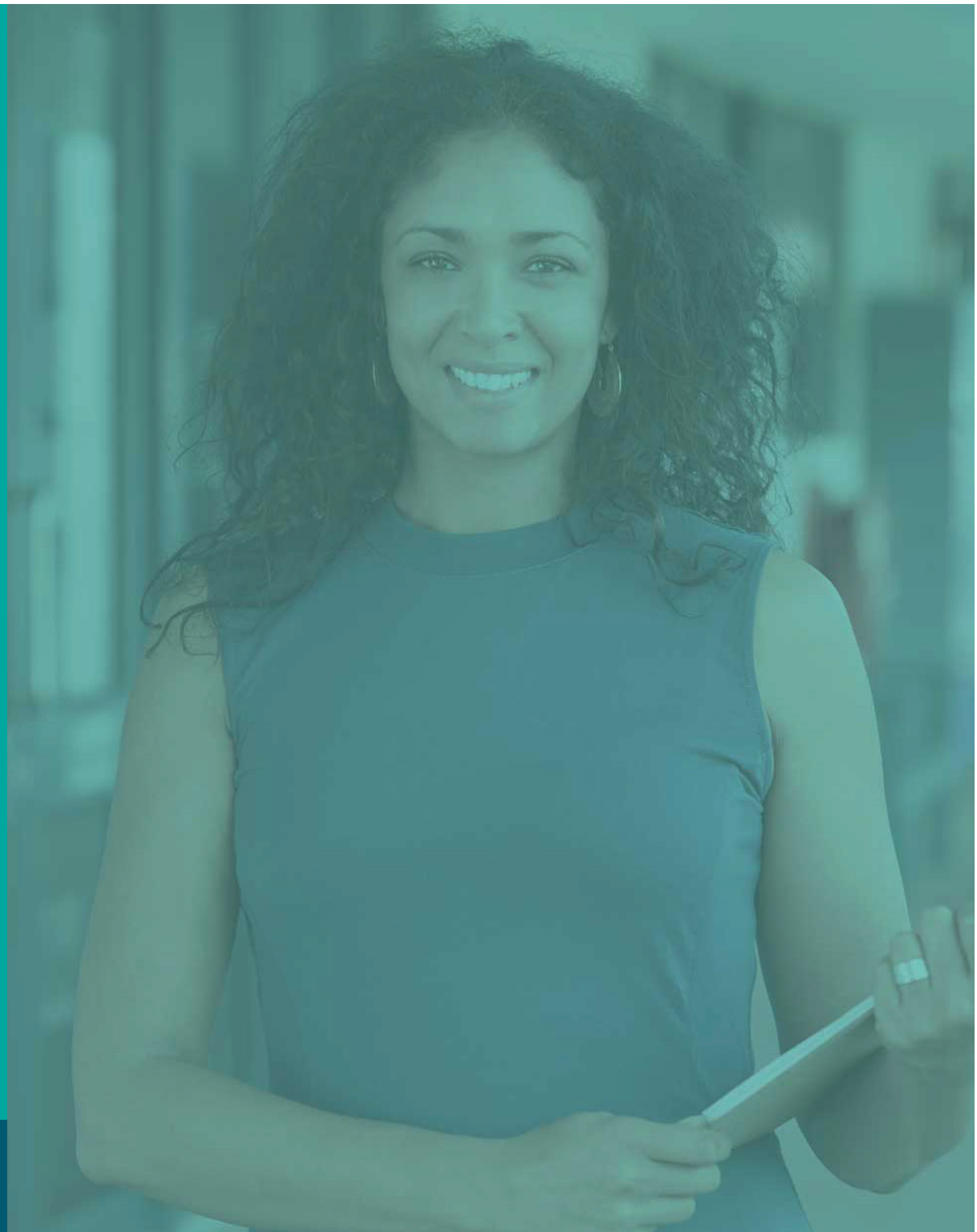


Administrator Guide



SETUP

Go to Anchorforlife.org.

