



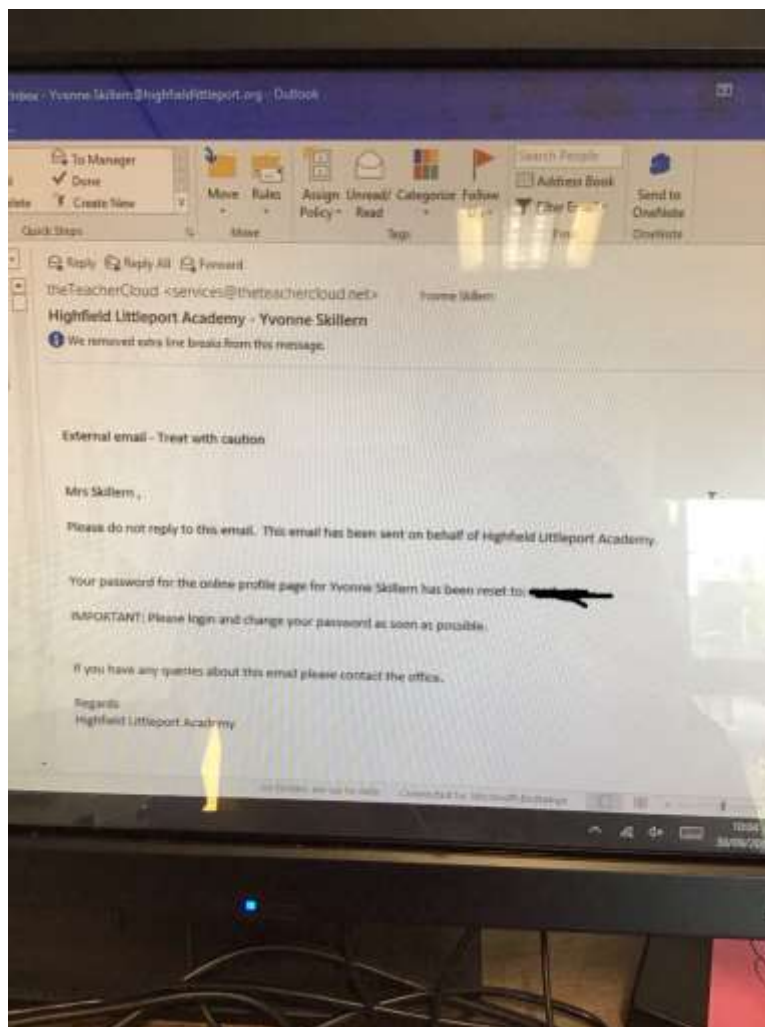
HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Executive Headteacher: Simon Bainbridge
Head of School: Yvonne Skillern

How to Set Up and Register Parent Access for Evidence For Learning

1. In order to set up access for Evidence for Learning for parents and carers you will be sent a unique password in order to access your child's evidence area. The email will look like this below:



Please make a note of this unique password and do not share it with anyone. This password will be associated with the email address you have provided to us. This has been linked to the Evidence for Learning software as you have identified in your permissions on your child's admissions form. It will allow you to log on to access your child's profile.

Elmside, Littleport, Cambs, CB6 1LJ
Tel: 01353 223301
office@highfieldlittleport.org

