

# SOS-UK Responsible Futures online framework user guide

August 2023



STUDENTS  
ORGANISING FOR  
SUSTAINABILITY  
UNITED KINGDOM

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require this document in Welsh, or in  
another format, please let us know  
by contacting [hello@sos-uk.org](mailto:hello@sos-uk.org)*

# About

This guide should take you through the key aspects of the Responsible Futures online framework and help you get the most from it.

We are constantly evaluating and developing the framework based on the feedback we receive from partnerships, 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 us on [responsiblefutures@sos-uk.org](mailto:responsiblefutures@sos-uk.org).

Please note, this system is used by other SOS-UK programmes (including Green Impact) some of the language (i.e. toolkit) may not be aligned with Responsible Futures framing.

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# Registering and logging in

The Responsible Futures International framework is located: <https://toolkit.sos-uk.org/responsible-futures-international>

The Uk framework is located: <https://toolkit.sos-uk.org/responsible-futures>

When you first arrive at your framework, register yourself if you are new to the programme, by clicking on the register button underneath the log-in box.

Once you have registered, use the log-in box to log-in each time.

#### Welcome to the Responsible Futures framework!

Responsible Futures is a supported change programme and accreditation framework to embed sustainability through all aspects of the student learning experience in partnership with students. It uses a whole institution approach to weave holistic sustainability through the formal, informal, and subliminal curriculum. The framework is comprised of a set of criteria supporting change at the top-down, bottom-up and middle-out for a whole-institution approach to embedding sustainability in learning.

Responsible Futures accreditation is determined through a student-led audit and the submission is prepared by the Partnership - the students' union (or equivalent) working together with the institution.

The programme facilitates institutional change through partnership working. The accreditation mark recognises and celebrates progress being made along a journey of change, rather than certification of an endpoint.

More information can be found on the [Responsible Futures website](#).

#### Getting started

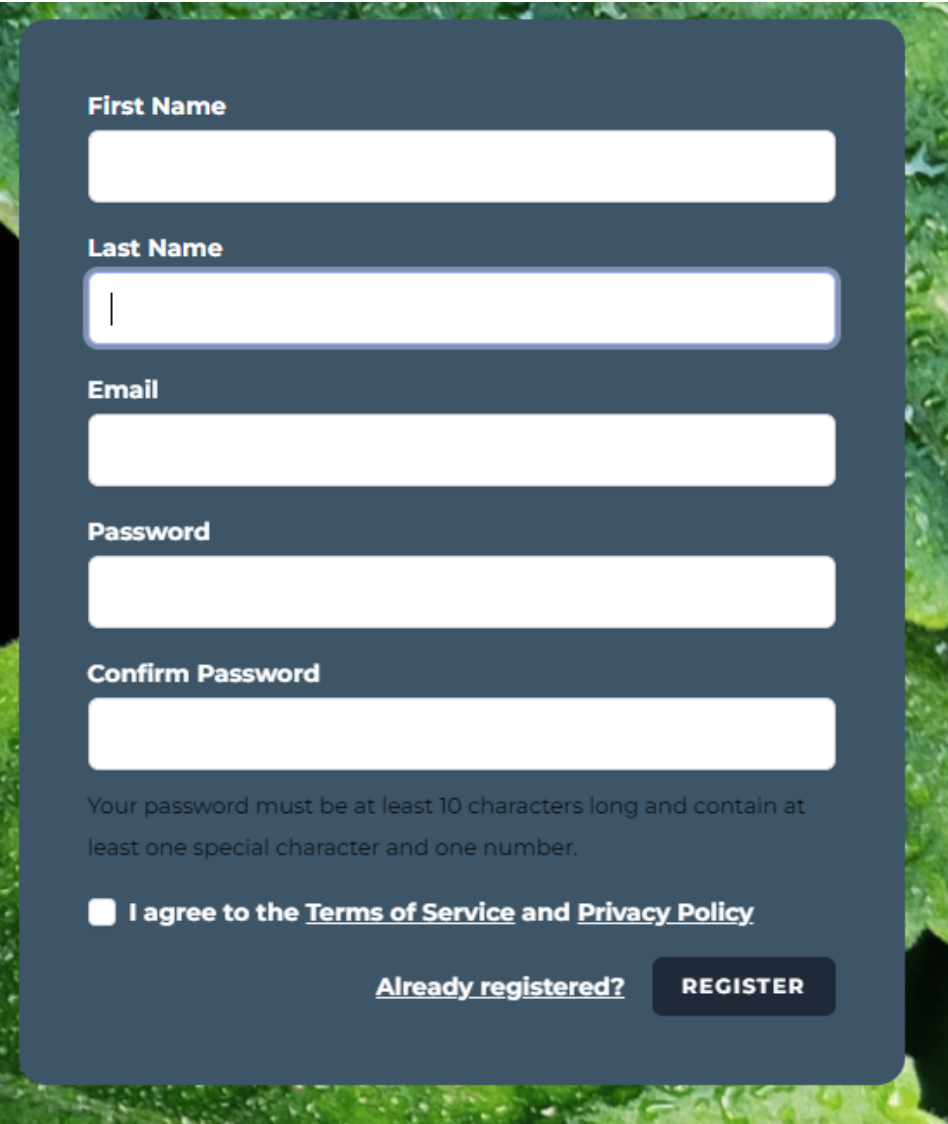
The first step is to register your details on the right-hand side. You will need your **own login** using a valid email address. After registering and validating your email address, you'll have the opportunity to join an existing team from the drop-down menu (if there is already one set up for your partnership), or you can create a new team.

