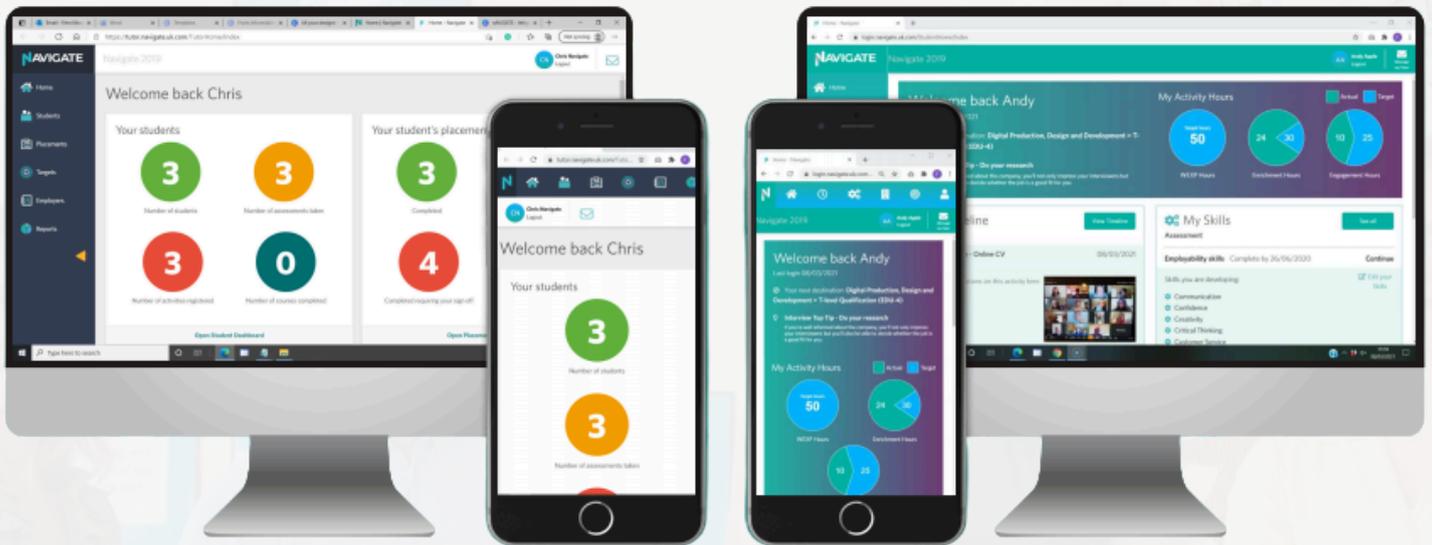


A How To Guide

# USING NAVIGATE REPORTS DASHBOARD

All you need to know

# A guide to using the Reports Dashboard



## Key Benefits

Navigate offers learners a comprehensive platform to track and record their personal development throughout their college journey.

The Navigate staff site includes a number of reports to support the Leadership and Management of the college's Personal Development programme, providing quality data to support SAR and OFSTED judgements.

As a Manager you can access a detailed report showing:

- Placement numbers and hours attended
- Engagement with employer led and enrichment activities
- Current skills levels, skills developed and distance travelled
- Feedback from placements for students and employers

The report shows students who haven't yet engaged, and all data can be filtered to pin point areas of good practice and areas for improvement.

Tutors and Managers can view task reports to support with day to day planning, ensuring critical tasks are not missed. The Gatsby report links student activities to the eight Gatsby standards, offering an in-depth analysis at individual, department, and college level.

The data supports college's to identify where skills development is needed, enabling targeted support, for both individuals and groups. The reports show the range of engagement with placement, enrichment and employer lead activities, highlighting gaps and informing areas of change to increase inclusion.

# How to view reports

1

## Logging on to Navigate

Access the Navigate login page and sign in by clicking on 'Sign in using Microsoft' or 'Sign in using Google' and using your college username and password.

