User Manual

IMMERSE · DISCOVER · IMPROVE

nautilus

nautilus

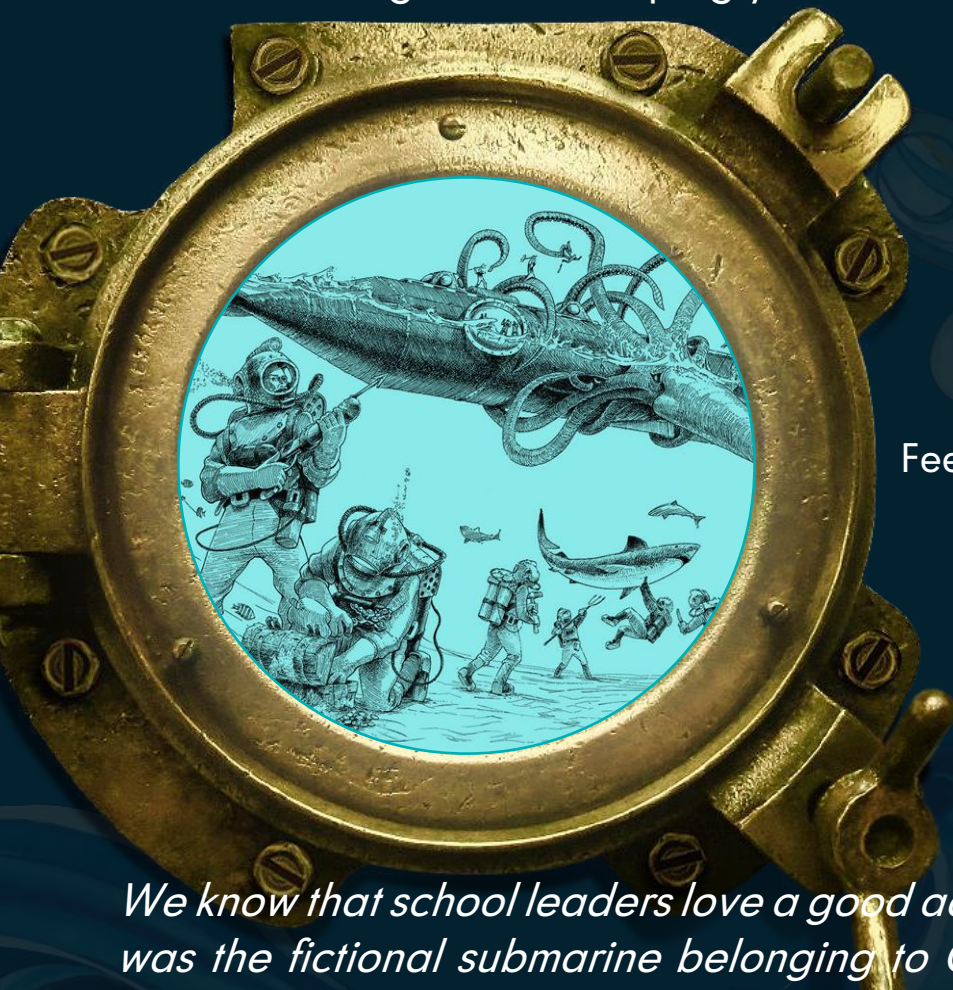'All that is impossible, remains to be accomplished.'

Jules Verne

Welcome onboard the Nautilus!

The Nautilus online school leadership platform is designed to help you and your team to efficiently capture and evaluate the great work that you do Our experienced team of school leaders and software developers understand the challenges of good, sustainable leadership.

All of your views will be presented on your dashboard with instant analysis, feedback and reports. In the communal Gallery, your curriculum is a rich photo database of best practice, raising awareness and raising standards. We know that every school likes to do things their own way, we have a full editing suite where you can edit our learning walks, observations, book studies and surveys, or you can create your own in minutes.

Your school is a hive of activity. With Nautilus, you and your team can now spend less time report writing and managing paper trails, and more time celebrating and developing your teaching and learning.

