workforcedevelopment@bromley.gov.uk

Bromley

THE LONDON BOROUGH
www.bromley.gov.uk

User Guide
for the
London Borough of Bromley's
NEW
Learning Management System

EVOLVE

WE TRAIN - YOU GAIN

Table of Contents

What is EVOLVE?

'Evolve' is London Borough of Bromley's new Learning Management System (LMS) to allow LBB staff, professionals and volunteers to access hundreds of face-to-face and e-learning training courses whilst offering the learner more control of their booking experience.

The EVOLVE website can be accessed by:
- All London Borough of Bromley staff
- London Bromley Staff more specifically Adults and Children's Services.
- Multi Agency workers who work with LBB
- Private Voluntary & Independent Sector workers (PVI) who work with LBB
- Consortium workers who work with LBB
- Foster Carers and Connected Person Foster Carers of the London Borough of Bromley.

Accessing EVOLVE

- Open your internet browser (Google Chrome preferred)
- Navigate to the site URL by typing https://evolve.bromley.gov.uk into your browser's address bar
- This will take you to the Login Page of the Evolve Website
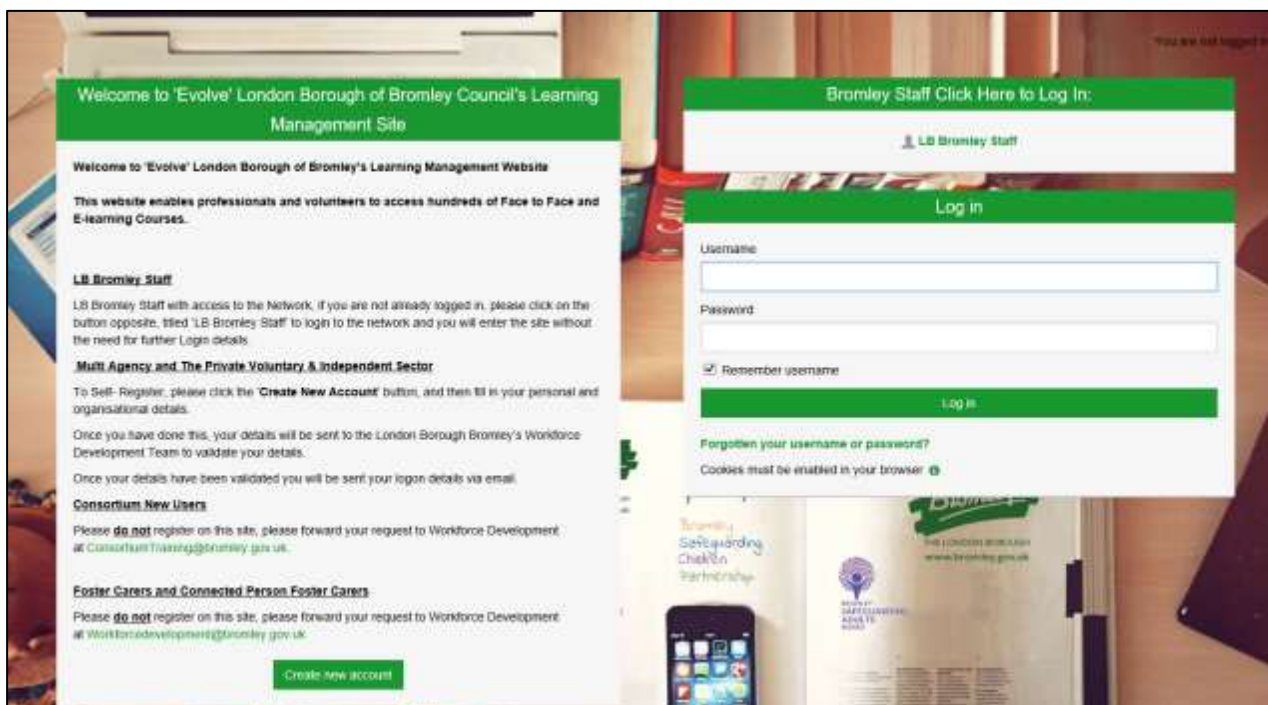
Logging in to EVOLVE for the first time

