

## Parent Share Help for Parents

Parent Share is a feature accessed by teachers via Evidence Me (The new updated observation software). 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.

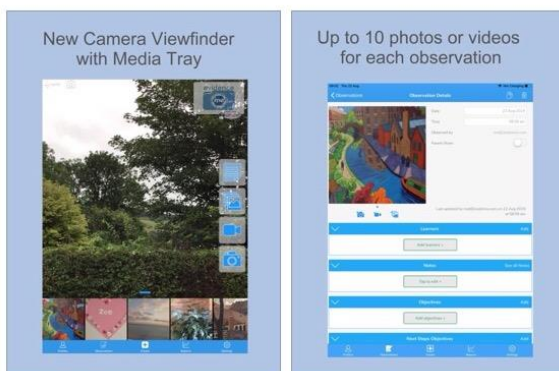
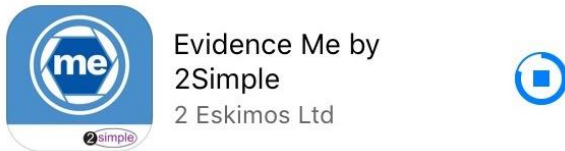
### Download the Evidence Me Parent App



**PLEASE NOTE:** The Evidence Me app is currently only available for Apple devices – if you do not have an Apple device you can access your account by visiting [evidence.me](https://evidence.me)

### 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**

### 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.


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.

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.

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.

1. A blank observation will automatically open
- [Add Observation Details](#)

1.

1. Tap to **edit** an observation

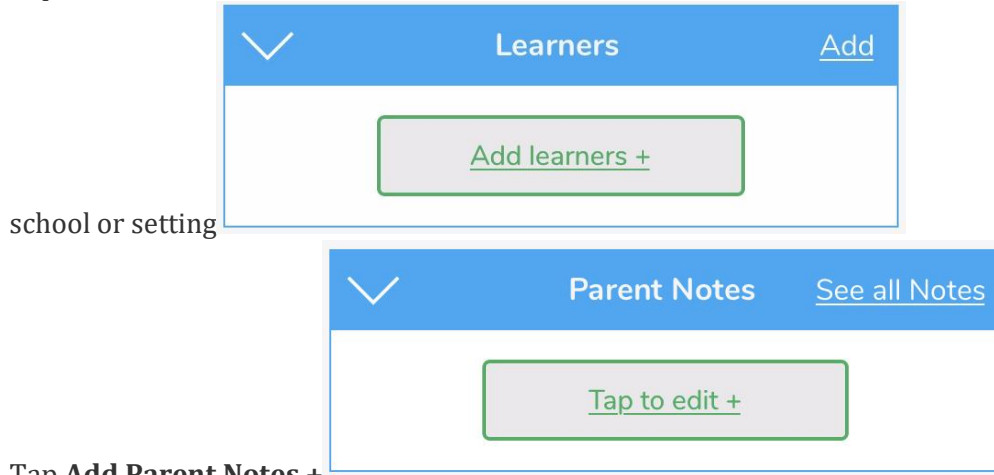
Date	<input type="text" value="14 Aug 2019"/>
Time	<input type="text" value="02:00 pm"/>
Observed by	Kevia Conneran

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



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.

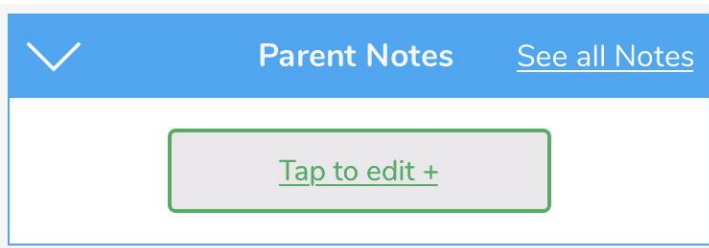
### View Observations

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 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.