2

## Accessing the Reports Dashboard

On the homepage, click on the reports dashboard in the side bar



The Reports Dashboard hosts reports for:

- Student Engagement & WEXP
- Gatsby
- Administration Tasks - My Task & Site-wide Tasks

3

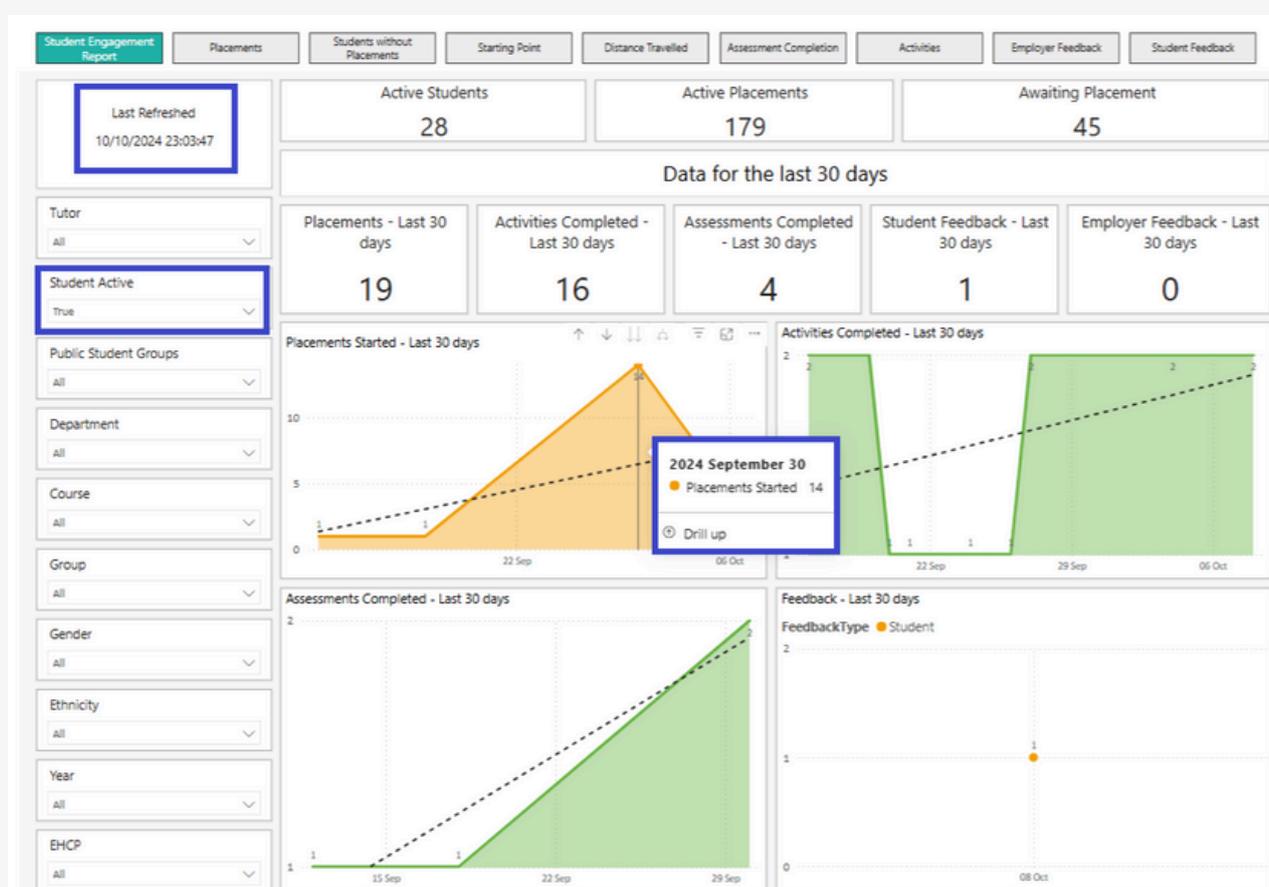
## About the Report Data

- The reports are updated overnight, they do not show live data.
- The college provides the student data to Navigate via a secure upload link.
- Data percentages are taken from the full cohort, when student number data is not correct then the data will not accurately reflect progress.
- Reports can be filtered by the different attributes set by the college.
- Table data is downloadable to excel.

# Student Engagement & WEXP

## Landing page

- This provides an overview of the college's data, specifically activity in the past 30 days.
- Last refreshed date shows when data was last updated.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- Each graph can be shown in a table by right clicking on the graph and choosing the 'Show as Table' option.
- Data can be seen for any point on the graph by hovering the mouse over that point.
- Hitting Ctrl P when on this page opens an option to print the graph data.
- To view data from all years tick both the True and False options in the 'Student Active' filter

