

Assigning In-Kind Activities in Learning Genie



Provider & Teaching Staff Guide

This guide explains how to send weekly in-kind assignments to parents through the Learning Genie app.

Goal: Help teaching staff assign activities accurately and consistently according to 4C Head Start Program expectations while maintaining confidentiality of our children/families.

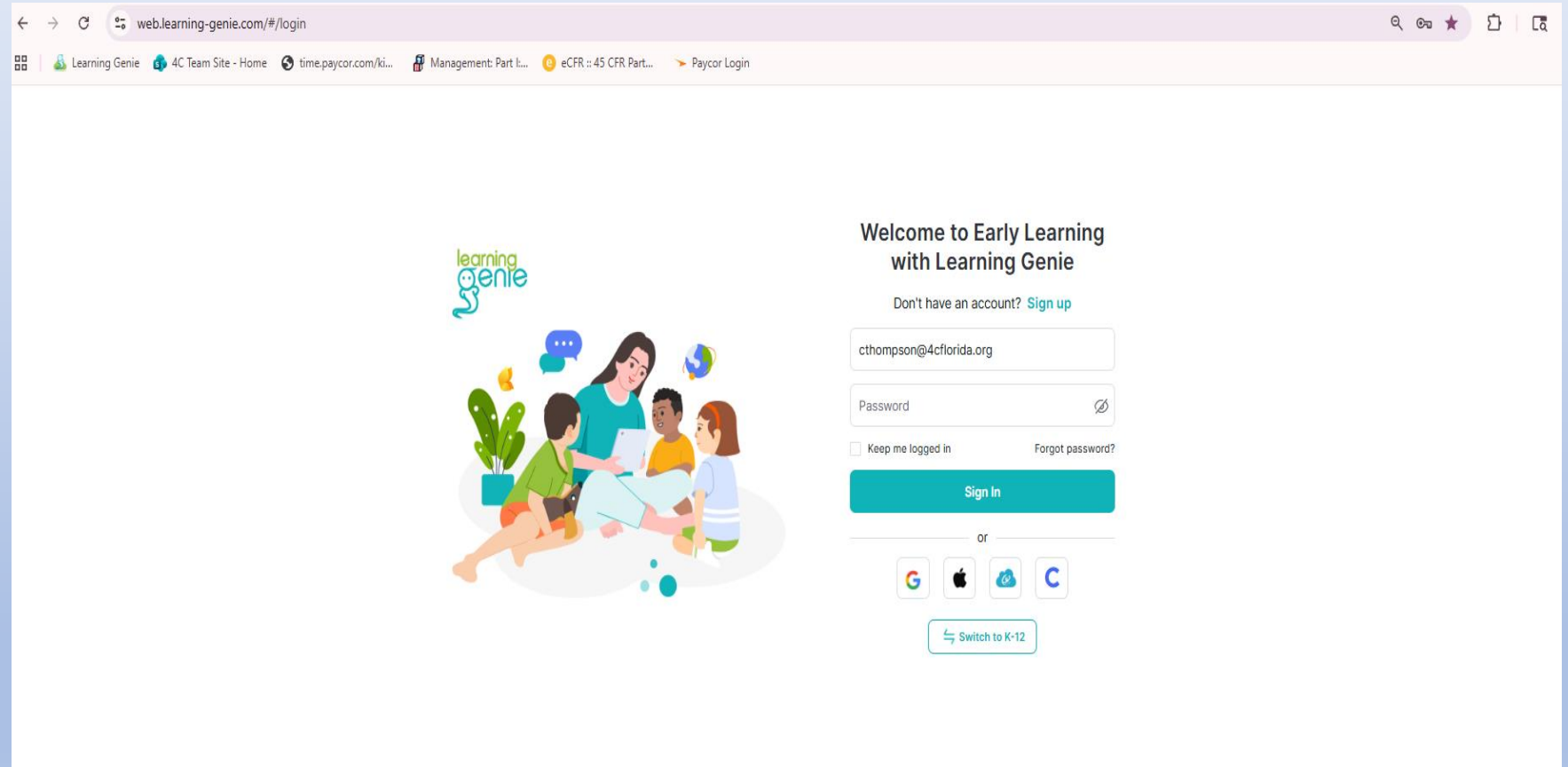
Assigning Activities

In Learning Genie



Step 1: Log in to Learning Genie

Log in using your assigned username and password.



Step 2: Find the Left Menu

After logging in, locate the collapsible menu on the left side of the homepage.

