



First Aid Forward

Admin Dashboard User Guide

Table of Contents

- About the Admin Dashboard (p. 3)**
- Signing In (p. 4)**
- Admin Management (p. 5-7)**
- Student View (p. 8)**
- Overall Progress (p. 9-10)**
- Subject Knowledge (p.11)**
- View Performance Data by Student (p. 12-13)**
- Performance Reports (p. 14-15)**
- Additional Resources & Help (p. 16)**

About the Admin Dashboard

Welcome to your institutional subscription to First Aid Forward!

About First Aid Forward

An institutional subscription to First Aid Forward gives students free access to premium, high-yield content and quick-hit quizzes that position them for academic success.

With an institutional subscription, you have a number of “seats” that faculty and students can claim, so be sure to send First Aid Forward registration instructions only to those students and faculty who need access.

The Admin Dashboard

The Admin Dashboard enables faculty, academic affairs staff, and administrators to monitor student usage, performance, and progress. In this guide, we will walk you through the features and functionality of the Admin Dashboard so that you can utilize these powerful performance analytics to monitor learning progress and identify at-risk students that need intervention.

Sign into the Admin Dashboard using the details on the next page **Signing In**.

Learn More

For details about your subscription, including products purchased (e.g. Step 1, Step 2, or both), number of seats purchased, and subscription length, please see the Welcome Letter you received from McGraw Hill, reach out to your McGraw Hill Account Manager, or contact us at CustomerSuccess@mheducation.com.

Signing In

After McGraw Hill sets up your institutional account to First Aid Forward, the admin will receive an email entitled, “First Aid Forward Admin Access Invite,” which invites the admin to accept the [Terms of Use](#). After clicking the link to accept, the admin will be taken through the sign-in process below. First Aid Forward utilizes magic links to enable a secure and seamless sign-in experience. You **must** sign in via magic link the first time you sign in to First Aid Forward. Admin users can setup a password after logging in with a Magic Link the first time or continue to access via Magic Link.

To sign in using a magic link:

1. Click on one of these links and enter your **institutional email address**:
 - If you subscribe to Step 1: <https://firstaid.mheducation.com/step-one>
 - If you subscribe to Step 2: <https://firstaid.mheducation.com/step-two>
 - If your institution subscribes to both products, you will need to go through the sign in process using both links (one at a time)
2. Click **Continue**
3. On the next page, click **Send Magic Link**
4. Check your email: you will have received an email from no-reply@accounts.mheducation.com with the subject line “Your McGraw Hill magic link”
5. Open the email and click on “Magic Link” to be logged into First Aid Forward
6. You now have access to the Admin Dashboard, as well as the Student View of First Aid Forward

Note: The site may open on the Student View. If it does, the screen will say Student View. Click **Back to Admin Dashboard** on the top left of the screen to be taken to the Admin Dashboard View.

Sign In

Enter your email address.

Email Address

1

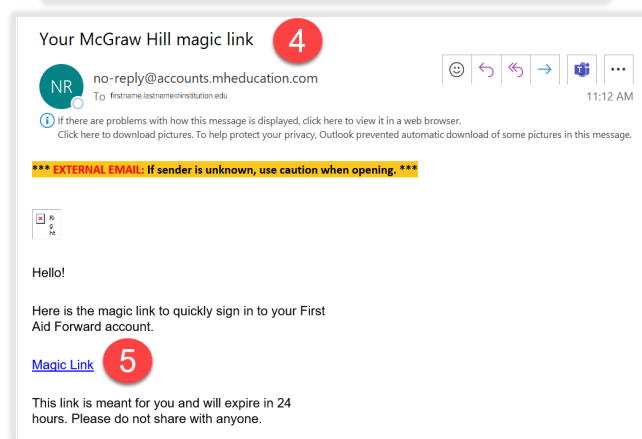
This email address will be used to direct you either to the sign in page or the create an account page.

2 **Continue**

Sign In

Sign in using magic link or use your credentials.

3 **Send Magic Link**



I didn't get a magic link:

- Magic links can take up to a minute to appear in your inbox.
- Check your spam for an email from no-reply@accounts.mheducation.com
- Magic links expire after 24 hours
- You will stay signed into First Aid Forward until you close your browser window. If you close your browser window, or open a private browsing window, you will need to sign in again.
- Still need help? Contact firstaidforwardsupport@mheducation.com

Admin Management

When McGraw Hill sets up your implicit access trial or subscription, the contact listed as the account administrator will receive an email from us with the subject, "First Aid Forward Admin Access Invite." The admin user accepts the Terms of Use in the email and are taken directly into the site admin dashboard which completes their account setup process. The admin user can login to First Aid Forward each time directly at the site using either Magic Link or by setting up a password and signing in with a username/password (see "Signing In" above).

