

Greenmount School

Evidence for Learning Parent Engagement & Empowerment



Guide for Parents/Carers

Contents

Why Evidence for Learning (EFL)?	Page 2
Getting Started	Page 2
Navigating your Parent Portal	Page 3
Guidelines and important things to remember	Page 4
Bookmarking your parent portal login page	Page 5
Step by step guide to upload evidence from home	Page 7
Frequently Asked Questions	Page 11

Why Evidence for Learning (EfL)?

How do we show progress?

Our learners are amazing and unique. Whilst we celebrate this individuality it does mean that there is no-one else like them to compare their progress with. We overcome this by comparing them to themselves and what they have shown us previously. This is an approach called “Ipsative Assessment”.

Evidence for Learning (EfL) allows us to capture examples of what learners are able to do and the range of circumstances they are able to do it in.

A conversation about learning

Being able to share what we are seeing with parent carers allows us to create learning conversations. It means that we can send home reports at the touch of a button and keep parent carers up to date on the latest of their child’s successes. It allows us to capture and share a number of “firsts” or “significant learning moments” with you.

A collaborative approach

We want to work with you to celebrate your child’s progress. You can login to your Parent Portal on any computer, tablet or phone that can access the internet. Once logged in you will be able to see the evidence that we have shared with you. You can also if you choose to upload pictures and videos and share them with us. We look forward to seeing some of the pictures and videos that you share with us.

Getting Started

First Steps

You will receive two emails from “theTeacherCloud”:

- One email will contain your unique login link
- One email will contain your temporary password

Logging In

- Make a note of your temporary password, or even better, *Copy* it
- Tap/Click on the login link that you were emailed to access your unique login page and then *Paste* or enter in your temporary password
- Tap/Click Login to enter your secure parent portal

• Navigating your Parent Portal

There are various channels that you can Tap/Click on:

- Activity:** Each learner has their own personalised Activity Channel containing the Activities that have been shared with them - these can be both general resources (for anyone in the school), as well as personalised Activities that have been specifically created/selected for them. These Activities can be accessed at any time and may include pictures, videos, detailed instructions, web links and resources to refer to or to complete.
- Reports:** Where you can access reports compiled by the teacher. This will include the termly report and may also include a focus report e.g. Communication or Maths. We may also share with you other PDF documents that are relevant to your child or that we feel may be useful.
- Journal:** This is where you will see the evidence that has been shared by the teacher. This is the evidence that is being captured on a weekly basis and is what the teacher will be using to make their judgements against. We will share significant and key moments or learning/progress.
- Feedback:** Enables you to comment on what you have seen. We look forward to reading your thoughts on what we have shared with you and to celebrate your child's progress together. It is also where you can start a learning conversation with the teacher and exchange views/ideas about what the evidence is showing.
- Upload:** Where you can submit your own evidence. You can upload 3 photos/short videos and a description of what you have seen. This is a great way to contribute to your child's EHCP targets. We look forward to seeing the photos and videos that you upload and for us to be able to celebrate with you your child's progress at home and in the community.

Guidelines and important things to remember

Photos and videos

All photos are used with the permission of each parent. They have NOT however, given permission for the images to be used on social media or elsewhere. Please be sensitive about how you share any images that contain children that are not yours, as a rule, if there is an image of another child, please do not share it!

Evidence that we share

Do remember that not all pieces of evidence gathered will be shared. We will share the significant or key moments that we feel is appropriate to share with you. The evidence that we share may be as and when it happens, at regular intervals or within the end of term or academic reports.

Submitting evidence from home

We love to hear and to see how our learners get on when they are not with us, however, please be aware that teachers will not be able to respond to every image or comment as we are busy teaching your children.

Support for medical conditions

If your child experiences medical events that you feel we would benefit from having footage of (e.g seizures) please submit them in the same way as evidence and then pop a note in the home school diary to say that you have uploaded. We have found this hugely beneficial use of the technology and helps support staff that are new to working with your child. It also gives us a great record for identifying changes over time. Using the system in this way can also be a useful way of sharing new therapy requirements. If you are not sure, chat with the class teacher about how you want to make use of it.

Bookmarking your parent portal login page

You can bookmark your login page to your parent portal making it quick and easy to access.

You will be use Google or other search engines to find step by step guides on creating and using bookmarks. Here are some basic steps to create bookmarks...

