

St. Joseph's Catholic Primary School

"Treat others as you would like to be treated"



New Online Learning Platform – Evidence Me

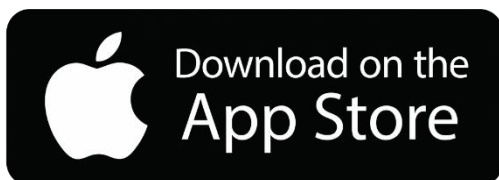
How Parent Share Works

- You will shortly be sent a Parent Share invitation to activate your account.
- Please click on the link to activate and confirm your email address.

PLEASE NOTE: If you do not receive your setup email, please check your spam/ junk folder and mark **noreply@evidence.me** as safe. If it doesn't appear in your spam/ junk folder then please contact the school office to ensure this has been sent to you.

Evidence Me Parent App

The Evidence Me app can be downloaded to your device allowing you to quickly view and create observations for your child.





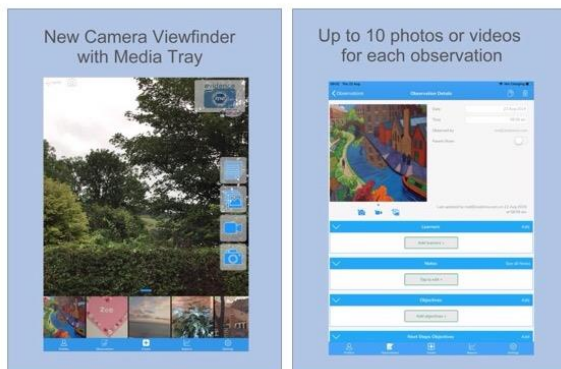
The Evidence Me Parent App can be downloaded by clicking one of the above icons.

Download the App

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



Evidence Me by
2Simple
2 Eskimos Ltd



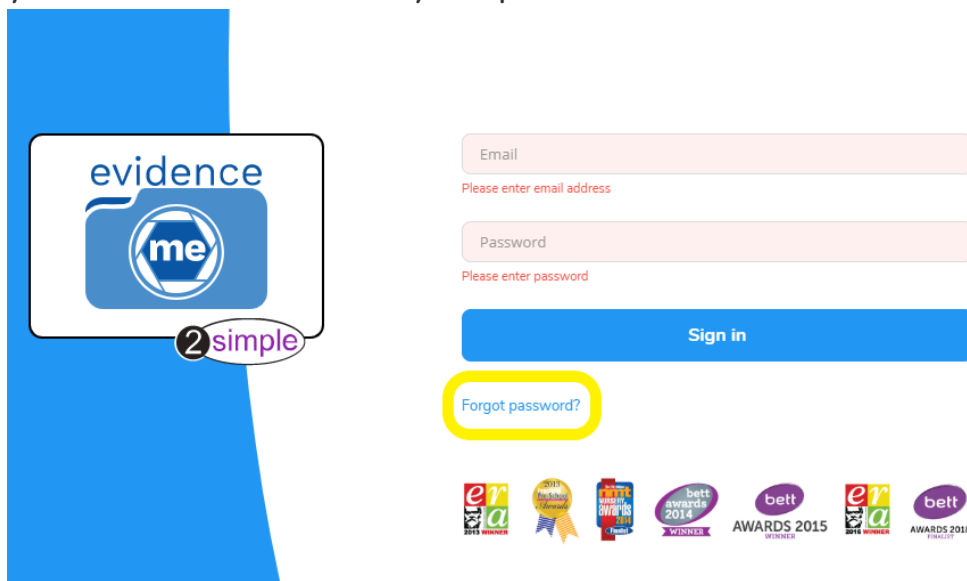
Log in to the app

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, 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 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 icons below on the app 'Create' screen to start your observation.




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 Observation Details

1. Tap to **edit** an observation

2. Click to amend the date and time (if required)

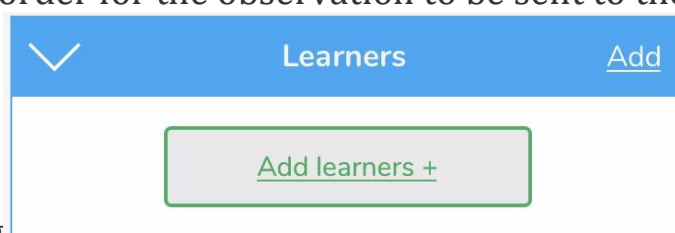
Date	14 Aug 2019
Time	02:00 pm
Observed by	Kevia Conneran

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



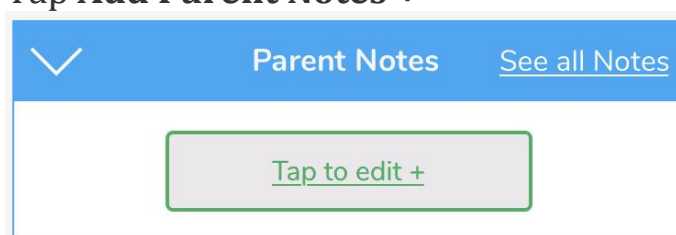
evidence

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.

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 **noreply@evidence.me** 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.