

Evidence Me Help for Parents



Parent Share is a feature accessed by teachers and parents via the Evidence Me app or website. Teachers can share your child's learning journey with you and you can share your child's home learning with them by taking quick snap shot observations and writing some simple notes.

How Parent Share Works

1. Once a school/ setting has linked your email address to your child's account, you will be sent a Parent Share invitation via email to activate your account.
2. Click on the link to activate, add password and confirm your email address.

PLEASE NOTE: If you do not receive your set up email please check your spam/ junk folder. If it doesn't appear in there then please contact the school/ setting directly to ensure this has been sent to you.

Evidence Me Parent App

Download the App from your devices' App Store

1. Visit the App Store or Play Store on your device and search for **Evidence Me by 2Simple**
2. Follow the steps to download the app



Log in to the app

1. Open the app on your device
2. Enter your **Email** and **password**
3. Tap **Login**
4. The following pop up message will appear:
 - “**Evidence me**” **Would Like to Access the Camera** – Tap **OK**
 - “**Evidence me**” **Would Like to Access the Microphone** – Tap **OK**
 - **Would you like to save this password to use with apps and websites? Please Note:** If you are using a shared iCloud account we would recommend clicking **Not Now**
 - **Do you want to set a PIN?** we recommend that you select **OK** to keep your app secure (you can select **No** and set this up at a later date).
5. Press **OK**

Create a Parent App Observation

For each Parent Share observation, you can add evidence. This for home learning, should be directly related to the tasks set within Microsoft Teams for that day.




Photo

1. Open the app - tap on the camera icon to take a photo - this will be instantly captured.
2. Edit your image using the image edit features – **Please Note** this feature will only appear if you have switched on **Enable Crop Screen** in the **Settings** area of the app
3. Tap **Done** in the bottom right-hand corner
4. Select **Tap to Edit**

TOP TIP: *Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.*

*A **green** dot will appear at the top of the observation/picture when it has uploaded to the online learning journal. This means your child’s class teacher will be able to see it. If the observation continues to have a **red** dot in the corner – try logging out of the app and back in and it should upload to your child’s learning journey.*

Video

1. Open the app – tap on the video icon -The video will automatically start recording
2. Click on the **stop button**  to stop the recording
3. Click **Tap to Edit**

TOP TIP: Your observation will automatically appear on your recent observations bar so you can always edit it at a later date.

*A **green** dot will appear at the top of the observation/picture when it has uploaded to the online learning journal. This means your child's class teacher will be able to see it. If the observation continues to have a **red** dot in the corner – try logging out of the app and back in and it should upload to your child's learning journey.*



Existing Photo/ Video On Your Phone Camera.

1. Your device gallery will instantly open
2. Select the image(s) you would like to upload (max 10)
3. Click **Select** in the top right-hand corner

PLEASE NOTE: Video's should not be longer than 2 minutes.

Add App Observation Details

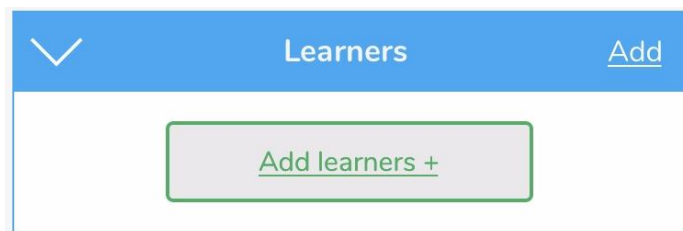
1. Tap to **edit** an observation
2. Click to amend the date and time (if required)

Date	<input type="text" value="14 Aug 2019"/>
Time	<input type="text" value="02:00 pm"/>
Observed by	<input type="text" value="Kevia Conneran"/>

3. Tap on one of the icons below the image to upload more evidence

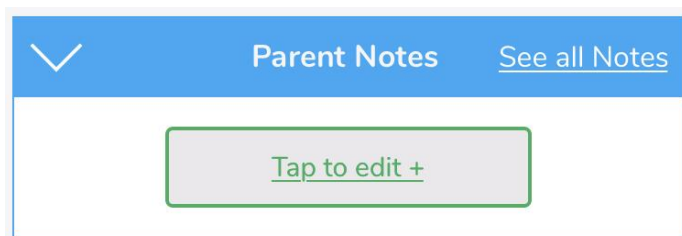


4. Tap **Add Learners +** – Please note a learner must be added in order for the observation to be sent to the school or setting



5. Tap **Add Parent Notes +**

Observations will automatically be uploaded to the school's account as long as your device is connected to wifi. This is indicated by a green dot appearing in the top left-hand corner of the observation thumbnail.



Observations with a red dot in the top left-hand corner have not yet been uploaded and will upload as soon as your device is connected to a good wifi connection.

[View App Observations](#)

Every half term your teacher will send your child's observations to you to view. You will receive an email notification every time an observation is uploaded to the app of your child for you to see. By clicking on the link within the email notification you will automatically be taken to the new observation within your Evidence Me App.

