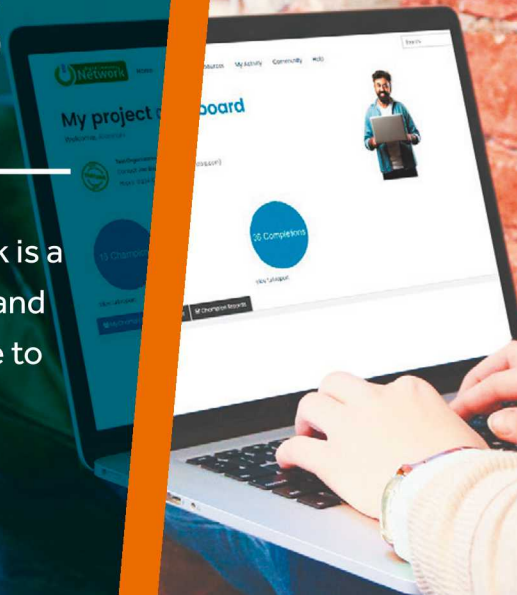


The Digital Champions Network

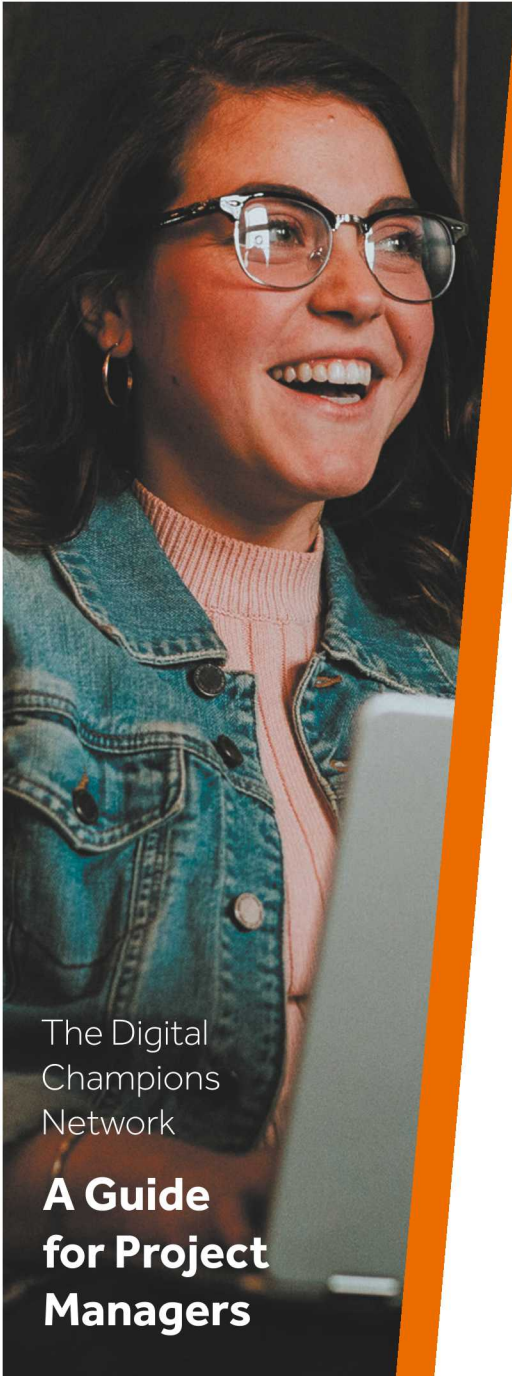
A Guide for Project Managers

Unique to our Digital Champions Network is a range of tools to help you track, manage and report on your Digital Champion initiative to maximise project success.



DU
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The Digital
Champions
Network

A Guide for Project Managers

First things first - Get to know your project dashboard

With your Project Manager access you'll have your own project dashboard in the Network.

Through this personalised area you can see at a glance:

- An overview of your project's most recent Digital Champion activity.
- The number of Digital Champions you have and who they are.
- The number of courses they have started or completed.
- How many learners they have helped and how many hours they've spent being a Champion.