# Registering and logging in

You can fill out your personal details on the registration page.

Make sure your email address is accurate, as you will need to verify it in the next stage. We recommend using a work/study email address rather than a personal email.

Your password must be at least 10 characters and contain at least one special character and one number. We strongly suggest using a unique, secure password.

A screenshot of a registration form on a dark blue background. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field is a text requirement: 'Your password must be at least 10 characters long and contain at least one special character and one number.' At the bottom, there is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy' and a 'REGISTER' button. A link for 'Already registered?' is also present.

First Name

Last Name

Email

Password

Confirm Password

Your password must be at least 10 characters long and contain at least one special character and one number.

I agree to the [Terms of Service](#) and [Privacy Policy](#)

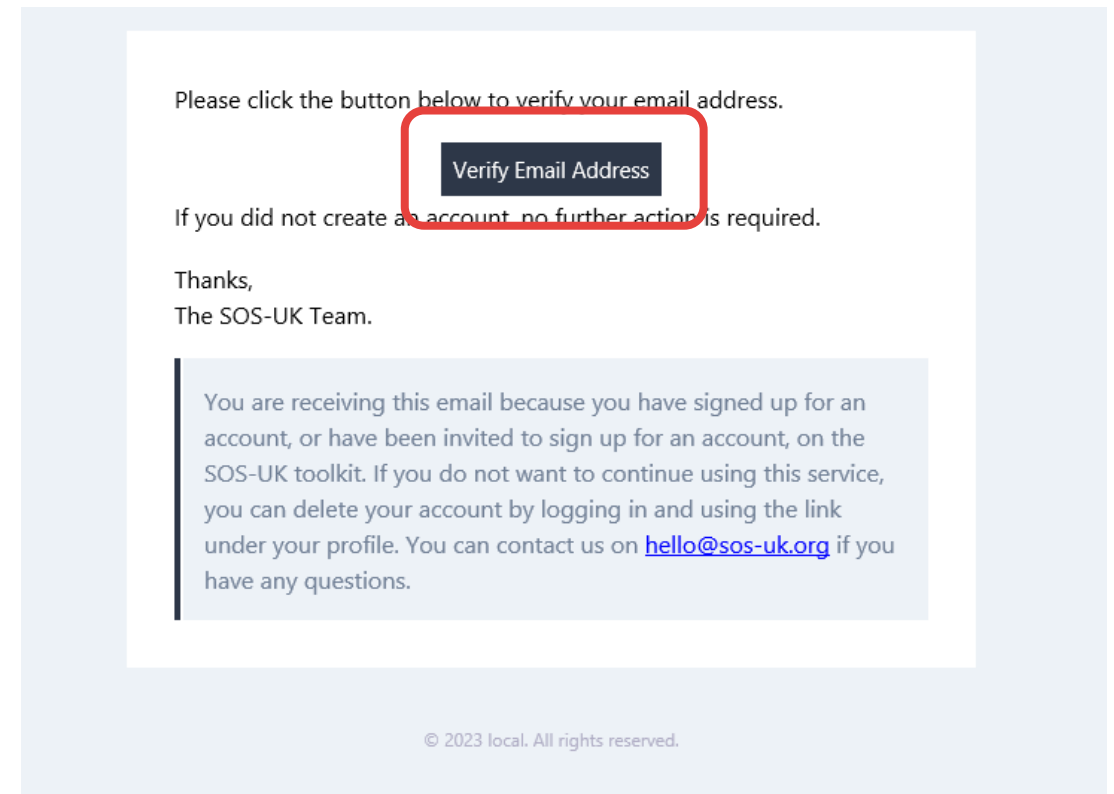
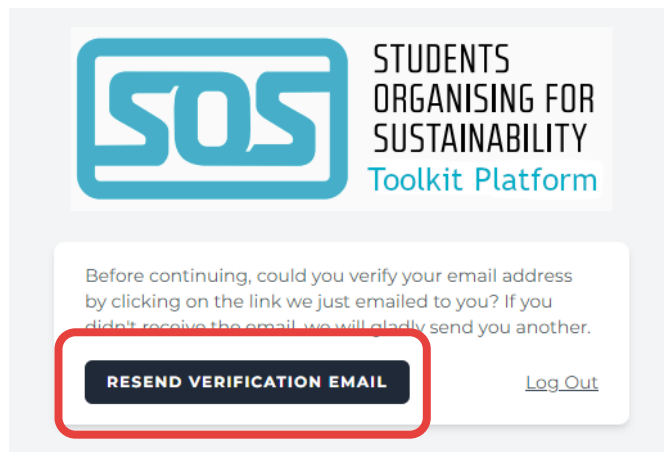
[Already registered?](#) **REGISTER**

# Registering and logging in: verifying your email

New feature

You will receive a verification email to the email address you registered with.

