

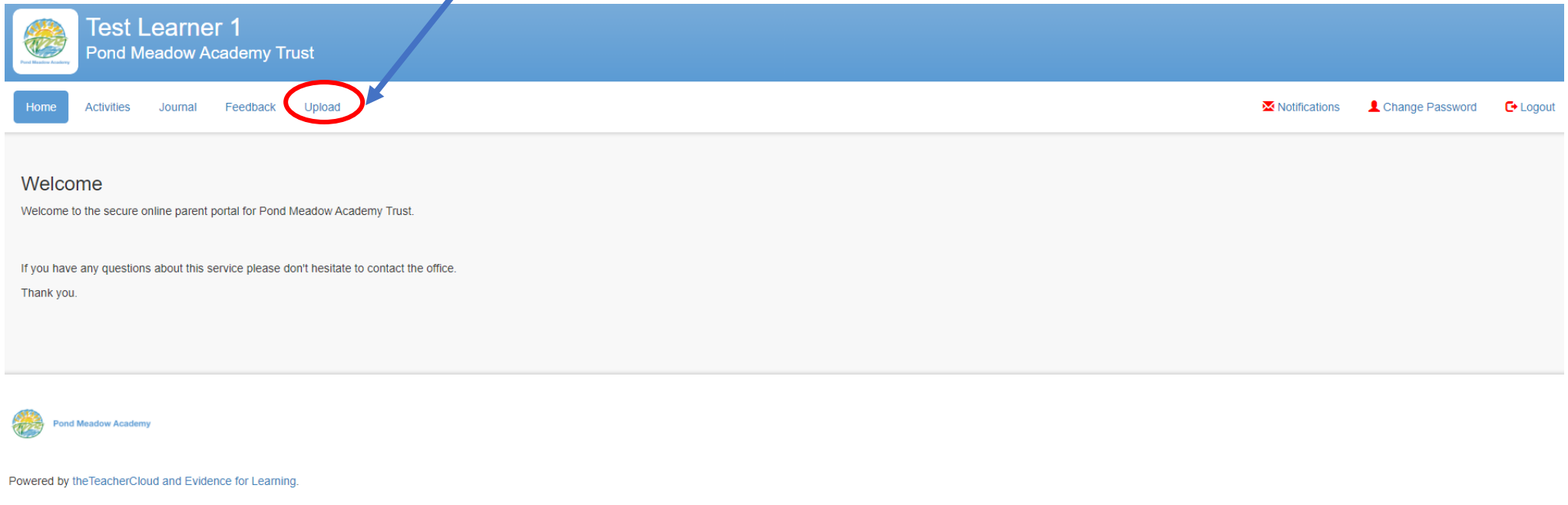


# How to Upload Evidence Parent/Carer Guide

# Uploading Evidence



Once your child has completed their home learning activity and you have taken a photo of it, click on 'upload'.



**Test Learner 1**  
Pond Meadow Academy Trust

Home Activities Journal Feedback **Upload** Notifications Change Password Logout

**Welcome**  
Welcome to the secure online parent portal for Pond Meadow Academy Trust.

If you have any questions about this service please don't hesitate to contact the office.  
Thank you.

Pond Meadow Academy

Powered by theTeacherCloud and Evidence for Learning.



# Uploading Evidence

Click on 'Choose file' and select the photo you would like to upload.

If using a mobile phone or tablet, you will be given the option to look through your camera roll.

If using a PC, you will be able to browse your files.

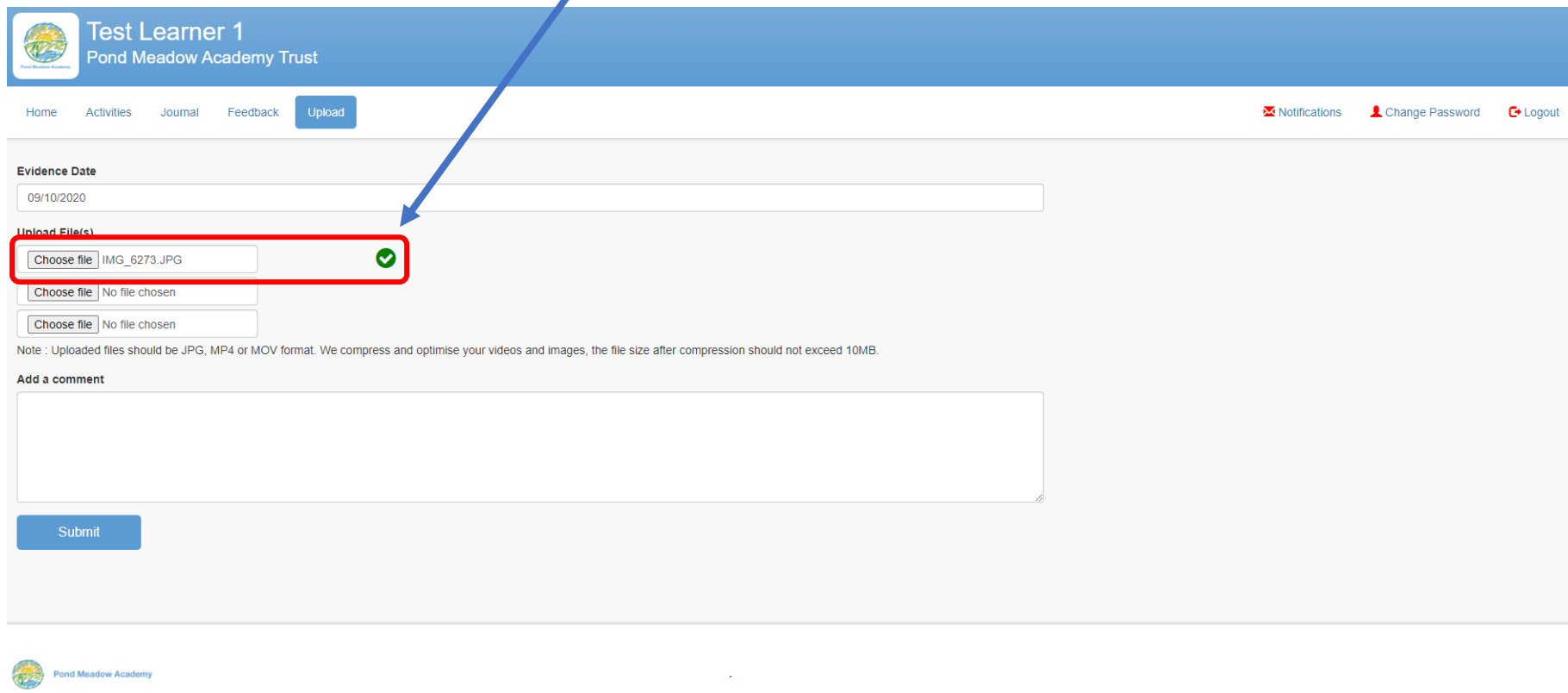
The screenshot shows the 'Test Learner 1' interface for Pond Meadow Academy. The page has a blue header with the academy's logo and name. Below the header is a navigation menu with 'Home', 'Activities', 'Journal', 'Feedback', and 'Upload'. On the right side of the header, there are links for 'Notifications', 'Change Password', and 'Logout'. The main content area is titled 'Evidence Date' and shows a date field with '09/10/2020'. Below this is the 'Upload File(s)' section, which contains three 'Choose file' buttons, each followed by the text 'No file chosen'. A red box highlights these three buttons, and a blue arrow points to the first one. Below the file upload section 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 an 'Add a comment' section with a text area and a 'Submit' button. The footer of the page features the Pond Meadow Academy logo and name.

