

Teacher Briefings

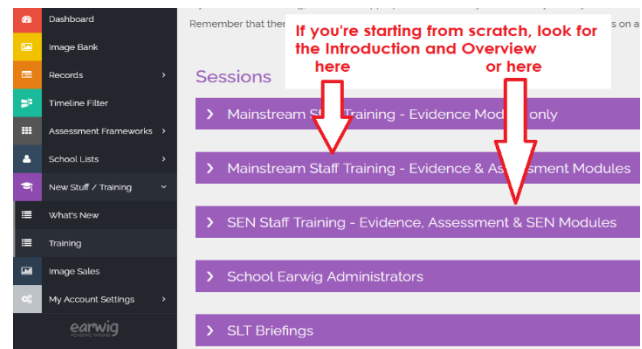


Briefing Note 1.1

CREATING A RECORD - REFRESHER

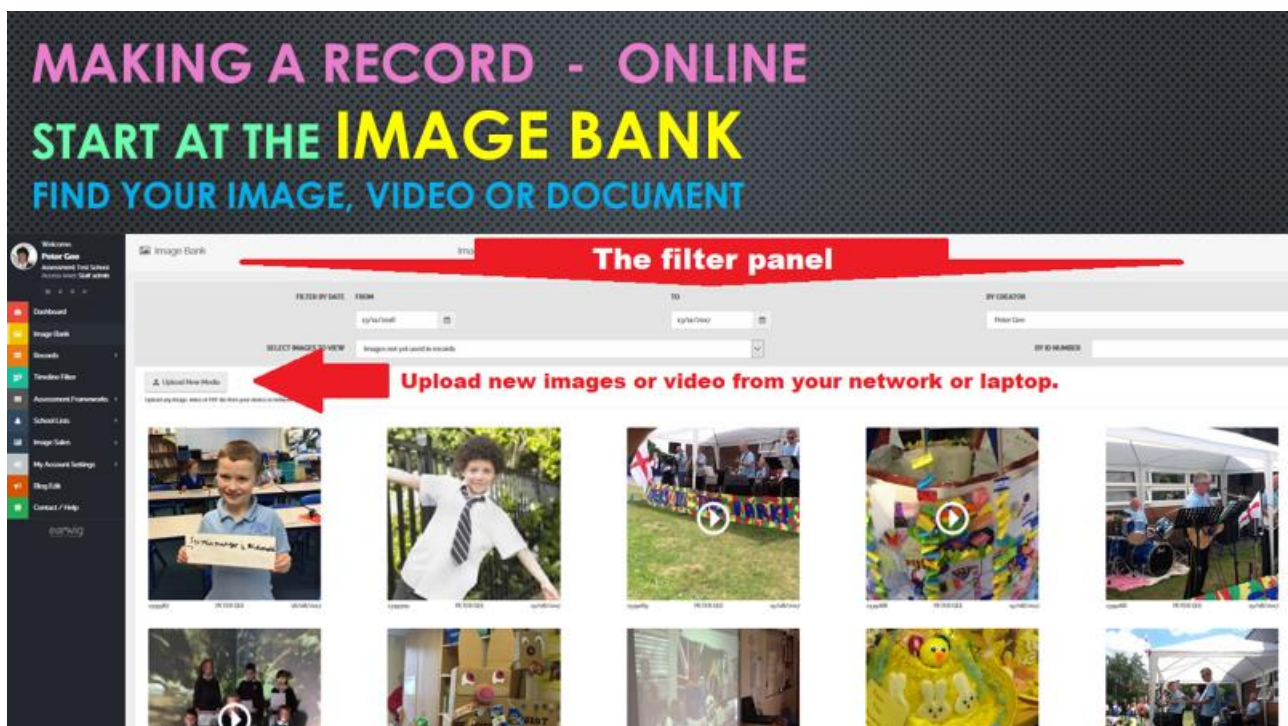
If you need a quick reminder about how to create an Earwig record – single or multiple, you're in the right place. But if you are completely new to Earwig, you'd be better off starting with the Introduction video and the system Overview.

These can be found in the Training section. See image.



1 Creating a Simple Record Online

If you are accessing your Earwig account via a browser the place to start your record is the Image Bank. If the images, video or document that you want to use isn't there, use the UPLOAD button to find these and pull them into the system.



When you open it, the Image Bank will show you only the images that have not yet used to create a record, because those are the images that you are most likely to want to use. But, by changing the selections in the Filter Panel at the top of the screen, you can find any image, video or document that has ever been loaded into the Image Bank, by anybody.

Teacher Briefings



When you select an image, video clip or document you will see a big white tick. You can select as many as you want.

To view the full image or video (or document) double click on it.