Click the 'verify email address' button to activate your account. If you do not receive an email, you can request another is sent to you on the framework login page.



# Joining a partnership

Once you have verified your account, you can log in and will be invited to:

1. Answer any additional profile questions. Be sure to answer these as accurately as possible - this really helps us to monitor the reach of the programme.
2. Either add yourself to an existing partnership if your partnership has already created an account, or create a new partnership account. Make sure to double check the list to make sure your partnership doesn't already have an account, before creating a new one.

## Additional Profile Information

If you have just registered, once you have filled out the required questions below, you can join a team and toolkit by heading to the Toolkit in the menu.

Please answer the following additional questions

Please note that \* indicates the field is required.

Role at institution or students' union/association \*

Would you like to be added to the Responsible Futures Jisc mail? \*

Would you like to be sent invites for Responsible Futures cohort catch ups, support afternoons and webinars? \*

SAVE

## Join or create a Team

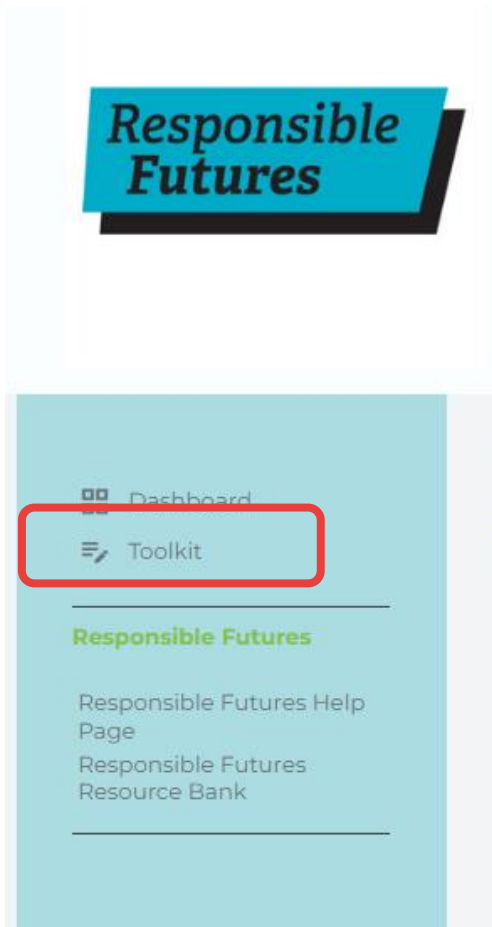
Already know the team you want to join? Search for them below.