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

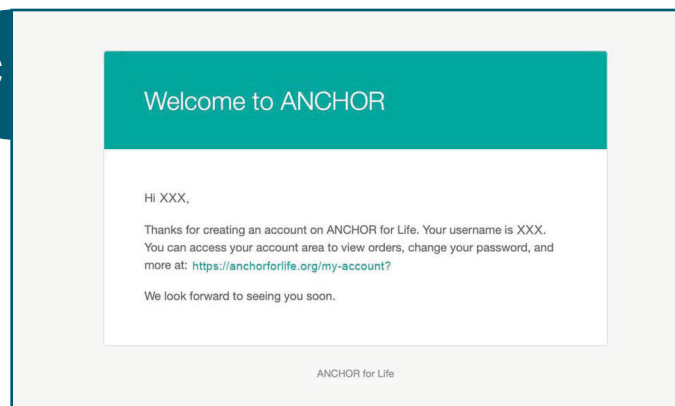
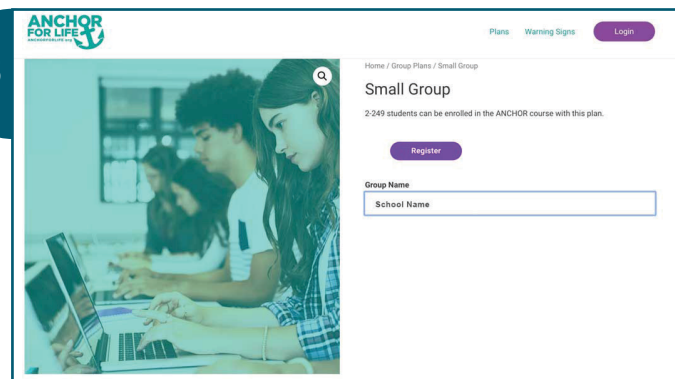
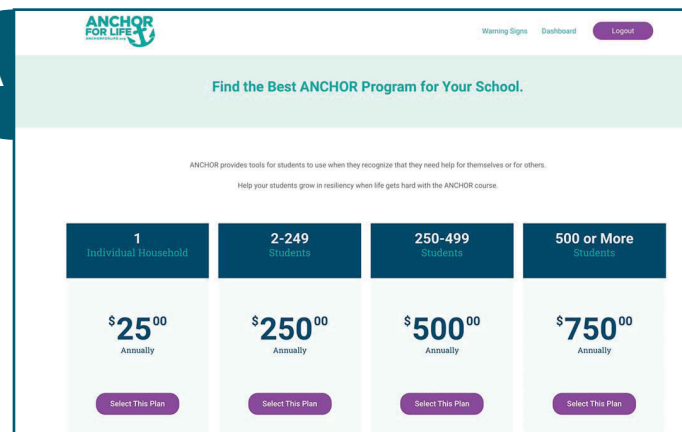
Select the plan that’s right for your school. **A**

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**



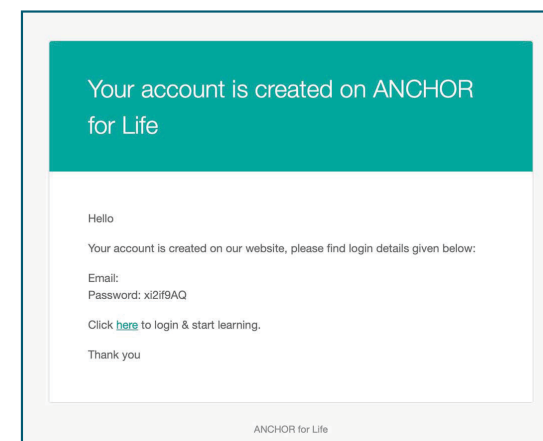
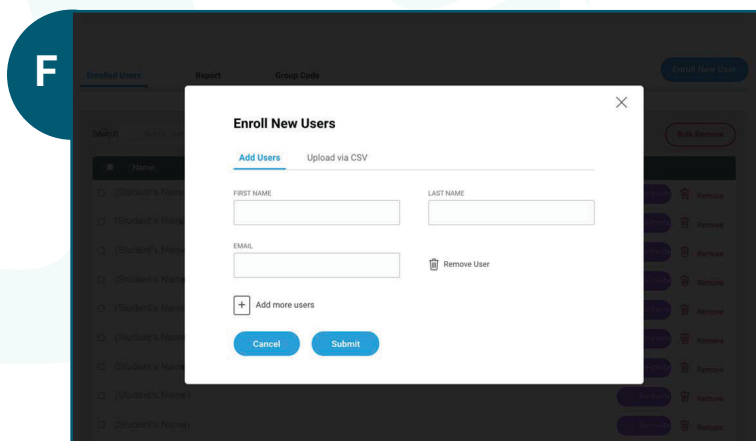
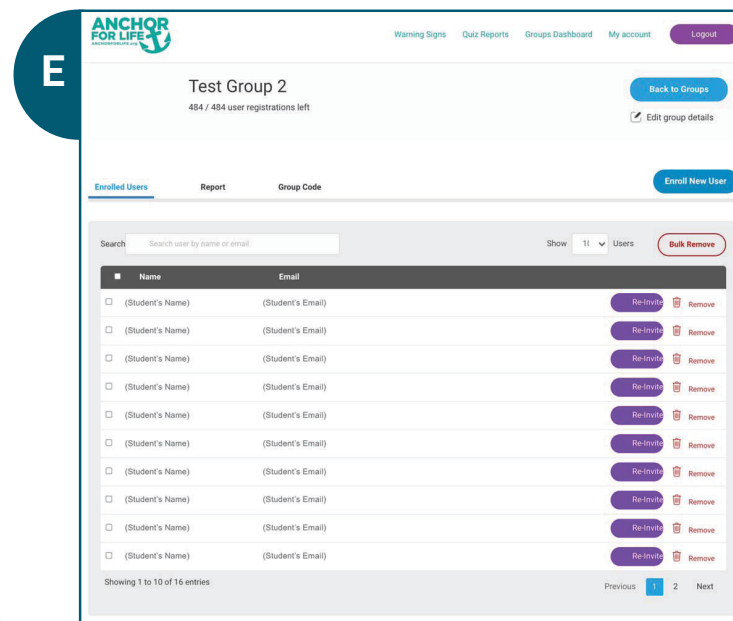
Upon sign in, you'll see a page similar to the example. **D**

