

Parent Guide to Evidence Me

Download the App from your devices' App Store

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**

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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




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.

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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**

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Add App 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

∨	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 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.

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View App Observations

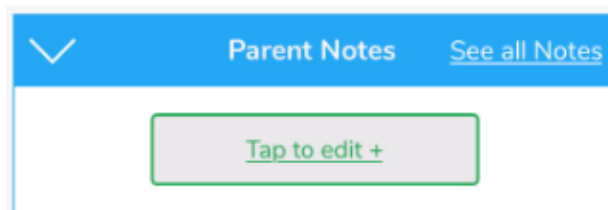
You will receive an email notification every time an observation is uploaded to the app for your child. By clicking on the link within the email notification you will automatically be taken to the new observation within your Evidence Me App.

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.