



# EVOLVE

## Group Leader's Guide

### Abstract

EVOLVE is an online tool used by the College for planning and managing educational visits and sports fixtures.

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## **Introduction to EVOLVE for Group Leaders**



## Welcome to EVOLVE!

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

**EVOLVE** is an online tool used by the College for planning and managing educational visits and sports fixtures.

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.

### This document will explain:

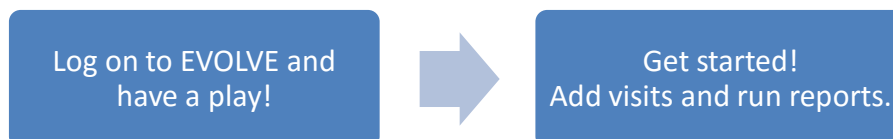
#### Section 1: Setting up

- ☐ 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:



# 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 StaffNet or by saving the URL of the login screen to your Favourites. You can also access it by going to the following address and choosing North Kent College from the list:

***[evolve.edufocus.co.uk](http://evolve.edufocus.co.uk)***

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## Section 1.2: How to set-up your Account

From the Health & Safety section of StaffNett, select *Educational Visits* from the links on the left of the page.

*You should have received your default username and password from the Risk Manager.*

- 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**. These will have been entered for you already. **Please do not change them.**

*When your account was created it was given your College Network username and a default password. You must now secure your account by setting your own password. Passwords must be at least 8 characters long and they must contain both letters and numbers.*







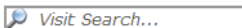
- 3) Click on the **[Change Password]** link at the bottom of the screen, enter your chosen password and then click **[Continue]** to save the new password.
- 4) Click **[Log Out]** at the top right of the screen and then use your new username and password to log back into the system to verify that your new details have been saved.
- 5) If you have any difficulties, please contact the Risk Manager on ext. 1539, Mob. 07768 430 469 or e-mail: [julianmills@northkent.ac.uk](mailto:julianmills@northkent.ac.uk)

# 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.



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

## Section 2.2: How to add a visit

1. Log in to your account



2. Click '**Add Visits**' (blue tab)
3. Complete the form;
  - a. The system will take you through a series of questions about your planned visit. Some questions are mandatory and you will not be able to submit your application until they have been answered.
  - b. You can jump between sections by using the links on the left of the page;
  - c. You can log out and return to continue your visit application at a later date (see Section 2.3 below);
  - d. There are various resources available on the 'Resources' tab, including some generic risk assessments, Consent Forms, Independent Travel Forms, etc.
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'



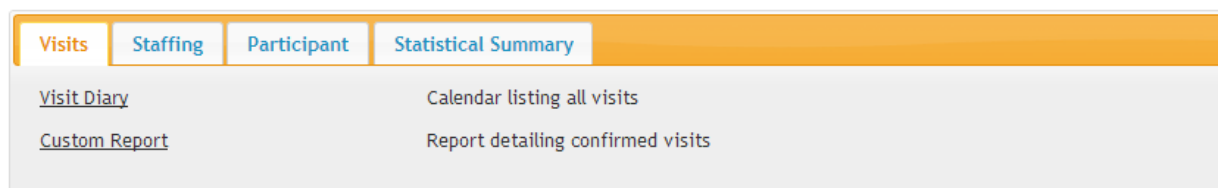
Visit Forms are displayed in different tabs to make it easy to track progress and find forms that need attention:

<b>Active</b>	Lists your visits that are running today
<b>Draft</b>	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
<b>Submitted</b>	Lists visits that have been submitted further up the chain, but that have not yet been approved
<b>Approved</b>	Lists all of the <i>forthcoming</i> visits that have already been approved
<b>Evaluate</b>	Lists any visits that have run in the last 28 days and that have not yet been evaluated
<b>Past</b>	Lists visits that have already run
<b>My Visits</b>	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.

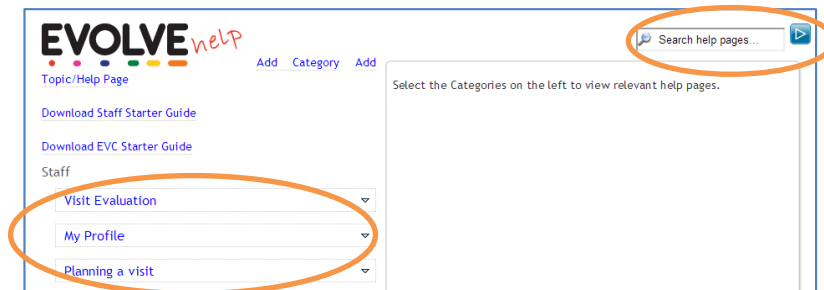
<b>Visit Monitoring</b>	These reports allow you to access the visit diary, showing draft and confirmed visits. It also allows you to generate detailed reports around specific visit criteria.
<b>Staff &amp; Volunteer Reports</b>	These reports allow you to access the visit history of staff and volunteers, and see an overview of those visits.
<b>Visit Summaries</b>	These statistical reports can support visit monitoring providing aggregated data relating to types of visits, destinations, number of students involved, visit purposes etc.
<b>Participant Reports</b>	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 the College Risk Manager.

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