



IP-Authenticated Subscriptions: Guide for Administrators

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1. Welcome to IP-Authenticated Subscriptions!

IP-Authenticated subscriptions offer institutions an easy way to give their students and faculty access to Boards & Beyond, the comprehensive online resource that medical students and their institutions rely on to make complex concepts easy to understand.

With an IP-Authenticated subscription, all of your students and faculty can set up personal Boards & Beyond accounts, which are authenticated by logging in either on campus or via a VPN that uses one of your authorized IP addresses. Your purchase details will determine the maximum number of accounts that can be logged in at the same time (concurrent logins), and an auto-logout feature ensures that only accounts in use count toward that limit.

Students can use Boards & Beyond videos and quizzes to review topics they need extra help on, to prepare for upcoming lectures, and to prepare for board exams. Faculty can also assign students videos to watch and quizzes to take, for use in a flipped classroom, for review, or for remedial work. If your institution also has a Faculty Tools account, faculty can also review student performance on assigned work.

This guide is for the overall IP Administrator. (This is the same account as the Faculty Tools Administrator if you also have a Faculty Tools account.)

2. Initial Setup

When you initially purchase an IP-Authenticated subscription, there are several setup steps to take. You will receive an email asking for the following information:

- Institution Name
- IP Administrator Name
- IP Administrator Email
- Institution Contact Number
- Approved IP addresses or IP Address Range

IP addresses and ranges can include Campus IP addresses, VPN IP addresses, and EZProxy IP addresses.

After the purchase is complete and Boards & Beyond sets up your IP-Authenticated subscription, you will receive an automated welcome email with information on how your students can set up their accounts, as well as your credentials to log in to your administrative interface described below. Your Boards & Beyond contact will also share some email templates to help you communicate about the new resource with students and faculty.

3. Logging in

The IP Administrator can access the overall IP-Authenticated subscription by logging in at the following website: <https://institution.boardsbeyond.com/login>

To log in, enter the email address associated with your admin account. The next screen will ask for your password and then you can click the login button to gain access.

NOTE: If you need access to Boards & Beyond content, please set up a personal account through your institution's custom homepage or <https://www.boardsbeyond.com>.

4. IP Dashboard

The dashboard is what you see when you first log in, and you can get back to it any time by clicking the Home option in the left sidebar menu.

The IP Dashboard includes the following elements:

- Contact information for Boards & Beyond
- General Information
 - Institution Name
 - Institute IP Addresses
 - Concurrent Member Login Limit
 - Access Code
 - IP Administrator Email
 - Total Spend
- Subscription Information
 - Purchase Date(s)
 - Subscription Plan(s)
 - Price(s)
 - Start Date(s)
 - End Date(s)
- KPI (Key Performance Indicator) Section
 - Filter Options (by timeframe)
 - Remaining Days of Subscription(s)
 - Number of Active Members
 - Total Video View Count
 - Total Video Watch Time
 - Average Time Watched Per Day
 - Total Quizzes Taken
 - Total Logged Time
 - Average Logged Time Per Day
 - Average Logged Time Per User
 - Average Logged Time Per User Per Day

5. Reports

User Report

The User Report shows a list of users with accounts under the institution's IP-Authenticated Subscription. The list can be filtered by creation date, or searched by Name, User Name, or Email. The list shows whether each account is online or offline, and allows the administrator to manually log the user out if needed.

Unsuccessful Login Attempt Report

The Unsuccessful Login Attempt report will show any instances where a student account under your IP-Authenticated subscription was unable to login due to exceeding the concurrent user limit. If this happens frequently, it could be an indication that you need to increase the limit by talking to your Boards & Beyond sales representative.

Unsubscribed Content Access Report

The Unsubscribed Content Access report will show instances where a student account under your IP-Authenticated subscription tried to access a product your institution is not currently subscribed to. If this happens frequently, it could be an indication that your students will make use of additional Boards & Beyond products, which you can add by talking to your Boards & Beyond sales representative.

6. Settings

Institution Settings include the following features:

Description: This field allows you to customize the message displayed on the Institution Login Page for your IP-Authenticated subscription, which students will see when they first sign up.

Institute Image: This allows you to upload an image file to represent your institution, such as a logo or seal.

Idle Time: This allows you to set the time a student's account can remain idle before they are automatically logged out to avoid hitting the concurrent user limit unnecessarily. Idle time is set to 30 minutes by default, and can be changed to any time between 30 minutes and 6 hours, in five-minute increments.

7. Faculty Tools Administrator – Dashboard, Group Admins

For institutions that have both IP-Authenticated subscriptions and Faculty Tools, the home page will also show the Faculty Tools Dashboard, and the sidebar menu will show options for Group Admins.

Faculty Tools is an add-on to Boards & Beyond that gives instructors the ability to set up private educational groups where they can assign video playlists and custom quizzes for their students to complete within their own Boards & Beyond accounts.

7.1. Faculty Tools Dashboard

If you have both an IP-Authenticated subscription and Faculty Tools, you will need to switch tabs to view the Faculty Tools dashboard.

The Faculty Tools Dashboard includes the following elements:

- Contact information for Boards & Beyond
- Basic Information
 - Account Name and Type
 - Account Type
 - Faculty Tools Administrator Name, Email, Contact Number
- Subscription Information
 - Subscription Plan(s), including start date and end date
- Faculty Tools KPI Section (Key Performance Indicators)
 - Remaining days of subscription(s)
 - Number of Groups
 - Number of Students
 - Video Watched Time
 - Average Video Watched Time per Student
 - Total Quiz Questions Answered
 - Average Quiz Questions Answered per Student
 - Average Quiz Performance
 - Total Group Admins
- Student Information
 - Student First and Last Name
 - Student Email
 - Product Name(s)
 - Group Name

7.2. Group Admins

Before faculty, tutors, TAs, or other educators can set up Groups and send Assignments to students, they need their own Group Admin accounts.

The Group Admins tab on the sidebar menu is where you go to:

- Set up faculty, TAs, and tutors with their Group Admin accounts
- Review use of Group Admin accounts, including number of Groups and number of students
- Transfer Groups between different Group Admin accounts
- Deactivate Group Admin accounts

Please refer to “Faculty Tools: Guide for Administrators” for detailed instructions on how to use this section.