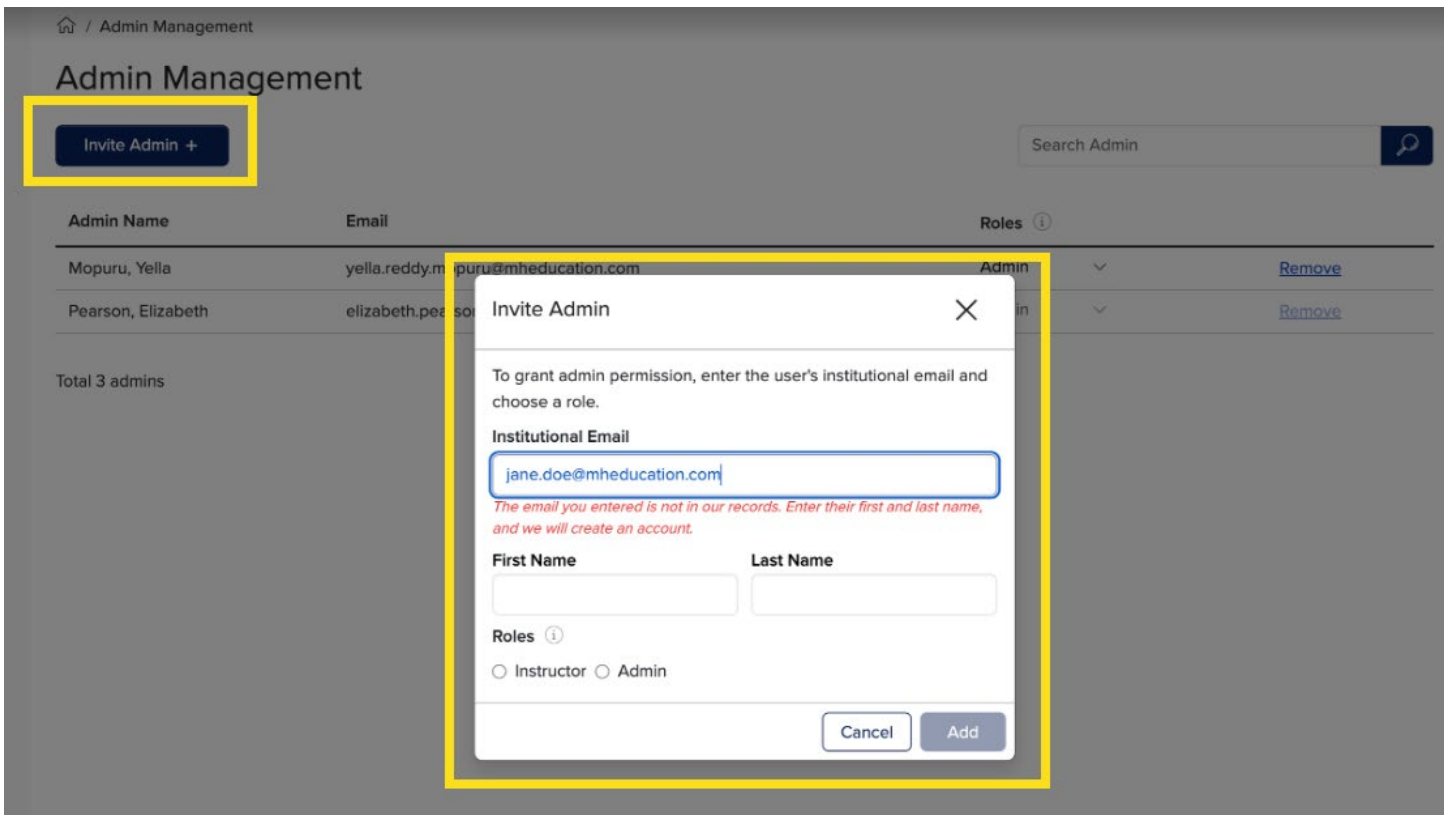
The institutional admin now has functionality within the admin dashboard to invite additional admins and instructors to access the admin dashboard. Every invited user receives an admin invitation email with the subject, "First Aid Forward Admin Access Invite."

To invite admins and instructors to the admin dashboard, the institutional admin can login to First Aid Forward and navigate to the "Admin Management" page in the upper right dropdown menu.

