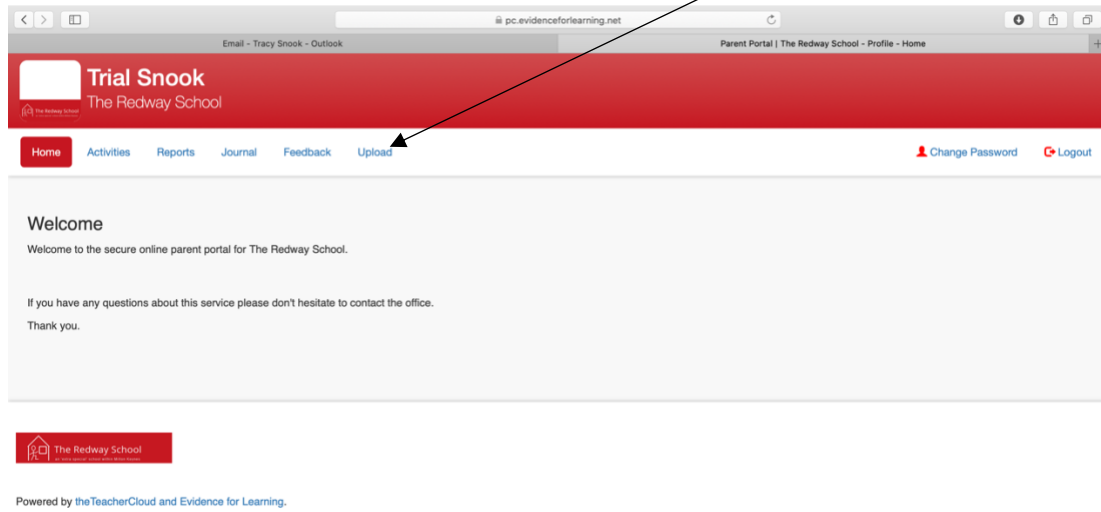


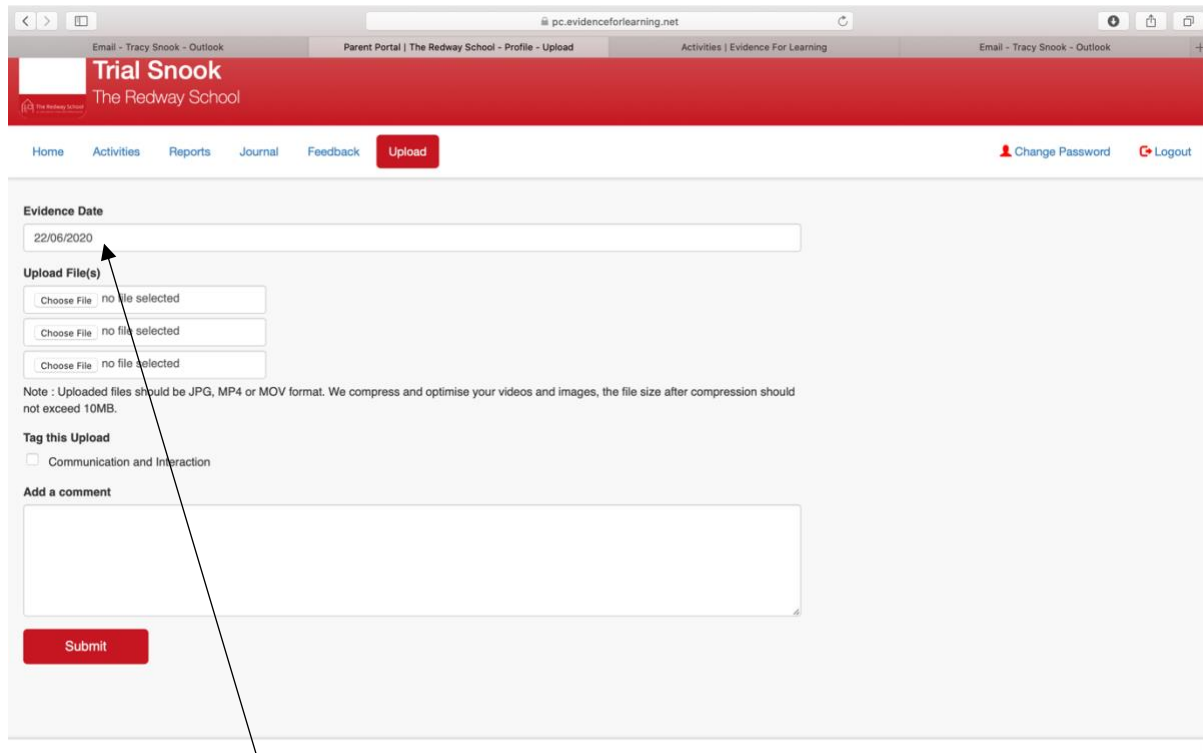
## Sharing a Picture or Video - from a Computer