JOIN TEAM

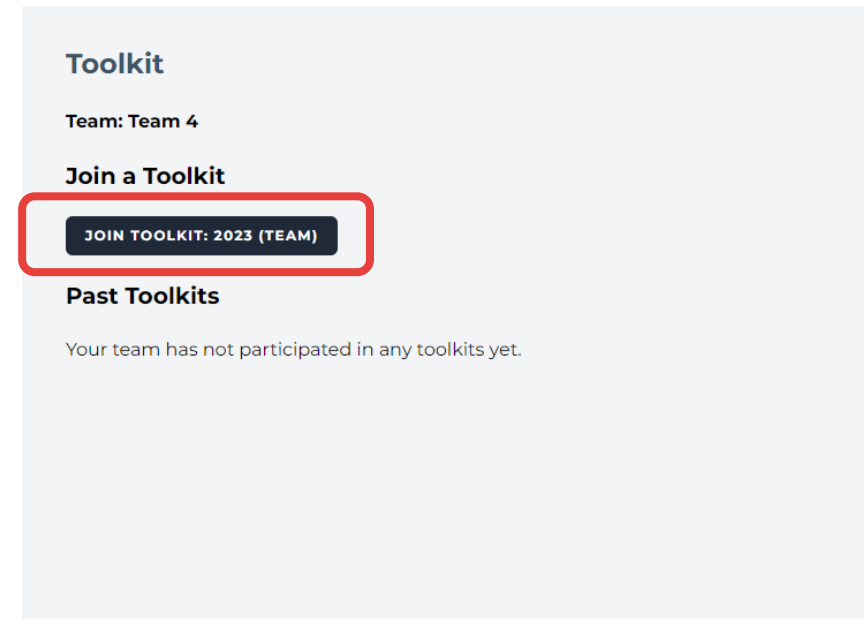
If your team doesn't already exist, you can create a brand new team