### Creating Parent Web Suite Observations

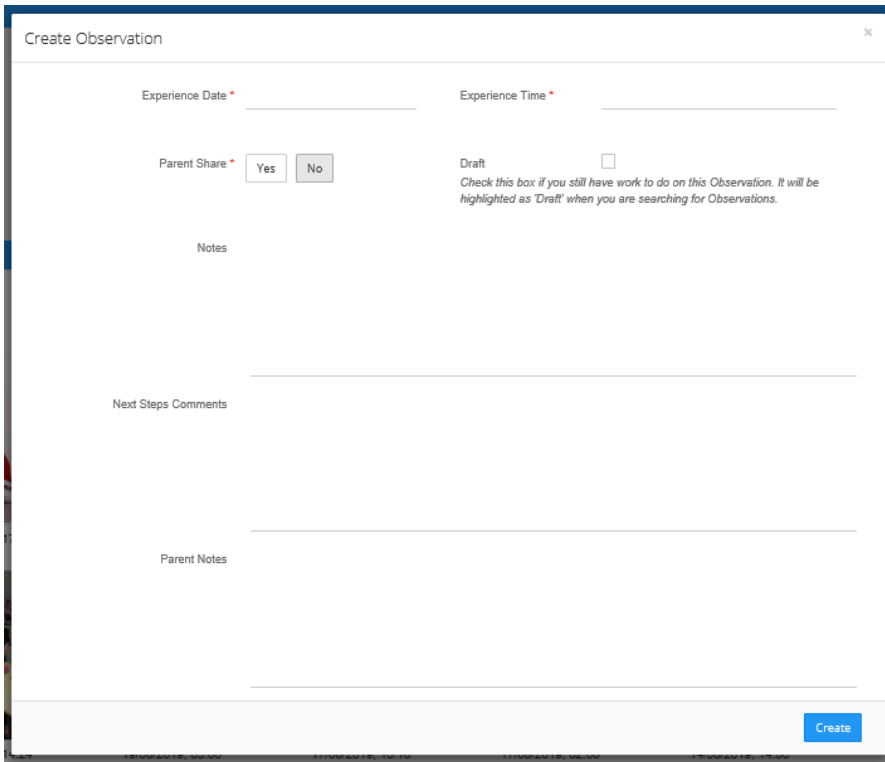
Creating observations directly on to the Web Suite is really quick and simple.

### Create an Observation

1.

1. Click on the  icon in the top right corner of the **Latest Observations** bar
2. Complete the relevant fields

### 3. Click **Create**

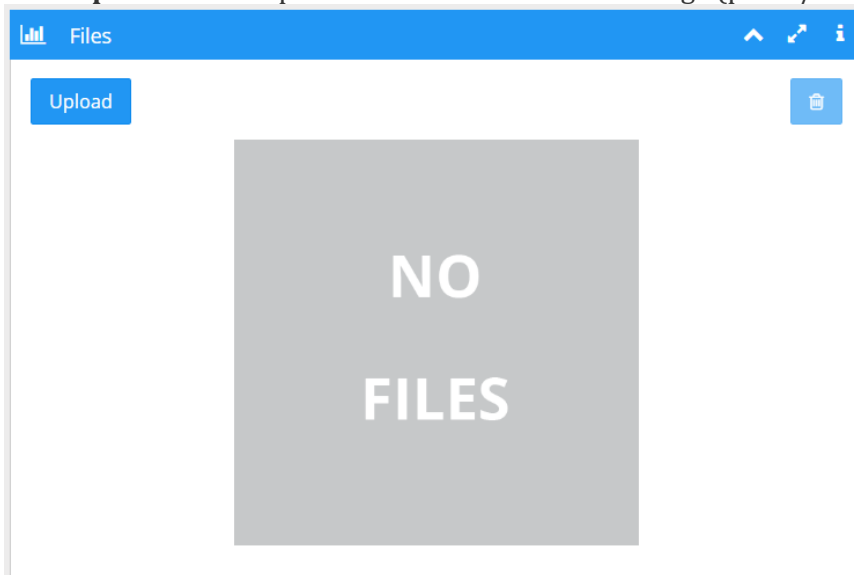


The screenshot shows a web form titled "Create Observation". It includes several input fields: "Experience Date" and "Experience Time" (both with asterisks indicating required fields), "Parent Share" with "Yes" and "No" buttons, and a "Draft" checkbox with a note: "Check this box if you still have work to do on this Observation. It will be highlighted as 'Draft' when you are searching for Observations." Below these are three text areas labeled "Notes", "Next Steps Comments", and "Parent Notes". A blue "Create" button is located at the bottom right of the form.

### Upload Image

1.

