

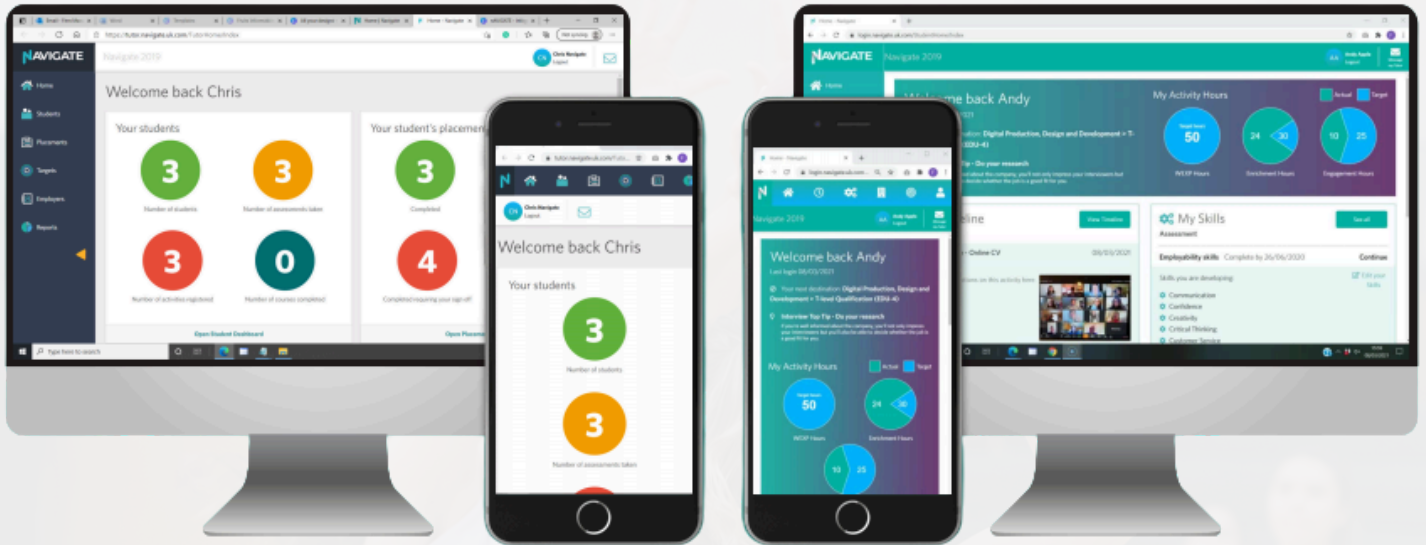
A background image of a basketball game in progress. Two players in red and white jerseys are jumping for a rebound. The player in the foreground has the number '1' on their back. Other players are visible in the background on a wooden court.

A How To Guide

ACTIVITIES MODULE

For all Enrichment

Adding Activities on Navigate



Key Benefits for Enrichment Coordinators

Navigate provides staff with a comprehensive tool to monitor, track, and record student engagement in non-curricular activities. Streamlining the process of tracking student development and allowing easy management of targets.

- Add activities for individual students or in bulk for groups
- Create custom student groups for specific activities or clubs
- Easily monitor student records, including all targets and activities
- Easily report on all types of targets

Key Benefits for Learners

Navigate offers learners a comprehensive platform to track and record their personal development throughout their college journey. Learners take control of their achievements and create a record of their achievements.

- Easily log enrichment and employer engagement activities
- Automatic tracking of skills developed through various activities
- Export a comprehensive CV-style document of all activities and target achievements

Adding Activities

Student Guide

1

Logging in:

- Log in to Navigate. You can do this by clicking on 'Sign in using Microsoft' or 'Sign in using Google'.

2

View Timeline:

- On the student site, click on "My Timeline".

3

Add Activity:

- Click "Add an Activity" at the top of the page.

Add activity details:

4

- Fill out the activity form:
 - a. Enter the date of the activity
 - b. Input the time spent on the activity
 - c. Give the activity a name
 - d. Rate how useful you found the activity
 - e. Select the activity description from the dropdown menu
 - f. Write a reflection in the provided box
 - g. Choose the skills you developed during the activity
 - h. Add any relevant evidence (photos, videos, or documents)

5

Save:

Click "Save" to add the activity to your timeline.

Staff Guide

Add an Activity for an Individual Student:

1

- Log in to the Navigate staff site.
- Click "Quick Links" at the top of the page.
- Search for the specific student.
- In the student record, scroll to the "Activities" section.
- Click "Add Activity."
- Fill out the activity form (similar to the student form).
- Click "Save" to add the activity to the student's timeline.

Bulk Add Activities for Students:

2

- Log in to the Navigate staff site.
- Click "Quick Links" at the top of the page.
- Search for the specific student.
- In the student record, scroll to the "Activities" section.
- Click "Add Activity."
- Fill out the activity form (similar to the student form).
- Click "Save" to add the activity to the student's timeline..

Bulk Add Activities for a Group of Students:

3

- Log in to the Navigate staff site.
- Click "Quick Links" at the top of the page.
- Search for the specific student.
- In the student record, scroll to the "Activities" section.
- Click "Add Activity."
- Fill out the activity form (similar to the student form).
- Click "Save" to add the activity to the student's timeline.

Create a Student Group and Bulk Add Activities

4

- For Staff (Using Student Groups):
- Click on the "Student Groups" module.
- Click "Add a Student Group" at the top.
- Name your group (e.g., "Reading Club").
- Click "Add Students" and search by name or number to add students to the group.
- (Optional) Give access to other staff members if needed.
- Select all students in the group.
- Click "Actions," then "Add Activity."
- Fill out the activity form.
- Click "Save" to add the activity to all group members' timelines.