

How to use Evidence Me

At Rebecca Cheetham Nursery we love to capture and share your child's experience at nursery. Your child's learning experiences are valuable to us.

We would like to help you capture and share your child's learning experiences at home and upload the wonderful things they do through 'EVIDENCE ME'

Follow this simple guide and you will be able to capture the special moments of child.

Evidence Me

How Parent Share Works

Once the nursery has linked your email address to your child's account, you will be sent a Parent Share invitation to activate your account.

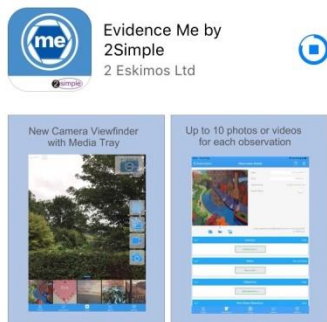
If you would like to participate, click on the link to activate and confirm your email address.

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 nursery directly to ensure this has been sent to you and check if the email address is correct.

Evidence Me Parent App

[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**

All parent observations will be waiting for you in the Parent Postcards area for you to review and edit as appropriate.

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)



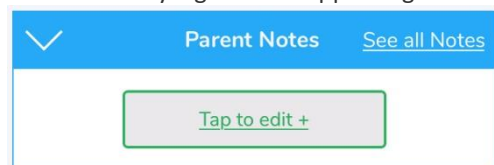
3. Tap on one of the icons below the image to upload more evidence
4. Tap **Add Learners +** – Please note a learner must be added in order for the observation to be sent to the school or setting



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.

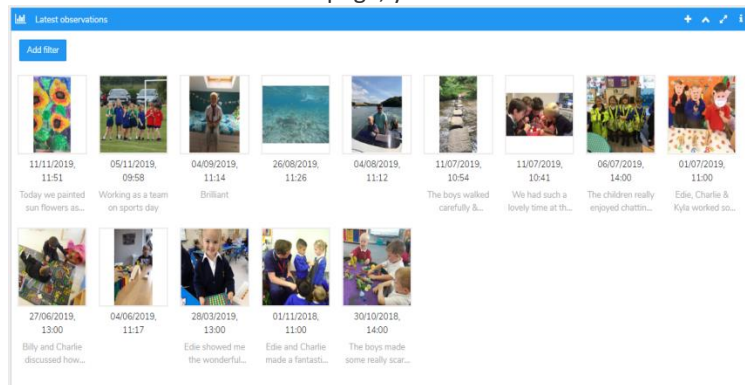
If you have any further questions please contact your nursery directly.

Parent Share Web Suite

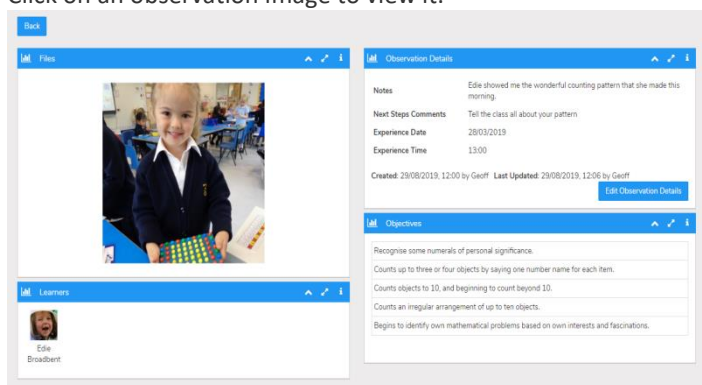
Please visit **evidence.me** and log in with your username and password. We recommend that you use **Google Chrome** when accessing the web suite to ensure you have full access to all its features.

View Observations

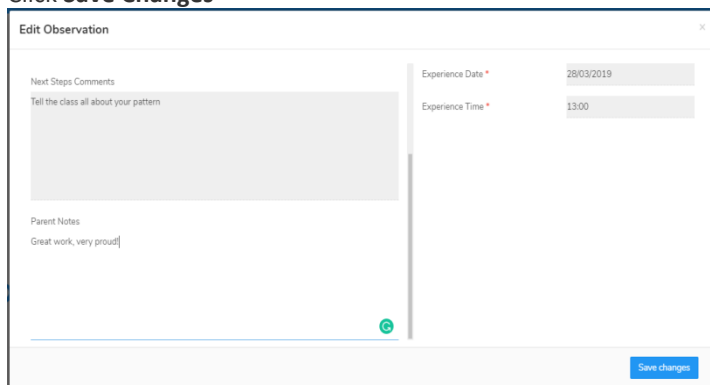
From the Evidence Me home page, you can view all the latest observations.



1. Click on an observation image to view it.



2. Click **Edit Observation Details** to add Parent Notes to the observation.
3. 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



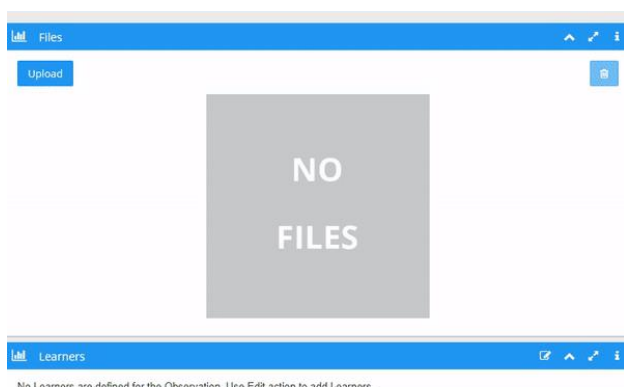
The observation will download in a PDF format that you can open to save or print.

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**
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**

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.