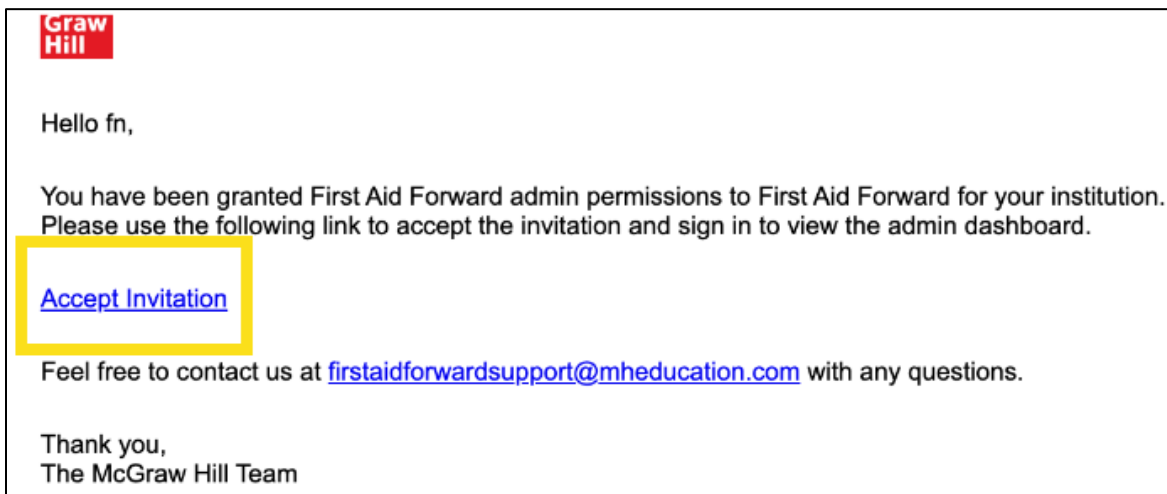
On the "Admin Management" page, the admin can view all admins and their roles in the subscription. Select the "Invite Admin" button to invite additional admins and instructors to the admin dashboard. The admin can select the dropdown arrow next to each admin user listed to update their role from admin to instructor or vice versa.

Admin Name	Email	Roles
Firstaid, Admin	admn@fa4sales.testinator.com	Admin

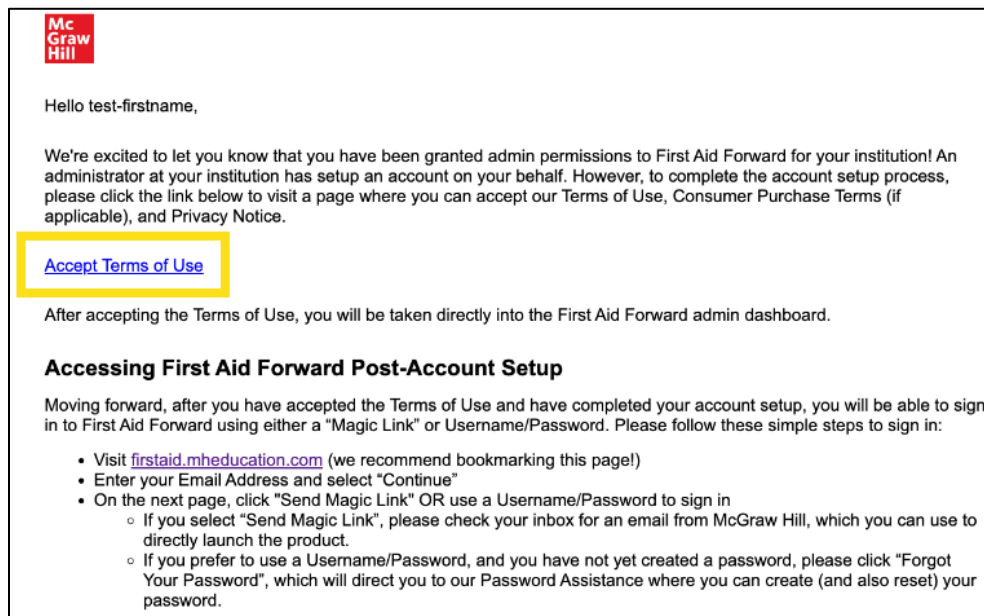
After selecting “Invite Admin,” fill in the user’s institutional email address and name, select their role (admin or instructor), and select “Add” to send them an invitation to the admin dashboard.



If a user already has an account, they will select the link in the email, “Accept Invitation.”



If a user does not have an existing account, they will select a link to “Accept Terms of Use” to complete their account setup and will be logged into admin dashboard.



After accepting access to the admin dashboard, faculty, like all other users, can continue to sign in via Magic Link or username/password if they wish to opt in for setting up a password on their account (see “Signing In” above).

