

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 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/ setting directly 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.

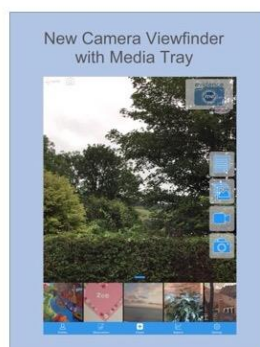


Download the App

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



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 later).
5. Press **OK**

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 later.



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 later.



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



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 for the observation to be sent to the school or setting

✓ **Learners** [Add](#)

[Add learners +](#)

5. Tap **Add Parent Notes +**

✓ **Parent Notes** [See all Notes](#)

[Tap to edit +](#)

Observations will automatically be uploaded to the school's account if your device is connected to Wi-Fi. 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 Wi-Fi connection.

Add Documents and Links

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

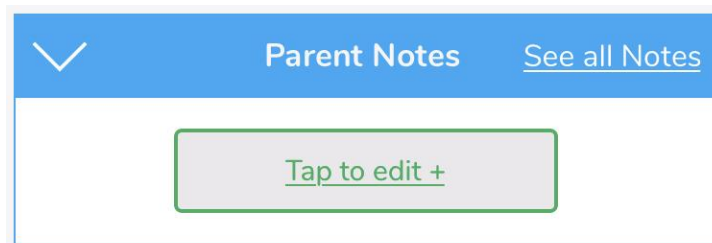
View App Observations

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 **noreply@evidenceme** 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.



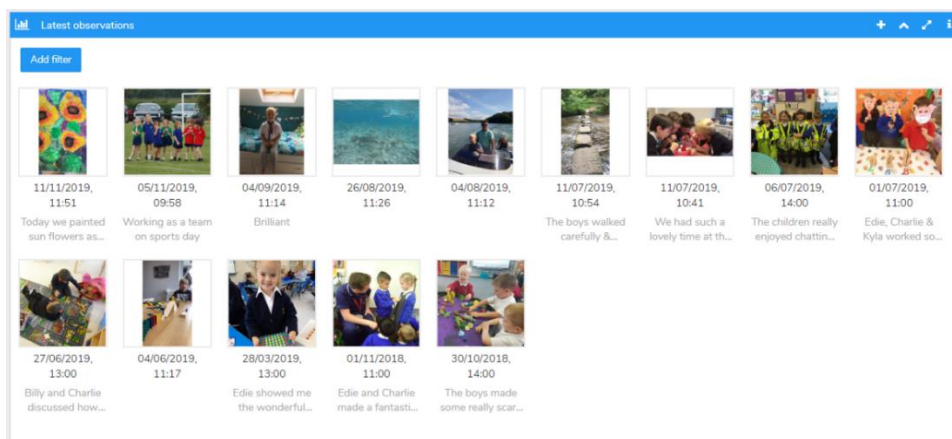
If you have any further questions, please contact your child's school/ setting directly.

Parent Share Website

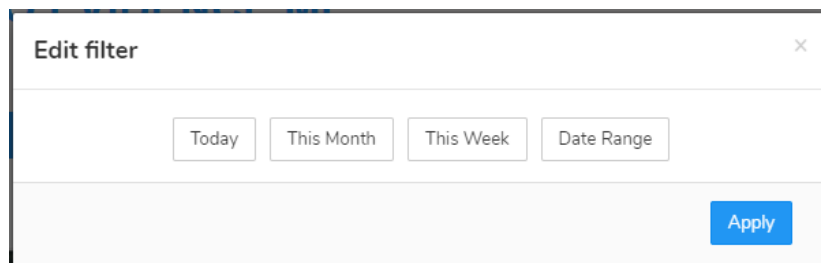
The website is a website version of the app. Please visit www.evidenceme and log in with your username and password.