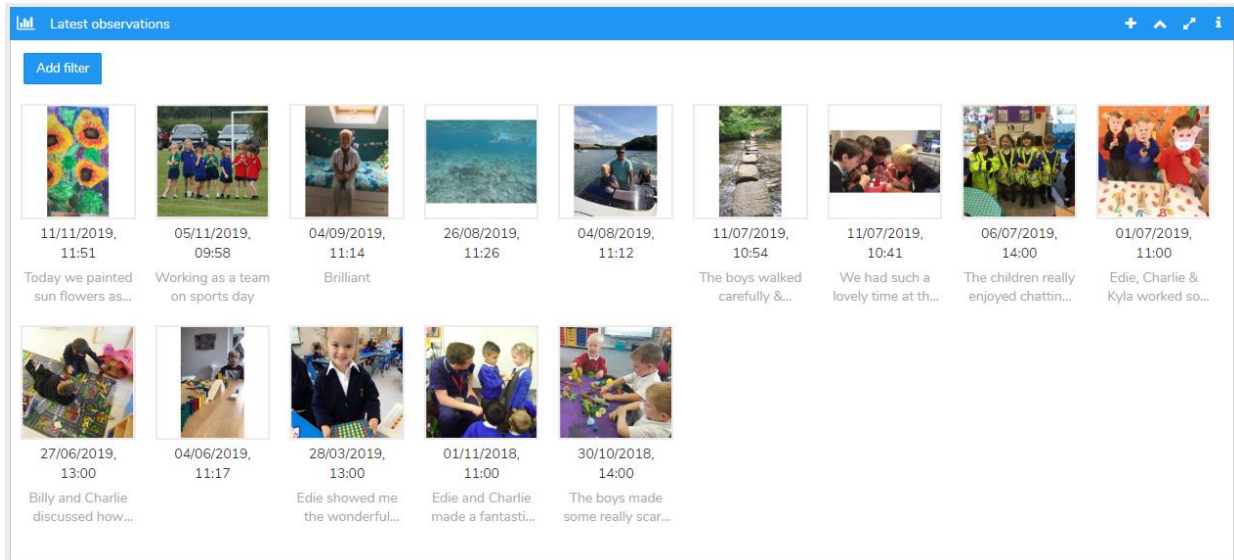
[No Phone with App Access?](#)

If you do not have a phone with an app function please access evidence me on the website.

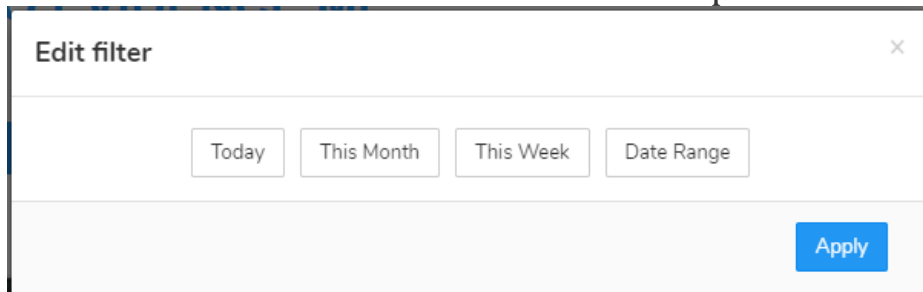
Please visit **evidence.me** and log in with your username and password. We recommend that you use **Google Chrome** when accessing the web suite to ensure you have full access to all its features.

Viewing Observations on The Website If You Do Not Have a Phone with The App.

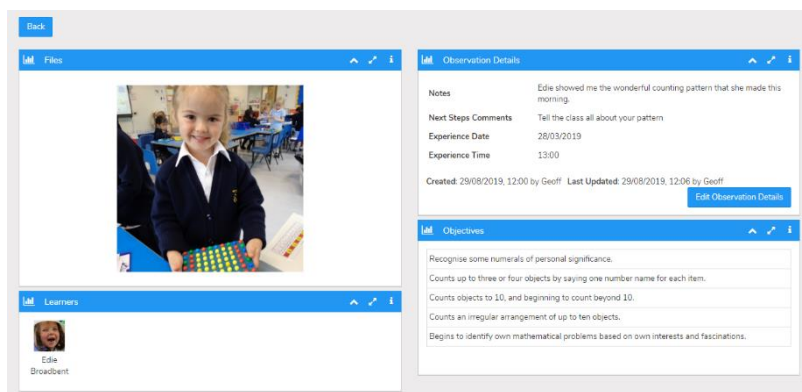
From the Evidence Me home page, you can view all the latest observations.



1. Click **Add filter** to view observations for a particular date range.



2. Click on an observation image to view it.
3. Click **Edit Observation Details** to add Parent Notes to the observation.
4. Click **Save Changes**



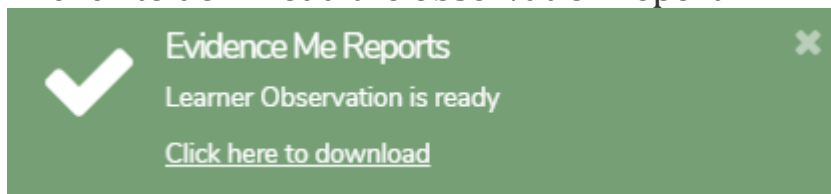
[Download/ Print Observations from The Website.](#)

You can download and print any of your child's observation directly from the website by following the below steps:

1. Click **Home**
2. Click the observation you would like to download/ print
3. Click Print Observation Details in the top right-hand corner

A blue rectangular button with the text "Print Observation Details" in white.