41 Champions

52 Completions

Full name	Username	Registered	Last login	Courses Started Count	Courses Completed Count	Total learners	Unique learners	Hours spent helping	Organisation
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Track and manage your Digital Champion activity

Once you have Champions registered with the Network you can view who they are and their activity via the My Champions tab.

My Champions Courses Certificates Champion Records

Page: 1 2 (Next)

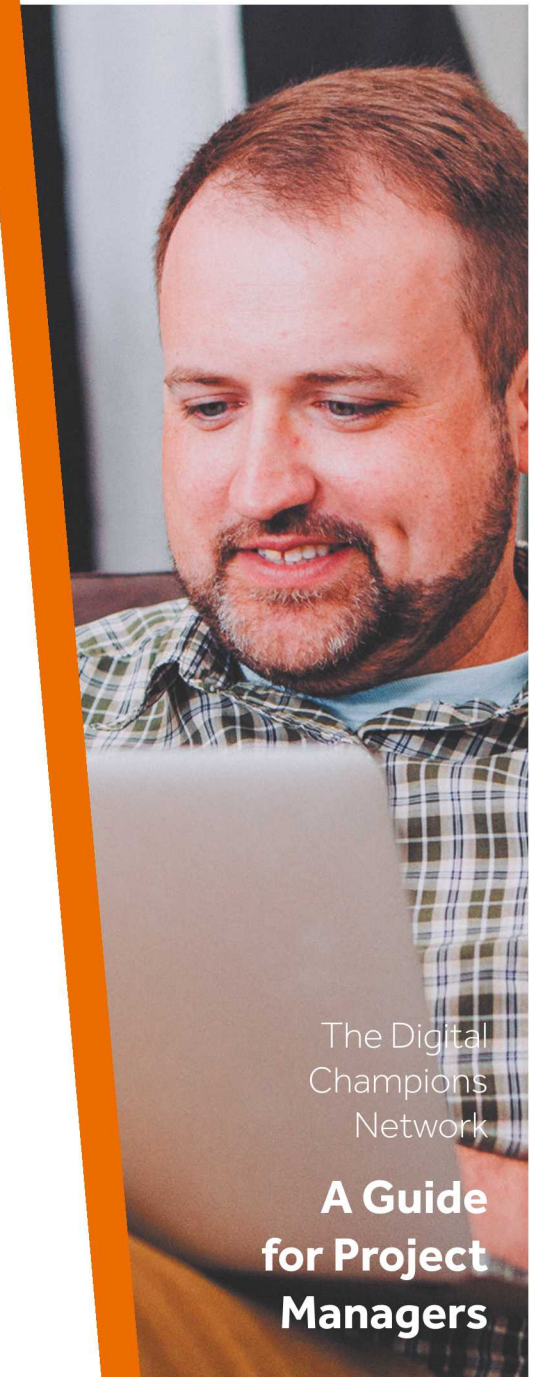
Full name	Registered	Last login	Courses Started Count	Courses Completed Count	Total learners	Unique learners	Hours spent helping	Position	Organisation
Kat Champion	9 Oct 2022 at 19:32	9 Oct 2022	1	1	0	0	0	-	Test organisation
Sophie Theunissen	7 Oct 2022 at 10:39	5 Dec 2022	0	0	0	0	0	-	Test organisation
Email Tester	4 Oct 2022 at 11:19		0	0	0	0	0	-	Test organisation
Emma Bunton	23 Sep 2022 at 10:49		0	0	9	9	0	-	Test organisation
Geri Halliwell	23 Sep 2022 at 10:49		0	0	12	12	0	-	Test organisation
Victoria Beckham	23 Sep 2022 at 10:49		0	0	0	0	0	-	Test organisation
Tina Barretty Barretty	23 Sep 2022 at 10:49		0	0	9	9	0	-	Test organisation
Adam Clayton	23 Sep 2022 at 10:49		0	0	9	9	0	-	Test organisation
Will Champion	23 Sep 2022 at 10:49		1	1	10	10	0	-	Test organisation

And you can view their training progress.