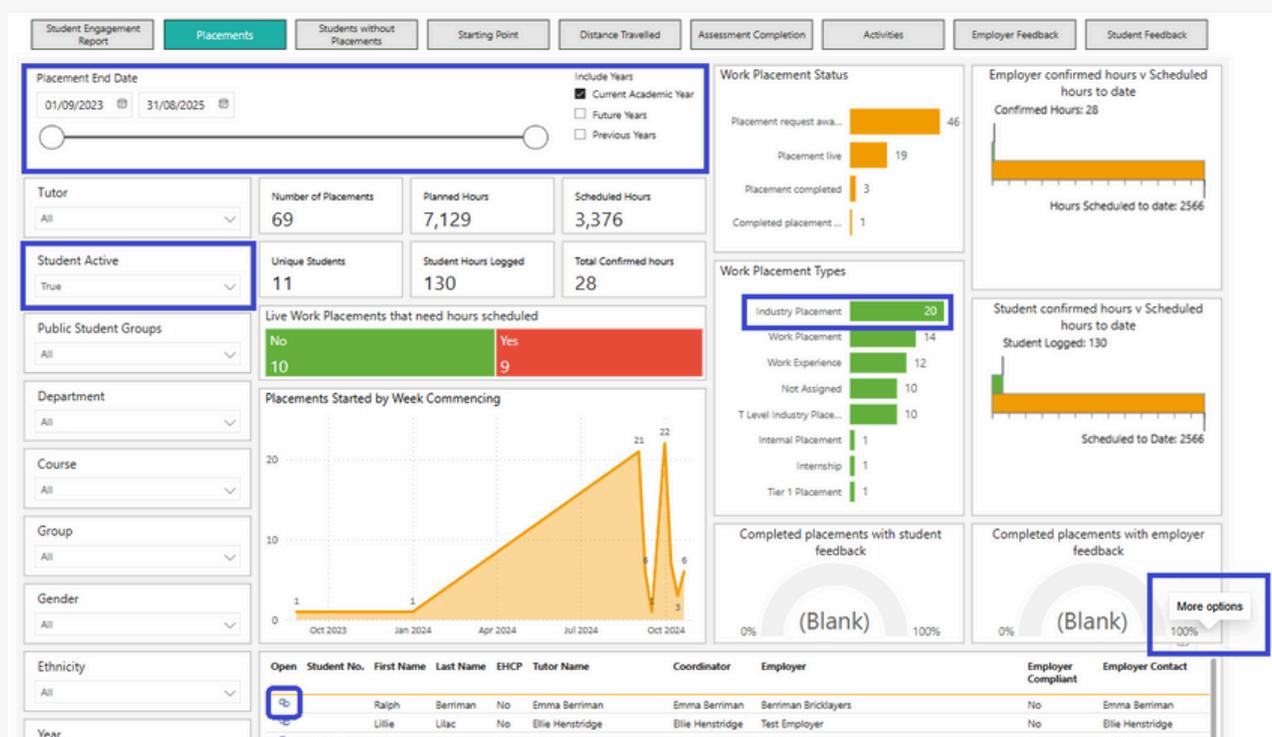


## This Supports:

- Monitoring general progress for placements, activities, and assessments.
- Providing an overall picture of the college's current position for quality reviews.
- Highlighting gaps in the provision to enable targeted support to be planned in.

## Placements Page

- The Placement Page provides an overview of all the college's placement data.
- To view previous years data ensure both the True and False options in the 'Student Active' filter are checked.
- Graphs show a breakdown of Status, Type, Confirmed hours, and Feedback.
- Scroll or click on the calendar to change the date range, this includes all placements that ENDED in that time frame.
- Clicking on the different graphs sections filters the report data below.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- Hover over the top right of the table section access the 'more option' section to export data to Excel
- To access individual students click on the link next to the students name, this will open the student data in a new page.

