



Evisense Settings

Setting up and Customising Evisense for Your School

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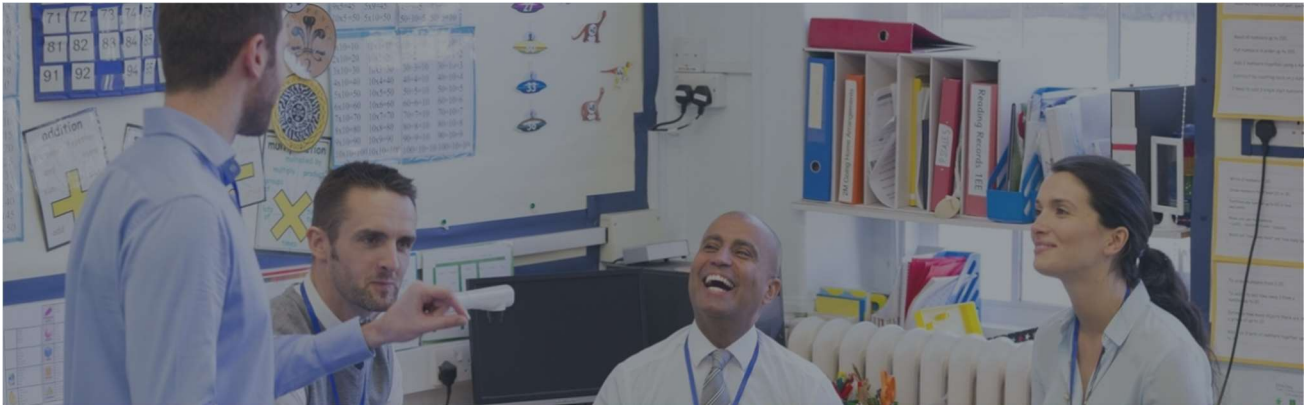


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Introduction

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 My BSquared, 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 the Evisense for school users.

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.

This document will take you through all the settings the apply to Evisense.

At the bottom of each section, we are including a TL;DR (Too Long, Didn't Read) section to summarise in the shortest way what is in the text.

Support

If you have any questions about anything in this document or need support, please contact our support team. You can contact them by phone by calling **01252 870133** or by email at **support@bsquared.co.uk**.

My BSquared Settings

Before you start using Evisense, there are several settings and processes you need to complete in B Squared's admin portal, My BSquared. My BSquared is where you will complete the main administration tasks includes setting up users, groups, and students. If you are a school who already uses Connecting Steps, you will be familiar with My BSquared for setting up and managing Connecting Steps. Several settings are common between the two system, a school using Connecting Steps can be up and running with Evisense for school users in under 2 minutes.

Users

When you start using B Squared software, B Squared create the first user, the Super Administrator. The Super Administrator can then setup B Squared software and invite other users. Users are people employed directly by the school and can access to all students in the system.

Evisense is licensed per student, allowing unlimited user accounts for its usage.

The Manage Users screen is where you can see and edit all the current users or invite new users. To invite a new user, click on the Invite Users button in the top left of the screen. Type in the user's email address and choose their role within the school and click on the + button. If you want to invite multiple users, separate the email addresses with a semi colon (For example user1@school.com; user2@school.com).

All senior leader roles as well as Administrators and the Super Administrator have administrative access to My BSquared and Evisense.

The users you are inviting will appear at the bottom of the screen. You can then choose what software each user will have access to. The options available will depend on the software you are using. Make sure the Evisense slider is green and click Send Invites.

Each user will be sent an email asking them to create an account, including setting a password. Once they have completed this step, they can access Evisense.

You will see a list of pending users at the top of the list. These are users that have been sent invites but have not completed creating their account. You can click on the envelope icon to resend the invite.

Safeguarding Leads

Safeguarding Leads are users that are linked to safeguarding. They are responsible for managing and responding to reported posts. 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 User screen by clicking on the pencil icon and then change set the Safeguarding Lead value to on.

Already using Connecting Steps?

If you are already using Connecting Steps, you will already have setup users within My BSquared. To give existing users access to Evisense, on the Manage Users screen you will see the software column. If the Evisense icon is green, they have access to Evisense, if the icon is red, they do not have access to Evisense.

