



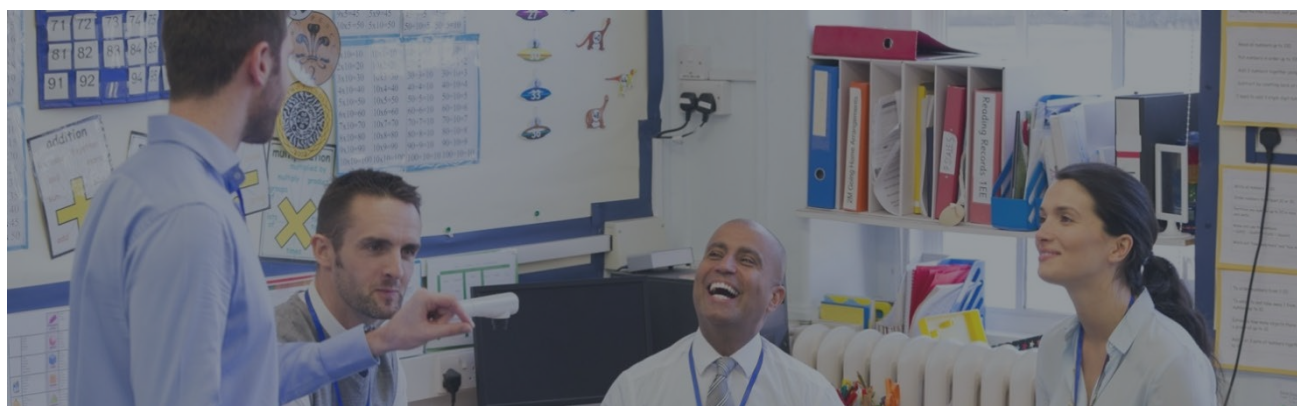
# Getting ready to use B Squared software in your school

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## Getting ready to use B Squared software in your school

There are 4 things a Super Administrator needs to do when getting ready to use B Squared's Connecting Steps V5 assessment software or Evisense evidence management software in your school:

- **Set up students**
- **Set up groups (optional)**
- **Set up users (for multi-user licences of Connecting Steps and Evisense users)**
- **Apply your system settings**

This guide includes instructions on how to set up students, groups and users in our administration portal MyBSquared.

For the system settings, you will need to look for the following tiles: 'Manage Students'; 'Manage Groups'; 'Manage Users'; '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 Super 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 of its features.

- ***Whole School Introduction***

Visit: <https://support.bsquared.co.uk/courses/whole-school-introduction>

This course is perfect for users and administrators who have 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 My B Squared. 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.

## Students

### How to import students

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

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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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 mandatory fields

First Name

Last Name

Date of Birth

Gender

Registration Group

We also strongly recommend that you import the students' UPN numbers!

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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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!

A one user licence restricts you to 30 active students within Connecting Steps.

## 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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 a member of as many Diversity and Subject Groups as required.

## Users (for multi-user licences of Connecting Steps and Evisense users)

Your Super Administrator account has already been set up for you. If your school has a multi-user licence for Connecting Steps, you will need to add your other users. **For Evisense there is no restriction on the number of users, so you can add as many as required.**

### How to add users

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

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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

\*Assignable roles are as follows:

Teacher

Teaching Assistant/Learning Assistant

Assistant Head Teacher/Assistant Principal

Head Teacher/Principal

Executive Head Teacher/Executive Principal

Data Manager

IT Manager

Student Admin

Administrator

Super Administrator (only one and can only be assigned by B Squared).

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

## 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> (or <https://au.bsquared.cloud/Options> if you're in Australia or New Zealand) to set Roles and Key Dates (you will be asked to log in to MyBSquared). 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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.

**Note:** 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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> (or <https://au.bsquared.cloud/AssessmentFiles> if you're in Australia or New Zealand) 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.
- These changes will also be reflected in the next Evisense update and our new analysis software due 2022.

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](mailto:support@bsquared.co.uk) or 01252 870133 (Option 2 for support).

### 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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).

**Note:** 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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 Default Frameworks button  
The Default Frameworks window opens displaying a Gantt 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!\*

**Note:** 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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> (or <https://au.bsquared.cloud/ConnectingStepsOptions> if you're in Australia or New Zealand) 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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
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)

Visit <https://uk.bsquared.cloud/EvisenseOptions> (or <https://au.bsquared.cloud/EvisenseOptions> if you're in Australia or New Zealand) to set Guardian Access, Device Restriction, Student Access and Safeguarding Leads (you will be asked to log in to MyBSquared). Here are some instructions to help you. Details on how to manage reported posts are also included.

### How to set guardian/parent access

Watch the 4-minute video: <https://support.bsquared.co.uk/docs/how-to-set-up-parental-access-for-evisense/>

Schools can give access to parents and guardians to use Evisense. **Guardians can only view evidence for the students they have been given access to.** This is managed by linking guardians to students. We have provided schools with the ability to choose the level of access parents and guardians have.

