



# evisense

## User Guide - Getting Started on the Evisense App

### Welcome to the Evisense App

Recording evidence of learning that demonstrates progress is a crucial part of the assessment process. It needs to be easy to record and even easier to view the information in different ways. We've created Evisense as a simple but secure way to record, store and share evidence of learning. You can capture, annotate and share photos, videos, audio and written observations using the Evisense app.

The **Evisense App** enables you to quickly and easily capture evidence of learning, both inside and outside the classroom, using any authorised mobile device. You can comment on and upload your evidence then and there. Or leave that bit until later. Your photos and videos will be safely stored in Evisense until you are ready to post them.

Here's a short guide to **Getting Started on the Evisense App** to help you get up and running quickly and easily. It covers 'how to':

- [Download the App](#) (if you don't have it yet)
- [Quick start](#)
- [Add and link evidence to assessments in Connecting Steps](#)
- [Edit, delete, report](#) a post
- [Secure Quick Camera mode](#)
- [Multiuser switching](#)
- [Watch a video from a printed report](#)

Our [FREE online training courses](#) are the best place to start. Don't worry if you get stuck with anything, there is also a selection of [Evisense video guides](#) on our support website, and our support team are always happy to help.

Don't forget to visit our [Welcome Page for Evisense Users](#) 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 you learn how to use our software and get the most out of all of its features.

- **Start the course:** [Whole School Introduction](#)  
This course is the best place to start if you are new to B Squared. It briefly outlines each of our products and how they are ideally used.
- **Start the course:** [Evisense for Teachers](#)  
This course goes through the majority of the screens and how they work. It gives a good understanding of how Evisense can be used to capture and store evidence of learning in your setting.

## Getting started

***\*\*First things first, watch our 5-minute Getting Started video\*\****  
[How do Teachers add evidence using the Evisense App](#)

## Download the App (if you don't have it yet)

The Evisense App is available for iOS devices, Android devices and Amazon Fire tablets.

If you don't already have the App, you'll need to download it from the App store for the device you want to install Evisense onto.

- Download the app from the [App Store HERE](#)
- Download the app from [Google Play HERE](#)
- Download the app from [Amazon HERE](#)

**Note:** As part of our security and safeguarding measures, by default users can only log in on devices that have been authorised by an Administrator within your school (unless device restriction has been switched off by your school). To get your device authorised, take it to your Administrator who can allow access on that device. Once your device is authorised you can log into the App.

**Note:** **\*\***When you first log into the App, you'll be asked to set a PIN number for quick and easy access. This means in future whenever you want to use the Evisense App, all you need to do is open the App and type in your PIN to start capturing evidence.**\*\***

**Note:** You will need to log into the Evisense website and accept your licence agreement before you can start to use the App. Visit <https://uk.evisense.com> (or <https://au.evisense.com> if you're in Australia or New Zealand). Take a look at our guide to [Getting Started on the Evisense Website](#) for guidance on using the website.

## Privacy

We take data storage and security of data very seriously. You should note the following:

- All evidence recorded is encrypted before publishing
- All video/photo/audio evidence captured with Evisense is stored securely in Evisense and will not show on the camera roll of your device
- If you tag a student, the student must be within the user licence agreement

## Quick start

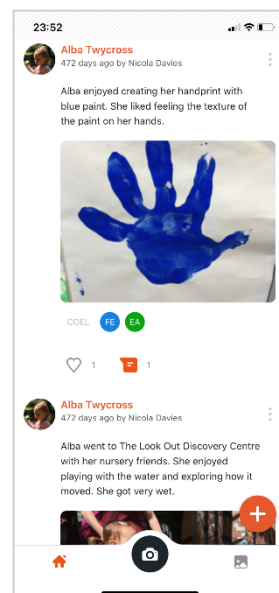
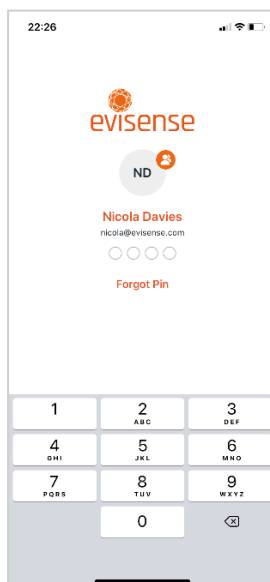
To log into the Evisense App

