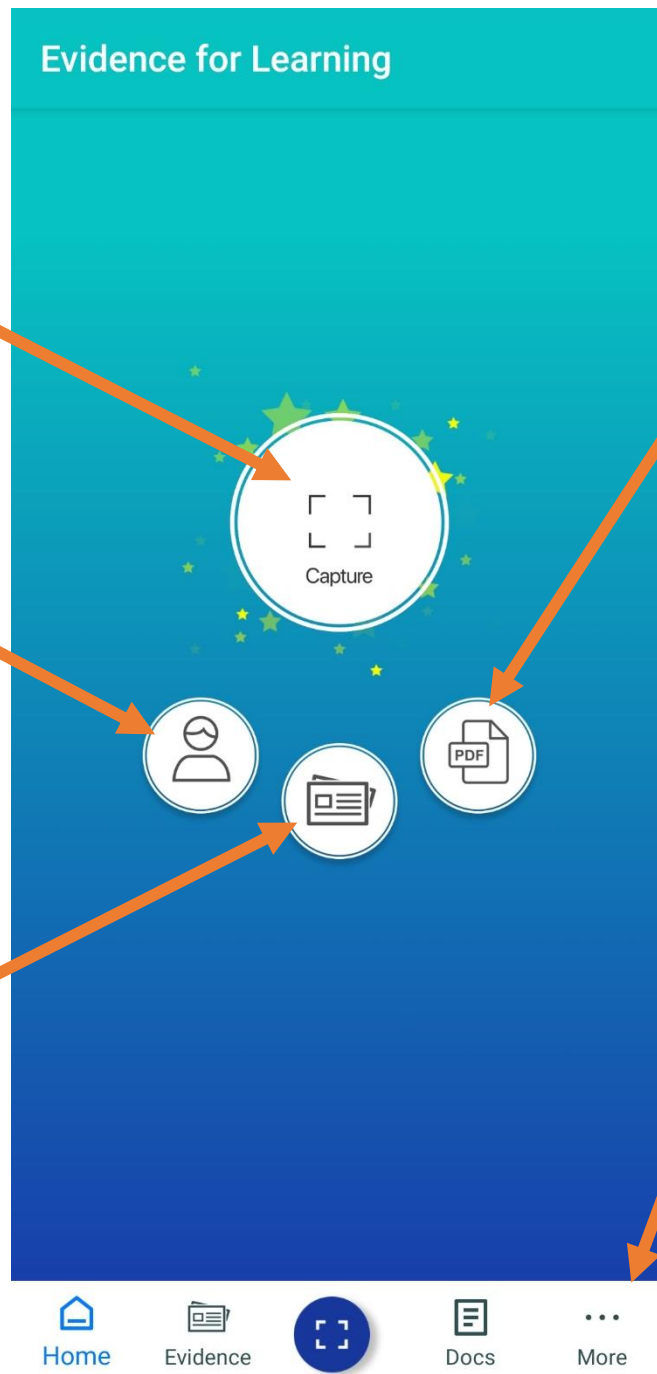# Evidence for Learning – Family App

User Guide – Viewing and Adding Evidence

1- Once you have logged into the EFL Family App, you will see the home screen – this is pictured below.

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

Documents Button – This button allows you to view any documents that have been shared with you by school.
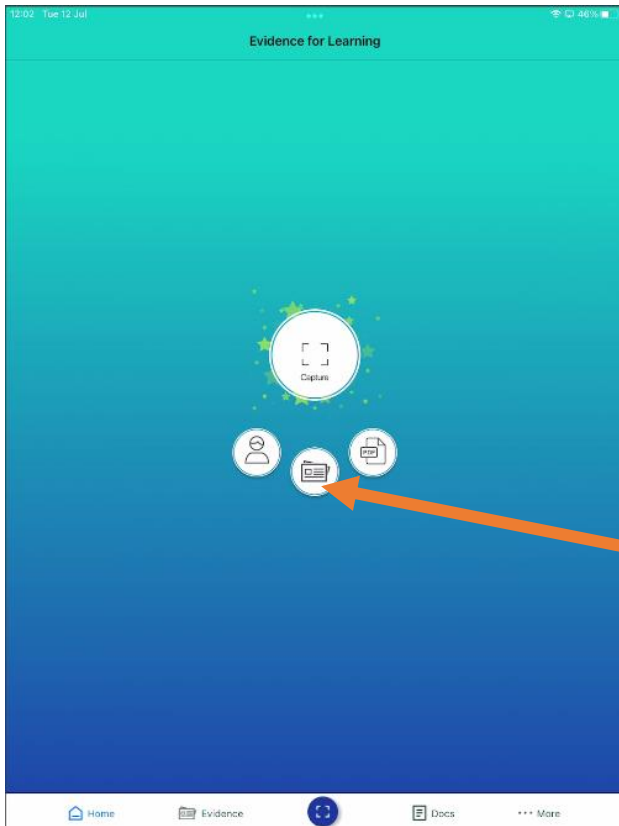
Default Learner Button – This button allows you to select your son/daughter as the default learner so you don't have to reselect them each time you add evidence.