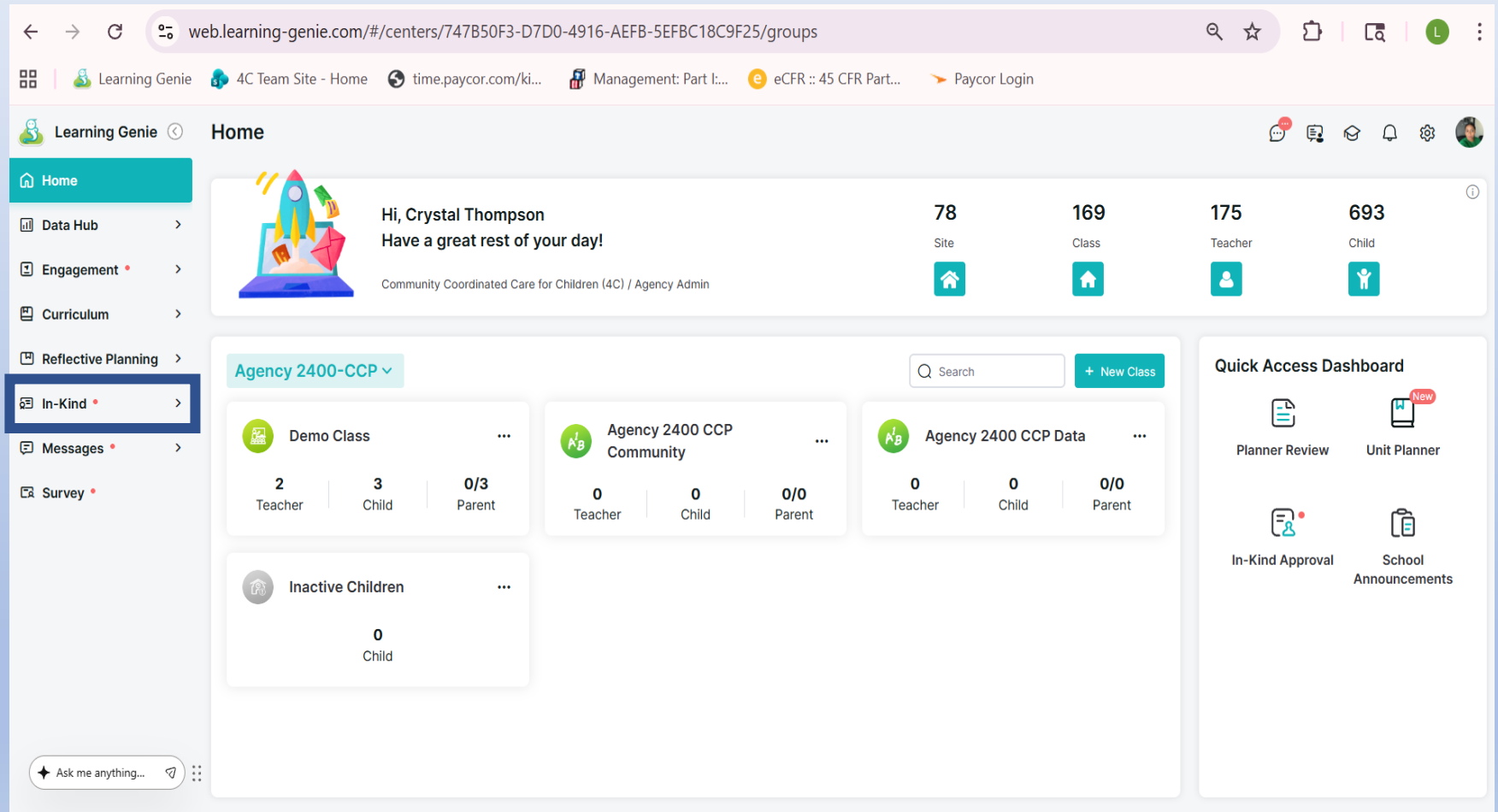
This menu gives access to reports and program tools.

The screenshot shows the Learning Genie homepage. The browser address bar displays the URL: `web.learning-genie.com/#/centers/747B50F3-D7D0-4916-AEFB-5EFBC18C9F25/groups`. The page title is "Learning Genie Home". The main content area features a greeting: "Hi, Crystal Thompson. Have a great rest of your day!" and "Community Coordinated Care for Children (4C) / Agency Admin". There are four summary cards: "78 Site", "169 Class", "175 Teacher", and "693 Child". Below these are three class cards: "Demo Class" (2 Teacher, 3 Child, 0/3 Parent), "Agency 2400 CCP Community" (0 Teacher, 0 Child, 0/0 Parent), and "Agency 2400 CCP Data" (0 Teacher, 0 Child, 0/0 Parent). An "Inactive Children" card shows 0 Child. A "Quick Access Dashboard" on the right includes Planner Review, Unit Planner, In-Kind Approval, and School Announcements. A left-hand navigation menu is highlighted with a blue box, containing: Home, Data Hub, Engagement, Curriculum, Reflective Planning, In-Kind, Messages, and Survey. At the bottom left, there is a search bar with the text "Ask me anything...".