To upload a photo or small clip of video, click the upload tab



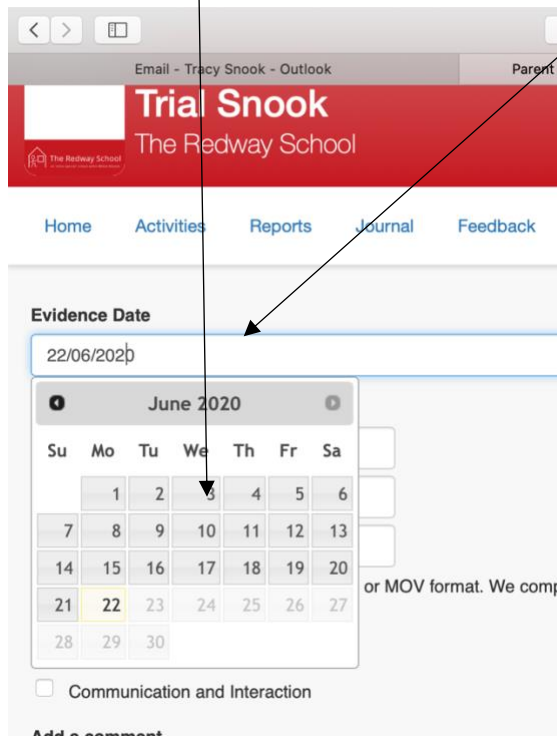
You will then see the following page. From here you can edit the date, upload your file and write a comment

## Sharing a Picture or Video - from a Computer



The screenshot shows the 'Trial Snook' upload interface for The Redway School. At the top, there's a navigation bar with links for Home, Activities, Reports, Journal, Feedback, and an Upload button. Below this, the 'Evidence Date' field is set to '22/06/2020'. An arrow points from this date field to the explanatory text below. The 'Upload File(s)' section contains three 'Choose File' buttons, each followed by 'no file selected'. A note specifies that uploaded files should be in JPG, MP4, or MOV format and should not exceed 10MB. There is a 'Tag this Upload' section with a checkbox for 'Communication and Interaction' and an 'Add a comment' text area. A red 'Submit' button is at the bottom.

Start by clicking on the date and changing it to the date that the photo was taken (this is an optional step; you can just leave the date and it will show as the date you are adding the file). Once you click on the date, you will get a pop out box. Click on the relevant date, for example, if I want to add the evidence for the 17<sup>th</sup> of June, I am going to make sure it says June here, and then click on the number 17.