# Uploading Evidence



A green tick will appear once your photo has uploaded. Please note that this may take a few minutes depending on the size of the file.

Repeat the process if you would like to upload more than one photo.



Test Learner 1  
Pond Meadow Academy Trust

Home Activities Journal Feedback Upload

Notifications Change Password Logout

Evidence Date  
09/10/2020

Upload File(s)

Choose file | IMG\_6273.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

Pond Meadow Academy

# Uploading Evidence



You will be taken to your child's home learning portal home page.

The screenshot shows a web interface with a blue header. On the left, it says "Test Learner 1" and "Pond Meadow Academy Trust" next to a small logo. Below the header is a navigation menu with "Home", "Activities", "Journal", "Feedback", and "Upload". The "Activities" tab is circled in red. On the right side of the header, there are links for "Notifications", "Change Password", and "Logout". The main content area has a "Welcome" message and a "Powered by theTeacherCloud and Evidence for Learning." footer.

Test Learner 1  
Pond Meadow Academy Trust

Home **Activities** Journal Feedback Upload

Notifications Change Password Logout

Welcome  
Welcome to the secure online parent portal for Pond Meadow Academy Trust.  
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Thank you.

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Click on the 'activities' tab.



# Uploading Evidence

You can then add a short comment if you wish to let your child's class teacher know how the activity went.

Test Learner 1  
Pond Meadow Academy Trust

Home Activities Journal Feedback Upload

Notifications Change Password Logout

Evidence Date  
09/10/2020

Upload File(s)

Choose file IMG\_6273.JPG ✓

Choose file No file chosen

Choose file No file chosen

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

Add a comment  
Mel really enjoyed this activity and was able to read some symbols independently. We then had fun role playing some of the characters in the story using the suggested props.

Submit

Pond Meadow Academy

Once you are finished, click submit and your child's work and additional parent comments will be saved to the system.

# Uploading Evidence



All of your child's home learning that you upload, along with any responses from the class teacher will be automatically saved in their journal. You are able to access these by clicking on the 'journal' tab.

The screenshot shows a user interface for a learning management system. At the top, there is a blue header with the user's name 'Test Learner 1' and the school name 'Pond Meadow Academy Trust'. Below the header is a navigation menu with tabs for 'Home', 'Activities', 'Journal', 'Feedback', and 'Upload'. The 'Journal' tab is highlighted with a red box and a blue arrow pointing to it. To the right of the navigation menu are links for 'Notifications', 'Change Password', and 'Logout'. Below the navigation menu, there is a section for 'Show Journal to:' with a dropdown menu set to 'Oct 2020' and a calendar icon. Below that is a 'Show Only' section with a heart icon and the text '(Favourites):' followed by an unchecked checkbox. The main content area has a blue header for the date 'Thu Oct 1 2020' with a heart icon on the right. Below this is a large image of a nebula. Underneath the image is the text 'Then if you talk into the device it will write it for you.' Below that is a comment from a 'Parent/Carer' with the email 'miharmes@pond-meadow.surrey.sch.uk' and the date 'Thu Oct 1 2020'. The comment text reads: 'Pupil really enjoyed exploring the space images on the computer and commented by verbally identify some of the colours he could see.' At the bottom right of the comment box are 'Edit' and 'Delete' options.

# Help



If you need any help or further information, then please email your child's class teacher.

Evidence for Learning also have a range of online resources that offer detailed step by step guides in order to access the site and complete different functions.

Please visit their resources centre and select 'Parent Engagement' to view these resources.

<https://resources.evidenceforlearning.net/>