

Evidence Me 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/ setting directly to ensure this has been sent to you.

ANDROID USERS, PLEASE NOTE:

If your device is running Android 4.x (minimum requirement is v4.4) you will need to install an additional security certificate on your device in order for you to log in to the app:

1. First, check your device for Android system updates to see if there is a newer version of Android OS for your device
2. If there are no updates available then you will need to install an additional security certificate as follows:
 - Open an internet browser on your device
 - Go to – http://www.evidence.me/certificate/_2eskimos_com.der
 - In the “Name the certificate” box, type **Evidence.Me** into the Certificate name
 - Tap **OK**

Evidence Me Parent App

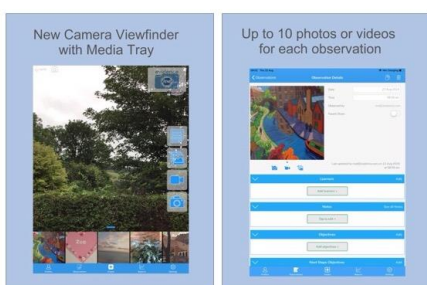


The Evidence Me Parent App can be downloaded by clicking one of the above icons.

Download the App from your devices' App Store

1.

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

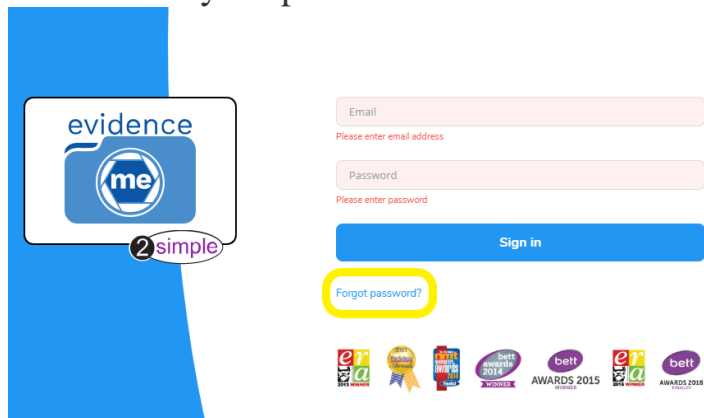


Log in to the app

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**

Forgotten Password

To reset your password please visit evidence.me and click **Forgot Password** and enter your email address. An email will be sent to you with a link to reset your password.



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

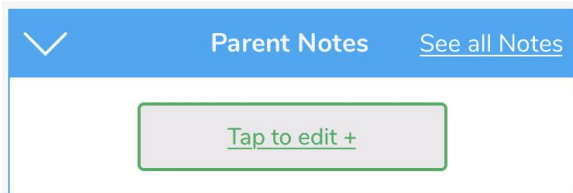
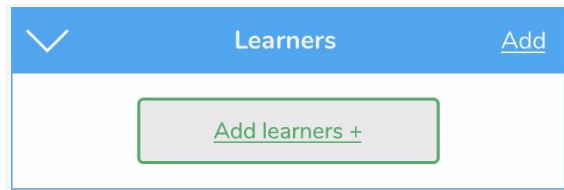
1. Tap to **edit** an observation
2. Click to amend the date and time (if required)

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

Add Document and Links

Documents and links can only be added via the website. Please view the below Parent Share website > Add Document and Links information.

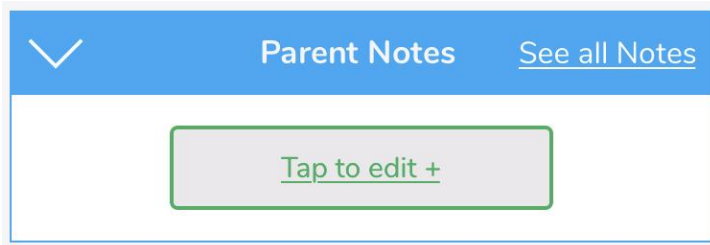
View App Observations

You will receive an email notification every time an observation is uploaded to the app for your child. 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

You can add notes/ comments 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.



