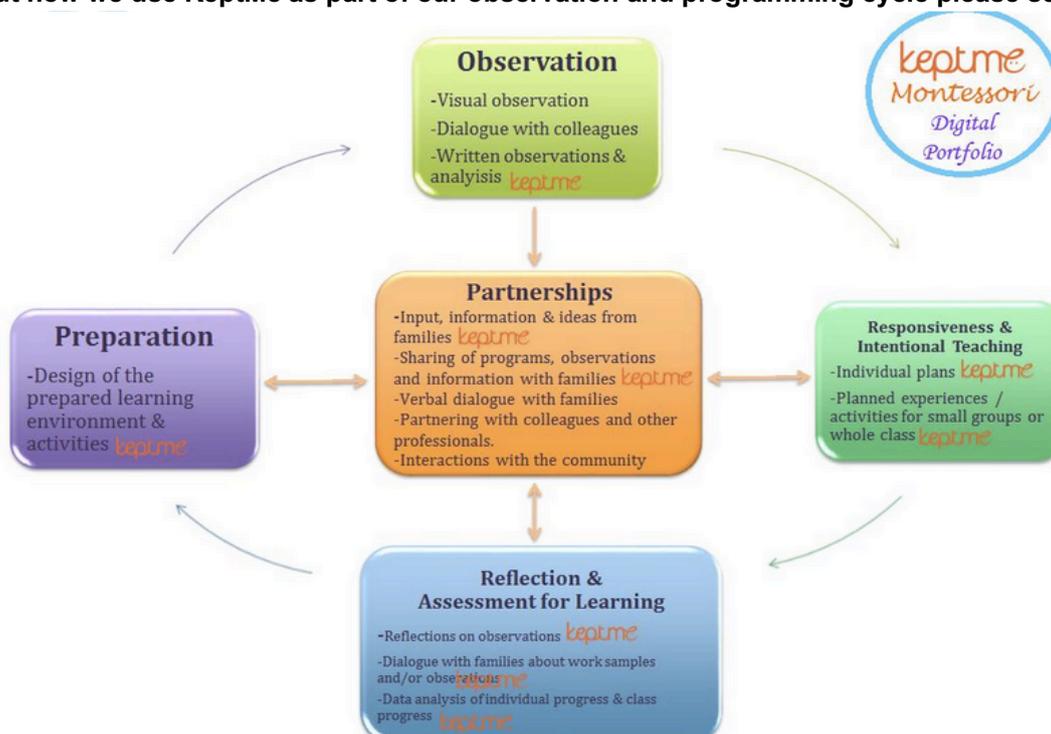
### Interaction

You can interact with the artefacts in your child's portfolio in a range of ways. You can Like the image by hitting the heart icon. You can also add your own comments through the app. We really appreciate it when parents 'like' photos or comment because it lets us know that you're seeing our posts and it helps us understand your preferences and interests as a parent!

If you want to save copies of the photos to your computer you can download them by clicking the icon that looks like an arrow pointing down towards a rectangle.



For more about how we use KeptMe as part of our observation and programming cycle please see below:



### If you need more support...

Please don't worry if you are unsure about how to make the most of KeptMe, because there is plenty of information available at <http://support.keptme.com/support/home>.

At that address you will find instructions and visual guides to help you navigate your digital portfolio. If you get stuck with anything technical you can also lodge a support ticket with the KeptMe IT team! During your child's Montessori learning journey you will notice that your child's photographs are linked to specific Montessori lessons. If you press the title of that lesson you will be redirected to a comprehensive guide that explain the purposes and presentation of that lesson. We are particularly proud of this feature because Jescott Montessori's own Jessica Matheson actually wrote this curriculum guide (known as 'Montessori GPS: Guide, Present, Share') and it is now being shared not only with our SA Montessori families but also with Montessori centres around Australia and internationally. Your child's KeptMe portfolio will also offer regular analytics that track your child's progress through the Montessori curriculum and the *Early Years Learning Framework*.

**We hope you will find KeptMe to be an enlightening and inspiring insight into your child's Montessori journey!**