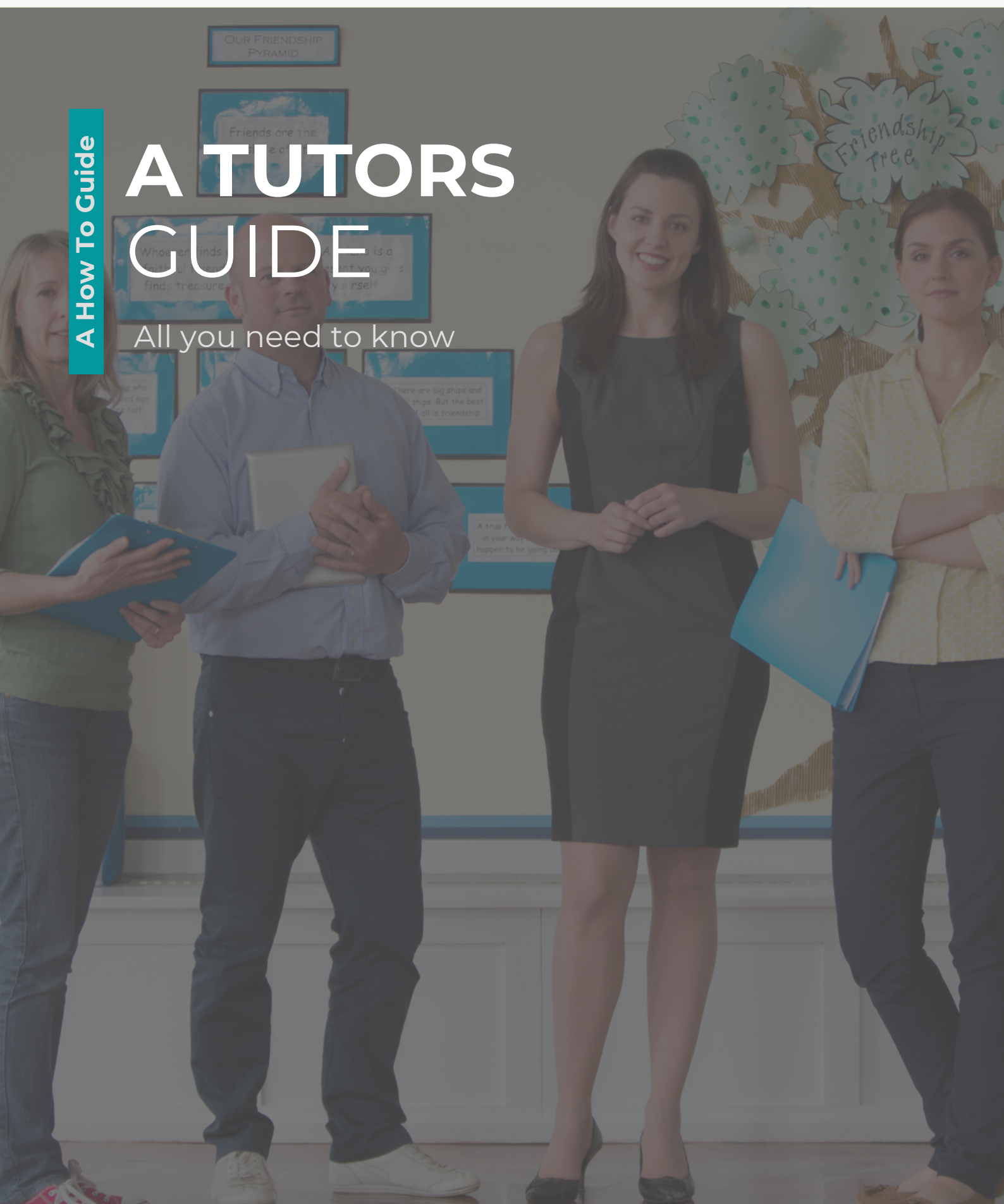


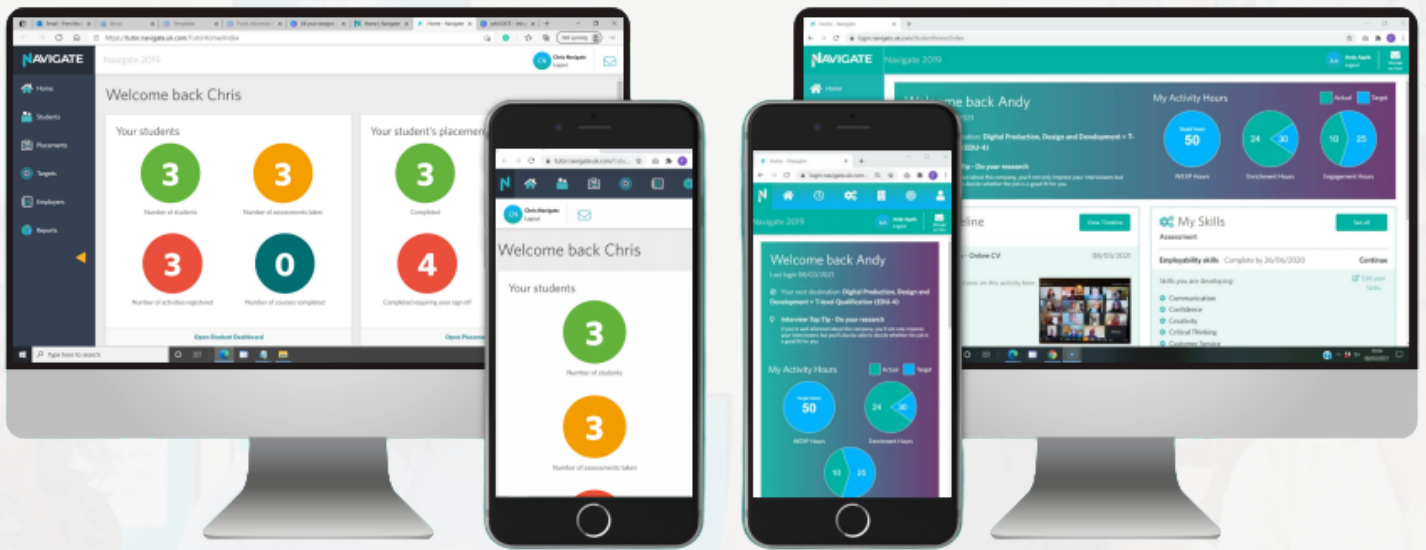
A How To Guide

A TUTOR'S GUIDE

All you need to know



A Tutors Guide



Key Benefits for Tutors

The Navigate staff site has a wide range of data tracking tools utilised by multiple areas of the college.

As a tutor you can access a one page view of your allocated tutees or create your own student group. You can see all recorded hours for placement, employer engagement and enrichment and number of skills assessments completed. You can also see if they have a placement by their 'placement status'.

Tutors can also bulk add noteworthy activities to these groups of students with a few clicks, ensuring valuable activity hours/skills and evidence are recorded for both students and the colleges data capturing.

By delving deeper into a students page, view next destinations, skill strengths and areas for improvement with distance travelled and any placement activity - all key points for progress reports and meetings.

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. Assess skills to celebrate and skills to develop.

- 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

How to view students

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 students allocated to you

- On the homepage, click on the Students assigned to you > Number of students circle.
- You will now have a one page view of students assigned to you by your MIS.

3

View students allocated to others

- On the homepage, click on the Students assigned to you > Number of students circle.