An admin is not able to change their own role, but it can be updated by other admins. It is recommended to add at least one additional admin user with access to the admin management page. The two admin role types are:

1. **Admin:** Can invite other admins and instructors and change the roles of existing users. All admins have the same functionality.
2. **Instructor:** Has read-only access to the admin dashboard and cannot invite others to be admins/instructors; no access to the “admin management” page.

When a user is granted admin permissions and logs into First Aid Forward, they will land on the admin dashboard by default. To access the content from the admin dashboard, users can select the “Student View” button (see “Student View” below). To return to the admin dashboard from the student view, users can select the “Admin View” button. All users will only have one login, and admin permissions are added to the user’s one account (no separate logins or links to access the admin dashboard or the student view).

The institutional admin, including any additional admins or instructors, cannot add, delete, edit, or otherwise manage student user accounts at this time. For any requests to remove student accounts, please open a ticket with firstaidforwardsupport@mheducation.com. For a student to be added to the subscription, they can follow the registration instructions in the welcome letter provided to the admin during onboarding or reach out to firstaidforwardsupport@mheducation.com for assistance.

Student View

First Aid Forward enables admins to toggle between the default login “Admin View” and the “Student View.” Admin and instructor users will want to ensure to toggle between the products in their subscriptions (i.e., Step 1, Step 2) in the top menu when viewing content in the “Student View” and performance data in the “Admin View.”

In “Student View,” admins and instructors can see the First Aid Forward content in their subscription. Users can toggle between Step 1 and Step 2 in the top dropdown menu, as well as easily toggle back to the “Admin View” from the homepage.

Built-in breadcrumbs throughout the content enable easier navigation when the admin is in the student view. Simply select the “home” icon in the upper-left to return to the student view homepage.

Overall Progress

The homepage of the admin dashboard shows a snapshot of your students' activity, performance, and progress in First Aid Forward:

The screenshot shows the Admin Dashboard interface. At the top, there is a navigation bar with the McGraw Hill logo, 'FIRST AID Forward', a dropdown for 'USMLE Step 1', a highlighted 'Toggle Step 1 and Step 2' button, 'Get Support', and 'Admin Firstaid'. Below the navigation bar, the dashboard title 'Admin Dashboard' is displayed. On the right, there are buttons for 'Download reports; View content as student', 'CSV', and 'Student View'. The main content area features filter options for Program (All), Grad Year (All), Subject (All), and Date Range (Past year), along with a search subject field. Below the filters, four key metrics are shown: Average reading time (0m 36s), Average quiz time (8m 2s), Seats claimed (0), and Average score (62%). The 'Overall Progress' section contains two charts: 'Overall Quiz Progress' showing a 62% average score in a donut chart, and 'Overall Score' showing a bar chart with a legend for 'Student Average Score - 62%'.

Toggle

- **Step 1/Step 2:** If your institution subscribes to both First Aid Forward Step 1 and Step 2, you can use the dropdown to toggle between product views. You can only view students' activity, performance, and progress for one product at a time.
- **Student View:** Click "Student View" to exit the admin dashboard and view the student instance and content of First Aid Forward.

Dropdowns

- **Program:** Filter student data by program.
- **Graduation Year:** Filter student data by student graduation year.
- **Subjects:** View activity by subject/high-level categories or use the search tool.
- **Date Range:** View activity by date range (past week, past month, past 3 months, past 6 months, past year).

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Overall Progress (continued)

Metrics

- **Average Reading Time:** The total amount of time your students have spent reading First Aid Forward content for the selected date range and subject.
- **Average Quiz Time:** The total amount of time your students spent taking quizzes for the selected date range and subject. Each subject has one quiz.
- **Seats Claimed:** The number of seats in use by your institution e.g. the total number of accounts created by students and faculty under your institutional subscription.

Note: Your institution purchased a set number of seats as part of your subscription. Please contact your McGraw Hill Account Manager if you need to know the total number of seats or if you need to add seats.

- **Average Score:** The average score across your institution's students on all attempted quizzes for the selected date range and subject.

