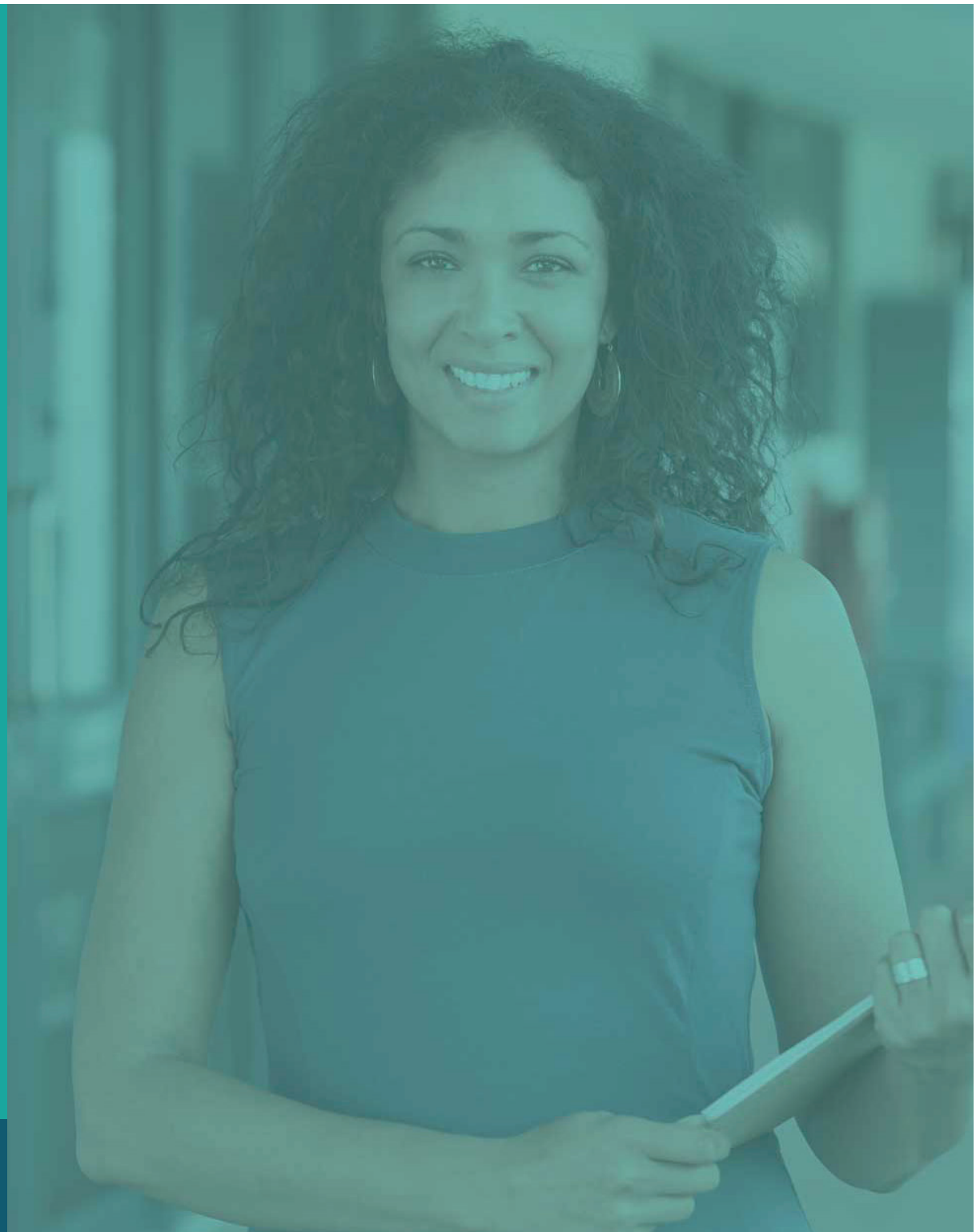


Administrator Guide



SETUP

Go to Anchorforlife.org.

Click on “Plans” in the upper right navigation menu.