CREATE

# Accessing your framework



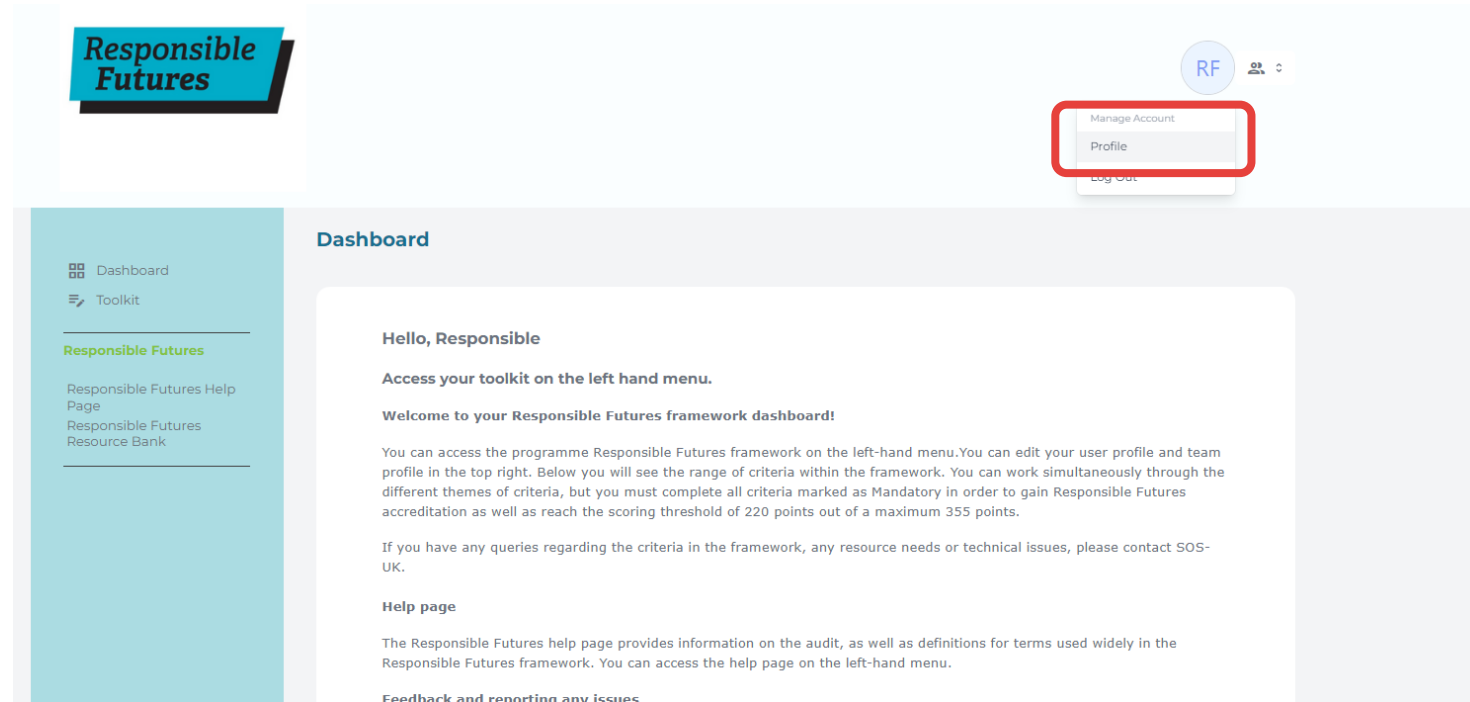
Head to 'toolkit' on the left-hand menu to join the current framework.



# Amending your user profile

If you need to change any of your profile details after registration, you can access your profile by clicking your avatar in the top right of the screen.

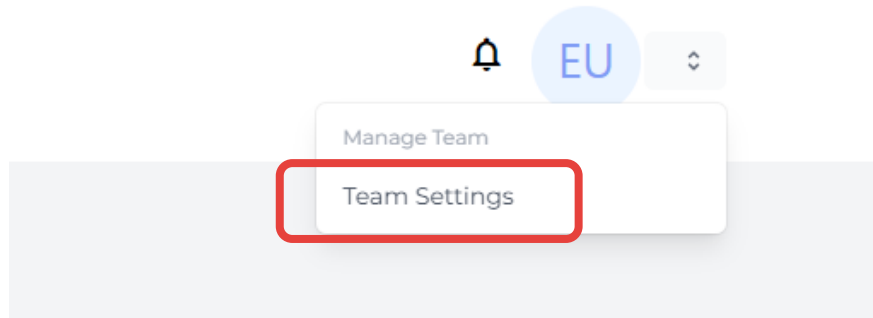
Here you can change your personal details, password, enable two factor authentication, log out of other browser sessions, and delete your account. You can also set a profile photo.



The screenshot displays the Responsible Futures dashboard interface. At the top left is the 'Responsible Futures' logo. In the top right corner, there is a user profile icon with the letters 'RF' and a dropdown menu. The dropdown menu is highlighted with a red rectangle and contains three options: 'Manage Account', 'Profile', and 'Log Out'. The main content area is titled 'Dashboard' and includes a welcome message: 'Hello, Responsible'. Below this, there are instructions to access the toolkit on the left-hand menu and a welcome message to the dashboard. A paragraph explains that users can access the programme framework on the left-hand menu and edit their user profile and team profile in the top right. It also states that users must complete all mandatory criteria to gain accreditation and reach a scoring threshold of 220 points out of a maximum 355 points. There are sections for 'Help page' and 'Feedback and reporting any issues'.

# Amending your partnership's profile

New feature



Access your partnership's profile in the top right, by clicking 'team settings'.