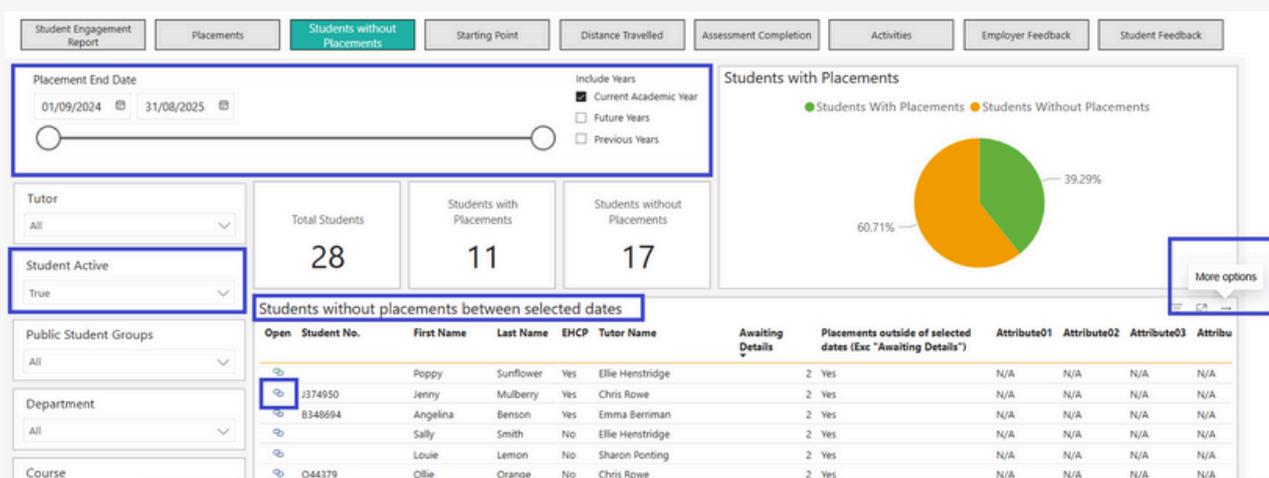


### This Supports:

- Monitoring general progress for placements to ensure planned placement hours are achieved and evidenced.
- Identifying the scope of placement engagement including T levels, highlighting any gaps to enable targeted support to be planned, and highlighting areas of good practice.
- Tracking the student and employer signed off placement hours versus the schedule hours to date to ensuring placement hours are signed off in a timely manner and not left until the end of the year.
- Providing data to include in SARs; demonstrating planned and actual placement activity, and the impact these have had on personal development.

## Students without Placements Page

- The Students without Placement Page provides an overview of the students who have a placement requested on Navigate and placement status is 'Awaiting details'
- Students will only feed in to this data if they have had a placement requested from them but no placement has been planned in the date range selected.
- The awaiting details number shows the number of placements requested from them that are still in the Awaiting Detail status.
- The Placements outside of the selected dates column indicates if students have had a live placement previously.
- If students have completed a placement then had a placement requested from them they will resort back to Awaiting Placement status but only show in the report if their previous placement was within the date range selected.
- Scroll or click on the Placement End dates to select the calendar date range for the placement end.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- Hover over the top right of the table section access the 'more option' section to export data to Excel.
- To access individual students click on the link next to the students name, this will open the student data in a new page.



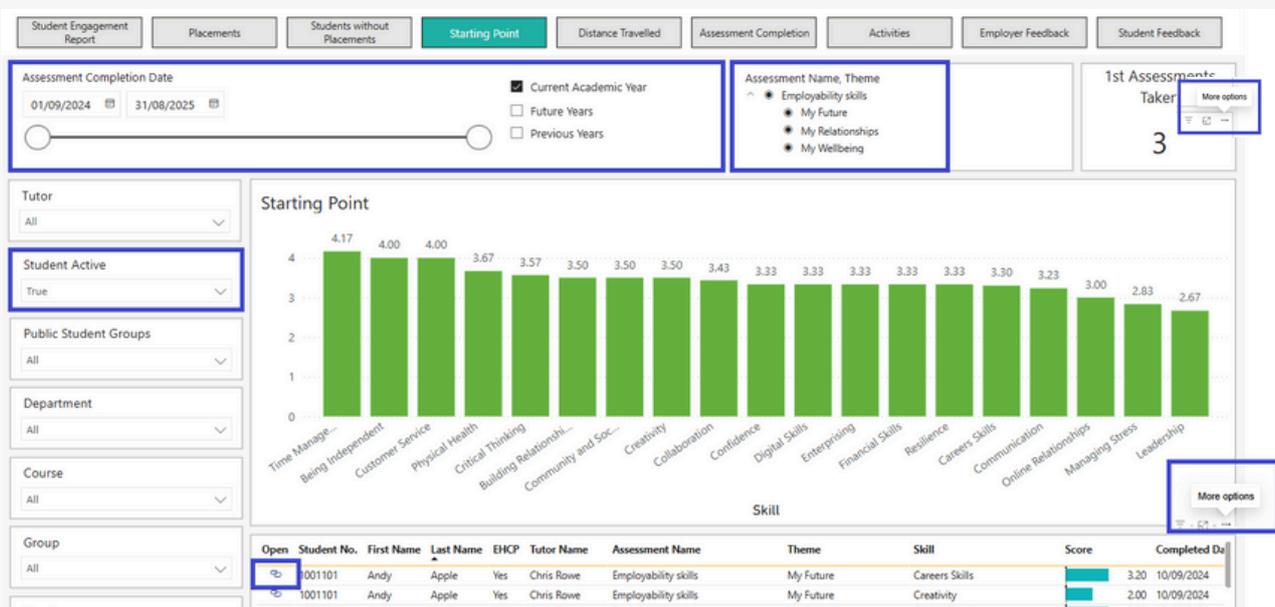
### This Supports:

- Identifying students that still require a placement to be planned within a selected date range.
- Allocating targeted support to be aimed at areas that require additional help.