Step 3: Select the In-Kind Module

From the left-hand menu, select In-Kind.

This section includes tools used to review and track in-kind participation.

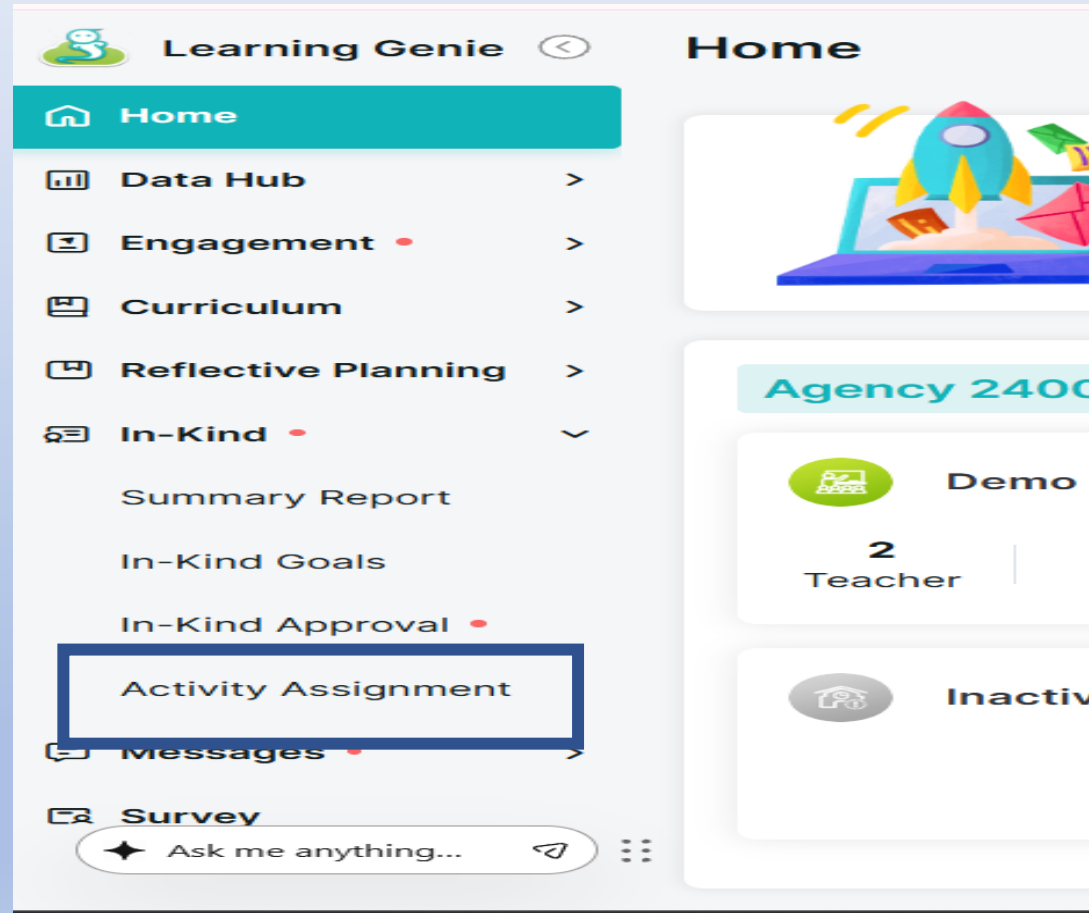


The screenshot shows the Learning Genie dashboard interface. The left-hand navigation menu is visible, with the 'In-Kind' option highlighted by a blue box and a blue arrow pointing to it. The main dashboard area displays a welcome message for Crystal Thompson, a greeting 'Hi, Crystal Thompson Have a great rest of your day!', and several data cards for 'Agency 2400-CCP'. The data cards show participation counts for Teachers, Children, and Parents. A 'Quick Access Dashboard' is also visible on the right side of the screen.

Category	Teacher	Child	Parent
Demo Class	2	3	0/3
Agency 2400 CCP Community	0	0	0/0
Agency 2400 CCP Data	0	0	0/0
Inactive Children	0	0	0

Step 4: Open Activity Assignment

Select Activity Assignment to view assignment options.