My Champions Courses Champion Records

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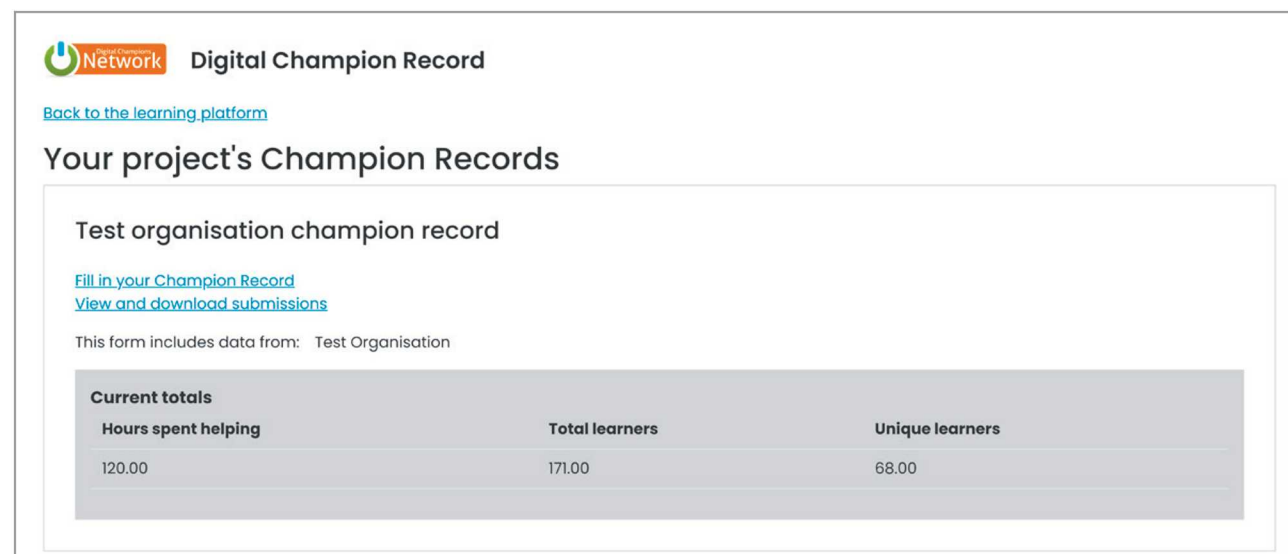
User's Fullname	Course Name	Completion Status	Completion Date	Organisation
Ayla Tucker	Essentials [4] - Running a session	Complete	25 Aug 2022	Test organisation
Bailey Olson	Essentials [1] - Why Digital Champions Matter	Complete	15 Sep 2022	Test organisation
Bailey Olson	Essentials [2] - Understanding learners	Complete	15 Sep 2022	Test organisation
Bailey Olson	Essentials [3] - Planning a session	Complete	15 Sep 2022	Test organisation
Clarice Andrew	Essentials [2] - Understanding learners	Complete	2 Sep 2022	Test organisation
Clarice Andrew	Essentials [1] - Why Digital Champions Matter	Complete	2 Sep 2022	Test organisation
Edward Blackmore	Essentials [1] - Why Digital Champions Matter	Complete	2 Sep 2022	Test organisation
Edward Blackmore	Essentials [2] - Understanding learners	Complete	2 Sep 2022	Test organisation
Edward Blackmore	Essentials [3] - Planning a session	Complete	2 Sep 2022	Test organisation
Edward Blackmore	Essentials [4] - Running a session	Complete	2 Sep 2022	Test organisation
Ellie Storey	Helping someone with limited English to develop their digital skills	Complete	21 Aug 2022	Test organisation two



The Digital Champions Network
A Guide for Project Managers

Track and manage your Digital Champion activity - continued

And, if your Champions are using the Network's Champion Record, you can see how many people they're helping and the time they're giving. Plus any stories or feedback they've shared.



