evisense

UK Data Centres

Getting Started Guide - Administrators

How to setup get started with Evisense Explorer

BSquared

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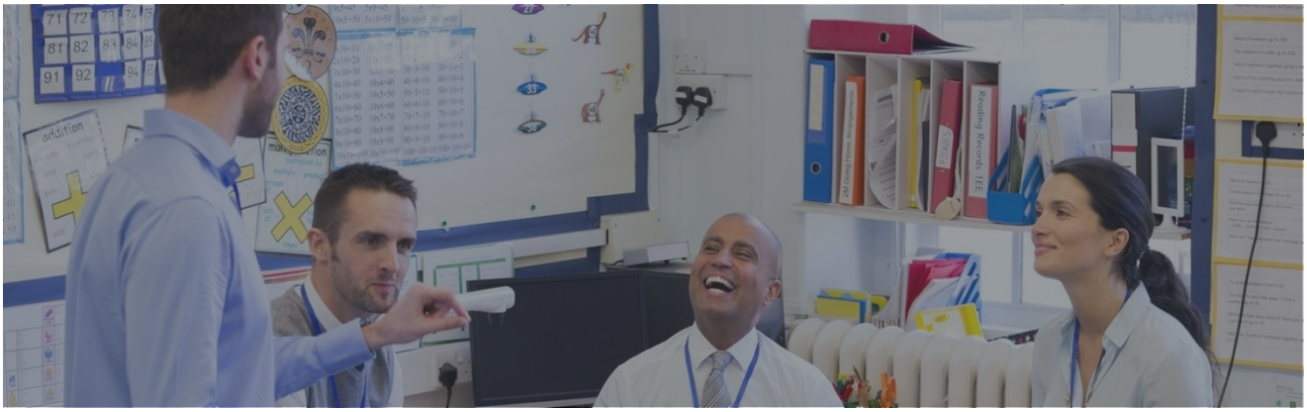
evisense



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Welcome to Evisense Explorer

Evisense Explorer is our free version of Evisense, for schools using Connecting Steps. Explorer focuses on helping schools to build powerful parental engagement. You can use Evisense to share updates on progress, build One Page Profiles and use it as a home school diary. The only aspect of Evisense you cannot use, is the ability to upload photos and videos.

All users can use the Evisense website or the Evisense app, including parents/guardians and students if they have been given access. The functionality between the website and app is very similar, the features available to you in each will be determined by your user role. The app is a fantastic way to engage parents and get them on board, with the easy-to-use social media style interface, that promotes 2 way communication, helping to build an ongoing conversation between school and home.

Support & Video Guides

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

Support site - support.bsquared.cloud

Support Phone Line – 01252 870133

Support Email – support@bsquared.co.uk

How To Guides

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

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

Free Training Courses

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

support.bsquared.co.uk/evisense-support

My BSquared Administration Portal

Before you dive into Evisense, you need to setup users, students, groups, and a number of other settings. This is done in the B Squared Administration portal, My BSquared. My BSquared is a central admin portal used to administer all the different B Squared software. If you already use Connecting Steps, you will have done a number of the following steps already. You will see throughout this guide that there are “Already Using Connecting Steps?” sections, these will help you see what steps you will need to do to setup Evisense alongside Connecting Steps.

Users

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.

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.

Groups

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.

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 are 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.

Students

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.

Parent/Guardians

This document does not go through the process of setting up access for parents/guardians. For more information about using Evisense with parents/guardians, please read the **“Guide to Managing Parental Access in Evisense”** document.

Assessment Content

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.

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.

Evisense School Settings

The settings which only impact Evisense are set within Evisense itself. You will see the School Settings within the Evisense website and can be accessed by clicking on your profile picture/initials. You will then see the option for School Preferences. This section will go through a few key settings you are likely to look at the beginning. For more information on all the settings available within Evisense, please read the **"Evisense Settings"** document.

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.

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.

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.

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.

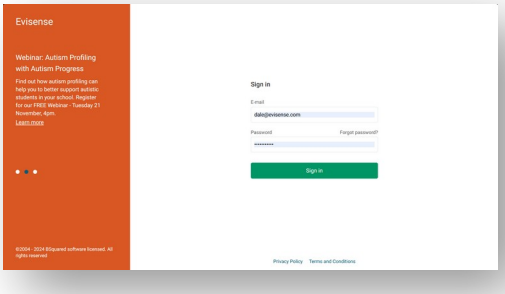
How to Access Evisense

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

Website

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

uk.evisense.com



App

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

New Evisense (UK)

How to use Evisense

This guide has covered setting up Evisense and how to add students, groups, and users. To help you and the other school users to get started with Evisense, we have written an **"Evisense Getting Started Guide for School Users."**