London Borough of Bromley Staff

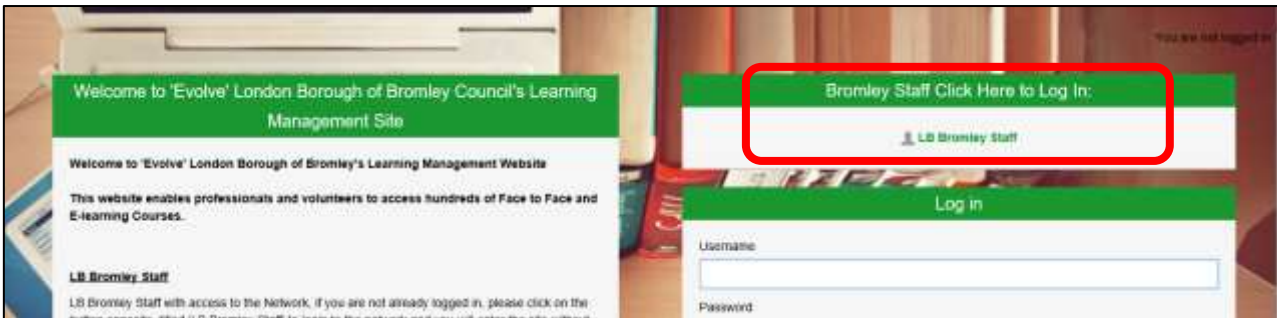London Borough of Bromley Staff, who are already logged into their Bromley accounts, have "Single Sign On", so on visiting https://evolve.bromley.gov.uk your details will have already been verified and you can enter the EVOLVE site by clicking **LB Bromley Staff**.

New Multi-Agency and Private Voluntary Independent users

To self-register, please click **Create New Account** at the bottom of the page,
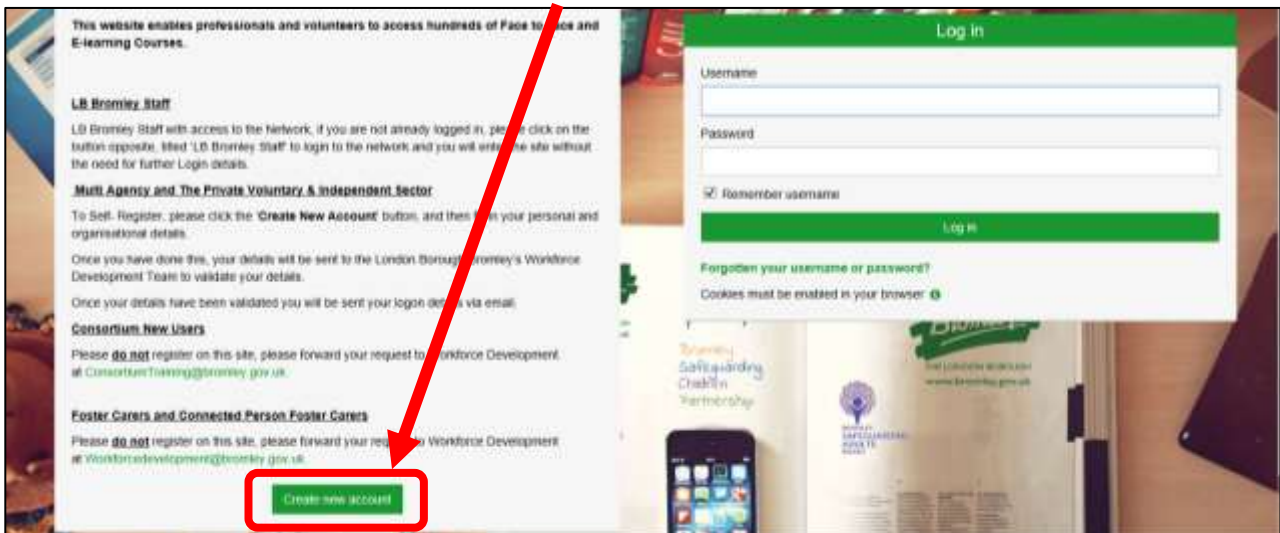
and submit your personal and organisational details, you must also click on the 'Required Information' Drop down arrow, to give your reason for requesting the account failure to do this may hinder your application.

By registering to this site, you will agree to abide by the Terms & Conditions for your organisation or agency when signing up to and attending the courses available. These Terms and Conditions will be available to read within the sites Quick Links and Course pages.

Your details will be sent to our Workforce Development Department to be validated and you will be sent your login details via email.

New Consortium Users

Please **DO NOT** register via this site.
Please forward your registration request to **consortiumtraining@bromley.gov.uk**

New Foster Carers and Connected Person Foster Carers

Please **DO NOT** register via this site.
Please forward your registration request to **workforcedevelopment@bromley.gov.uk**

