

Evidence for Learning at Glenwood: A collaborative approach



How to Guide – The Family App

We want to work with you to celebrate your child's progress. You can add the Family App to your mobile phone / tablet device. Once logged in you will be able to see the evidence that we have shared with you.

- 1- Go to your app store and search for Evidence for Learning Family, look for the app pictured below.



Evidence for Learning - Family

theTeacherCloud Ltd

- 2- Once the app is downloaded, you will be able to log in via the screen pictured below. You would have been sent the Domain and Username via email. The domain is glenwood (this is case sensitive) 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.

Log in screen

A screenshot of the app's login screen. It features the Evidence for Learning logo at the top, followed by the text "Sign in". Below this are three input fields labeled "Domain", "User name", and "Password". A blue "SIGN IN" button is positioned below the password field. A link for "Forgot Password?" is located below the button. At the bottom of the screen, a white box contains a red "HINT" message: "HINT: Please contact your school if you have forgotten your Domain or Username."/>

Domain

User name

Password

SIGN IN

[Forgot Password?](#)

HINT: Please contact your school if you have forgotten your Domain or Username.

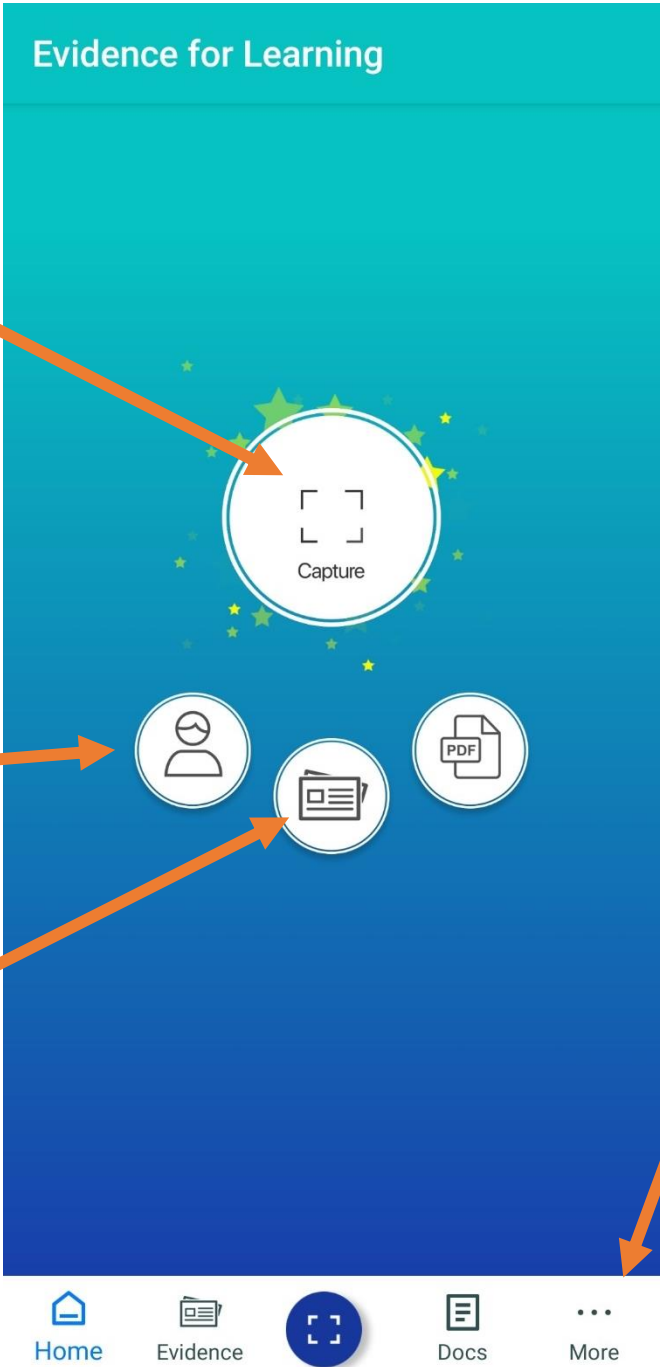
3- Once you have logged in, you will see the home screen pictured below.