The screenshot shows the 'Digital Champion Record' interface. At the top, there is a logo for 'Digital Champions Network' and the title 'Digital Champion Record'. Below this is a link 'Back to the learning platform'. The main heading is 'Your project's Champion Records'. Underneath, it says 'Test organisation champion record' with two links: 'Fill in your Champion Record' and 'View and download submissions'. A note states 'This form includes data from: Test Organisation'. A table titled 'Current totals' displays the following data:

Hours spent helping	Total learners	Unique learners
120.00	171.00	68.00

Top tip - Why not use the data from the Network to get in touch with your Champions, recognising their success or touching base if their activity has slowed? Whilst Champions are prompted along via automatic messages as part of their Network journey, personal contact can make a huge difference.



The Digital
Champions
Network

**A Guide
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Managers**

Reporting tools at your fingertips

Do you need to show others how your project is going? Full reports of registered Digital Champions, training progress and learner activity can be downloaded into a variety of formats for easy sharing. You can sort the information and run a search too.

The screenshot shows the 'My Team Dashboard' for the Digital Champions Network. It features a search bar at the top right and a navigation menu with links for Home, Courses, Resources, My Activity, Community, and Help. The main heading is 'My Team Dashboard - Members: 41 records shown'. Below this, there are search filters for 'Full name', 'Organisation', and 'Role', each with a dropdown menu and a search button. A table of member records is displayed below the filters, with columns for Full name, Username, Registered, Last login, Courses Started Count, Courses Completed Count, Total learners, Unique learners, Hours spent helping, and Organisation. The table lists five members: Emma Bunton, Geri Halliwell, Victoria Beckham, Tina Barretty Barretty, and Adam Clayton.

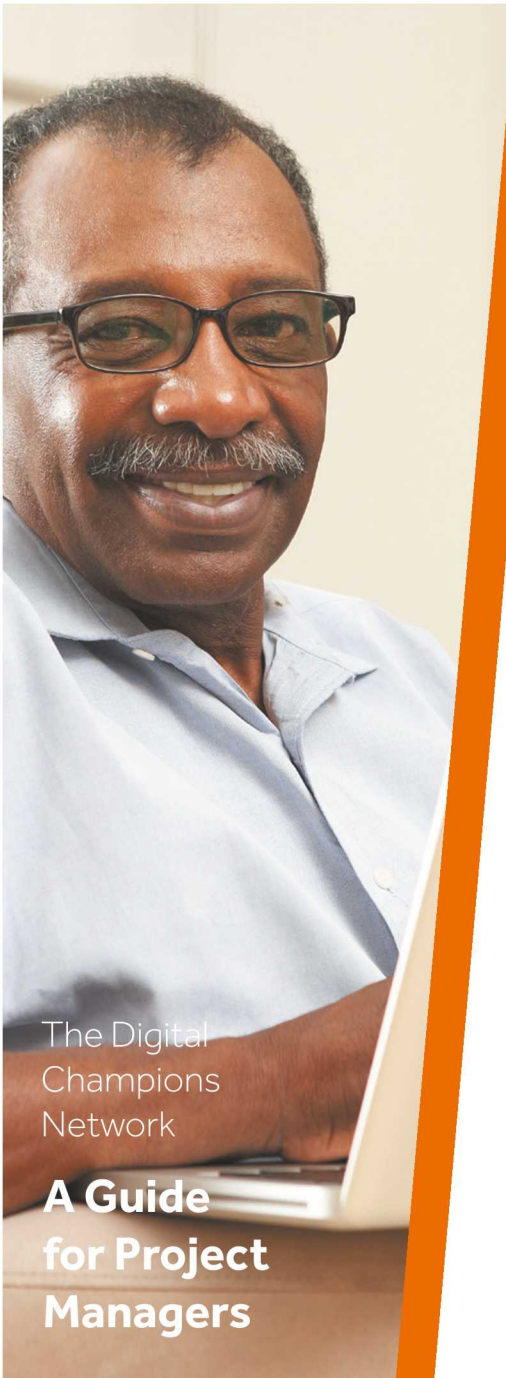
Full name	Username	Registered	Last login	Courses Started Count	Courses Completed Count	Total learners	Unique learners	Hours spent helping	Organisation
Emma Bunton	emma.bunton	23 Sep 2022 at 10:49		0	0	9	9	0	Test organisation
Geri Halliwell	geri.halliwell	23 Sep 2022 at 10:49		0	0	12	12	0	Test organisation
Victoria Beckham	victoria.beckham	23 Sep 2022 at 10:49		0	0	0	0	0	Test organisation
Tina Barretty Barretty	tina.barretty	23 Sep 2022 at 10:49		0	0	9	9	0	Test organisation
Adam Clayton	adam.clayton	23 Sep 2022 at 10:49		0	0	9	9	0	Test organisation