Add a bookmark using Chrome:

1. On your computer, open Chrome.
2. Go to your parent portal login page bookmark it before you enter your password/login.
3. To the right of the address bar, click Star ☆.

Add a bookmark using Safari/Internet Explorer:

1. On your computer, open Safari/Internet Explorer.
2. Go to your parent portal login page bookmark it before you enter your password/login.
3. Click Bookmarks in the menu bar
4. Click Add Bookmark in the drop-down menu
5. Name and choose location of the bookmark and Click Add

Create a widget button on the home menu of your iOS mobile phone/device

Adding a weblink to the Home screen on your iPhone or iPad:

On your device, when on the "log-in" page for the Parent Portal (via the email):

- (1) Tap the ' **Share**' button (the rectangle with an arrow pointing upward)
- (2) Scroll through the options ('Copy', 'Print', 'Add to Reading List', etc) and tap/select '**Add to the Home Screen**'.
- (3) Change the label of the link "**Evidence for Learning |**" to something more memorable (e.g. your child's name and School)
- (4) Tap '**Add**' (top right)

This will add a weblink onto the home screen of your device, which can then be moved around just like your apps. Tapping on this button in the future will directly open the log-in page. If you have saved your password, this should auto-fill and enable you to log-in straight away and easily.

Create a widget on the home menu of your Android mobile phone/device

Adding a weblink to the Home screen on your Android phone or tablet (using Chrome browser on the device):

On your device, when on the "log-in" page for the Parent Portal (via the email):

(1) Tap the **3 dots** in the top right of the screen

(2) Choose **'Add to Home screen'**.

(3) Change the label of the link "**Evidence for Learning |**" to **something more memorable (e.g. your child's name and School)**

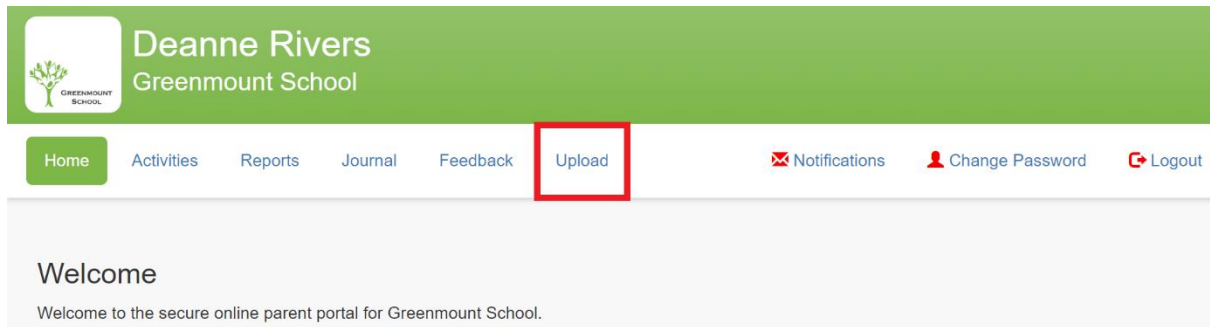
(4) Tap **'ADD'**

This will add a weblink onto the home screen of your device, which can then be moved around just like your apps. Tapping on this button in the future will directly open the log-in page. If you have saved your password, this should auto-fill and enable you to log-in straight away and easily.

Here are the steps to upload evidence:

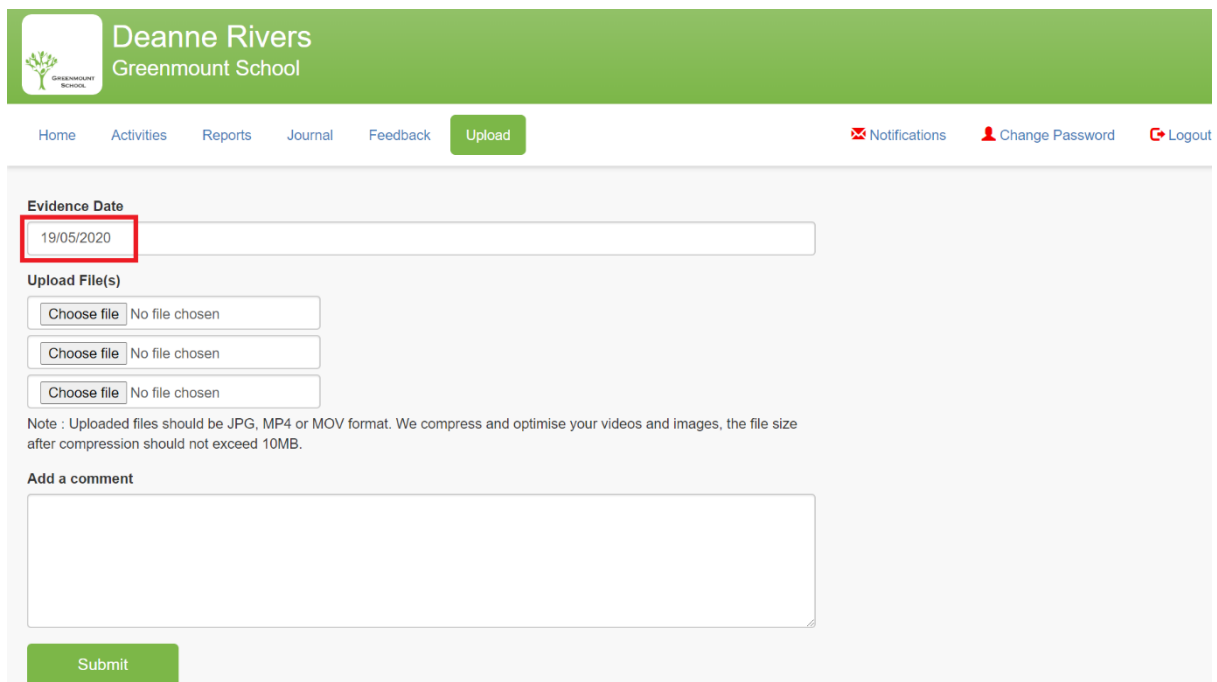
1. Log into your Parent Account and Select **Upload** from the menu.

See below...



2. You can change the date of the evidence by Tapping/Clicking in the relevant box.

See below...



3. Tap/Click **Choose File** and select a picture/video that you want to attach to the evidence.

See below...

Deanne Rivers
Greenmount School

Home Activities Reports Journal Feedback Upload Notifications Change Password Logout

Evidence Date
19/05/2020

Upload File(s)

Choose file No file chosen

Choose file No file chosen

Choose file No file chosen

Note : Uploaded files should be JPG, MP4 or MOV format. We compress and optimise your videos and images, the file size after compression should not exceed 10MB.

Add a comment

Submit

4. Once the picture/video has been added to the evidence, a green tick will be displayed.

You can choose to add up to 3 pictures/videos.

See below...

Deanne Rivers
Greenmount School

Home Activities Reports Journal Feedback Upload Notifications Change Password Logout

Evidence Date
19/05/2020

Upload File(s)

Choose file Park.jpg

Choose file No file chosen

Choose file No file chosen

Note : Uploaded files should be JPG, MP4 or MOV format. We compress and optimise your videos and images, the file size after compression should not exceed 10MB.

Add a comment

Submit

5. Enter in the comment that you want to attach to the evidence.

See below...

The screenshot shows the Deanne Rivers Greenmount School website interface. At the top, there is a green header with the school's logo and name. Below the header is a navigation menu with links for Home, Activities, Reports, Journal, Feedback, and Upload. On the right side of the navigation menu, there are links for Notifications, Change Password, and Logout. The main content area is titled 'Evidence Date' and shows a date field with '19/05/2020'. Below this is the 'Upload File(s)' section, which includes three file selection buttons. The first button is labeled 'Choose file' and has 'Park.jpg' next to it, with a green checkmark to its right. The other two buttons are labeled 'Choose file' and have 'No file chosen' next to them. Below the file selection buttons is a note: 'Note : Uploaded files should be JPG, MP4 or MOV format. We compress and optimise your videos and images, the file size after compression should not exceed 10MB.' Underneath the note is the 'Add a comment' section, which contains a text area with the placeholder text 'Parent/Carer writes comment here.' This text area is highlighted with a red border. At the bottom of the form is a green 'Submit' button.

6. Tap/Click **Submit** to upload the evidence.

See below...

