Boards & Beyond
STUDY SMARTER

Faculty Tools:
Guide for Educators
(Group Admins)

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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. For tutoring or remedial and make-up work, educators can assign specific videos and quizzes to individual students within the Group. Video playlists and custom quizzes can also be a great way for students to review for exams.

This guide is for educators who want to use their Group Admin account to assign video playlists and custom quizzes to students and have visibility into their work on those assignments. Contact your Faculty Tools Administrator if you need to request a new Group Admin account.

NOTE: Please refer to the Faculty Tools: Guide for Administrators for directions for setting up Group Admin accounts.

2. What is a Group Admin?

Within Faculty Tools, a Group Admin account can be set up by the Faculty Tools Administrator for any faculty member, teaching assistant, tutor, or other educator. Group Admin accounts are used for creating assignments, sending them to students and viewing student activity on the assignments.

As a Group Admin, you can:

- Set up Groups.
- Invite Students to join your Groups and accept student requests to join.
- Invite other Group Admins (associates) to share responsibility for your Groups.
- Remove students from the Group.
- Create Video Playlist assignments.
- Create Custom Quiz assignments.
- Send assignments to the entire Group or to individual students within the Group.
- Review student progress on assignments.
- Exchange messages with the entire Group or individual students within the Group.

By default, when you create a Group you become the Owner of that Group. In addition to the permissions above, which are granted to both owner and associate Group Admins, the Group owner can:

- Change ownership of the Group to another Group Admin.
- Delete the Group.

3. Logging in

To access your Group Admin account, log in at the following website. To log in, enter the email address associated with your Group Admin account. The next screen will ask for your password and then you can click the login button to gain access.
https://institution.boardsbeyond.com/login

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.

4. Getting Started

Before you can use Faculty Tools to interact with students, you need to set up a Group (one or more) and invite students to join it. Each student needs to have an active Boards & Beyond account before they can be invited to join a Group. Once your students have joined the Group, you can start sending them assignments.

The following "Quick Start Steps" will briefly summarize the steps needed to get started. Detailed instructions will be included in the later sections of this guide.

4.1.Quick Start Reference

1. Set up a new Group.
   a. Go to Group Management>>Group List and click the "+ Create New Group" button.
2. Invite students to join your Group.
   a. Invitations can be done individually or via CSV upload by selecting the Invitations>>Invite Students tab on the left side of the screen. If you prefer to have students request access via link, you can copy the Student Signup URL link from the Group Management>>Group List>>Details page and then approve their requests from Invitations>>Student Requests.
   b. NOTE: Each student must have an active Boards & Beyond subscription before they can be invited or join a Group.
3. Create Assignments.
   a. Go to Group Management>>Assignment List and click the "+ Create Custom Assignment" button. An assignment can consist of a video playlist or a quiz.
4. Send Assignments to Students.
   a. Go to Group Management>>Assignment List. Select the Assignment you want to send to students. Use the mouse or right arrow to scroll all the way to the right of the screen. Click the "Assign Assignment" button. (Hover to see button titles.)
   b. Select Assign To>>Group from the dropdown to send it to the entire Group.
   c. Select Assign To>>Custom from the dropdown to send it to specific students within the Group.

5. Groups

A Group is an essential component for making use of Faculty Tools from Boards & Beyond. You can think of a Group as a virtual classroom. Once the Group is set up, you can invite students to participate, create Assignments and send them to the students, and even invite other Group Admins to help manage the Group. You can also exchange direct messages with students, either everyone in the Group or selected individuals.

5.1.Setting up Groups

Each Group Admin can create and manage an unlimited number of groups. This gives you flexibility if you want to have a separate Group for each course you teach, or one big group for each class of students.

5.1.1. To create a Group

1. Click Group Management>>Group List in the menu on the left.
2. Click the blue "+ Create New Group" button on the right side near the top of the page.
3. Enter the Group Name and Group Description. It is best to use specific and descriptive names, such as "Class of 2025", "Biostats 101, Fall 2021" or "Dr. Smith's Friday 2pm Tutoring Group." The Group Description provides space to add additional details.
4. Select the Product Type for the Group. All Boards & Beyond products your Institution subscribes to will be available as options. Keep in mind that Step 1-Preclinical focuses primarily on mechanisms and basic science and is most appropriate for MS1 and MS2, while Step 2-3-Clinical is more focused on diagnosis and treatment decisions and is intended for MS3 and MS4.
5. Select the Group Start Date and Group End Date. In general, the Group Start Date will be the day you create the Group and the Group End Date will be the date after which you won't assign new tasks or accept task completions from the students who are members of this group. We suggest making a new Group for each class session, rather than re-using an existing Group for a new cohort of students.
6. Click the Submit button. The Group will be saved and you can now see it in the Group List.

