

St. Joseph's R.C. Primary School  
George Row, London SE16 4UP



Telephone: 0207 237 4267  
[www.stjosephsgorgerow.org](http://www.stjosephsgorgerow.org)

*Headteacher: Mrs Byrne*

Wednesday 21st October 2020

Dear Parents,

At St Joseph's we use an app called Evidence Me to document your child's learning experiences and development. We use it on a daily basis- To take photographs of your child in action and make comments about what they are doing. This enables us to build up a profile of your child's achievements to use in our assessment process.

This app can also be used by parents, in conjunction with the school, to document their child's progress at home and in a wider environment. If you witness your child independently doing something new, you can take a photograph, add a comment to explain the context and up load it to your child's profile- where it can be viewed by their class teacher. Evidence can be up loaded at any time. The school will up-load observations of your child in class at the end of every half term, for you to view in the app or on the website.

Any documentation involving your child can only be accessed by yourself, their class teacher and the school senior management.

We will be sending you an invitation to join this platform. Once you have received the e mail, you will need to download the app onto a smart device and enter the details in the e mail. It is very simple to install and use.

Attached are some notes on how to set up Evidence Me once you have received the e mail.

Many thanks,

Miss Sycamore- Nursery Teacher

## Help for Parents

Parent Share is a feature accessed by teachers via Evidence Me. It offers a quick, simple and effective way of proving "parental engagement" in the learning process.

### 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 to activate your account.
2. If you would like to participate, click on the link to activate 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 directly to ensure this has been sent to you.

### Evidence Me Parent App



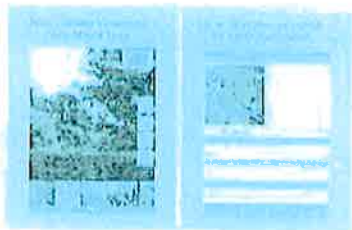
The Evidence Me Parent App can be downloaded by visiting the App store or google play.

#### Manually Download the App

1. Visit the App 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 **Log In**
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**

If for any reason you cannot access the App, you can access your account via the web suite by

Visiting: [evidence.me](http://evidence.me)

## Create a Parent App Observation

For each Parent Share observation, you can add evidence. This could be an activity or a piece of work.

Tap on one of the below icons on the app Create screen to start your observation




### Photo

1. The photo 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.



### Video

1. 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.



### Existing photo/ video

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:** If the video is saved in a special new “high-efficiency multimedia format” in the IOS gallery, then the video won’t play (only sound).

Here is how you can switch off this new format open Settings:

1. Open the device **settings**
2. Scroll down to **Camera**
3. Tap **Formats**
4. Tap **Most Compatible**



### Continue without evidence

1. A blank observation will automatically open

## Add App Observation Details

1.

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

Date 13/05/2019  
Time 07:04 pm  
Observed by Esmat Elshamsy

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

You will receive an email notification every time an observation is uploaded to the app for your child by your child's setting- this will be done every half term. By clicking on the link within the email notification you will automatically be taken to the new observation within your Evidence Me App.

**PLEASE NOTE:** If you do not receive the email notifications please check your spam/ junk folder and mark support@2eskimos.com as safe.

You can view Parent Share observations at any time by opening the Evidence Me App and tapping **Observations** on the quick-access bar in the bottom left-hand corner.

Add Parent Notes to any observations by tapping **Tap to edit +** under the **Parent Notes** area of the observation. Type your note and click **Back** in the top left-hand corner for your notes to be automatically saved to the observation.



If you have any further questions, please contact your child's school.

[Parent Share Web Suite](#) –If you prefer to view via a computer/laptop.

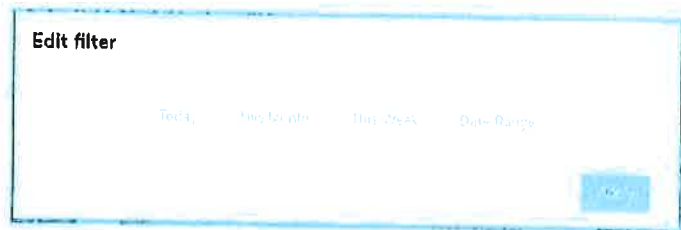
Please visit [evidence.me](#) and log in with your username and password.



### View Observations

From the Evidence Me home page, you can view observations- these will be uploaded every half term by the school.


1. Click **Add filter** to view observations for a particular date range.
2. Click on an observation image to view it.



### Create an Observation

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

1.

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**



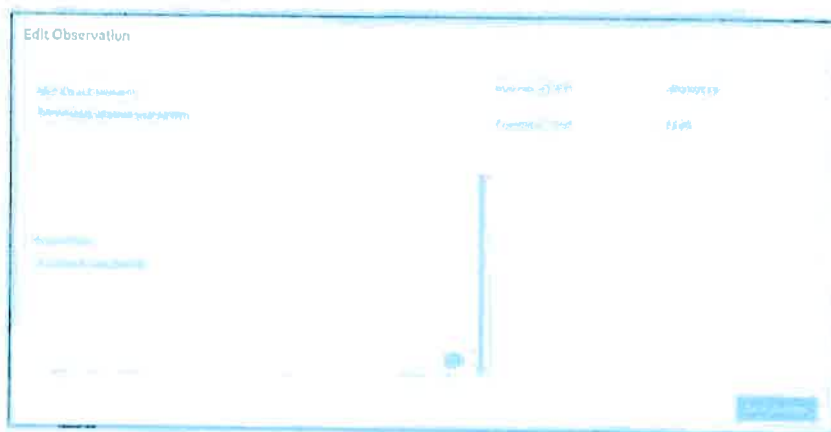
4. Click **Upload** in the top left-hand corner to add an image (photo/ video)
5. Upload your image by **dragging & dropping** it into the box or select **Browse**
6. Use the blue box to crop your image and click **Add Image**
7. Click **Upload** in the bottom right-hand corner



**TOP TIPS:**

- 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**



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**

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