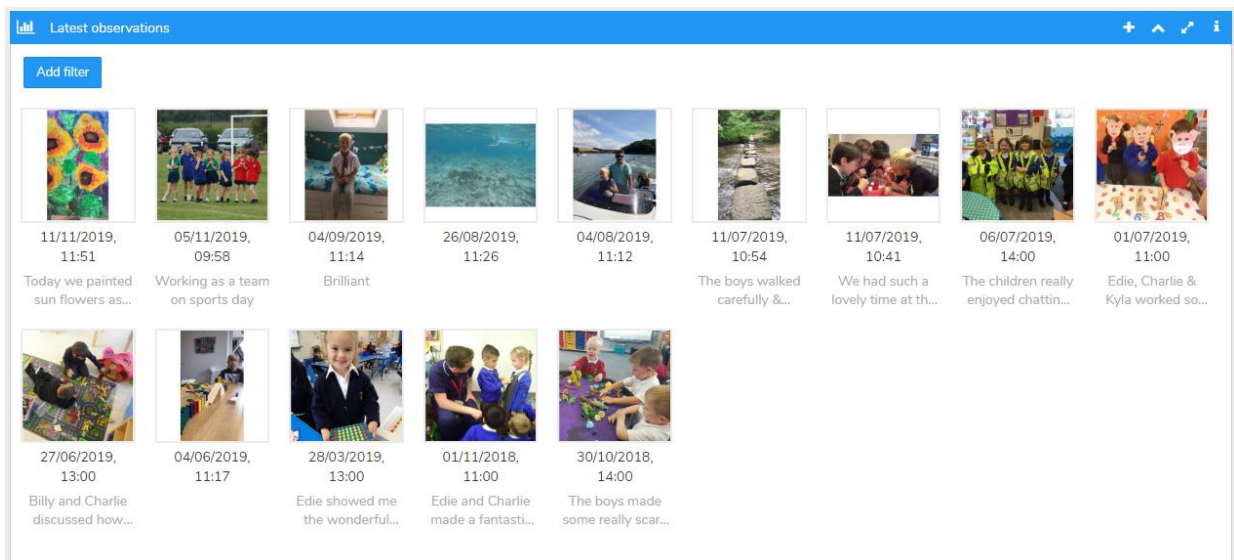
If you have any further questions please contact your child's school/ setting directly.

Parent Share Web Suite

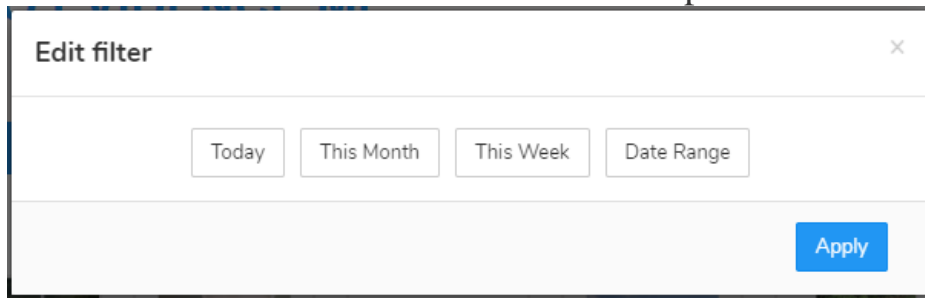
Please visit **evidence.me** and log in with your username and password. We recommend that you use **Google Chrome** when accessing the web suite to ensure you have full access to all its features.

View Observations

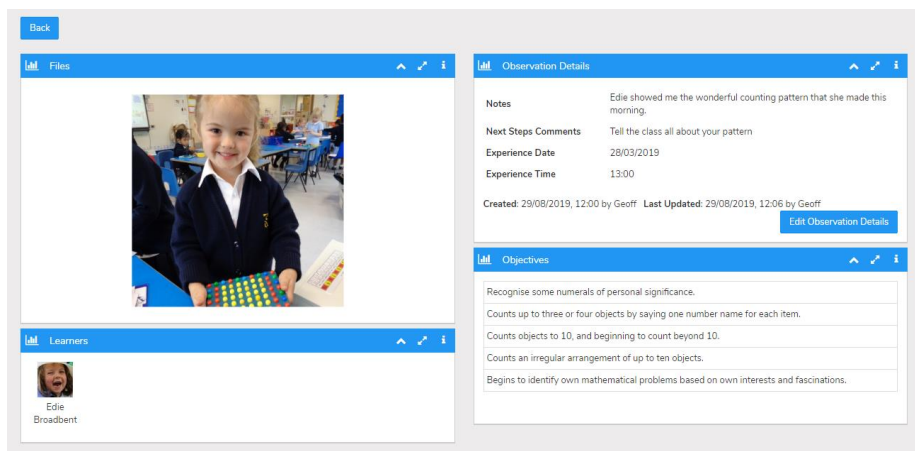
From the Evidence Me home page, you can view all the latest observations.