5.1.2. To edit a Group

If you find you entered something incorrectly or some details have changed since you originally set up a Group, you can edit those details.

1. Go to the Group Management>>Group List page.
2. Select the Group you want to edit.
3. Use the mouse or arrow keys to scroll all the way to the right.
4. Click the "Edit" button. (Hover to see button titles.)
5. Make the changes you need to.
6. Click the "Update" button at the bottom of the page.

5.1.3. To delete a Group

NOTE: When a Group is deleted, all data associated with the Group is no longer available.

We only recommend deleting Groups if they have not been used to interact with any students or if you are certain the data on their activity is no longer needed.

Only the Group owner can delete a Group.

1. Go to the Group Management>>Group List page.
2. Select the Group you want to delete.
3. Use the mouse or arrow keys to scroll all the way to the right.
4. Click the "Delete" button. (Hover to see button titles.)
5. Click "Yes" for the popup that says "Are you sure you want to delete this group? All data will be erased."

5.1.4. To Duplicate a Group

If a Group has expired and you need to establish a new Group with many or all the same students, you can duplicate the Group and select the students to send an invitation to.

1. Go to Group Management>>Group List and select the expired Group that you want to duplicate.
2. Scroll to the right to see the action buttons and click the "Duplicate Group" button. (Hover to view button titles.)
3. In the popup window:
    a. Enter the new Group Name.
    b. Enter a Group Description.
    c. Choose the Product Type(s).
    d. Choose the Group Start Date (default is today).
    e. Choose the Group End Date (latest available date is the expiration of the institutional subscription).
    f. Scroll down to the list of members and use the checkbox next to each name to select them for the new Group. This will send them an invitation within their Boards & Beyond account to opt in to the new Group.
    g. Scroll down further to the Message box and enter a message to accompany the invitation.
    h. Click Submit.

The new Group will be created in the Group List.

Each student who was selected will receive an immediate notification within their Boards & Beyond account. They will also receive a daily email if the notification goes unread past midnight.

5.2. Group Ownership and Associate Group Admins

Each Group can have one owner and any number of Associate Group Admins. When you create a Group, you become the owner by default.

When you want to retain ownership of your Group, but also allow another Group Admin access, you can invite them as an Associate Group Admin. This is useful when you have a co-instructor or teaching assistant who will help with creating assignments and responding to student messages, or if you want to give an administrator insight into student activity on your assignments.

NOTE: When you invite an Associate Group Admin, the invitation is to one Group only. If you want to invite them to multiple Groups, you will need to send an invitation for each one.

An Associate Group Admin has the following permissions:

- Invite Students to join your Groups & accept student requests to join.
- Invite other Group Admins (associates) to share responsibility for your Groups.
- Remove students from the Group.
- Create Video Playlist assignments.
- Create Custom Quiz assignments.
- Send assignments to the entire Group or to individual students within the Group.
- Review student progress on assignments.
- Exchange messages with the entire Group or individual students within the Group.

A Group owner has the following additional permissions:

- Change ownership of the Group to another Group Admin.
- Delete the Group.

5.2.1. To invite an Associate Group Admin

1. Go to Invitations>>My Invitations.
2. Click the blue "+ Invite Admin" button in the upper right part of the screen.
3. Select the name of the Group you want to invite an associate to.
4. Select "Associate" for the Invitation Role. NOTE: only select "Owner" if you no longer want to be the owner of the Group.
5. Select the Group Admin(s) you want to invite from the list. NOTE: If the person you want to invite is not on the list, you will need to contact your Faculty Tool Admin (listed on your Home screen) to ask for the person to be given a Group Admin account.
6. Click the blue Submit button.
7. Wait for them to accept your invitation(s). You can see the invitation status in Invitations>>My Invitations, Admin Request History.

