

How to enhance Kindiedays with a document/file archive?

A modern childcare center has more and more documents and files in digital form such as instructions, forms, manuals, weekly plans, learning activities etc.

- The majority of use cases for these documents are administrative and they are created, edited and used from the PC outside the daily learning process managed with Kindiedays.
- Thus, it is feasible to have a common digital archive (data storage) for and make it possible to share relevant documents through Kindiedays in a smooth way.



Content

This document discusses how to enhance Kindiedays with a digital archive:

1. What technical platform to use?
2. How to organize the archive for your organization?
3. How to share documents to Kindiedays Educator and Family Apps?

Centers who already have a digital archive just need to define how it is used in relation to the learning process in Kindiedays and can skip to point 3.

1. What technical platform to use?

A small organization can start with a commercially available cloud drive such as:

- Google Drive
- Microsoft One Drive
- Apple iCloud or similar.

In the following we use Google Drive https://www.google.com/intl/en_jm/drive/ as an example. It is straight forward to implement for an organization, which is not relying on Microsoft or Apple solutions. Other archive solutions can be used in a similar way.

Google Drive is a cloud-based storage solution that allows you to save files online and access them anywhere from any smartphone, tablet, or computer. You can securely upload files and edit them online. Drive also makes it easy for others to edit and collaborate on files. Sharing of files outside your organization is also supported. Google Drive comes with a Google account and has 15 GB free space that can later be upgraded. Google has plenty of guides available by just googling “How to?”.

See tutorial <https://www.businessinsider.com/what-is-google-drive-guide?r=US&IR=T>

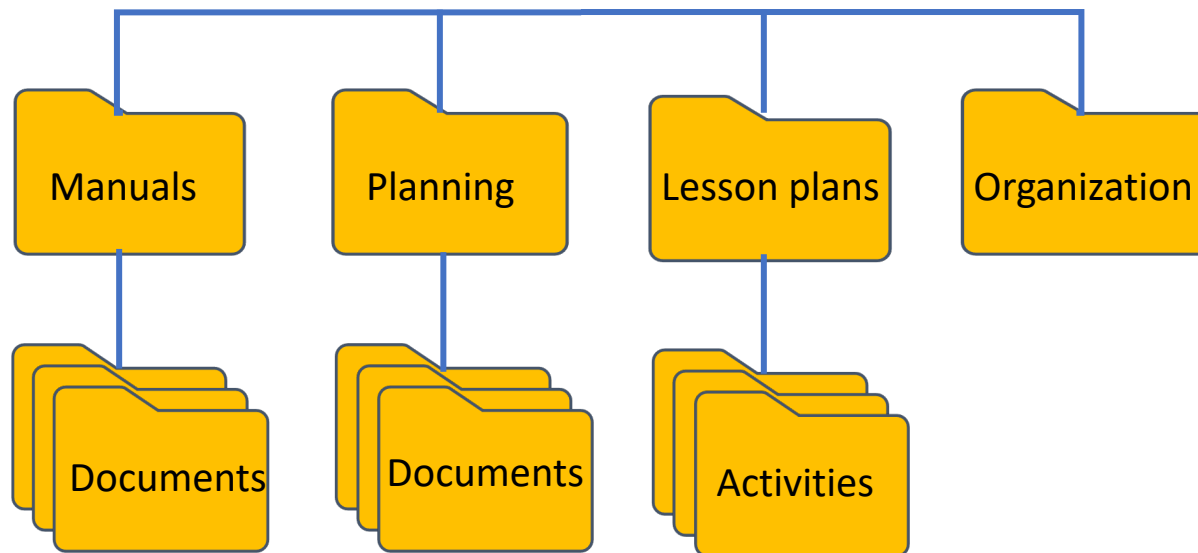
If you don't yet use Google Drive in your center, you can create a new free Google Account and create your Google Drive in this account. This way you keep it separate from any existing accounts.

See tutorial <https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/>

2. How to organize the archive for your organization?

In a simple archive the storage consists of folders arranged in a hierarchical way. Typically, high level folders are created for specific topics and then divided into subfolders. Defining the structure of the archive should be done carefully with future needs in mind. You must analyze:

- The logical structure of the information to be stored – what kind of documents and how to best group them?
- The organizational structure e.g., one or several childcare centers?
- The users e.g., owner, manager, teacher, parents – who needs access to what information?



