BSquared

Administrator Guide:

Getting ready to use B Squared software in your school

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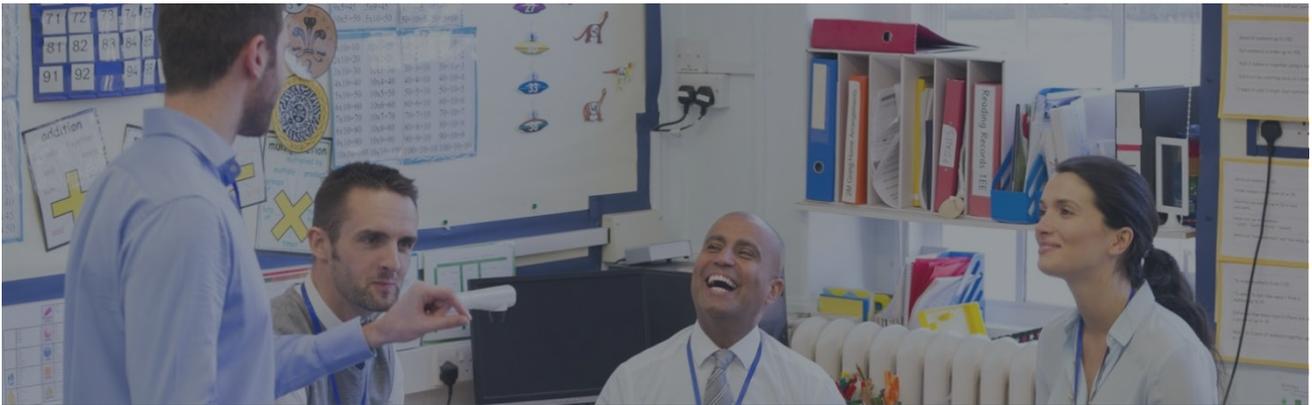
Contents

Getting ready to use B Squared software in your school

There are 4 things an Administrator needs to do when getting ready to use B Squared's Connecting Steps assessment software, or our Evisense software for managing evidence of learning and communicating with parents in your school:

- **Set up users**
- **Set up students**
- **Set up groups (optional)**
- **Apply your system settings**

This guide includes instructions on how to set up users, students and groups in our administration portal MyBSquared. Log in here - https://uk.bsquared.cloud/Login.

For the system settings, you will need to look for the following tiles: 'Manage Users'; 'Manage Students'; 'Manage Groups'; 'Options for Connecting Steps'; 'Options for Evisense'; and 'Assessment Files'.

You must set your 'Assessment Files' BEFORE your school can start to use Connecting Steps.

Don't forget to **visit our Welcome Page for Administrators** to find everything you'll need to get started.

Complete our FREE online training courses

Our FREE online training courses have been designed to help Administrators learn how to set up our software and get the most out of all the features.

- *Whole School Introduction*
  Visit: **https://support.bsquared.co.uk/courses/whole-school-introduction**
  This course is perfect for users and administrators who are about to start using our software but have no knowledge of what our systems do. The course goes into detail about the capabilities of each of our products and how they are ideally used.

- *Connecting Steps Administration*
  Visit: **https://support.bsquared.co.uk/courses/super-administrators-course/**
  This course goes through all of the settings and management screens for each of our products in MyBSquared. It will give you a good understanding of how to configure everything and how to get started, as well as the impact of every setting and how it affects your data and your users.

- *Evisense Administration*
  Visit: **https://support.bsquared.co.uk/courses/evisense-administration**
  The course goes through the majority of the settings available in Evisense and how to get students and users into the system. At the end of this course, you will have a good understanding of how Evisense works and how to get it started in your setting. You will also know the benefits of using Evisense and how Evisense be used effectively by teachers, parents and students.

Users

The Super Administrator account has already been set up for your school. You will need to add your other users. All users who are assigned senior leader roles have administrative access to our software. Super Administrators can also invite other users to be Administrators to share responsibility for administrating the software at your school.