On the partnership profile you can:

- Rename your partnership
- Invite new partnership members to join your partnership using their email address
- View members and remove any inactive members

A screenshot of a web form for managing a partnership profile. The form is divided into two main sections. The top section is titled 'Team Name' and contains the text 'The team's name and owner information.' It features a 'Team Owner' field with a blue circle containing 'EU' and the text 'Example User'. Below this is a 'Team Name' input field containing the text 'Team 1' and a 'SAVE' button. The bottom section is titled 'Add Team Member' and contains the text 'Add a new team member to your team, allowing them to collaborate with you.' It features a 'Please provide the email address of the person you would like to add to this team.' instruction and an 'Email' input field.

If your partnership is no longer active, you will need to contact your SOS-UK project manager, or [toolkit@sos-uk.org](mailto:toolkit@sos-uk.org) so we can de-activate it.

## More information and resources

### Responsible Futures

Dashboard

Toolkit

#### Responsible Futures

Responsible Futures Help  
Page

Responsible Futures  
Resource Bank

You can find information on how your programme works on the ‘dashboard’ page. There is a help page available, with information on the how to achieve accreditation and plan an audit, as well as a glossary of key terms used in the Responsible Futures framework.

There is also a link to the Responsible Futures Resource Bank.

# Your online framework

The framework can be filtered by ‘mandatory’ or ‘optional’ criteria, as theme (e.g. Baselines and benchmarks), status (N/A, done, not, done) and who it is assigned to.

Additionally, there is an option to star criteria and filter by that. You can also sort criteria.

**Responsible Futures 2023 Toolkit** SUBMIT TOOLKIT

Team: Responsible Futures Example

All the available actions in your toolkit can be seen below. Not all actions will necessarily be relevant to you, so you can use the filters to find and sort the actions. You can also star actions for easy access on your dashboard, and assign actions to other team members (assigned actions will also appear on the dashboard).

**Filters**  Starred

Area Theme Status

Assigned To

Seeing 50 results based on current applied filters. Sort: [icon] [icon] [icon]

☆ **BB001** **Mandatory** Baselines and benchmarks

Criteria Further information How you will be audited Comments & evidence

Within the last two years, the [partnership](#) has completed an institution-wide survey of students on their attitudes towards and expectations on [sustainability](#) and published the findings.

**Total Points: 4**

N/A
NOT DONE
IN PROGRESS
DONE

Assigned to: Responsible Futures Example

# Engaging with criteria

Each criterion comprises 4 sections:

1. Criteria - this should be a clear outline of what criterion you can take in your partnership to make an impact but is open for you to complete as you wish within your partnership.
2. Further Information - this will let you know why the criteria is important, where you access further resources and may give guidance on how you may engage, or respond to the criterion
3. How you will be audited - simple outline of what evidence you need to collect.
4. Comments & evidence - your space to record progress to date, coordinate with your partnership members and upload final pieces of evidence.

The screenshot displays a user interface for managing criteria. At the top left, there is a star icon followed by the identifier 'BB001'. To its right are two tabs: 'Mandatory' (highlighted in dark grey) and 'Baselines and benchmarks' (highlighted in light grey). Below these are four red-bordered boxes representing the sections of the criterion: 'Criteria', 'Further information', 'How you will be audited', and 'Comments & evidence'. The 'Criteria' section is currently active and contains the text: 'Within the last two years, the [partnership](#) has completed an institution-wide survey of students on their attitudes towards and expectations on [sustainability](#) and published the findings.' On the right side of the interface, there is a 'Total Points: 4' section. Below this, there are four buttons representing the status of the criterion: 'N/A' (highlighted in dark blue), 'NOT DONE', 'IN PROGRESS', and 'DONE'.

# Uploading evidence and leaving comments

You should upload evidence to demonstrate how you have completed criteria, which will support your audit process.

Under the 'Comments & evidence' section, click on the 'Add' button and attach your file. It will accept most file types (Excel, PowerPoint, Word, PDF, JPEG) up to a maximum size of 4MB. Please upload image files directly (do not paste them into Word unless there is a specific reason for you to do so).

