

## User Guide

### Getting Started with Connecting Steps Assessment Software

Updated January 2022

## Welcome To Connecting Steps

Connecting Steps V5 is the latest version of B Squared's assessment software. Here are 4 key things you need to know when you're starting to use Connecting Steps:

- **Where to log in**
- **How to navigate around the software**
- **How to baseline your students (must be completed before you can start assessing)**
- **Where to find our FREE online training videos**

Then it's really all about getting familiar with the software, but don't worry there's plenty of online training and our support team are always happy to help.

Don't forget to visit our [Welcome Page for Connecting Steps Users](#) to find everything you'll need to get started.

## Getting Started

This short guide will help you help you get up and running quickly and easily. It covers 'how to':

- [Log Into Connecting Steps \(and what to do if you forget your password\)](#)
- [Complete Our FREE Online Training Courses](#)
- [Get Started With Connecting Steps](#)
- [Navigate The Software](#)
- [Baseline Your Students](#)
- [Assess And Record Achievements](#)
- [Watch Our FREE Online Training](#)
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## Log Into Connecting Steps

Here's how to log in:

1. Visit <https://uk.connectingsteps.com/> (or <https://au.connectingsteps.com/> if you're in Australia or New Zealand)
2. Enter your email address and password
3. Click 'Sign In'
4. Search the support site for help - <https://support.bsquared.co.uk/connecting-steps-v5/>

### ***Forgot your password?***

It happens, don't worry, just click on the 'Forgot Password' link in the login screen and you will be sent an email with a link to reset your password.

**Note:** Your login email address is not case sensitive. A password must be a minimum of 10 characters and include AT LEAST 3 of the following types of characters: lowercase, uppercase, number or special character.

## Complete Our FREE Online Training Courses

Our FREE online training courses have been designed to help users learn how to use our software and get the most out of all of its features. Online training means that all staff can get training, and the training can be completed by each user at a pace that works for them. It also means future staff can access the same training when they need it.

- ***Whole School Introduction***

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

This course is perfect for users 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 V5 Training for Teachers***

**Visit:** <https://support.bsquared.co.uk/courses/connecting-steps-v5-training-for-teachers>

This course is aimed at new users of Connecting Steps. The course goes through the majority of the screens, how they work and how they can be used within your setting. At the end of this course, you will have a good understanding of how Connecting Steps works and how to get started. You will also know the benefits it delivers and how Connecting Steps can be used effectively to track and analyse progression of students no matter how they progress.

## Get Started With Connecting Steps

We've also created a series of video guides to help you get up and running quickly and easily with Connecting Steps. Please take the time to watch them to familiarise yourself with the software and ensure everything is set up correctly for your school to start using Connecting Steps.

- ***First Steps with Connecting Steps***

**Watch:** <https://support.bsquared.co.uk/connecting-steps-v5/first-steps-with-connecting-steps-v5>

This video helps you get familiar with the software, explains the key screens and shows how to navigate your way around. It's under 20 minutes and packed full of useful information, so please watch it before you dive in.

- ***Set your default frameworks in MyBSquared***

**Watch:** <https://support.bsquared.co.uk/connecting-steps-v5/managing-frameworks-books-and-structures>

Before you sign into Connecting Steps for the first time, you need to set your default frameworks in MyBSquared. Until this has been done, your assessment frameworks drop down menu will remain blank and you won't be able to add any assessments. If you do not have access to our administration portal MyBSquared, you need to ask a B Squared administrator at your school to do this.

## Navigate The Software

These short videos introduce key screens within Connecting Steps and explain how to use them.

- ***Introduction to the Individual Assessment screen***

**Watch:** <https://support.bsquared.co.uk/connecting-steps-v5/introduction-to-the-individual-assessment-screen>

This video explains all the different features of the Individual Assessment screen.

- ***Introduction to the Group Assessment by Level screen***

**Watch:** <https://support.bsquared.co.uk/connecting-steps-v5/introduction-to-the-group-assessment-by-level-screen>

This video explains the different features of the Group Assessment by Level screen. It is used to assess a group of students working on a similar project on the same level or year. See the whole class on one screen at the same time and update an assessment point for the whole class with one click.

- ***Using Favourites***

**Watch:** <https://support.bsquared.co.uk/connecting-steps-v5/using-favourites>

This video explains how to use the new favourites feature in Connecting Steps.

## Baseline Your Students

Watch the 3-minute video: <https://support.bsquared.co.uk/connecting-steps-v5/how-to-baseline-students>

Connecting Steps uses a baseline as a starting point for each student within each subject and profile. The baseline records a student's achievements on the date that you start to assess that student. It needs to be set up in Connecting Steps.