Step 5: Select Create Assignment

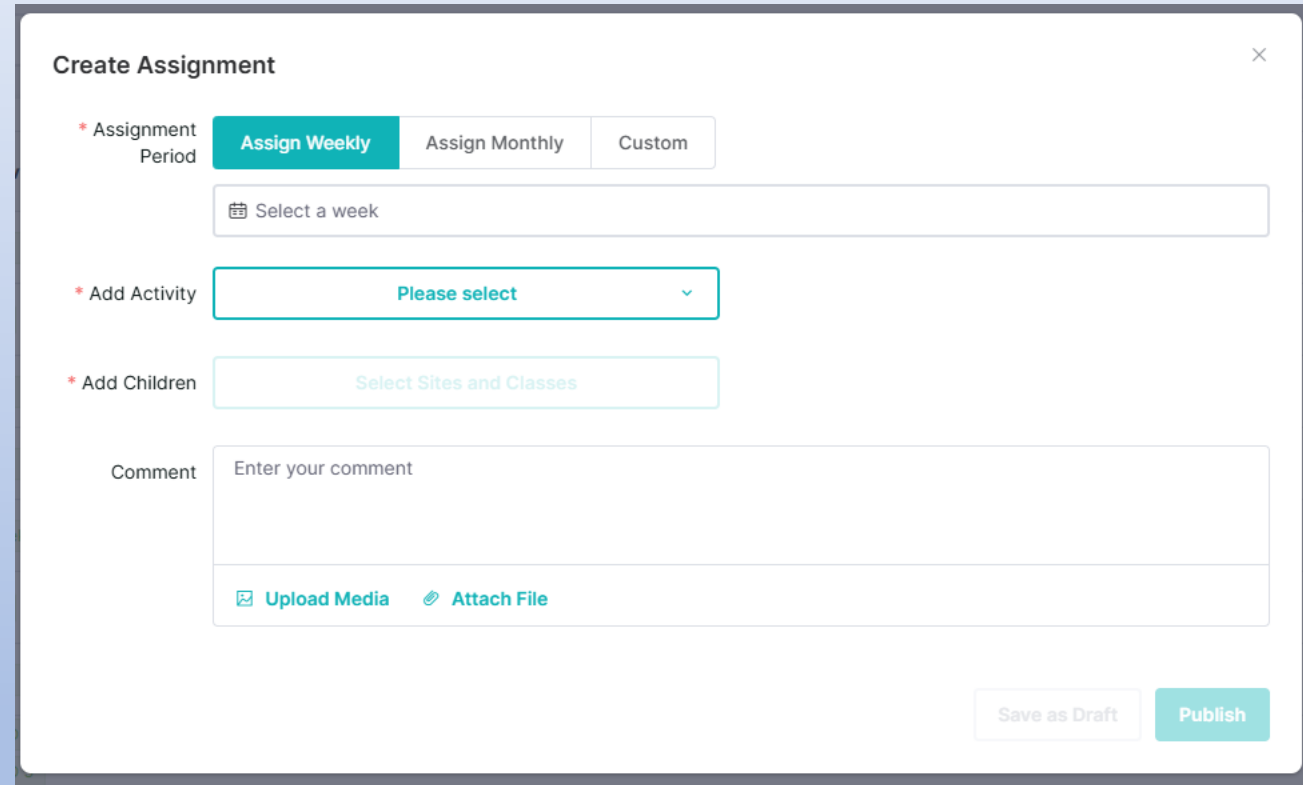
Select the Create Assignment tab.

The screenshot shows the 'Activity Assignment' page. At the top left is the title 'Activity Assignment'. To the right are several icons: a speech bubble with a red notification dot, a document with a checkmark, a graduation cap, a bell, a gear, and a user profile picture. Below the title is a breadcrumb trail: 'In-Kind > Activity Assignment >'. There are four filter dropdown menus: 'All Programs (4)', 'All Sites (36)', 'All Classes (113)', and 'All Statuses'. A large blue arrow points from the right side of these filters to an orange 'Create Assignment' button, which is highlighted with a blue rectangular border. Below the filters is a table with the following headers: 'Assignment Period', 'Activity Assignment', 'Assigned to', 'Assigned by', 'Creation Time', 'Completion Progress', and 'Actions'.

Step 6a: Review the Create Assignment Window

The Create Assignment window will open.

Use this screen to set the assignment period, activity, classroom, and parent instructions.