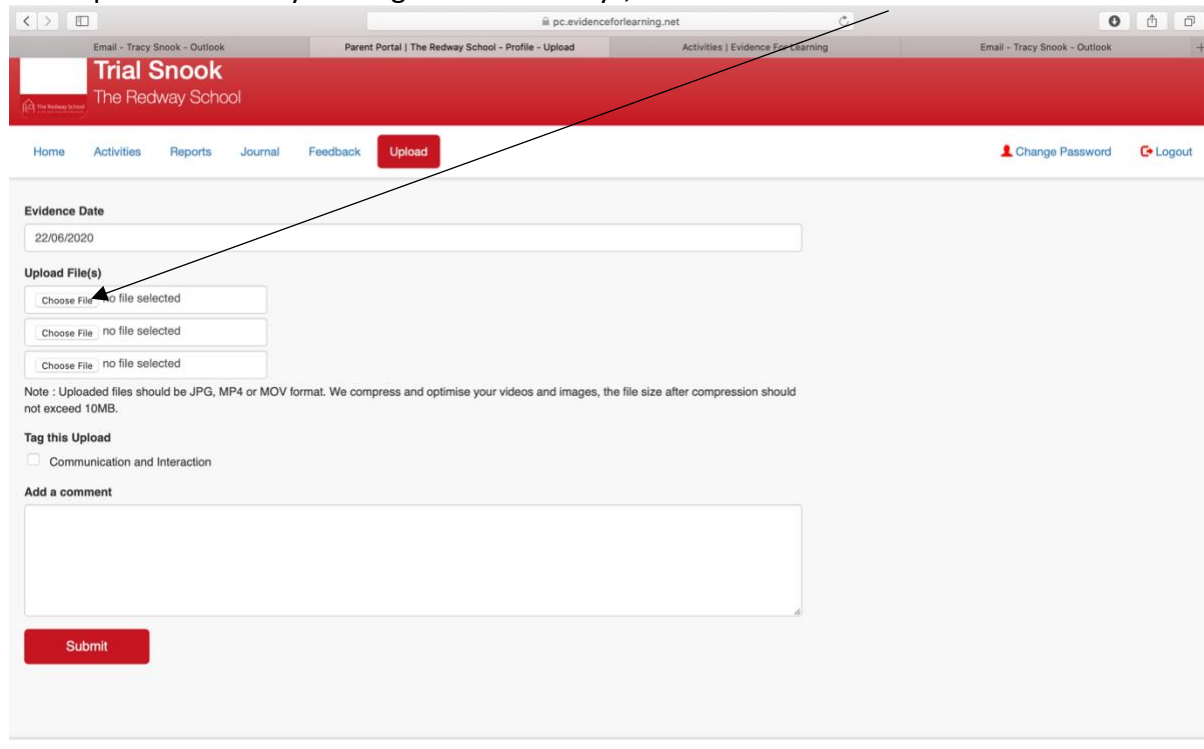


This screenshot shows the date selection calendar that appears when the 'Evidence Date' field is clicked. The calendar is for June 2020. The date '22/06/2020' is visible in the input field above the calendar. An arrow points from the text 'Click on the relevant date' to the number '17' in the calendar. The calendar grid shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 1 to 30. The date '17' is highlighted. Below the calendar, there is a checkbox for 'Communication and Interaction' and an 'Add a comment' label.

## Sharing a Picture or Video - from a Computer

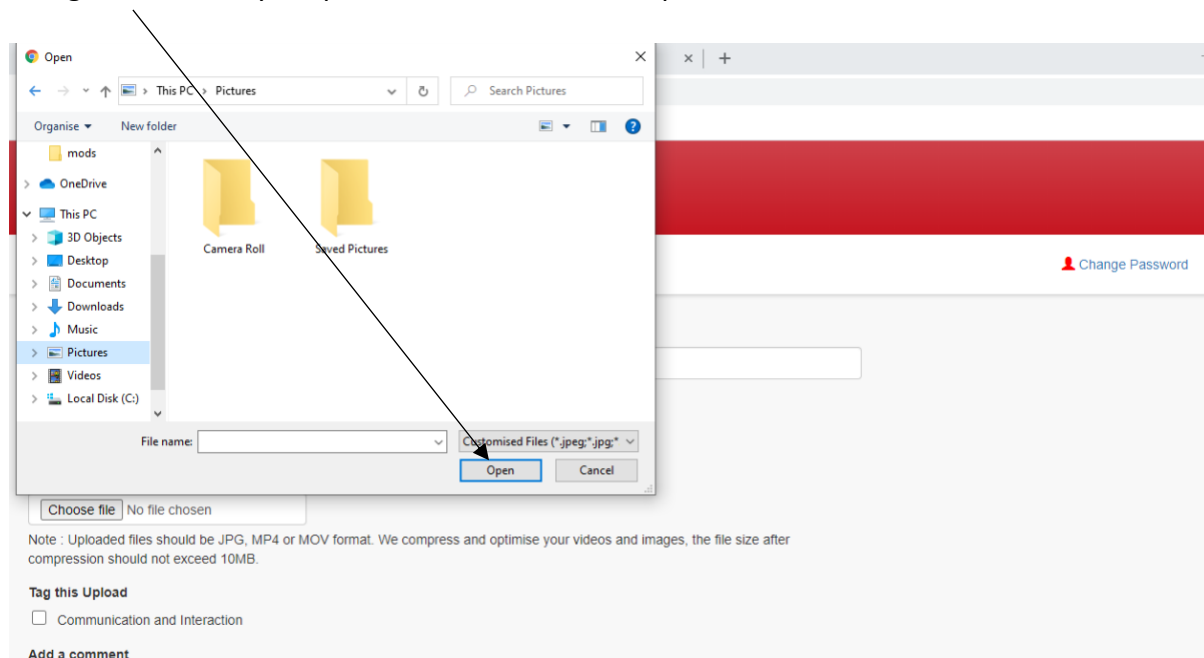
Once I have clicked the box, the date will automatically change.

