



Faculty Tools: Guide for Administrators

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1. Welcome to Faculty Tools!

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 students to complete within their own Boards & Beyond accounts.

Many faculty members assign videos to watch before class so students can be ready to engage in discussion and active learning during class time. The Boards & Beyond video library is also a great resource for covering topics like biostatistics, biochemistry and genetics that are often taught by educators whose expertise lies in other areas. Other educators can assign videos and quizzes for tutoring or remedial work. Boards & Beyond video playlists and custom quizzes can also be a great way for students to review for exams.

This guide is for the overall Faculty Tools Administrator. (This is the same account as the IP Administrator if you also have an IP-Authenticated institutional subscription.) Please refer to the Faculty Tools: Guide for Educators (Group Admins) for information on setting up a Group and sending assignments to students.

2. Logging in

Both administrators (Faculty Tools Administrator, IP Administrator) and educators (Group Admins) will access Faculty Tools through the following website. Students do not need access to this site because they will interact with the Groups you set up in Faculty Tools via their personal Boards & Beyond accounts.

<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: The Faculty Tools Administrator and Group Admins use the same login page, but will see different interfaces after logging in. If the Faculty Tools Administrator needs access to both interfaces, they will need to set up a separate Group Admin account for themselves.

3. Setting up Group Admin accounts for faculty and other educators

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

We recommend letting your educators know that Faculty Tools is available and they can request access, but if you prefer you can also set up their Group Admin accounts in advance.

To give an educator a Group Admin account, click the Group Admins tab in the left sidebar menu, then click the blue **+ Add Group Admin** button in the upper right part of the screen.

A new page will open with the following fields to be filled out:

- **Group Admin Name:** Enter the educator's name.
- **Group Admin Email:** Enter the educator's email address. This is the email they will use to log in to their Group Admin account, and where they will receive their activation email. If one person needs both a Faculty Tools Administrator and Group Admin account, they will need a different email address for each account.
- **Group Admin Contact Number:** Enter a contact phone number, if applicable. This field is optional.
- **Department Name:** Enter the department the educator is a member of.
- **Group Admin Type:** Choose Faculty, Tutor, or Teaching Assistant from the dropdown. At this time, there is no difference in permissions between the three options.

Click the **Submit** button at the bottom of the page to create the Group Admin account and automatically send an activation email to the recipient.

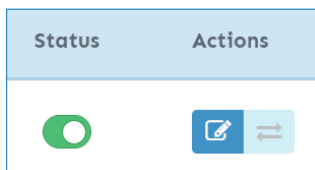
4. Reviewing and editing Group Admin accounts

To review and edit existing Group Admin accounts, click the Group Admins tab in the left sidebar menu. Click on the row of the Group Admin account you want to review or edit and use the arrow keys to scroll to the right or left. If using a touchpad or touchscreen, you can also swipe to scroll right and left.


You can review the following details about each Group Admin on this page:

- **Name:** Group Admin's name. This field can be edited using the **Edit** button at the far right.
- **Email:** Group Admin's email. This field can be edited using the **Edit** button at the far right.
- **Contact Number:** Group Admin's phone number. This field can be edited using the **Edit** button at the far right.
- **Department Name:** Group Admin's department. This field can be edited using the **Edit** button at the far right.
- **Added Date:** The date this Group Admin was added to the Faculty Tools account.
- **Owned Groups:** The number of Groups this person owns. The Owner of a Group can edit the group details, invite another Group Admin(s) to help manage the group as an Associate, invite Students to join, create and assign Assignments, and view Student activity on Assignments. The Owner can also transfer ownership to another Group Admin or delete the group.
- **Total Number of Students (Owner):** The total number of Students who have joined groups owned by the Group Admin.
- **Associated Groups:** The number of Groups the Group Admin is an Associate for. Associate Group Admins can edit the group details, invite another Group Admin(s) to help manage the group as an Associate, invite Students to join, create and assign Assignments, and view Student activity on Assignments. They cannot transfer ownership or delete the Group.
- **Total Number of Students (Associate):** The total number of Students who have joined groups the Group Admin is an Associate for.
- **Status:** This toggle shows whether a Group Admin's account is active or not. If it is active, the dot will be on the right and the body of the toggle will be green. If it is inactive, the dot will be on the left and the body of the toggle will be white.

Scroll all the way to the left to see the Status and Actions columns which include the Status toggle and the **Edit** and **Transfer Groups** buttons:




4.1. Editing Group Admin Details

If you need to edit any of the fields that were populated when creating a Group Admin account, you can click the blue **Edit** button  to open an edit screen. Remember to save any changes before navigating away.

4.2. Transfer Groups to a different Group Admin

This function is primarily useful when a faculty member leaves and is not available to pass ownership of the Groups they own to another Group Admin.

Click the **Transfer Groups** button (with the two arrows)  next to the Group Admin who currently owns the Groups.

A new window will pop up with the following elements:

- **Select Groups to Transfer:** From this dropdown you can select one, multiple, or all of the Groups currently owned by the Group Admin you clicked the Transfer Groups button for.
- **Group Admin List:** Scroll down or use the search box to find the Group Admin who will become the new owner of the selected Groups and click the checkbox next to their name.

Click the blue **Transfer** button to complete the transfer.

4.3. Deactivating/Reactivating Accounts

The Status toggle will show green when the Group Admin account is activated. If you need to deactivate an account, you can click this toggle to do so quickly and easily. A confirmation window will pop up to ensure you don't deactivate an account accidentally. An email window will also open for your convenience in optionally communicating the change in status to the holder of the account.

5. Faculty Tools 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. If you have an IP-Authenticated subscription as well as 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

6. IP Administrator – Dashboard, Reports and Settings

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

6.1. IP Dashboard

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

6.2.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.

6.3.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.