**Additional training resources can be accessed via the [Navigate support site](#)**

## Starting Point Page

- This report shows the results from the completed 1st completed Assessment in the academic year dates selected.
- If a college has more than one Assessment set on their site it will show in the 'Assessment Name, Theme' box, by ticking the different assessments the data will switch between the different results.
- Scroll or click on the Assessment completed dates to select the calendar date range for assessment completion.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- If looking at previous years data ensure both True and False are selected in the Student Active drop down.
- Hover over the top right of the table sections to access the 'more option' box to export data to Excel.
- To access individual students click on the link next to the students name, this will open the student data in a new page.



## This Supports:

- Building pastoral programmes targeted at areas where students need development, specifically around resilience, managing stress and confidence.
- Identifying areas where students need more support to develop, as a college, course, or area.
- Demonstrates the starting point for students in college with in the academic year.

## Distance Travelled Page

- The 'Students with more than one assessment' box shows students that have completed multiple assessments in the date range chosen.
- It is important that the number of 2nd or 3rd assessments completed is comparable to the initial assessment for an accurate like for like distance travelled comparison.
- If a college has more than one Assessment set on their site it will show in the 'Assessment Name, Theme' box, ticking the different assessments will switch between the different results.
- Scroll or click on the Assessment completed dates to select the calendar date range for assessment completion.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- If looking at previous years data ensure both True and False are selected in the Student Active drop down.
- Hover over the top right of the table section to access the 'more option' section to export data to Excel.
- To access individual students click on the link next to the students name, this will open the student data in a new page.

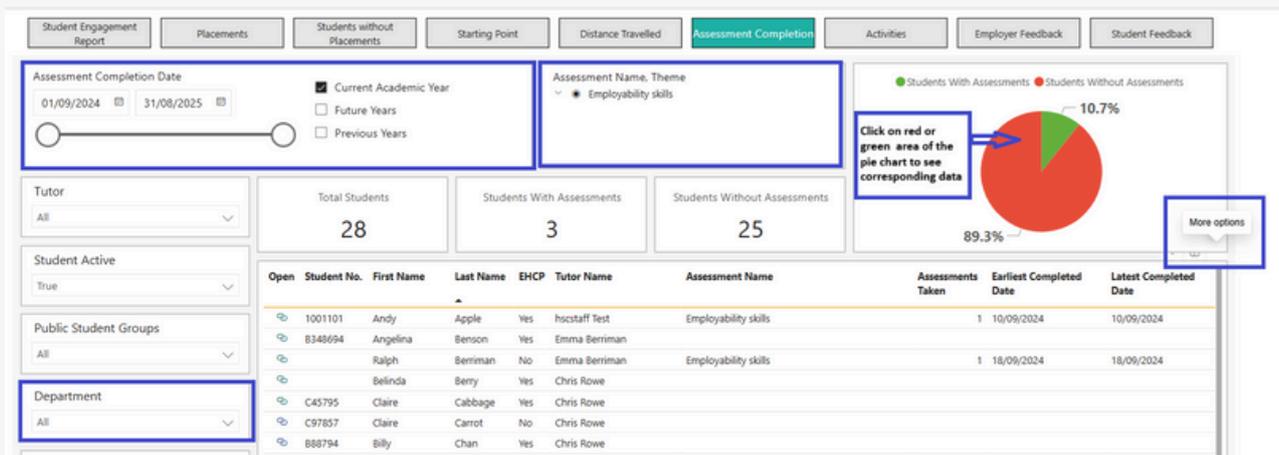


### This Supports:

- Evidencing the progression made by students with in the current academic year.
- Assessing the impact of the pastoral and personal development programmes in place for students
- Identifying areas where current interventions are not having the intended impact and students, groups, departments or the whole college need more support to develop.
- Planning changes to Pastoral programmes in future years to focus on developing weaker areas.

## Assessment Completed Page

- This shows the students who have not completed an assessment at all, clicking on the red area of the chart filters the data to show these students.
- The data shows the number of assessments each student has taken in the time scale chosen and the date of the last assessment to support identifying students who have an assessment but require a 2nd or 3rd assessment.
- If a college has more than one Assessment set on their site it will show in the 'Assessment Name, Theme' box, ticking the different assessments will switch between the different results.
- Scroll or click on the 'Assessment completed dates' to select the calendar date range for assessment completion.
- All data can be filtered using the drop down option in the attributes filter pane on the left.
- Hover over the top right of the table section to access the 'more option' section to export data to Excel.