The screenshot shows a 'Create Assignment' window with the following elements:

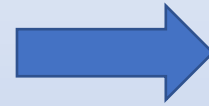
- Title:** Create Assignment (with a close button 'x' in the top right corner)
- * Assignment Period:** Three buttons: 'Assign Weekly' (highlighted in teal), 'Assign Monthly', and 'Custom'.
- Calendar:** A field with a calendar icon and the text 'Select a week'.
- * Add Activity:** A dropdown menu with the text 'Please select' and a downward arrow.
- * Add Children:** A field with the text 'Select Sites and Classes'.
- Comment:** A large text area with the placeholder text 'Enter your comment'.
- Media/Files:** Two links: 'Upload Media' (with a media icon) and 'Attach File' (with a file icon).
- Buttons:** 'Save as Draft' (light gray) and 'Publish' (teal) buttons at the bottom right.

Step 6b: Set the Weekly Assignment Period

Select Assign Weekly.
Then choose the calendar.

Reminder: Weekly assignments should run Monday–Sunday. Once the Monday is selected, Learning Genie will automatically select the ending Sunday.

Example: Select Monday, May 4.



Create Assignment ✕

* Assignment Period **Assign Weekly** Assign Monthly Custom

📅 05/04 - 05/10

* Add Activity ⌵

* Add Children ⌵

Comment

Save as Draft Publish

Step 6c: Add the Activity

Under Add Activity,
choose the correct:

- Program
- Activity
- Site and classroom



Create Assignment ✕

* Assignment Period Assign Weekly Assign Monthly Custom

📅 05/04 - 05/10

* Add Activity Early Head Start Select Activity

* Add Children Select Sites and Classes

Comment

[📎 Upload Media](#) [📎 Attach File](#)

Save as Draft Publish

Step 6c: Add the Activity Cont.

Please note: The following items will be listed in Learning Genie for assignment:

- Weekly Curriculum Activities
- AND 1-5 – Daily Activities
- IS 1-5 - Everyday Routines
- LL - Lending Library
- PCL - Parent Class Activity - **NEEDS A COMMENT** to qualify for in-kind hours
- S1 – Special Home Connection - **NEEDS A COMMENT** to qualify for in-kind hours
- CM – Conscious Discipline – 8 activities ***Posted by Admin**
- ME – Male Engagement - 8 activities ***Posted by Admin**

Be conscious when assigning activities.

- Do not double assign.
- Try not to overload families by assigning too many activities.
- Switch up AND and IS every other week

Step 6d: Add a Clear Parent Comment

Add a short comment that tells parents exactly what to do when submitting their in-kind activity time.



* Assignment Period **Assign Weekly** Assign Monthly Custom

05/04 - 05/10

* Add Activity **Early Head Start** Select Activity

Week 1: Mosquitos & Flies 5/4 – 5/10: 1. Activity: Follow the Crumb - Create a fun outdoor activity for young children by making a "crumb" trail using small pieces of paper. Encourage your child to pretend they are flies and follow the trail of "crumbs". At the end of the trail, place a tasty snack as a reward . 2. Activity: Bug Repellant Aromas - Invite your child to explore the "scented tubs" you have prepared and find tubs that have the same smell. Explain to your child that these scents are disliked by mosquitoes and can help keep them away. To create the scented tubs, you will need six small margarine tubs with lids. Poke several holes in the lids. Then, take two cotton balls for each scent: lemon extract, dried rosemary, and a mixture of lime juice and cloves. Place one cotton ball on top of each tub, creating three pairs of scented tubs. 3. Activity: Sign Language for Fly - Fly is signed like an airplane, but with added forward motion. Take your outstretched hand and tuck in your middle and ring fingers. Then move your hand diagonally across your body and face, like any winged transport or animal that flies across the sky. 4. Activity: Buzzing Breath - Teach your child the importance of deep breathing by engaging them in a fun activity. Begin by demonstrating how to take a deep breath and release it while saying, "buzz, buzz, buzz." Explain to your child that both mosquitos and flies make this buzzing sound. Encourage your child to imitate the breathing pattern and practice it regularly. This simple exercise can be a helpful tool for infants and toddlers to relax and calm themselves. 5. Activity: Back Scratch - Encourage your little one to think of different ways to scratch an itch when they can't reach it. They can ask for help, rub against a wall, use a stick, or even a back scratcher. Poem: Flea, fly, flea, fly, flow, Flea, fly, flow mosquitoes. Oh no! No more mosquitoes, Itchy, itchy, scratchy, scratchy, OH, I got one down my back! Invite your child to repeat each line after you. 6. Activity: Fly Catch - Encourage your little ones to participate in a fun activity called Fly Toss. All they need is a small cup and some crumpled pieces of black tissue paper to represent flies. Have them practice their hand-eye coordination by tossing the paper flies into the cup. 7. Activity: The Insect Poem - Invite your child to sing a song with the " Head, Shoulder, Knees and Toes " tune." Head, thorax, abdomen (touch head, chest and abdomen), abdomen. (Touch abdomen). Repeat twice. Six legs, four wings, antenna two, (touch legs, flap arms, point to head) Head, thorax, abdomen, (touch head, chest, and abdomen) Abdomen (pat abdomen) Feel free to adjust the actions and repetitions as needed to engage your child. The Developmentally Appropriate (DAP) time per activity is listed below by age group: • Infants (0-12 months): Recommended Time Per Activity: 5 to 10 minutes – Suggested Total Time Per Day 10-20 minutes – Suggested Total Time Per Week 50-100 minutes • Young Toddlers (12-24 months): Recommended Time Per Activity: 10 to 15 minutes – Suggested Total Time Per Day 20-30 minutes- Suggested Total Time Per Week 100-150 • Older Toddlers (24-36 months): Recommended Time Per Activity: 15 to 20 minutes – Suggested Total Time Per Day 30-40 minute- Suggested Total Time Per Week 150-280 minutes

