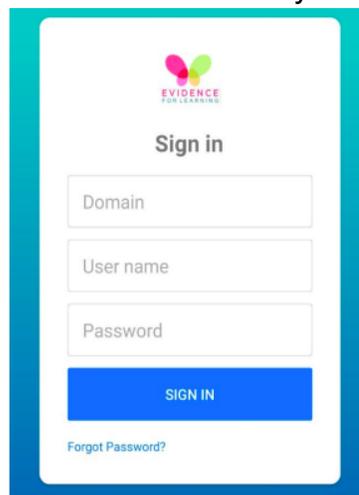# How to use the Evidence for Learning family app

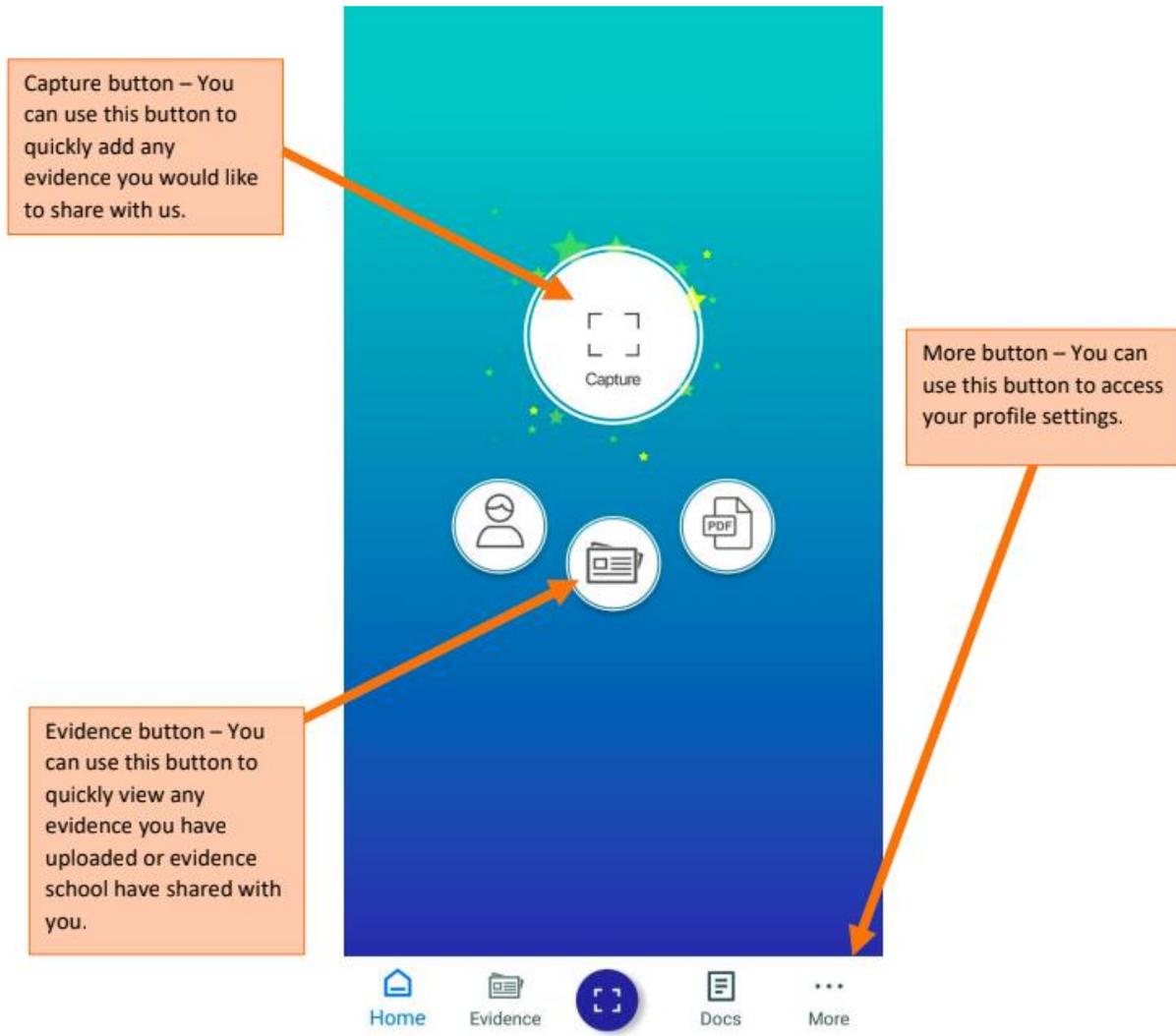1. Go to the App Store (on an iPhone) or the Google Play Store (on an Android phone).

2. Search for 'Evidence for Learning Family'. Make sure you download the Family version (pink stripe on logo) and **not** the School version (blue stripe on logo)!