It's important to baseline all students because without a baseline, reports will have no record of a student's starting point, and progression can't be shown correctly. Students will not be included in graphs or reports without a baseline.

Our video guide explains how to baseline students in Connecting Steps on the Individual Assessment Screen or Level Summary screens. Students need to be baselined on the framework they are working on, in the subjects you are using. The system will warn you if there is no baseline.

**Note:** If you require a blank .pdf copy of your purchased framework content to reference whilst baselining, please just get in touch with our support team!

### Baselining a student on the Individual Assessment Screen

1. Log into Connecting Steps.
2. Navigate to Individual Assessment in Connecting Steps.
3. Select the required group, class and student from the drop-down lists in the Selection panel.
4. Select the required curriculum, subject area and level.
5. Click the Complete Level icon.  
The Set Level complete window opens.
6. Click Set baseline by setting this level as the current level.
7. Click on the date you want to use. We strongly recommend using the Framework start date as your baseline date.
8. Click Save.

## Baselining in the Individual Level Summary screen

To baseline a student in a particular subject:

1. Log into Connecting Steps.
2. Navigate to Assessments | Individual Level Summary in Connecting Steps.
3. Select the required group type, group, student and framework from the drop-down lists in the selection panel. Your selection displays on screen.
4. Click Add Baseline (top right).
5. Select the date type from the drop-down list.
  - Framework start date – admission date of the student or the day the student started a particular framework.
  - Current date – today's date.
  - Custom date – enter the date you require by clicking on the Today calendar icon.
6. Click the level you want the baseline to start from.  
The letter B appears indicating this is the baseline. The letter C indicates the current level

**\*Note: Use the level the student is currently on as the baseline\***

## Baselining in the Group Level Summary screen

**\*It's extremely quick to view and baseline a group of students all in one go using this screen\***

1. Log into Connecting Steps.
2. Navigate to Assessments | Group Level Summary in Connecting Steps.
3. Follow instructions 3-6 above (as per *Baselining in the Individual Level Summary screen*).

## How to delete a Baseline

Watch the 1-minute video: <https://support.bsquared.co.uk/connecting-steps-v5/how-to-delete-a-baseline>

Our video guide explains how to delete a baseline in Connecting Steps on the Individual Level Summary screen.

## Assess And Record Achievements

Watch the 3-minute video: <https://support.bsquared.co.uk/connecting-steps-v5/how-to-assess-and-record-achievements>

### Adding achievements

Student progress is measured by their achievements. To accurately assess a student's progress you must add achievements. You can add achievements on any of the assessment screens and on the Assessments left to achieve report screen. Achievements can also be added retrospectively.

#### ***To add achievements***

1. Navigate to the required assessment screen in Connecting Steps.
2. Make the required selections from the Selection panel.
3. Click Add Achievement.  
**Note:** the default date an achievement is added is today's date. You can change to an earlier date by clicking the calendar icon and selecting a different date.
4. Click the required achievement in the drop-down list.
5. Click on an assessment point on the screen and the achievement you selected appears in the assessment point.

#### ***To assign an achievement to a group***

1. Navigate to the Group Assessment by Level or Group Assessment by Strand screen in Connecting Steps.
2. Make the required selections from the Selection panel.
3. Click Add Achievement.
4. Click Assign to Whole Group.
5. Click the required achievement.
6. Click the tick box next to the required assessment points. Connecting Steps marks the assessment points with the selected achievement.

## Deleting an achievement

Watch the 3-minute video: <https://support.bsquared.co.uk/connecting-steps-v5/how-to-delete-and-achievement>

You may need to delete an achievement if you've added the wrong one by mistake:

1. Navigate to the assessment screen where the achievement was added.
2. Click History at the bottom of the screen. The achievements for that particular assessment will display.
3. Mouse over the achievement you want to delete, a bin icon appears in the corner, click the bin icon to delete the achievement.

## How to know when a level is complete

Watch the 3-minute video: <https://support.bsquared.co.uk/connecting-steps-v5/how-to-know-when-a-level-is-complete>

This video explains how to decide when a level is complete in Connecting Steps. By default the system will use the best fit percentage your school has set, but you can also mark levels complete individually.

1. Navigate to Individual Assessment.
2. Select Group type, Group, Student, Framework, Subject, Profile and Level in the drop down lists in the Selection panel.
3. Click the Complete Level icon. The Set level complete window opens.
4. Click Level Complete.
5. Click the required date.
6. Click Save.  
Connecting Steps marks the level complete for this student.

