BSquared

Super Administrator Guide:

First steps guide to B Squared software

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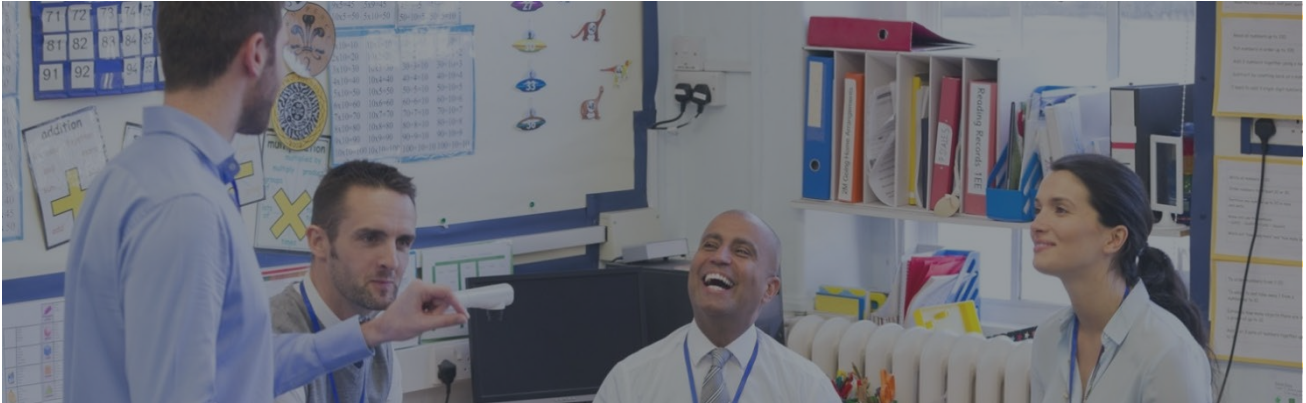
Contents

Welcome to B Squared software

There are 3 things a Super Administrator needs to know when starting to use B Squared's software:

1. **Where to log in**

2. **How to change your default password to something more secure**

3. **Where to find our training courses and videos for administrators**

Then it's really all about getting familiar with the software, but don't worry there's plenty of online training and our support team are always happy to help.

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

Here's a quick 'how to' on taking your first steps.

Logging in

How to log into MyBSquared

MyBSquared is our administration portal that the Super Administrator will need to access to manage how your school uses B Squared software and to administer your account.

To log in to MyBSquared, either

1. Visit https://uk.bsquared.cloud/login and log in with your Super Administrator account details
   OR
2. Log in to Connecting Steps at https://uk.connectingsteps.com/ and click on the MyBSquared logo (located top right of the main screen)

How to log into Connecting Steps

Connecting Steps V5 is the latest version of our assessment software that you and your staff will use to assess pupil progress.

1. Visit https://uk.connectingsteps.com/

2. Enter your email address and password

3. Click 'Sign In'

How to log into Evisense

Evisense is our evidence management software that you and your staff will use to capture photo and video evidence of learning, demonstrate progress and share securely with parents.

1. Visit https://uk.evisense.com/

2. Enter your email address & password

3. Click 'Login'

Change your password

When you first attempt to log in you will be prompted to change your default password "changeme" to something more secure.

Note: A password must be a minimum of 10 characters and include AT LEAST 3 of the following types of character - lowercase, uppercase, number or special character.

Note: *Your login email address is case sensitive and MUST be typed in lower case*.

Forgot your password?

It happens, don't worry, just click on the 'Forgot Password' link in the login screen and you will be sent an email with a link to reset your password.

Administrators' training

Visit our Welcome Page for Super Administrators:
https://support.bsquared.co.uk/welcome-super-administrators

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

Watch our FREE online training videos for Administrators:
https://support.bsquared.co.uk/my-bsquared/category/video-guides

The knowledgebase on our support website has a dedicated Super Administrators' section full of instructions and tips to help you get up to speed quickly:
https://support.bsquared.co.uk/my-bsquared

What's next?

Look at our Super Administrators' guide *Getting ready to use B Squared software in your school* for instructions on setting up your students, groups and users, as well as your system settings.

Get help when you need it

1. **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.

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

3. **Email** support@bsquared.co.uk

4. **Call** 01252 870133 (Option 2 for support)

Find this guide online:

https://support.bsquared.co.uk/guides/SA-First-steps-guide-to-B-Squared-software-UK

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