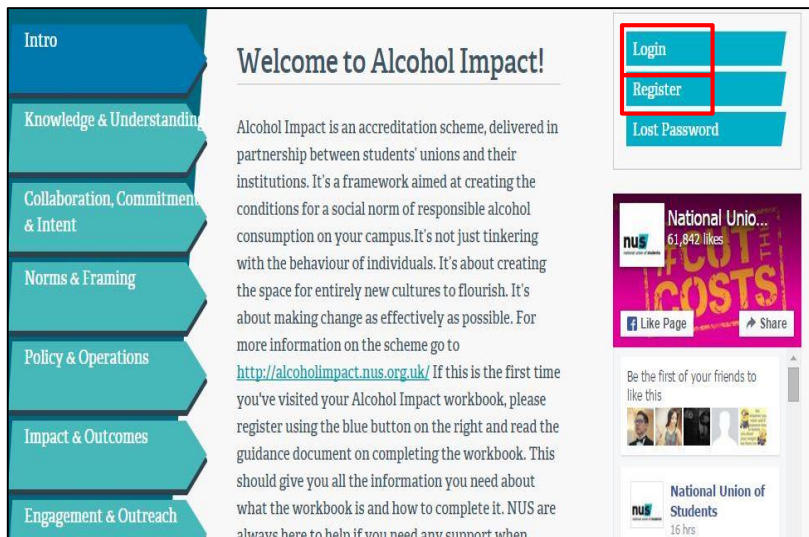# Online toolkit user guide

About

- This guide should take you through the key aspects of the toolkit and help you get the most from it.

- We are constantly evaluating and developing the toolkit on the feedback we get from our participants, so do feedback your thoughts throughout the year and we will consider them within future edits and developments.

- If you have any further suggestions and ideas please contact the Alcohol Impact Team: AlcoholImpact@nus.org.uk

Contents

1. Signing up and logging in

Your toolkit can be found here: www.alcoholimpact.org.uk/

Please use Google Chrome to get the full functionality from your toolkit. If you use another browser its likely things will not be in the correct places

When you first arrive at your toolkit, register yourself if you are new to the programme by using the blue button on the right. Click on 'Register' to sign up for the first time. Once you have registered, you simply click 'Login' each time you arrive.

2. Signing up and logging in

Registration

Please note you are asked to register as an individual rather than as a team so please register yourself to the workbook by entering you details below. You will be aligned to the team you choose from the 'Team' dropdown menu. If your team isn't listed in the 'Team' dropdown menu, that means you are the first person from your team to register for the programme, therefore, please also enter your team's details.

First name*

Last name*

Email*

Preferred language — English

Telephone number*

Location/Building*

Password*

Password Re-type*

Team — New Team

New Team Details (if required):

University & SU Name*

Number of Staff* — 0

Number of Students*

Register

Side navigation tabs: Intro, Knowledge & Understanding, Collaboration, Commitment & Intent, Norms & Framing, Policy & Operations, Impact & Outcomes, Engagement & Outreach, Interventions, Self-Defined Criteria, Submit

For the purposes of Alcohol Impact, we don't need to know your number of staff or students so you can put a 0 in these columns.

First fill out your details. You can use a 'fake' email. This can be especially helpful if you have already used your email to login into another sustainability programme, as you won't be able to use the same one. Anything that looks like an email address will work e.g. lucy@su.co.uk/uni@uni.co.uk

Click on the drop down menu on 'team'. If you are the first person from your university or SU to register, you'll need to create your 'team' (partnership) please select 'new' from the team list and create your team under the format: 'XX University & XX Students' Union.'

If you already see the name of your 'team', select this. As many people as you like can be added to your team.

3. Welcome to your team

You can see who else is in your 'team' in the 'members' section on the front page of your toolkit. The main body of text on the front page will talk you through how the programme will run - the scoring system, submission deadline and anything else important!

4. Amending your profile

Welcome to Alcohol Impact.

Welcome to your Alcohol Impact toolkit.

Firstly, please click here and work through the online toolkit user guide.

If you click on the coloured tabs on the left you will see the different criteria.

This toolkit is intended as a framework which will guide the partnership (the relationship between the students' union and its member institution) through

Intro

Knowledge & Understanding
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Collaboration, Commitment & Intent
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Norms & Framing
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Policy & Operations

Profile

Activity Log

Evidence Uploads

Logout

Team name:
Example
Members:
Lucy Henry
example example
lucy henry
admin admin

If you need to change any of your log in details after signing up to the toolkit, you can access this by clicking the profile button.

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Impact

5. Amending your profile

Here you can change your personal details, such as your phone number, name etc..

6. Scoring system

- To gain accreditation, you will need to achieve an overall score (after auditing) of **192** or more, including all fifteen mandatory criteria. Each criterion includes a description of the criteria, the rationale, how it will be audited and its score. The score has been calculated by adding together a 'difficulty' and 'impact' score. For example, a criterion that has a significant impact and is relatively difficult to implement will have a higher score than a criterion which has a small impact and is easy to implement. The difficulty and impact scores are a maximum five points each, totalling a maximum ten points per criterion for all categories, except 'Impact and outcomes', where the scores are doubled.