Usually, two top level dimensions can be considered:

- Is the key dimension based on the topics in one center as in the example here?
or
- Is the key dimension based on your organization, e.g., when you have several centers?

With several centers it depends a lot on whether all centers are using the same documents or if documents and users are mainly center specific. Who should have access to which documents? It might even be good to use different Google Drives for the centers.

Working with documents and files on Google Drive

Creating and editing documents and files in your own organization

In Google Drive you can provide access to people in **your own organization** on two levels (note the users need a free Google account):

- **Can organize, add, and edit:** If they're signed into a Google account, people can open, edit, delete, or move any files within the folder. People can also add files to the folder.
- **Can view only:** People can see the folder and they can open all files within the folder.

You can also establish **Google Groups** to manage access for whole user groups.

Sharing documents and files to external users

You can also share the link to a file and send to **external users** such as families. When you share a link to a file, you control how widely the file is shared:

- **Public:** Anyone can search on Google and get access to your file, without signing into a Google Account.
- **Anyone with the link:** Anyone who has the link can use your file, without signing into a Google Account. This is the case used when sharing files via Kindiedays.
- **Restricted:** Only people you share the file with will be able to use it.

Be careful not to share confidential information to anyone with the link.

Set up the document archive in Google Drive

Create

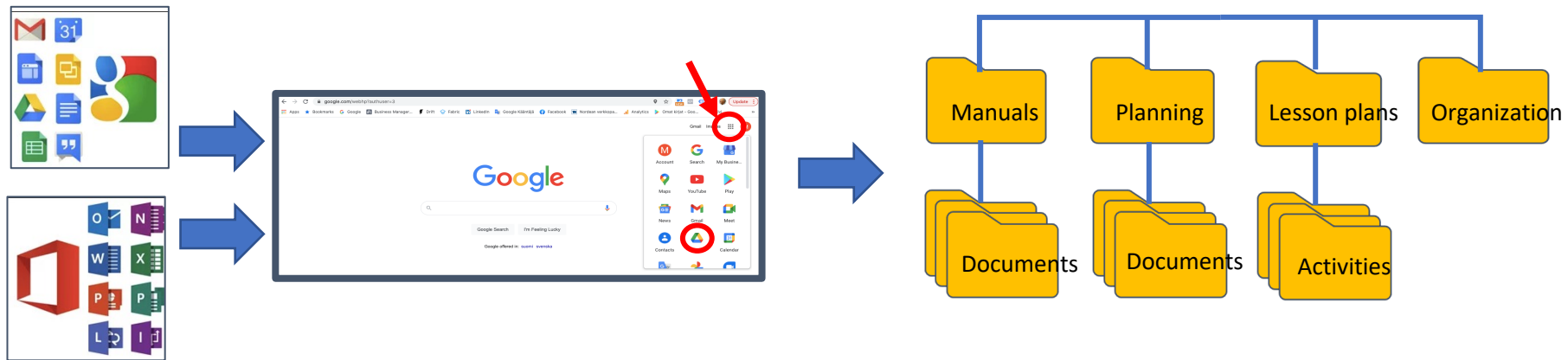
- Documents are flexibly created and edited on a PC where you can use conventional PC applications such as Word, PowerPoint, PDF etc.. Documents can also be downloaded to the PC from content providers on Internet.

Manage archive

- You log into your Google account and select Google Drive from the application menu in the upper right corner.
- Create folders for the documents in line with your organizations way of working and access rights you want to give.
- Then upload the relevant documents to the folders you have created in Google Drive.