1. Click **Upload** in the top left-hand corner to add an image (photo/ video)

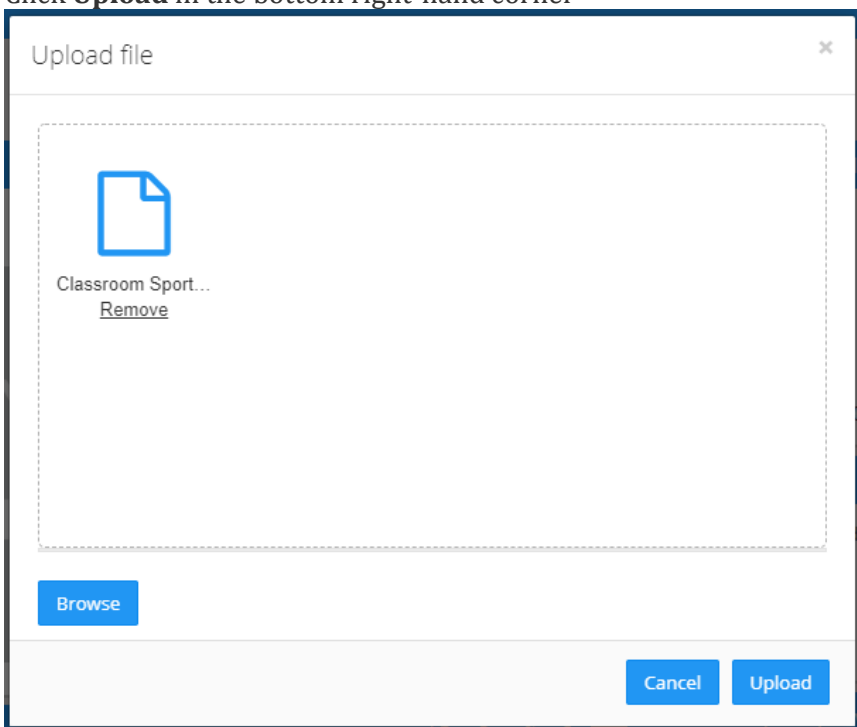


2. Upload your image by **dragging & dropping** it into the box or select **Browse**


3. Use the blue box to crop your image and click **Add Image**



4. Click **Upload** in the bottom right-hand corner




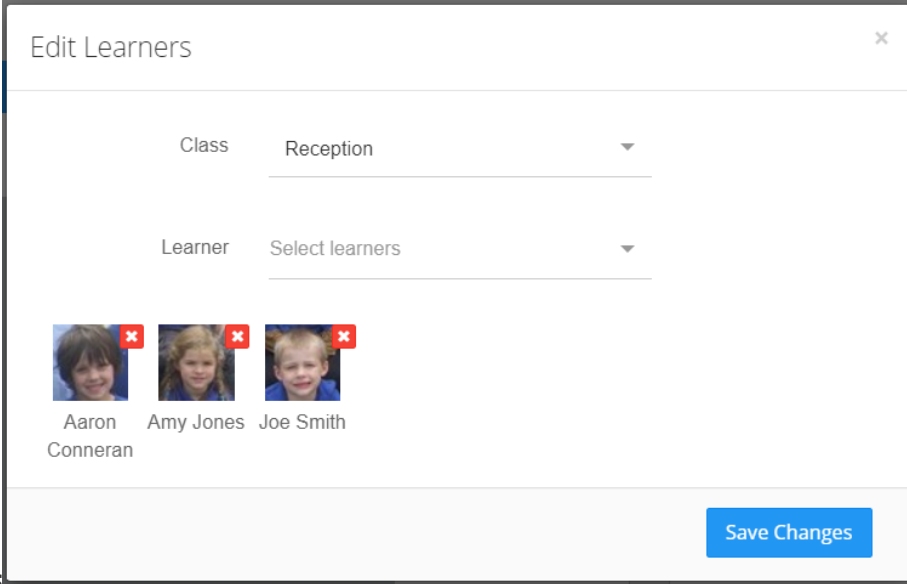
**TOP TIPS:**

1.
  - 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 Learners

1.

1. To add **your child** click on the **edit icon**  on the **Learners bar**
2. Select **your child** from the dropdown boxes



Edit Learners

Class Reception

Learner Select learners

Aaron Conneran

Amy Jones


Joe Smith

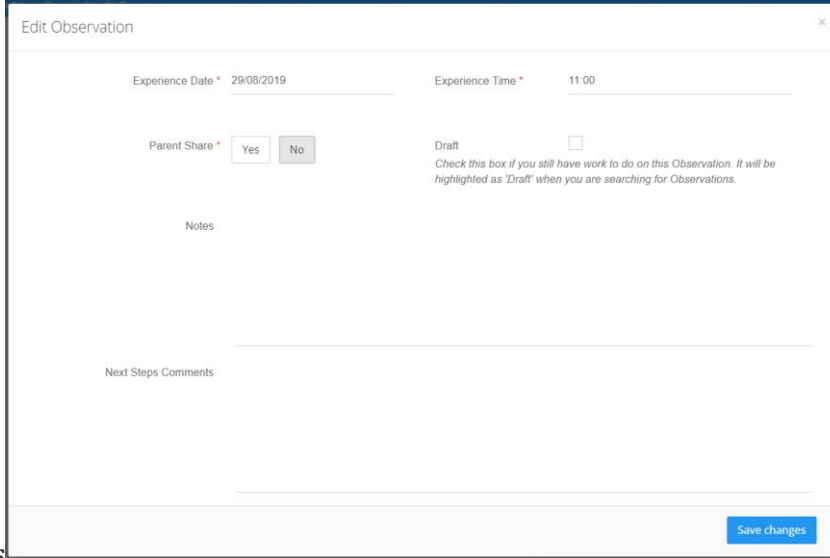
Save Changes

3. Click **Save changes**

## Edit Observation Details

1.

1. Click on the **edit icon**  on the **Observation Details Bar**
2. Make any changes to the observation details such as the **Experience Date and Parent Notes**



Edit Observation

Experience Date \* 29/08/2019

Experience Time \* 11:00

Parent Share \* Yes No

Draft

Check this box if you still have work to do on this Observation. It will be highlighted as 'Draft' when you are searching for Observations.

Notes

Next Steps Comments

Save changes

3. Click **Save Changes**