- The maximum achievable score is **320**, plus theoretically up to 40 points from the self-defining criteria (a grand total of **360**). You can add up to four self-defining criteria (*SD047 – SD050*), please add these yourself within the 'comments' box and estimate a score relative to the others in the toolkit, the auditors will revisit this at auditing. If you would like any support/advice on formulating criteria, please contact AlcoholImpact@nus.org.uk

7. The toolkit tabs

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Alcohol Impact

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Welcome to Alcohol Impact.

Welcome to your Alcohol Impact toolkit.

Firstly, please click here and work through the online toolkit user guide.

If you click on the coloured tabs on the left you will see the different criteria.

This toolkit is intended as a framework which will guide the partnership (the relationship between the students' union and its member institution) through the criteria to create an institution wide culture of responsible alcohol consumption. By completing the toolkit, you will generate an indicative total score. The score will then be formally validated by NUS during the audit process.

The accreditation can be completed over 1-3 years. Most partnerships take around 2 years to complete the

On the left hand side of the homepage you will see several tabs, these refer to the different criteria headings, which contain the criteria you need to complete. Click on each tab to start working on your accreditation.

8. Alcohol Impact criteria headings

Each heading contains different criteria. By clicking on **Show All** you can expand each heading to show you the criteria within it. You can see how many criteria you have completed and what your score is at the top of each page.

Mandatory criteria are identified clearly in bold. All other criteria are optional. It is up to individual partnerships to decide which ones they wish to complete.

9. Completing the toolkit

Each criteria comprises of 4 sections:

1. **Criteria:** The criteria itself

2. Further Information: This will let you know why the criteria is important, where you can access further resources and guidance on the type of things you can do to complete it. Within many criteria you may also find hyperlinked words. Simply click on the word and it will either link you to a webpage in another window or a document will be downloaded for you to use.

10. Completing the toolkit

| KU001 | Criteria | Further Information | How you will be audited | Comments/Evidence | Total Points | 5 | ○ ● ● ● |

KU001 - Knowledge & Understanding

MANDATORY The Partnership has completed all central NUS surveys so we can assess the impact of Alcohol Impact.

Not Done | N/A | Done

Estimated Score [0] Auditor Score [0]

3. How you will be audited: Outline of what evidence you need to collect. This is not exhaustive, in general, the criteria should be seen as directional, but never restrictively prescriptive. If you have a good reason for doing something differently, then that is likely to be fine with the auditors. The audit team will allow for flexible interpretations, so long as you can justify why you have done it differently, and the benefits therein.

4. Comments/Evidence: In most cases it may be easier to provide a clear, concise comment on how you have achieved the criteria either instead of or in addition to the evidence you have uploaded.

11. Completing the toolkit

When you are ready to say you have completed a criteria, simply click on the button to the right of the criteria.

If you click **done** a pop-up box will appear and ask if you have completed this task as a result of Alcohol Impact. Please select Yes or No accordingly as this helps us see which criteria you and your partnership were doing already, and which ones Alcohol Impact inspired you to complete (this won't impact on your score).

If you can't complete a criteria for reasons out of your control (e.g. you do not have a bar on campus), you can select 'N/A' (Not Applicable). Auditors may need evidence of why this is not applicable to you. Make sure, as with any edits you make in the toolkit, you click **save changes** before leaving the page!

12. Uploading evidence

When you have completed a criteria, you can upload evidence to submit with your toolkit. Click on the red 'upload a file' button in the criteria you have evidence for, and then attach your file. It will accept most types of file (Excel, PowerPoint, Word, PDF) up to a maximum size of 4MB.

For successful upload, **file names cannot have any full stops in the title**. You do not have to store your evidence in this way, but it is advisable to make your filing and submission a lot easier.

13. Uploading evidence

By clicking on the 'view all evidence' hyperlink within each criteria, you will be able to see what evidence has been logged in your toolkit, download it or delete it.

Here you can download what is on the toolkit or remove any files or bits of evidence you no longer want to be included. **NB** – you can only delete evidence you have uploaded.

NB – Don't be tempted to upload lots and lots of evidence. The auditors will have time to ask you questions about your evidence/ask for further clarification.

14. Leaving comments

You can leave comments in the final tab for each criteria either instead of or in addition to the evidence you have uploaded.

You can also provide more details for the auditors on why you have done something in a particular way.

To edit or delete your own comments, click on 'activity log' on the main welcome page. You will then be presented with a list of all the comments that have been inputted. Click on the criteria reference you want to edit to see the comment. You can then edit or delete your own comment – **remember to click update!**

NB: You can only amend your own comments

15. Downloading and printing the toolkit

To help you use the toolkit with those who maybe don't have computer access, or to enable you to use a hard copy of the toolkit to plan with your team, you can print and export it.

These icons let you print the toolkit, or export the criteria to an excel document.

Obviously we would encourage you not to print lots of copies, so hopefully the excel function will help you use the toolkit without needing to print. The excel function also shows you the comments and criteria completed, so is a live representation of your work at the point of download.

16. Submitting your toolkit

When you are happy that you and your Partnership have completed as many criteria as you can, uploaded all of the right evidence and edited your comments to be suitable for your auditors to use, you are ready to submit your toolkit.

Simply click on the 'submit toolkit' button and you will be asked for any final comments before your toolkit gets sent to NUS.

NUS will be in contact to organise audit dates if this has not already been confirmed.