User limits

The maximum number of users you can add is dependent on the software you are using. You assign access to different software when you create users, it can also be modified at any time on the Users Screen. Different users can be given access to different software:

- ***MyBSquared*** - All Administrators have access to MyBSquared. There are a number of user roles that are given the Administrator role, including senior leader user roles. You can create users that only have access to MyBSquared to help with administration tasks.

- ***Connecting Steps*** - The number of users that can access Connecting Steps will depend on the number of students you have purchased Connecting Steps for. If you click on the cog in the top right of MyBSquared and click on Licence, it will tell you how many Connecting Steps user licences you have and how many you have used.

- ***Evisense*** - Evisense has unlimited user accounts, this enables all staff to use Evisense and build a holistic view of a student's time in your setting.

- ***Analytics*** - Analytics has unlimited users, a user does not need access to Connecting Steps or Evisense to use Analytics.

How to add users

Watch the 2-minute video: https://support.bsquared.co.uk/docs/how-to-add-and-remove-users-in-my-b-squared/

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Manage Users
3. Select Invite Users
4. Enter the email addresses of the users to be invited. This must be a real email address as the system will generate an invite email
5. In the drop down menu select the role to assign (see *Assignable roles below)
6. Select the Add option (+)
7. Add additional users from step 3 until all appear in Assign Licences box
8. Using the slider, select the licences required for Connecting Steps and/or Evisense access
9. Press Send Invites then OK

Note: Take care setting up email addresses. Login for Connecting Steps will be exactly as created.

*Assignable roles are as follows:

Teacher
Teaching Assistant/Learning Assistant
Assistant Head Teacher/Assistant Principal
Head Teacher/Principal
Executive Head Teacher/Executive Principal
SENCO/Assistant SENCO
Data Manager
IT Manager
Student Admin
Super Administrator (only one and can only be assigned by B Squared).
Administrator (Super Administrator: select this role to share Administrator responsibilities with other users).

Safeguarding Leads

Safeguarding leads are users that are linked to safeguarding. They are responsible for managing and responding to reported posts in Evisense. All users set as safeguarding leads will receive a notification anytime a post or comment is reported, they can then respond and take the appropriate action. If no safeguarding lead is set, then the System Administrator is responsible for reported posts.

To set a user as a safeguarding lead, edit the user on the Manage Users screen by clicking on the pencil icon and then set the Safeguarding Lead value to on.

Students

How to import students

Watch the 3-minute video: https://support.bsquared.co.uk/docs/how-to-import-students-into-my-b-squared/

First create a report from the school's MIS.

This will need to be in a .CSV format and contain at least the fields in the Note below.

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Go to Manage Students
3. Click on Import
4. Select the 'Import System'
5. Browse to the file you wish to upload
6. Select the 'Does the file contain headings' Slider, click Next
7. 'Map Fields' Screen Match the fields that have not been automatically selected
8. Click Next
9. 'Additional Options' screen allows you to add 'Left Students' to the Historic Group.
10. Choose to use the commencement date (this is the date the student will begin in the current group)
11. 'Preview and Confirm Import' lists the changes that will be made to the Systems. Click 'Commit'

Note: There are 5 compulsory fields
First Name
Last Name
Date of Birth
Sex
Registration Group

We highly recommend adding ID fields to students, such as their UPN! You can specify which ID fields you use as a school on the Options screen in MyBSquared. If there is an ID field, we match students on the ID field. If there is no ID field, we match students on their first name, last name, and date of birth. Matching on the ID field is less likely to cause duplicate students or other errors when importing.

The maximum number of students you can add is dependent on the licence your school has purchased.

MAKE SURE YOU ONLY IMPORT THE STUDENTS THAT YOU PLAN TO WORK WITH IN OUR SYSTEMS.
PLEASE CHECK THAT NO SPACES / EMPTY ROWS ARE ADDED BELOW YOUR DATA.

How to add students manually

Watch the 3-minute video: https://support.bsquared.co.uk/docs/how-to-add-and-remove-students-in-my-b-squared/

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Manage Students
3. Click Add a New Student
4. Fill in details as required
5. Choose Option Sliders
6. Click Save

Note: Option boxes surrounded by red boxes are required fields.

Before creating a student manually, please make sure you have created the Registration Group!

