



My Montessori Journal

User Guide

School management for Montessori and multi-curriculum schools

September 2026

This guide follows the platform's own help content and video tutorials.

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1. About the platform

What is My Montessori Journal?

My Montessori Journal is a web-based school management platform for Montessori and multi-curriculum schools. It brings planning, curriculum tracking, attendance, student profiles, reports, family communication and school administration into one place.

Is it only for Montessori schools?

No. It was created with Montessori schools in mind, but it can also support British, IB, national, regional or custom curricula. Schools can adapt subjects, classroom types, standards and reporting structures to match their own model.

Watch the tutorial: Platform overview · youtu.be/aO9NwgtTqAg

2. Before you begin

What is the recommended setup order for a new school?

For a smooth start, first configure the school, then add students, then use the dashboard for planning, and finally set up applications such as announcements, forms and reports.

3. Setting up your school

Can the school structure be customised?

Yes. Administrators can configure school years, sessions, subjects, subject sets, classroom types, classrooms, staff, holidays and attendance statuses to reflect the school's structure.

How are subjects and curricula configured?

Schools can create subjects once and apply them across relevant classes or stages. Subjects can be grouped into subject sets and linked to curriculum standards, colours and prerequisites.

Can prerequisites or developmental benchmarks be added?

Yes. Schools can define essential or preferred prerequisites for subjects and stages, helping teams clarify what students should consolidate before moving to the next developmental stage.

Can staff permissions and notifications be controlled?

Yes. Schools can assign roles, classroom access, default language and specific permissions, such as action plan approval, child-protection alerts or accident/incident report approval.

Watch the tutorial: School setup · youtu.be/-Fr03SGlqVs

4. Student profiles

What information is included in each student profile?

Student profiles can include personal and academic information, classroom assignment, sessions, year level, authorised adults for pick-up, emergency contacts, image permissions, documents, attendance, lessons, forms, reports, action plans and incident records.

Can student information be downloaded for administration or trips?

Yes. Schools can download relevant student information for administrative work, excursions, residential trips or other internal procedures.

Watch the tutorial: Student profiles · youtu.be/p6Hjtu5qkAU

5. Attendance

How does attendance work?

Teachers can record attendance using the school's own attendance statuses. They can mark all students present, unmark all, and add notes such as late arrival, early pick-up or medical absence.

Can each school customise attendance statuses?

Yes. Schools can create their own attendance categories, such as present, absent, unjustified absence, illness, late arrival, early pick-up or any other status needed for consistent records.

Watch the tutorial: Attendance · youtu.be/yd_oCkXzUps

6. Calendar and lesson planning

How does lesson planning work?

Teachers can create units, add learning activities, connect them to curriculum knowledge or standards, attach files, organise groups and schedule lessons on the calendar.

Can teachers reschedule or evaluate planned lessons?

Yes. Once a lesson is scheduled, teachers can move it to another day or time, unschedule it, evaluate it, add or remove students according to attendance and add session notes.

Can coordinators see what teachers have planned?

Yes. Coordinators can view planned lessons and see who planned them, helping the school support consistency and coordination across classrooms.

Can teachers reuse previous planning?

Yes. Units and activities can be reused for another classroom, another subject or another school year, reducing duplicated work and saving teacher time.

Watch the tutorial: Calendar & planning · youtu.be/6ie8PSMct8o

Watch the tutorial: Lesson plans · youtu.be/uAPQFxljb1Q

7. Curriculum, standards and inspections

Can the platform help with inspections or accreditation?

Yes. Schools can link lessons, activities and observations to curriculum objectives and standards, follow progress by classroom, course or child, and keep evidence organised for inspections or accreditation visits.

Can curriculum standards be tracked by classroom, course or child?

Yes. Coordinators can monitor which standards have been introduced, which have not, and which are already mapped to lessons or activities.

Can My Montessori Journal help with curriculum mapping?

