

Childnet

Digital Leaders Programme

Platform Guidance for Group Leaders

Primary: www.primaryleaders.childnet.com

Secondary: www.leaders.childnet.com

The Childnet Digital Leaders platform provides young people with access to online safety training and a community of Digital Leaders from across the UK and wider.

Please ensure that you are directing your team to the correct platform, depending on whether your setting is to use the primary or secondary platform. The training content differs between the two platforms.

Your setting/group will be set up as a team on your assigned platform and as the educator you will be assigned the role 'Group Leader.'

This document provides platform guidance including:

- Switching to the new platform
- Homepage
- Main menu
- Footer menu
- Updating pupils' information and helping pupils to log in

Switching to the new platform

Logging in as usual to the old platform, you will see the main menu:



- You will now have a 'New Platform' button on the top right of the main menu, to the left of your name.
- Click the 'New Platform' button and this will take you to your profile page. Here you can select 'Switch to new platform version'. This will take you to the homepage on the new platform.



Switch to new platform version

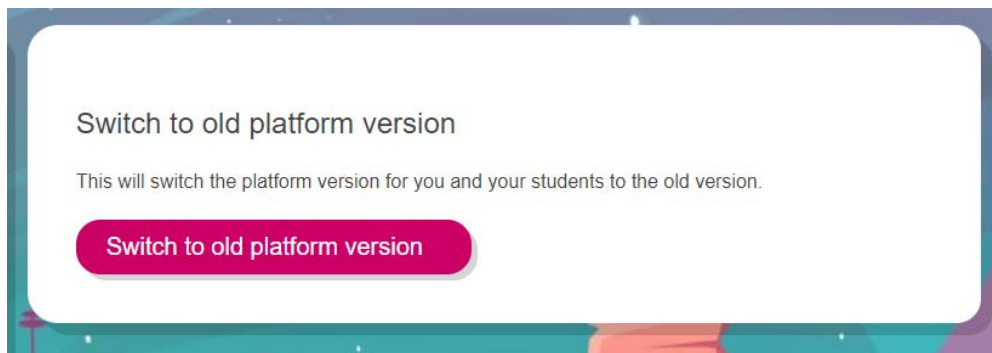
This will switch the platform version for you and your students to the new version.

Switch to new platform version

- This 'New Platform' button is only on Group Leaders' profiles.
- Moving to the new platform will also move your team to the new platform. The next time your Digital Leaders log in, they will be taken straight to the new platform. They will also receive the Digital Leaders Legacy badge to show that they had completed some of the training on the old platform.
- Your teams' progress on the old platform is saved and you can take them back to complete the old modules if you would like to.