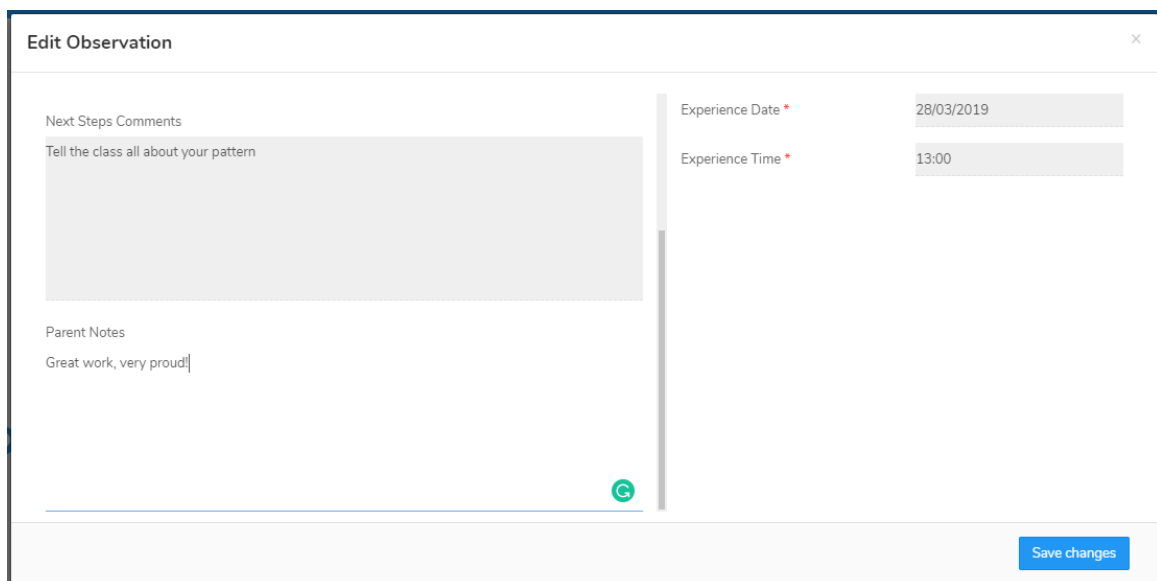
1. Click **Add filter** to view observations for a particular date range.



2. Click on an observation image to view it.



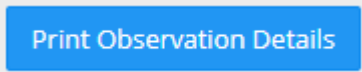
3. Click **Edit Observation Details** to add Parent Notes to the observation.
4. Click **Save Changes**



Download/ Print Observations

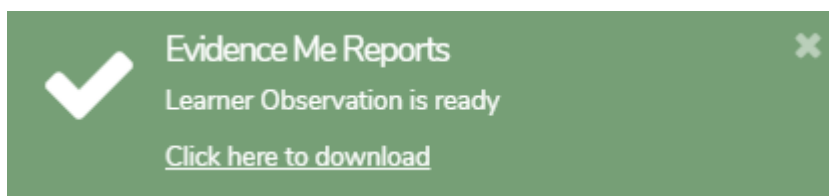
You can download and print any of your child's observation directly from the website by following the below steps:

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



Print Observation Details

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

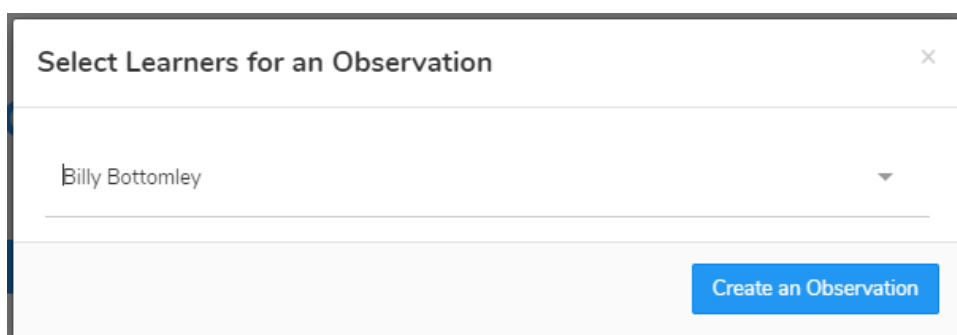


The observation will download in a PDF format that you can open to save or print.