Check the Responsible Futures audit guidance, or contact your SOS-UK lead contact if you have any questions around how much evidence to submit.

The screenshot displays a web interface for an audit system. At the top, there is a star icon, the identifier 'BB001', and a 'Mandatory' status. Below this, the section is titled 'Baselines and benchmarks'. There are four tabs: 'Criteria', 'Further information', 'How you will be audited', and 'Comments & evidence', with the last one being active. The 'Comments & evidence' section contains a 'Comments:' field with a rich text editor toolbar (Normal, Bold, Italic, Underline, Link, List, Unlink) and a 'SAVE' button. Below this is an 'Evidence:' section with an 'ADD' button. Further down, there are two 'Custom Fields:' sections, each with a 'Difficulty (max 2)' label, an input field, and a 'SAVE' button. The final section is 'Total estimated score (max 4)' with an input field and a 'SAVE' button. At the bottom of the interface, it says 'Assigned to: Responsible Futures Example' with a dropdown arrow.

# Uploading evidence and leaving comments

BB001 Mandatory Baselines and benchmarks

Criteria Further information How you will be audited Comments & evidence

Comments:

RF Test comment  
comment added by Responsible Futures Example - 02/08/2023 13:43

Normal B I U

SAVE

Evidence:

screenshot (1).png (742.1 KB)  
uploaded by Responsible Futures Example - 08/02/2023 01:45

ADD

Custom Fields:

Difficulty (max 2)

1 SAVE

Impact (max 2)

SAVE

Total estimated score (max 4)

SAVE

You should also leave comments in the final tab for each criterion. This provides information for your auditor on how you have approached the criterion.

You can delete your comments if they are no longer relevant.

Evidence will appear under the evidence section.

We ask partnerships to reflect on work by estimating your scores for each criterion based on difficulty and impact. Please complete this section as well.

# Starring and assigning criteria

New feature

You can star criteria for easy access - just click the star next to each criterion reference. These will then appear on your dashboard.

To assign a criterion to yourself or a colleague, click the edit button at the bottom of the criterion. You will be able to select from all registered users in your partnership. Assigned criteria will appear on each user's personal dashboard.

★ BB001 Mandatory Baselines and benchmarks

Criteria Further information How you will be audited Comments & evidence

Within the last two years, the [partnership](#) has completed an institution-wide survey of students on their attitudes towards and expectations on [sustainability](#) and published the findings.

Total Points: 4

N/A

NOT DONE

IN PROGRESS

DONE

Assigned to: Responsible Futures Example

# Your dashboard

New feature

On your dashboard, you will be able to view your partnership's progress towards your student-led audit, as well as your starred and assigned criteria (will look different depending on user)

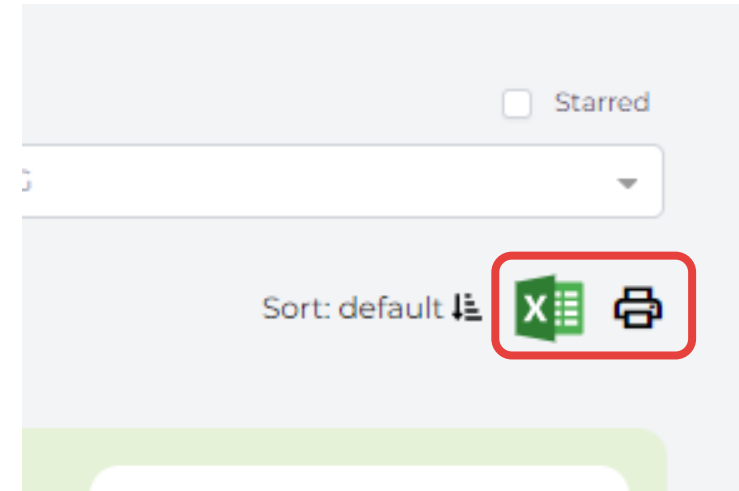
The screenshot displays a dashboard with three main sections:

- Starred Actions:** A header with a star icon and the text "You currently have no starred actions to display."
- Assigned Actions:** A header with a checkmark icon and a list containing one item: "BB001" with a green checkmark and the word "DONE" to its right.
- Awards Progress:** A header with a list icon and the text "Your team has completed 2 actions so far, totalling 8 points." Below this, it says "There are no awards to show at this time."