Yes. The platform supports curriculum mapping, and schools can request support from the My Montessori Journal team if they would like help connecting activities and lessons to curriculum standards.

8. Photos, activity and portfolios

How are photos and activity updates organised?

Schools can upload photos and link them to students using @student tags and to presentations or activities using #activity tags. Notes can be added, and content can be shared publicly with families or kept private.

Can families see a child's portfolio?

Yes. Meaningful moments can be added to a child's portfolio so families can follow learning, activities and progress throughout the year.

Watch the tutorial: Photos & activity · youtu.be/1UC8aowD3nc

9. Families

What can families see when they log in?

Families can see school announcements, pending tasks, their child's profile, contact information, shared images, conference reports, forms, attendance records, calendar events, school information and classroom community details.

Can schools send announcements to families?

Yes. Schools can create announcements, write a message, attach files if needed, and share them with selected classrooms, families or staff.

Can events be shared with families?

Yes. Calendar events can be made public for families, assigned to specific classrooms, or kept private for internal school use.

Can schools share policies, menus or resources with families?

Yes. The school information area can be used to share links or documents such as monthly menus, school calendars, extracurricular information, policies, resources or family group links.

Watch the tutorial: Family access · youtu.be/SkYfhi_3h24

Watch the tutorial: Announcements · youtu.be/XdRNaTmIJpU

Watch the tutorial: Events · youtu.be/8l0jB4QXUn0

Watch the tutorial: School information · youtu.be/-iCHDZaQffs

10. Forms, accidents and incidents

Can schools create custom forms?

Yes. Schools can design forms for permissions, excursion authorisations, extracurricular surveys, family communications or other school-specific needs, then send them to classes or individual students.

How are accidents or incidents managed?

Teachers can complete an accident or incident form when a child is injured, involved in a conflict or affected by a relevant event. A coordinator can review it before it is sent to families.

Watch the tutorial: Forms · youtu.be/848ENPACVqo

11. Conference reports and action plans

Can conference reports be customised?

Yes. Schools can design conference report templates, choose the session, set the editing period and send reports to a whole classroom or individual students.

What are action plans?

Action plans help schools document agreed support for a child, such as academic, emotional, behavioural or short-term needs. They can be reviewed and approved by a coordinator before being shared with families.

Watch the tutorial: Conference reports · youtu.be/7_RPGjUiCHo

12. End of year: re-enrolment

Can the platform manage re-enrolment?

Yes. Schools can re-enrol students individually or in groups, filter by classroom or age, move students to another classroom, increase their year level, or keep them in the same classroom.

Watch the tutorial: Re-enrolment · youtu.be/beHjCEMtv68

13. Video tutorials

All fifteen tutorials are on the website, on the Tutorials page:

<https://www.mymontessorijournal.com/#tutorials>

01 Platform overview

youtu.be/aO9NwgtTqAg

02 School setup

youtu.be/-Fr03SGIqVs

03 Calendar & planning

youtu.be/6ie8PSMct8o

04 Student profiles

youtu.be/p6Hjtu5qkAU

05 Attendance

youtu.be/yd_oCkXzUps

06 Family access

youtu.be/SkYfhi_3h24

07 Photos & activity

youtu.be/1UC8aowD3nc

08 Lesson plans

youtu.be/uAPQFxljb1Q

09 Events

youtu.be/8l0jB4QXUn0

10 Forms

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11 Conference reports

youtu.be/7_RPGjUiCHo

12 Announcements

youtu.be/XdRNaTmlJpU

13 Re-enrolment

youtu.be/beHjCEMtv68

14 School information

youtu.be/-iCHDZaQffs

15 Additional platform tutorial

youtu.be/PtRWTD8oocY

14. Getting started and support

How can a school get started?

The easiest way is to request a live demo. We will show the platform, understand your school's structure and explain what needs to be configured before launch.

Questions?

Write to hello@mymontessorijournal.com and we will help you.

www.mymontessorijournal.com