EVOLVE

Introduction to EVOLVE

for Staff

Welcome to EVOLVE!

This document has been designed as an introduction for staff to EVOLVE.

EVOLVE is an online tool for planning and managing educational visits, on-site activities, after school clubs and sports fixtures. It is currently used by over 19,000 schools across the UK, and more than half a million staff have used the system to efficiently plan and approve 1.2 million visits and activities – and counting!

Developed by experienced teachers and educational practitioners, this market leading system has been designed with teachers in mind. It helps schools, colleges, trusts and Local Authorities to improve and simplify the process of planning, approving, monitoring, evaluating and reporting all learning which takes place outside of the classroom.

Further information and "How To's" can be accessed at any time by clicking the red question mark icon at the top right of the screen in EVOLVE. An 'Introduction to EVOLVE for EVCs is also available.

This document will explain:

Section 1: Setting up

- ☐ 1.1 How to get to EVOLVE
- ☐ 1.2 How to set up your account

Section 2: Using EVOLVE:

- ☐ 2.1 The workflow of EVOLVE
- ☐ 2.2 How to add a visit
- ☐ 2.3 How track the progress of visits
- ☐ 2.4 Reporting in EVOLVE
- ☐ 2.5 Where you can access further information

Suggested work flow:

Log on to EVOLVE and have a play!	→	Get started! Add visits and run reports.
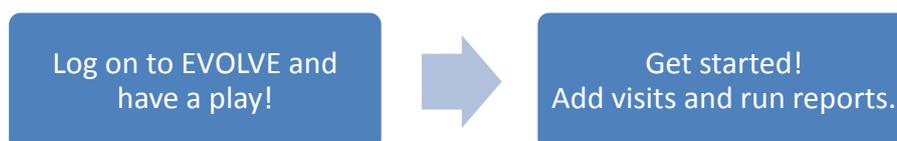
Section 1: Setting up EVOLVE

Section 1.1: How to get to EVOLVE

EVOLVE is a cloud based service and therefore all you need in order to be able to configure and use EVOLVE is an internet enabled device such as a PC, MAC, tablet or mobile phone. You can access EVOLVE via your dedicated web address or, you can go to the following address and choose your site from the list:

evolve.edufocus.co.uk

Section 1.2: How to set-up your Account

You should have received your default username and password from your site administrator. If you have not received these details then please contact them directly.

1) Enter your username and password into the boxes on the home screen:
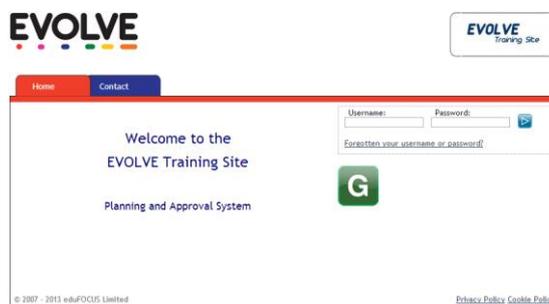
2) If this is the first time that you have logged in then you will be automatically redirected to your 'Profile' page and prompted to personalise your user account with your own *Forename*, *Surname*, *Gender* and *Email Address* (it is vital that you enter your email address otherwise you will not receive EVOLVE email notifications).

3) Click **[Update]** to save the changes.

When your account was created it was given a default username and password. You must now secure your account by setting your own username and password. Try to choose a username that you will easily remember e.g. one that you use for other school systems or your email address etc. Passwords must be at least 8 characters long and they must contain both letters and numbers.

4) Click on the **[Amend]** link next to your username, enter your desired username and then click **[Continue]** to save it.

5) Click on the **[Change Password]** link at the bottom of the screen, enter your chosen password and then click **[Continue]** to save the new password.

6) Click **[Log Out]** at the top right of the screen and then use your new username and password to log back into the system to verify that your new details have been saved.

Section 2: Using EVOLVE

Section 2.1: The Workflow of EVOLVE

EVOLVE has been designed in an easy-to-use way, so that it guides you through educational visit planning from research, to form creation, to evaluating the visit and finally being able to report on it.