4. A green banner will appear in the top-right hand corner for you to click to download the observation report

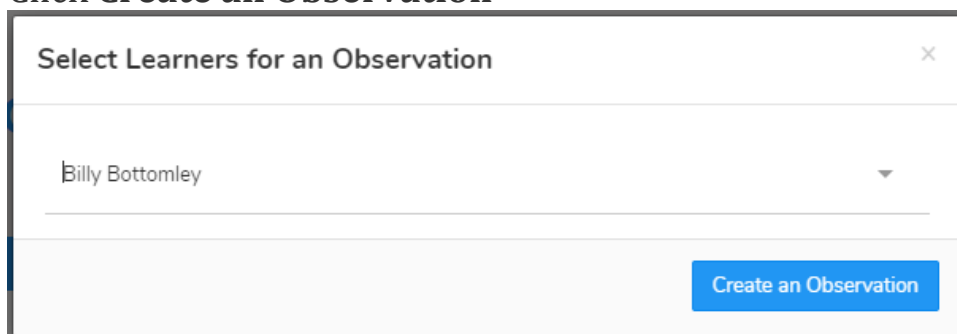


The observation will download in a PDF format that you can open to save or print.

[Create an Observation on The Website.](#)

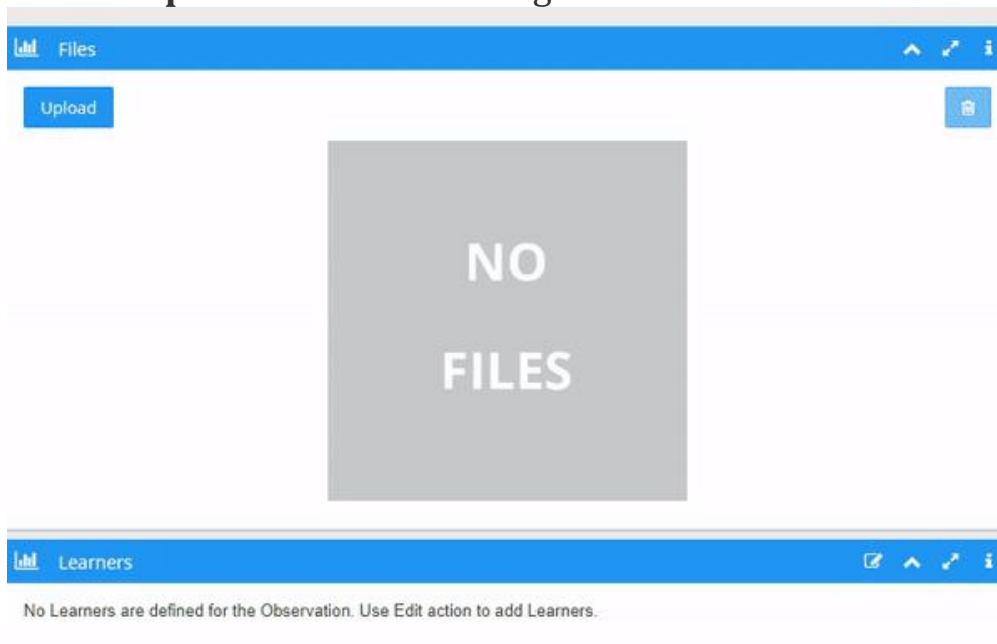
Creating observations directly on the Web Suite is really quick and simple.

1. Click on the **+** icon in the top right corner of the **Latest Observations** bar
2. Select your child/ children
3. Click **Create an Observation**




4. Click **Upload** in the top left-hand corner to add an image (photo/ video)
5. Upload your image by **dragging & dropping** it into the box or select **Browse**
6. Use the blue box to crop your image and click **Add Image**

7. Click **Upload** in the bottom right-hand corner



TOP TIPS:

1.
 - To add more than one image re-click the **Upload** button
 - To delete an image click to highlight it, click on the bin icon  in the top right-hand corner and click **Delete**

[Edit Observation Details on The Website.](#)

1. Click **Edit Observation Details** in the bottom right-hand corner of the **Observation Details** box
2. Add observation details such as the **Experience Date, time, and Parent Notes**
3. Click **Save Changes**

The image shows a screenshot of the 'Edit Observation' form. The form has a title bar 'Edit Observation' with a close button 'x'. It is divided into two main sections. The left section is titled 'Next Steps Comments' and contains a large grey text area. Below this is a section titled 'Parent Notes' with the text 'Ellie baking a cake'. The right section contains two input fields: 'Experience Date' with the value '24/11/2019' and 'Experience Time' with the value '13:21'. At the bottom right of the form is a blue 'Save changes' button.

Your Parent Share observation will be automatically submitted to your child's setting.