You can turn on or off access for individual users by clicking on the Evisense icon. If you want to give access to all users, click Select All at the top left of the Manage Users grid, in the box next to this where it says Please Select choose “Evisense Access” and then click Apply. On the modal that opens, change the slider to Green and click Confirm.

As Evisense is licensed per student, you can create unlimited user accounts for its usage. You are not limited in the same way as you are with Connecting Steps.

TL;DR: B Squared software's Super Administrator, created first, can set up the software and invite users, parents/guardians and students. Evisense, licensed per student, allows unlimited user accounts. Manage users by inviting them via email, assigning roles, and enabling access to software like My BSquared and Evisense. Admins and senior leaders have full access. Pending users are listed for follow-up. Safeguarding Leads handle reported posts and get notifications for action. Current users of Connecting Steps can be granted access to Evisense through the Manage Users screen, where access is indicated by the colour of the Evisense icon. Access can be toggled individually or in bulk for Evisense.

Groups

The easiest way to manage students and groups is to import students from your MIS. As well as importing all the students, it will create the required groups as well. You can find more information on importing students from your MIS in the My BSquared support pages - <https://support.bsquared.co.uk/my-bsquared/>.

When adding groups, there are four types of groups you can add:

- **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 are groups 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 used the wrong group type.

To create a group, go to the Manage Group screen. You will see a list of all the groups in your setting. Click Add New Group in the top left corner. Type in the Group Name, choose the Group Type and Click Save.

Already using Connecting Steps?

If you are already using Connecting Steps, you will already have setup groups within My BSquared. You may want to add Messaging Groups if you are using Evisense with parents as a communication tool.

TL;DR: Importing students from your MIS into My BSquared automatically creates necessary groups, with details on the support pages. There are four group types: Registration Groups for primary classes or secondary tutor groups, with students in one at a time; Teaching Groups for different sets or intervention groups without a limit on numbers; Data Groups for analysing student data, not usable in Evisense; Messaging Groups within Evisense for notifications to specific student groups. Group types can be switched as needed. Create groups via Manage Group screen, selecting the type and saving. For those already using Connecting Steps, groups are pre-set, but you may add Messaging Groups for Evisense communications.

Students

Evisense is licensed per student. You will be limited to how many students you can use Evisense with by the license. This is based on concurrent usage/seats. As a student leaves your school, that license is freed up for another student. There are currently three license levels – Bronze, Silver, and Gold. Bronze has 1Gb storage per student, Silver has 2Gb storage per student and Gold has 5Gb storage per student. When a student is removed from Evisense, their posts and content are deleted after 60 days.

Manage Students

The easiest way to manage students and groups is to import students from your MIS. As well as importing all the students, it will create the required groups as well. You can find more information on importing students from your MIS in the My BSquared support pages - <https://support.bsquared.co.uk/my-bsquared/>.

When adding students, the following information is required:

- First Name
- Last Name
- Sex
- Date of Birth
- Admission Date
- 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 My BSquared. 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.

To add a new student manually, go to the Manage Students screen. You will see a list of all the students in your setting. Click Add New Student in the top left corner. The required information above is highlighted in red on the screen. You cannot click Save until all the required information is added. There are several 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 used 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.

Already using Connecting Steps?

If you are already using Connecting Steps, you will already have setup students within My BSquared. To add Evisense to existing students, on the Manage Students screen you will see the software column. There are two Evisense icons, the first has an eye icon in the top right, the second has a padlock symbol in the top right. If the Evisense icon with the eye icon is green, you can use Evisense with the student, if the icon is red, you cannot use Evisense with the student. If the Evisense icon with the padlock icon is green, the student can log into Evisense, if the icon is red, they do not have access to Evisense.

You can turn these options on or off for individual students by clicking on the appropriate icons. If you want to update Evisense settings for all students, click Select All at the top left of the Manage Students grid, in the box next to this where it says Please Select choose “Evisense Access” and then click Apply. On the modal that opens, you can adjust the Show in Evisense and Login to Evisense sliders and click Confirm.