# Printing or exporting your online framework

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

These icons let you print the framework.

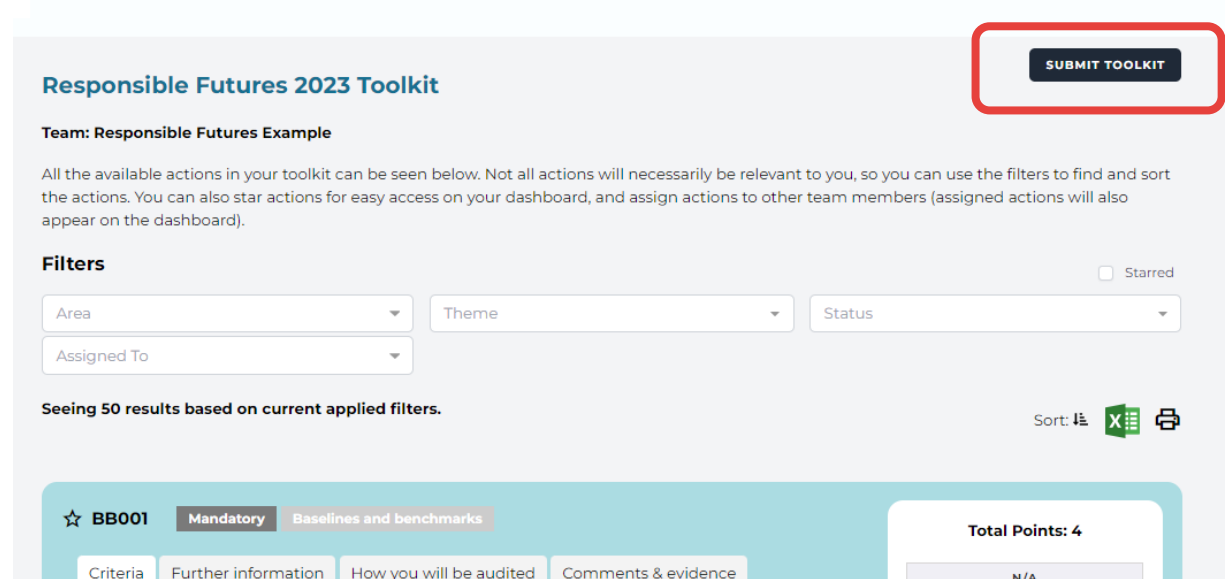


We would naturally encourage you not to print the framework unnecessarily, so hopefully the excel function will help you use the framework without needing to print. The excel function also shows you the comments and the criteria you've worked on, so is a live representation of your work at the point of download.

# Submitting your framework

When you are happy with the evidence your partnership has submitted demonstrating your engagement with Responsible Futures criteria, and provided relevant comments for your student auditors, you are ready to submit your framework!

Simply click on the black 'submit toolkit' button at the top of the page and your framework will be sent to us for to use during your partnership's student-led audit.



The screenshot displays the 'Responsible Futures 2023 Toolkit' interface. At the top right, a black button labeled 'SUBMIT TOOLKIT' is highlighted with a red rectangular box. Below the title, the team name is 'Responsible Futures Example'. A paragraph explains that all available actions in the toolkit can be seen below, and users can use filters to find and sort actions. Below this, there are filter options: 'Area', 'Theme', 'Status', and 'Assigned To', each with a dropdown arrow. A 'Starred' checkbox is also present. The interface indicates 'Seeing 50 results based on current applied filters.' and includes sorting options (Sort: [icon] [icon] [icon]). At the bottom, a table row is visible for 'BB001' with a 'Mandatory' tag and 'Baselines and benchmarks' category. The table has columns for 'Criteria', 'Further information', 'How you will be audited', 'Comments & evidence', and 'Total Points: 4', with the last cell containing 'N/A'.