



Getting Started Guide - School Users

How to get started with Evisense and the Evisense app



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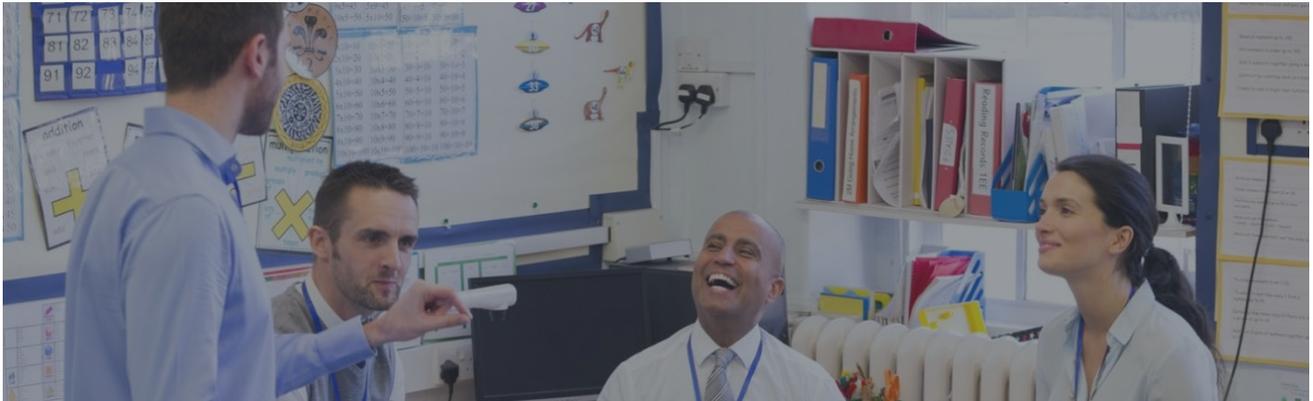


Table of Contents

Welcome to Evisense	3
Support & Video Guides	3
Free Training Courses	3
How to Access Evisense	4
Logging In.....	4
Logging in to the App.....	4
Forgotten Password.....	5
Customising Evisense	5
Secure Quick Camera Mode.....	5
Adding Your First Post	6
Post Content	6
Tag Students	7
Assessments & Aspects	7
Publish Your Post.....	7
Filtering the Evisense Feed	8
Parent Mode.....	8
Appendix: Evisense User Settings.....	9
Feed Display Options	9
Creating Post Options.....	9
Notifications	10
Blocked Users	10

Welcome to Evisense

Evisense is a powerful tool to collect and share evidence of learning and to communicate with parents. How you use Evisense as a school is a decision for your school leaders. This will impact what features you can use and who will be using Evisense.

All users can use the Evisense website or the Evisense app, including parents/guardians and students if they have been given access. The functionality between the website and app is very similar, the features available to you in each will be determined by your user role. The app is designed to use in the classroom to capture and share photos and videos quickly and securely. The app is also a fantastic way to engage parents. The easy-to-use social media style interface promotes messaging, helping to build an ongoing conversation between school and home.

Support & Video Guides

This Getting Started Guide is designed to help you to get started using Evisense, but there is lots of support available. Our support site is full of lots of helpful guides, videos, and documents. Our feedback from customers shows that our videos have been extremely effective in helping schools learn how to get the most from our software. As well as our FREE support phone line and email support, you can also book a FREE 15-minute online support session through the support site. You will find a link to book a support session at the bottom of any page on the support site.

Support site - support.bsquared.co.uk/evisense-support

Support Phone Line – 01252 870133

Support Email – support@bsquared.co.uk

How To Guides

Take a look at our step-by-step 'how to' guides to help you get the most out of Evisense. They go through the key screens and explain how they work, click on the title to open the page in your web browser:

- **Using Evisense** -this collection of guides is a great place to start, covering how to use the Evisense feed, the gallery, and tips to help with your initial set up.
- **Creating posts** - these guides explain the range of different post types and their purpose, how to create posts, as well as the use of aspects and assessment within Evisense.
- **Video guides** - some people find it easier watching someone else do something rather than reading about it. This collection of quick, bitesize videos will help you learn how to use Evisense.