Student Access

If you want students to be involved in Evisense, by either liking, commenting, or adding their own posts, you need to setup access. The first step is to enable Student Access on the Evisense Options screen in My B Squared. Once this has been turned on, you can enable student access for individual students or all students. Before a student can log in to Evisense, the student must be set to appear in Evisense, and you must add the student’s email address. When you enable access to Evisense for a student, they will be sent an email inviting them to set up an account.

If you have given a student access to Evisense, but you wish to temporarily remove access, you can suspend their account. To do this edit the student on the Manage Students screen and set the Account is Suspended option to on and the student will not be able to log in to Evisense.

What students can do in Evisense is controlled within the School Preferences option screen within Evisense. You can control if the student can create posts, which posts they can create and if student posts must be approved before parents can see the posts. If students create inappropriate posts within Evisense, these can be reported, and the post is instantly removed.

Google dictates that our Evisense app is deemed to be social media and as such has an age specification of 12+. If Google devices in schools are set according to a student’s age, they may not be able to install the Evisense app on their device. We do not have any control of the age limits on the app store.

TL;DR: Evisense licenses are per student and based on concurrent usage with three tiers offering different storage capacities. Managing students and groups is easiest by importing from your MIS, which also sets up required groups. Key student data needed includes first name, last name, sex, date of birth, admission date, and registration group, with ID fields recommended to avoid duplicates. Manually add students via the Manage Students screen with necessary data. In Evisense, you can control student visibility, access, and account status. Connecting Steps users can add Evisense features to existing student profiles. Student involvement in Evisense requires enabling access, adding an email address, and setting preferences for post creation and visibility. Access can be suspended as needed.

Parents/Guardians

Parents/Guardians must be invited to use Evisense by the school through the Manage Students screen. This is because parents/guardians can only be added when they are linked to a student, however parent/guardian can be linked to multiple students.

When you enable access to Evisense for parents/guardians, they will be sent an email inviting them to set up an account. If they already have an account in your school or another school, instead of being asked to create an account, they will receive a notification that you have started using Evisense with their child and they can now access posts linked to their child through Evisense.

As you remove a student from Evisense or if a student leaves your school, the parents/guardians' access to the student is automatically removed. If Evisense is used with their other children, they will be able to log in and use Evisense with those children. If you remove a student and that was the only student the parents/guardians used Evisense with, then the parents/guardians accounts will be deleted.

Schools have lots of controls to ensure that Evisense is used safely with parents/guardians.

About Parent/Guardian Access

If you want parents/guardians to be involved in Evisense, by either liking, commenting, or adding their own posts, you need to setup access. The first step is to enable Parents/Guardian Access on the Evisense Options screen in My B Squared. On this screen you can enable parent/guardian access and you can also set the default access level:

- View and Like
- View, Like and Comment
- View, Like, Comment and Create Posts.

This is the level of access parents are given when you create their account. The level of access can be changed for individual parents on the Manage Parents/Guardians screen.

When you enable access to Evisense for parents/guardians, they will be sent an email inviting them to set up an account.

If you have given a parent/guardian access to Evisense, but you wish to temporarily remove access, you can suspend their account. To do this edit the parent/guardian on the Manage Parents/Guardians screen and set the Suspended option to on and the parent/guardian will not be able to log in to Evisense.

What parents/guardians can do in Evisense is controlled within the School Preferences option screen within Evisense. You can control if the parents/guardians can create posts, which posts they can create and more. If parents/guardians create inappropriate posts within Evisense, these can be reported, and the post is instantly removed.

Manage Parent/Guardians

Before you can give parents/guardians access to Evisense, parent/guardian access must be enabled first as detailed in the previous section.

To add a parent/guardian to Evisense, find their child on the Manage Students screen and click on the pencil to edit the student. At the bottom of the modal window, you will see a Manage Guardians button. Click on this button to add or manage parents/guardians. Type in the parent/guardian's email address and then click the Invite button. They will be sent either an email to create an account if they do not already have an Evisense account or an email letting them know they can access their child within Evisense in your school.

All parents/guardians are added this way to ensure they are linked to the correct student. There are no limits on the number of parent/guardian accounts in Evisense. Parents/guardians can be linked to multiple students.

