

Kindergarten IT Program



Tip – Section 2 and 3 (For teachers)

The Online TLDS platform has a function in Section 2 and 3 which allows you to create a link for the parents to complete Section 2 and 3 of the statement online too.

1. You will find this “Create Links for Section 2 & 3” area AFTER you complete Section 1. Click **Create New Link**.

Sections 2 & 3 Child & Family

Section 2

Section 2 is intended to capture the child's feelings and perspectives as they approach the transition to school.

It should be completed with the child by an adult they know and feel comfortable with. Educators should discuss this section with the child's family to determine who will assist the child to complete this section.

The child may elect to draw, write or offer responses to the prompts below.

Section 3

Section 3 is intended to capture the child's family's perspective of their child's learning and development. It is to be completed by the child's family.

There are two methods for completing Section 2 & 3:

1. Select **Create New Link** to allow the child's family to complete either or both sections online; or
2. Select **Download PDF form** to download and print a draft TLDS and template for manual completion and upload.

If the family chooses to complete the TLDS via a PDF form, the early childhood service will need to upload these documents to the TLDS prior to submission.

Create Links for Section 2 & 3

Click on **Create New Link** below to generate a unique online link to the child's TLDS. Multiple unique links can be generated if multiple submissions are required.

This link can be copied and emailed to the child's family for completion of section 2 and 3 online.

The link will expire in 7 days and can be refreshed by the early childhood service if necessary.

Please note: the link will provide view only access to all information that has been input into the current TLDS.

Create New Link

2. A hyperlink will be created which looks like the image below.

Create New Link

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			...TLDSDigitalSection23?id=bb772036-9...	Jul 14, 2020	Open

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3. You can click on the **LINK** icon in front of the hyperlink to copy the link to clipboard. Or click the link in Step 2 and a new tab should open up in your web browser. **Copy and paste** the link/URL in an email and send it to the child's parents.

Note 1: Each link is specific to the child whose TLDS you are writing, and parents will need to enter their child's date of birth in order to view their child's TLDS and complete sections 2 and 3.

Note 2: Multiple links can be created for the one child, if it has to go to multiple parents, noting that this will mean duplication of some sections (i.e. there will be two copies of section 3 if Mum and Dad complete one each).

Create New Link

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			..TLDSDigitalSection23?id=bb772036-9...	Jul 14, 2020	Open

TLDS Sections 2 & 3 x TLDS Digital Section 2 & 3 x +

https://training.linkitau.com/TLDSDigitalSection23/Login/c586a087-dd7c-4900-92d2-74a840c3ce42

Please enter your child's D.O.B to view this TLDS

D.O.B

dd/mm/yyyy

Submit

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4. If the parents do not complete Section 2 and 3 before the expiry date or they have entered their child's DOB incorrectly 3 times, the status of the link in Step 2 will be **deactivated** like the images below. You can click the **Activate** icon to re-activate the link.

Create New Link					
	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			...TLSDigitalSection23?id=bb772036-9...	Jul 14, 2020	Deactivated

The icons under this section are:



Activate: activate Section 2 and 3 hyperlink



Deactivate: deactivate Section 2 and 3 hyperlink



Refresh: extend the "Expiry Date" for another 7 days



View: view Section 2 and 3



Delete: delete the Section 2 and 3 hyperlink and all the content

5. Click **Yes** to re-activate the link in Step 2.

Do you want to Activate this TLDSProfileLink?

6. Once the parents complete the statement. The status will be changed to **Completed** like the images below.

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
		2, 3	...TLSDigitalSection23?id=bb772036-9...	Jul 14, 2020	Completed