Now upload the file by clicking on where it says, 'choose file'.



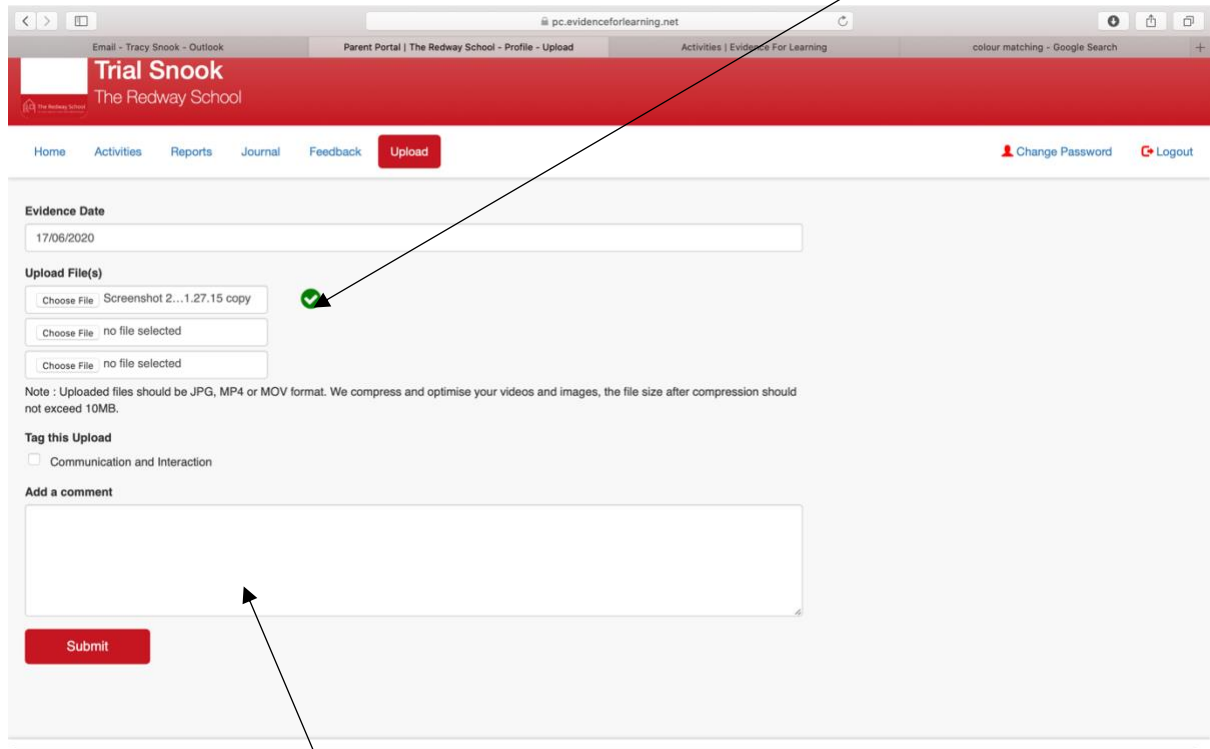
The screenshot shows the 'Trial Snook' upload interface. At the top, there's a navigation bar with 'Home', 'Activities', 'Reports', 'Journal', 'Feedback', and a red 'Upload' button. Below this, the 'Evidence Date' is set to '22/06/2020'. The 'Upload File(s)' section contains three 'Choose File' buttons, each followed by 'no file selected'. A note specifies that uploaded files should be in JPG, MP4, or MOV format and under 10MB. There's a 'Tag this Upload' section with a checkbox for 'Communication and Interaction'. At the bottom, there's a 'Submit' button. An arrow points from the text 'choose file' to the first 'Choose File' button.