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

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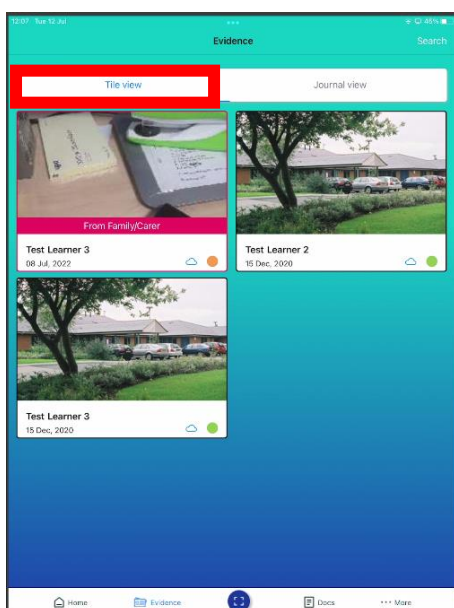
2- **Viewing Evidence**

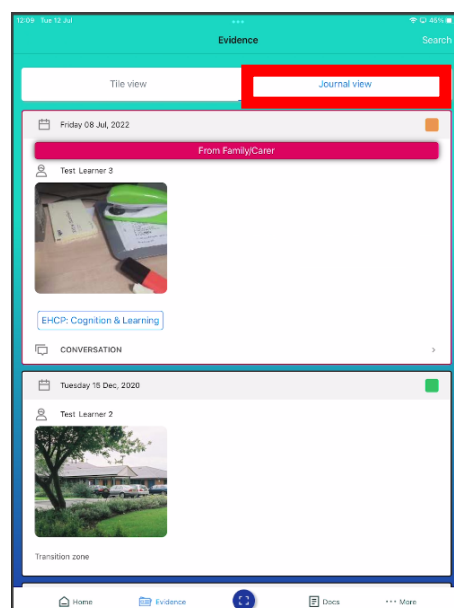

1. Press the **Evidence button** on the home screen.

This will then take you to the Evidence Screen.