1. Open the Evisense App
2. Type in your PIN

**Note:** If you don't have a PIN, see note in the [Download the App](#) section above explaining how to set one up.

## To view posts

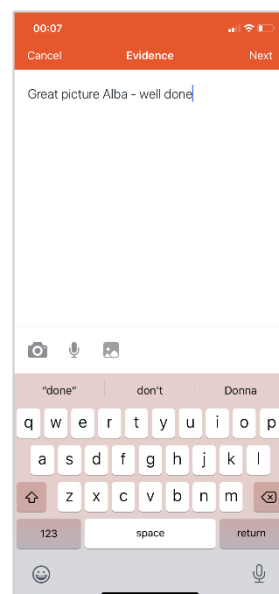
1. Swipe up to see all posts that have been added in chronological date order



## To add and link evidence

1. Tap the + symbol in the bottom right of your screen.
2. Tap the **camera** icon, **microphone** icon or **gallery** icon to capture or select existing evidence.
3. Enter your comment and tap **Next**.

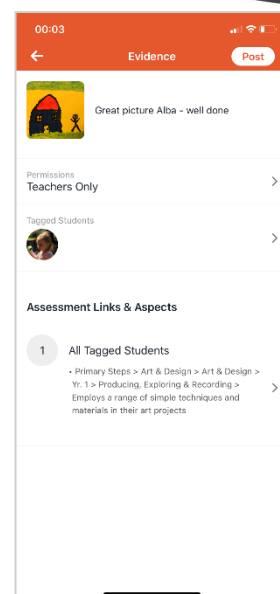
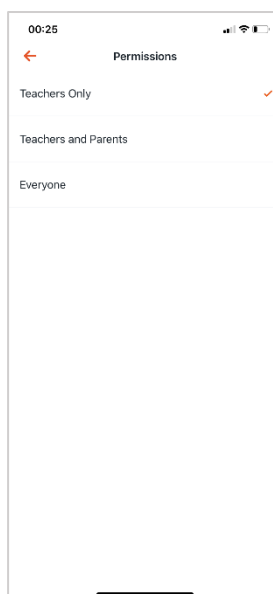
*More...*



*To add and link evidence cont...*

4. Select the required **permissions**, **students** you want to tag and **assessments** you want to link to. See the section below [Add and link evidence to assessments in Connecting Steps](#) for detailed instructions on how to do this and the available options.
5. When you have finished, tap **Post**.

**Note:** Once the evidence has been posted students, teachers, and parents (if given permission by the school) can Like a post or Comment.

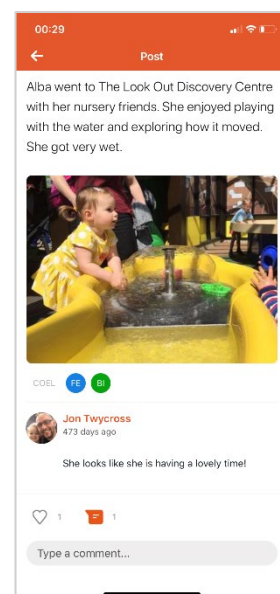
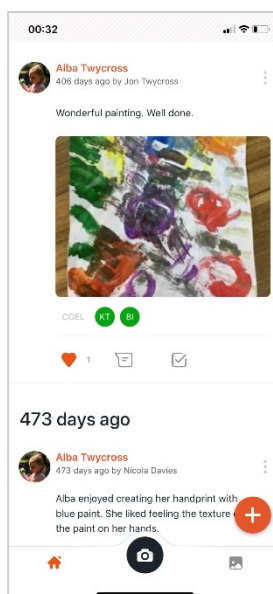


## To like a post

1. Find the post you want to like.
2. Tap the **heart** icon below the post.

## To comment on a post

1. Find the post you want to comment on.
2. Tap the **comment** icon (see picture above).
3. Enter your comment and tap **Post**.



## Add and link evidence to assessments in Connecting Steps

Watch our 'how to' video: [how to add evidence using the Evisense App](#)

If your school is also using our Connecting Steps assessment software, you can link evidence to your assessments to demonstrate students' achievements and progress.

The steps below explain how to add and then link your evidence to:

- Curriculum
- Subject
- Profile
- Level
- Strand
- Assessment point

You don't have to select all of the options above - you can stop at any point, just make the selections you want.

