

[00:00:00.01] - Speaker 1

Okay, good afternoon, everybody. We will make a start there now. We were just waiting for a moment there for a few more of the registered participants to come on to the webinar today. So we'll get started now. Just to let everybody know from the beginning that the session has been recorded today. So if there is anybody that has registered for today's session that hasn't been able to make it for whatever reason, that they will still get a copy of the slide deck and the video as well in the post-session comms. So welcome to our Compass+ bite-size webinar on Custom groups today. So my name is Peter McKinney. I am a Compass+ trainer for CEC and I lead on our virtual delivery programmes. If you've been on some of the webinars previously, you will have seen me on those. I also help out with the face-to-face delivery as well. Joining me today, I have Costas, who is our Customer Success Manager. Costas, would you like to just jump on and say hello? Yeah. Hi, everyone. I'm Costas, Customer Success Manager at CEC. My role is primarily to support our schools getting the most out of our digital products.

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Fabulous. Thanks, Costas. So Costas is going to be assisting with the group chat and the Q&A. So if you do have any questions whilst I'm going through the webinar, as much as it's only 30 minutes long, please feel free to drop those in the Q&A and the chat and Costas will work through them as well. Okay, so just a few learning objectives as to what we would like you to be able to go away with at the end of today's session. So we want to show you how creating custom groups can effectively support your practise. So really honing in on those areas or those individuals that need your support and creating those custom groups to help drive their success forward within your particular setting. We're then going to show you how to attach learners to custom groups. So once we've maybe identified those learners that need our support in whatever fashion that may be, we can then attach those learners to particular groups that are going to then either A, keep them enthused and motivated within careers within your particular setting or really try to help them overcome any barriers or blockers they may be experiencing.

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From that, we will then show you I will show you how to attach those custom groups that we created for the learners, how we can attach those to the activities you create within Compass+. Really, really simple process for that. And then also how to amend membership date, sorry, for the learners that are within those groups So depending on whatever reason you are putting the group together, when we're creating custom groups, you can have a start date and end date, and you can have that varied for each learner, depending on what their need is around the custom group that you have created as well. Okay, so I will just turn my camera off there, so I can just see that full screen there. So for those that are on the webinar today that may be new to using Compass+ or may have just upgraded to Compass+ and are getting used to the product itself, Well, just to re

emphasise what Compass+ does and what it is. So we can see there that it's a free digital product that enables you to capture valuable data, benchmark your learners, track and report on the progression and the provision that you are supporting your learners with at an individual level and really start to focus in on those learners that need your particular help and support in certain areas.

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So the reports that you can get back from things like the FSQ can then help you to drive forward your careers, create custom groups like we're going to show you today, which can then allow you to certainly track that progress of your learners whilst they are in your particular setting. So a really, really powerful tool, just to really point out at this point as well, that Compass+ is a data-rich product. So it's only as good as the information that you put in there. So there is an element of speculate to accumulate, so you need to put that data in there. What Compass+ repairs you in the form of reports and visualisations that you can gather and gain to really assess and track and benchmark your careers provision. So custom groups, what are they? So what we've got on there, they're a great way to manage your targeted support. You can create custom groups for a whole host of different reasons, and that may be down to your particular institution as to what your maybe strategic or your strategic priorities or your development plan may be as to how you then need to support learners in a particular year group, etc.

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But the great thing with it, sorry, is that it can include, it's not just all learners in one form group or one year group. Because of the flexibility of the custom groups, you can add learners from across multiple year groups, which certainly helps when it's within that send setting where you've got different ages of learners within the same classroom It can allow you to really create those groups that are going to support your learners on that individual basis and be able to attach those learners to particular groups. Now, why might you create the custom group? So we've got a few examples here. You could have enrichment activities. So if you've got a particular section or select area within your school that learners are interested in things like we've got there, science clubs, student councils, etc, you can gather all of those learners in one place by creating these custom groups and putting on those events or activities for those particular learners to really motivate them, keep them inspired within whatever the enrichment activity is that they've expressed the interest. We've got there on that third one, learners that may be interested in a particular destination or a sector or an industry that they then want to move on to.