Graphs

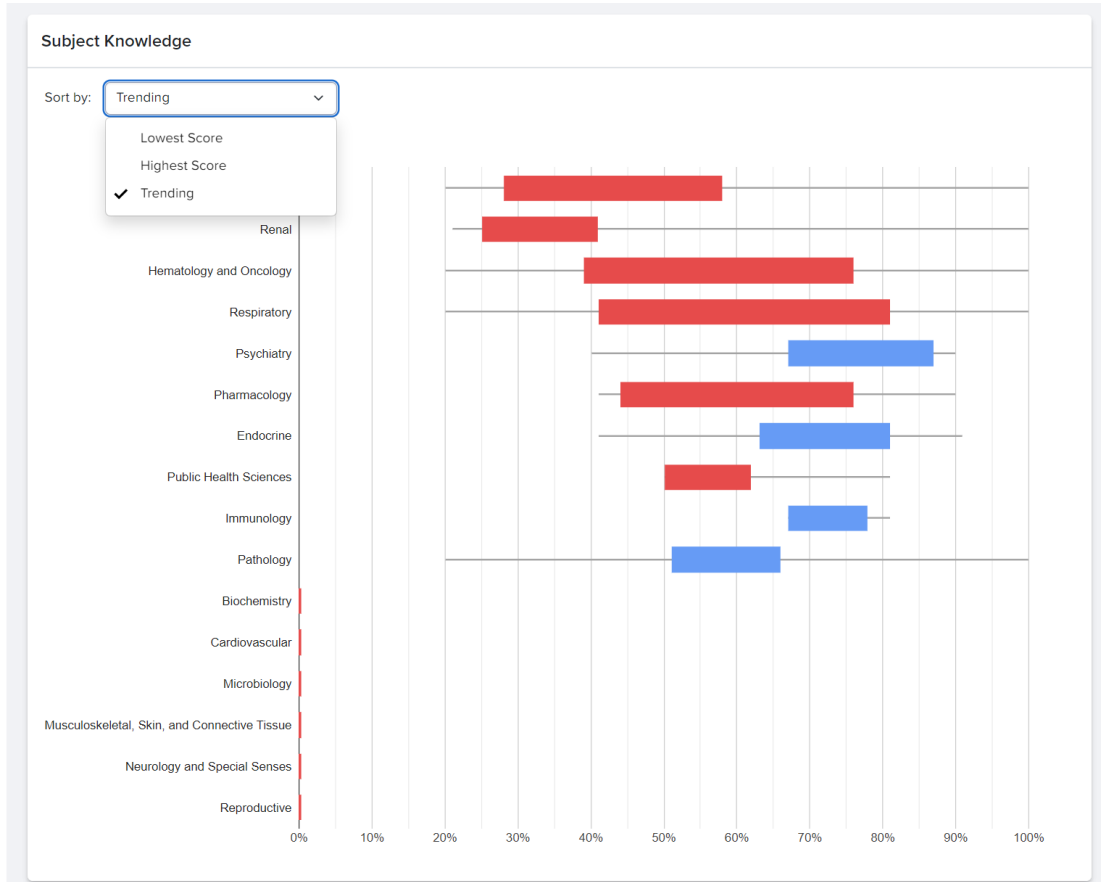
- **Overall Quiz Progress:** Charts quiz activity across your institution's students for the selected date range and subject.
 - **Average Score:** The average score on completed quiz attempts for the selected date range and subject.
 - **% Completed:** The percent of students who have completed the quiz for the selected subject.
 - **% Not Completed:** The percentage of students who have not started or started but not yet completed the quiz for the selected subject.

Note: The number in parenthesis (In the above example: 150) refers to the total number of students reflected in the Overall Quiz Progress chart. Thus, "50% Completed (150 students)" means that 50% of 150 students have completed the quiz for the selected subject e.g. 75 students.

- **Overall Score:**
 - **Student Average Score:** The average score on all completed quiz attempts for the selected date range and subject.
 - **Average Score & Number of Attempts:** Measures students' average score across their quiz attempts. Up to 5 most recent attempts will be shown.

Subject Knowledge

From the home page, users have the option to drill down into activity, performance, and progress by subject:

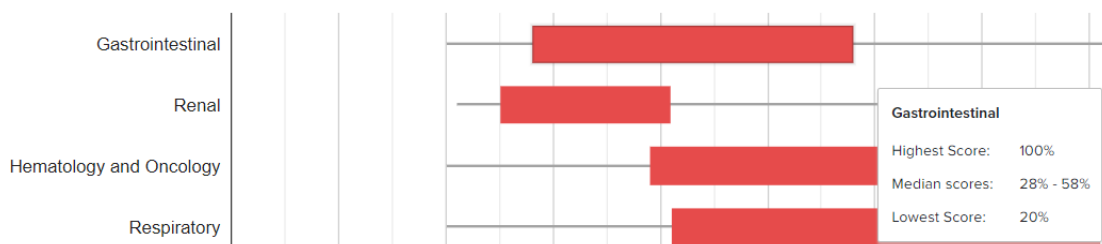


Red indicates that median scores are < 50%. Blue indicates that median scores are >50%.

Sort By:

- **Lowest Score:** Sorts subjects by student performance on the subject quiz from subjects with the lowest average scores to subjects with the highest average scores.
- **Highest Score:** Sorts subjects by student performance on the subject quiz from subjects with the highest average scores to subjects with the lowest average scores.
- **Trending:** Sorts subjects by recentness of student activity.