1. Tap the **+** symbol on the bottom right of the Evisense app Home screen.
2. Enter a comment and tap the **camera icon**.
3. Take the photo and tap **Save Photo** (or **Retake** if you want to take the picture again).
4. Tap **Next**.
5. Tap the **arrow** next to Permissions.
6. Tap the permission you want. You can control who sees your posts by choosing: Teachers Only; Teachers and Parents; or Everyone.
7. Tap the **arrow** next to Tagged students and enter the student's name into the Search box. You can select multiple students to tag. Tap the **back arrow** when you have finished tagging students. At this point you can tap **Post** to post your evidence or continue and add assessment links.
8. Tap the **arrow** under Assessment Links & Aspects.
9. Tap the relevant aspects to select them.
10. Tap **Add Assessment Link**. Different options display depending on what curriculum you select.

11. Tap on the available options and swipe up the lists that display, tap **Select**.
12. When you have finished adding the assessment links tap the **arrow** next to the Assessment Points.
13. Tap on the assessment points you require (arrows appear next to the ones you select).
14. Tap **Apply**.
15. Tap the back arrow to go back to your post.
16. When you are ready to post tap **Post**. Evisense uploads your post.

**Note:** You can create a text only post if you don't want to upload any media.

**Note:** If a curriculum you are expecting to see is not showing, check that the age range set for that curriculum covers all of your students' ages. You need to check this in Connecting Step, by looking at System Administration – Options: Curriculum & Ages.

## Edit a post

Watch our 'how to' video: [how to edit a post in Evisense](#)

1. Search for the post you want to edit.
2. Tap the **3 dots** on the top right of the post.
3. Select **Edit Post** in the Post Options box.
4. Edit the post as required. You can add or change a comment, link more assessments, tag more students or add more aspects. Click **Next** at the top right of the post to move through the editing options.
5. Click the button **Update** at the top right of the post.

**Note:** Evisense users have different editing rights, depending on their role [Teaching Assistant, Teacher, Software Administrator]. This helps Teachers to maintain control of what is posted on Evisense and to prevent anything from being deleted by accident. You can only edit your own posts or other posts that you have permission to edit. Teachers have editing rights for Teaching Assistants' post but can't edit other Teachers' posts. Teaching Assistants can only edit their own posts. The Administrator for Evisense at your school has full editing rights, so they can edit any post.



## Delete a post

Watch our 'how to' video: [how to delete a post in Evisense](#)

1. Search for the post you want to delete.
2. Tap the **3 dots** on the top right of the post.
3. Select **Delete** in the Post Options box.
4. Tap **Delete**.

**Note:** Don't worry if you delete a post by mistake. You can view your deleted posts and reinstate a deleted post if you log into the Evisense website. Then click the **cog icon** on the Evisense toolbar [top right]. Select **View Deleted Posts**. Find the post you want to reinstate and click **Reinstate post**. Evisense reinstates the post to the time it was first posted.

## Report a post

Watch our 'how to' video: [how to report a post in Evisense](#)

You might have to report a post because it contravenes school guidelines or is inappropriate in some way. To ensure inappropriate posts are rapidly dealt with, anyone can 'report' a post, and it is immediately removed from sight. It can then be reviewed by the safeguarding lead to decide on the correct course of action.

1. Tap the **3 dots** on the top right of the post, then tap **Report** in the Post Options box.
2. Select the **Reason** for reporting the post from the list of options: Harassment; Hate; Inappropriate; Sexual content; Spam; Threat.
3. Enter a **Comment** to support your reasoning.
4. Tap **Submit** - A message appears confirming the post has been reported and temporarily removed, and that you'll be advised once action has been taken. The safeguarding lead will be notified of your report, and they will decide whether the post should be removed or reinstated (perhaps with some amendments).
5. Tap **OK**.



## Secure Quick Camera mode

Watch our 'how to' video: [using Evisense's Secure Quick Camera Mode](#)

Schools need to be able to capture evidence quickly and 'in the moment'. The Secure Quick Camera mode does exactly what its name suggests – it enables you to capture photos or video evidence of learning quickly and securely.