Logging in to EVOLVE

If you are not Bromley staff, once you have been given your login details, you can enter your username and password into the **Log in** section shown:
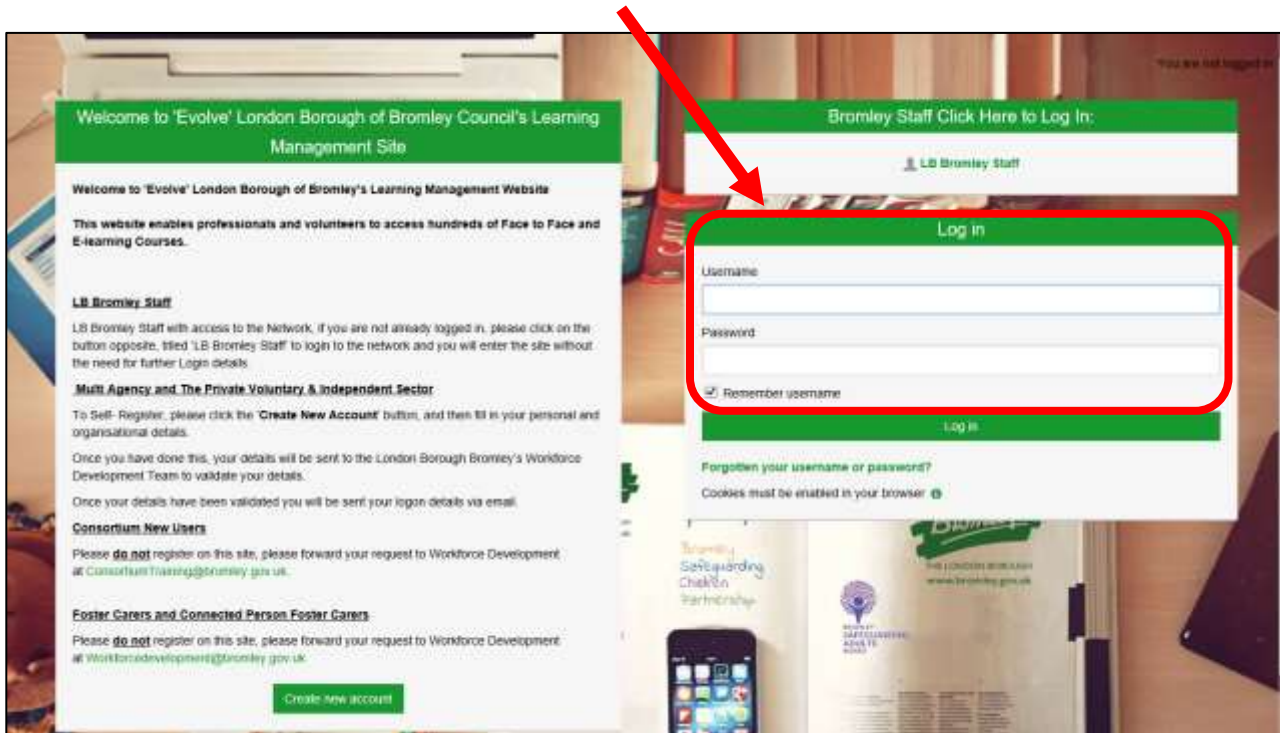
You will be prompted to change your password on first use.

Navigating the EVOLVE site

Bromley Logo – top left of EVOLVE site

The Bromley logo is a link to the Bromley Council home page (bromley.gov.uk).
It opens in a new tab in your browser, so you can easily go back to EVOLVE by clicking on the previous tab.

Messages – top right of EVOLVE site

The envelope icon in the top right corner of the Homepage will indicate if you have received any messages from other users of the Evolve site. The Messages can only be sent and received from your Evolve site account.

✉ 🔔**1** JOE BLOGGS

If there is a red number next to the envelope, this indicates how many new messages you have received. Once you have clicked the envelope, the New message button allows you to send a new message to another user of EVOLVE.

You can search for the user you wish to message.

Messages

Search for a user or course	Select or search for a contact to send a new message.
No contacts	
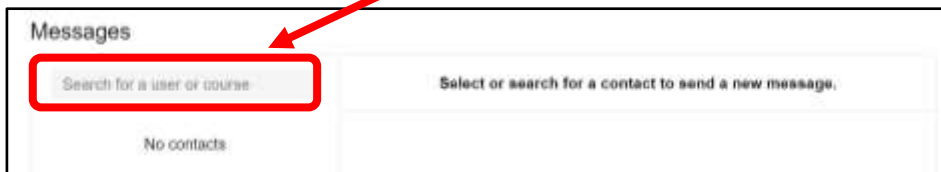
Notifications – top right of EVOLVE site

The 'Bell' shaped icon in the top right corner of the Homepage shows any notifications that have been sent to you from the Evolve site.

If there is a red number next to the bell, this indicates how many new notifications you have received. Please check these regularly. It may highlight course booking confirmations, reminders or cancellations.   You will also receive emails to your Outlook account whenever you have a notification.   Please note some notifications make take time to reach you so do keep an eye on this notification area.

Your Profile Page – top right of EVOLVE site

In the top right corner of the Homepage, if you click your name in green, or the dropdown arrow next to your name, you will see your 'Profile'. It contains your
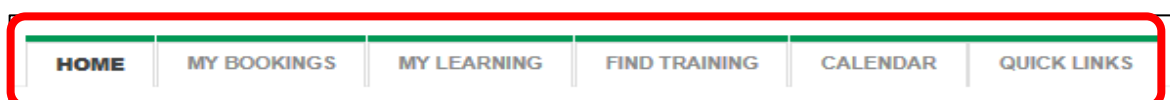

personal details and information related to you, such as your job title and manager. You can update your personal details and add a picture if you wish, by clicking on the green drop-down arrow and clicking on Profile
You can also logout of the site from this dropdown.