Navigate to where your photo is saved and click 'open'.



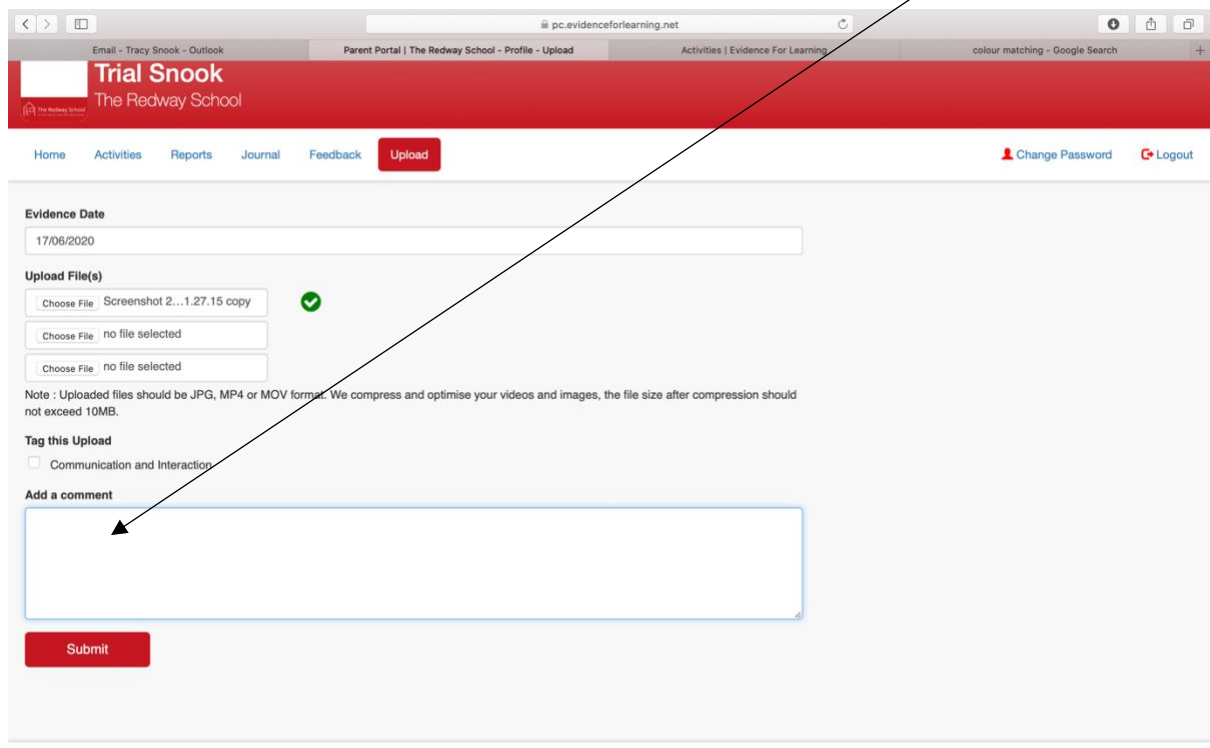
## Sharing a Picture or Video - from a Computer