8. The Group Admin(s) you selected will receive a notification about your invitation the next time they log in to the admin portal, and they will need to accept the invitation to become an Associate Group Admin for your Group.

5.2.2. To change ownership of your Group

If you are the owner of a Group, you have the option to pass ownership of the Group to another Group Admin. Once they accept the invitation, they will become the Group owner and you will become an Associate Group Admin for the Group.

NOTE: If the owner of a Group is no longer available to follow this process to transfer ownership to another Group Admin, the Faculty Tools Administrator has the ability to transfer their groups directly. See the document "Faculty Tools: Guide for Administrators" for instructions.

1. Go to Invitations>>My Invitations.
2. Click the blue "+ Invite Admin" button in the upper right part of the screen.
3. Select the name of the Group you want to invite an associate to.
4. Select "Owner" for the Invitation Role.
5. Select the Group Admin you want to invite from the list. NOTE: If the person you want to invite is not on the list, you will need to contact your Faculty Tool Admin (listed on your Home screen) to ask for the person to be given a Group Admin account.
6. Click the blue Submit button.
7. Wait for them to accept your invitation(s). You can see the invitation status in Invitations>>My Invitations, Admin Request History.
8. The Group Admin(s) you selected will receive a notification about your invitation the next time they log in to the admin portal, and they will need to accept the invitation to become the new owner for your Group.

5.2.3. Accepting an invitation to a Group

When the owner of a Group sends you an invitation to become an Associate Group Admin or to take over ownership of the Group, you will see a notification in the upper right corner of the screen next time you log in to the institution portal. You will also receive an email reminder if the notification is unread for more than a day.

1. Click Invitations>>My Invitations.
2. Look at the Admin Invitations section for any pending invitations.
3. Click the green check mark to Accept (or the red X to Decline).
4. Confirm your selection.
5. If you accepted the invitation, you will now be able to view details, invite students, approve requests to join, assign tasks, and view student performance for the Group.

5.2.4. Leaving a Group

Associate Group Admins can leave a Group if they are no longer responsible for helping to manage it. A Group owner cannot leave a Group unless they pass ownership to another Group Admin first.

1. Go to Group Management>>Group List.
2. Select the Group you want to leave.
3. Use the mouse or arrow keys to scroll all the way to the right.
4. Click the "Leave Group" button. (Hover to see button titles.)
5. Click "Yes" on the popup that asks "Are you sure you want to leave this group?"

6. Students

Once your Group is set up, you can invite students to join! You can only send Assignments to students who have opted in to join your Group.

There are two main ways for a student to join a Group:
- If you know the email address associated with the student's Boards & Beyond account, you can send them an invitation directly through the system, which will appear in their account.
- If you don't know their email address, or are making a public invitation, you can copy a link to share outside the system – whether in your syllabus, in your school's learning management system, or some other method. Then students can use that link to send you a request from their Boards & Beyond account to join the Group.

6.1. Invite students directly via CSV file

1. Prepare a CSV file with a single column with the header **Email Address** and the list of email addresses you want to invite. (You can create a CSV file by choosing "save as" from your usual spreadsheet program, such as Excel.)
2. Go to the Invitations>>Invite Students page.
3. Under "Group Invite" select the name of the Group you are inviting students to join.
4. Next to "Select Students" click the "Upload CSV" button.
5. Select your prepared CSV file in the window that opens and click Open.
6. Check the screen. It may show up to three status categories for the uploaded email addresses, with a number next to the status that can be clicked to view the addresses:
   - "Selected Members for Invitation" is the status for email addresses that are associated with a Boards & Beyond account but are not yet members of the Group. These students will receive the invitation.
   - "Already Group members" is the status for email addresses that are associated with a Boards & Beyond account and are already members of the Group. These students will not receive the invitation.
   - "Members not found" is the status for email addresses that are NOT associated with a Boards & Beyond account. These students will not receive the invitation.

- We recommend clicking the number next to this status and copying the email addresses from the popup screen to follow up with the students directly. Once they have activated their Boards & Beyond accounts, or provided you with the correct email address, you can re-upload the list to send more invitations.

