

User Manual

IMMERSE · DISCOVER · IMPROVE



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

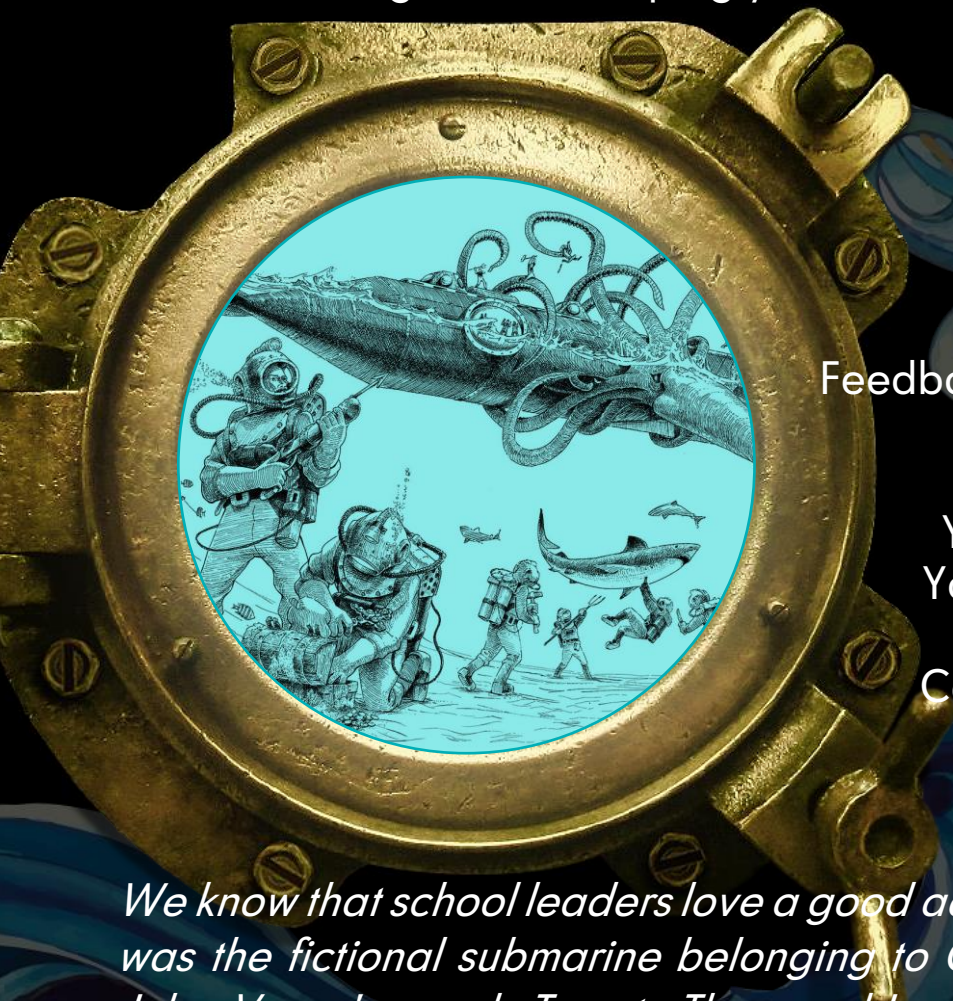
Jules Verne

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

Logging in	3
Prepare Your Tech	4
Capture and Evaluate	5
Feedback, analysis and reports	6
Create your own	7
Leadership Training	8
Your Guide to the Builder	9
Your Guide to the Gallery	10
Leadership Webinars	11
Connect and Collaborate	12
Your Nautilus Crew	13
Nautilus Cheat Sheet	14

*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...