2. On the evidence screen there are two options to view evidence, the Tile view and the Journal View.
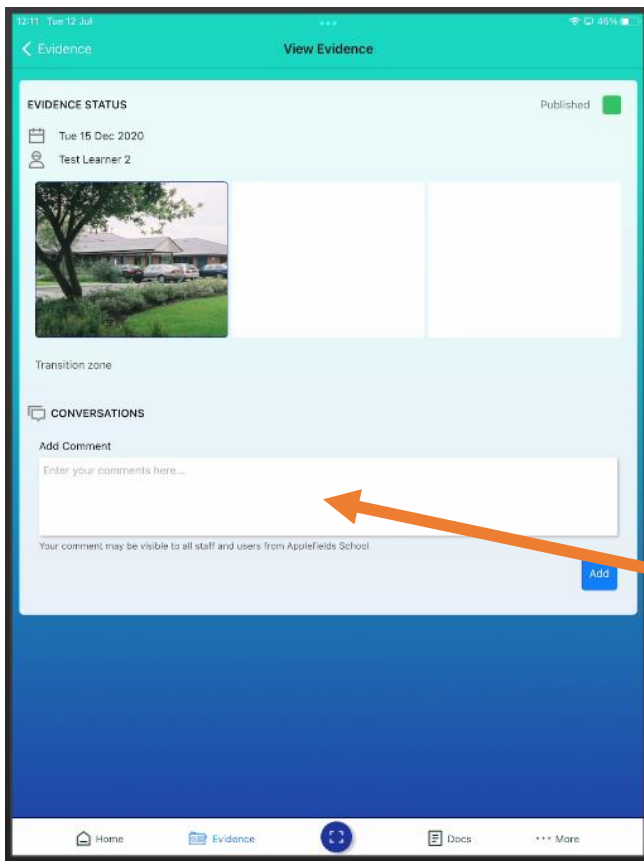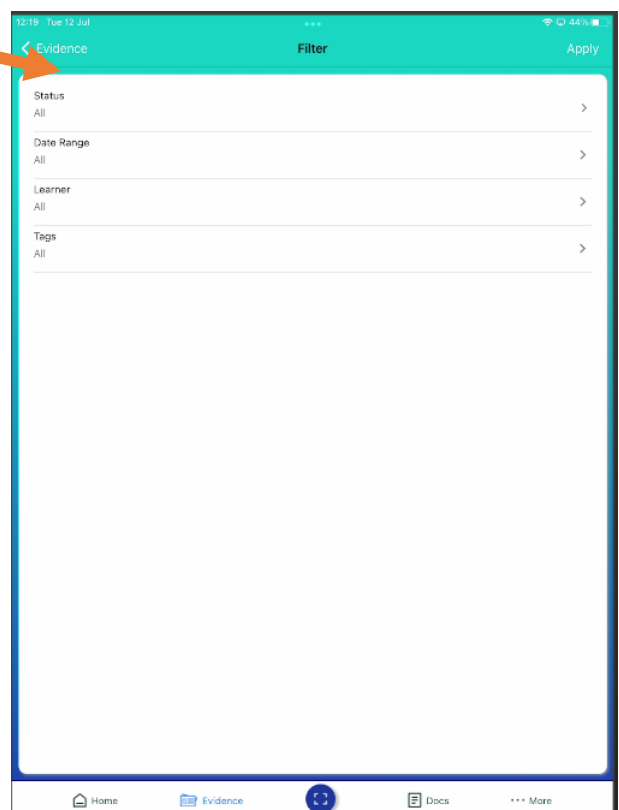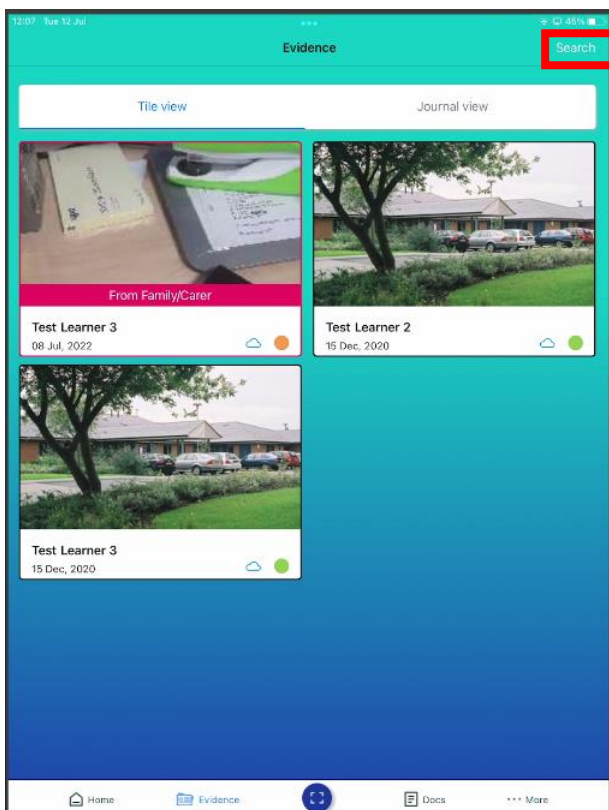
Tile view