Select the plan size that’s right for your school. **A**

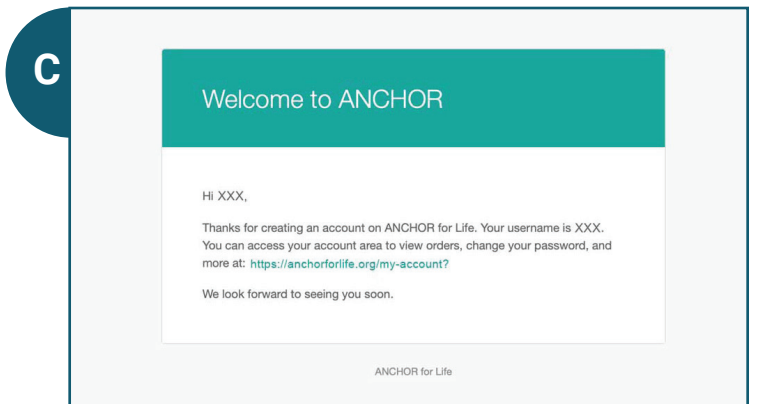
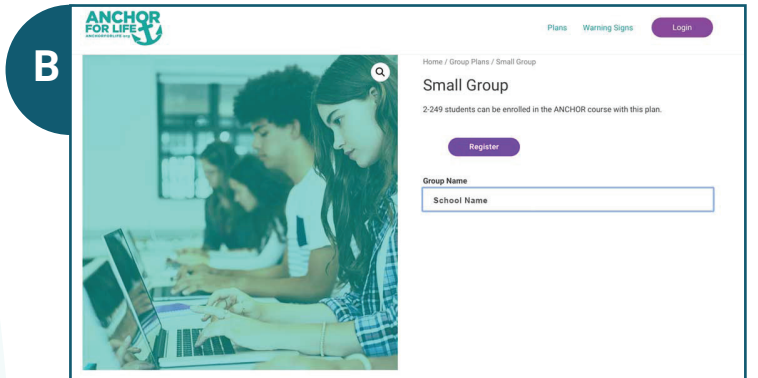
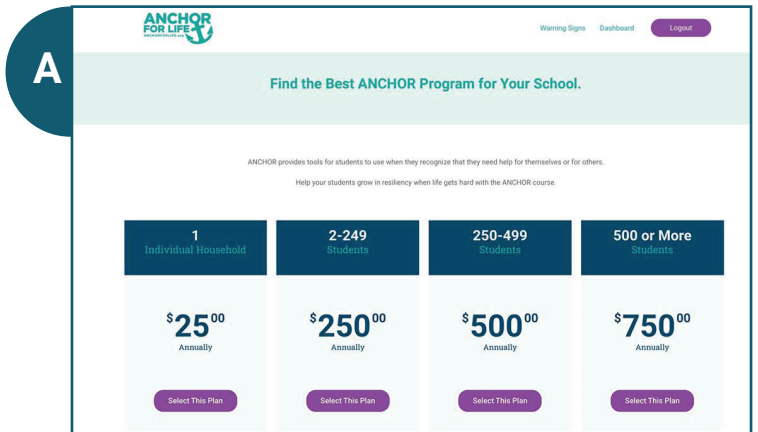
Choose the type of content you’d like to deliver to your students.

Type your school’s name in the “Group Name” box and click “Register.” **B**

Fill out the form for payment.

Once payment has been processed, you’ll receive two emails. One will be a receipt for your order and the other will be an introductory email from ANCHOR that looks like the example.

Click the link in this email and sign in. **C**



Upon sign in, you'll see a page similar to the example. **D**

Select your group to begin adding users.

