

Overview

The Association Staff Admin Dashboard provides the ability to access and control the two areas listed below. It can be accessed by selecting the hamburger menu located in the top header and then selecting **Admin**.

Manage Library

- **Add/Delete/Edit Content**

Reports

- **User Topic Progress**
- **Agency Progress**
- **Learning Topic Completion**
- **Competency Completion**
- **Reflection Progress (by individual)**
- **Reflection Progress (average for broker group)**

Sizing and Formatting for Library Quick Reference

Content	Formatting Guidelines
Importing Video	File Type: .mp4, size limit: 100MB
Importing Documents	File Type: .xls .xlsx .pdf

Manage Library

Admin Task	Steps
Add New Content	<ol style="list-style-type: none"> 1. Navigate to the Manage Library tab in the Admin Dashboard 2. Select Add New Content 3. Fill in Title. Select Save 4. Continue to edit the content object by filling in desired additional fields 5. Select Save and check the Published Box so it will be visible to users in your primary association <p>Note: You can create library objects that are external links or you can upload files that are under 100MB.</p>

Reports

Admin Task	Steps
View User Topic Progress	<p>Shows every Learning Topic status for all users in your association group.</p> <ol style="list-style-type: none"> 1. Navigate to the Reports button in the Admin Dashboard 2. Use the Select Report dropdown 3. Select User Topic Progress
View Agency Progress	<p>Shows C2EX endorsement progress, number of logins, and use of system tools for your association group.</p> <ol style="list-style-type: none"> 1. Navigate to the Reports button in the Admin Dashboard 2. Use the Select Report dropdown 3. Select Agency Progress

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View Learning Topic Completion	Shows completion statistics based by Learning Topics for your association group. <ol style="list-style-type: none">1. Navigate to the Reports button in the Admin Dashboard2. Use the Select Report dropdown3. Select Learning Topic Completion
View Competency Completion	Shows completion statistics based by Competency for your association group. <ol style="list-style-type: none">4. Navigate to the Reports button in the Admin Dashboard5. Use the Select Report dropdown1. Select Competency Completion
View Reflection Progress (Group)	Shows Reflection trend graph using the average for your association group. <ol style="list-style-type: none">1. Navigate to the Reports button in the Admin Dashboard2. Use the Select Report dropdown3. Select Reflection Progress (Group)
View Reflection Progress (Individual)	Shows Reflection results average by individual for your association group. <ol style="list-style-type: none">1. Navigate to the Reports button in the Admin Dashboard2. Use the Select Report dropdown3. Select Reflection Progress (Individual)