7. (Optional) Write an invitation message.
8. Click the blue "Send Invite" button.
9. Next time your students log in to Boards & Beyond they will see a notification for the invitation. They must accept the invitation and opt in to participating in the Group before they can receive assignments.
10. You can see the status of the invitations you have sent by going to Invitations>>Invite Students and scrolling down to the Student Request History.

6.2.Invite students directly via lookup

1. Go to the Invitations>>Invite Students page.
2. Under "Group Invite" select the name of the Group you are inviting students to join.
3. Next to "Select Students" click the "Add" button to open up the lookup screen.
4. Type or paste an email address into the search box and click the blue search button with the magnifying glass icon to bring up results.
    a. You can search on partial matches for students whose accounts were created through your institution's IP-authenticated subscription.
    b. Students whose accounts are separate from your institution's subscription can only be found by an exact match search.
5. Click the check box next to the student(s) you want to invite. When you see their name appear above the search results area, you can search again without losing the selection.
6. Click "Submit" to go back to the invitation page. You will see all the emails you selected in the "Select Students" section.
7. (Optional) Write an invitation message letting the student know what the Group is for or details you want them to know.
8. Click the blue "Send Invite" button.
9. Next time your students log in to Boards & Beyond they will see a notification for the invitation. They must accept the invitation and opt in to participating in the Group before they can receive assignments.
10. You can see the status of the invitations you have sent by going to Invitations>>Invite Students and scrolling down to the Student Request History.

6.3.Share a link for students to ask to join your Group

1. Go to the Group Management>>Group List page.
2. Select the Group you want to get the link for.
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the "Details" button. (Hover to see button titles.)
4. Scroll to the bottom of the "Basic Information" section to the "Student Signup URL" link.

5. Copy the link and paste it into your communication with students. You can share it via an email, a syllabus, a message board, or another media you prefer.
6. ***Be sure to let the students know they need to be logged in to their Boards & Beyond account in order to use the link!***
7. If your school offers students access through an Institutional Subscription, this is a great time to remind them how to create their account. Your Institution/Faculty Tools Admin will be able to provide the details for your institution.
8. After your students follow the link and submit a request to join the Group, you will need to accept the request:
    a. Go to the Invitations>>Student Requests page.
    b. Review the Pending Requests to Join Groups.
    c. Click the green checkmark to accept a request and admit the student to your Group, or click the red X to reject a request. There is also an "Accept All" option.

6.4.Information to share with your Students

If your students need extra guidance on how to accept an invitation you have sent them through the system, you can share the following instructions:

1. Please log in to your Boards & Beyond account to accept the invitation to join my Group.
2. On your dashboard, scroll down to the Groups & Assignments section and click the "See Group Invitations" button. (You can also click the Groups option in the sidebar menu and click the green "Invitations/Requests" button on the right side near the top of the page.)
3. Click the "Accept" button.
4. Read the terms of service in the pop-up window, check the checkbox that says "I agree to the terms described above." and then click "Continue."
5. At the top of the page, click "Groups" in the breadcrumb links to go to the main "My Groups" page. (You can also click the Groups option in the sidebar menu.)
6. Click the Group name to see any active assignments.
7. From the "My Groups" page, you can also click the "Messages" button to send a message to any of your Group Admins.

If you share the link for students to ask to join your Group instead of inviting them directly, it is useful to share the following instructions:

1. Please log in to your Boards & Beyond account before using the link.
2. Once you are logged in, you can paste the link into the browser URL field and hit enter to navigate to the Signup Page for the Group.
3. You will need to agree to the terms of service before sending the request.
4. After sending the request, a Group Admin will accept your request to admit you to the Group. Once your request has been accepted, you will see the Group on your "My Groups" page, and there will be a new "Groups & Assignments" section in your Boards & Beyond dashboard.

5. To view the Group and assignments, use the link from your dashboard or the sidebar menu for “Groups” to navigate to the “My Groups” page.
6. Click the Group name to see any active assignments.
7. From the “My Groups” page, you can also click the “Messages” button to send a message to any of your Group Admins.

6.5.Remove students from a group

Both Group owners and Associate Group Admins have permission to remove a student from a Group if needed.

NOTE: Once a student is removed, NONE of the data associated with their participation in the Group will be available.

