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| G:\School Files\OFFICE\LOGOS\NAS Advanced\Advanced 19.jpg | Green Lane School Logo (in colour) | WBC crest colour_tcm33-58597Paul King  Headteacher  Joanne Mullineux  Deputy Headteacher |

8th April 2020

Dear Parents / Carers

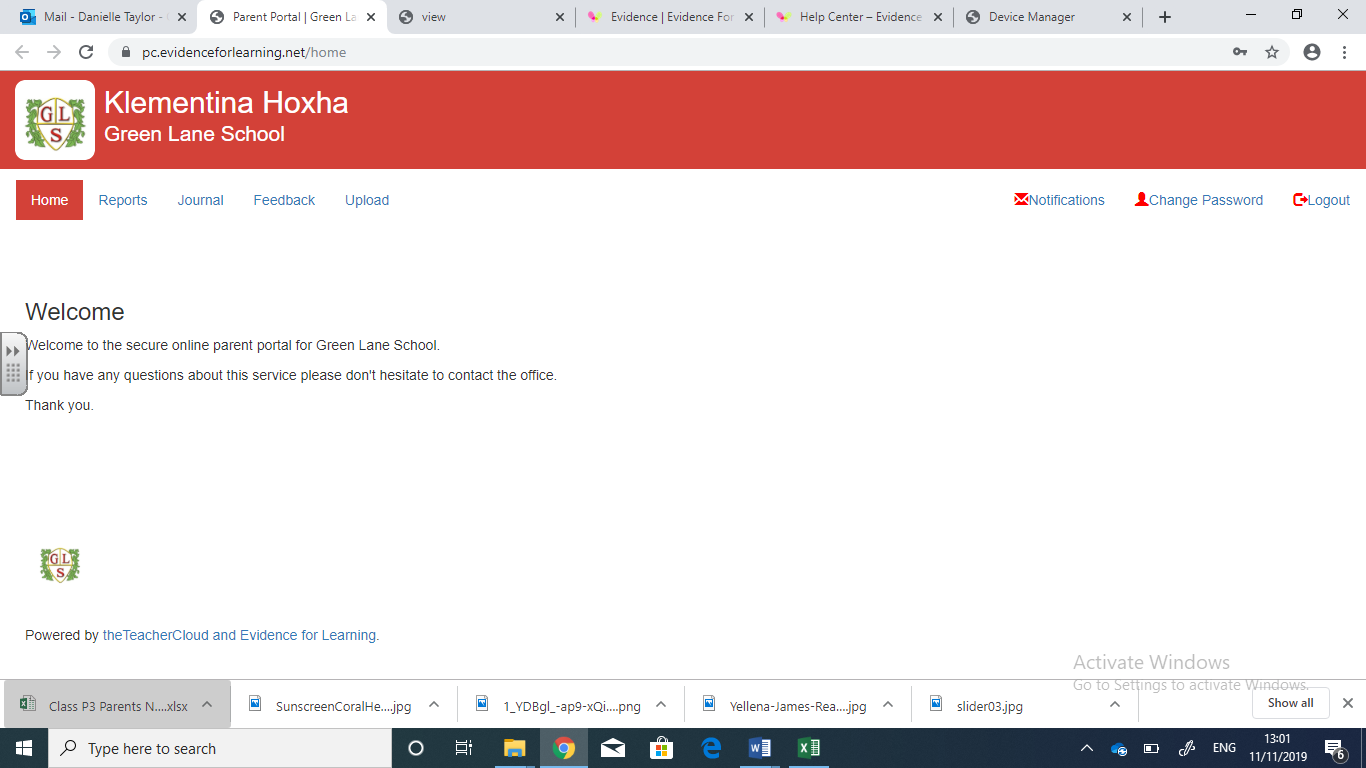
**Evidence for Learning – Important Information**

Thank you to all parents who provided their email addresses for Evidence for Learning access. As a reminder, Evidence for Learning is our new online learning journal; staff upload photos, video clips and comments to record student progress over time. This is then shared with parents and carers via an individual link. This means that you can be kept completely up to date about the progress your child is making and strategies that class teams are using to support this. With school currently being closed we are hoping that you can use this app to keep in touch and share evidence of activities with us that you may be completing at home.

Parents who have returned the signed form confirming that they will not share any of the photographs on social media (as we have some pupils who do not have permission for this) and who have provided us with an email address will receive two emails in the next few days from ‘theTeacherCloud’. (Please let the school office know if you need these emails resending)

In order to access Evidence for Learning:

1. Open the second email and copy the password (long click then copy or write it down somewhere)
2. Open the first email and click on the link, paste the password in the box (or type it in if you wrote it down)
3. Click ‘Log in’
4. Click on ‘Change Password’ at the top to change it to something more memorable
5. You can then set how often you receive notifications for when we send you evidence by clicking the notification button at the top of the page and then changing the preferences.



Your child’s name will be in a banner at the top of the page. Under this you will see four options.

* Home – this is the screen you are currently on
* Journal – click on this to see the ‘evidence’ that staff have uploaded – photos, video clips, comments, you can click on ‘Add comment’ to add a comment about this. Keep scrolling down to see more.
* Feedback – click here if you want to leave a comment for all staff to see, it would be lovely if you could let us know what you think as all of the staff have been working really hard on this!
* Upload – click here to upload your own photos, click ‘choose file’ to browse for a photo, you can also add a comment, click ‘submit’ when you have finished. It would be great if you could share some photos with us too as we are missing seeing them every day and it would be fantastic to see some of the activities you are getting up to.

You can also create a bookmark for the Parent Portal login page on your phone / tablet (both iOS/Android devices). That way, you can simply tap that icon/button on your phone/tablet and get to the login page.

**INSTRUCTIONS FOR ADDING BOOKMARK BUTTONS TO PHONES/TABLETS:**

**iOS Device (eg Apple iPhone or iPad):**

Adding a weblink:

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

(1) Tap the '**Share**' button (the square 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.

**Android 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.

Please let us know if you need any further support with accessing Evidence for Learning, we hope you enjoy seeing the progress that your child is making here at Green Lane.

Danielle Taylor

Computing Lead