**Download the Evidence Me Parent App**

The Evidence Me Parent App can be downloaded by clicking the above icon.**PLEASE NOTE:** The Evidence Me app is currently only available for Apple devices

**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 p**assword**
	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. 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

** Continue without evidence**

* 1. A blank observation will automatically open

**Add Observation Details**

* 1. Tap to **edit** an observation
	2. Tap **Add Learners +**– Please note a learner must be added in order for the observation to be sent to the school or setting****
	3. 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.

**View School 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.

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.