Hover over a subject to see detail about average student performance:



View Performance Data by Student

To view an individual student's performance, select from the filters at the top of the page, including program, graduation year, subject, and date range.

FIRST AID Forward | USMLE Step 1 | [Get Support](#) | [Admin Firstaid](#) |

Admin Dashboard

| [Student View](#)

Program: |
 Grad Year: |
 Subject: |
 Date Range:

The students listed will filter and appear at the bottom of the page. Select a student's name to see their individual performance data. You will see the student's performance across all subjects. To see details about the student's performance for a particular subject, click on the subject.

Sort by:

Student Name ↑	Progress ↑	Attempts ↑	Completion ↑	Correct ↑	Incorrect ↑	Completion Time ↑
Adams, Richard	Not Started	0	0%	0%	0%	0s
Bashirian, Dan	Not Started	0	0%	0%	0%	0s
Becker, Katlyn	Not Started	0	0%	0%	0%	0s
Boehm, Georgiana	Not Started	0	0%	0%	0%	0s
Bosco, Jarrell	Completed	2	100%	78%	22%	6m 27s
Botsford, Nicolette	Not Started	0	0%	0%	0%	0s
Brekke, Roy	Not Started	-	-	-	-	-
Casper, Aylin	Not Started					
Champlin, Johnathon	Not Started					
Cole, Destiny	Not Started					

Total 101 students |

Bosco, Jarrell

Program: |
 Grad Year: |
 Subject: |

Average reading time 0m 0s	Average quiz time 6m 27s	Seats claimed 0	Average score 78%
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Name	Progress	Attempts	Completion	Correct	Incorrect	Completion Time
Biochemistry	Not Started	0	0%	0%	0%	0s
Cardiovascular	Not Started	0	0%	0%	0%	0s

Continued on next page

View Performance Data by Student (Continued)

- Attempts:** Select which quiz attempt to view.
- Average Reading Time:** The total amount of time the student spent reading First Aid Forward content for the subject.
- Average Quiz Time:** The average time it took the student to complete the quiz across all their attempts
- Average Score:** The average score for this student for this subject across all their attempts.
- Progress:** The student's progress on their most recent quiz attempt as well as the percent of questions they answered correctly vs. incorrectly
- View Scoresheet:** A Scoresheet refers to the students' view of their quiz attempt. A Scoresheet (A) shows the student:
 - Their overall score on the Their answer to each question
 - Whether their answer was correct or incorrect
 - A full explanation of the correct and incorrect answers to the question
 - An educational objective of the question (if applicable)
- Overall Score:** View the student's performance across all their quiz attempts compared to the performance of their peers.
- Topic Breakdown:** See a student's performance by topic. High-yield topics are a curated list of targeted topics that align with the USMLE content blueprint.
- Click on a topic to see the question tied to that topic as it appears on the Scoresheet
- Sort by:** View topics/questions by whether a student answered them correctly or incorrectly.

The screenshot displays a performance dashboard for a student named 'Yellam' in the subject of 'Hematology and Oncology'. It includes summary statistics, progress indicators, a topic breakdown table, and a detailed scoresheet for a specific quiz attempt.

Summary Statistics:

- Average reading time: 10m 05s
- Average quiz time: 15m 10s
- Seats claimed: 200
- Average Score: 90%

Current Attempt Progress:

- 100% Completed
- 48% Correct (28 Questions)
- 52% Incorrect (31 Questions)
- 0% Unanswered (0 Questions)

Overall Score Comparison:

Attempt Number	Student Average Score (%)	Yellam (%)
1	~60	~60
2	~60	~100
3	~60	~80
4	~60	~40
5	~60	~60

Topic Breakdown Table:

Name	Number of Questions	Completion	Correct	Incorrect
Hematology and Oncology	59	100%	48%	52%
Acute Intermittent Porphyria	1	100%	100%	0%
Acute Lymphoblastic Leukemia	2	100%	100%	0%
Acute Myelogenous Leukemia	2	100%	0%	100%
Acute Promyelocytic Leukemia (APL)	1	100%	0%	100%

Scoresheet (A): 28 out of 59 correct (47%)

Question 1: Acute Intermittent Porphyria

Correct. Score: 1 out of 1.

A 21-year-old woman presents with an acute onset of abdominal pain, depressive symptoms, and purple tinged urine after drinking alcohol for the first time last night. She is given glucose and hemin, and her symptoms improve. A deficiency in which enzyme is causing this disorder?