* Add Children **Select Sites and Classes**

Training Site
All Classes

Comment

Upload Media Attach File

Save as Draft **Publish**

Step 6e: Suggested Comments

Beginning of the Week Reminder to submit:

- Today's the day! Please log in your time for last week's activities (05/04 - 05/10). Calculate your time for the entire 7 days and date 5/10
- This week's Activities will be posted later today.
- All weekly activities are assigned on Monday and are to be submitted the following Sunday/Monday (dated Sunday). Submitting early will result in a rejection and revision.

Generic Comments

- Learning Genie activities should be entered at the end of the week on Sunday/Monday (dated Sunday)
- Complete this week's activities and submit your time at the end of the week on May 10th. To avoid a revision, please do not submit early.
- Remember: Special Home Connections (S1) and Parent Class Activity (PCL) require a comment of what you and your child did.

Step 6e: Comments continued

Lending Library

- Please complete the Educational Lending Library activities of your choice using the theme-related book. After completion, **record the total time spent for this week.**
- Let's read! Count all the minutes you read to your child this week. Enter the total at the end of the week, May 3rd. To avoid a revision, **please do not submit early**
- Lending library time is for the week - you can include all the times spent reading for 7 days -Please submit at the end of the week on May 10th

Everyday Routines (IS 1-5) and Daily Activities (IS 1-5)

- This week's **Routines/Activities** should be entered at the end of the week on Sunday, May 10th
- Routines/Activities for this week, 05/04 - 05/10- should be entered at the end of the week on May 10th Remember the week starts on Monday and ends on Sunday.
- Complete the Everyday Routines/Activities for this week and submit your time on May 10th. To avoid revision, **PLEASE LOOK AT THE TIME LIMITS FOR EACH ROUTINE.**

Step 6f: Recommended times

Weekly Activities from the Curriculum Theme:

The Developmentally Appropriate (DAP) time per activity is listed below by age group:

EHS

- Infants (0–12 months): Recommended Time Per Activity: 5 to 10 minutes
 - Suggested Total Time Per Week 50-100 minutes
- Young Toddlers (12–24 months): Suggested Total Time Per Day 20–30 minutes
 - Suggested Total Time Per Week 100-210
- Older Toddlers (24–36 months): Suggested Total Time Per Day 30–40 minute
 - Suggested Total Time Per Week 210-280 minutes

HS

- Preschoolers (3–4 years old): Recommended Time Per Activity: 20 to 25 minutes
 - Suggested Total Time Per Day 40–50 minutes
 - Suggested Total Time Per Week 280-350 minutes
- Pre-Kindergarten (4–5 years old): Recommended Time Per Activity: 25 to 30 minutes
 - Suggested Total Time Per Day 50–60 minutes
 - Suggested Total Time Per Week 350-420

Step 6f: Recommended times

Remind Families to follow the recommended time limits.

- Brushing teeth should be a maximum of 5 (twice) minutes daily. 10 minutes X 7 days = 35 minutes*
- Helping at Home should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Helping with Dinner should be a maximum of 30 minutes daily. 30 minutes X 7 days = 210 minutes
- Dressing should be a maximum of 30 minutes daily. 30 minutes X 7 days = 210 minutes
- Bath time should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Taking a Walk should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Visiting a Store should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Cooking Dinner Activity should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Folding and Sorting Laundry should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes
- Putting Groceries Away should be a maximum of 20 minutes daily. 20 minutes X 7 days = 140 minutes

Remember:

- Excessive times may be rejected. ex: 310 minutes for brushing teeth is not a realistic time.
- Be aware that some families may input the same amount of time for every activity. Educate your families on the time expectations for the development their child.