Once the parent/guardian is invited, you will see them on the Manage Parents/Guardians screen. You will see a list of pending parents/guardians at the top of the list. These are parents/guardians that have been sent invites but have not completed creating their account. You can click on the envelope icon to resend the invite. This screen shows you how many students a parent/guardian is linked to, their level of access, if their account is suspended, if they have blocked any other users and when the last logged in.

The access level will show no icon if they are pending and have not completed creating their account. It will show an eye icon if the parent/guardian has View and Like access, a speech bubble icon if they can view, like and comment and a pencil icon if they can create, comment, view and like.

You can change a parent/guardian's access level, see the students they are linked to, change the account suspension status or to set their relationship to the student by clicking on the pencil icon in the edit column. You can also remove access to students if required.

In the top right of the Manage Parents/Guardians screen there is a search box, you can search by an email address to find a parent/guardian or search by a student name to find the parents/guardians they are linked to.

TL;DR: Parents/Guardians are invited to Evisense through the Manage Students screen and must be linked to their child. They receive an email to set up or access their Evisense account. If a student is removed or leaves the school, their parents' access is automatically revoked; if that child was their only link to Evisense, their account is deleted. Parents' involvement levels (view, like, comment, post creation) are customisable and can be suspended if needed. Schools can manage what parents can do within Evisense through School Preferences, and inappropriate posts can be reported and removed. Parents are added to Evisense via the student's profile, and there's no limit to the number of parent accounts. You can view and manage their access levels, link status, suspension, and relationship to students through the Manage Parents/Guardians screen.

Assessment Content

If your setting is already using Connecting Steps, all the assessment content in Connecting Steps will be accessible in Evisense. You can link evidence and other post types to the skills in Connecting Steps. You can also access evidence added in Evisense in Connecting Steps. If you have linked an evidence post to a level or an assessment point in Connecting Steps, you will see orange camera icons with a number indicating how many pieces of evidence are linked to the level/assessment point. If you click on the camera icon, you will be able to view the evidence.

If you do not use Connecting Steps, you can still use our FREE assessment content in Evisense. The content is available to all settings who use Connecting Steps or Evisense. For information on what content is available in your country visit the Additional Assessment Frameworks page on the B Squared website –

<https://www.bsquared.co.uk/products/connecting-steps/additional-frameworks/>

Connecting Steps gives you the ability to assess and track progress, you will also have access to your Connecting Steps data within B Squared Analytics where you can do whole school data. To enable this content, go to the Manage Assessment Content section in My B Squared. This page is split into different sections:

- Frameworks – This is the active content split into the different frameworks/curriculums. You can control options like the age range and which students the framework applies to. Beneath the Frameworks grid is the Default Frameworks button. This is where you set the default path students in your school will follow. For more information on Managing Frameworks, please visit the My BSquared support pages or contact our support team.
- Active Books – This is a list of content you have purchased for your school that you are currently using.
- Available Books – This is a list of content you have purchased for your school that you are NOT currently using. It is split into content linked to current guidance or content linked to older, out of date guidance.
- Active Structures – This is a list of the FREE content you have enabled for your school.
- Available Structures – This is a list of the FREE content available to you that you are NOT currently using. To start using the content, click on the + icon, the content will then move to the Active Structures and appear in the Frameworks grid. It will then be available in Evisense for the students it applies to.

For more information on managing assessment content, please visit the My BSquared support pages or contact our support team.

TL;DR: If you're using Connecting Steps, all its assessment content will be available in Evisense, letting you link evidence to skills and access it across both platforms. Evidence linked in Connecting Steps is indicated by orange camera icons, which when clicked, show the linked evidence. Even without Connecting Steps, free assessment content is available for Evisense users, accessible via the B Squared website. In My B Squared, you can manage assessment content, which includes active content frameworks, purchased content (active and available), and free content (active and available). To use new free content, add it in My B Squared, making it accessible in Evisense for relevant students. Visit B Squared support for detailed management instructions.

Device Restriction

Evisense is designed as a mobile first system. We believe most usage will be on phones (or phone sized devices) or tablets. Device restriction is an important feature that limits the devices school users can use the Evisense app on. It **does not** limit where the website can be accessed from. It has no impact on parents/guardians, students, and external users. Most schools have a mobile device policy that states only school devices can be used. The device restriction feature enables schools to enforce this policy, by preventing users from logging in from personal devices.