- In the first filter box - My Students, select 'All Students'.
- Now use further filters to reach students you wish to add to a group - e.g by tutor or course code.

4

One page view

You now have a one page view of:

- Student name
- ID number
- Tutor
- Placement status
- Next placement date
- Planned placement hours
- Employer confirmed placement hours
- Student logged placement hours
- Enrichment hours
- Employer Engagement hours
- Assessments completed
- Department
- EHCP (if you have opted for the EHCP module)

To view student data for this academic year, filter further using the academic year drop down box.

☒	Student Name ▾	Student Number ▾	Tutor ▾	Placement Status ▾	Next Placement ▾	Planned Placement Hours ▾	Employer confirmed placement hours ▾	Student confirmed placement hours ▾	Enrichment hours ▾	Employer engagement hours ▾	Assessments Completed ▾	Department ▾
☒	Apple, Andy	100101	Chris Rowe	Placement active	20/01/2023	886	77	206	215	1348	17	
☒	Berry, Belinda		Chris Rowe	Seeking placement	04/01/2024	1975	100	24	166	59	2	
☒	Cabbage, Claire	C45795	Chris Rowe	Seeking placement		340	34	0	17	16	3	
☒	Carrot, Claire	C97857	Chris Rowe	Seeking placement	13/05/2024	350	0	16	87	26	0	
☒	Chan, Billy	B88794	Chris Rowe	Seeking placement	04/10/2023	505	0	56	201	40	2	
☒	Eggplant, Elliot	E00898	Chris Rowe	Seeking placement		315	0	0	56	8	0	
☒	Grapefruit, Gavin	G69700	Chris Rowe	Seeking placement	24/01/2024	150	0	0	1	3	0	
☒	Mulberry, Jenny	J374950	Chris Rowe	Seeking placement	02/04/2024	965	64	20	18	16	4	
☒	Orange, Ollie	O44379	Chris Rowe	Seeking placement		4	0	0	1		0	