Create an Observation

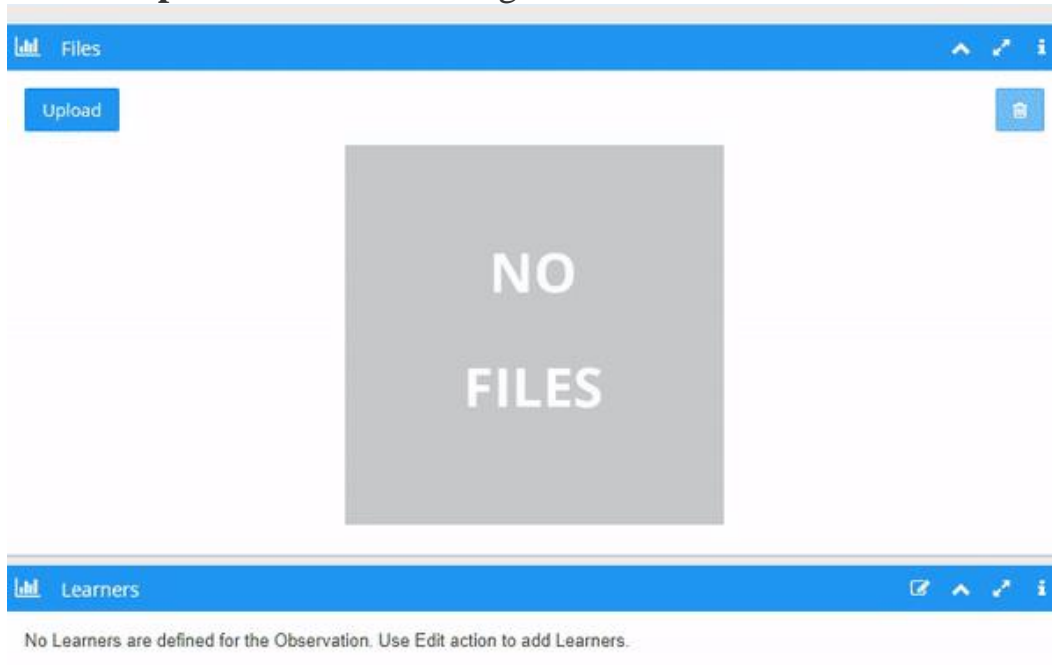
Creating observations directly on the Web Suite is really quick and simple.

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**



A dialog box titled "Select Learners for an Observation" with a close 'x' icon in the top right. It features a search input field containing the text "Billy Bottomley" and a dropdown arrow on the right. At the bottom right, there is a blue button labeled "Create an Observation".

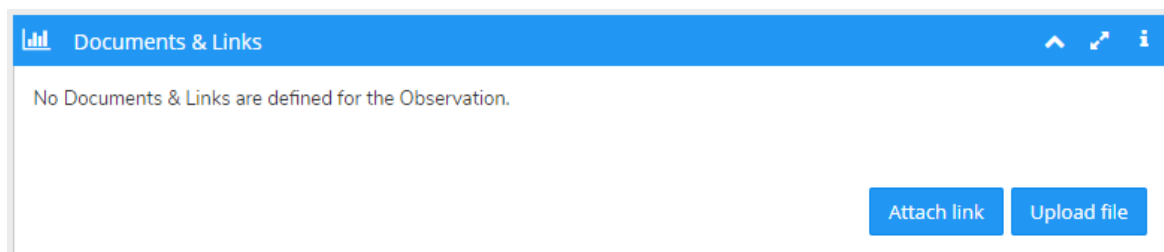
4. Click **Upload** in the top left-hand corner to add an image (photo/ video)
5. Upload your image by **dragging & dropping** it into the box or select **Browse**
6. Use the blue box to crop your image and click **Add Image**
7. Click **Upload** in the bottom right-hand corner



TOP TIPS:

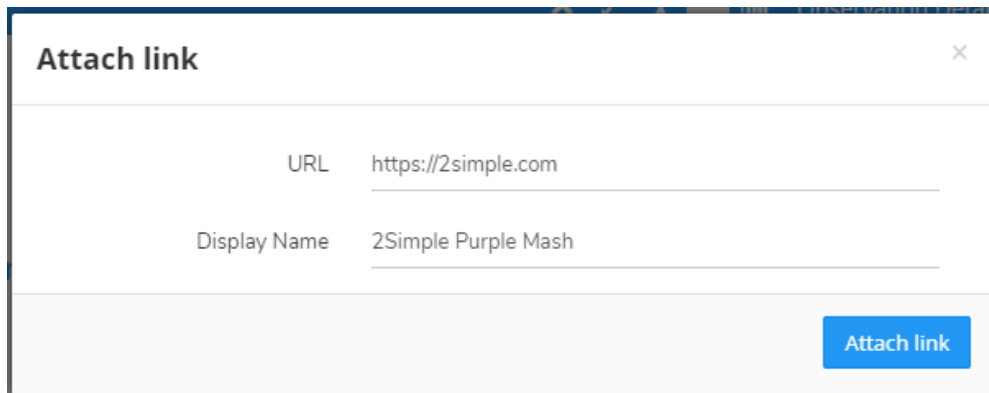
- To add more than one image re-click the **Upload** button
- To delete an image click to highlight it, click on the bin icon  in the top right-hand corner, and click **Delete**

Add Documents and link



Attach Links

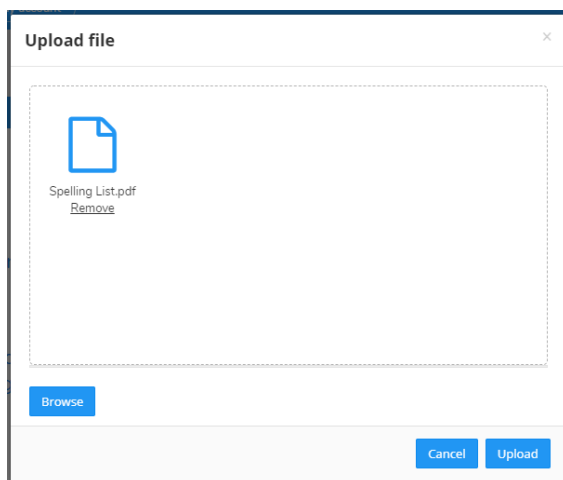
1. Click **Attach link**
2. Type or copy & paste the link URL (e.g. <https://2simple.com>)
3. Type the link **Display Name** as you would like the link to appear on the observation (e.g. 2Simple Website)
4. Click **Attach link**



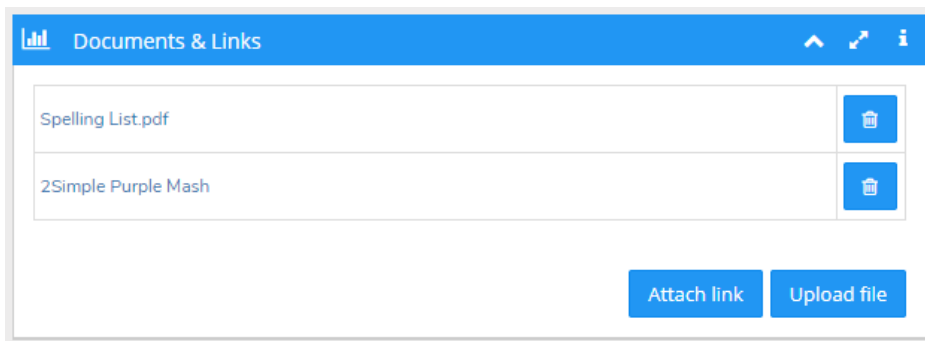
The screenshot shows a dialog box titled "Attach link" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is labeled "URL" and contains the text "https://2simple.com". The second is labeled "Display Name" and contains the text "2Simple Purple Mash". At the bottom right of the dialog, there is a blue button labeled "Attach link".

Upload Files

1. Click **Upload Files**
2. Browse or drag a drop a file into the box (e.g. Word, PDF, Excel document, etc)
3. Click **Upload**



The screenshot shows a dialog box titled "Upload file" with a close button (X) in the top right corner. Inside the dialog, there is a large dashed-line box representing a file upload area. A file icon is shown in the center of this box, with the text "Spelling List.pdf" and a "Remove" link below it. At the bottom left of the dialog, there is a blue button labeled "Browse". At the bottom right, there are two blue buttons labeled "Cancel" and "Upload".



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**

A screenshot of the 'Edit Observation' form. The form has a title bar 'Edit Observation' with a close button. It contains a 'Next Steps Comments' section with a large grey text area, a 'Parent Notes' section with the text 'Ellie baking a cake.', and a 'G' icon. On the right side, there are two input fields: 'Experience Date' with the value '24/11/2019' and 'Experience Time' with the value '13:21'. At the bottom right, there is a blue 'Save changes' button.

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