The maximum number of students you can add is dependent on the licence your school has purchased.

Additional student options for Evisense

There are several additional options linked to Evisense:

- *Child is Protected* - Protected students are students whose posts should not be seen by other people (posts they are tagged in). This can be due to children being on the child protection register, they could be a child in care, or it could be parental preference. This is off by default, but turning this on prevents other parents/guardians from seeing posts with them in.

- *Appears in Evisense* - You may use different B Squared software for different students. If you want to use Evisense with a student, this must be turned on.

- *Access to Evisense* - This setting is for giving this student the ability to log in and use Evisense. This is only available if student access is enabled. To give access to a student, you must have added a valid email address.

- *Account is Suspended* - If you have given a student access to Evisense, but you wish to temporarily remove access, you can suspend their account. Set this to on and the student will not be able to log in to Evisense.

Groups (optional)

A default group has already been set up for you. You can use the default group or set up multiple groups to meet your school's needs.

How to add a group

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Manage Groups

3. Click Add New Group

4. In the Create New Group pop up window add
   - Group Name
   - Start Date (please backdate the start date to the beginning of the school year)
   - Group Type

5. Click Save

Note: A student must be a member of a Registration Group and can be in as many other groups as required.

Group types

There are four different types of groups:

- **Registration Groups** - These are your typical groups you would use in settings where pupils stay in the same group. In primary schools, the registration groups will be your classes. In secondary settings registration groups would be your tutor groups. A student can only be in one registration group at a time. Students automatically move to the next registration group (if set) at the start of the school year.

- **Teaching Groups -** These groups are for separate groups you teach. This could be due to streaming, intervention groups etc. There are no limits on the number of teaching groups or how many teaching groups a student can be in.

- **Data Groups -** These groups are for looking at data for groups of students. They cannot be used in Evisense. These are generally when you want to look at a group of students you do not teach together but want to look at their data together. The main cohorts schools use to look at data are set up automatically as System Groups and the information for these can be imported from your MIS.

- **Messaging Groups** - These are groups you use within Evisense to send notifications to a group of students. They do not appear in Connecting Steps. An example of a messaging group might be the school council, sports teams or any group of students who do an activity together you want to send messages to in Evisense.

You can change the group type between Teaching, Data and Messaging groups. This is useful if you change how you use a group or if you previously selected the wrong group type.

Apply your system settings

There are some important system settings within the software that you need to set for your school.

Options screen

Visit https://uk.bsquared.cloud/Options. Here are some instructions to help you.

How to set roles

To manage the different roles used within the organisation

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. In MyBSquared navigate to Options

3. Select required roles to be enabled using the Slider

Note: Roles have different access rights to the system. Certain roles do have alternative names, to select the alternative, click on the down arrow and choose the required name.

Once a role has been allocated to a user, it cannot be switched off and will appear greyed out on this screen!

How to set key dates

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. In MyBSquared navigate to Options

3. Click 'Add new Key Date'

4. Select the date required

5. Press Save

Note: There can be a maximum of 12 key dates.

Assessment Files for Connecting Steps (for schools using Connecting Steps)
You must set 'Assessment Files' BEFORE your school can start to use Connecting Steps.

Visit https://uk.bsquared.cloud/AssessmentFiles to manage your Assessment Frameworks, Books and Structures (you will be asked to log in to MyBSquared).

Watch this video for a full explanation on 'Managing Frameworks, Books and Structures'
https://support.bsquared.co.uk/docs/managing-frameworks-books-and-structures/

You need to complete the following steps (click the links to go straight to relevant instructions):

- Apply frameworks to specific age ranges
- Set default frameworks
- Set individual frameworks (optional)
- Apply additional frameworks to all or specific students (optional)
- Understand how to manage Books - so you can view, activate and deactivate them to meet your school's needs

Why is this important?

Applying frameworks to specific age ranges and setting default frameworks for your school will help you in the future when analysing students' progress. It will make managing your data and managing reporting easier, as students will automatically transition seamlessly from one framework to the next when they reach the appropriate age throughout their journey at school. We have designed a variety of checks within Connecting Steps to help schools manage their students' assessments quickly and easily. These include:

- Checking if you have set the Default Frameworks, if you haven't a warning message will display.