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

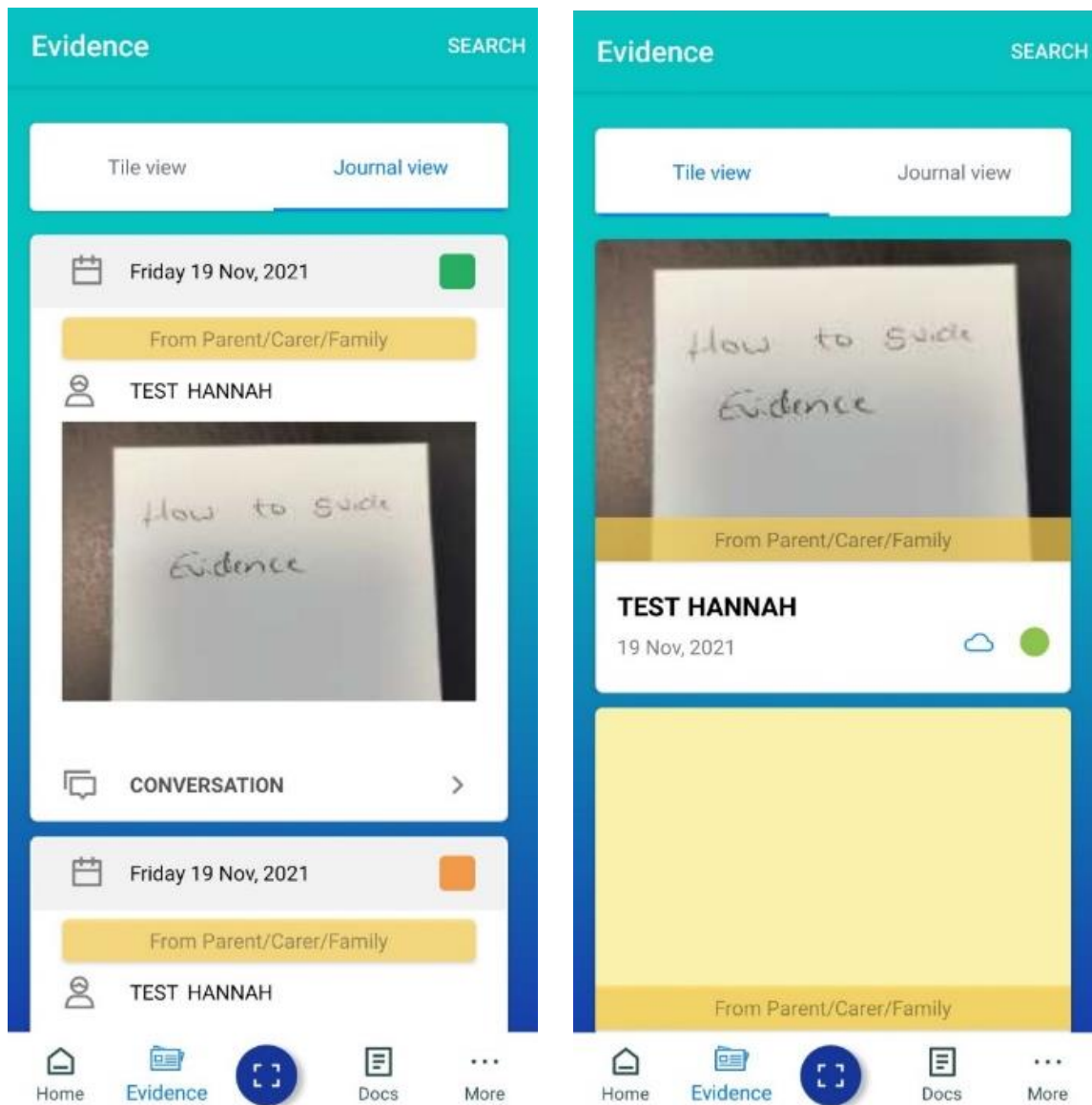
Learner Button – use this to switch between learner profiles.