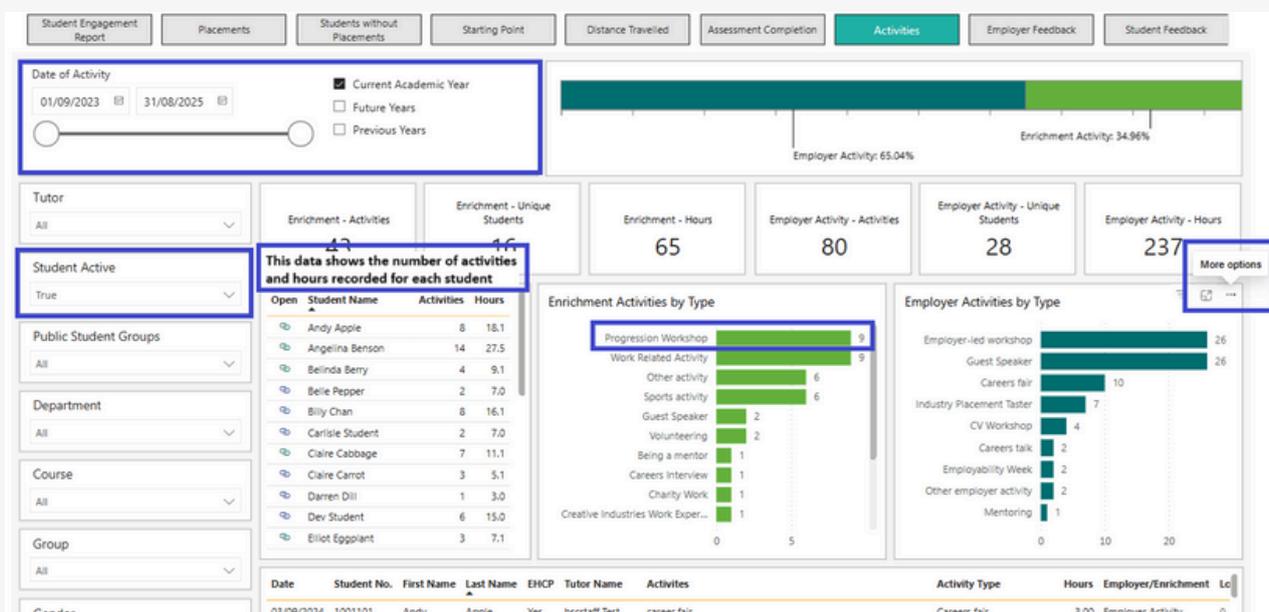
### This Supports:

- Following up on courses, areas, and individual students who have not completed the correct number of assessments but the date specified.
- Data can be downloaded with all attribute data to enable easy identification of non compliant areas/students.
- Ensuring that the distant travelled data is meaningful as a comparable number of students have completed an assessment at all required touch points in year.

**Additional training resources can be accessed via the [Navigate support site](#)**

## Activities Page

- This report shows an overview of all the students' activity data. It provides the total number of activities, the hours recorded, and the number of unique students those activities link to.
- Scroll or click on the calendar to change the date range, click on current, future, or previous years.
- To view previous years' data ensure both the True and False options in the 'Student Active' filter are checked.
- Graphs show a breakdown of Employer and Enrichment activities by type.
- Clicking on the different graphs sections filters the report data below.
- All data can be filtered using the drop-down option in the attributes filter pane on the left.
- Hover over the top right of each of the table sections access the 'more option' control to export data to Excel.