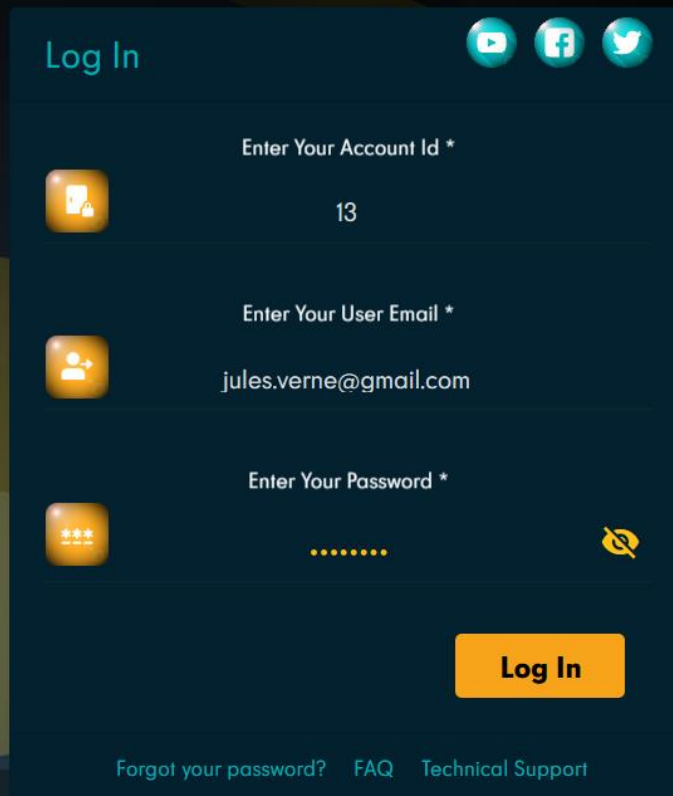
When you receive your invitation to login for the first time.

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

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



The screenshot shows a dark-themed login form titled "Log In". At the top right, there are three social media icons: YouTube, Facebook, and Twitter. The form contains three input fields, each with a corresponding icon on the left: a school ID icon, a user email icon, and a password icon. The first field is labeled "Enter Your Account Id *" and contains the number "13". The second field is labeled "Enter Your User Email *" and contains the email address "jules.verne@gmail.com". The third field is labeled "Enter Your Password *" and contains a series of dots, with a "show/hide" icon to its right. Below the password field is a yellow "Log In" button. At the bottom of the form, there are three links: "Forgot your password?", "FAQ", and "Technical Support".



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](#).

Capture and Evaluate

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

1. Add your team of school leaders.

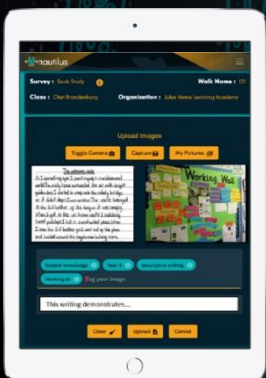


2. Create Your First Learning Walk



3. CAPTURE

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



Feedback, Analysis, Reports and the Gallery

The blue icons are for viewing and using everything in the system



WORKFLOW

Your instant feedback channel for professional dialogue.

HEADLINES

See your teaching and learning overview.



LEADERSHIP DASHBOARD

Your analysis and reporting, all in one place.



Survey Detail Report
 Survey : Learning Snapshot
 Instance : K52 Learning Walk - Astun
 Staff Observation : Charles Grodin
 Observer : Jules Verne Role : He

Question (1) Attitude to learning
 How successfully do the children engage?
 Response : The children are engaged.
 Comments : Calm and settled. Good humour. The class

Question (2) Management and organ
 Is the learning well prepared and managed?
 Response : The learning is well prepared, structured
 Comments : The layout of the class helps the children

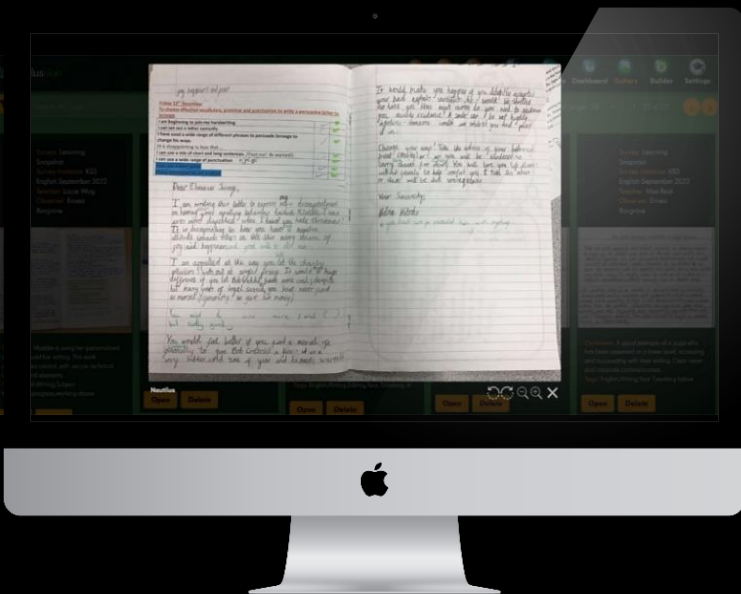
Question (3) Pupil Contributions
 How successfully do the children acquire and/or app
 Response : The children are able to successfully and
 Comments : Great verbal contributions. Some large

Question (4) Value
 In context, what is the 'value' of the learning?
 Response : The learning is valuable in context with t
 Comments : A good lesson, with engage and tempo!