*Children should brush their teeth twice daily (in the morning and at night)

Quick Check Before Publishing

Before selecting Publish, pause and verify the assignment details.

- ✓ Assignment Period is set to Assign Weekly.
- ✓ Date range begins on Monday and ends on Sunday.
- ✓ Correct program, activity, site, and classroom are selected.
- ✓ Parent comment is clear and explains what time should be recorded.
- ✓ Selections are reviewed before publishing to parents.

Presenter cue: Emphasize that accuracy before publishing prevents parent confusion and duplicate submissions.

Step 6g: Publish the Assignment

Review your selections.
Then select Publish to send
the assignment to parents
through the Learning Genie
app.

* Assignment Period **Assign Weekly** Assign Monthly Custom

05/04 - 05/10

* Add Activity **Early Head Start** Select Activity

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* Add Children **Select Sites and Classes**

Training Site
All Classes

Comment Enter your comment

[Upload Media](#) [Attach File](#)

Save as Draft **Publish**



Chat vs Engagement

In Learning Genie

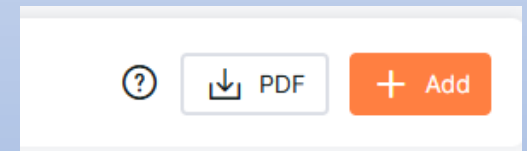
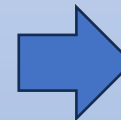
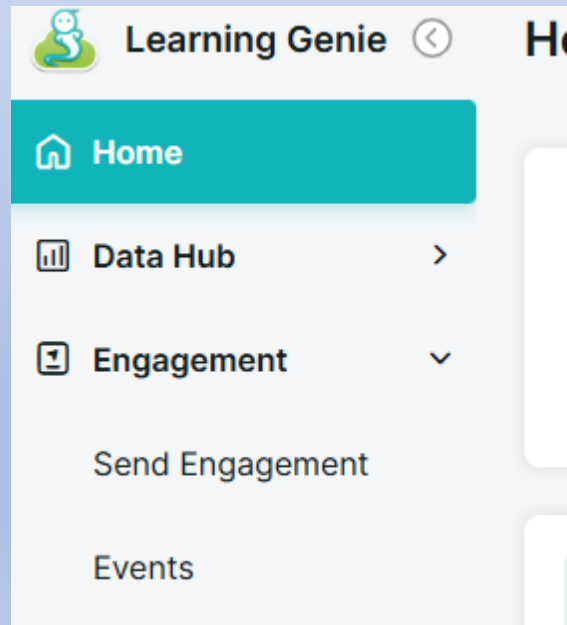


Chat vs Engagement

Engagement entries count on the reports, but chat does not.

Engagement has a variety of options to interact with families. You can add events, send photos, record food/bottles, and more.

Locate Engagement on the menu.
Choose “Send Engagement”
Select the **orange “Add” button**



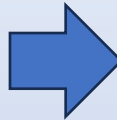
Chat vs Engagement continued-

The Activity Tab is the spot to send photos or files. You just add a description. Upload the photo. Select the site. From there you can send to the entire site, classroom, or child. You can also add a photo under the **Other Tab**.

The Event Tab is where you would add upcoming events.

The **Potty Tab** can keep families informed of the toilet training process.

Parents appreciate updates using the **Bottle Tab** or the **Food tab**.



Add New Engagement Item ×

- Activity**
- Book
- Learning Media
- Event
- Nap
- Diapers
- Potty
- Food
- Bottle
- Mood
- Reminder
- Other

Comments

Save as a template Choose a template

A short description of the activity, what children gained, possible next steps ...