Create a group of students

Create a group of students

5

- On the left hand side of the screen, select the Student Groups page

 Student Groups

- Click Add Student Group
- Give it a name, owner (you) and description
- You can now add students to this group by name, give access to others and delete the group from this module.
- You can also add students to this group in bulk - see below

Add students to a group in bulk

6

Follow the process 2 above to get to the student module.

- In the first filter box - My Students, select 'All Students'.
- Now use further filters to reach students you wish to add to a group - e.g by tutor or course code.
- 'Select all' students by ticking box next to 'Student Name'.

☒	Student Name	Student Number
☒	Berriman, Ralph	

- You can unselect students you do not wish to add to group.
- On the right, select 'Actions'.
- From the dropdown, 'Add to student group'.
- Select the group you own or have access to.
- SAVE

Why add activities to a students' timeline?

7

Benefits of adding activities to students

The ability to add an activity to a student or group of students ensures that the activity, hours, skills developed, activity type, and any associated evidence is recorded against everyone who participated.

Once added, it can then be viewed on the student timeline, and students can edit to add further reflections, evidence, or skills developed, or amend anything you have added or delete it entirely. The timeline belongs to the student.

This enables staff to ensure opportunities or targets for enrichment and employer engagement are not being missed for auditing purposes and ensures that all students have a wide range of activities to add to their Digital Portfolio.

Adding activities to students

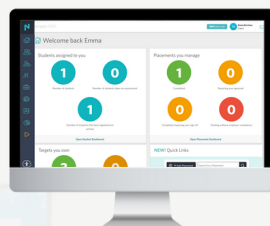
8

Follow the steps to log in and either view your students, filter for others' students or a student group.

- Select the students from the list using the 'select all' tickbox.
- Untick any students who were not present. You should not be allocating any hours to students if they did not partake in an activity.
- Actions
 - Add Activity
 - Populate the slide out box;
 - Name
 - Date
 - Activity Description
 - Any skills developed
 - Time spent on activity
 - Location
 - Town/City
 - Journal entry (You may want to give a brief description of the activity and instructions to add further details or evidence to the entry)
 - Evidence

N.B. Once you have added an activity to a students timeline, only a student can remove it.

Understanding Placement Status'



There are a few necessary compliance tasks the placement team need to complete before a student can attend a placement. You can see the status' for each student on your dashboard. Students should only be attending their placement when their placement status says **Live**.

☐	Student Name	Student Number	Tutor	Placement Status	Next Placement	Placement Planned Hours	Employer confirmed placement hours	Student confirmed placement hours	Enrichment hours	Employer engagement hours	Assessments Completed	Department
☐	Berriman, Ralph		Emma Berriman	Placement not required	19/06/2024	789	0	18	10	3	0	

1

Placement not required - manually set by placement team if the student is not required to have a placement.

2

Placement required - manually set by placement team and the student is not required to find it themselves.

3

Seeking Placement - this status is set to all student who are required to find their own placement and complete the form with placement details on Navigate.

4

Placement awaiting approval - The employer has been contacted to agree the placement and provide compliance documents before it can be approved by all parties.

5

Placement approved and pending - The placement has been approved by all parties and awaiting the students first day. (*Next placement*)

6

Placement active - Student has started their placement and should be confirming attendance and writing journals.

7

Placement completed & awaiting sign off - The student has marked that they have finished their placement and it has gone to the placement team to check and complete internally, it is still **live**.

8

Placement activity complete for the year - manually set by placement team if the student has completed all placement target hours for the year. If not, they will be back to 'seeking placement' to find another placement to reach their target hours.

● *Placement is not yet live ● *Placement is not yet live ● *Placement is live ● *Placement is complete