Journal view

3. You can click into each piece of evidence to see the photos/videos and the comments.

4. You can also leave comments/feedback on the evidence if you wish too.

5. You can add comments to the evidence here.

6. You can also search the evidence using the **search button** in the **top right.** You can search by date, learner (if you have more than 1 child at the school) or tags.
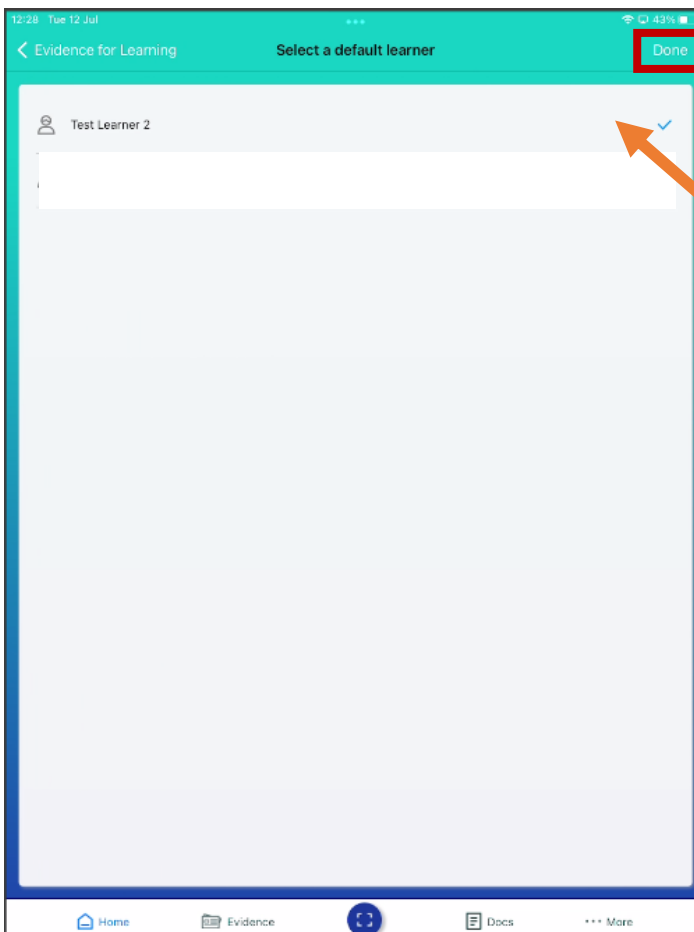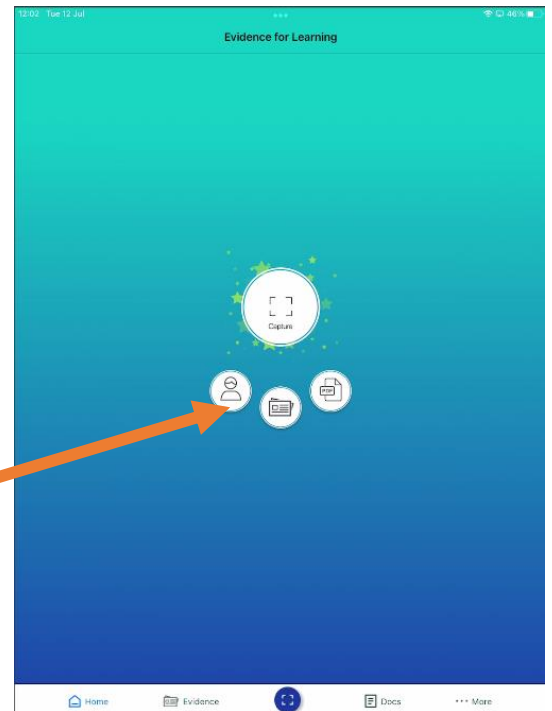
3- **Capturing Evidence**

Selecting the default learner.