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And that could come out, which I just mentioned earlier, responses from your FSQ data. So that Future Skills Questionnaire data. If learners are highlighting a specific interest in a particular field or a particular area, that

you can then, again, gather those learners at whatever age they may be and start to put those custom groups together so that when you do create those activities, you have got like-minded individuals that can also be there to inspire each other and use that peer-to-peer support to really keep that motivation and that spark and fire lit within that particular choice that they've made. The great way around using the FSQ data is that it can focus in on things like that. It can also, just to caveat that, is it can also identify the areas that learners may be expressing that they have maybe little to no knowledge on and how you can then really focus in on those learners and provide that individual and targeted support and approach for those learners as well. So whilst it can be to motivate and inspire one set of learners, it can also be then used to provide support for those learners that need it as well.

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We can look at bespoke teaching groups within SEND settings. So like I just mentioned before, as some classrooms may have multiple age groups in one class, you can then start to flex as to what learners you put into your custom groups, and they don't then all have to be at a particular age and within a particular class. And then, like we've mentioned in response to your FSQ report, which is what I'm going to highlight in today's session. Okay, so I am now going to just jump into my demo account and really show you, firstly, where you can access the area to be able to create your custom groups and also to identify the custom groups that you've already got created within your Compass+ account. So let's say that you already have some custom groups created. Where you would find those is if I click into Activity. So on our... I beg your pardon, sorry. On the left hand side here, we've got our navigation bar, which is the area where if you're new to Compass+, you can access all of the different features within the product. And what we're interested in to start with is in the Activities section.

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So we click into Activities and then we go to groups. Compass+ will then take us to this page here. Now, this is one of the first parts where if we wanted to create a new custom group, we could do that here, which we will do in a moment. But if you wanted to just have a look at custom groups that you've already got created within your account, where we would go to find those is in this part here. So where we've got group type, if we just click on the drop down box, we can see there we've got lots of different groups. We've got teaching groups, year groups, form groups, and characteristics. Those four there will be populated from your MIS system. So whichever MIS system you use, Compass+ syncs with that overnight and it pulls through all of that data and information. But what it only pulls through in this section here are those four different groups. We've got the teaching groups, year, form, and characteristics. So that pulls that through. It doesn't pull Custom groups because they are created within Compass+ itself. So if I wanted to, and this is just within my particular demo account, so again, this data is just for purposes of the sessions that we run.

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If I click on Custom Group, this will then or Compass+ will then show me all of the different custom groups that I have created within my particular account and the number of learners that I've got attached to the groups, how many activities I've got this particular group attached to within my activities plan, then the names of the activities, and then the options that we got at the side here to edit or just have an actual look. So if, for example, if I just went to this one here, because I can see that it's saying that I've got at least two activities attached to this group here. So some year 8's that are interested in Coding. If I just click on the View Activities, Compass+ will show me the two activities that that group of learners are attached to. So we've got the Hackathon Challenge and the interested in programming. So it can show you straight away the different activities that that group is attached to. What it can also then do is we can see who is actually within this group as well. So it says we've got 12 learners in there as well.

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If I just click on Edit Group, What Compass+ will then do is it will show me what the name of the group is. It will show me the learners that I've got attached to this particular activity, to this particular group, sorry. And then also, which I will show you how to do as well in the moment, the membership start and end date. So this is the dates that you have got these learners attached to this group. And by setting a Membership End Date, when it gets to this particular End Date here, this learner will be removed from this particular group. So you can set those End Dates for each individual learner at whatever time you choose. Again, it may be depending on what the activity is or event is that you're creating a group for, that some learners may complete sections of that a lot quicker than others. So therefore, you can adjust their Membership End Date. But I will show you how we will do that in a moment. So that's where you can find your custom groups within your particular Compass+ account. So it's into activities, into groups, and then you can highlight those.

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Now, what I'm going to do now, we're doing now is just go into Compass+ to find out where we can maybe get some of that data to start to create our custom groups. And what we could do for the first part is we could have a look at the FSQ data that we've got in our account. So if we go into questionnaire on the learner section here, if I went straight to Custom Reporting and then start to drill down into some of the data that's going to then provide me with learners that I can support. If I select on a questionnaire type, so I've got a one in mind, I've got GCSE years. I'm going to look at this academic year. And what I'm going to do is that I know there's a question in here that links to interview skills. So I want to look I've got my learners that are saying that they don't really feel confident about talking about their skills in an interview. So if I just select question 21, Compass+ has now

filtered down on to question 21. I want to select a year group. So I want to just look at my year 11 And then I'm just going to have a look at my Form Group 11A.