CONTENTS

We know that school leaders love a good adventure story. The Nautilus was the fictional submarine belonging to Captain Nemo, featured in Jules Verne's novels Twenty Thousand Leagues Under the Sea (1870) and The Mysterious Island (1874).

LOGGING IN

We're delighted that you're going to be joining over a 1000 innovative Nautilus school leaders onboard the platform. It's important to us that you can get off to a great start, and so here's a few things that will help to make sure that we get a smooth launch...

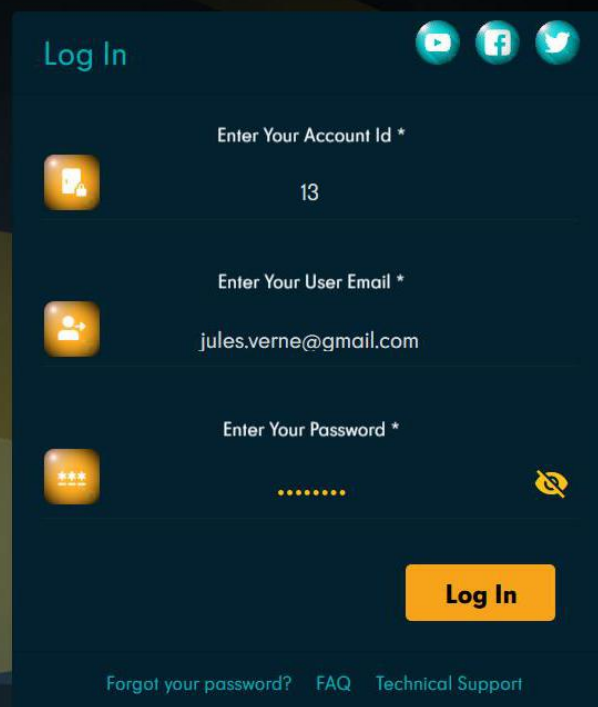When you receive your invitation to login for the first time.

IMPORTANT Please record and store the following as you set up.
Note: Our tech team are very busy, we do not prioritise lost passwords or ID numbers

- Your unique school ID number
- Your password

Change of Admin?

If you have a change of administrator at any point, please notify us so that we can switch this for you.

PREPARE YOUR TECH

Here's some quick checks for your tech support to make sure that everything can run smoothly. Sometimes, local devices and security may need to be managed to help you to have the best Nautilus experience. We would advise that you test your devices, before proceeding with any learning walks or book studies.

Clear Communication

Make sure that our @nautilus.education domain name is clear to ensure that you can receive login links, password resets or any other correspondence. Check your spam/trash or filters if the emails are not landing or add us to your email contacts.

Your iPad or Tablet Settings

You may need to make sure that the cookies on your device are enabled, otherwise your pages may look like they are working but will be clunky. This is because they are loading the page from your disk cache, and not live from the online site. READ MORE

Schools often use Proxy Servers. These can filter or block websites. To make sure that our domain/IP addresses are clear, you will need to add these to your system. READ MORE

TIP: Login and Create Your Shortcuts

Once you have logged in and set up your password, the original invitation email will automatically expire. You can then access the platform from the bottom of our website, or directly here. We would then recommend putting a desktop or dock short cut on your devices for quick access.

Old devices

Please note that some iPads and tablets that are pre-2012 will not support current browser scripts.
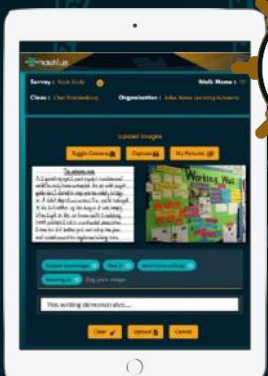
For more tech support, visit our FAQ page.

Getting Started

The orange icons are for adding users, setting up and performing your activities.

1. Add your team of school leaders.

2. Create Your First Learning Walk

3. CAPTURE

Use your iPad or tablet to capture and evaluate your teaching and learning.

The blue icons are for feedback, analysis, reports and the Gallery.

WORKFLOW

Your instant feedback channel for professional, informal and supportive dialogue.

HEADLINES

See your teaching and learning overview.

LEADERSHIP DASHBOARD

Your analysis and reporting, all in one place.

