Using the Coordinator Dashboard

Document Guidance

This guide is to show Chapter One Volunteer Coordinators how to get the most out of the valuable information offered within the Coordinator Dashboard.

To access the Coordinator Dashboard:
Login at chapterone.org. Click the Coordinator Dashboard on the left menu.

Section 1: Volunteer Registrations, DBS (background check) Status and Pupil Matches

The first section you will see relates to registrations and matching, and is more likely to be used earlier in the academic year while the programme is starting up. Please note that DBS and background check are the same thing - we use both terms interchangeably.

Top tip: Click the arrow under Volunteer Group if you have multiple volunteer groups in various locations (may not be applicable). Select another group name to change the dashboard view.
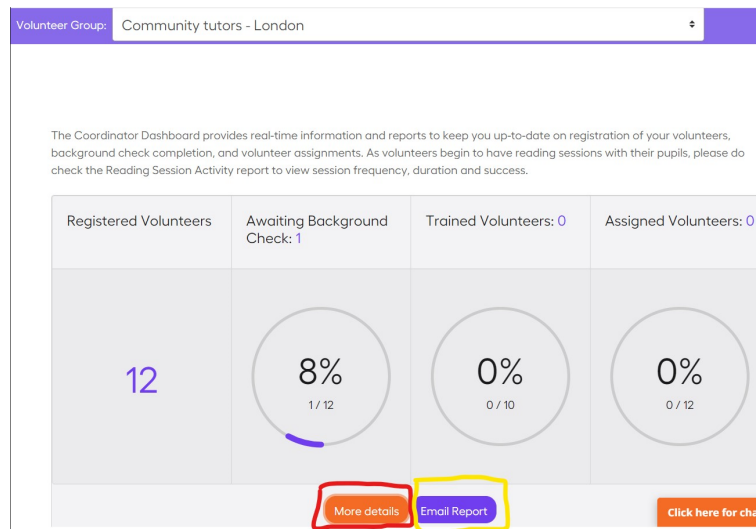
Note the above is an example graphic, this is not data for your organisation.

Click the **orange More Details button** (circled in red above) to see an on screen list of each registered volunteer and their current status.

Click the **purple Email Report button** (circled in yellow) above. Within 5 minutes you will receive a CSV file to your registered email address containing the following information:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	volunteer group	first name	last name	email	registered on	cleared background chec	completed training	archived	archive reason	student as	assignment date	assignment archived	school	classroom	waitlisted

Interpreting the CSV Report:

Column A: Shows which volunteer group (ie location) they are registered within – *this may all be the same if you only have 1 volunteer group/location*

Columns B – E: Volunteer registration data

Column F: Shows TRUE if they are DBS cleared, or FALSE if they are not

Column G: Shows TRUE if they have complete mandatory training, or FALSE if they have not.

Column H: Shows TRUE if they have been withdrawn/archived, or FALSE if they are a current reading volunteer

Column I: Shows the reason that a volunteer has been archived/withdrawn (is TRUE in column H).

Columns J: Shows TRUE if they are matched with a child (columns K, M and N will also be populated for these volunteers), or FALSE if they are not

**Column K:** Shows the date the pupil assignment was made

Column L: Shows if an assignment was archived or stopped, maybe because a pupil left the school

Column M - N: Shows the school and classroom the volunteer is matched with (once assigned)

Column O: Shows TRUE if they are on a waitlist due to the volunteer group being at maximum capacity, or FALSE if this is not applicable

Section 2: Volunteer Performance

Scroll down to the second section: Volunteer Performance. This relates to reading session activity and volunteer performance and is very useful to use on an ongoing basis once your volunteers have been matched with pupils.
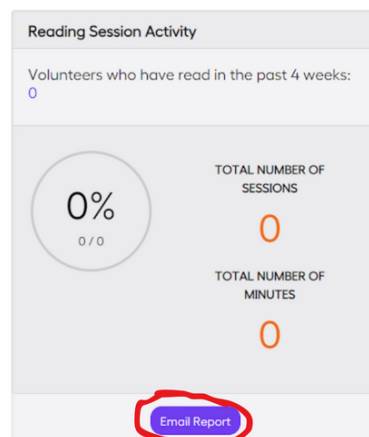
Click the blue Email Report button circled in red above. Within 10 minutes you will receive a CSV file to your registered email address containing lots of information.

Interpreting the CSV Report:

Columns A – D: Contain volunteer registration data. A volunteer will be shown more than once if they read with more than one child, or if they had started reading with a pupil who has now withdrawn (see col F below)

Column E: Shows TRUE if they have been withdrawn, or FALSE if they are a current volunteer

Column F: Shows TRUE if this pupil match has been removed (e.g. if the volunteer started reading with a child who then left the school), or FALSE if the match is current

Column G: Shows the date on which the volunteer was assigned a child to read with - their 'start' date

Column H: Shows which volunteer group (ie location) they are registered within – *this may all be the same if you only have 1 volunteer group/location*

Columns I, K, L: Show the school, child and classroom the volunteer is matched with (once assigned)

Column J: Shows TRUE if the volunteer has a future reading session booked in, or FALSE if they do not. *We recommend monitoring this column as we do encourage all volunteers to always have their next session booked in.*

Column M: Shows the date of the volunteer's most recent reading session. *We recommend monitoring this column too as we do encourage all volunteers to have one reading session per week.*

Column N: Shows the number of reading sessions the volunteer has had within the last month

Column O: Shows the total reading sessions that the volunteer has completed with this child

Column P: Shows the total number of reading minutes the volunteer has completed to date

Column Q: Shows the % of sessions to date that the volunteer rated as good in feedback

Column R: Show the % of sessions for which the volunteer left feedback *(if this is low, it should be taken into consideration when interpreting Column Q)*

If you require any assistance, please contact our Chapter One Support Team via email:

UKSupport@chapterone.org