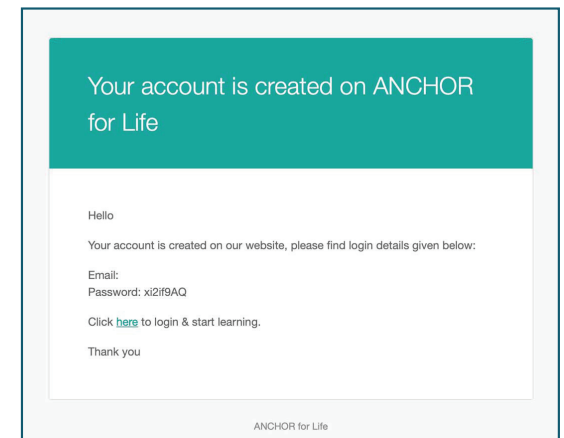
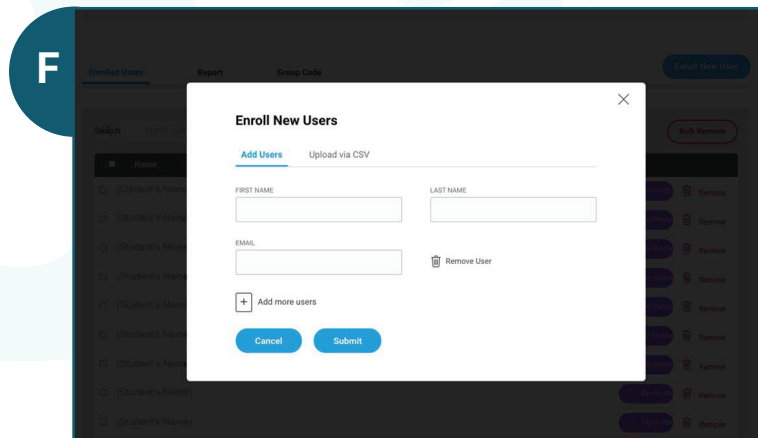
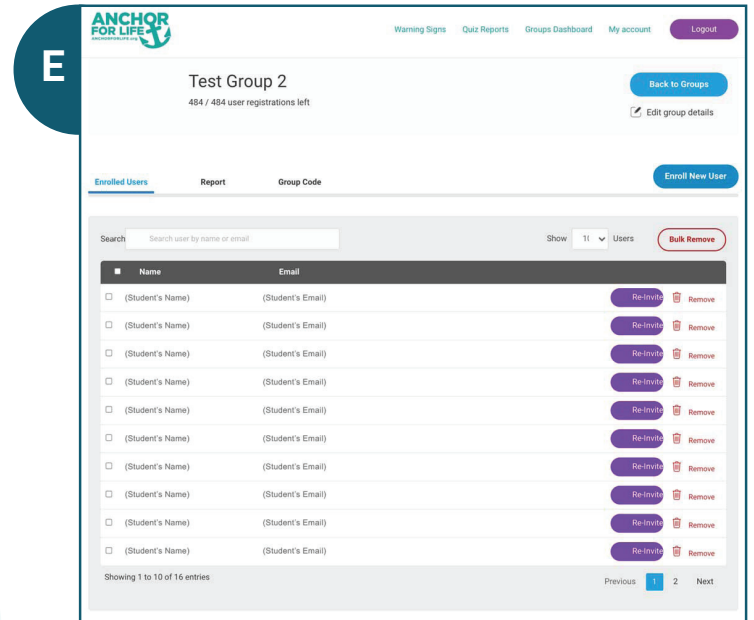
Click "Enroll New User." **E**

You can either add users one at a time manually or you can upload a .csv file that includes students' first name, last name, and email.

Once you click submit, an auto-generated email will be released to all added users with their login credentials.

That email will look like the example. **F**

You're all set up!



REPORTING

There are two ways to access student data within the program:

First Method to Access Student Data

Use the main navigation in the upper right corner of the page. Click on “Quiz Reports.” **G**

You’ll be taken to the quiz reporting dashboard where all user data is stored. You’re given the option to type in a student’s name and filter by date range or time period (i.e. last week, last year...etc.) **H**

You can also filter out a specific user’s data by clicking on their name. **I**

By clicking on a specific lesson or quiz, you can see pass results, quiz score, answered correctly, time taken, and date of attempt data. You can also see which questions they answered correctly/incorrectly. **J**