A helpful tip – before you start capturing evidence select the default learner to your son/daughter. This will mean they will automatically be selected when adding evidence.
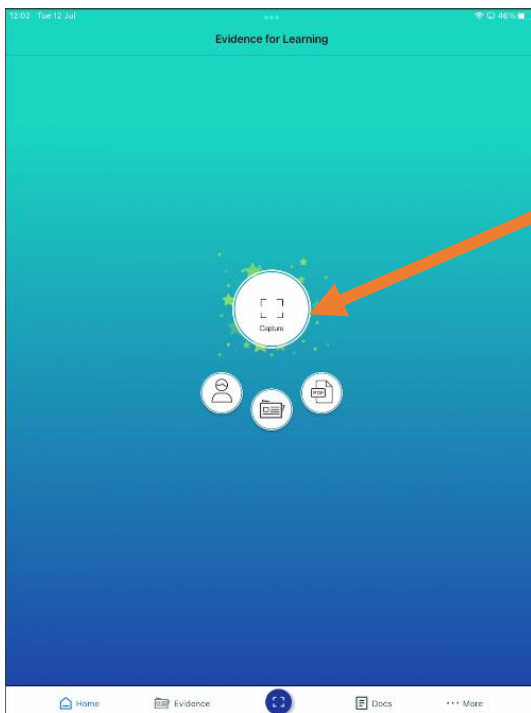
1. Press the default learner button on the home screen

2. Your son/daughters name will appear press it and a blue tick will appear at the right hand side.

Then press **done**.

A helpful tip – if you have more than one child at the school, you don't have to select a default learner. You will be able to select which child the evidence is for when adding it.
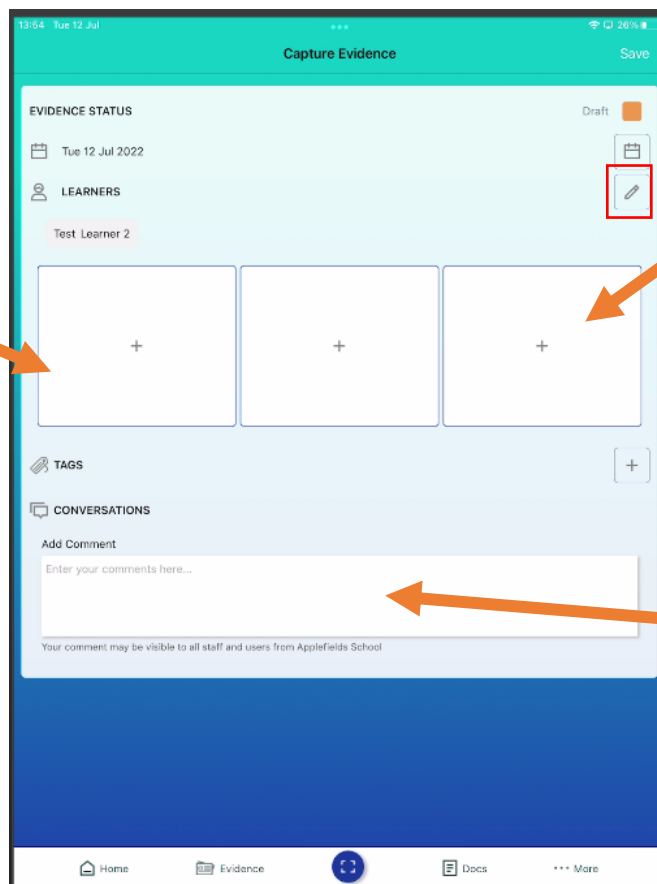
Capturing Evidence

1. On the home screen press the **capture button**.

2. **Learner section**

If you have already selected the default learner, they will appear in this section automatically.

If you have more than 1 child at school click on the pencil at the right hand side of the screen. You can then select which child the evidence is for by pressing them and a blue tick will appear. Then press done in the top right.