Menu tabs at a glance - top right of EVOLVE site

HOME click this tab at any time to return to the EVOLVE Homepage.

MY BOOKINGS shows all **future** courses you have successfully booked on to. You can click Past Bookings to see earlier courses.

MY LEARNING shows your record of learning to date. It includes courses you have booked and courses on which you may have been enrolled by the admin team or by your manager (but which have not yet been booked). Each course has a Percentage rating that will show you how much of the course you have completed. If you have been enrolled on a course by a manager or admin member you can book onto it at any time. This is just a way a manager can lead you to a course they think you may find useful to your role. Then you can go to that course and book yourself on to a date available and suitable to you.

FIND TRAINING to search for any course and see all courses listed by category. You can type in a key word into the 'search courses' box and the system will bring up all the courses that contain that word.

CALENDAR shows a list of all up and coming events. Click on a date in the calendar to see courses available on that date and you can choose to use the Events key in the top righthand corner to choose which events you want to hide or view.

QUICK LINKS displays a list of other useful contacts, documents or websites for easy referral.

## Coloured circles "Learner Groups" navigation - bottom of Homepage.

The 6 different coloured circles at the bottom of the EVOLVE Homepage represent our six different learner groups in the London Borough of Bromley:

Each circle is a link to categories and courses within those categories targeted specifically to those learners. EVOLVE users may visit the other coloured circles but will only be able to book on courses in their own specific coloured circle which corresponds to their specific learner group(s).

Find, research and book a course

To search for a course

1. click the **FIND TRAINING** menu tab at the top of the site
2. click in the **Search Courses** box and type the name of the course you are looking for
3. click **Go**
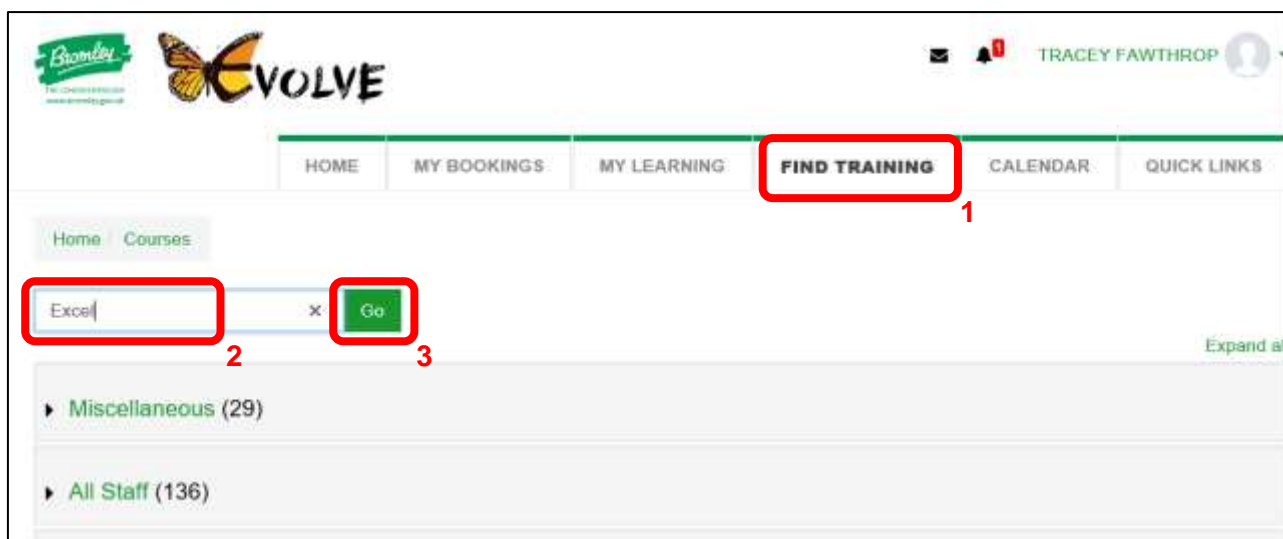
4. click the course you are interested in

NB you can also search from your learner group, e.g. 'Bromley staff' (the coloured circle)

To research the course

Once you have clicked on a course title, you can read its **course page**.
This shows:

- which specific learner group it applies to (e.g. Bromley Staff);
- if the course is a face to face seminar or online Webinar
- the course details: **Title**, **Prerequisites** (if any) and **Important Information** rules of the webinar**.**
- **Target group** within the specific learner group
- **Aims** and **Learning outcomes**
- **Upcoming Sessions** this is where you can book onto the course once you have completed any prerequisites.
- **Terms & Conditions** – it is vital that you read and adhere to the Terms and Conditions as they apply to your organisation or agency as cancellation or no-show fees may apply. You will have agreed to these T&Cs when you signed up to the site, but they are available here for your reference.

- **Evaluation Questionnaire** (to be completed by you on this page after the course has finished and you have been registered as attended)
- **Award** (you will only be able to access this once you have successfully completed the course and filled in the evaluation)
- **Additional resources (not on every course page)** (if applicable)- Handouts or Manuals, epages will be available to accompany courses.