- When loading an Individual Assessment screen, if the student is not working on that framework, the system will warn you.

- On the Group Assessment by Level screen, if a student is not working on that framework, you will see a red exclamation mark next to that student. You can use the filter to remove those students.

- These administrative changes will make school's lives far easier when using multiple frameworks, making it easier to manage Groups working on different frameworks.

- These changes simplify reporting in Connecting Steps for both Individual and Group Reports.

Please do watch the video and follow the set by step instructions in the guide. You can contact our Support Team with any questions on support@bsquared.co.uk or 01252 870133 (Option 2 for support).

Framework limits

Each framework your school is using will also have a framework-student limit that you must not exceed. These limits are based on the framework-licences your school has purchased.

In the Frameworks section on Assessment Files, if you click on the 'pencil icon' to edit a framework, you can see the list of all students allocated to that framework - to help you manage your school's framework limits.

For example: A school might have a licence that allows them to add up to 100 students to their system. They have then purchased Framework 1 to be used with up to 30 students, Framework 2 to be used with up to 30 students and Framework 3 to be used with up to 65 students. A student is allocated to be on Framework 1 and Framework 3 – the student will only count once towards the school's total student licence, but will count separately towards their Framework 1 limit as well as their Framework 3 limit.

How to manage frameworks

Connecting Steps offers a wide range of assessment frameworks. All the frameworks your school is currently using are shown in the Frameworks section in Assessment Files. A framework will appear if a Book or Structure is turned on, linked to that framework.

Note: If any of your school's frameworks do not appear, make sure the relevant Book is active, follow the instructions below to *activate a book*.

Here are some instructions to help you manage your frameworks.

How to apply frameworks to specific age ranges

Frameworks come with default age ranges. You can change these and apply your school's own specific age ranges to frameworks. To change the start and/or end age of a framework.

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Assessment Files
3. Click the Edit icon next to the framework whose start and / or end age you want to amend
4. The Edit Framework window opens
5. Use the up and down arrows next to the Start Age and / or End Age to amend the age
6. Click Save - the amended age appears in the Start Age / End Age column(s)

Note: The age values relate to the age a student turns during that school year (for example, Year 1 to Year 6 would have a Start Age of 5 and an End Age of 11).

You can switch off the 'Best Fit' for a framework here, so that students need to complete all achievements for each level before that level is marked as completed.

How to set default frameworks

You need to set the default Frameworks your school will use to assess pupils. Once you have set a default framework that will be used for the majority of pupils, you can then set frameworks for individual pupils.

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Assessments Files

Before setting your default frameworks, you must:

1. Decide which frameworks you'll be using
2. Set all the age ranges for those frameworks (see previous instructions)

Note: If you change the frameworks you are using or change an age range for a framework, you will have to reset your default frameworks again.

To apply the default framework to an age range

1. Navigate to Assessment Files in MyBSquared
2. Click the Set 'Default Frameworks for your School' button
   The Default Frameworks window opens displaying a Gannt chart showing you the age that each framework links to. The age range is along the bottom
   Beneath the Gantt chart is a list of the different age ranges the system has identified based on framework age ranges
3. Click the Choose Default Framework dropdown list for each age range and select the framework you want to associate with that particular age range
4. Click Save

*Note: If the default frameworks are not set, users will not be able to select an assessment framework to assess against in Connecting Steps - as the framework drop down will be empty!*****

It is also possible to split age ranges across more than one assessment framework. Watch the video Managing Frameworks, Books and Structures for guidance on this.

How to set individual frameworks

You can see which framework a student is assigned to in the Manage Students screen of MyBSquared. You can also edit which framework is associated with a particular student in this screen.