Once your file as uploaded, there will be a green tick next to it



The screenshot shows the 'Trial Snook' upload interface. At the top, there's a red header with the school's name and navigation links. Below this, the 'Evidence Date' is set to 17/06/2020. The 'Upload File(s)' section shows a file named 'Screenshot 2...' with a size of 1.27.15 copy, accompanied by a green checkmark. Below this, there are two more 'Choose File' buttons, both showing 'no file selected'. A note states: '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.' There is a checkbox for 'Tag this Upload' with the option 'Communication and Interaction'. At the bottom, there is a text area for 'Add a comment' and a red 'Submit' button. An arrow points from the text above to the green checkmark.

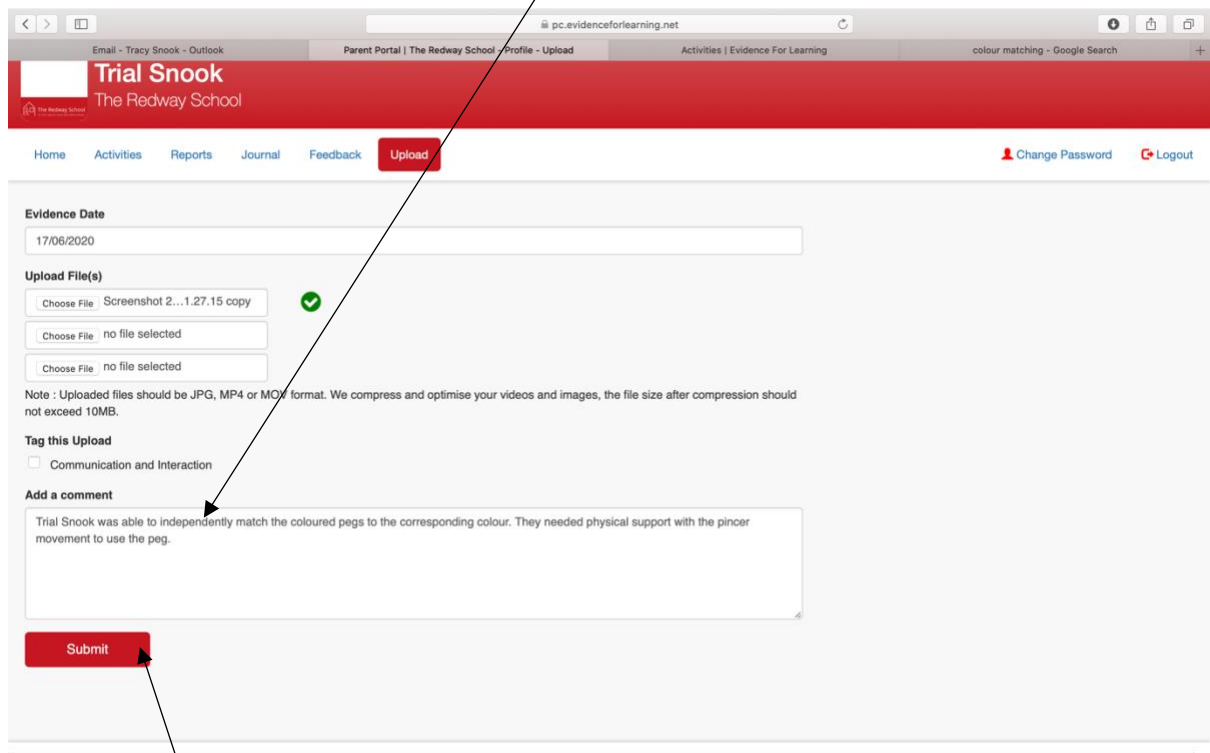
Add your comment here. Click in the box and it will highlight it blue, you will see the cursor



This screenshot is identical to the one above, but the 'Add a comment' text area is now highlighted with a blue border, indicating it is active. An arrow points from the text above to the blue-highlighted comment box.