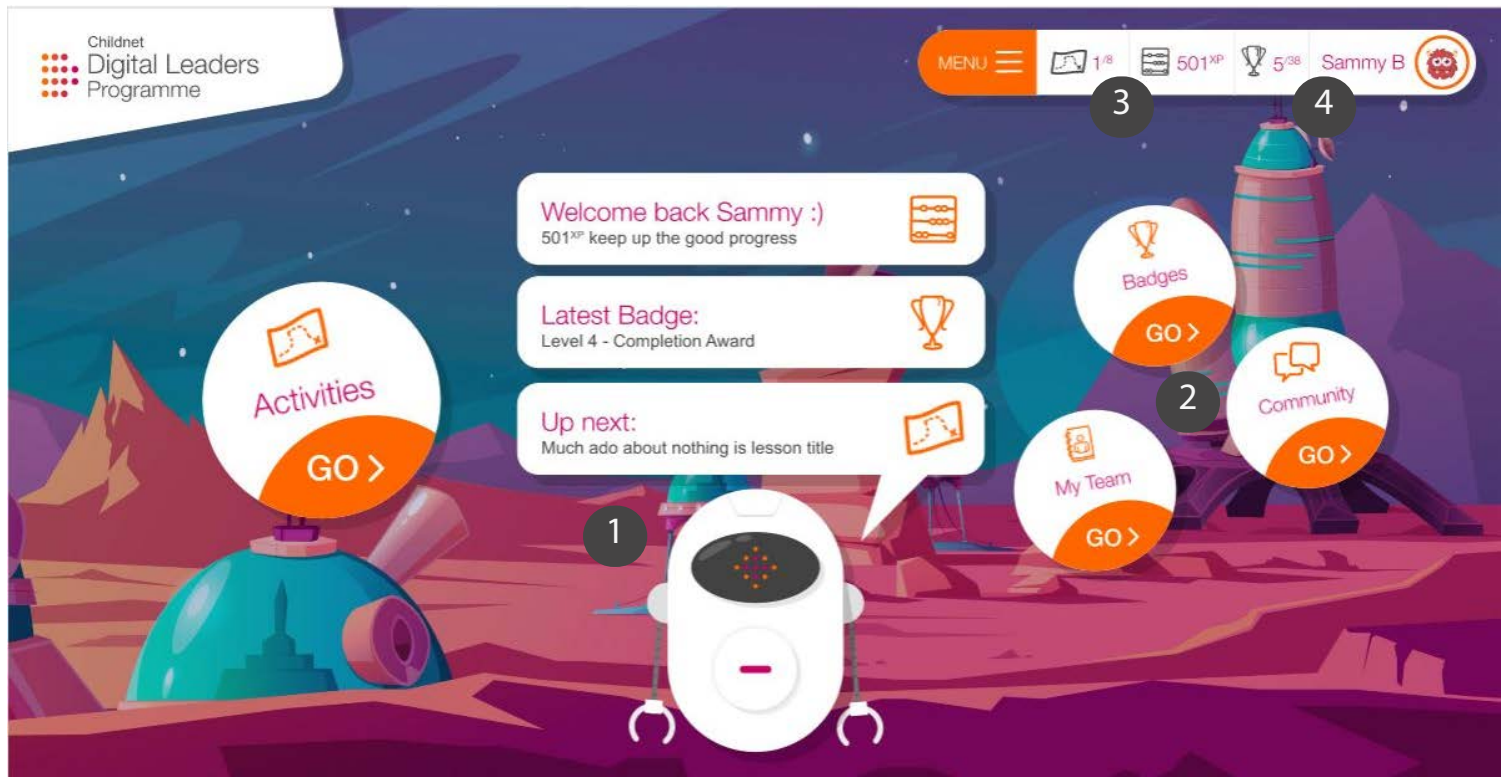
Switching back to the old platform:

- On the new platform, click on your name on the top right of the main menu. This will take you to your profile. Then select 'Switch to old platform version' in the profile menu.
- Click the 'Switch to old platform version' button. This will switch your team back to the old platform.
- Once you are on the old platform, you can follow these steps again and click 'Switch to new platform version' to switch your team back to the new platform.