1. Go to the Group List>>Group Management page.
2. Select the Group you need to remove the student from.
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the “Students” button. (Hover to see button titles.)
4. Select the student you need to remove.
5. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the “Remove” button. (Hover to see button titles.)
6. Click “Yes” in the popup that asks “Are you sure you want to remove this student from the group?”

7. Assignments

Assignments are the medium for communicating what work you want to see students complete when they participate in your Group. The basic workflow for assignments is:

1. Create the assignment (either a video playlist or a quiz).
2. Send the assignment to students (either the full Group or select individuals).
3. View student activity on the assignment.

NOTE: Students will not see an assignment as soon as it is created. You also need to send it!

7.1.Creating Assignments

Each assignment consists of either a video playlist or a quiz. The process is slightly different, so each assignment type is described in detail below.

7.1.1. Create a Video Playlist Assignment

1. Go to the Group Management>>Assignment List page.
2. Click the blue +Create Custom Assignment button.
3. Select Video Playlist for the Assignment Type.
4. Enter a name for the assignment. It is useful to enter a unique name for each assignment.
5. Select the name of the Group you want to send the assignment to.
6. Select the Start Date.
7. Select the Due Date.
8. Select the Product Type.
9. (Optional) Enter a message for students to read when they see the assignment in their Boards & Beyond account.
10. Select Videos:
    a. The video selection screen defaults to a scrollable list of all videos in the selected product, with thumbnail images that can be clicked to play the video if you want to review it before adding it to the assignment.
    b. You can filter the list by category (Basic Pharmacology, Cardiology, etc.)
    c. You can also search for a specific video title.
    d. Select one or more videos for your playlist by clicking the checkbox in the corner of the thumbnail image for the selected video.
    e. As you select videos, video titles will show up in a gray rounded box above the list.
    f. To remove a video from the list, click the X on the appropriate rounded box.
    g. The playlist will show videos in the order you select them. You can drag the video titles around to reorder them.
    h. When your playlist is complete, click the blue Create button below the video list. A video playlist assignment must include at least one video to be created. You will have the opportunity to edit the assignment before sending it to your students.

i. After clicking Create, your screen will return to the Assignments view. You can also reach this view by clicking Group Management>>Assignment List.

11. Please note the playlist has not been assigned yet. Before assigning the playlist, you can still edit the playlist and all fields except Assignment Type. After sending the playlist assignment to students, you will only be able edit the Assignment Name and Message.

7.1.2. Create a Quiz Assignment

1. Click Group Management>>Assignment List in the left menu.
2. Click the blue +Create Custom Assignment button.
3. Select Quiz for the Assignment Type.
4. Enter a name for the assignment. It is useful to enter a unique name for each assignment.
5. Select the name of the Group you want to assign the assignment to.
6. Select the Start Date.
7. Select the Due Date.
8. Select the Product Type.
9. (Optional) Enter a message for students to read when they see the assignment in their Boards & Beyond account.
10. Select Quiz Questions:
    a. Select the Quiz Mode: Timed, Tutored, or both Timed and Tutored.
        i. Timed Mode sets a timer, so the quiz must be completed within a duration set by the number of questions multiplied by 90 seconds.
        ii. Tutored Mode shows an explanation of the correct and incorrect answers after each question and does not have a time limit unless using it in conjunction with Timed Mode.
    b. Select the questions to include on the quiz.
        i. Questions are organized by category, subcategory, and the specific video each question relates to. The number of questions appear to the right, next to a circle and plus icon you can click to expand the listing.
        ii. Use the checkboxes to select questions to include. You can select questions individually, or select all questions in a category, subcategory, or video at once with the checkbox on that level.
        iii. To preview questions, expand the view down to the individual question level and click the question title. This will open a new window that shows the question, correct answer, and explanation as a student would see it after submitting their answer.
    c. After all questions are selected, scroll down to click the blue Create button at the bottom of the screen.
11. After clicking the Create button, your screen will return to the Assignments view. You can also reach this view by clicking Group Management>>Assignment List.
12. Please note the quiz has not been assigned yet. Before assigning the quiz, you can still edit all fields except Assignment Type. After sending the quiz to students, you can only edit the Assignment Name and Message.

7.2.Edit an Assignment

An assignment that has not been sent to students yet can be edited in almost any way, including the name, start and due dates, Group, product type, and the videos or questions included. If you want to use a different Assignment Type, you will need to create a new assignment. Once the assignment has been sent to one or more students, only the name and due date can be edited.

