

# Kindergarten IT Program



## Summary of 2019 Online TLDS changes

### Grouping and teacher profiles:

1. Create, update and delete teacher profiles through the **Service Details** tab.
2. Create, update and deactivate/reactivate groups profile through the **Service details** tab.

Early Childhood Educator Details

+ Add Educator Profile

Show 10 entries

| Educator Name | Level of Qualification       |
|---------------|------------------------------|
| Educator KITP | Master Degree Level or above |

Showing 1 to 1 of 1 entries

Groups

+ Add Group

Show 10 entries

| Group Name | Number of Profiles |
|------------|--------------------|
| Quolls     | 2                  |

Showing 1 to 1 of 1 entries

3. Assign teacher profile to new and existing statement.
4. Assign groups to new and existing statement.

Early Childhood Service contact details

Service Details, educator profiles and groups can be created and managed in the Service Details tab on the TLDS Home page.

Name of service (\*)  
KITP

Address of service (\*)

Service approval number (\*)

Position

Name of educator/s completing this form

Educator KITP

Phone (\*)

Group

Quolls

Select Group

Quolls

5. Users can sort the statements by teacher/educator at Home page.

| Select                   | Last Name | First Name | EC Educator   | Status | Last Modified         | School |
|--------------------------|-----------|------------|---------------|--------|-----------------------|--------|
| <input type="checkbox"/> |           |            | Educator KITP | Draft  | Jul 19, 2019 8:48 AM  |        |
| <input type="checkbox"/> |           |            |               | Draft  | Jul 19, 2019 12:01 AM |        |
| <input type="checkbox"/> |           |            |               | Draft  | Jul 19, 2019 6:37 AM  |        |

Showing 1 to 3 of 3 entries

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## Auto-save functionality:

TLDS Online platform is set to 'time out' after approximately **30 minutes** if nothing is changed. This means you will be logged off but auto save should have saved your work.

## Section 1.2 changes:

1. Set Section 1.2 checkbox as ticked by default
2. 'Grey out' form fields on Section 1.2 while checkbox is ticked

The screenshot shows a form titled "Section 1.2". Below the title is a paragraph of text: "This section is recommended when developing a Transition Statement for applicable for every child. Deselect the tick box below to include this section". Below this text is a checked checkbox with the label "This section is not applicable for this child". Below the checkbox is a text input field labeled "Name of key worker or transition support coordinator (where available)". Below this field are two more input fields labeled "Key worker" and "Position". Two red arrows point to the checkbox and the "Key worker" field.

3. Force users to select section 1.2 checkbox or complete form
4. Exclude existing blank section 1.2 forms from PDFs

## On Submission page:

Make the button colour brighter on Submission page.

The screenshot shows a submission page with a blue button labeled "Submit TLDS". Below the button is a question: "Will the child be attending a school in Victoria?". Below the question are three buttons: "Yes", "No", and "Unknown". A red arrow points to the "Yes" button. Below the question is another question: "Has the family been provided with a complete copy of t".

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## **New Section 2 and 3:**

In 2019, the Online TLDS platform has a new function in Section 2 and 3 which allows you to email a link to the parents, so they can complete Section 2 and 3 of the statement online too.

Tip – New Section 2 and 3 (For teachers)

[https://www.kindergarten.vic.gov.au/tips/Tip79\\_Section2and3\\_teacher.pdf](https://www.kindergarten.vic.gov.au/tips/Tip79_Section2and3_teacher.pdf)

Tip – New Section 2 and 3 (For parents)

[https://www.kindergarten.vic.gov.au/tips/Tip80\\_Section2and3\\_parents.pdf](https://www.kindergarten.vic.gov.au/tips/Tip80_Section2and3_parents.pdf)

## **“Double-click” fix:**

“Double-click” fix has been implemented in 2019 Online TLDS. A single click in the text boxes will not allow user to enter content anymore. User has to double click into the text boxes to enter content.