This setting is turned on by default, protecting the school. This means that before a school user logs on to a device, it must be approved by an Administrator. A device only needs to be approved once. As well as being able to authorise devices, administrators can also revoke access. Approving a device can be done in two ways:

- A device is authorised automatically when an Administrator logs on to the device. Once they have logged in and authorised the device, any user can then log in on that device.
- When a user tries to log on to an unauthorised, the log in will fail. A request will appear in Evisense Device Management screen. An administrator can then remotely authorise the device.

B Squared recommends Device Restriction is enabled. This to protect schools and staff, and to ensure that Evisense is used in line with school policies.

Evisense Device Management Screen

This screen gives Administrators an overview of devices authorised to use the Evisense app and devices that users have made authorisation requests on (unauthorised devices they have tried to log in on). **This screen only functions if you have Device Restriction enabled.**

Each row on the grid is a different device, it shows the following information:

- Device Name – This is the friendly name for a device, typically set by the user.
- Model – iPhone or android device type.
- Type – Android or iOS.
- Authorisation Date – When was this device authorised.
- Last Login Date – When was last time this device was used to access the Evisense app.
- Last User Login – Which was the last user to login on this device.
- Authorised By – Which administrator authorised this device.
- Access – This is where you can authorise or revoke access.

If a device is lost or stolen, you can revoke access using this screen. Even if the person who has the device knows the username and password or PIN, by revoking access they cannot access the Evisense app on that device. We would also recommend the users account be suspended as well to prevent logging in via the web.

The grid on this screen gives schools an audit log of who authorised devices and which devices are currently being used with Evisense. Administrators can sort by different columns and can use this to identify devices which have not access Evisense over a certain number of days and delete those devices. B Squared

recommends having an annual audit of Evisense devices and removing devices that have not accessed Evisense in the last 6 months. You may want a more regular, restrictive audit.

TL;DR: Evisense is optimised for mobile use and has a Device Restriction feature to ensure that only school-approved devices can access the app. This doesn't affect access to the website and doesn't apply to parents, students, or external users. Devices can be authorised for Evisense by an admin either automatically by logging in or manually through the Evisense Device Management Screen when a user attempts to log in from an unauthorised device. Admins can also revoke device access.

Device Management provides an audit log with details like the device name, model, type, authorization and last login dates, the last user, and which admin authorised it. Lost or stolen devices can be secured by revoking access and possibly suspending the user account. Regular audits are recommended to maintain device security and compliance with school policies.

User Roles

Schools can use several different user roles within B Squared software. The full list of user roles can be found on the Options screen in My BSquared. Some of the roles have alternative names as some schools prefer Principal to Headteacher or Learning Assistant to Classroom Assistant. School can choose the terminology they use within their school. Schools can reduce the different user roles they use within their school.

The following user roles cannot be turned off:

- Super Administrator
- Administrator
- Headteacher
- Teacher
- Parent/Guardian
- Student.

TL;DR: B Squared software offers a variety of user roles that schools can tailor to their preferred terminology, like using 'Principal' instead of 'Headteacher'. These roles are customisable except for six core roles that are essential and cannot be disabled: Super Administrator, Administrator, Headteacher, Teacher, Parent/Guardian, and Student.

Name Display Options

Different schools use different ways of identifying staff and children. Evisense can be customised so that it fits in with the language your school uses. In most mainstream schools you are likely to use a more formal approach, with the teacher's title and Surname – Mr Young. In specialist settings you are likely to be less formal and may just use the teacher's first name – Joe. It is important to us that Evisense reflects your school's choices. If your students' parents know their child's teacher as Joe, but in Evisense he appears as Mr Young, it might be off-putting to the parents, and they might not feel as connected as they should.

On the Options screen in My BSquared, schools can choose how they want to display the names of users, external users, parents/guardians, and students. Each has a variety of options. You can also choose to display a user's role to parents, students and external users and you can choose to display a parent/guardian's relationship to the student to external users.

TL;DR: Evisense is adaptable to match the naming conventions of your school, allowing for either formal titles and surnames or first names only, depending on the school's setting and culture. This customisation is to ensure that parents feel connected when using the platform. Schools can set these preferences and decide whether to display user roles and parent/guardian relationships to students on the Options screen in My BSquared, ensuring consistency with how staff and children are referred to within the school environment.