Edit an Assignment:
1. Click Group Management>>Assignment List in the left menu.
2. Scroll down to the Assignment List and click to select the assignment you want to edit.
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Edit Assignment icon. (Hover to see button titles.)
4. Make any necessary changes.
5. Click the blue Update button.

7.3.Send an Assignment to Students

Students who have opted in to join your Group will **not** see assignments immediately after you create them. This gives you an opportunity to make edits before sending the assignment to students, and can be useful if you need multiple sessions to put together an assignment or are collaborating with another Group Admin.

There are two ways to send assignments to students:
- Send an assignment to the entire Group, including students who join in the future.
- Send an assignment to a custom list of one or more students within the Group.

The students who receive the assignment will see a notification in their Boards & Beyond account. They will also be sent a reminder email once a day about any unacknowledged notifications.

7.3.1. Send to the Group

NOTE: When an Assignment is sent to the entire Group, it will also appear in the assignment list of any new students who join the Group before the assignment's due date.

1. Click Group Management>>Assignment List in the left menu.
2. Scroll down to the Assignment List and click to select the assignment you want to send
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Assign Assignment icon. (Hover to see button titles.)
4. Select Group under the Assign To option.
5. Click the Assign button.
6. Confirm the assignment by clicking "Yes" in the popup.
7. The Group members will get an alert next time they log in to Boards & Beyond and they will be able to see and complete the assignment in the Group dashboard. They will also be sent a reminder email once a day about any unacknowledged notifications.

7.3.2. Send to Selected Students

When you choose to send an assignment to a Custom list of students, it only goes to those students, not the rest of the Group. This can be useful for make-up work and tutoring.

NOTE: As long as the assignment due date has not passed, you also have the option to send it to additional students at a later time.

1. Click Group Management>>Assignment List in the left menu.
2. Scroll down to the Assignment List and click to select the assignment you want to send
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Assign Assignment icon. (Hover to see button titles.)
4. Select Custom under the Assign To option.
5. Click the blue +Add button that appears below the drop-down box.
6. Select one or more students from the list that opens and click the Submit button.
7. Click the Assign button.
8. Confirm the assignment by clicking "Yes" in the popup.
9. The selected Group members will get an alert next time they log in to Boards & Beyond and they will be able to see and complete the assignment in the Group dashboard. They will also be sent a reminder email once a day about any unacknowledged notifications.

7.4. Duplicating Assignments (make-up work, new classes)

Duplicating an assignment is a great way to allow students to make up work that they missed the due date on. It is also useful for using the same assignment for different Groups. The duplicate can also be modified as needed.

1. Click Group Management>>Assignment List in the left menu.
2. Scroll down to the Assignment List and click to select the assignment you want to duplicate
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Duplicate Assignment icon. (Hover to see button titles.)
4. Enter a new Assignment Name.
5. Select the name of the Group you want to assign the duplicated assignment to.
6. Select the Start Date.
7. Select the Due Date.
8. (Optional) Enter a message for students to read when they see the assignment in their Boards & Beyond account.
9. If needed, make adjustments to the videos or quiz questions included in the assignment.
10. Scroll down to click the blue Create button at the bottom of the screen.
11. After clicking the Create button, your screen will return to the Assignments view. You can also reach this view by clicking Group Management>>Assignment List.
12. Please note the quiz has not been assigned yet. Before assigning the quiz, you can still edit all fields except Assignment Type. After sending the quiz to students, you can only edit the Assignment Name and Message.

8. Direct Messages

Faculty Tools includes a direct messaging system that Group Admins can use to send messages to either an entire Group or selected students within a Group. Students can reply to messages or initiate message threads to their Group Admins, but cannot use the system to send messages to other students within the Group.

Group Admins can view their direct messages and send replies or new messages by logging in to the admin portal and clicking Direct Messages in the left menu. A notification pops up when you receive a new message or assignment, and you will also be sent an email once a day about any unread notifications.

Students can view their direct messages and send replies or new messages by logging in to the Boards & Beyond website and navigating to their My Groups>>Messages page, or by clicking the notifications icon in the header menu. A notification pops up when they receive a new message or assignment, and they will also be sent an email once a day about any unread notifications. Students have the option to turn off the unread notification email in their preferences menu.