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

More button – You can use this button to access your profile settings and set up notifications, etc.



- 4- **Viewing Evidence** - To view evidence uploaded by Glenwood School, click on the Evidence button on the home screen of the app and you will then have a choice of two options to view evidence, the Tile view and the Journal View. You can click into the evidence to see the photos/videos and the comments. You can even leave your own comment if you'd like. To do this, click on the individual piece of evidence, scroll down and add a comment. Click Add to upload the comment for the teacher to see.



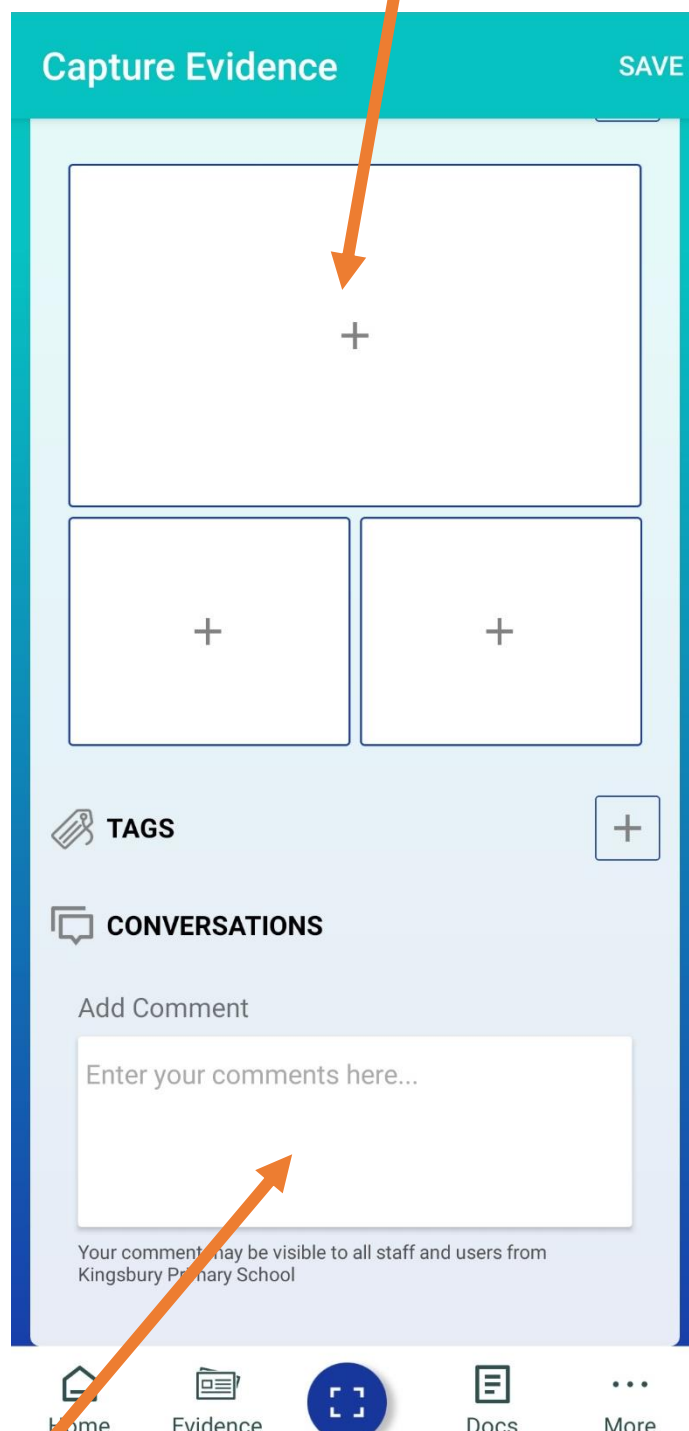
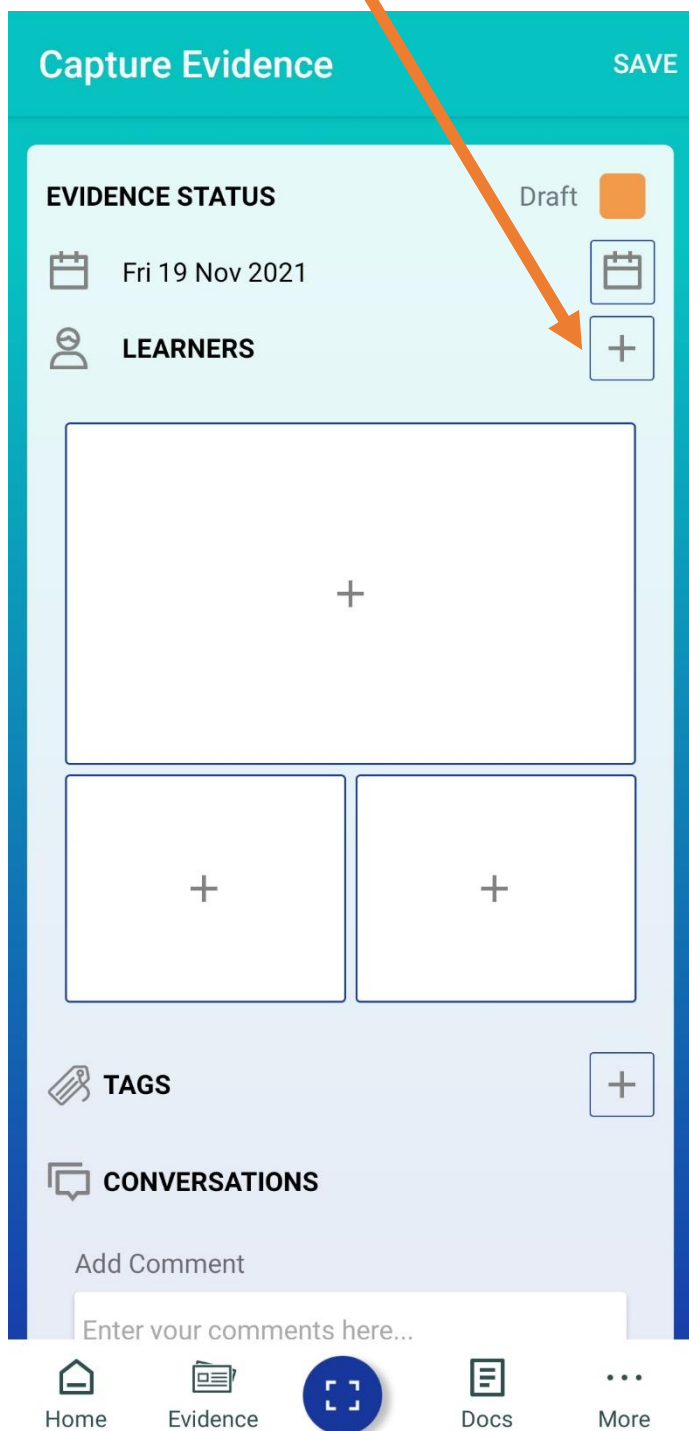
Important Note: Teachers do not receive notifications when a comment is added to EFL and do not always have the opportunity to check for comments daily so please do not use these for any urgent queries or matters. Please see the Communication Protocols at the front of the Home-School Communication Book for guidance.