School Banner

On some of the views with Evisense there is space for a school banner at the top of the screen. This is an image the school can upload to personalise Evisense. This could be a photo of the school, with the school name/logo etc. We recommend an image of 844 x 300 pixels.

The banner can be uploaded into My BSquared on the Options screen in the School Banner section.

TL;DR: Evisense allows schools to customise their interface by uploading a school banner at the top of certain views. Recommended dimensions for the banner are 844 x 300 pixels. Schools can add their banner through the My BSquared interface under the Options screen, in the School Banner section.

Evisense School Settings

School Settings are accessed from within Evisense by clicking on your profile picture/initials. You will then see the option for School Preferences.

Post Types

Evisense contains lots of different post types, post types allow you to organise and structure your communication within Evisense. All post types (apart from evidence) identify post type at the top of each post, we have also colour coded the different post types for easy identification.

The table lists all the post types available to your school, which ones are turned on and which post type is the default post type used when creating a post. If you want to add a new post type, please contact the B Squared support team.

TL;DR: Evisense features a variety of post types to help organise and distinguish between different kinds of communication on the platform. Each post type is identified by a unique colour and label at the top. A table within Evisense shows which post types are active for your school and which is set as the default for new posts. If you need to introduce a new post type, reach out to the B Squared support team for assistance.

Structured Posts

Structured posts are a way to ensure users include the information you need when adding a post. Instead of having an empty text box for users to type into when adding a post, structured posts turn the post into a series of questions they need to answer.

Select a post type from the drop down and it will show you the different post structures that are available. You can turn on or off the different post structures and set which one you want users to use by default. If you would like a post structure adding to Evisense, please contact the B Squared support team.

TL;DR: Structured posts in Evisense guide users through a set of questions to ensure all necessary information is included in a post, replacing the traditional empty text box. Different structures can be activated or deactivated, and a default structure can be set for user posts. For new post structures to be added, users should contact the B Squared support team.

Aspects

Aspects allow you to add additional information 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. Aspects are used with specific post types like Evidence and Learning Opportunities. You may want to filter to evidence posts that links to the pupils EHCP or you may add your school's values as aspects and show how you have supported pupils to demonstrate your values.

In this section you will see all the aspects that can be used within your school and turn off the ones you do not want to use. If there is an aspect you want to use within Evisense, but it is not available, please contact the B Squared support team.

When adding posts, you might not see all the aspects, this is because aspects are sometimes linked to the student's age, the curriculum a student is on or other student details.

TL;DR: Aspects in Evisense enhance posts by adding relevant additional details, allowing for the filtering of posts based on these aspects for the entire school, specific groups, or individual students. They're particularly useful for linking posts to specific educational plans or demonstrating school values through student activities. All available aspects are visible within the software, and unwanted ones can be deactivated. If you require an aspect that isn't currently available, contact the B Squared support team for assistance. Note that not all aspects may be visible when creating a post, as they can depend on the student's age, their curriculum, or other specific details.

Post Privacy

These controls cover a variety of settings:

- You can set to set which school users can share posts with parents/guardians, external users, and students.
- For each user role you can set the default privacy level for each post type they can create.
- For each user role you can set the maximum privacy level for each post type they create.
- For each user role you can decide if the users can adjust the default privacy level.
- For each user role you can decide if the users can set a more open privacy level.

You can prevent students from sharing posts other than with the school by setting the maximum privacy to All Staff and Students. Their posts would then require approval before parents/guardians can access them.

You might want to set a safe default value of All Staff for all the school user roles. You might limit teaching assistants/learning assistants from sharing some or all post types with parents but allow other user roles to share posts with parents/guardians, external users, and students. You can independently control these settings for each post type you use.

Choose a user role to view the different post types they can create. For each post type you can then set the default privacy level and the maximum (the most open) privacy level. You then have the option to allow individual users to change these values and if they can set a higher (more open) privacy level.

