

Faculty Tools

Quick Start Reference

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.

This reference sheet is a companion to the “Faculty Tools – Guide for Educators” manual, which includes more in-depth instructions for each step and additional functionality.

1. Log in to your Group Admin account at <https://institution.boardsbeyond.com/login>
 - a. NOTE: If you are the IP Administrator for your institutional subscription and also a Group Admin, you will have separate credentials for each function. If you don't see the menu items below, please try logging in with your other credentials.
2. Set up a new Group
 - a. Go to Group Management>>Group List and click the “+ Create New Group” button.
3. 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.
4. 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.
5. 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.