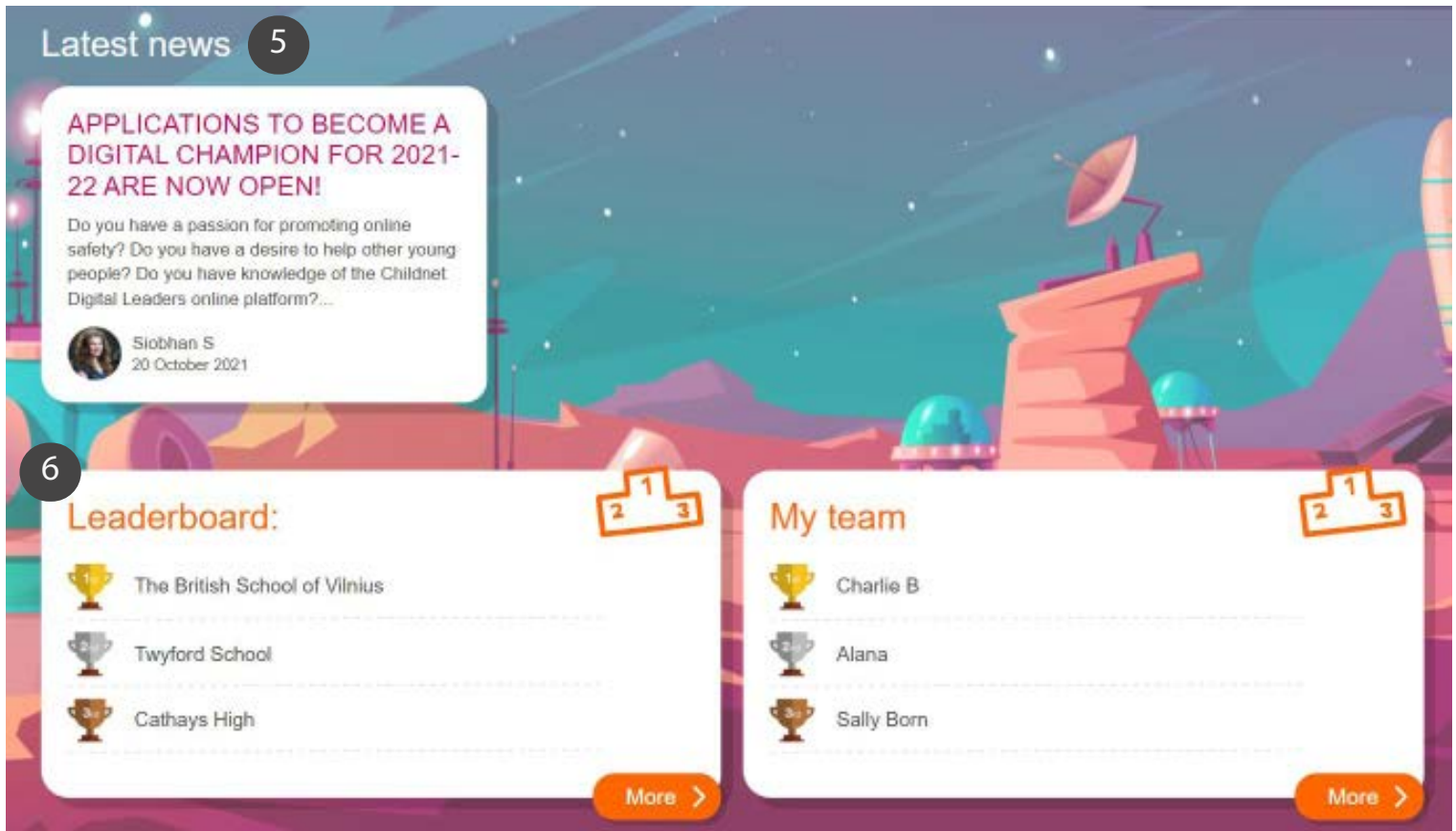
Homepage

Logging into the platform will bring a user to the homepage:



- 1 The Digital Leader mascot welcomes new users to the home page and encourages pupils to complete the training modules as well as engage in other areas of the training platform.
- 2 Surrounding the mascot are buttons to take you to some of the key pages on the platform, including the Activities and Community pages. These pages can also be accessed by the main menu.
- 3 In the top right hand bar you can see an overview of how many core modules you have completed (the map icon), your points (xp) and the number of badges you have been awarded (the trophy).
- 4 Clicking on your name in the top right will take you to your profile page. Here you can see your platform activity, change your profile picture and choose a background.

Scrolling down below the mascot, you will find:



5 The latest news area which displays programme updates, Digital Leader opportunities and achievements.

6 A snapshot of the top of the Leaderboard and your team's own Leaderboard.

Main menu

Click MENU in the bar on the top right side of the page to open the main menu. Users can access this menu from every page on the platform:



Home icon: This takes you to the homepage that you can see on the page 4.

Activities: This is the area of the platform where you will find the training modules that your team will be completing.

The next module to complete will have a play symbol: 

Modules to complete in the future will have a padlock symbol: 

These will need to be unlocked by completing the prior modules. As the Group Leader, you are welcome to work through these modules alongside your team or you may wish to do so before your team to ensure you are familiar with the content.