Please ensure you read all this information carefully when booking a course as cancellation or no-show charges apply to certain agencies and organisations.

To book the course

- Find the course (see previous page)
- Click on the course title to open the course page
- Scroll down to **Upcoming Sessions** section of the course page

- You will see its course date(s) and time(s)
- Please note to book on a course you will need to tick that you have completed the Prerequisites of the course.
- The Course will be greyed out to you until any prerequisites have been ticked as completed. Once this area is live, click **Sign-up**

- On the next screen you can enter a request for the session organiser, such as if you need extra assistance or have a food allergy in the case of a face to face seminar offering refreshments

- You can then choose to **Receive Confirmation by**:
    - Email with icalendar appointments
    - Email only
    - Do not send Confirmation
    - Please choose Email with icalendar appointments, this will send you notifications via your outlook and enter your course into your outlook calendar.
- Then click the Green 'Sign-up' button.

NB.
If you are not able to sign up to a course, it is probably because:

- either you have not completed or ticked a relevant prerequisite.
- or you are booked or waitlisted for another course at the same time as this course.
- *You will need to decide which course you would prefer to attend and either cancel your booking (see the 'To cancel a course booking' if you no longer need it. or take yourself off the waiting list for the other course (please see 'To remove yourself from a course waiting list' before booking on your preferred course. Once you have removed yourself from a Waitlist, you can instead 'Declare interest'.*

    PLEASE NOTE you must take into account the Terms & Conditions of a cancellation as it applies to your organisation or agency as some organisations or agencies will be charged if cancellations are made outside the cancellation period or if there is a non-attendance.

After you have booked a course

Once you have booked on you will see the message at the top of your course page:
'Your request was accepted. You will receive a booking confirmation email shortly'.
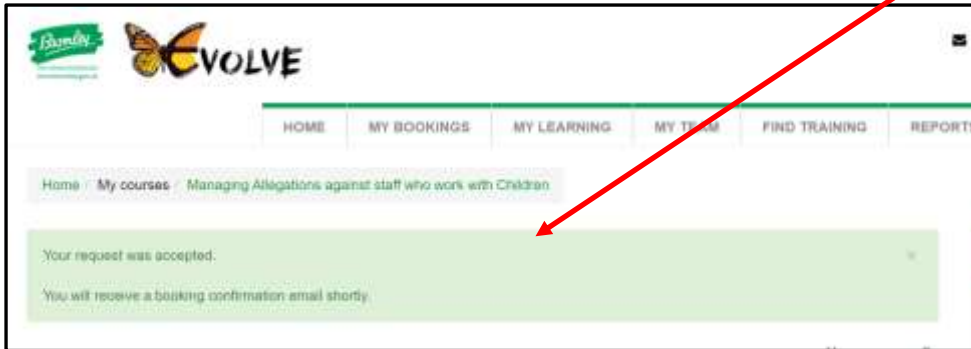
You will also receive:

- a notification (this will show as a red number next to the bell-shaped icon). a 'Booking Confirmation' email to your Outlook account (providing we have your correct email address details).
- This email will contain the full details of the course to be attended including its location or webinar link.

The course will also be visible in the EVOLVE Calendar and your booking will be visible in your Outlook Calendar.

You can also check your booking is now listed in the **My Bookings** tab at the top of the screen.
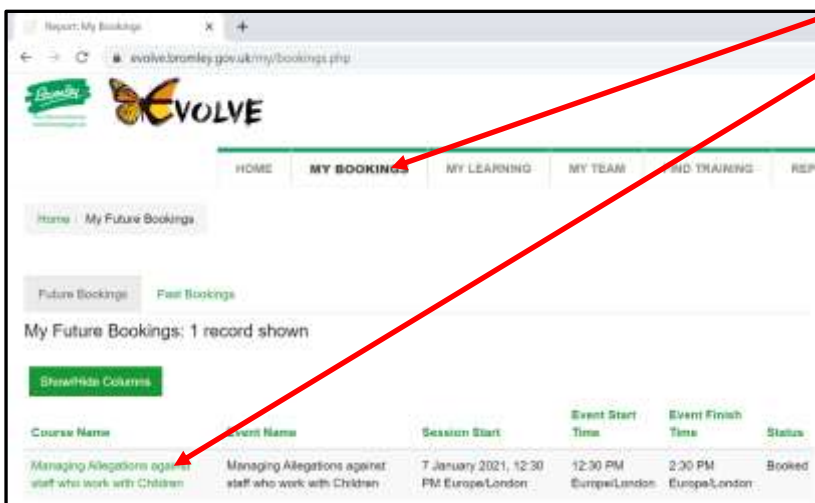
Other course booking options