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In fact, no, actually, what we're going to do is within year 11 at the moment, just going to deselect that. Within year 11 at the moment, Compass+ is telling me I've got 99 learners that have answered the question on, do you feel confident about talking about your skills in an interview? If I filter on to the learners that are saying they've got absolutely no confidence at all about talking about themselves in an interview, we can see that we've got 28 learners. Now, if I then apply another filter on my Form group, and if I filter on to form group 11A, we can see that that has reduced to 18 entries. So by default, if I go on to 11B, I've got 10 So if I stick with 11B, what I've done now is I've filtered down information from my Future Skills questionnaire for my Year 11 learners in Form Group 11B. And I've filtered on to... The way they've answered this question is that they've got no confidence about talking about their interview skills. So what I maybe want to do now is find out who those learners are and then maybe put a custom group together that I can run some interview skills sessions with them.

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So the way we can do that is if I just click into Download Report, Compass+ will then tell me what I am filtering down onto. If I click Download Report there, I'll just move that over to the side. Compass+ downloads this to a report for you and it now allows you to see some of the... These are the learners that are in Form Group 11B that are saying they've got no confidence in talking about their skills in an interview. So I'm just going to pick a couple just so I can remember the names. I'm going to pick Rob James and Joseph Jones. Now, you could put a custom group together for all of Form Group 11B, but I'm just going to do for Rob James and Joseph Jones. So what I want to do then is I'll close that report down. If I then go back into my activities and select on groups, and then if I create a new group, if I create a new group, I need to give it a name. So if I just call this interview skills for these particular learners. And then what we've got now is we've got different areas that we can filter on.

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Now, if I just deselect Characteristics, Form, Year, Group, and Teaching Group, and I've left learners active. So this will now, if I click into this box here, this gives me all of my learners that are within my demo account that I can start to select from. So this is from multiple year groups, multiple form groups. I can then just start to select on the learners across all ages, if I wanted to, who I want to include into this interview skills, because some group. So I had Rob Jones, I think it was Rob James. Sorry, beg your pardon. It was Rob James. And I totally forgot the other person. What was Joseph? Joseph Jones. So I've got Rob James and Joseph Jones. Okay, so I'm going to create a custom group for these two boys. And what I can then do is I can start to adjust when I want to run

this activity from. So when do I want to run my interview skills? Let's call it workshops. So then it suggests that it may be over multiple days. So if we started today on the 15th, I might say Joseph Jones, his end date can be...

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If we're running these workshops for a week and we got it starting on the 15th, we could then click to the 22nd. And you can see there that I'm going to run these sessions for one week, these Interview Skills workshops. And once this date arrives, Joseph will then be removed from this group and this group will then finish. So I could do exactly the same for Rob James. Once I've done that, if I leave Rob James in the start, if I just click Save, what we can then do is we can filter onto our custom groups and hopefully within here. So there we go. So this is the one that I've just created, Interview Skills Workshops. We've got two learners in there. And what we'll notice is I haven't attached that to an activity yet, but I will do that in a moment. What we can also do is we can see this particular activity in a learners profile. So we had Rob Jones. We had Jones. Sorry, if I just... I'll just search on the name Jones. We had Joseph Jones there. If I click on View Profile, what we should find is that within our activities, once we created one, we're going to have that.

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But in personal information, what you should find down the bottom here now is within Joseph's personal information on his learner profile, it lets you know what groups Joseph is attached to. You can see there, he's attached to the interview skills workshops, which I've just created. Now, where we would attach Joseph and Rob to an activity is if we just went into activities, create a new activity, and then set this one up. And again, we'll just call it interview workshops, and We would select a category for that. So again, it could be to do with careers development because it's... So let's go group careers guidance. We would start to add in all this information in here. And then where we would attach this Custom Group to an activity is if we just deselected these pieces of information here, all we're left with now to select on is our custom groups. And what I should have in here is my Interview Skills workshops. So I've attached that to there. I can see who's it by clicking on this little pencil button, expand that, and we can see that it's Joseph Jones and Rob James. So I know that they are the right learners.