Home	Clicking this tab will take you back to the Home Page, where you can access your profile, messenger and contact details.
Resources	The resources tab enables you to view upcoming training sessions, access documents to help you plan a visit, and view previous visits for ideas.
Add Visit	Click here to add a visit. EVOLVE will intuitively hide any irrelevant sections based on your answers as you work through the form.
Track Visits	Click here to track the progress of your visits (see 2.3 'How to track progress of visits')
Evaluate	Click here to evaluate visits (up to 28 days after the visit date).
Report	This tab enables to you easily create visit reports (see 2.4 'Reporting in EVOLVE')
Visit Search	Easily find visits based on visit ID number, or name e.g. "London Zoo"

Section 2.2: How to I add a visit

1. Log in to your account

2. Click '**Add Visits**' (blue tab)

3. Complete the form

4. Once complete, click **[Submit]** to submit the form to your EVC.

5. Once submitted, you can choose if you wish to send notifications (from the list, or by typing in an email address).

Section 2.3: How to track progress of visits

1. Log in to your account

2. Click '**Track Visits**'

Visit Forms are displayed in different tabs to make it easy to track progress and find forms that need attention:

Active	Lists your visits that are running today
Draft	Lists all of the visits that are sitting in your account waiting for your action/involvement. These may be visit that you have created, but not yet submitted to the EVC for authorisation, or they may be visits that the EVC has returned to you for further action. You can click on the orange edit button to edit the visit form, or click on the purple 'eye' button to view a printable version of the form
Submitted	Lists visits that have been submitted further up the chain, but that have not yet been approved
Approved	Lists all of the *forthcoming* visits that have already been approved
Evaluate	Lists any visits that have run in the last 28 days and that have not yet been evaluated
Past	Lists visits that have already run
My Visits	Provides a summary of visits that you have either led or accompanied.

Section 2.4: How to report on visits

More detailed information about reporting in EVOLVE can be found in the online help pages that can be accessed by clicking on the red [?] button at the top right of the screen.

As an overview, there are four sub-categories in the 'Reports' section.

Visit Monitoring	These reports allow you to access the visit diary, showing draft and confirmed visits. It also allows you to generate detailed reports around specific visit criteria.
Staff & Volunteer Reports	These reports allow you to access the visit history of staff and volunteers, and see an overview of those visits.
Visit Summaries	These statistical reports can support visit monitoring providing aggregated data relating to types of visits, destinations, number of students involved, visit purposes etc.
Pupil Reports	These allow you to generate student level reports. The visit count report can be used to support Record of Achievement portfolio generation, and the comparison reports are a valuable tool to assist with monitoring quality of opportunities within and between cohorts e.g. year group, class or gender comparisons as well as comparisons based on MIS data such as students on 'Gifted & Talented' programme etc.

Section 2.5: Where can I access further information?

If you have any queries regarding EVOLVE, these could be answered using the integrated Help Pages. You can access this by clicking on the red question mark:

These Help Pages contain articles and "How To's", which you can read through to learn more. Alternatively, you can search the Help Pages to find your answer quickly:
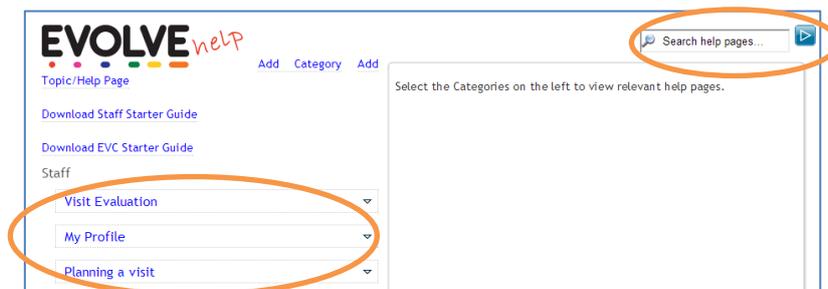
If the Help Pages cannot answer your query, please contact your site administrator directly.