MAKING A RECORD - ONLINE

CLICK TO SELECT – AS MANY AS YOU NEED

SEE THE
TICK

THEN HIT
CREATE
NEW
RECORD

As soon as an image is selected, the Create New Record button will appear. When you have selected the media you need, click this to bring up the Create Record screen, which looks like this

MAKE A RECORD ONLINE

SIX STEPS

1. TITLE
2. COMMENTARY
3. SELECT RELEVANT PUPILS
4. APPLY SUBJECT AND OTHER TAGS

Teacher Briefings



The process to complete the Record is seven steps...

- Title
- Commentary. There are two commentary boxes. External and Internal. The one marked Internal can't be seen by parents.
- Select a class or pupil group. This brings up the list of pupils. Select the pupil(s) relevant to this record.
- Tag the record with relevant subjects and other tags. See Section 2.
- Select an assessment framework from the grey buttons. Open it up and select the required targets/statements. See Section 3.
- Select 'Internal only' if you don't want this record visible to parents at all. (Only relevant if your school has opened Earwig to parents.)
- Hit 'Publish' and see your new record appear in the Record List.

You can select pupils from more than one class or group. Simply click on the Add Another button to select further classes or groups. The pupils from this group are added to those already in the pupil dropdown to be available to be added to the record.

You can also add other staff involved in this activity to the record, so that the record appears in their timeline too.

If you would like to draw the attention of another staff member to the record (e.g. for safeguarding reasons) just click on the

ATTENTION button before selecting the member(s) from the staff dropdown. They will receive an email to ask them to look at the record.

Note that any record, in which a pupil flagged as 'Internal Only' (in red) is tagged, will automatically be made 'Internal'. So no parent can see it.

2 Tagging Your Record to Make it as Useful as Possible.

There will be several tagging options in the Create Record Screen.

SUBJECTS – These won't always be academic subjects.

SCHOOL TAGS – Type three letters to bring up the tag you want.

You can easily pull up a timeline of all the records tagged with any subject or School Tag.

Teacher Briefings



The difference between a School Tag and a Subject, in this context, is that, generally, a Subject is something that the school will want to track permanently and Tag is more likely to be a temporary thing. The Subject and School Tag lists are both managed by your school Earwig Administrator. So, if you would like a tag created so that you can track something particular in your class or subject area, let your School Earwig Admin know.

TAGGING RECORDS

THE MORE TAGS YOU APPLY, THE MORE ACCURATE YOUR TIMELINES WILL BE.

The screenshot shows the Earwig tagging interface. On the left, a dark grey box contains the text 'TAGGING RECORDS' in green and 'THE MORE TAGS YOU APPLY, THE MORE ACCURATE YOUR TIMELINES WILL BE.' in white. On the right, the interface is divided into sections: 'SELECT PUPILS' with a search bar and a 'Select all' button; 'Subject Tags' with a list of subjects (Biology, Chemistry, Design & Technology, Drama, Computer Science, Design Technology) and a 'Seaside trip' tag; 'School Tags' with a list of flags (Key Record, Exemplar, Safeguarding, Attention); and 'Pre-set Tags' with a list of flags (Key Record, Exemplar, Safeguarding, Attention). Green arrows point from the text labels to their respective sections in the interface. The 'DATE CREATED' field shows '08/05/2020'.

PRE-SET TAG SETS – These are further tags which will add more detail to the information provided by the record and will enable you to filter timelines and reports easily and quickly, to show just what you need to. The button titles should be self-explanatory.

Teacher Briefings



3 Tagging Assessment Targets

If you are creating the record to provide evidence for pupil performance against a specific curriculum or pupil assessment target (statement) then you will see a set of grey buttons at the foot of the Create Record page.

Select the appropriate one of these to see larger grey lozenges showing the Subject Areas in that curriculum.

Click on a Subject to show topics and so on, down to individual 'can do' statements.

Select one or more statements or other targets that you wish to evidence with this record.

You can open and tag as many frameworks and statements as you wish.

If the framework has the Next Steps feature enabled, you will be able to select next steps for this pupil. These can be later printed as a list, by pupil or subject.

4 Using The App

Your school technical support should have already installed the app onto the school devices. If not, you can do it yourself. Just type 'Earwig' into your app store.

The app only does one thing – it creates Earwig records, quickly and simply. That's it.

Anything else that you want to do in Earwig, you do on the website.

The starting screen looks like this. Four big buttons again, choose one, depending on what you are going to use to create your Earwig record.