Take Picture Record Video Upload Media Attach File

Add Children

+ Select Sites and Classes

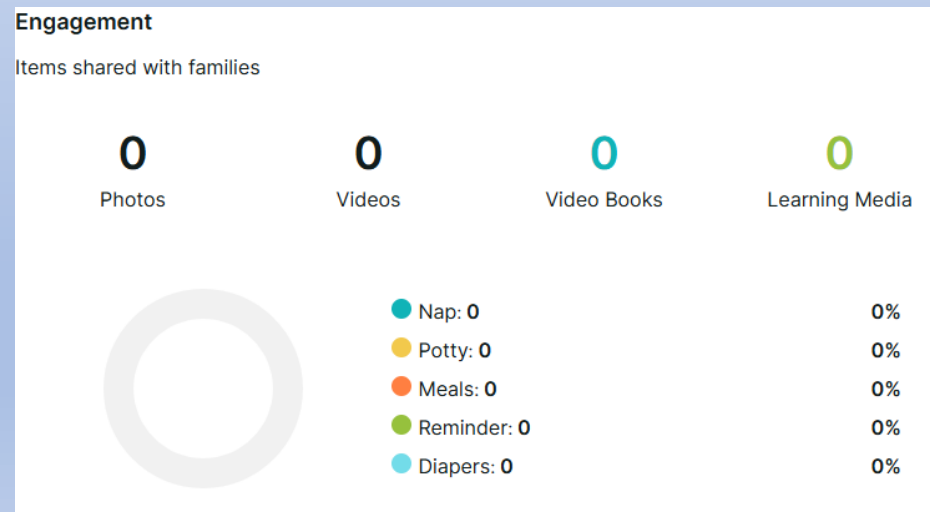
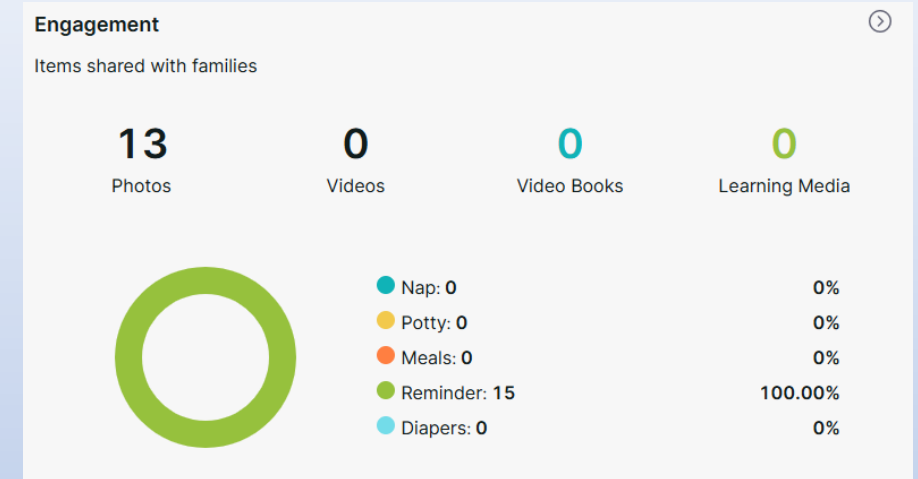
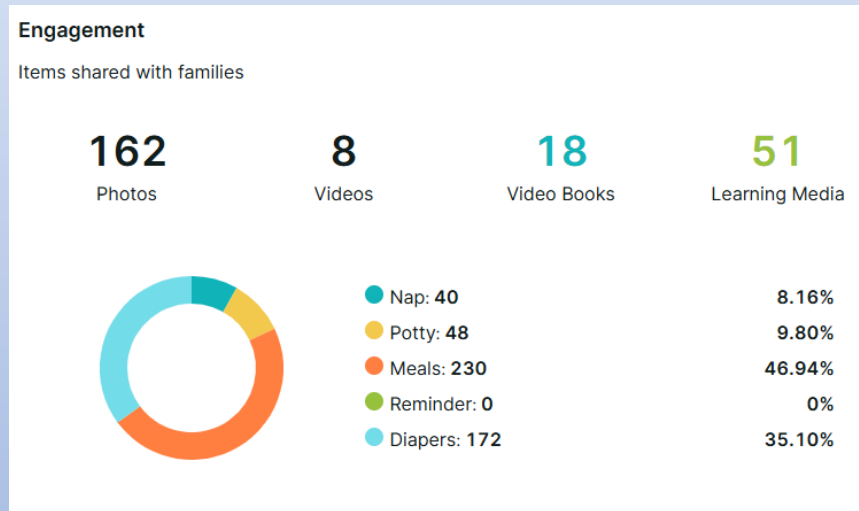
1 site is selected >

ⓘ If more children are added, it will take several minutes to view this post on the profiles of all the children after saving.

Save as draft Save

Chat vs Engagement continued-

Explore all the tabs. Using this format to engage with families will be reflected on the data reports.





Need Help with Learning Genie?



Use the training page for quick guides, videos, and support options.

Head Start Parent & Provider Training Page



Scan with your camera

- Learn about in-kind
- Watch short how-to videos
- View site visit and training schedules

4C Head Start Contact Us Page



Scan with your camera

- Send questions using the contact page
- Include your site/classroom when possible
- Response time: within one business day

Presenter cue: End by reminding staff where to find support before or after assigning activities.