To cancel a course booking

- click the **My Bookings** tab at the top of the screen.
- this will list the courses you are booked on or waited list for
- click the title of the course you wish to cancel – this takes you to the course page
- scroll down to the Upcoming sessions section
- click the option to **Cancel Booking – you will be taken to another page that asks you to enter your reason for cancelling.**
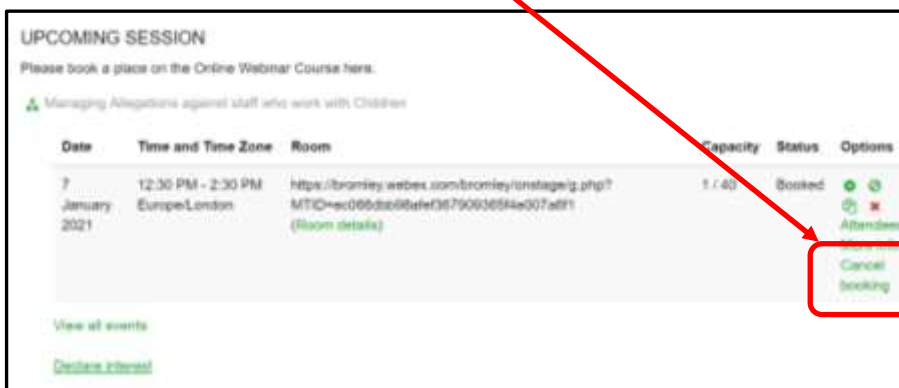
- enter your reason it is mandatory that you complete this and then click the 'Yes' button
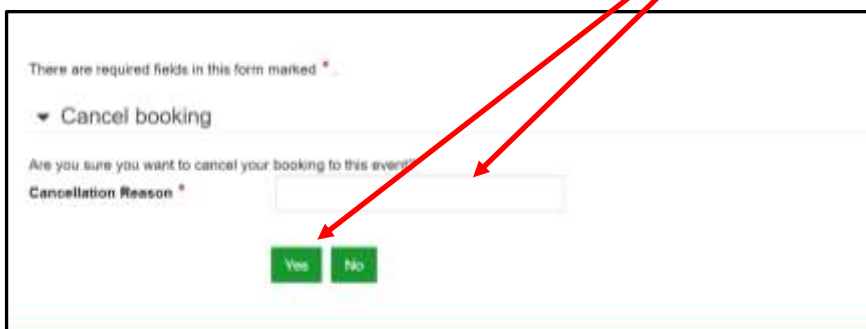
Once you have cancelled you will see the message at the top of your course page:
'Your booking has been cancelled. You should immediately receive a cancellation email'

You will also receive:

- a notification (this will show as a red number next to the bell-shaped icon).
- a 'Booking Cancellation' email to your Outlook account (providing we have your correct email address details).

- The course will also be removed from your Outlook Calendar. You can also check your booking is now deleted from your **My Bookings** tab at the top of the screen.

To add yourself to a course waiting list

If a course is full, you can add yourself to the waiting list in case someone drops out.

- find and click the name of the course you are interested in
- scroll down to **Upcoming Sessions**
- if the course is fully booked, you can click **Join Waitlist**

- this takes you to another page and at the bottom of this page you will find options:
  - **Request for session organiser** (where you can type a message if you wish)
  - **Receive confirmation by** please choose email or Icalendar appointment'
- then click **sign up** to be added to the waiting list

A message at the top of your screen will let you know that your request has been successful. You will also receive a notification (bell shaped icon) You will also be able to see you have added yourself to the waiting list by visiting the **My Bookings** tab. In the status area it will state 'Wait listed

If another delegate cancels their place you will receive an email notifying you that a place has become available and if you have been successful in filling that space

To remove yourself from a course waiting list

If you are have added yourself to a waiting list for a course and now wish to remove yourself from it.

- Visit the course page by clicking the **My Bookings** tab.
- This will list the courses you have added yourself to the waiting list for.
- Click the course title and it will take you to the course page
- You can click **Cancel Waitlist**
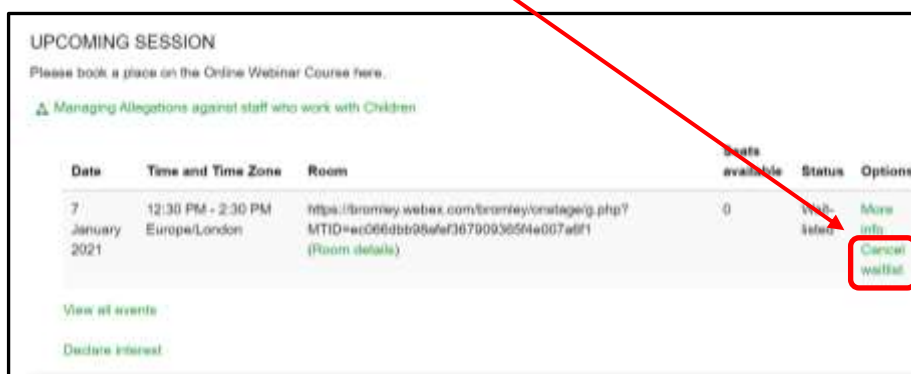
- This will take you to another page where you will be asked to enter the cancellation reason and then click **Yes**
- A message will appear at the top of your course page
  'Your place on the waitlist has been cancelled'
- This will remove the course from your list of courses in your **My Bookings** tab
- NB there is no waiting list removal notification sent out.