3. Once the app is downloaded, you will be able to log in via the screen pictured below. You will have been sent the Domain and Username via email. The domain is castle (without a capital letter) and your username will be your email address. You will not have to log in again unless you change your details or need to reset your password.

4. Once you have logged in, you will see the home screen pictured below:

Capture button – You can use this button to quickly add any evidence you would like to share with us.

Capture

More button – You can use this button to access your profile settings.

PDF

Evidence button – You can use this button to quickly view any evidence you have uploaded or evidence school have shared with you.
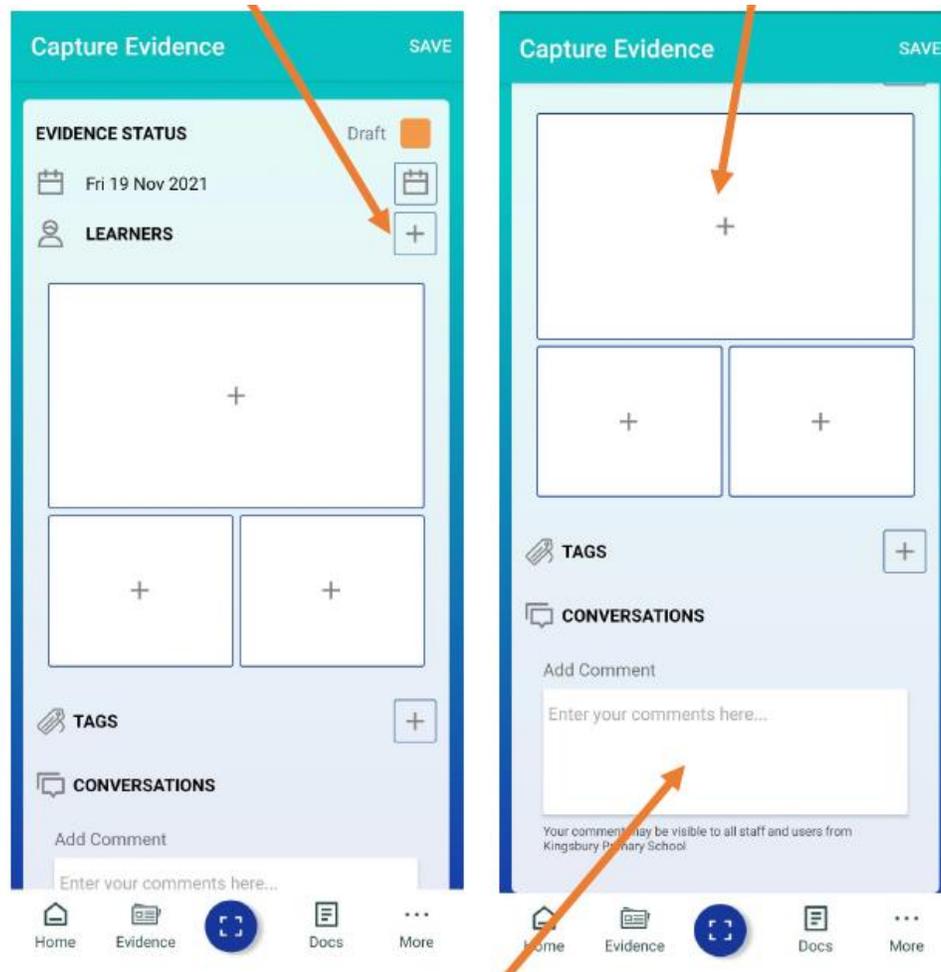
Home   Evidence   Docs   More

To see diary entries, tap the Evidence button (the central button that looks like a newspaper). You'll have some options to choose from about how you'd like to see the evidence (in a list or in a grid).

5. **To send in your own evidence,** tap the Capture button. You'll then see a screen like this:

Click the + button next to learners and select your child. If you have multiple children at Castle and the Evidence includes both children, you can select multiple learners.

Click the + button in the empty box, you will be given two options, "Take a Photo/Video" or "Photo/Video Library". Select the option which you require and then select your photo or video.

Capture Evidence   SAVE

EVIDENCE STATUS   Draft

Fri 19 Nov 2021

LEARNERS   +

+

+   +

TAGS   +

CONVERSATIONS

Add Comment

Enter your comments here...

Home   Evidence   Docs   More

Capture Evidence   SAVE

+

+   +

TAGS   +

CONVERSATIONS

Add Comment

Enter your comments here...

Your comment may be visible to all staff and users from Kingsbury Primary School

Home   Evidence   Docs   More

In the conversations section, you can add a comment about the evidence you are uploading.

Once you have selected the learner, uploaded photos/videos and added any comments, you need to change the evidence status to Published and then click Save. This will save the evidence and you will be able to view it via the Evidence tab.