Options: A) Ferrochelatase, B) Porphobilinogen deaminase, C) Uroporphyrinogen decarboxylase, D) Aminolevulinic acid (ALA) synthase, E) HMG-CoA reductase.

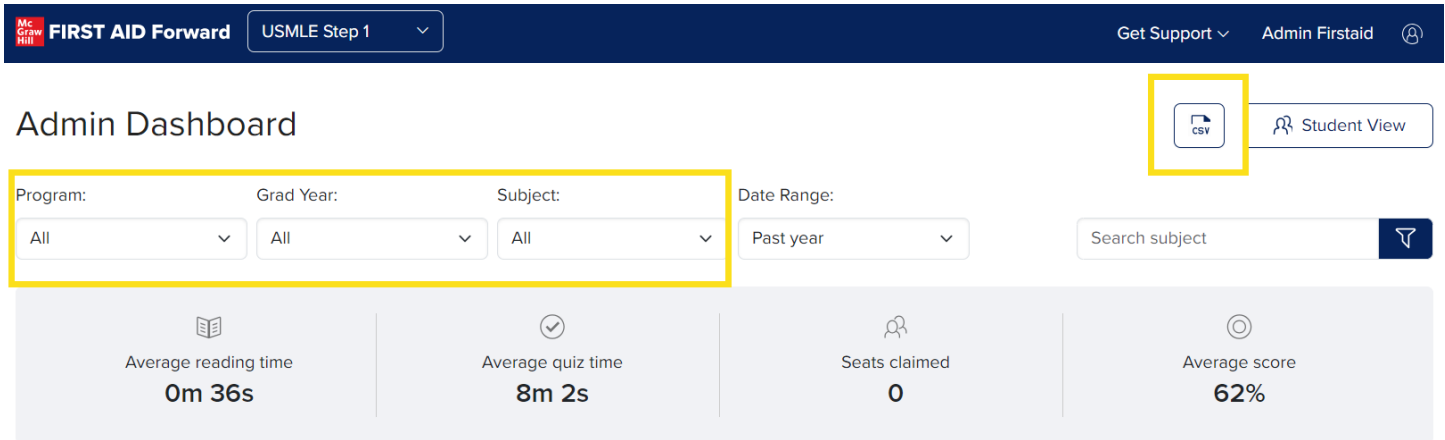
Correct Answer: B) Porphobilinogen deaminase

Explanation: Acute intermittent porphyria is an autosomal dominant mutation that affects porphobilinogen deaminase (Choice B), resulting in the accumulation of porphobilinogen and aminolevulinic acid (ALA). It presents with the "5 P's": Painful abdomen, Port wine-colored Pee, Polyneuropathy, Psychological disturbances, and Precipitated by factors that increase ALA synthase (drugs, alcohol, starvation). This patient recently had alcohol for the first time and had new abdominal pain, depressive symptoms, and purple-tinged urine, which align with the several of the "5 P's" listed above. Additionally, her symptoms improve with glucose and hemin, which are the first line treatments for acute intermittent porphyria. Ferrochelatase (Choice A) and ALA synthase (Choice D) are affected by lead poisoning. Uroporphyrinogen decarboxylase (Choice C) is mutated in porphyria cutanea tarda. HMG-CoA reductase (Choice E) is inhibited by statins in the treatment of hyperlipidemia.

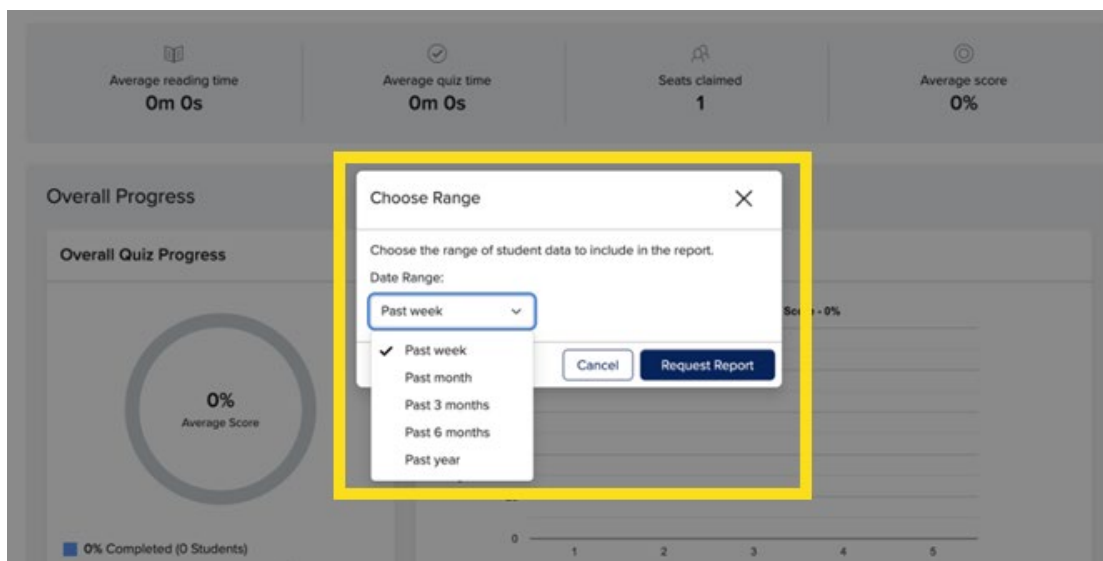
Educational Objective: Acute intermittent porphyria is an autosomal dominant mutation that affects porphobilinogen deaminase.

