

Compass+ and Unifrog Checklist

Below is a list of recommended steps to get started using Compass+ and Unifrog together effectively.

Please note: Not all steps may be required in your setting.

Remember don't double your workload! You don't need to log your careers activities separately on both platforms.

Step	Actions	Resource	Complete
Step 1 Prepare your data	<ul style="list-style-type: none"> ● Ensure all new starters have been added and all leavers have been alumnified on Unifrog via the Advanced view ● Check your learner's UPNs are on Unifrog, you can do this by going to the Grid Editor box ● If you find that UPN's are not on Unifrog, or for support related to admin on Unifrog, please email the Unifrog Partner Success Team - info@unifrog.org 	How to use Grid Editor to check for UPNs	<input type="checkbox"/>
Step 2 Add Interactions	<ul style="list-style-type: none"> ● Log your interactions on Unifrog ● Interactions can be logged for whole groups, form groups, individuals or for a register (via Matching) ● Learners can receive reminders about upcoming interactions if you log them ahead of time, and give their feedback on past events 	How to log interactions on Unifrog (including Matching) and how to download them from Unifrog	<input type="checkbox"/>
Step 3 Export and Import	<ul style="list-style-type: none"> ● Download your interactions from Unifrog ● We recommend downloading interactions on a termly basis ● Upload your interactions into Compass+ ● Access the troubleshooting guide should you face any issues uploading interactions into Compass+ 	How to upload your data from Unifrog Troubleshooting	<input type="checkbox"/> <input type="checkbox"/>
Step 4 Analyse the data	<ul style="list-style-type: none"> ● By importing your data termly, you are creating an institutional memory in a GDPR compliant environment ● Following each termly import, review your benchmark progress in the dashboard visualisation to identify any gaps and development areas ● Imported data will develop a holistic learner profile, including activities, interests and destinations and Future Skills Questionnaire (FSQ) responses ● When analysing the results from the Future Skills Questionnaire, you can access relevant support in Unifrog to address gaps in your provision, or to set tasks for targeted groups 	How to understand your Dashboard evaluation data Activities Interests and Destinations Future Skills Questionnaire	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 5 Support and guidance	<ul style="list-style-type: none"> ● Access the recording of the webinar on how to use Unifrog and Compass+ effectively together ● For help with logging interactions on Unifrog or exporting from Unifrog, please contact info@unifrog.org ● For help with uploading interactions into Compass+, or managing activities in Compass+, please view the Help Centre articles in the Compass+ Help Centre. 	Using Compass+ and Unifrog effectively webinar How to upload your data from Unifrog Browse Help Centre articles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>