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Now, again, depending on what your approach has been to this, whether you're attaching a year group, just form group, particular learners, they would all appear in there. You could then save that activity and that would then appear within your activities plan and also within those learners' activity plans as well. And that is the real simple way to creating an activity which has come from that FSQ data. Now, again, in terms of creating these activities and creating these custom groups, you may have particular focus in your institution that you want to factor in and that you want to really address. But you could then obviously use that FSQ data as an addition as

well. Once we've decided what we're doing, we would then go into our groups, we would create our custom group, attach those learners to that group, and then create the activity. And once that that activity is created, it will then go into their particular learner profiles. I'm just going to do that there. I'll start that at that point there and then did that at that point there. And then we should be able to save that activity.

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And what will happen is Compass+ will generate that activity and that will then be in Rob and Joseph's learner accounts. So hopefully that is a real snapshot as to how you can create those activities, create those custom groups, and attach those custom groups to the activities within your particular Compass+ account. Okay, so just to jump back to my demo. So this is just revisiting what we've just covered there. So where you would go to create the custom group is into your activities, into groups. Again, this is where you would find your particular custom groups you've got on your demo account. Click on create a new group there. Once you've attached those learners that you wanted to, click Save. You could do that from deselecting some of these filter here. So if you know particular learners, then you could deselect all of these and just have your learners. Equally, if you wanted to attach an entire year group, you would deselect the others and just make that process a lot easier and a lot quicker for you. You can edit those membership dates like I mentioned there. So if you've only got learners that you want in for a short space of time, you can do that there.

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And then we've got a couple of tips for you. So custom groups, so I called mine interview skills workshop. Just be careful what you do name them again, because once you've saved those custom groups to activities, they will appear then into the learners' learner profile. And then when you start to share that data with the learners, they can see that name. So just what we've got there is name them appropriately. You can see which groups learners have been added to from their learning profile. So where I showed you there before, it will show you what groups that learner is part of. Creating custom groups, so mine was on information from FSQ, but you could have lots of different reasons as to why you create custom groups for your learners. Thinking about that send setting where you could have them across multiple year groups, again, knowing what learners you want to put into the custom groups allows you then, if you just have a selection of your learners, to really just add and choose who you want. You can remove the learners in exactly the same way where we had the membership dates. There was a little cross button next to it there.

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You can just deselect learners in that respect. Putting the membership date in saves you to not have to go in and take learners out of groups or certainly put that activities have been completed. So you can go in there, set a membership date, and that learner will then be removed from that group when it's done. And with all of your

activities, the custom groups are the same. You can copy these over to a new academic year by using the copy function in the activities section. Okay, so just to start bringing things to a close to point you in the direction if there are any training or resources that you need whilst you're using Compass+. If I start from the bottom to the top there. So if you are starting to let's really start moving on and utilise the functions like Custom groups within Compass+, but for whatever reason you may be unsure as how to go about that, please reach out to people like your EC's and your Hub support. They're there to support you. And they've got good knowledge of Compass+, and they've also got great networks that they can put you in touch with if there are particular schools that are really being successful with creating Custom groups and having that leverage within their careers programmes, that they can put you in touch with them for you to get that peer-to-peer support and collaborate that way.

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There is some self-paced online learning. So within the help centre or within your Compass+ account, there is some self-paced learning, which is all around developing your confidence and competence in using the products itself. It's free, like it says there. There are a few different modules that you can access, and it just moves you around all of the different features within Compass+. Again, developing your ability to navigate the system as effectively as possible and really to be able to help save time for yourself as well. Webinars, I'll show you where they're housed within the help centre. But we run webinars. We do bite-sized ones like this, but we also do deep dives for an hour into all of the different functions within Compass+ and really allows to get the most from the product. So utilising all of the different aspects for the needs that you have of them. And then the Help Centre articles. I'm just going to jump back into my demo account to show you where these are all housed. So within our Help Centre on this navigation bar, if we just click in here, you've got all of the different articles, of which if I just click View More, there are quite a few different articles, all designed to help you navigate the system and get past any problems that you may be experiencing.