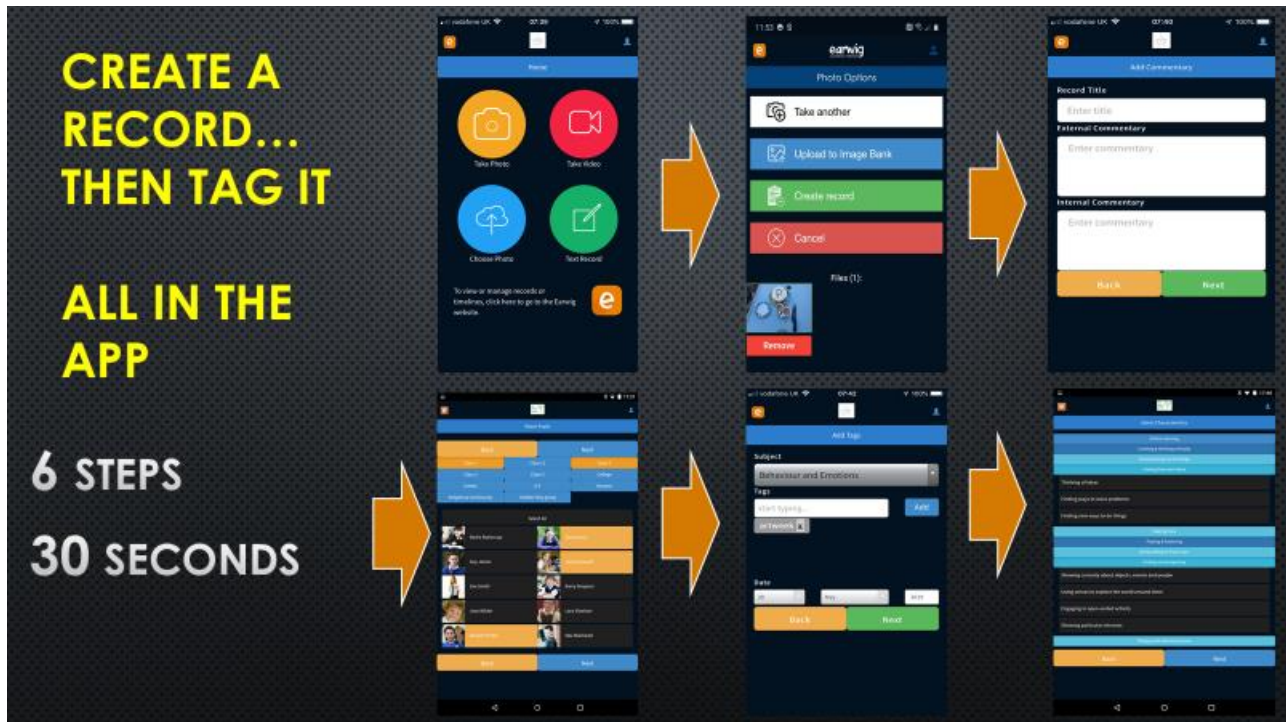
Yellow to take a photo

Red to record a video

Teacher Briefings



Blue to upload a photo, video or document from your device
Green to create a text record. Records don't have to include media.



Then it's the same sequence as creating a record online.

Once you have taken your image you have three choices. You can take another, or as many more as you want. Or you can just send the image or video straight to the Image Bank to deal with later. Because Earwig is in the cloud, you can access the website from anywhere, any time. So, many teachers take the photos and video in class, send these to the Image Bank and deal with them in a batch later.

But very often you, or your TA, will just take the pic and move on to create the record then and there. This means adding a title and the commentary. Then you tag the record with

- 1 The pupils
- 2 The subject and other school tags
- 3 The relevant assessment targets or statements.

Hit PUBLISH, and you're done.

If you prefer, you can hit a little microphone icon on your device keyboard and dictate your commentary. The system will turn it into text pretty accurately.

Teacher Briefings



Summary

This will enable you to create a basic teaching evidence record, either online or using the app.

Don't forget – there is an instruction video on the first screen in the app and a set of 'How Do I...' video clips on all the main website pages, to help you.

To learn how to create Multiple Records and to grade pupils against framework targets while you are creating an evidence record, check out **Briefing 1.2 - Creating a Record – Masterclass**.

The screenshot displays the Earwig Academic Timelines web interface. On the left, a dark sidebar contains a user profile for 'Earwig Admin' (High Leigh Primary School, Staff admin) and a navigation menu with items like Dashboard, Image Bank, Records, Timeline Filter, EYFS Dashboard, Assessment Frameworks, School Lists, Image Sales, and My Account Settings. The main content area is titled 'Image Bank' and shows 'Images Showing: 0' and 'Images Available: 5968'. A green circle highlights a 'How do I...?' link with a video icon. Below this, a filter section allows filtering by date (FROM 19/10/2016 TO 19/10/2017) and by creator (All authors). A 'SELECT IMAGES TO VIEW' dropdown is set to 'Images not yet used in records'. A green arrow points from the 'How do I...?' link to a 'Help Videos' modal window. This modal lists six steps: 1. The Earwig Image Bank, 2. Create a Simple Earwig Record, 3. Create a Multiple Earwig Record, 4. Create a Duplicate Earwig Record, 5. Add to an Existing Earwig Record, and 6. Tag an Earwig Record for Assessment.