View Observations

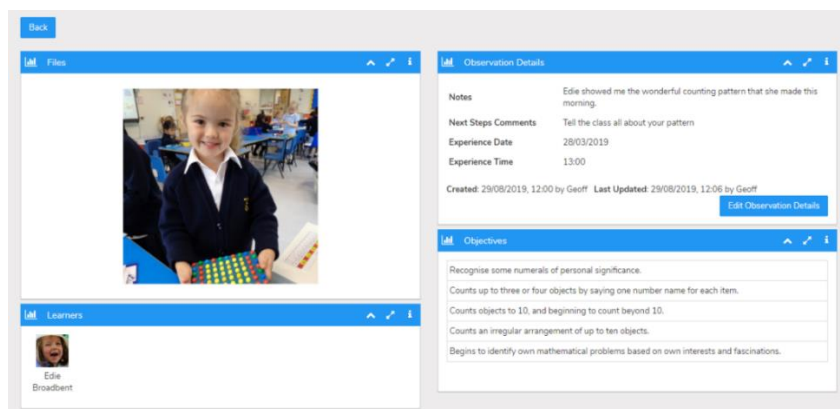
From the Evidence Me home page, you can view all the latest observations.



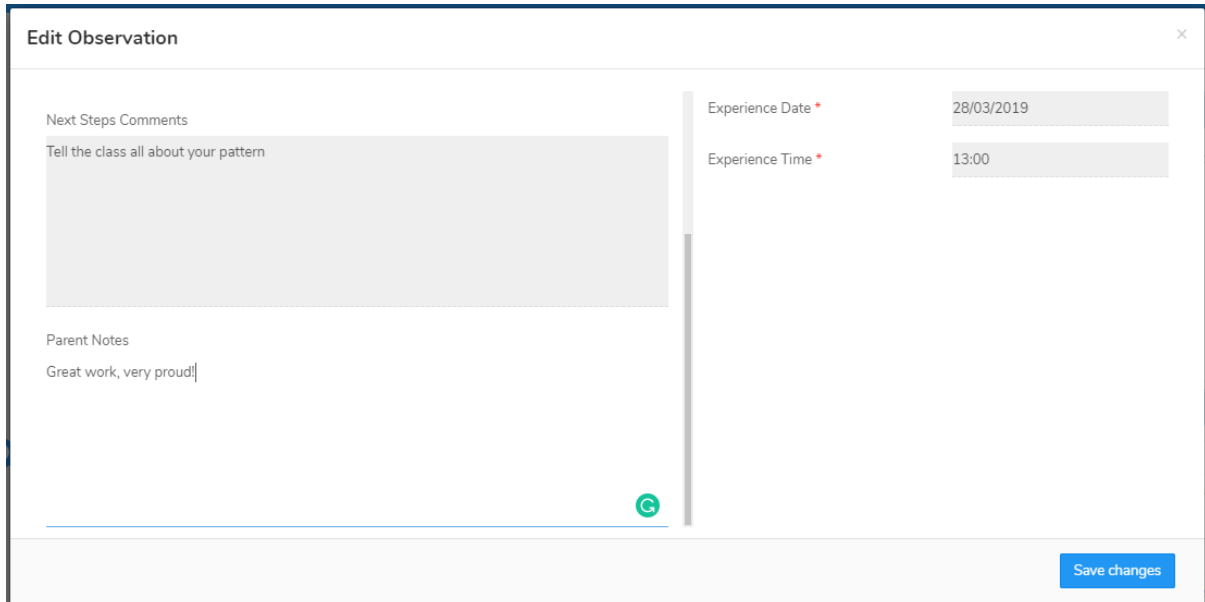
1. Click **Add filter** to view observations for a particular date range.