TL;DR: Evisense provides customisable privacy settings for different user roles within a school, enabling control over who can share posts and the privacy levels for each type of post created. Schools can decide whether users can adjust these privacy levels and can enforce stricter privacy settings where posts require approval before being accessible to wider audiences like parents or external users. The system allows setting both default and maximum privacy levels for each post, with the option for users to adjust within these limits. For specific adjustments or to add more open privacy options, schools need to configure each user role's permissions accordingly.

Post Creation (Students, External Professionals and Parents/Guardians)

When you use Evisense with parents/guardians, external users, and students, you will want to control what post types they can create. This setting controls what post types students, external professionals and parents/guardians can create in Evisense. You may want parents to only be able to comment or view evidence posts but be able to create home school diary or reading diary posts.

Before a parent/guardian or student can create a post, you need to set their access level in My B Squared so that they can create posts.

TL;DR: In Evisense, schools can manage and specify the types of posts that parents, guardians, external professionals, and students can create. For example, parents may be limited to commenting on or viewing certain posts while having the ability to create others, such as home school diary entries. To enable them to create posts, their access levels must be configured in My B Squared.

Post Editing

This section covers two settings for school users. The first setting controlling whose posts school users can edit and the second is which user roles can approve posts created by students.

All users can edit their own posts, but Evisense allows school users to edit other school user's posts. This is based on rules based on user roles. A user cannot edit posts of other users with the same user role, for example a teacher cannot edit another teacher's posts. There is a default hierarchy which will work for most schools. An example of the default hierarchy is teachers can edit posts created by teaching assistants, but not posts created by other teachers or senior leaders. You can also specify which user roles can approve student's posts so that parents/guardians and external users can access the posts.

For each user role you can:

- see and set the different user roles the user can edit posts for
- set if they can approve student posts so that parents/guardians can see their child's post.

The approve student posts setting is only needed if the privacy controls limit students from sharing posts with parents/guardians or external users.

TL;DR: Evisense has settings that determine editing permissions and approval rights within the school's user hierarchy. Users can edit their own posts, but editing others' posts depends on the user role and the established hierarchy, where typically higher roles can edit posts by those in roles below them, but not of their peers or superiors. Additionally, certain roles can approve student posts for visibility to parents, guardians, and external users, which is particularly relevant when privacy settings restrict student post sharing. Each user role's permissions for editing and approval can be managed within these settings.

Notification Settings: Users and External Users

These settings only impact school users and external users.

Time Preferences

The notification settings allow schools to protect their staff's work life balance. It also helps to manage the expectations of parents/guardians around school staff responding to posts or comments.

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. Users will still see the notifications if you open Evisense. Weekdays are Monday to Friday, if you wish to set Sunday to Thursday, please choose custom.

Users can set their own custom notification rules which supersede the rules set here.

Mute Notification Periods

Schools can set dates they do not want school users and external users to receive notifications. Evisense will not send notifications during these periods. Schools can mute notifications during school holidays or other periods of time as required.

During a muted notification period, school users or external users will NOT receive email or push notifications from Evisense.

TL;DR: Evisense's notification settings are designed to respect the work-life balance of school staff and manage parent expectations regarding responses to posts or comments. Schools can establish rules to limit notification hours for school and external users, silencing email and push notifications outside of these times while still displaying notifications within the app. Additionally, users have the option to create personal notification schedules. Schools can also mute notifications for certain dates, like during holidays, ensuring no email or push notifications are sent out during these mute periods.

Blocked Users

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

Administrators can view all blocks that have been created in their school. They can add blocks for users, including reciprocal blocks (2 way). Administrators can remove blocks including blocks added by other users.

Blocks can be useful where there is conflict, to prevent two users seeing each other's content. If an administrator adds a block, they can add a reciprocal block so that it applies both ways, they also need to give a reason for the block.

The historical view allows you to see blocks that have been removed, who removed them and if it was not the user themselves who removed the block, the reason the block was removed.

We recommend viewing the blocked users list periodically to ensure blocks are not added accidentally, preventing users from seeing posts or comments from other users. The school should be aware of all the blocks and understand the reason a block exists.

TL;DR: Evisense features a blocking function allowing users to prevent visibility of certain content, where one user can block another, hiding posts, comments, or replies made by the blocked user. Users have the capability to unblock as needed. Administrators have oversight of all blocks, with the ability to institute or remove them, and can set up reciprocal blocks to prevent conflict between two users. There's also a historical record of block actions, including details about who initiated or removed a block and why. Regular reviews of the block list are advised to ensure no erroneous blocks hinder communication within the school community.