THE GALLERY

A portfolio of your provision, created by your team. Raise awareness, raise standards.

The green icon is your Builder. This is where you can clone, edit, create and share your own content.

THE BUILDER

We know that you have lots of great ideas and approaches. The Builder is a place where you can create clone and edit our learning walks, book studies and surveys or you can create your own in minutes. You can also import and export content here, ready to collaborate with other Nautilus schools.

The white icon is your settings area. Here you can create your own evaluation rubric, access support and customise your reports.

SETTINGS

A good place to start. Upload your school logo to personalise your reports. Create the right conditions in your school by customising your evaluation statements and colour schemes. Here you can access our tech support, FAQ and our Youtube tutorials.

RECOMMEND US?

If you like our platform, why not share it with a colleague? You can add each other to your system, great for credible, external validation. You can also share the content that you create.

We'll send your children a book chest to say 'thankyou'

nautilus
ADVENTURES
A CHEST OF GREAT STORIES FOR YOUR SCHOOL
www.nautilus.education

Support and training

Save yourself precious time and energy by letting us help your team

We recognise that good implementation is the real key to success. We don't expect headteachers and leaders to have to spend precious time cascading training when it's simpler and more affordable for us to help. We're here to collaborate with you, and to provide great leadership solutions for the important work that you and your team need to do.

Platform Refresher

1 hr Teams video call, only £99

A full revisit of the platform to recap all of the key features. Perfect for supporting any change in school, taking a look at the new developments or just making sure that you're getting the most out of the system.

BOOK NOW

Subject and Aspect Leadership Training

1 hr Teams video call, only £99

How to use the system as a subject or aspect leader. We'll take a look at the tools that will enable any leader to quality assure efficiently and sustainably. We'll also view the different ways to feedback, using your photo gallery of best practice. BOOK NOW

Bespoke School Improvement Support

1 hr Teams video call (with prior communication & prep) only £149

When you book in for this session, we'll get straight back to you to learn more about your school improvement priorities and what you would like to achieve. We can help you to target your priority areas of teaching and learning, developing leadership, supporting SEND, creating learning walks or preparing for inspection. BOOK NOW

Connect and Collaborate

Connect with other school leaders and Nautilus users on our new school leadership forum. We'll be regularly uploading free expert learning walks, book studies and surveys for you to download and import. It's also going to be a great place for you and your leaders to share content with other Nautilus schools.

Join 'Around the Moon – Adventures in School Leadership'.

LEADERSHIP NEWSLETTERS

We send out our free ENewsletter every term to schools. Inside, you'll find articles, solutions, hints and tips to help you to get the best out of the platform. You can also read about how other schools capture and collaborate using Nautilus. You'll also find all of our upcoming free webinars to help you and your team to work more efficiently.

YOUTUBE CHANNEL

Our growing Youtube channel has some very simple 'How to' videos as well as some more supportive in-depth content. Let us help you to get the best out of the platform quickly and comfortably. We're now adding regular content to support you and your team.

SOCIAL MEDIA

Connect with us. We love to share ideas and thoughts about school leadership.

Your Nautilus Crew

Our team is made up of in-house talent from education and software development. We pride ourselves on being able to work closely with school leaders, constantly listening and developing alongside to provide just the right solutions at the right time. We think that this is what makes our company special.

David @DavidNautilus1

With over 30 years of experience working in schools and special ed, including two headships as an LA school improvement advisor, David is the co-creator of Nautilus.

Dan

We're lucky to have our own software development team. Dan is an experienced software engineer and technical architect and the co-creator of Nautilus.

Dawn

Dawn is an experienced SENDco, Senior leader, EYFS and dyslexia specialist with a history of working in diverse and challenging inner-city schools.

David @DeputyMitchell

David 'Deputy Mitchell' is a former headteacher of two schools and keynote speaker. Currently still involved in helping thousands of children to develop a love of writing.

Sophie

Sophie is our technical support advisor. She understands exactly how busy you are and how important your work is. Always ready to offer same-day advice and solutions.

Rich

Rich is our business guru. With a history or founding and running a successful business, he's the perfect person to help make things run smoothly for our schools.