8.1.Sending a message to the entire Group

Messages sent to the entire Group will be visible to students in the direct messages section of the My Groups page when they are logged in to their Boards & Beyond account. Student replies to Group messages will only go to the Group Admins, and will start a new private thread under the Group thread.

NOTE: If you click Cancel when composing a message, the message draft will not be saved.

8.1.1. Sending a message to the Group

1. Click Direct Messages in the left menu.
2. Click the blue +Create New Message button in the upper right of the screen.
3. Select Group for the Message Recipient Type.
4. Select the name of the Group you want to send the message to.
5. Type your message.
6. Click the Submit button at the bottom of the screen.

8.1.2. Receiving and responding to student replies to a Group message

When a student replies to a Group message, it creates a new private message thread under the initial Group message. To view and respond to replies to a Group message, use the following steps:

1. Click Direct Messages in the left menu.
2. Click the View Conversation button to the right of the message you want to view.
3. In the new screen that opens, if there are any replies you will see the name(s) of the student(s) who sent replies to the left of the screen.
4. Click the name of the student whose reply thread you want to view.
5. The body of this screen will show the reply thread for the selected student.
6. Scroll to the bottom of the screen and write your reply in the message box that says "Write your message to [student name]."
7. Click the Send button to the right of the message box to send your reply.
8. This message will only be visible to you and the selected student.

8.1.3. Sending a follow-up message to the entire Group

Based on student feedback, you may want to send a follow-up message on the same thread as a previous Group message.

1. Click Direct Messages in the left menu.
2. Click the View Conversation button to the right of the message you want to send a follow-up for.
3. In the new screen that opens, click the +Send Message To All button at the top right of the screen.
4. Type your message in the new screen.
5. Click the Send button.
6. This message will be visible to all of the students who received the original message.

8.2. Sending a private message to one student

If you need to send a message to an individual student, you can use the private message function. You will be able to see your messages and the student's replies, and reply in the thread, by clicking Direct Messages in the left menu and selecting the private message thread.

NOTE: If you click Cancel when composing a message, the message draft will not be saved.

1. Click Direct Messages in the left menu.
2. Click the blue +Create New Message button in the upper right of the screen.
3. Select Private for the Message Recipient Type.
4. Select the name of the Group of the student you want to send the message to.
5. Click the +Add button to the right of the Recipient Names field.
   a. In the pop-up screen, select the student you want this message to go to.
   b. You can use the search field in the top of the screen to narrow down a long list.
   c. Click the Submit button at the bottom of the screen.
6. Type your message.
7. Click the Submit button at the bottom of the screen.

9. Viewing Student Activity

9.1.Assignment Activity View

1. Click Group Management>>Assignment List in the left menu.
2. Scroll down to the Assignment list and select the assignment you want to view.
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Assignment Activity View button. (Hover to see button titles.)
4. The Assignment Activity View will show you a list of all students in the Group with the following information:
    a. Student Name
    b. Student Email
    c. Number of Videos Watched (for Playlist Assignments)
        i. NOTE: The numeral can be clicked to see the list of videos watched.
    d. Number of Attempts (for Quiz Assignments)
    e. Best Score (for Quiz Assignments)
    f. Assignment Status
    g. Date Completed

This information can also be downloaded as a spreadsheet using the Assignment Activity Details button. An aggregate spreadsheet of this information for all assignments sent to the Group is also available via Group Management>>Group List page using the Assignment Details Report button.

9.2.Student Details View

1. Click Group Management>>Group List in the left menu.
2. Scroll down to the Group List and select the Group you want to view.
3. Use the mouse or arrow keys to scroll all the way to the right of the screen and click the Students button. (Hover to see button titles.)
4. The Students Activity View will show you a list of all students in the Group with the following information:
    a. Student Name
    b. Student Email
    c. Product(s)
    d. Completed Playlist Assignment
    e. Videos Viewed
    f. Completed Quiz Assignment
    g. Quizzes Taken
    h. Quiz Performance

This information can also be downloaded as a spreadsheet using the Group Summary Report button. An aggregate of the Assignment Activity Details reports for all assignments sent to the Group can also be downloaded as a spreadsheet using the Assignment Details Report button.