5- **Capturing Evidence** - Click on the Capture button on the home screen of the app and follow the instructions below:

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

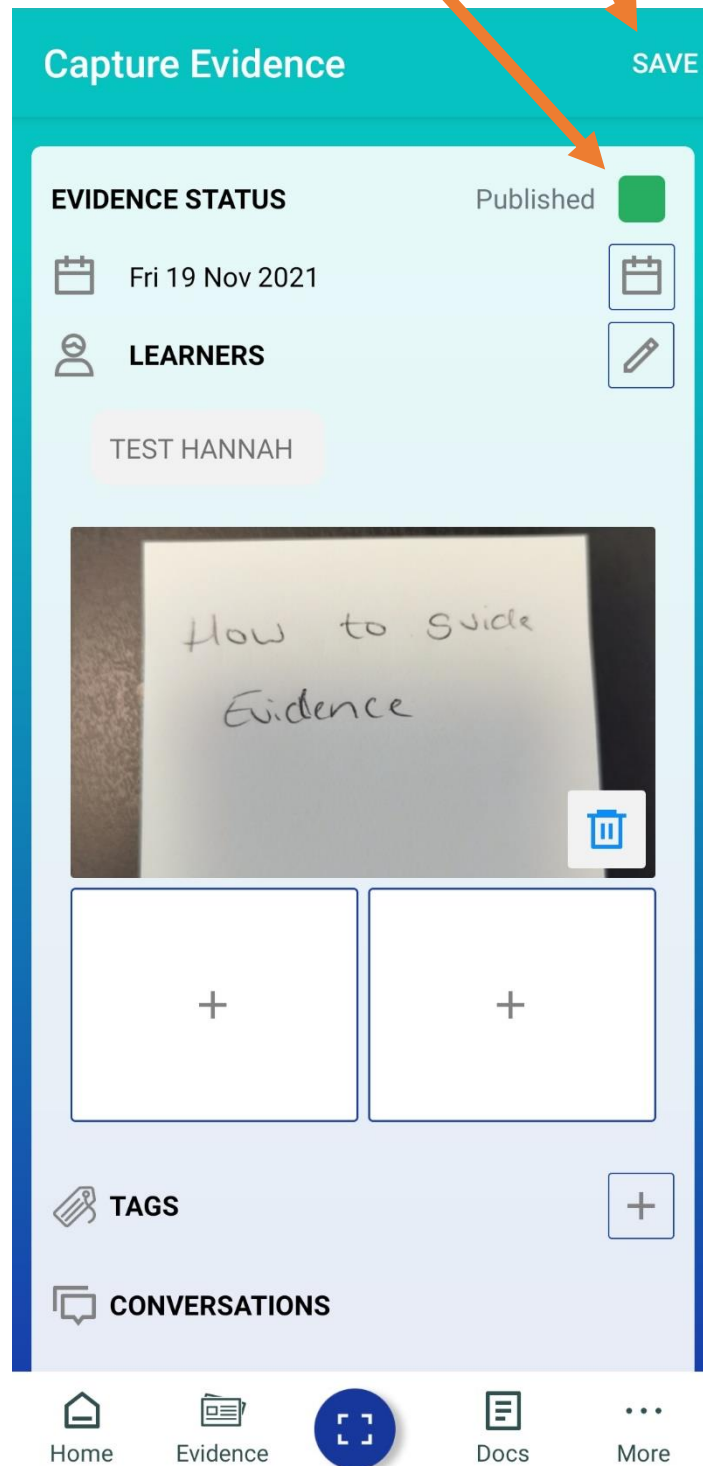


Click the + button in the empty box, you will be given two options, Take a Photo/Video or Photo/Video Library. Select the option which you require and then select your photo or video.



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.



- 6- **Notifications, Password & Passcode** - Click on the More button on the home screen of the app. You will then see an option to Change Profile Settings. Within this menu you can create a four-digit passcode so that you can use this for future logins. You can also change password and logout on this menu. One key feature is Notification Preference – you can use this to set up daily or weekly alerts for evidence added to your child’s learning profile.

Photos and videos

The safeguarding of our Learners is imperative. Everything added to “Evidence for Learning” will be added to our school account and can only be viewed by school staff and yourself. You will have access to your learner’s profile and this cannot be seen by other parents. It is crucial that photos or videos from your child’s profile are not shared for example on social media or through other online platforms. In some instances, your young person's photo may be viewed by all parents/ carers of the pupils featured in that particular photo and we have included this in the permissions for using Evidence for Learning.

Evidence that we share

Please remember that not all pieces of evidence gathered will be shared. We will share the significant or key moments that we feel are appropriate to share with you regularly.