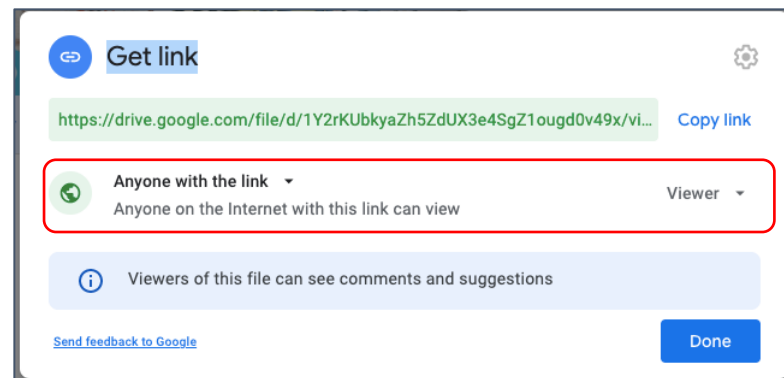
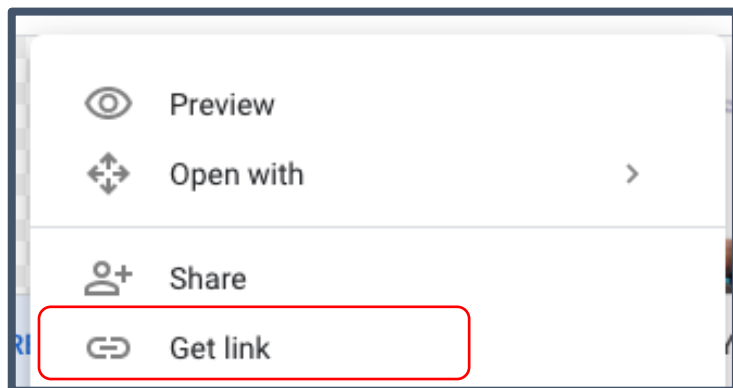
Utilize documents

- Now these documents can be used from the PC and from the educator's phone with the Google Drive app.



3. “How to publish document resources on Kindiedays Apps”

1. Select document or complete folder in Google Drive and choose “Get Link” from menu. Copy link. Note the selection: “Anybody with the link”.

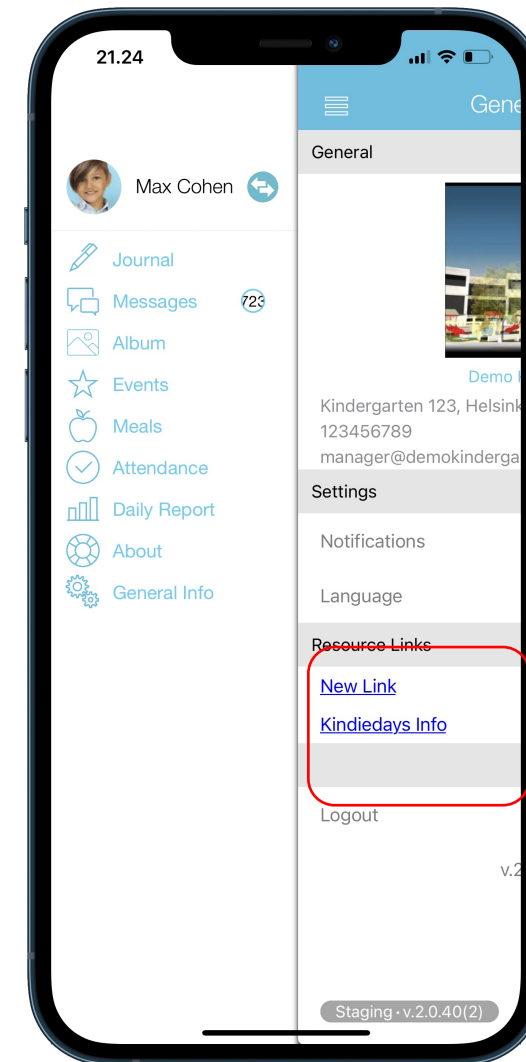


2. Define resource name, enter link and define users from Kindiedays Manager Web.

Resources			
Name	Link	Share with Educators	Share with Families
New Link	kindiedays.com/Blog	✓	✓
Kindiedays Info	kindiedays.com	✓	✓

[Add resource link](#)

3. Resource Links are published on General info page in App. The document or folder is opened in the browser.



Note: Links to the documents can also be shared through Kindiedays messaging, typically when the use case is short term.