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**



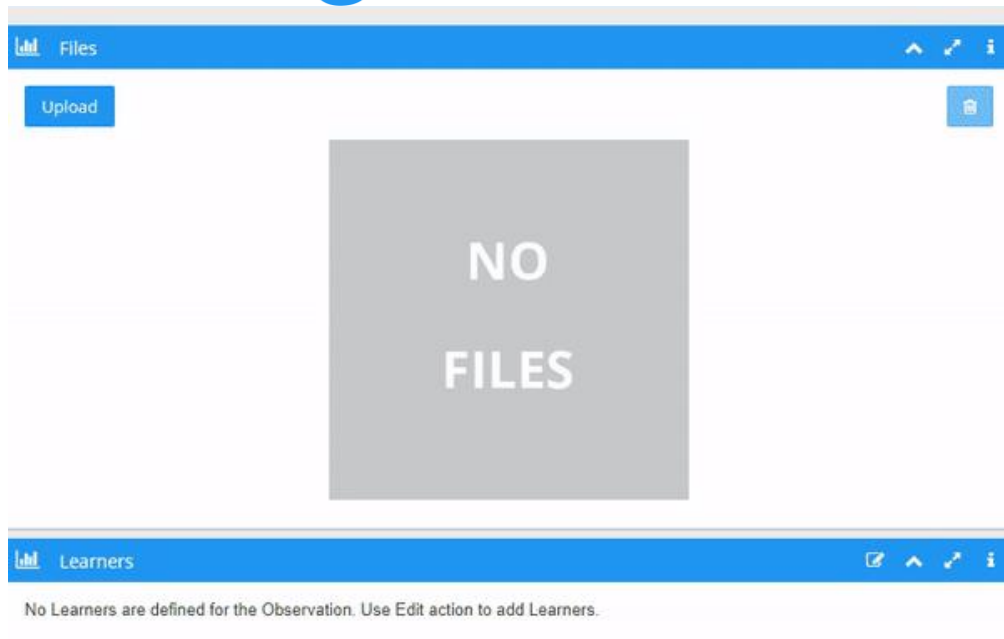
Create a Parent Observation

Creating observations directly on the Web Suite is 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



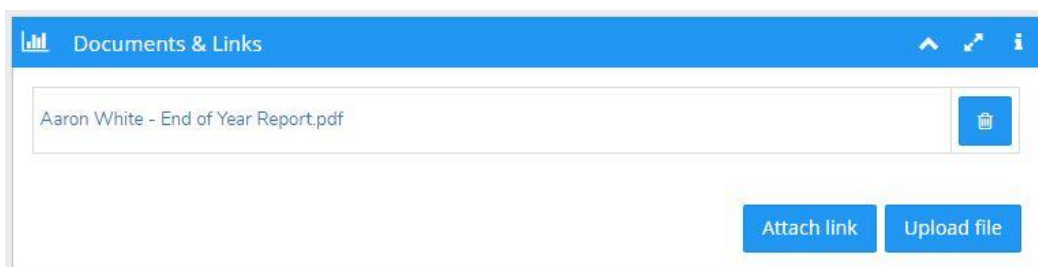
TOP TIPS:

1. To add more than one image re-click the **Upload** button
2. 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 links



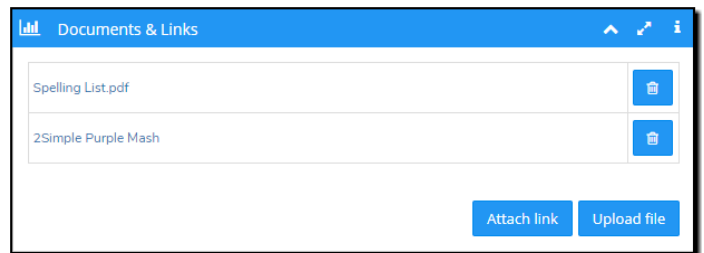
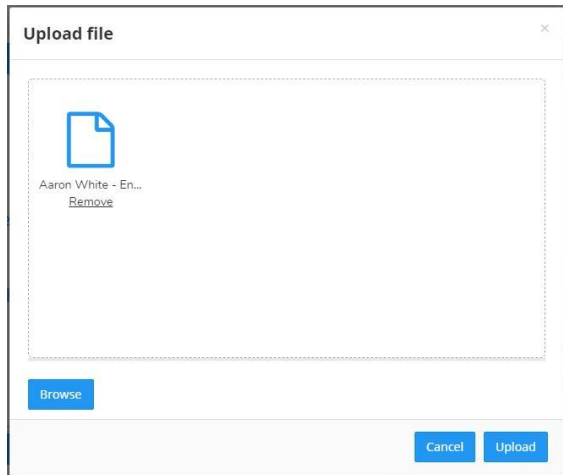
Attach Links



