

EVOLVE

Quick Start Guide to EVOLVE

Created for: Consilium Academies

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Approval



Calendar



Consent



Communicate



Registers

How to log in to EVOLVE

1. Go to evolve.online and select your Trust from the drop-down list.
2. Click [Forgotten Username or Password?](#) and follow the instructions on screen.
3. Click on the link in the email you receive. Your username for EVOLVE will be displayed, click on the red password reset icon which appears to set your password.
4. Enter your username and password on the log in screen and click on the blue arrow icon. You will now be logged in to EVOLVE.


The screenshot shows the EVOLVE login interface. At the top left is the EVOLVE logo. At the top right is a dropdown menu for 'Highland Trust'. Below the logo is a navigation bar with 'Home' and 'Contact' buttons. The main heading is 'Welcome to EVOLVE'. Below this is the text 'Trust and Collaboration' and 'Visit and Activity Planning, Approval & Management System'. The login form contains two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue arrow icon. Below the 'Username' field is a yellow-highlighted link that says 'Forgotten Username or Password?'. At the bottom left of the page is the copyright notice '© eduFOCUS Limited 2007-2025'. At the bottom right are links for 'GDPR Policy' and 'Privacy Policy'.

TOP
TIP



All staff usernames on EVOLVE are in the format: firstname.surname

Accessing the EVOLVE Help Centre

Simply click  and select **EVOLVE *visits*** to view the online guides covering every feature on EVOLVE.

EVOLVE

 Highland Trust eduFOCUS Admin
[Logout](#)

- Home
- Resources
- Add
- Track
- Evaluate
- Reports
- NG
- 
- 







Welcome to EVOLVE

Visit Search ...

 [View New EVOLVE Updates](#)

EVOLVE HELP CENTRE Highland Trust

Home eduFOCUS Admin [Log out](#)

-  [EVOLVE Staff Starter Guide](#)
-  [EVOLVE EVC & Head Starter Guide](#)
-  [Local Area Visits](#)
-  [EVOLVE Guide to Consent](#)
-  [EVOLVE Guide to Outline Approval](#)
-  [EVOLVE Guide to Calendar Feeds](#)

Visit Approval Process for EVOLVE+



EVOLVE Help Centre Links for Schools

Please note you must be logged into EVOLVE for these links to work!

Hold Ctrl & Click to View

EVOLVE

Adding Different Visit Types



Home Resources Add Track Evaluate Reports

EVOLVE

Submitting a Visit Form for Approval



Home Resources Add Track Evaluate Reports

EVOLVE

How to Approve a Visit



Home Resources Add Track Evaluate Reports

EVOLVE

Accessing your EVOLVE Dashboard



EVOLVE

Tracking Progress



Home Resources Add Track Evaluate Reports

EVOLVE

Adding Student Names to a Visit Register



EVOLVE

How to Track a Visit as an Approver



Home Resources Add Track Evaluate Reports

EVOLVE

Updating Student Contacts



EVOLVE

Updating Student Data



EVOLVE+ Modules Help Centre Links

Please note you must be logged into EVOLVE for these links to work!

Hold Ctrl & Click to View

EVOLVE
Create & Send Consent



EVOLVE
How to Send Comms



EVOLVE
Outline Approval



EVOLVE
Shared Calendars



Introductory & Training Videos for Schools

Hold Ctrl & Click to Play



EVOLVE

An Introduction to
EVOLVEstandard/EVOLVE+

[WATCH NOW](#)

11 mins.



EVOLVE

Getting the most from
EVOLVEstandard/EVOLVE+

[WATCH NOW](#)



EVOLVE

An Introduction to EVOLVEgo

[WATCH NOW](#)



EVOLVE

Introduction to EVOLVEvisits
for New School Staff

[WATCH NOW](#)

Helpful Tips

- Staff with Level 3 access on EVOLVE (this is the **Head** access level on your site), will require a PIN when they approve visit forms on EVOLVE.

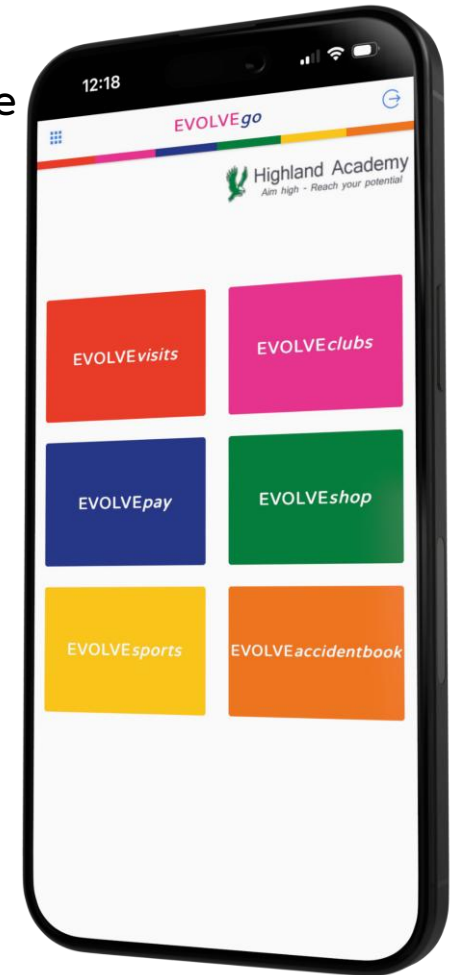


The initial PIN is 1234 and staff will be able to update this via the 'My Profile' icon on the Homepage of EVOLVE.

- [EVOLVEgo](#) is our free mobile app that assists visit leaders and accompanying staff with the operational management of visits.

Once a visit form has been approved in EVOLVE, it will automatically appear in the visit staff's EVOLVE *visits* app, so that they can manage every aspect of the visit.

- Simply go to www.evolvego.online on your mobile device and add the link to your home screen to access the EVOLVEgo app.



Frequently Asked Questions

Can I access more than one EVOLVE site?

Staff who work across multiple schools can be given multi school access on EVOLVE and will be able to view and access all their visit forms for all their schools via the green Track tab or visit diary. This also applies to staff with EVC and Head access on EVOLVE who work across multiple schools.

However, to enable these staff members to set up/update EVOLVE+ modules via a school dashboard, the school must be the main establishment on their user account.

Please contact your Trust who will be able to update the relevant user account.



How do I apply student contact filters (for schools with EVOLVE+/standard)?

[Schools can filter student contacts](#) to ensure that only the most important contacts (i.e. those individuals with parental responsibility for a child) show in EVOLVE.


Please bear in mind that if multiple filter options are selected then the contact must meet **ALL** the filters applied for their details to show in EVOLVE.

We therefore recommend that a maximum of two student contact filters are applied.



Help & Information

EVOLVE

Simply click  on the Home tab and contact your Trust for help with log-in queries, to amend EVC or Head accounts or general questions regarding the use of EVOLVE.