1. Guardians Cannot Access - This is the default option, parents and guardians cannot access Evisense
2. Guardians Can Access - This option allows guardians to access Evisense but they cannot comment
3. Guardians Can Comment - This option allows guardians to access Evisense, they can also comment and like any posts
4. Guardian Can Post Evidence/Messages - This option allows guardians to access Evisense, they can comment and like posts and they can add their own evidence

#### *Give guardians access to Evisense and to set their access level*

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Evisense Options
3. In the Guardian Access section
4. Choose level of access using the Sliders

#### *Invite parents and guardians to use Evisense*

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Manage Students
3. Find the appropriate student and select the Edit icon (pencil) to access the Edit User panel
4. Click on Manage Guardians
5. Type in the guardian's email address
6. Click +
7. Click Close followed by Save

The guardian will now receive an email inviting them to create an account. Once they have created their account, they can log into Evisense in the web browser or use the Evisense app.

Watch the 5-minute video [A Guide for Schools on Parental Access](#) for a full explanation on how Evisense allows schools to easily and securely share evidence of learning with parents. The video covers what parents can access, the different levels of access outlined above, and all the other features linked to parental access.

### How to authorise a device and set device restriction

Watch the 2-minute video: <https://support.bsquared.co.uk/docs/how-to-authorise-a-device-and-set-device-restriction-for-evisense/>

Any device to be used by school staff to access Evisense must have the app installed and be authorised by an administrator logging into the device first. By default, device restriction is switched on. It is possible to turn device restriction off. This is not recommended, as it will remove this level of security and allow any device to be connected to Evisense without being authorised by an administrator.

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Evisense Options
3. Turn the Device Restriction Slider off/on

**Note:** When turning off device restriction the following message will be displayed. 'Device Restriction is designed to enforce school mobile device use policies. By turning this off, teachers will be able to use the app on any mobile device.'

## How to set student access

Watch the 2-minute video: <https://support.bsquared.co.uk/docs/how-to-set-up-student-access-for-evisense/>

Schools can give access to students to use Evisense. This allows students to comment on their evidence and add their own evidence. To allow students to access Evisense there are a couple of steps you must complete.

### *Granting Student Access*

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Evisense Options
3. Turn the Device Restriction Slider off/on
4. In Student Access Section
5. Use Slider to enable Student Access
6. To allow Students to share posts with each other, use Slider to enable Students Can Share

### *Inviting Students to use Evisense*

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Manage Students
3. Find the appropriate student and select the Edit icon (pencil) to access the Edit User panel
4. Click on the 'Add an email address to give access to Evisense for this student'
5. Type in the student's email address
6. Click Save

The student will now receive an email inviting them to create a password. Once they create their password they can log into Evisense in the web browser or use the Evisense app.

## How to set Safeguarding Leads

Watch the 2-minute video: <https://support.bsquared.co.uk/docs/how-to-set-up-safeguarding-leads-for-evisense/>

As part of Evisense's security features, any user can 'report' a post, and it is immediately removed from sight. When a post is reported, a notification is sent to the Safeguarding Leads to review the post and decide on the correct course of action. As a default, the super administrator will receive these notifications and be responsible for managing reported posts until Safeguarding Leads are set up. Schools can have multiple Safeguarding Leads, to share this responsibility.

1. Log into MyBSquared - <https://uk.bsquared.cloud/> (or <https://au.bsquared.cloud/> if you're in Australia or New Zealand)
2. Navigate to Manage Users
3. Choose the User that is going to be the Safeguarding Lead, click the pencil next to their name
4. Use the Slider to turn Safeguarding Lead on
5. Click Save
6. This User will now receive a notification each time a post is reported, so they can manage reported posts

## How to manage reported posts

Watch the 2-minute video: <https://support.bsquared.co.uk/docs/how-to-manage-reported-posts-in-evisense/>

Once set, the Safeguarding Leads are responsible for reviewing any posts that are reported by Teachers, Parents and Students.

1. Log into Evisense - <https://uk.evisense.com> (or <https://au.evisense.com> if you're in Australia or New Zealand)  
You need to log into the Evisense website (not the App), rather than MyBSquared to manage reported posts.
2. Click the Cog icon (top right)
3. Select 'View Reported Posts' to see all of the reported posts
4. Review each post and decide what to do with it. You can see who reported the post, the reason they gave and their comment
5. Click the dropdown arrow to choose an action from the list to handle the reported post  
Options include:
  - a. Post has nothing wrong - reinstate
  - b. Delete post
  - c. Mark the post as private so that only teachers can see it
  - d. Edit post
  - e. Suspend user
6. Click "Update Report"

## Get up and running quickly

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

- Share the [Connecting Steps User Quick Start Guide](#) and [Evisense User Guide](#) [Getting Started on the Evisense Website](#) 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/docs/connecting-steps-v5/video-guides/>  
-Evisense training videos  
<https://support.bsquared.co.uk/docs/evisense/video-guides-3/>
- 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](mailto: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/docs/my-bsquared/video-guides-2/>

**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/my-bsquared/super-administrator-guide-getting-ready-to-use-b-squared-software-in-your-school>

## Need more help?

### Contact our Support Team

W. <https://support.bsquared.co.uk/> | E. [support@bsquared.co.uk](mailto:support@bsquared.co.uk) | T. 01252 870133