Free Training Courses

As well as this guide, there are FREE online, self-paced training courses on the B Squared support site. To access the training courses, click on the link below, scroll down to Training Courses and create an account to enrol on a course. The courses are made up of bitesize videos you can revisit and short quizzes to help test your knowledge.

support.bsquared.co.uk/evisense-support

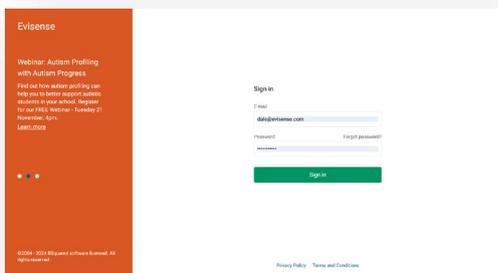
How to Access Evisense

To access Evisense, you must be invited to create an account. Once you have created your account you will be able to log in to the website or the app. If your school is using device restriction, any device you use Evisense on must be approved by the school. If you download the app on to a device and it has not been approved, talk to the Evisense lead in your school to find out if you can use Evisense on the device, if you can, they can approve the device for you.

Website

To access the Evisense website open up your web browser and go to:

uk.evisense.com



App

Go to the app store on your device and search for Evisense. Download the following app:

New Evisense (UK)



Logging In

To log in to Evisense you need to have created a B Squared account and been given access to Evisense. Logging in requires your username and password. All versions of Evisense will log you out after a period of inactivity.

Logging in to the App

If device restriction is enabled (recommended), you can only log in to the Evisense app on approved devices.

When you log into the app, if you tick Remember Me when you log in, you can create a PIN to make logging in quicker in the future. When you come back to the app, you can choose your account and then type in your PIN. The app supports multiple users, and we recommend each person using Evisense has their own account. If you are trying to log into a device that is already used by others, when you open the app, click on Add new account. This will allow you to add your account to the device and if you tick Remember Me when you log in, the next time you open the app, you will see your account listed.

Forgotten Password

If you have forgotten your password, on the login screen you will see a forgotten password link. Click on this link and on the following screen type in your email address. If your account exists, you will receive an email with a link to reset your password.

If you do not receive an email to reset your password, contact the Evisense lead in your school to check your account details before you contact B Squared support.

Customising Evisense

There are several settings in Evisense you can use to customise your experience. To access these settings, on the website click on your initials/photo in the bottom left and then click preferences, in the app click on the 3 dots in the top right. The first few preferences to look at and change are:

- **Default Group** – When you first open Evisense it shows you posts for all the students in your setting. You can customise Evisense to show you the group of pupils you work with most frequently. You will see the posts for this group when you open Evisense. You can choose either a registration group, teaching group or messaging group. Evisense will always reset to the default setting the next time you log in.
- **Default Post Types for Feed** – When you first open Evisense you will see a number of different post types in your feed. Some of these will be relevant to you, but some might not. You can choose what post types you want to see in the feed when Evisense opens. You can use the filter to view any post type, it will reset to the default setting the next time you open Evisense.

Updating these settings will show you more relevant posts when you open Evisense. For more information on the settings available to you, look at the Appendix in this document where it takes you through all the settings available to you.

Secure Quick Camera Mode

We want schools to take all photos and record all videos within the Evisense app. We have created the secure quick camera mode to make taking photos or recording videos as quick as possible, while being extremely secure. When you use the secure quick camera mode the photos/videos are immediately uploaded to the Evisense cloud, they do not end up in the device's camera roll/photo gallery. Schools can enable access to the camera roll/device gallery for school users if they prefer, but doing this is less secure and the media on the device needs to be deleted.

Using the secure quick camera mode is easy. Open the app and click on the camera icon at the bottom of the screen. The app then functions like the normal camera app. You can zoom in and out, switch camera and swipe left and right to switch between photo and video modes.

All the photos and videos you capture will go into your unused media area. You can then add these to your posts when you create posts. This is the easiest way to use multiple photos or videos in a post.

Adding Your First Post

Creating a post in Evisense is extremely easy. On the website, click on the Add New button in the top right to create your default post type or the down arrow next to Add New to choose a different post type. In the app click on the + icon and choose the post type. The post types you can create will set by the school. A couple of examples of post types are below:

Evidence

Evidence of learning, capture evidence of attainment and link to skills from our paid for or FREE assessment content (assessment tracking features require an active Connecting Steps subscription).