It is the safest and most secure way of adding evidence to Evisense. This is because the Secure Quick Camera Mode will only allow photos and videos to be stored or accessed via the Evisense App. These security measures mean that photos taken in Evisense will not appear in the device's camera roll and cannot get synced to Google, Apple, Dropbox or any other platform. Teachers do not need to remember to delete media from a device once they have finished – it's all taken care of. So you can be confident your evidence is safe and secure.

1. Tap the **camera button** (the featured button with a camera icon on it, in the bottom middle of the screen) - This is the Secure Quick Camera Mode.
2. Tap the **orange button** (bottom middle) to quickly take photos or videos whilst on the move.
3. Tap the **thumbnail image** (bottom left) to see all the media you have taken.
4. You can go ahead and **create a post** about this evidence straight away or come back to it later on (when it's convenient for you) and convert the evidence to a post then.
5. Tap on the **evidence** you want to use and you'll get the option to create a post.
6. Go ahead and post your evidence as per the instructions in the section above entitled [Add and link evidence to assessments in Connecting Steps](#) (add a **comment**, set **permissions**, tag your **student(s)**, tap **Post**).

**Note:** The Secure Quick Camera Mode also work offline, great if you're out and about with no signal. When you capture learning evidence in offline mode, the upload pending icon tells you how many pieces of evidence you have ready to be uploaded. Evisense will securely upload your evidence the next time you are connected to the internet. It will also remind you to upload if you have been offline for a while. Once you're back online and the evidence has been uploaded, you'll be able to create a post from each piece of evidence you captured whilst offline.

**Note:** In some rare cases with poor internet connection or, WIFI media can get stuck uploading. To help with this, Evisense lets you download the pending media to the device. This is especially important if you have captured a one off moment you don't want to lose. You can then upload this via the website.

## Multiuser switching

*Watch our 'how to' video: [how to switch between users in the Evisense App](#)*

Do you capture learning evidence on a device that you share with other teachers? This is not a problem in Evisense, as each user has their own account and one device can be used to access multiple accounts. You can easily switch between accounts.

1. Open the Evisense App on your shared device.
2. On the PIN login screen, tap the **small circular orange icon** with 2 people on [it's next to the profile picture, underneath the Evisense logo].
3. **Select** your profile from the list.
4. If you're not already listed, tap **Add User** in the top right corner and enter your email address and Evisense password.

**Note:** If you add a picture to your profile in MyBSquared, it makes finding your profile much easier!

**Note:** Each account is kept secure with its own PIN access. Evisense keeps track of all photos and videos taken in the App and who took them. It automatically assigns the evidence captured to its creator, based on who was logged in when it was taken.

## Watch a video from a printed report

*Watch our 'how to' video: [how to watch a video from a printed report](#)*

- You can use the Evisense App to scan the QR code on a paper copy of a report to view evidence.
- Not everyone can view a piece of evidence from a report. The links will only work if you have an account in Evisense with permission to view the evidence. This means that the evidence is kept safe and secure, as only individuals with a valid set of user credentials will be able to access it.

**Note:** Log into the Evisense website at <https://uk.evisense.com> [or <https://au.evisense.com> if you're in Australia or New Zealand] to create and print reports. Take a look at our guide to [Getting Started on the Evisense Website](#) for full instructions.

## FREE online training

*Complete our online training courses:* <https://support.bsquared.co.uk/training>

Our FREE online training courses will help you get up and running quickly and easily.

- [Whole School Introduction](#)
- [Evisense For Teachers](#)

*Watch our 'how to' videos:* <https://support.bsquared.co.uk/evisense/category/video-guides>

We've also created a series of bite-sized training videos you can access online, anytime - to improve your knowledge of the software or to work through if you're stuck on something. Here's a list with links directly to those you might find most useful when you're getting started:

- [How to add evidence using the Evisense App](#)
- [How to edit a post in Evisense](#)
- [How to delete a post in Evisense](#)
- [How to report a post in Evisense](#)
- [Using Evisense's Secure Quick Camera Mode](#)
- [Multiuser switching in Evisense](#)
- [How to watch a video from a printed report](#)

## Get help when you need it

*Search the support site -* <https://support.bsquared.co.uk/evisense>

*Email -* [support@evisense.com](mailto:support@evisense.com)

*Call -* 01252 870133 [Option 2 for support]

Find this guide online:

<https://support.bsquared.co.uk/evisense/user-guide-getting-started-on-the-evisense-app>

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