G

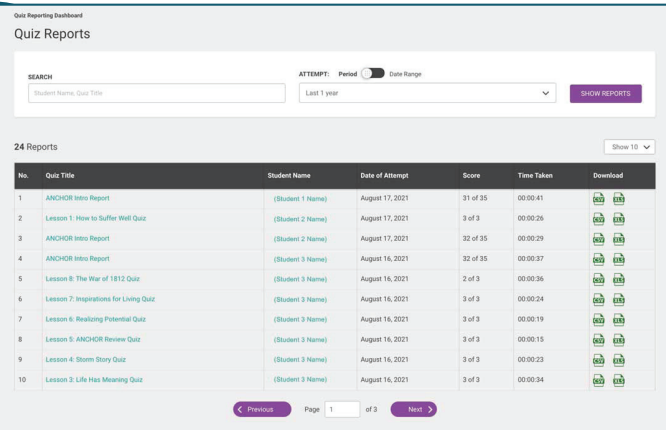


ANCHOR FOR LIFE
Warning Signs Quiz Reports Groups Dashboard My account Logout

Test Group 2
484 / 484 user registrations left

Back to Groups
Edit group details

H



Quiz Reporting Dashboard
Quiz Reports

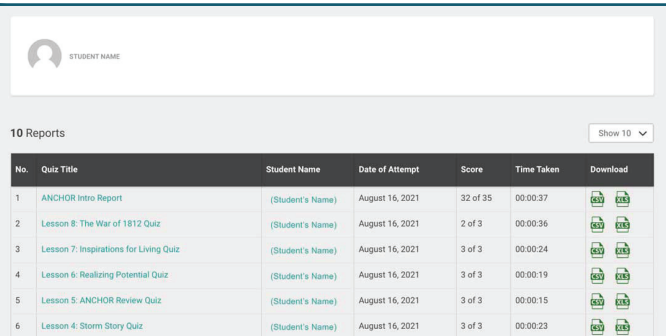
SEARCH: Student Name, Quiz Title
ATTEMPT: Period Last 1 year
SHOW REPORTS

24 Reports
Show 10

No.	Quiz Title	Student Name	Date of Attempt	Score	Time Taken	Download
1	ANCHOR Intro Report	(Student 1 Name)	August 17, 2021	31 of 35	00:00:41	
2	Lesson 1: How to Suffer Well Quiz	(Student 2 Name)	August 17, 2021	3 of 3	00:00:26	
3	ANCHOR Intro Report	(Student 2 Name)	August 17, 2021	32 of 35	00:00:29	
4	ANCHOR Intro Report	(Student 3 Name)	August 16, 2021	32 of 35	00:00:37	
5	Lesson 8: The War of 1812 Quiz	(Student 3 Name)	August 16, 2021	2 of 3	00:00:36	
6	Lesson 7: Inspirations for Living Quiz	(Student 3 Name)	August 16, 2021	3 of 3	00:00:24	
7	Lesson 6: Realizing Potential Quiz	(Student 3 Name)	August 16, 2021	3 of 3	00:00:19	
8	Lesson 5: ANCHOR Review Quiz	(Student 3 Name)	August 16, 2021	3 of 3	00:00:15	
9	Lesson 4: Storm Story Quiz	(Student 3 Name)	August 16, 2021	3 of 3	00:00:23	
10	Lesson 3: Life Has Meaning Quiz	(Student 3 Name)	August 16, 2021	3 of 3	00:00:34	

Previous Page 1 of 3 Next

I

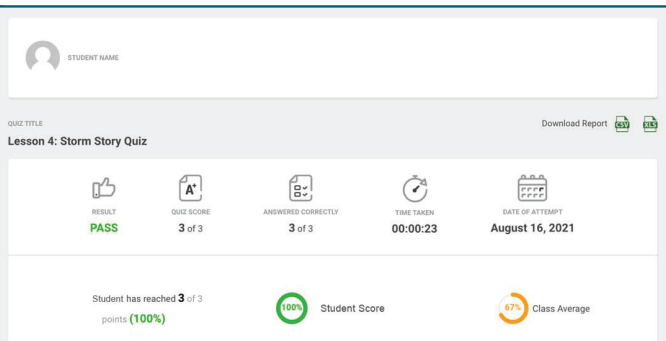


STUDENT NAME

10 Reports
Show 10

No.	Quiz Title	Student Name	Date of Attempt	Score	Time Taken	Download
1	ANCHOR Intro Report	(Student's Name)	August 16, 2021	32 of 35	00:00:37	
2	Lesson 8: The War of 1812 Quiz	(Student's Name)	August 16, 2021	2 of 3	00:00:36	
3	Lesson 7: Inspirations for Living Quiz	(Student's Name)	August 16, 2021	3 of 3	00:00:24	
4	Lesson 6: Realizing Potential Quiz	(Student's Name)	August 16, 2021	3 of 3	00:00:19	
5	Lesson 5: ANCHOR Review Quiz	(Student's Name)	August 16, 2021	3 of 3	00:00:15	
6	Lesson 4: Storm Story Quiz	(Student's Name)	August 16, 2021	3 of 3	00:00:23	