Select your group to begin adding users.
Click "Enroll New Users." **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:

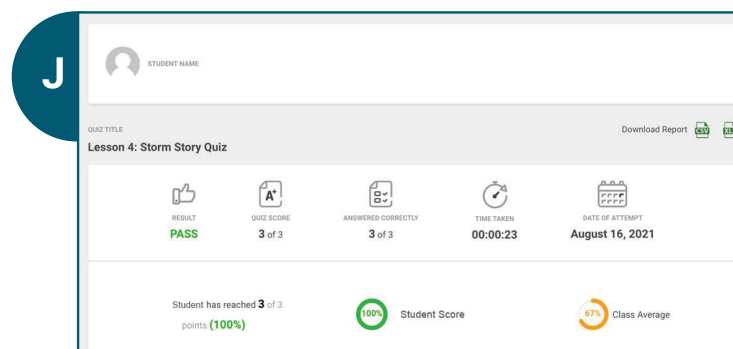
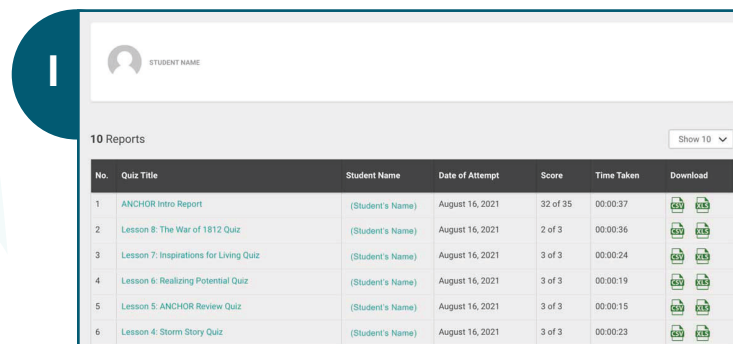
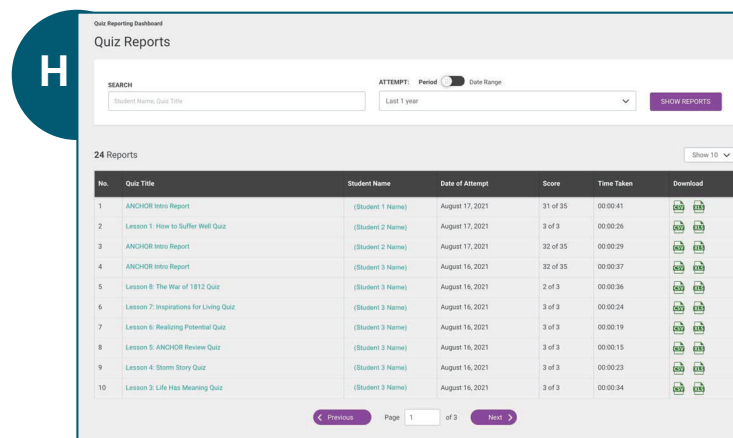
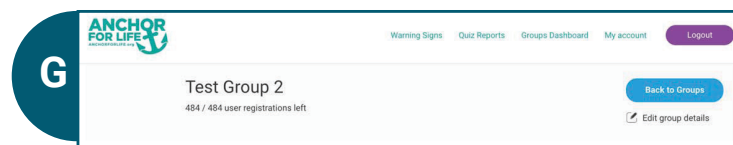
First Method to Access Student Data

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**



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

The screenshot shows the 'C360 Test' dashboard. At the top, it says '242 / 242 user registrations left'. There are buttons for 'Back to Groups' and 'Edit group details'. Below this, there's a section for 'Enrolled Users' with a 'Report' tab selected. A 'Show Report' button is visible. The main table shows a student named 'Dawn Travelstead' with email 'dawn@current360.com' and '0 / 1 steps completed'.

L

The screenshot shows a detailed report for 'An Anchor for the Storms of Life'. It includes a table with columns for Name, Email ID, and Module Progress. Below this, there's a table of quizzes with columns for Quizzes, Certificate, Score, Statistics, and Date. The student 'Dawn Travelstead' is shown with 9 / 9 steps completed.

Quizzes	Certificate	Score	Statistics	Date
✓ Pre-Questionnaire	-	37.14%		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

The screenshot shows the 'My account' page. It has a navigation menu with links for 'Dashboard', 'Payment methods', 'Account details', and 'Logout'. There's a profile section with a placeholder for a school photo and a button to 'Upload'. Below this, it says 'Hello Hannah Cochran (not Hannah Cochran?) Log out'.