To declare an interest in a course

If there is no available course date for a course, you can make Workforce Development aware of your interest so they can contact you if a course date is set in future.

- find and click the name of the course you are interested in
- scroll down to **Upcoming Sessions**
- if there is no course date or time displayed click **Declare Interest**
  (it should be visible even if you are on the waiting list for the course)

- this will take you to another page,
- you have the option to type a message (not mandatory)
- click **Confirm**

- in the 'Upcoming Session' section there will now be a link to **Withdraw interest**. You can do this at any time.
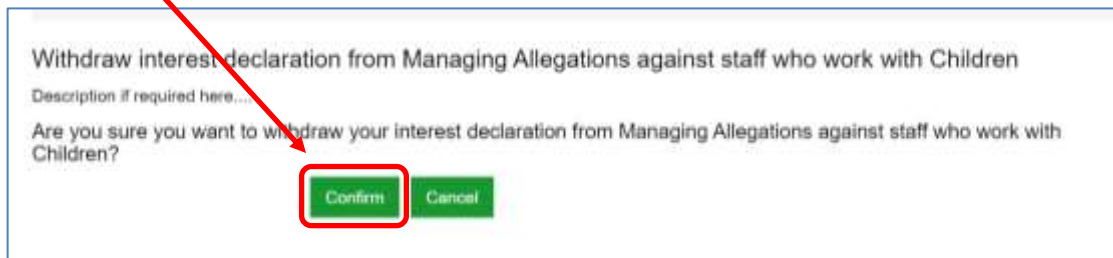
- This takes you to another page where you must confirm you wish to be removed from declaring your interest.
- click **Confirm**

Withdraw interest declaration from Managing Allegations against staff who work with Children

Description if required here...

Are you sure you want to withdraw your interest declaration from Managing Allegations against staff who work with Children?

Confirm   Cancel

NB. no notifications are sent to you regarding your declaration of interest or withdrawals, this is solely for the interest of Workforce Development when planning their training programmes.

Changes to a course date or time made by Workforce Development Department

Should there be an instance where a course Date or Time requires changing. You will be notified by the Evolve site of this change by

- a notification (this will show as a red number next to the bell-shaped icon) will be received.
- an email sent to your Outlook account.

You will now have the opportunity to make a decision on whether you wish to attend the course with the new date/time or cancel your booking (please see 'To Cancel a Booking' above.

NB please ensure you adhere to the rules of a cancellation as it applies to your Organisation or Agency as charges may apply.

Completing a course

It is important to note that you will not be shown to have fully completed a course until you have completed the prerequisite, signed up to a course, fully attended the course and completed the Post Course Evaluation Questionnaire. Only then can you receive your Certificate of Attendance (Award).

You can track your progress on a course by clicking the **My Learning** tab.
This will list the courses you are booked on, with a percentage tracker alongside it.

NB All courses must reach **100%** completion before the **Certificate of Attendance** will become available for you to save or print.

HOME	MY BOOKINGS	MY LEARNING	MY TEAM	FIND TRAINING	REPORTS	CALENDAR	QUICK LINKS

Show/Hide Columns					
Type	Course Title ▲	Plan	Course due date	Previous Completions	Progress
⚠	Recruitment & Selection - Module 1 & 2				0%

Filling in an evaluation for a course you have attended

Once your attendance on the course has been entered onto the system by Workforce Development (please note, this may take a few days),

- you will be sent an email asking you to complete the Post Course Evaluation Questionnaire. It is mandatory that you complete this. Please note: Safeguarding courses will require an Initial Post Course Evaluation Questionnaire to be completed and another 8 Week Follow-up Course Evaluation Questionnaire to be completed after 8 weeks of attending a course.

- you will also receive a notification of this (bell shaped Icon) when you go to the EVOLVE site.

To access the evaluation:

- go to the course page
- scroll down to the Evaluation section the title of the Evaluation will be listed and click on the live green link to open the **Evaluation Questionnaire**

POST WEBINAR EVALUATION QUESTIONNAIRE FOR BROMLEY STAFF, FOSTER CARERS, CONNECTED PERSON FOSTER CARERS, CONSORTIUM MEMBERS, PRIVATE VOLUNTARY & INDEPENDENT SECTOR AND MULTI-AGENCY BSAB & BSCP SAFEGUARDING

Please note: **All Delegates** attending courses, <u>must</u> complete the Bromley Post Webinar Evaluation Questionnaire.