J



STUDENT NAME

QUIZ TITLE: Lesson 4: Storm Story Quiz
Download Report

RESULT: PASS
QUIZ SCORE: 3 of 3
ANSWERED CORRECTLY: 3 of 3
TIME TAKEN: 00:00:23
DATE OF ATTEMPT: August 16, 2021

Student has reached 3 of 3 points (100%)
100% Student Score
57% Class Average

Second Method to Access Student Data

Use the “report” function on your dashboard. **K**

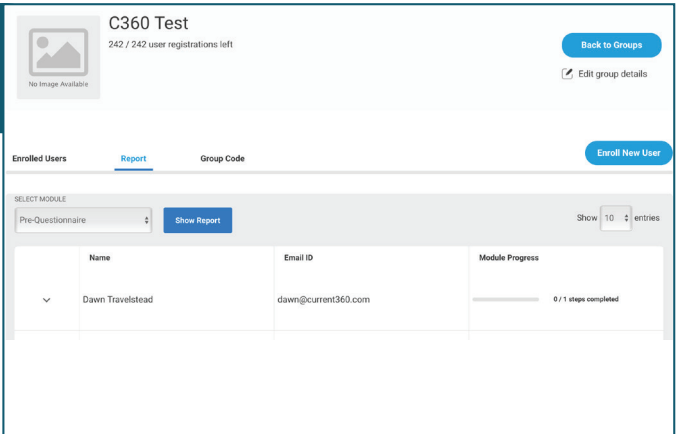
Select which module you’d like to see, then click “show report.”

By clicking the arrow next to a student’s name, you’ll be able to see all of their activity within the program. **L**

ACCOUNT MANAGEMENT

Click on “My account” in the upper right navigation to upload a school photo, edit payment methods or edit account details. **M**

K



C360 Test
242 / 242 user registrations left

Back to Groups
Edit group details

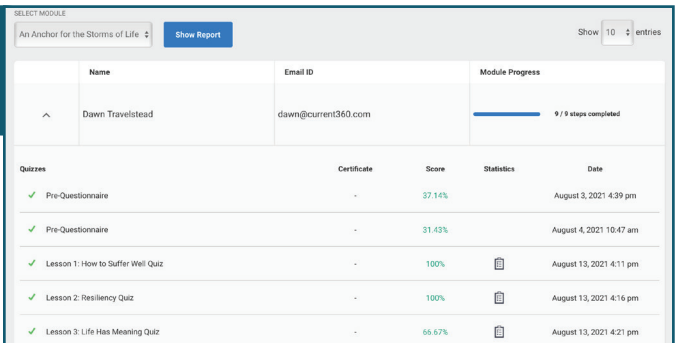
Enroll New User

Enrolled Users Report Group Code

SELECT MODULE
Pre-Questionnaire Show Report Show 10 entries

Name	Email ID	Module Progress
▼ Dawn Travelstead	dawn@current360.com	0 / 1 steps completed

L

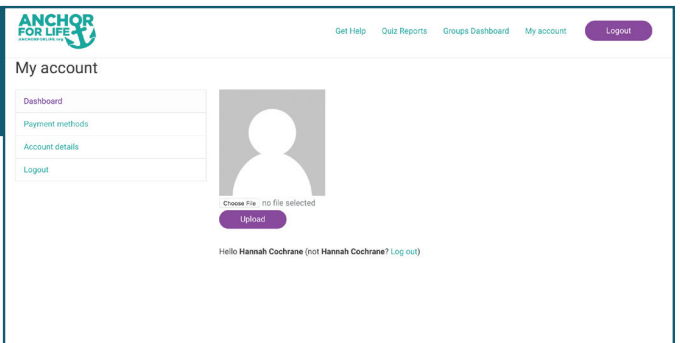


SELECT MODULE
An Anchor for the Storms of Life Show Report Show 10 entries

Name	Email ID	Module Progress
▲ Dawn Travelstead	dawn@current360.com	9 / 9 steps completed

Quizzes	Certificate	Score	Statistics	Date
✓ Pre-Questionnaire	-	27.14%		August 3, 2021 4:39 pm
✓ Pre-Questionnaire	-	31.43%		August 4, 2021 10:47 am
✓ Lesson 1: How to Suffer Well Quiz	-	100%		August 13, 2021 4:11 pm
✓ Lesson 2: Resiliency Quiz	-	100%		August 13, 2021 4:16 pm
✓ Lesson 3: Life Has Meaning Quiz	-	66.67%		August 13, 2021 4:21 pm

M



ANCHOR FOR LIFE

Get Help Quiz Reports Groups Dashboard My account Logout

My account

Dashboard
Payment methods
Account details
Logout

Choose file: no file selected
Upload

Hello Hannah Cochrane (not Hannah Cochrane?) Logout