Question Summary Report
 Question Attitude to learning
 How successfully do the children engage?
 Evaluations : 20 Rating This Time : 2.9 All Time Rating : 2.95

	Evaluations	This %	All Time %
Priority Area	1	5%	4%
Developing	2	10%	8%
Secure	15	75%	78%
Exemplary	2	10%	11%

Attitude to learning



THE GALLERY

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

The green icon is our built-in editing suite, **the Builder**. This is where you can clone, edit, create and share your own content.



THE BUILDER

We know that you'll have lots of great ideas. 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 purple 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 your team can access our tech support, FAQ, Nautilus community and our Youtube tutorials.



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.

BOOK MY SESSION

Select your preferred date and time, and then choose the type of training required from the following 3 options:

Leadership Induction

We'll show your team how to get moving quickly and confidently. A 'How-to' session, covering senior, subject or SEND leadership.

Platform Refresher

A full revisit of all features. Good for a recap, for new staff or just to revisit the system and get the most out of your subscription.

Bespoke Session

Let us help you with your school development priorities. We can show you solutions to help you to evaluate key areas of your provision, developing good sustainable leadership.

Great for collaborating with your partner schools, saving money and utilising expertise.

Add notes or details to help us to prepare the best session for you and your team. 1 hr Teams video call with Sharepoint video link - £99



Your Guide to the The Builder

You'll find it simple to create your own content using our built-in editing suite. You can also clone and edit the content that we've added to the system. Whilst this is simple and easy to do, we'd like to offer some guidance to help you to manage this carefully, so that your dashboard stays neat and tidy, and to help you to ensure that your data is meaningful.

1. Have a go with our content

We'd always recommend taking a look at what is on the system. This content has been very carefully designed to provide a good balance of challenge and support, and to be developmental. More often than not, a good learning snapshot and book study will be enough when you add the filters and tags.

2. Tweak the language

You may want to clone and edit our content to tweak the language. Every school is different, and we know that the status of your school will often dictate how you capture. You can also edit your content from time to time, updating your frameworks live.

3. Create carefully

If you do want to create your own content, create carefully. Try and create versatile frameworks that can be applied across the subjects, rather than being too specific. This prioritises feedback rather than checklist compliancy exercises. Use lines of enquiry designed to evaluate teaching and learning, and then apply these across your subjects or aspects, adding additional tags if required for cohorts or key stages.

4. Manage your content

We would suggest managing anything that you add carefully as a senior leadership team. If every leader creates their own, your dashboard could become cluttered. For best results, create slowly and carefully. Avoid making copies of copies of copies etc. Seek to create a school toolkit of simple, versatile content.



Your Guide to the Gallery

Your Gallery is a place where you can collect and share the best examples of learning in your school. This is designed to help you to set expectations, promote best practice and to quality assure the impact of your curriculum. Here's 5 ways to get the most out of this innovate workspace.

1. Capture the Best Learning

If all of your team can seek to do this, then you will be able to quality assure your entire curriculum. The Gallery is communal, and so your leaders can discover and learn from each other. Audit and delete content as you go along as you add better examples.

2. Tag

We'd suggest consistently tagging by subject > Year group > EXP (or equivalent) > Area of study > and/or SEND/Pupil Premium. Each subject leader can then see the consistency across cohort and the progression between them. Your SENDco and pupil premium leaders can also search and view these examples.

3. Cross Reference Your Tags

If you're taking a history learning walk and see a good example of writing, add the tag 'Writing' for additional search opportunities.

4. Add Content Directly

Use the 'Capture Now' button in the Gallery and add photos directly. Specify subjects or aspects and ask staff to add their selected exemplars. For example, 'Next week we'd like everyone to add 3 Science examples. 1 EXP sample from a book, 1 pupil premium and 1 practical. Please tag with subject/year group/area of study(EXP, SEND/Pupil premium). Your Science leaders can then view all of work submitted.

5. Moderate

Occasionally it can be useful to create benchmark exemplars for your team to show them what the outcomes should look like. Annotate with the assessed curriculum evidence. Your teachers will then be able to quickly search and find more detailed samples for subject consistency, guidance and pitch.

