


# Quick Start Guide: How to use Online Compass

Online Compass is a self review tool that allows you to rate your organisation's online safety provision. It is divided into three **Sections**, with each section containing a number of **Parts**. Each Part has three level statements - **red**, **amber** or **green**, with red representing the lowest level of achievement and green showing the highest.



## Section 2: People



About this section

### Sections:


Clicking on any of the three tabs on the left of the review page will take you to the first part in the required section. When selected, that tab will be blue, the other tabs will be green. You can also move through the sections using the buttons along the bottom of the review screen. To find out more about a section, click on 'About the section' icon within the tab.


## Part 1: Leadership

Who has the responsibility of managing the online safety of all users

### Parts:

The blue title bar shows the number and name of the part you are currently viewing. Below that you will find the red, amber and green part descriptions. From this screen you can also access Improvement Actions, Suggested Evidence Sources and the Suggested Resources relevant to that part.

 No one has overall responsibility for managing the online safety of all users

 A designated person oversees the management of the online safety of all users

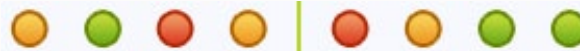
 A designated person oversees the management of the online safety of all users ; is agrees and respected by all

### Rating:

Rating a part is easy, simply click the red, amber or green statement which most accurately describes your group's current level. A tick showing over the circular 'traffic lights' indicates the level currently selected. To remove a rating simply click again on the selected level or to change the rating click on another level. When you make a rating the Suggested Improvement Actions below are automatically updated and displayed. All ratings are automatically saved.

◀ prev | next ▶

The 'Prev' and 'Next' buttons take you through the Sections and Parts in a linear fashion. When you arrive at the end of a section you will automatically move to the first part of the next section.



The buttons along the bottom of the screen let you move to a specific Part. Moving your mouse over a dot indicates the Part it represents, whilst its colour shows your rating. Sections are split by green vertical lines.



Sections and Parts are presented within a grid. When moving to a different section the grid animates vertically and when moving within a section it animates horizontally- see [www.onlinecompass.org.uk/structuremap](http://www.onlinecompass.org.uk/structuremap)