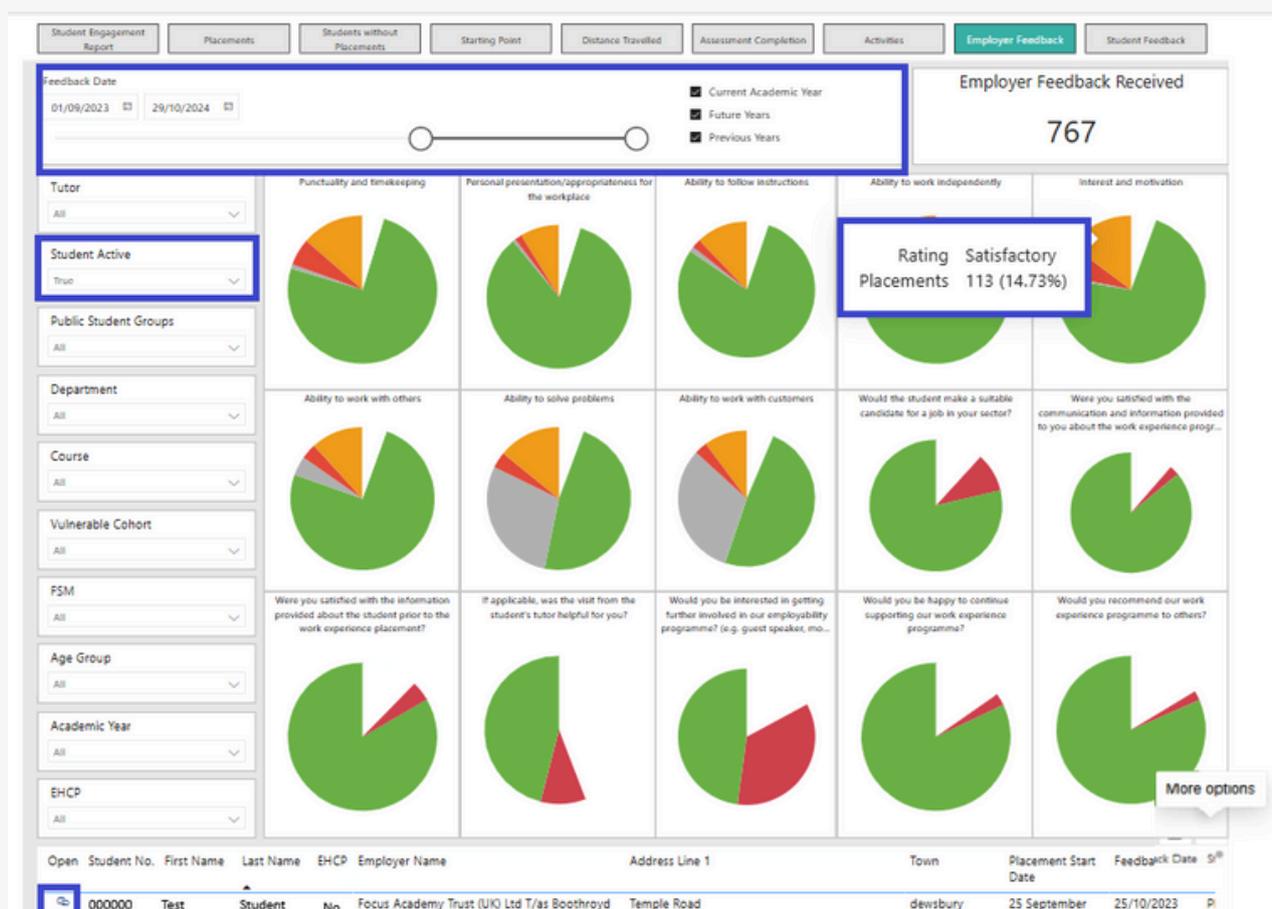
### This Supports:

- Reporting on the number of employer and enrichment activities planned and attended by students.
- Identifying if activities are found useful by students as the individual student data shows if the student has ticked the activity as being useful.
- Identifying skills developed while participating in activities to identify impact.
- Evidencing the number of activities and hours recorded for individual students
- Monitoring engagement is consistent across all areas of college
- Evidencing enrichment hours planned in to a study programme.

**[Additional training resources can be accessed via the Navigate support site](#)**

## Employer Feedback Page

- This report shows an overview of all employer placement feedback provided to students through the online feedback process.
- Scroll or click on the calendar, or click on current, future, or previous years, to change the date range you want to see feedback from.
- To view previous years data ensure both the True and False options in the 'Student Active' filter are checked.
- Each graph shows a breakdown of different responses shown in red, green, amber, or blank if the question was either NA or not answered.
- Hover over each of the different graphs to see the specific details, and click on the different graph sections to filter the report data at the bottom of the report to show that data only.
- All data can be filtered using the drop-down options in the attributes filter pane on the left.
- Individual feedback forms can be accessed by clicking on the link button on the left of each feedback record in the report data at the bottom of the report.
- Hover over the top right of the report data at the bottom of the report to access more options, this can be used to export data to Excel or to view the whole report in focus mode.
- Right-clicking on this page provides the option to print the feedback pie charts as a whole.