Learning Opportunities

Share opportunities to learn with others. This could be a speech and language therapist sharing with teachers and parents what they need to give opportunities to practice.

Home school diaries

Share information between school and home for students.

All post types follow the same basic process when creating posts. Each post type may have different options as you go through. The process is as follows:

Post Content

On the first modal window that opens you can type in the text for the post. You will see either a blank box to type into or a series of questions to answer. You might be able to choose between different options.

You are also able to add media (depending on the post type). You can either take photos or record videos using the device's camera/microphone. Choose photos or videos you have already added to Evisense, or you might be able to access photos on the device and use those. Access to the photo gallery in the Evisense app is controlled by your school.

Under your username at the top of the screen will be a little grey block with text in and a padlock symbol. This shows the privacy level of the post you are creating. Your school has set a default privacy level for each post type, and this is what it is currently showing. You can click on the little down arrow to change the privacy based on who you want to see the post.

Once you have added the text and media and set the privacy, click Next/Continue.

Tag Students

Now you have your post, you need to link that post to a student or multiple students. If you have already set your default group, you will see a list of students in the group. If you have not set your default group or you want to choose students in a different group, choose the group you want to use and then select All Students to select all students in the group, or choose individual students.

Once you have selected your students click Next/Continue.

Assessments & Aspects

If you are adding an Evidence or Learning Opportunity post and using B Squared's assessment content, you can link the post to the assessment content. Choose the framework, subject, profile, level, strand, and assessment point to link the post to. You can stop at any level, you could link a post showing evidence of writing to Primary Curriculum, English, Reading, Year 2. When you publish the post there is also an option to assess, enabling you to view and updating the student's assessment in Connecting Steps directly from Evisense! You can filter the posts in the Evisense feed using assessment criteria.

If you are adding an Evidence or Learning Opportunity post, you can tag the post with additional aspects. Aspects are additional information you can add to posts. You can filter posts by these aspects to look at the posts linked to this aspect across the school, a group, or an individual student. You may want to filter to evidence posts that link to the pupil's EHCP or you may add your school's values as aspects and show how you have supported pupils to demonstrate your values.

Once you have selected your assessment links and aspects click Done.

Visit the [Assessment within Evisense](#) page on our support site for a step-by-step guide.

Publish Your Post

Once you have added all of the information needed, you are returned to the first screen, showing all the information you have added. If you want to add more later, you can click Save as draft. Draft posts will appear at the top of your feed greyed, reminding you that you need to complete creating the posts. If you are happy with the post, click Publish. The modal will close, and the post will appear in your feed.

If you need to edit the post or delete the post, in the top right of the post are 3 dots, click on the 3 dots and you will be able edit or delete the post.

Filtering the Evisense Feed

The ability to filter your feed makes Evisense extremely powerful. You can set a default group and default post types that will always appear when you open Evisense, so you see what is most important to you.

You have the same filtering controls in the app as you do on the website. On the website the filtering is split into 2 areas, basic filtering you can do at the top of the feed and more advanced filtering you can do by clicking on the green funnel icon next to the sidebar in the top left. In the app, all the filtering is under the green funnel in the top left.

The basic filtering allows you to filter to a group or student, filter to different post types (or all post types) and then you can view the published posts, draft posts or reported posts (you will only see the reported posts option if you are a safeguarding lead). You can also choose to view any posts you have deleted in the last 30 days.

The more advanced filtering under the green funnel allows you to filter by the post creator. You can view all the posts created by a school user or if you filter to a student, you can filter to posts created by the student, if student access is enabled and they have created a post. When you have filtered to a student you can also filter to posts created by the parents, if parental access is on, you have enabled parents to create posts, and a parent has already created a post.

The advanced filtering can also filter by Curriculum and Aspects. The assessment content and Aspects only apply to some posts, so by using these filters you automatically only see these posts. The curriculum filter allows you to choose a curriculum, subject, profile, and level, it will then show you all the posts linked to your selection. When using the curriculum filter, you can stop at any level, you can simply select the curriculum and it will show you all the posts linked to that curriculum. The aspects are additional ways to categorise posts, with things like the four broad areas of need, characteristics of effective learning, the Four Purposes (Wales) or the Four Capacities (Scotland). When you choose multiple aspects, Evisense will show posts that match ANY of the aspects selected, not the posts that match all of the aspects selected.