To change which framework a student is linked to

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Manage Students

3. Search for the required student. Use the filters and alphabet to help you search

4. Click the edit icon next to the required student

5. The Edit Student window opens showing the student's current framework. (Default shows in brackets if that is their current framework)

6. Click the edit icon next to the Current Framework field

7. The Edit Frameworks window opens

8. Click the plus icon in the Edit column

9. The Edit Framework window opens with the option to choose a framework

10. Click Choose Framework and select the required framework

11. Enter the Start Date

12. Connecting Steps applies the end date based on the age range of a particular framework

13. Click Save

How to apply additional frameworks to all or specific students

If you are running an additional framework (for example Autism Progress or Preparing for Adulthood), you can choose to apply the additional framework to all your students or to individually selected students. The default setting will apply each framework selected to all students.

To apply a framework to an individual student

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Assessment Files

3. Search for the required framework in the Frameworks table

4. Click the slider button and then click OK in the pop up window
   The slider button displays red and the Student icon becomes active

5. Click the Student icon
   A new window opens relating to the framework you are working on

6. Search for the student you require by using the Assigned Students drop down list and alphabet filters

7. Click Add Students
   A list of available students based on your search criteria displays

8. Click the plus icon next to the student you want to apply the framework to
   The student appears with a delete icon next to their name

9. Continue adding more students by clicking Add Students or click X to close the window

10. The required framework is applied to the student

To apply a framework to all students

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Assessment Files

3. Search for the required framework in the Frameworks table.

4. Click the red slider button so that it changes to green.
   The required framework is applied to all students

Note: If the slider button in the All Students column is green this means the framework already applies to all students.

How to manage books

All the books your school is currently using are shown in the Active Books section. It shows all the books you have currently turned on.

Books are grouped together in a series, only one book in a series can be active at any time. For example: your school may have the Early Years 2012 turned on, then your school upgrades to Early Years 2021. As soon as you activate the Early Years 2021, the system automatically de-activates Early Years 2012.

The Available Books section shows you all the available books to your school. It is country specific, this means if you are a school in, for example, Scotland, you see the books your school has purchased and books that are linked to Scotland. This section is broken down into:

- **Current Books** - All the books available in your country that are in line with current guidance. Books your school has purchased have a black cross icon next to them. Those not purchased have a greyed out cross icon next to them.

- **Old Books** - Books that you have purchased that have been replaced with newer versions or that are not in line with current guidance.

To view your school's active books

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Assessment Files
3. Scroll down to Active Books to see a list of all the Active Books your school is using

To activate a book

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Assessment Files
3. Scroll down to Available Books
4. Click the plus icon next to the book you want to activate
   The book becomes active and is shown in the list of Active Books

To de-activate a book

1. Log into MyBSquared - https://uk.bsquared.cloud/
2. Navigate to Assessment Files
3. Scroll down to Active Books
4. Click the delete icon next to the book you want to de-activate.
   The book is removed from the list of Active Books

Note: De-activating a book does not delete any data associated with the book, it will only stop the book from being used.

Options for Connecting Steps (for schools using Connecting Steps)

Visit https://uk.bsquared.cloud/ConnectingStepsOptions to set Best Fit Percentage and Levels of Achievement (you will be asked to log in to MyBSquared). Here are some instructions to help you.

How to set best fit

The best fit is the percentage students must reach in a level before it becomes automatically completed. This gives the students some leeway within the level.

The best fit is set for the whole school and cannot be set for individuals or groups.

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Connecting Steps Options

3. Under Best Fit Percentage click on the dropdown option

4. Select the percentage your school would like (80 - 85% is average)

5. Click Save

Note: The best fit percentage set here is applicable to all frameworks where the best fit has not already been switched off. You can switch off the 'Best Fit' for a framework in Assessment Files (for instructions see How to apply frameworks to specific age ranges section above).

How to set levels of achievement
Watch the 2-minute video: https://support.bsquared.co.uk/docs/how-to-set-the-levels-of-achievement/

You need to decide which levels of achievement you wish to use in your school and set them up. The video explains how to set the levels of achievement for Connecting Steps. Some frameworks can have different achievements set, enabling schools to use more achievement levels with more complex students.

You can view the various achievement types applicable to each framework in the Options for Connecting Steps screen. You can make changes to an achievement type description for a particular framework as well as enabling or disabling achievement types.

