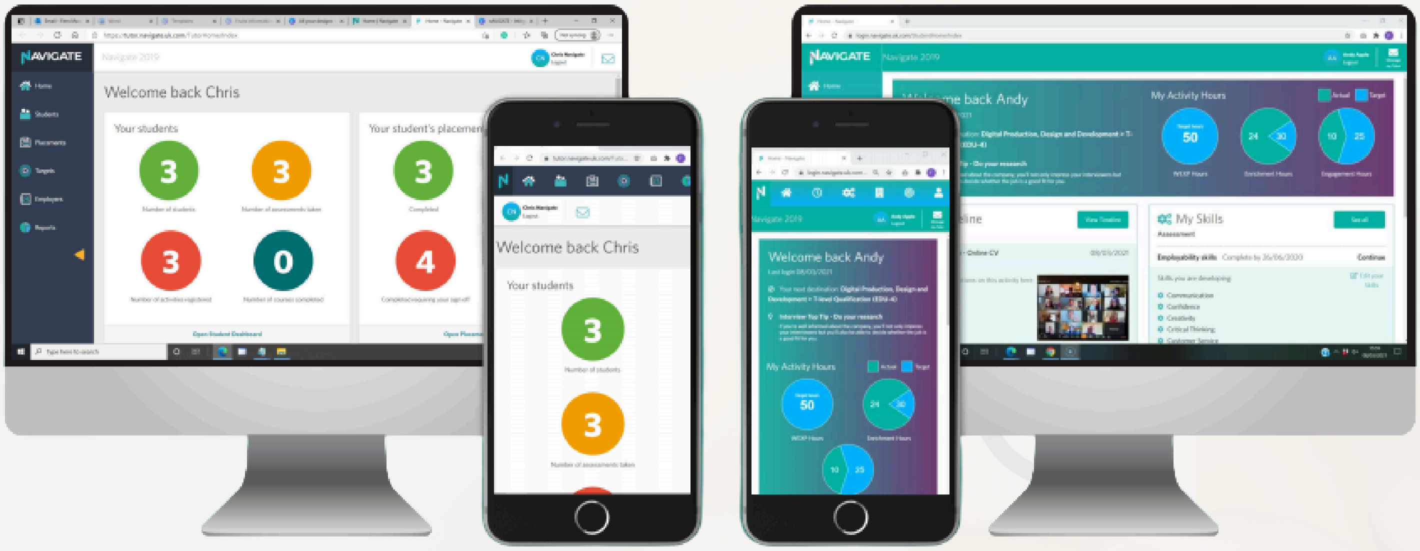
A How To Guide

TARGETS MODULE

For all Enrichment

NAVIGATE

Adding Targets 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 targets 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 and professional engagements throughout their college journey. Creating a record of their achievements that they can take with them.

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

Adding a Target

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

Access the My Targets Module:

- Once logged in, click on the "My Targets" module.

3

View Your Targets:

- You will see a list of your current open targets at the top and completed ones at the bottom.
- Click on a target to view its details.

4

Understand the Target Details:

- Review the target status, name, type, due date, responsible staff member, and description to understand what needs to be done.

5

Add Evidence to Your Target

- **Option 1: Add from Timeline:**
  - Click "Add Activity" to select an existing activity from your timeline that fits the target criteria.
- **Option 2: Add a New Activity:**
  - Click "Add a New Activity" to create a new entry.
  - Fill out the activity details form.
  - Tag the activity to the relevant target.

6

Save Your Work and Submit the Target for Review:

- After adding evidence, click "Save" to ensure your work is recorded.
- Once all evidence is added and saved, click "Mark as Complete."
- This will send the target to the responsible staff member for review.

NAVIGATE

Staff Guide

1

Add a Target for an Individual Student:

- Once logged in search for the student using "Quick Links" or click on their name from the grid.
- In the student record, navigate to the targets section.
- Click "Add Target" and fill out the necessary details.

2

Add a Target for a Group of Students:

- Go to "Number of Students" on the homepage.
- Filter for "All Students" and use additional filters (department, course, campus) as needed.
- Select students using the top left-hand tick box.
- Click "Actions" and then "Add Target."
- Fill out the target form (name, completion date, type, responsible staff, description).

3

Track Student Progress:

- In the "Targets" module, filter for targets you are responsible for.
- Use the "Existing Evidence" column to identify students who need support or are doing well.

4

Review and Sign Off Targets:

- Go to "Targets Requiring Sign Off" on your homepage.
- Click on each target to review the evidence.
- If the target is incomplete, reject it and add your reason.
- If the target is complete, sign it off to mark it as completed.

NAVIGATE