Parent Mode

Parent Mode allows school users to share Evisense posts with parents, through their own account during a meeting or parents evening. Parent mode limits what is shared to only what the parents are allowed to see. They will only see posts where the privacy includes parents, and the post is not tagged to a protected child. Parent Mode is great when parents do not have access to Evisense themselves.

On the website you can see the Parent Mode button in the top right of the website, near the print and notification icons. In the app, you need to click on the green funnel, and you will see Parent Mode as an option there. You can only enable parent mode if you have filtered to a single student.

Appendix: Evisense User Settings

Feed Display Options

These options allow you to customise what posts you see when you open Evisense.

Default Group (Users and External Users only)

You can set Evisense to show you the group of pupils you work with most frequently. You will see the posts for this group when you open Evisense. You can choose either a registration group, teaching group or messaging group. Evisense will always reset to the default setting the next time you log in.

Default Post Types

Evisense has lots of different post types. Your school may use Evisense for Newsletters, Events etc., but this might not be relevant to show in your feed by default. You can choose what post types you want to see in the feed when Evisense opens. You can use the filter to view any post type, it will reset to the default setting the next time you open Evisense.

Display Curriculum (Not always used)

By default, Evisense will show the framework/curriculum when showing what skills the post is linked to. If the framework/curriculum is always the same or you know from the subject etc. what framework the post links to, it makes sense to turn off the curriculum as it is unnecessary information.

Automatically Expand Linked Assessments (Not always used)

When you link a post to skills in our assessment content, you can view the linked skills when viewing the feed. By default, you must click on the View Assessments icon to view the skills the post links to. By turning on this feature the assessment information will be automatically displayed in the feed.

This is a personal preference, if you regularly use the linked assessment information, it might make sense to automatically expand the assessment links to reduce the number of clicks and to make using them quicker.

Creating Post Options

These options are used when creating posts, it allows you to customise the experience to meet your needs.

Default Post Type

The Add New button is quick and easy to use, it makes sense that you can set the post you use the most as the default post type. Setting the default post type decides the action taken when you click Add New. You can always choose a different post type by using the down arrow next to Add New.

Default Post Privacy

Your school has set several options around privacy and post creation. The options available to you are limited by your school. You may not be able to change these values. You can always adjust the privacy when creating or editing a post.

For some post types it makes sense to share with parents by default, but other posts might be more relevant to school staff. Before you set defaults to share with parents, think about the relevance of the post to parents.

Notifications

These options are linked to keeping you up to date with what is going on in Evisense. Users are notified when someone likes a post they created, comments on a post they created or responds to a comment they added. If you are a parent, you will be notified any time you child is tagged in a post you have access to.

You will see notifications within Evisense, you will receive email notifications and if you use the Evisense app, you will also receive push notifications.

Email Notifications

By default, you will receive email notifications alongside the notifications within Evisense. If you do not want to receive the email notifications, turn this option off. If you don't use the Evisense app, email notifications will keep you up to date with what is going on without having to open Evisense. If you use the app, you will receive push notifications on your device, you might prefer the push notifications instead of emails.

Notification Time Restrictions (Users and External Users only)

Schools can set notification rules to limit when school users and external users receive notifications. Outside of the specified days and hours, notifications via email and push notifications are silenced. You will see the notifications if you open Evisense. You can set your own custom notification rules that supersede the rules set by your school.

Additional Notifications (Users only)

As well as receiving notifications for someone liking or replying to a post or comment you created, you can also choose to be notified for other posts. You may want to be notified when someone adds a home school diary update for your class so that you can keep up to date with what is going on.

Setting up additional notifications is a really useful feature that keeps you up to date in the areas that are important to you. You might be the SENCO and want to keep up to date with the home school diaries for your SEN pupils. You might have children that work with a therapist and want to be notified of any learning opportunities the therapist has shared.

Blocked Users

Evisense has the ability to stop a user from seeing content from another user. Every user has the ability to block another user. This means they will no longer see that user's posts or comments or replies from other users on the blocked user's posts or comments. Users can also unblock a user they have blocked.

Find this guide online:

<https://support.bsquared.co.uk/guides/Evisense-Getting-Started-Guide-for-School-Users-UK>