## Sharing a Picture or Video - from a Computer

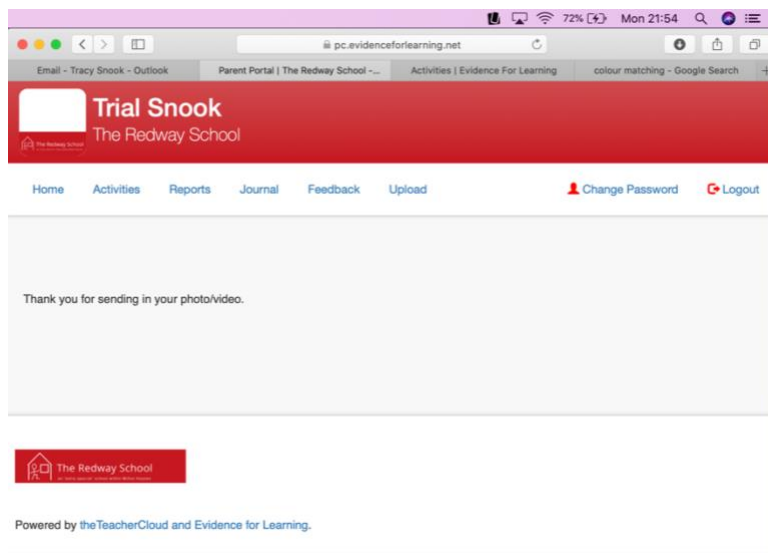
Once you have typed what you want to say



The screenshot shows a web browser window with the URL [pc.evidenceforlearning.net](http://pc.evidenceforlearning.net). The page header includes the school name "Trial Snook The Redway School" and navigation links: Home, Activities, Reports, Journal, Feedback, and Upload. A red "Upload" button is visible in the top right. The main form area contains an "Evidence Date" field with the value "17/06/2020". Below this is the "Upload File(s)" section, which includes three "Choose File" buttons. The first button shows a green checkmark and the text "Screenshot 2...1.27.15 copy". Below the file selection area 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 a "Tag this Upload" section with a checkbox labeled "Communication and Interaction". Below that is an "Add a comment" section with a text area containing the text: "Trial Snook was able to independently match the coloured pegs to the corresponding colour. They needed physical support with the pincer movement to use the peg." At the bottom of the form is a red "Submit" button. An arrow points from the text "Once you have typed what you want to say" to the comment text area, and another arrow points from the text "Click Submit" to the "Submit" button.

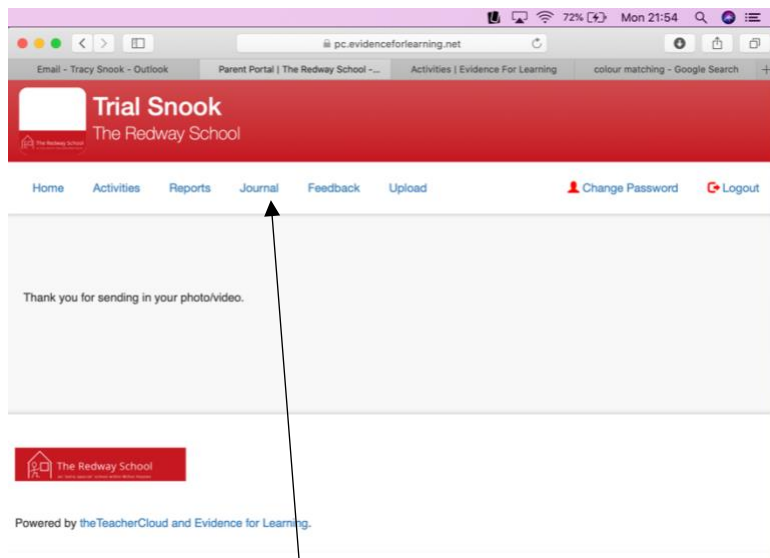
Click Submit

Once it has been submitted you will see the following page, with a thank you message. .



## Sharing a Picture or Video - from a Computer

Your child's class teacher will be able to see the photos you have uploaded.



By clicking on 'journal', you will be able to see if staff have left a comment on the photo that you have added.