Managing Parents / Guardians (Evisense only)

Managing Evisense in My BSquared · https://support.bsquared.co.uk/docs/managing-parents-guardians-evisense-only/

Log into **MyBSquared** and navigate to "**Manage Guardians**": This screen shows you a list of all pending and active guardians within your setting.

NOTE: Any changes to access-rights set on this page do not have any implications on Evisense yet (school wide settings still in place).

Use the **Filter** drop-down to narrow the list. You can filter by

- Pending Guardians
- Suspended Guardians
- Registration Group (a second drop-down will appear to choose the group from)
- Teaching Group (a second drop-down will appear to choose the group from)
- Messaging Groups (a second drop-down will appear to choose the group from)
- Data Groups (a second drop-down will appear to choose the group from)

Once a selection has been made, the grid will reflect the choice.

Using the Bulk Actions drop-down

1. Select the parents / guardians by ticking the **tickbox**
2. Choose the **action** from the **drop-down** above / below the grid (e.g. resend invite)
3. Click "**Apply**"
4. A modal opens confirming the action and the the parents / guardians affected
5. Click "**Confirm**" and the OK