You can select both children if it appropriate for the evidence too.
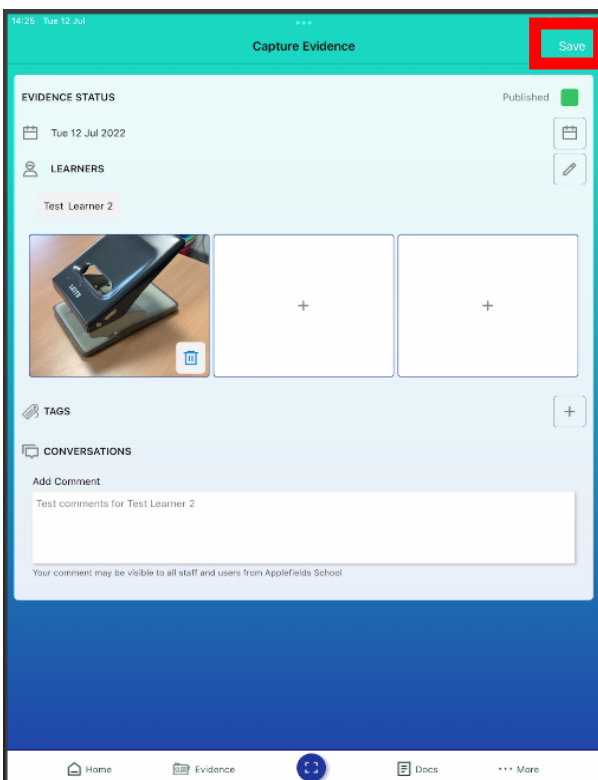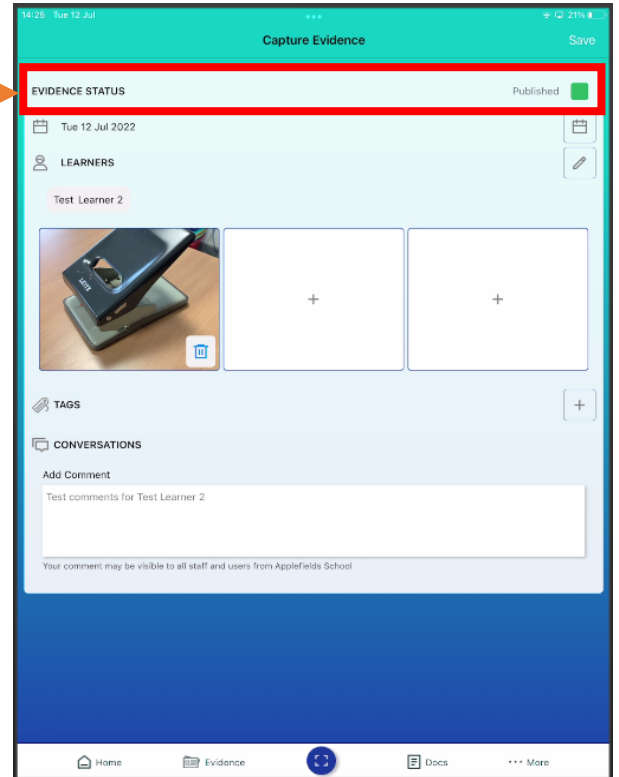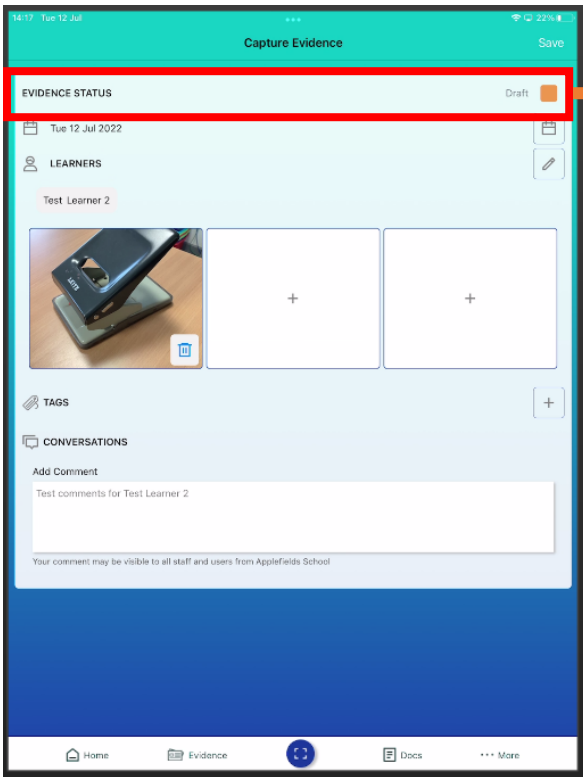

3. Evidence

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.

You can add up to 3 photos or 3 1 min videos.

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

5. Once you have added your evidence it is very important to check the **evidence status** section – to ensure that your evidence is added to your child's learning Journey the **evidence status must say published with a green square**.

6. Once you are happy with the evidence you can press **save**.