

St. Joseph's R.C. Primary School

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Headteacher: Mrs Byrne



Tuesday 20th October 2020

Dear Parents,

As discussed during the Reception review meeting, we are launching the parent share aspect of Evidence me this week. During this week you will receive an e-mail inviting you to join this platform. The email will inform you of the details that you require to access the app. You will need to download the app onto your device.

You can up-load evidence at any time, and it will be submitted to your child's profile. We will up-load school observations at the end of every half term for you to view in the App or on the website.

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

Many thanks

Mrs Hilton- Peter class teacher

Miss Brockbank—John Paul 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



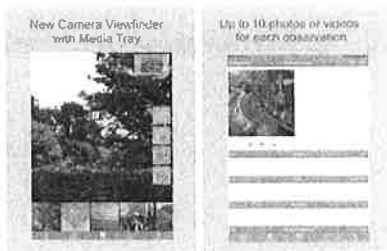
The Evidence Me Parent App can be downloaded by visiting the App store or google play.

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 **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**

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

Visiting: 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

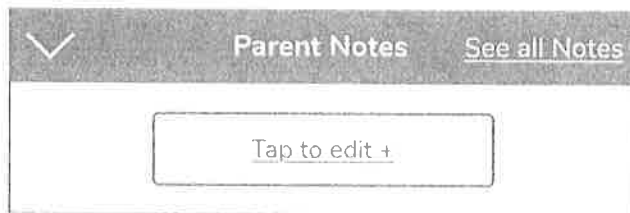
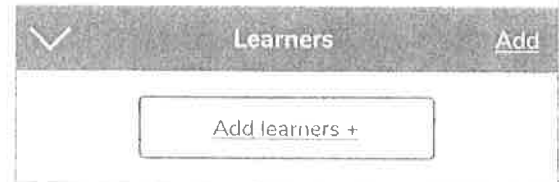
1.

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
5. Tap **Add Parent Notes +**

Date	14 Aug 2019
Time	02:00 pm
Observed by	Kevia Conneran



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.

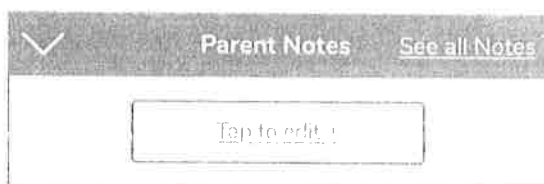
View App Observations

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.

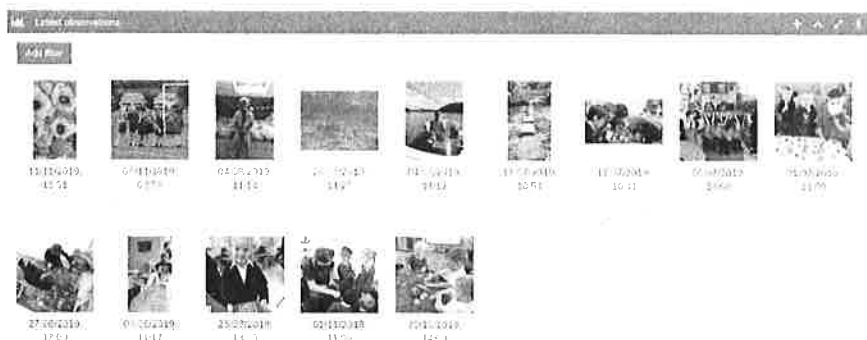
Add Parent Notes to any observations by tapping **Tap to edit +** under the **Parent Notes** area of the observation. Type your note and click **Back** in the top left-hand corner for your notes to be automatically saved to the observation.



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.

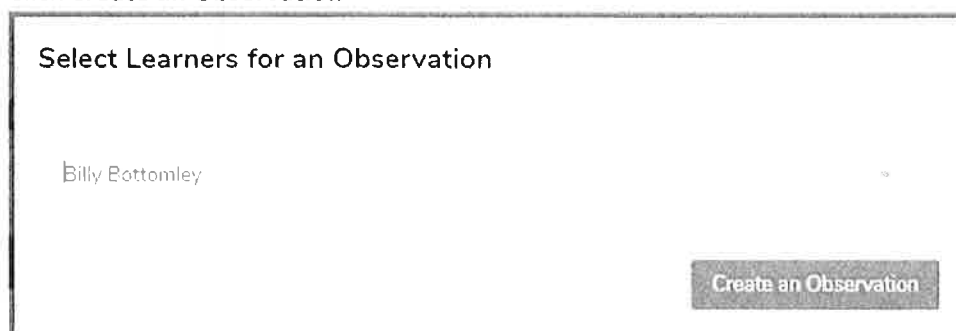


Create an Observation

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

A screenshot of the 'Edit Observation' form. The form is titled 'Edit Observation' and contains several fields. On the left, there is a 'Next Steps Comments' field with the text 'Tell the class all about your pattern'. Below this is a 'Parent Notes' field with the text 'Great work very proud!'. On the right, there are two fields: 'Experience Date *' with the value '28/03/2019' and 'Experience Time *' with the value '13:00'. At the bottom right, there is a 'Save changes' button. A vertical line separates the left and right sections of the form.

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.