The Post Webinar Evaluation Questionnaire

Please Note: As part of course completion, you must complete the Post Webinar Evaluation Questionnaire. This will become available once your attendance has been entered to the site by the Workforce Development Department

- (if the link is not live and is grey you cannot click on it, is because the register has not yet been completed by Workforce Development – you will be notified once it has).
- Once you complete the Evaluation Questionnaire you can review your answers by clicking Summitted answers.
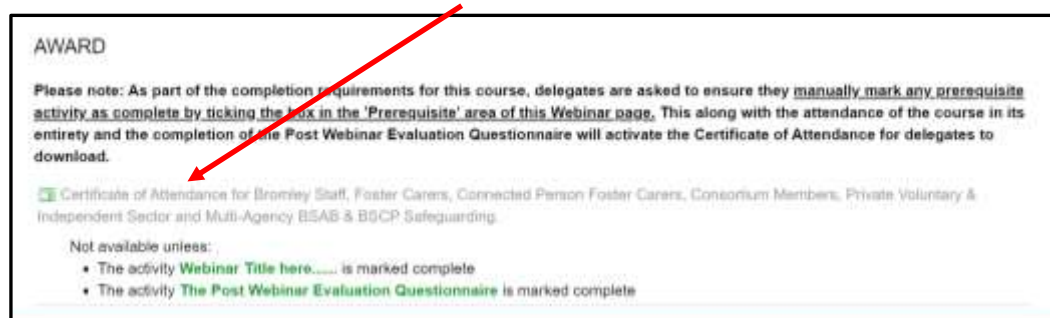
Please complete this Evaluation form as soon as you can. You will receive a thank you message and will then be able to collect your certificate (see below).

NB. If you do not complete the evaluation within 7 days, you will be sent a reminder. if you do not complete it within 14 days the second reminder will also be sent to your Manager. If the Evaluation is not completed at all, you will have failed to complete the requirements of the course and your **Certificate of Attendance** will be withheld.

Collecting your award certificate

When you have successfully completed the Evaluation Questionnaire, you will be able to view your Certificate of Attendance.
- go to the course page
- scroll down to the Award section of the page
- click on the green link for the **Certificate of Attendance**

AWARD

Please note: As part of the completion requirements for this course, delegates are asked to ensure they <u>manually mark any prerequisite activity as complete by ticking the box in the 'Prerequisite' area of this Webinar page.</u> This along with the attendance of the course in its entirety and the completion of the Post Webinar Evaluation Questionnaire will activate the Certificate of Attendance for delegates to download.

Certificate of Attendance for Bromley Staff, Foster Carers, Connected Person Foster Carers, Consortium Members, Private Voluntary & Independent Sector and Multi-Agency BSAB & BSCP Safeguarding

Not available unless:
- The activity Webinar Title here...... is marked complete
- The activity The Post Webinar Evaluation Questionnaire is marked complete

- (if you cannot click on it, you probably have not completed the Evaluation Questionnaire, above)

- There is a list of the criteria you need to meet before the Certificate of Attendance becomes available. This is listed under 'Not available unless' in the Awards section. If attendance has not been entered or you have failed to fully attend the course the Title of the Course will be listed as needing to be completed.

- If you have not completed the Evaluation Questionnaire this will be listed in this area as will any prerequisites listed.

- Once these criteria have been met the Certificate of Attendance Link will turn green. Click **Get your certificate,** which will appear at the bottom of your screen as a pdf to download
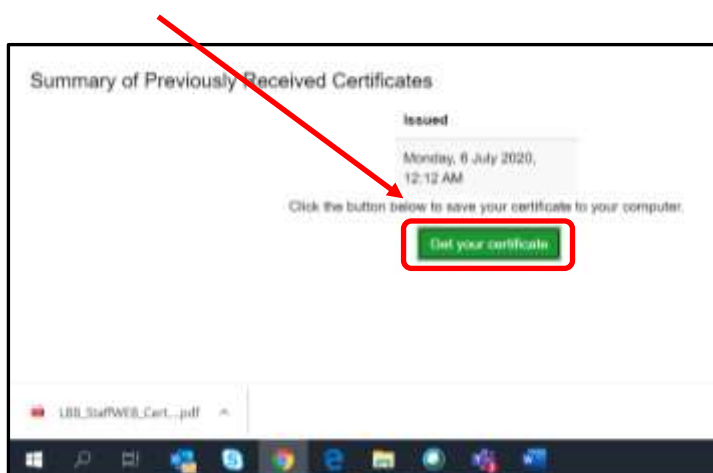
- you can then save and print your Certificate of Attendance into your own folder.

Extra Features visible only to Managers

My Team tab

This tab is only visible to Managers and Site Administrators.
it allows managers to view information related to their team such as learning plans and courses your team have booked on.

Reports tab

This tab is only visible to Managers and Site Administrators.
It allows Managers and Administrators to set up and run specific reports.

Manual to come soon

Help on using EVOLVE

Please do contact Workforce Development Department if you need any assistance with the EVOLVE site or a booking you have made (or wish to make).

Either
- by phone on 020 313 4050
- by email: workforcedevelopment@bromley.gov.uk