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Certainly if you're new to using Compass+, this may be a great place to go to, to really just give you that step by step guide as to how to get past certain functions and how to access certain parts of the product as well. Within this middle section here, this is the part where the self-paced learning is. So that's the online learning there where you can access that. The webinars are in the bottom section here. So we have our previous webinars are housed in this part. So you can see all of the previous bite-size webinars and all of the deep dives into all of these different areas here within Compass+. And then you can also sign up for future webinars as well. So we run bite size and deep dive webinars most weeks of the month. You can sign up to those as well. You've got the resources directory here on the right-hand side, whereby if you were wanting to look for some resources to help you with particular events and activities, then you can go in there and you can see there's over 400, and that is growing as well. So there's resources in there.

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There's activities, lesson plans, presentations you can access, all for free as well. And then finally down in the bottom section here, we've got the contact support. Now this is around if you're having any problems, experiencing any problems with using Compass+, and you haven't been able to navigate this yourself. By going into this small ticket, you could write a description of the problem you're having. Click Submit. That would generate a ticket and that will go through to the customer support team who will be very efficient in getting back to you. So just a couple of last slides here now. So we also do have the fully funded Careers Leader training. You can access it through that QR code. This is delivered by lots of different CEC training providers down the bottom here. And this is designed to really help you be the best careers leader that you can be within your particular institution and setting. So the landscape of careers leader is changing all the time. And to try and help you move with that, we've created this training package that allows you to really stay up to date with all the requirements of being an excellent careers leader.

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In addition to that, we've also got our wider training, where again, you can access it through this QR code. You just sign up to the hub or the portal, and then you've got access to all of these different sections within the hub to do small training modules on. And again, for example, you could have future skills questionnaire there. So if you wanted to know how to really analyse that data to again then support you with the creation of custom groups, you could literally access that training, do that, go in, access the data from Compass+, and then start to delve into those learners that may need your support and you can pool them together in a custom group and then attach them to an activity. So this training does have multiple facets that it can, A, obviously develop your knowledge, but also then it can be used for other areas as well. Okay, final slide before the review one is the what's coming soon. So again, hopefully everybody's heard of the Career's Impact System, and within that we've got the Internal Leadership Review. Within that article there, gives you all the advice and guidance on how you can complete the internal leadership review within your particular institution.

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And then the bottom slide or the bottom article is really important. So there are lots of different updates and developments, and this is linked to the product team. So things are changing within Compass+ new things are being added. And through this article here, you can stay up to date with all of the upcoming developments. Okay, so I'm just going to bring my screen and my camera back on. For those that are still on the call, if I could get you to access the QR code there for us. And if you could leave any feedback from today's session. Hopefully you have found it useful and beneficial. There is still quite, even though it's only 30 minutes, there's quite a lot to get through. But the feedback is really beneficial to us at CEC to help us know, A, that we're putting on these

sessions and providing you with all of the information that you need, knowing that you've given up your time to come onto these. So if there are any areas that you feel that we maybe didn't include that could, please leave that feedback, the constructive feedback is really helpful for us and beneficial.

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But similarly, if what you came on to achieve from the session you have, then that feedback is really good as well. To know where we're doing things in the right way also helps as well. Costas, just before we finish the session, is there anything outstanding at all from the Q&A or the chat? Thanks, Peter. So no questions in the Q&A or the chat, but just to let everyone know, I've posted a couple of links in the chat around creating custom groups and how to manage custom groups, but you will get a recording of this webinar as Peter mentioned. Brilliant. Thanks very much for your help and support, Costas, it's always appreciated. So just leaves me to say thank you, everyone, for joining us today. Hopefully, you have found that really useful, and the takeaway now would be to go away and start having a little practise of looking at that data information from FSQ or whatever the reasoning behind creating custom groups you may have, and then start attaching learners, creating those custom groups, and seeing if you can then provide that targeted support for your learners. But thank you very much for joining us, and hopefully we will see you all again soon.

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Thanks now. Bye-bye.