To view achievement types for framework

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Connecting Steps Options

3. Click the drop down list next to the Show Achievement Types for Framework field
   The available achievement types are shown in a table

To enable / disable achievement types

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Connecting Steps Options

3. Click the drop down list next to the Show Achievement Types for Framework field
   The available achievement types are shown in a table

4. Click the slider button next to the achievement type. Green to enable it, red to disable it

5. You can also edit the description of an achievement type

To edit an achievement type description

1. Log into MyBSquared - https://uk.bsquared.cloud/

2. Navigate to Connecting Steps Options

3. Click the drop down list next to the Show Achievement Types for Framework field
   The available achievement types are shown in a table

4. Click the edit icon next to the description you want to edit

5. Edit the text in the pop up window relating to the achievement type

6. Click Save.

Options for Evisense (for schools using Evisense)

Evisense is an enormously powerful, flexible tool to enable schools to capture and share evidence and communicate with parents. To enable schools to customise Evisense to meet their needs, there is a wide range of options available. By default, the system has been setup with the typical settings schools would want to use when starting to use Evisense. Parent/guardian access is *turned off*, as is **student access**. Several options are set to restrict access/features for security purposes, this includes device restriction for the Evisense app and preventing device gallery access from the app for school users.

Some schools who start using Evisense will already be using Connecting Steps, this means they will be familiar with a number of features and can get up and running with Evisense extremely quickly.

It is important all schools, both existing Connecting Steps users and new users understand all the features within Evisense and the implications.

Turning on features such as school users being able to access the school gallery, turning off device restriction or enabling parent/guardian access should require the school to review their **Data Protection Impact Assessment (DPIA)** for using Evisense.

Setting up Evisense with all the different settings are split into three areas. **Features and settings that are common to all B Squared software are contained within MyBSquared, the B Squared admin portal**. This is where all students, groups, users, assessment content and other common settings are managed. This is also where the device restriction/access is controlled for school users of Evisense.

Settings that are unique to Evisense are contained within the School Preferences in Evisense. This is where you control privacy, post settings, notification rules and more. This is accessible to all Administrators and impacts all users.

Each user can customise their Evisense experience, some of the settings will be limited by the school, others are about what they see when they open Evisense and how they receive their notifications.

Please review our Evisense Settings Guide to understand all the important settings options for Evisense.

Get up and running quickly

We have created lots of resources to help Connecting Steps and Evisense users. As an Administrator, you can help get staff up to speed on the software if you…

- Share the *Connecting Steps User Quick Start Guide* and *Evisense Getting Started Guide for School Users* with all users at your school

- Encourage staff to complete our FREE online training courses for Users - https://support.bsquared.co.uk/training

- Encourage staff to watch our bitesize training videos -
These short videos are each designed to show one aspect of the software clearly and concisely.
-*Connecting Steps training videos* https://support.bsquared.co.uk/connecting-steps-video-guides
-*Evisense training videos* https://support.bsquared.co.uk/evisense-video-guides

- Signpost the B Squared support site -
Users can search our knowledgebase for specific help - https://support.bsquared.co.uk

Get help when you need it

Click on the Help icon - in the bottom right of the software for MyBSquared and Evisense. Click the question mark in the bottom left in Connecting Steps for quick tips and to access the knowledgebase.

Search the MyBSquared support site - https://support.bsquared.co.uk

Email - support@bsquared.co.uk

Call - 01252 870133 (Option 2 for support)

What's next?

FREE online training courses for Administrators - https://support.bsquared.co.uk/training

FREE online training videos for Administrators - https://support.bsquared.co.uk/administrator-video-guides

The knowledgebase on our support website has a dedicated Administrators' section - https://support.bsquared.co.uk/my-bsquared

FREE webinars - https://www.bsquared.co.uk/resources/webinars/previous-webinars

FREE special needs podcast, the SENDcast - https://www.thesendcast.com

Find this guide online: https://support.bsquared.co.uk/guides/A-Getting-ready-to-use-B-Squared-software-in-your-school-UK

Need more help?
Contact our Support Team
W. https://support.bsquared.co.uk/| E. support@bsquared.co.uk| T. 01252 870133