## Watch Our FREE Online Training

You can find our online training course *Connecting Steps V5 Training for Teachers* here:

<https://support.bsquared.co.uk/courses/connecting-steps-v5-training-for-teachers>

You can find our online training videos for Connecting Steps here:

<https://support.bsquared.co.uk/connecting-steps-v5/category/video-guides>

The knowledgebase on our support website also has a dedicated Connecting Steps section full of tips to help you get up to speed quickly: <https://support.bsquared.co.uk/connecting-steps-v5>

### Bite-sized online training

We've created a series of bite-sized online training videos to help you get up and running quickly and easily. The videos can be accessed online on our website, anytime - to improve your knowledge of the software or to work through if you're stuck on something. Here's a list with direct links:

### Connecting Steps training videos for Assessments

- **First Steps with Connecting Steps**  
<https://support.bsquared.co.uk/connecting-steps-v5/first-steps-with-connecting-steps-v5>
- **How to baseline students**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-baseline-students>
- **How to delete a baseline**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-delete-a-baseline>
- **How to assess and record achievements**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-assess-and-record-achievements>
- **How to delete an achievement**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-delete-and-achievement>
- **Using favourites**  
<https://support.bsquared.co.uk/connecting-steps-v5/using-favourites>
- **How to know when a level is complete**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-know-when-a-level-is-complete>
- **How to show really small steps of progress using the donut charts**  
<https://support.bsquared.co.uk/connecting-steps-v5/how-to-show-small-steps-of-progress-using-the-donut-charts>

## Connecting Steps training guide and videos for Graphing and Reporting

- **Getting Started Guide – Using Reports in Connecting Steps to Show Progress**  
<https://support.bsquared.co.uk/connecting-steps-v5/getting-started-reports>
- **Introducing the Achievements on Multiple Levels report**  
<https://support.bsquared.co.uk/connecting-steps-v5/introducing-achievements-on-multiple-levels-report-in-v5>
- **Introducing the Assessments Changed report**  
<https://support.bsquared.co.uk/connecting-steps-v5/introducing-assessment-changed-report-in-v5>
- **Introducing the new Achievement Progress report**  
<https://support.bsquared.co.uk/connecting-steps-v5/introducing-the-new-achievement-progress-report>
- **Introducing the new Non-Linear Progress report**  
<https://support.bsquared.co.uk/connecting-steps-v5/introducing-the-new-non-linear-progress-report-in-v5>
- **Introducing the new Overall Progress report**  
<https://support.bsquared.co.uk/connecting-steps-v5/introducing-the-new-overall-progress-report-in-v5>

## FAQs

### Q: Can data be lost?

A: No! There is no Save button, so when you see the information on your screen, it's already stored on our servers. You can see who enters all information (and if any information is deleted, who deleted it) by using the History tab on your very left.

### Q: Where is the information stored?

A: Your data is stored on our servers, which means we look after and backup your data. So, you don't need to worry about saving or transferring your data.

### Q: How often should I record assessments?

A: We recommend that assessments should be up to date at the end of each half term (6 times a year). Teachers can choose to use the software daily or weekly as an ongoing system. This is the most effective way to use Connecting Steps. Little and often makes it easier to use and gives you more useful information on each student.

### Q: Does a student have to achieve everything to complete a level?

A: No, schools can set a best fit percentage that students need to achieve. A large proportion of our schools set this to 80%. This means that when a student reaches 80% complete on a level, it will automatically change to completed. The Super Administrator of the software at your school will be prompted to set the best fit percentage when your school starts to use the software. However, teachers can use their professional judgment to mark a level complete early. Also, if you feel there are important skills which need to be worked on, you can turn off the best fit for that level and mark the level as complete once you feel it is complete.

### Q: Can I remove an achievement that's been added in error?

A: Don't worry, if an achievement is added by mistake, it can be easily rectified. This video shows you how to fix any incorrectly added assessments - <https://support.bsquared.co.uk/connecting-steps-v5/how-to-delete-and-achievement>

## Get up and running quickly

We've created lots of resources to help Connecting Steps users get up to speed with the software.

Share this Getting Started with Connecting Steps guide with all users at your school.

**Encourage all users to visit our Connecting Steps welcome page -**

<https://support.bsquared.co.uk/welcome-connecting-steps-user>

**Encourage all users to complete our online training course -**

<https://support.bsquared.co.uk/courses/connecting-steps-v5-training-for-teachers>

**Encourage all users to watch our bitesize training videos -**

<https://support.bsquared.co.uk/connecting-steps-v5/category/video-guides>

## Get help when you need it

**Click on the question mark icon** - bottom left in Connecting Steps for quick tips and to access the knowledgebase.

**Search the 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 webinars** - <https://www.bsquared.co.uk/resources/webinars/previous-webinars>

**FREE special needs podcast, The SENDcast** - <https://www.thesendcast.com>

**Online training portal for schools, Training for Education** - <https://www.trainingforeducation.com>

Find this guide online:

<https://support.bsquared.co.uk/connecting-steps-v5/users-getting-started-guide>