# Parent's Guide to the Parental Portal
# On Evidence for Learning

Here is your guide to setting up your Parental Portal on our Assessment App called "Evidence for Learning". This will allow your child's class teacher to share learning directly with you in the form of written comments, photos and videos.  It will also allow you to send comments, photos and videos back to the teacher and is a place where you can have conversations about your child's learning during this difficult and unusual time we are all facing.

We will send you 2 emails.  One with your login and one with your password.  It would probably be easiest for you to have this on your phone.  Please complete the following 5 steps to get set up:

1. Open your first email and tap the red login button.
2. Before you tap 'Login', bookmark this page so that you can return to it easily without having to go through the email next time.  Now tap 'Login'.
3. Enter the password that was sent to you in the second email.  Remember: This is case sensitive.
4. You'll probably want to change your password at this point to something that you can easily remember.  You can do this by tapping 'Change Password' and following the instructions further down the page.
5. Scroll back up to the top of the page.

There are different areas on the site.  Here is what they all do:

Reports: This allows you to see any reports that the teachers have shared with you.

Journal: This will allow you to see comments, photos or videos that the class teacher has sent for your child.  You can use the '+Add Comment' box to add comments for the class teacher to read.

Feedback: This allows you to send written feedback on things you have done or to let teachers know what works and does not work.

Upload: This allows you to send videos or photos in to the class teacher, which they can then use as evidence towards your child's learning intentions.  Simply tap 'Choose file' and you can add photos or videos, then tap in the comment box to add a comment to explain what your child has achieved.

Notifications:  This means you will get a notification when something new has been uploaded by the teacher.  You will need to select your preferences of 'None', 'Daily' or 'Weekly'.  We recommend 'Daily', so that you don't miss new things being sent – then tap 'Submit'.  *Please be warned, that there are currently some problems with the notifications and they are still not working quite as they should.  Evidence for Learning are trying to iron these out as soon as possible.*

Please be aware that it may not always be possible for your child's teacher to reply to you straight away, as they have a full class of students and their parents to reply to.  They are also busy making new videos and resources to download for your child.

Please email Jo Dowson (hazjed@hazelbeck.org) with any problems about the functionality of the website so that she can deal with the technical side of things for you.  Again, Jo will get back to you as soon as it is possible, as she will be dealing with the whole school's technical issues (parents and teachers).  Jo will prioritise Evidence for Learning issues every weekday morning between 9am and 11.00am.