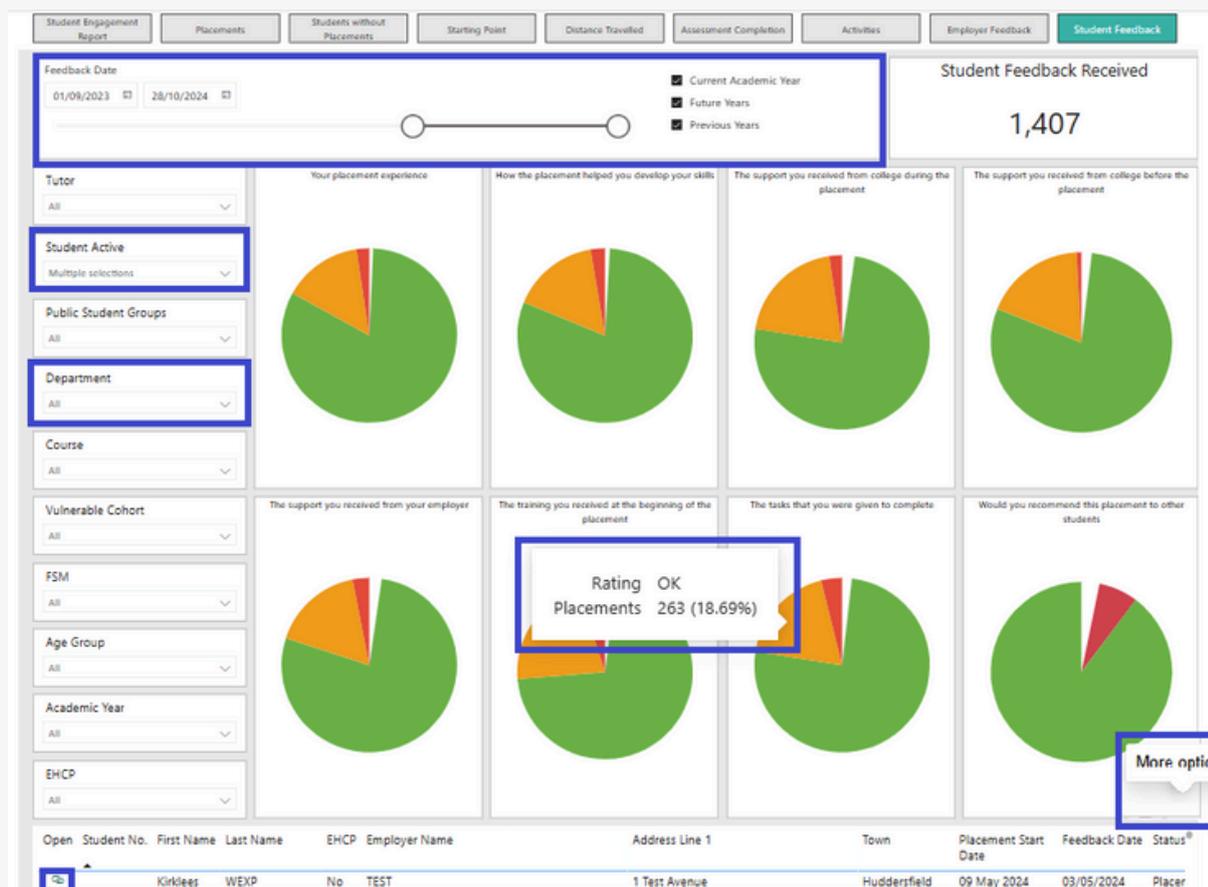


### This Supports:

- Identifying any concerns with students following on from placements.
- Highlighting areas students may need additional preparation in prior to going out on placement.
- The management of employer relations by highlighting those that do not want to take another placement or get more involved with supporting students in college.

## Student Feedback Page

- This report shows an overview of all students' placement feedback provided by students through the online feedback process.
- Scroll or click on the calendar, or click on current, future, or previous years, to change the date range you want to see feedback from.
- To view previous years' data, ensure both the True and False options in the 'Student Active' filter are checked.
- Each graph shows a breakdown of different responses shown in red, green, amber, or blank if the question was either NA or not answered.
- Hover over each of the different graphs to see the specific details, and click on the different graph sections to filter the report data at the bottom of the report to show that data only.
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- Right-clicking on this page provides the option to print the feedback pie charts as a whole.



### This Supports:

- Identifying any concerns students may have on their placement but not previously raised.
- Providing student feedback data to support SAR judgements demonstrating the impact of placements attended.
- Highlighting additional preparation students might need to prepare then to going out on placement.
- Managing employer relations by picking up on poor placement experiences and proactively addressing them with employers to improve the quality of placements offered.

**Additional training resources can be accessed via the Navigate support site**