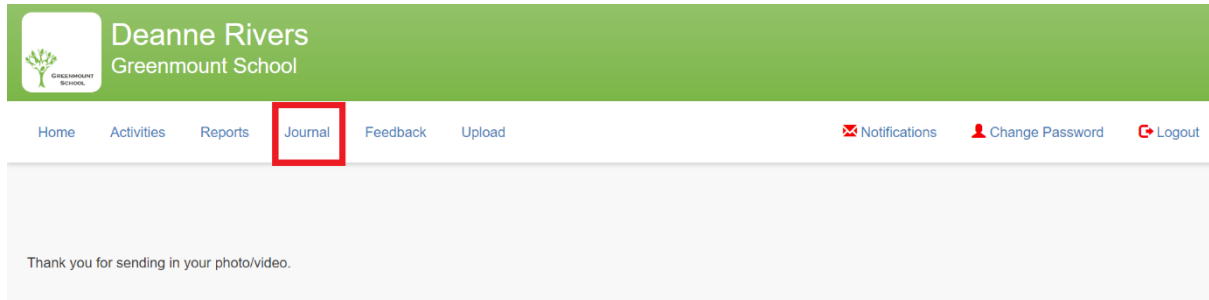
This screenshot is identical to the one above, showing the same Deanne Rivers Greenmount School upload page. The 'Add a comment' text area is still highlighted with a red border. In this version, the 'Submit' button at the bottom of the form is highlighted with a red border.

7. Once the evidence has been uploaded, a thank you message will be displayed.

The school will now be able to see the evidence that you have submitted.

You can see the evidence that you have uploaded by Tapping/Clicking on Journal.

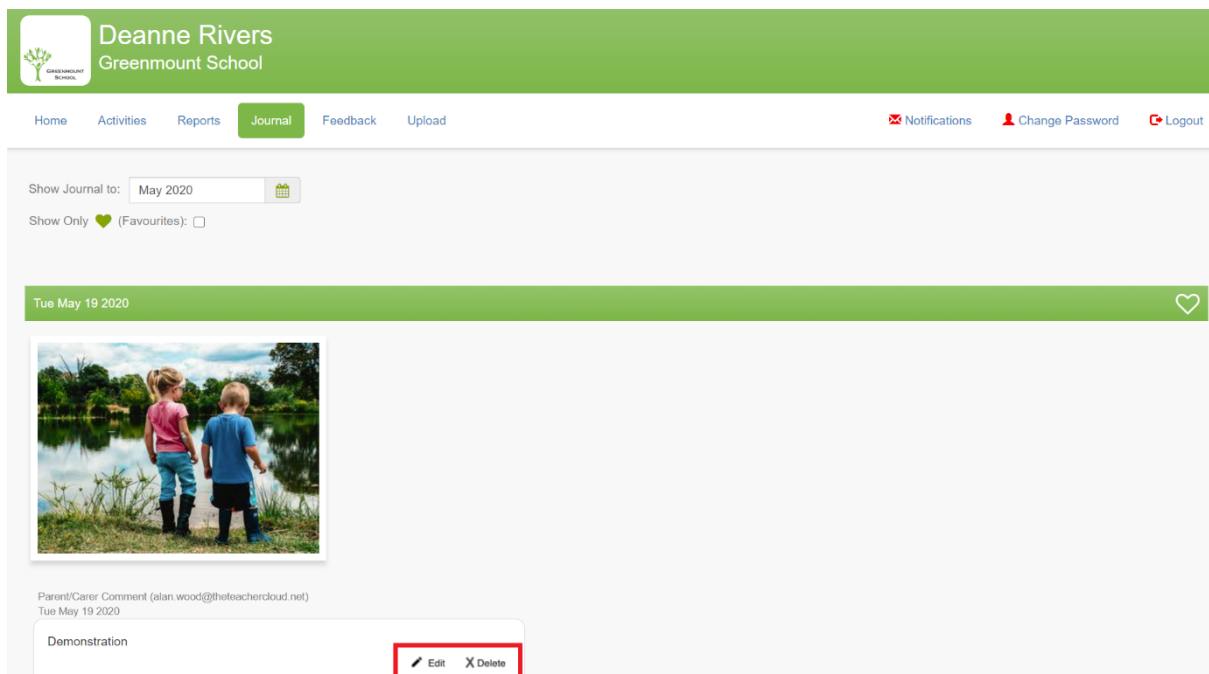
See below...