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**

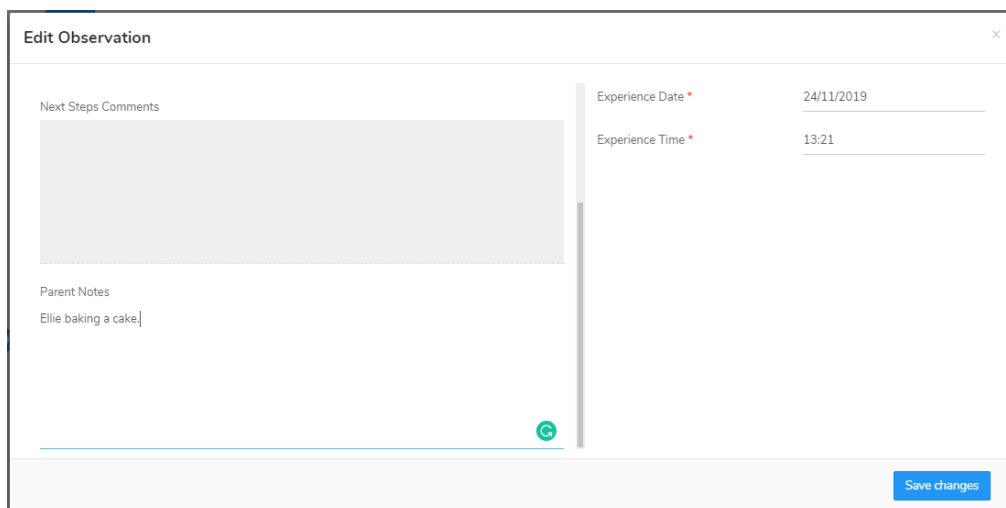
Upload Files

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**



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**

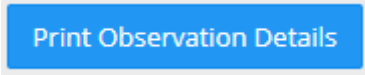


Your Parent Share observation will be automatically submitted to your child's setting.

Download/ Print Observations

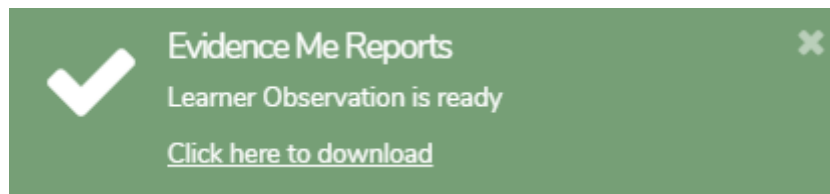
You can download and print any of your child's observation directly from the website by following the below steps:

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

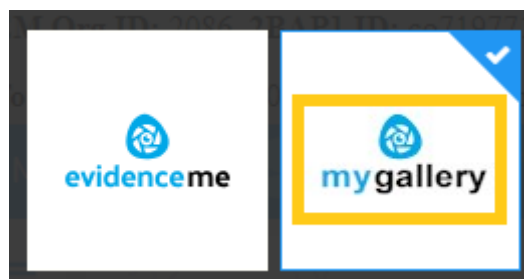


The observation will download in a PDF format that you can open to save or print.

My Gallery

The **My Gallery** module is a fantastic new way to view, print, and download all your favourite Evidence Me media.

To access the **My Gallery** module, click on the menu icon in the top left-hand corner (3 blue lines) and select **My Gallery**. The Gallery appears as a separate module on your account:



- Download or print selected media (click on the image to select)
- Play/download videos using the on-screen player
- Create a slideshow
- Use the drop-down filters to view, individual children (if you have more than one child at the school), and date ranges

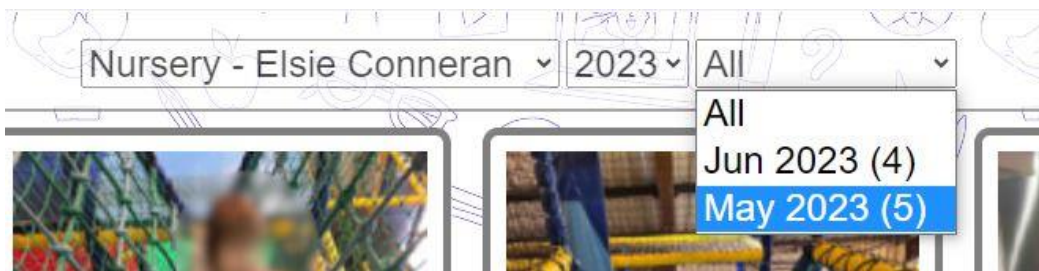


3 item(s) selected. [Select all](#) [Clear selection](#)

[Print](#) [Download](#) [Slideshow](#)


TOP TIPS:

- **View media for date range & media tally:** You can view media for any month with a media count for each month shown.
- **Double-click a photo to view its full observation:** Useful for finding out more information about the photo.



Forgotten Password

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



Email

Please enter email address

Password

Please enter password

[Sign in](#)

[Forgot password?](#)