There are 8 core modules for your team to complete to qualify as Digital Leaders. Bonus modules your team may wish to complete are at the bottom of the page.

Some bonus modules may be locked and only visible for Group Leaders. You can choose to unlock these modules for your team. Any locked bonus modules will have a corresponding Group Leaders Module Guidance document which can be found on the Resources page. We recommend taking a look at the guidance before deciding whether to unlock the module for your team.

Badges: This page provides an overview of the badges you have achieved and the badges you have left to achieve. To achieve these badges, you need to complete modules on the Activities page, contribute to the Community or engage in the programme in other ways.

Leaderboard: This page displays a ranked leaderboard of team points from all of the settings registered on either the primary or secondary platform.

My Team: This page lists all of your team members in a leaderboard. This page is only viewable by your team.

Resources (only viewable by Group Leaders): Here you will find resources such as recruitment documentation, consent forms, and module certificates.

Community: The Community is a place to share helpful ideas and knowledge, and to be inspired by other young people. Childnet will monitor the Community and let educators know if we feel young people are not observing the Community Rules, but we do rely on reports from users, so please do familiarise yourself with the reporting features.

Primary Group Leaders can choose whether to activate the Community or not. The Community is activated for all secondary Digital Leaders on the programme by default and cannot be deactivated. The primary and secondary Community pages are separate from one another.

Industry Q&As: An area of the platform featuring videos where professionals from the tech industry answer questions submitted by Digital Leaders.

Digital Champions: This is where you can find out more about our Digital Champions, a select group of qualified secondary Digital Leaders who represent a youth voice in our module development, content creation, events and consultations.

Need help?: This links to a page on our public website which is designed to help Digital Leaders who are feeling upset, worried or concerned. It provides links to helplines.

Your name: This is your Profile page. Here you can look at the record of your platform activity and check your points. You can also change your Profile Photo and change the theme (background). Digital Leaders will unlock themes as they complete modules.

Footer menu

Scroll to the bottom of any page to find the footer menu:

Privacy Policy Community Rules Contact Childnet

Privacy Policy: This explains how we will protect the privacy of young people and their responsibilities to keep their personal information safe.

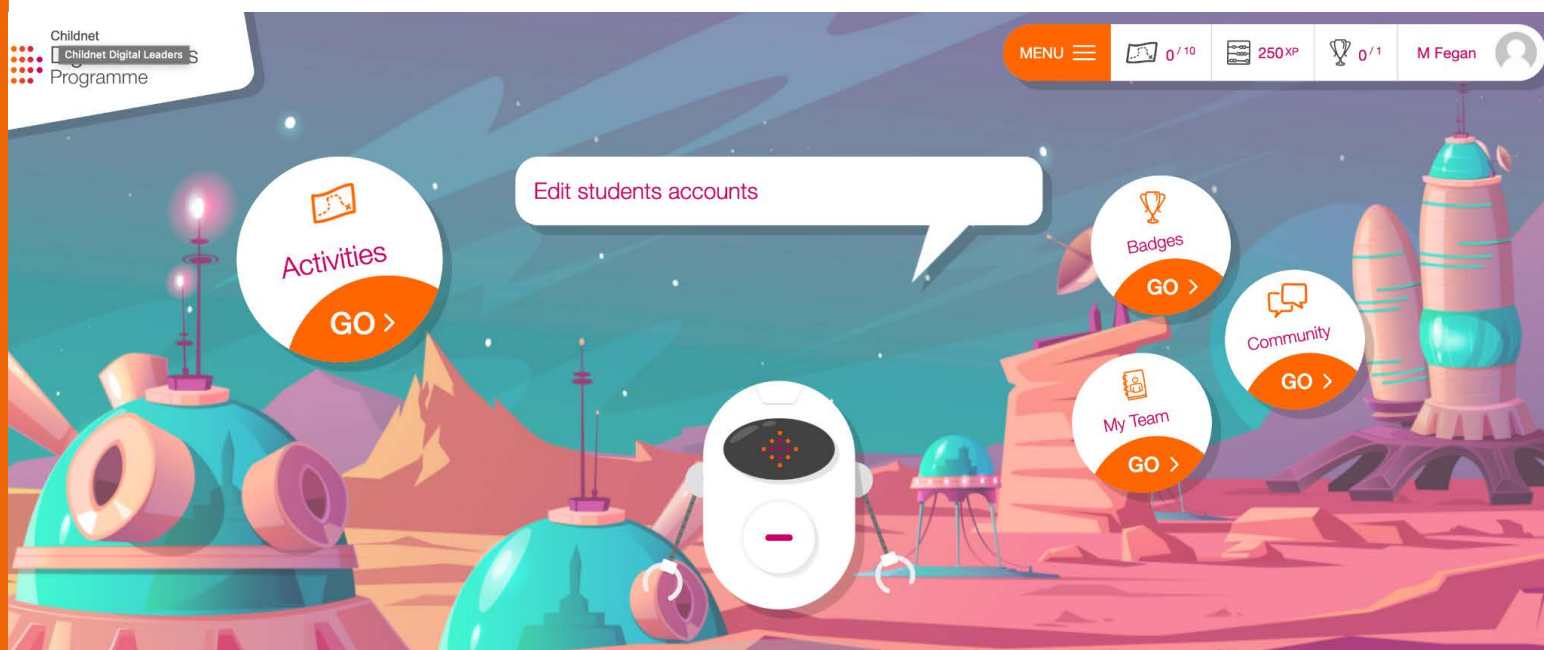
Community Rules: This explains our behaviour expectations for the Community and also includes advice about how to report, as well as links to further support.