Performance Reports

Admins can now request student performance data as a downloadable file. Admins can request performance usage reports using the filters by program, graduation year, and subject.



Admins can then request student performance reports through the admin dashboard by clicking on the CSV icon next to the "Student View" button. The admin will be prompted to enter a date range for the report which matches the dashboard filters.



After requesting a report, admin users will receive two emails:

1. The first email contains a link to download their reports which is valid for 24 hours, and the email message specifies the institution for which the report was requested and the date range.
2. The second email will contain a password to unlock the CSVs. It is required to enter the password every time a user opens these documents.

Mc Graw Hill

Hi Faf.organizational.admin,

The First Aid Forward report you requested for PROF school for the past year is ready for download in CSV format. This link will be valid for 24 hours.

[Download Report](#)

Since the report contains student data, be mindful of who you share the information with.

For further assistance, please contact us at firstaidforwardsupport@mheducation.com

Thank you,
The First Aid Forward Team

Mc Graw Hill

Hi Faf.organizational.admin,

Here is the password for First Aid Forward report you requested: **563537** You'll need to use this password each time you open the file.

For further assistance, please contact us at firstaidforwardsupport@mheducation.com

Thank you,
The First Aid Forward Team

Admins will receive two CSVs: 1) Overall averages and subject averages and 2) Individual student level performance. This will cover all the metrics per subject for all students and the same metrics per subject for individual students.

Student Name	Student LastName	Student Email	Attempt Number	Completion Percent	Correct Percent	Incorrect Percent	Completion Time In Mins	Degree Program	Graduation Year
Adhikari	Niranjann	niray@mheqi	0	0	0	0	0		
Admin lname	Admin fname	dfa.demo.adn	0	0	0	0	0		
Asda	Asda	bhumi_std6@	0	0	0	0	0	Medical(MD)	2025
Bb	Ff	faf.bb@mheq	0	0	0	0	0		
Blanchard	Wells	wells8-5-24@	0	0	0	0	0		
Blanchard	Wells	wells81924@	0	0	0	0	0	Athletic Train	2026
Blanchard	Wells	wells20@mhi	0	0	0	0	0	Athletic Train	2024
	Deleted_5b1966b6	DELETED_5b1	0	0	0	0	0		
	Deleted_d23472e4	DELETED_d23	0	0	0	0	0		
	Dfa_assess_testuser	dfa_assess_tes	0	0	0	0	0		
Dfdgfdg	Sdfsf	fa4.demo.use	0	0	0	0	0	Medical(DO)	2026
Dgfg	Sdfdf	fa4.1@mheqi	0	0	0	0	0	Medical(MD)	2025
Ere	Wew	dfa_std3@mif	0	0	0	0	0	Medical(MD)	2025
Erteet	Ere	tbyb.user1@r	0	0	0	0	0		
Fa4	Step12	fafstep12@m	0	0	0	0	0		
Fielding	Amanda	amanda.fieldi	0	0	0	0	0		
Hh	Hello23	hello23@mhi	0	0	0	0	0		
Jhkhjhkh	Jhkhjkh	std-prof1@m	0	0	0	0	0		
Ln	Automationfn	connecttiya7j	0	0	0	0	0		
Lastname	Firstname	DELETED_05c	0	0	0	0	0		
LI	Ff	faf42324s1@	0	0	0	0	0		
LI	Ff	ff52224s2@n	0	0	0	0	0		

Additional Resources & Help

Thank you for using the First Aid Forward Admin Dashboard User Guide!

Learn More

For information about using the Student View of First Aid Forward, view our [First Aid Forward User Guide](#).

For additional resources, including FAQs, video tutorials, promotional materials, and more, check out our [Access User Center](#) or [LibGuide](#).

Get Help

Visit our [help page](#) or contact us at customersuccess@mheducation.com with questions, troubleshooting, admin credentials, or requests for custom training.