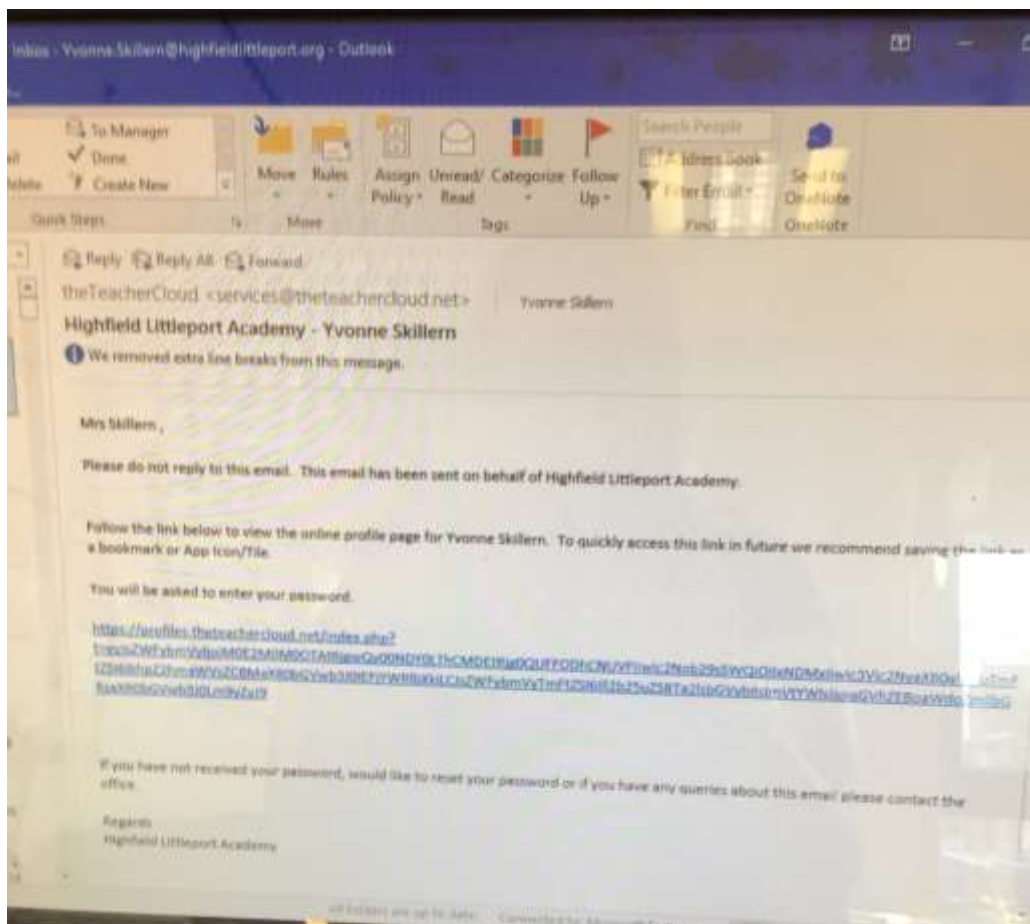


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2. Once you have a password for your child's account you will be sent a second email with a link to your child's individual page. The email will look like this:



To quickly access the link to your child's page we recommend you saving the link as a bookmark or App Icon/Tile.

Click on the link which will then take you to the unique log in page.



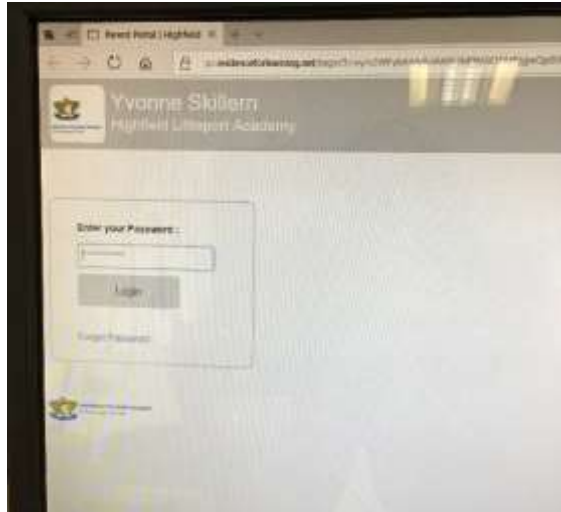
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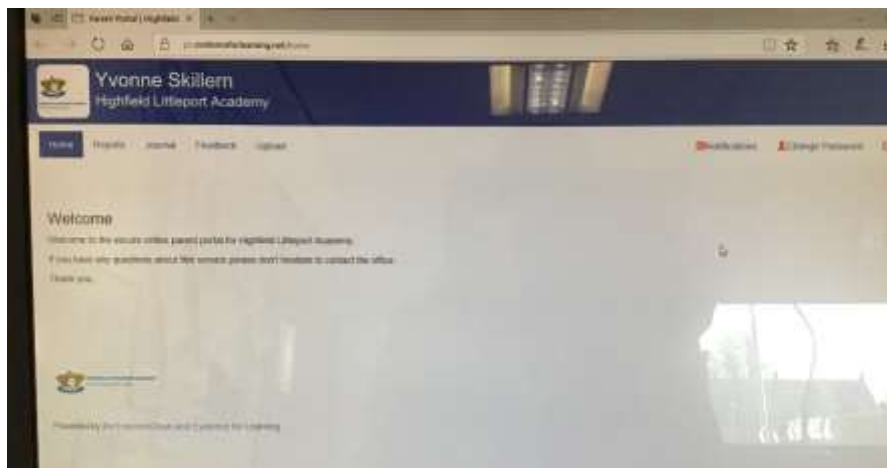
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3. After clicking the link you will be taken to your child's personalised log in page. Please enter the password that was emailed to you into the box and click login.