Contact Childnet: Digital Leaders and Group Leaders can contact the Childnet Digital Leaders team directly using this form.

Updating pupils' information and helping pupils to log in

Group Leaders are able to make edits to their pupils' names and email addresses and send password reset links if pupils are struggling to log in to the platform.

An example of the platform homepage for Group Leaders is shown below. The Digital Leader mascot permanently displays the 'Edit students accounts' message on the homepage for Group Leaders.

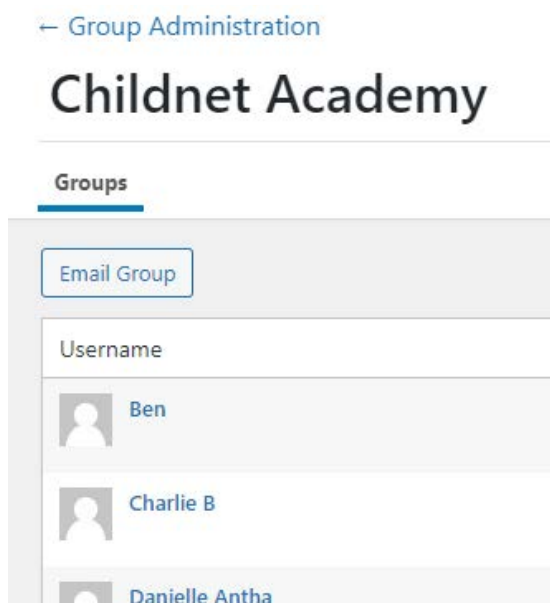


To access a pupil's profile in order to update their information/help them to log in:

- Click 'Edit students accounts' on the homepage.
- You will then see the name of your school. Click 'List Users' to the right of your school name.

Groups	Actions
Childnet Academy	List Users Export Progress Export Results
Groups	Actions

- You will then see the list of your Digital Leaders. Hover over the user you want update and the 'edit' button will appear. Click 'edit' to get to the pupil's profile.



On the pupil's profile page you can:

- Edit the pupil's name or email. Make sure to click 'Update' at the bottom of the page to save changes.

- Set a new password or send the pupil a link to set a new password by clicking the corresponding links.
- You can also reset their password and send the welcome email (system will generate a new password) by clicking 'Reset Password and Send Welcome Email'.