Access to Printing, Media Download and Mobile Device Gallery

These three features allow sharing of media to a wider audience so schools need to think about who needs access to these features and the implications. Accessing the device gallery has been requested by many users but it is less secure. The media is stored on the device and needs to be deleted after it has been used.

Before turning on the access to the device gallery, schools need to think about who has access to the device, does the device remain in school and are any cloud services syncing media to the cloud before turning on this feature. Additionally, make sure that activating this feature does not result in Evisense no longer aligning with the policies of your school, trust, or local authority.

For each user role you can set the following options:

- Printing – Can the user role print individual posts or reports from Evisense?
- Download All Media – Can the user role download all the media for a student as a single file?
- Access Device Gallery – Can the user role access the device's camera roll/gallery within the Evisense app. Parents/Guardians can always access the camera roll, but by default school users cannot access the camera roll.

These options are around giving you the flexibility in how you use the system but giving you the control to ensure only the correct people can access your data and are using it responsibly. As mentioned above accessing the device gallery has implications around data security on mobile devices which needs to be taken into consideration before turning on, including reviewing your Data Protection Impact Assessment.

TL;DR: Schools using Evisense have the discretion to enable three key features: Printing, Download All Media, and Access Device Gallery, each with specific user access settings. Schools should carefully consider the security implications of granting access to the device gallery due to its less secure nature and the need to manage media storage and deletion protocols. It's crucial to ensure these features align with the school's, trust's, or local authority's policies, and that any enablement of these features is done in compliance with data security standards and Data Protection Impact Assessments. By default, parents and guardians can access the device gallery, but school users cannot without permission.

Unused Media Expiration

Users often take several photos or videos, but only use some of these photos or videos when creating posts. Our experience is these are often left on devices or left unused in software. In line with data protection principles, if the media is not needed, the media needs to be deleted.

Any photo or video captured within the Evisense app, or any media uploaded to Evisense is stored in the user's unused media area. Each user has a storage limit, the size of the limit depends on the type of user. Deleting expired media is an automated process designed to help users stay organised with their media by removing the items they are not using after a period. The default setting is 60 days.

Schools can modify this value by using the dropdown box to select the period before unused media is deleted.

TL;DR: In Evisense, unused photos and videos can accumulate if they're not used in posts, and for data protection reasons, they should be deleted if not needed. The app stores any captured or uploaded media in a user-specific unused media area, which has an automatic deletion setting that defaults to 60 days to keep users' media organised. Schools have the option to adjust the time frame for when unused media is purged via a dropdown selection.

Evisense User Settings

User Settings are accessed from within Evisense by clicking on your profile picture/initials. You will then see the option for User Preferences.

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.

TL;DR: In Evisense, you can tailor your initial view to show specific groups you frequently work with and select which types of posts appear by default when the app is launched. The system can also be set to either display or hide the curriculum framework linked to the posts to streamline the information presented. Additionally, there's an option to have linked assessment details automatically expanded within the feed for quicker access, useful for those who regularly need this information. These preferences reset to the default choices upon logging in again for a consistent experience.

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.

TL;DR: When creating posts in Evisense, you can adjust default settings for efficiency and privacy. The 'Add New' button function can be pre-set to your most used post type for convenience. While privacy settings for posts are primarily determined by your school's policies, you retain the ability to modify privacy levels during the creation or editing of a post. It's important to consider the intended audience, whether it be parents or school staff, when setting these defaults.

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 your 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 do not 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 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.

TL;DR: Evisense ensures users stay informed about activity related to their posts or their child's presence in posts via notifications within the platform, emails, and push notifications through the app. Users have the option to disable email notifications if they prefer app notifications. Schools can define notification times to manage when users receive alerts, but individuals can set personal notification preferences that override school settings. Additionally, users can opt-in for alerts on specific activities like updates to a home school diary, which is especially useful for keeping track of relevant educational updates or therapy-related progress.

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

Support

If you have any questions about anything in this document or need support, please contact our support team. You can contact them by phone by calling 01252 870133 or by email at support@bsquared.co.uk.