4. Once you enter your password you will be directed to your child's home page. On this page you will be able to view any reports that have been generated (usually these are available prior to an Annual Review and around the Summer term parents evening), view your child's day to day journal of evidence, type in feedback to staff based upon evidence and also upload your own evidence from home.



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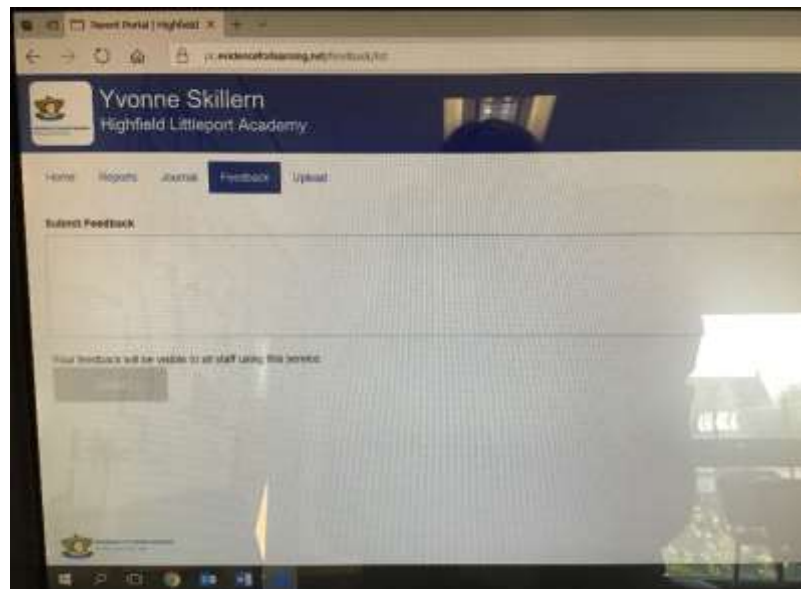
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Evidence uploaded from school will look a bit like this:



You can then like the post or add comments to feedback to staff at school. Ensure you put a description alongside a photo using the 'add comment' tab.

5. Submitting feedback tab:



You can use this to share any general feedback with staff at school.

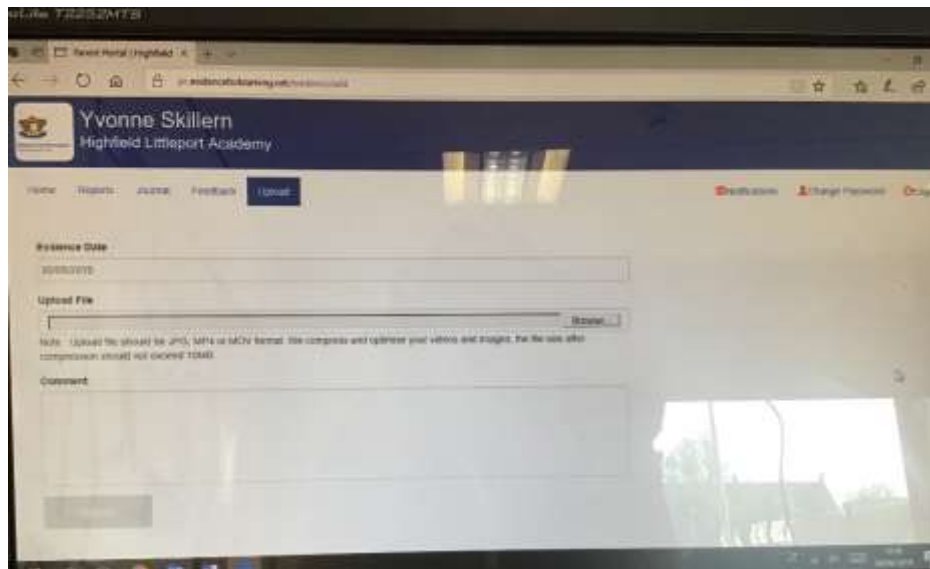


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6. Uploading evidence from home tab:



Make sure as well as adding evidence you put a description of what your child was doing so that we can see the great things they have been learning and getting up to. You will know that this has been successful as the evidence can be viewed on your child's journal feed:



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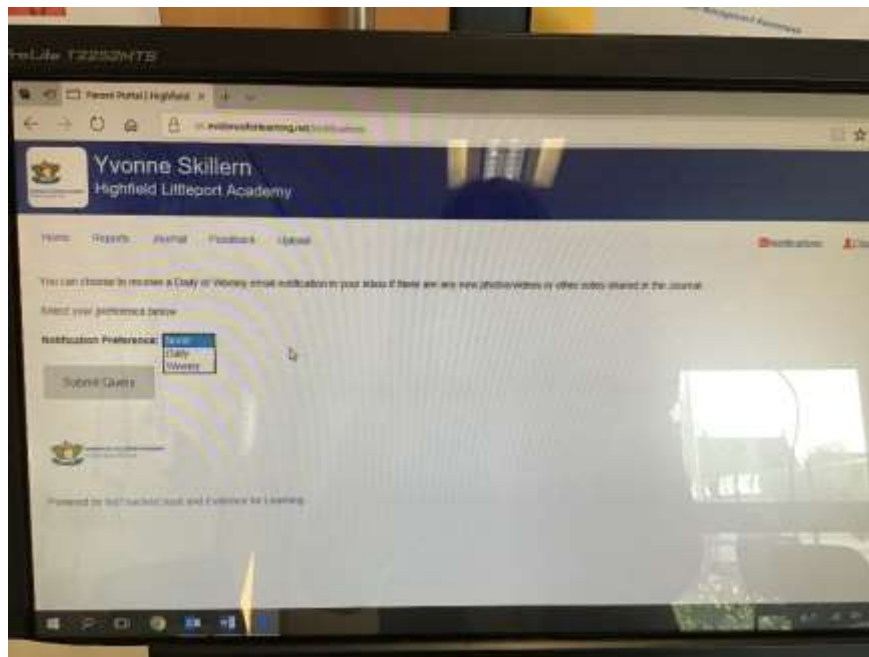


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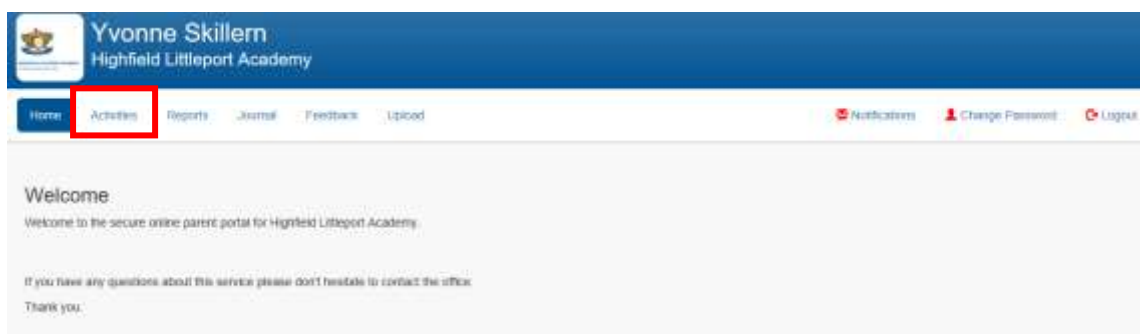
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7. By clicking on the notifications tab in the top right hand corner of the screen you can set the frequency that you would like to receive notifications:



To view and access activities for remote learning online please click the 'Activities' tab where you will find work and activities set by teachers when remote learning has been posted.



We hope you find this guide useful. If you have any questions or would like any help setting it up please do not hesitate to contact us here at school.

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