8. You can see the evidence and review the comment.

If you can choose to, you can Edit or Delete the comment.

See below...



Frequently Asked Questions

Is there a Parent App?

There is not currently a Parent App, we are working on one. The Parent Engagement tools are accessed through a secure web site (EFL Parent Portal). This means that you can access your Parent account on any device that has access to the internet such as an Iphone, android phone, tablet or computer.

Is my password secure?

Yes, your password is encrypted and it cannot be looked up by EFL or schools. Therefore, you can use passwords that you use elsewhere if you want to.

What will I be sent so that they can access the Parent Account?

You should receive two emails, one containing your unique login link to your Parent account and another containing your temporary password.

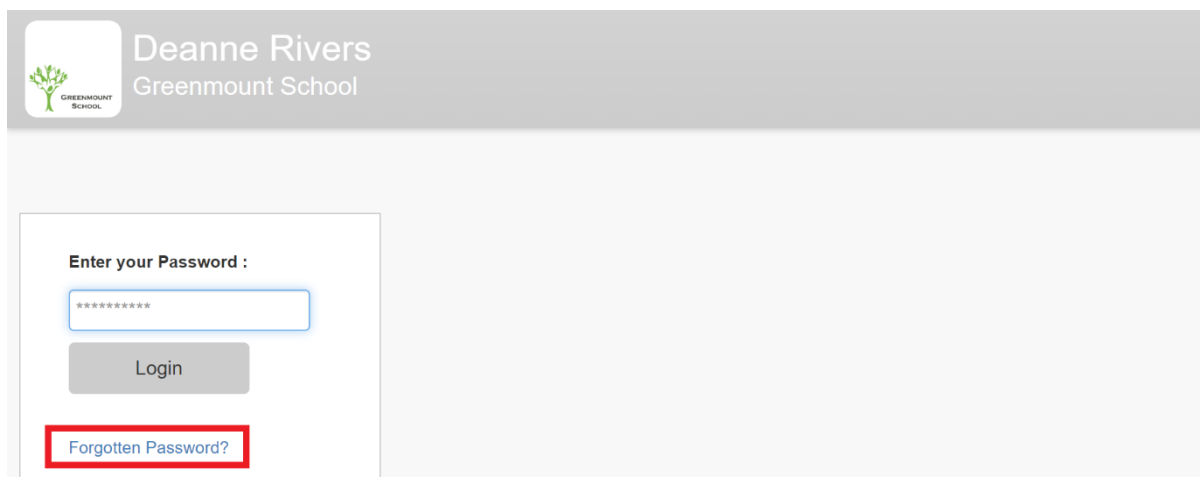
Do I need to access the original email that I was sent to login to my parent account?

You need to click on the login link in the email that you were sent and then you can bookmark the login page to your Parent account. Simply, Tap/Click on the login link in the original email that you were sent and once on the login page, just bookmark it. You bookmark the login page before entering your password and accessing their parent/carer account (there is detailed information on how to bookmark the login page on Page 5).

If I forget my password to my Parent account what should I do?

Go to your Parent account login page and Tap/Click "Forgotten Password?".

See below...



The screenshot shows the login interface for Deanne Rivers Greenmount School. At the top left is the school logo, a green tree with the text 'GREENMOUNT SCHOOL' below it. To the right of the logo, the text 'Deanne Rivers Greenmount School' is displayed. Below the header is a white login box. Inside the box, the text 'Enter your Password :' is followed by a password input field containing seven asterisks. Below the input field is a grey 'Login' button. At the bottom of the login box, there is a blue link labeled 'Forgotten Password?' which is highlighted with a red rectangular border.

You will then be asked to submit your email address. As long as you enter the same email address that is associated within your EFL records at the school, you will be sent a link to change your password. For security, the link that you are sent will only be active for one hour. If you don't click on the link within the hour, you can request a further reset password email by repeating the process. If you continue to have problems logging in, please contact the office at the school directly.

I have two children at the school, how will this work?

If you have more than one child at the school, then you will have a different parent account for each child. You can make the password the same for both accounts, but they do work completely interdependently from one and other. Therefore, you will have a separate log in link for each child.

Who do I contact if I need further help?

All the educational settings that use Evidence for Learning manager their parent accounts themselves. Therefore, if you have any further questions or need any more help then please contact the office at the School.