Our Free School Leadership Webinars

With over 3000+ school leaders registered in the last year, it's good to know that our solutions are resonating. Each leadership session is packed full of thought provoking ideas and solutions for busy headteachers, senior, subject and SEND leaders.

DON'T OBSERVE, CAPTURE!

Who? Anyone wanting to revisit and refresh, new users or interested leaders
How to administrate and assign activities as well as a look at some of the new features, hints, tips and tricks.

SUPER SUBJECT LEADERS

Who? Subject Leaders and headteachers
Learn how to use the subject leader toolkit to perform great collaborative learning walks and book studies.

SMARTER SEND

Who? SENDcos, ALNcos and/or teaching staff.
A walk-through of the SEND toolkit. We'll take a look at how we can efficiently and accurately self-evaluate SEND provision and identify critical areas for improvement.

A CLEAR HEAD

Who? Headteachers and Executive Headteachers
This is a webinar all about helping busy headteachers to secure an accurate view of teaching and learning.

THE 10 MINUTE LEARNING WALK

Who? All school leaders
In this webinar, we'll demonstrate the secrets behind an effective learning walk, helping you to create genuine distributed leadership, accurate evaluations and meaningful feedback.

HIGH LIFE

Who? High school leaders
This is a webinar all about building a clear overview of standards in teaching and learning, securing confident and sustainable leadership and providing timely and supportive peer feedback.

Connect and Collaborate

SCHOOL LEADERS GROUP



GROUP



CONNECT · SHARE · LEARN

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.

[Visit 'Around the Moon'](#)

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 lots of helpful content, with 'How-To' videos and CPD sessions.

SOCIAL MEDIA – Connect with us!



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.



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 of founding and running a successful business, he's the perfect person to help make things run smoothly for our schools.



Filter your dashboard by subject, SEND, year group or any tags that you create.

Toggle your view by your current school year, or by all time for a thorough contextual picture.

See all of your learning walks, book studies, observations and surveys in one place. You can also see the number of entries and the average outcome of each activity.

Build Your Dashboard

Your school average is your unique aggregate score from all your activity. It's not assigned to gradings, to make sure that it's only about relative progress in your setting.

Your Teaching and Learning profile will show you your total whole school evaluations for everything that you have done. We can also use the flight path below to view progress and trends.

Your parent and pupil dials will show you the number of responses and the average score. We think it's important to have your surveys all in one place, as you quickly capture stakeholder views..

Here we can quickly view and compare all of your different walks, book studies and surveys that you use along with the total outcomes. You can also click and save our charts directly for your reports.

Your User Guide



The Orange Icons – Assign and capture



USERS

- Add/remove/edit leaders
- Assign subjects/aspects



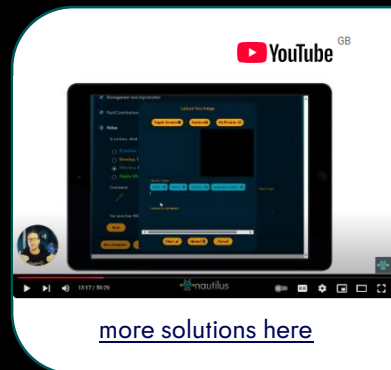
CREATE

- Prepare/assign walks, book studies, surveys
- Plan activities
- Delete activities



WALKS

- View your visits
- Perform your visit
- Re-open/edit your visits
- Click and GO! visits
- Click to email direct feedback



The Blue Icons – Feedback, analysis, reporting and photos



WORKFLOW

- See the comments from your visits
- Share verbal feedback
- Filter Next Steps
- Add actions



HEADLINES

- Teaching profile
- Subject, aspect and tag filters
- Flight paths and trends



DASHBOARD

- All activities
- School average
- All-time outcomes and flight paths
- Subject, aspect, tag filters
- All activities and outcomes



GALLERY

- View curriculum exemplars
- Filter and search
- Present and share
- Edit and add tags
- Upload photos direct



- Open activity
- View insights
- Download PDF report
- AI summaries

The Green Icon – Editing Suite



BUILDER

- Clone and edit content
- Create walks, studies and surveys
- Import and export

The Purple Icon – Settings



SETTINGS

- Edit the statements and colour schemes
- Tech support
- Video Channel
- FAQ

USER KEY

Priority User



Leadership User



User