The screenshot shows the 'Export' menu of the Digital Champions Network. The menu is open, displaying options for 'CSV', 'Excel', 'ODS', 'PDF landscape', and 'PDF portrait'. The 'CSV' option is highlighted. The background shows a calendar view for September 2022.

Important note: The Digital Champions Network collects personal data from your Digital Champions which is stored safely and securely in line with the Network's privacy policy. As such, when downloading and sharing this information for your project purposes it should be done in line with your own organisation's data protection policy.



The Digital Champions Network
A Guide for Project Managers



The Digital
Champions
Network

A Guide for Project Managers

Training and resources just for you

Our dedicated Project Manager course and resources can help you kickstart and maintain your project. From role descriptions and volunteer charters to promotional leaflets and sample messages, the Project Managers Toolkit will give you the ideas and templates you need for a successful Digital Champion programme. Just head on over to the 'Courses' section to check it out. You can study some of the other general courses too.

Project Managers Toolkit

This course and resources will support you to kickstart and develop your Digital Champion activities across all areas: planning, DC recruitment, helping DCs to find learners, maintaining project momentum.

Info

Overall progress % 50

Click on each box below to reveal more. To open a course or resource, select the title from the list

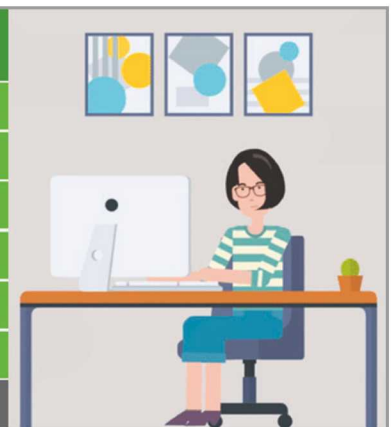
✔ Congratulations! You have completed this Elearning

Course	Course notes and certificate	Planning your project	Getting senior leaders on board
Safeguarding your Champions	Promoting your Digital Champion support	Maintaining project momentum	Case studies

How to have a brilliant Digital Champion programme

1. Making a plan
2. Getting senior leaders on board
3. Roles and processes
4. Recruiting Champions
5. Keeping Champions safe
6. Getting Champions going

Course time approx. 15 minutes





Digital Unite

About Digital Unite

We've been delivering digital skills support since 1996. Since our Chief Executive hopped on a bike and started helping her neighbours with a new thing called the internet.

Today, we're an award-winning social enterprise who wants to support digital participation for everyone. We know that the best way to realise that is through people. That's why we specialise exclusively on Digital Champion programmes. And why we've poured all of our experience, and the experience of those we work with, into this Network.

We think the Digital Champions Network is pretty special because it's the only one of its kind. And it's been a privilege to work with hundreds of organisations who have used it since it was created in 2013. We look forward to being part of your journey too.

digitalunite.com

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digitalchampionsnetwork.com

