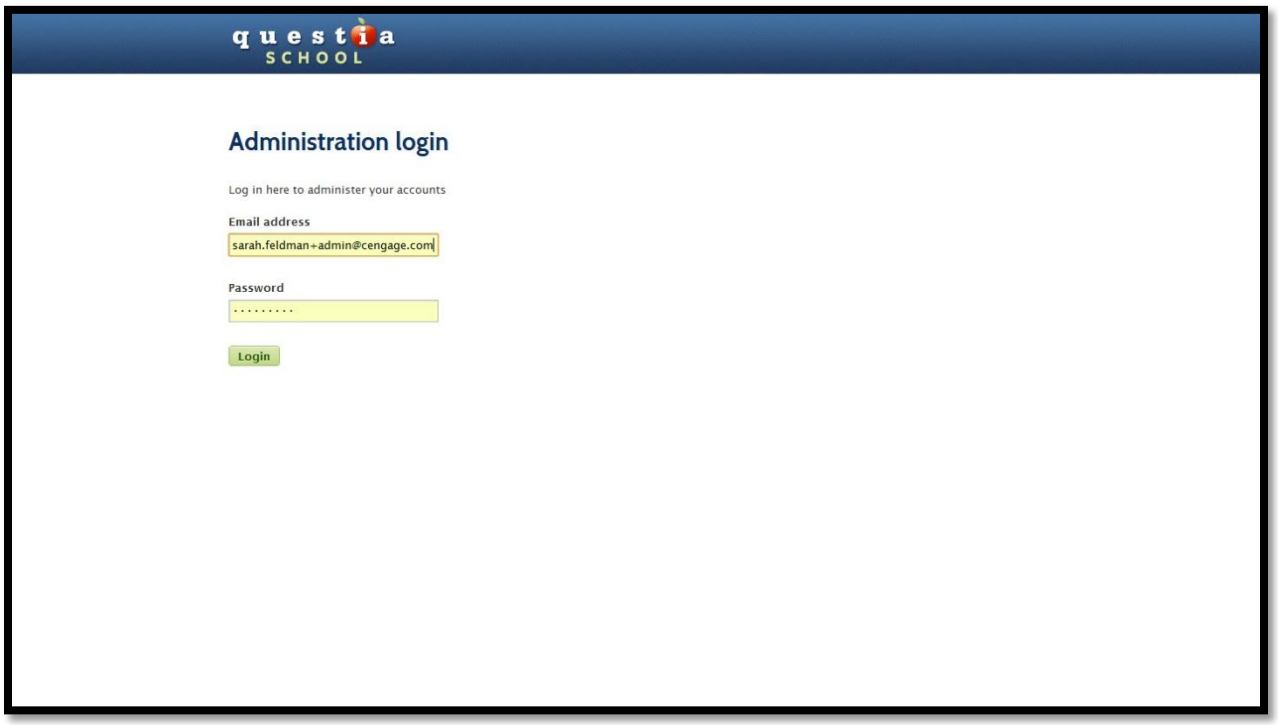


Administrator Site Instructions

Logging In to the Questia School Admin Tool:

1) Go to http://schooladmin.questia.com

2) Enter your user name and password
3) Forgot your username or password? Please Call Technical Support at 1800-877-4253

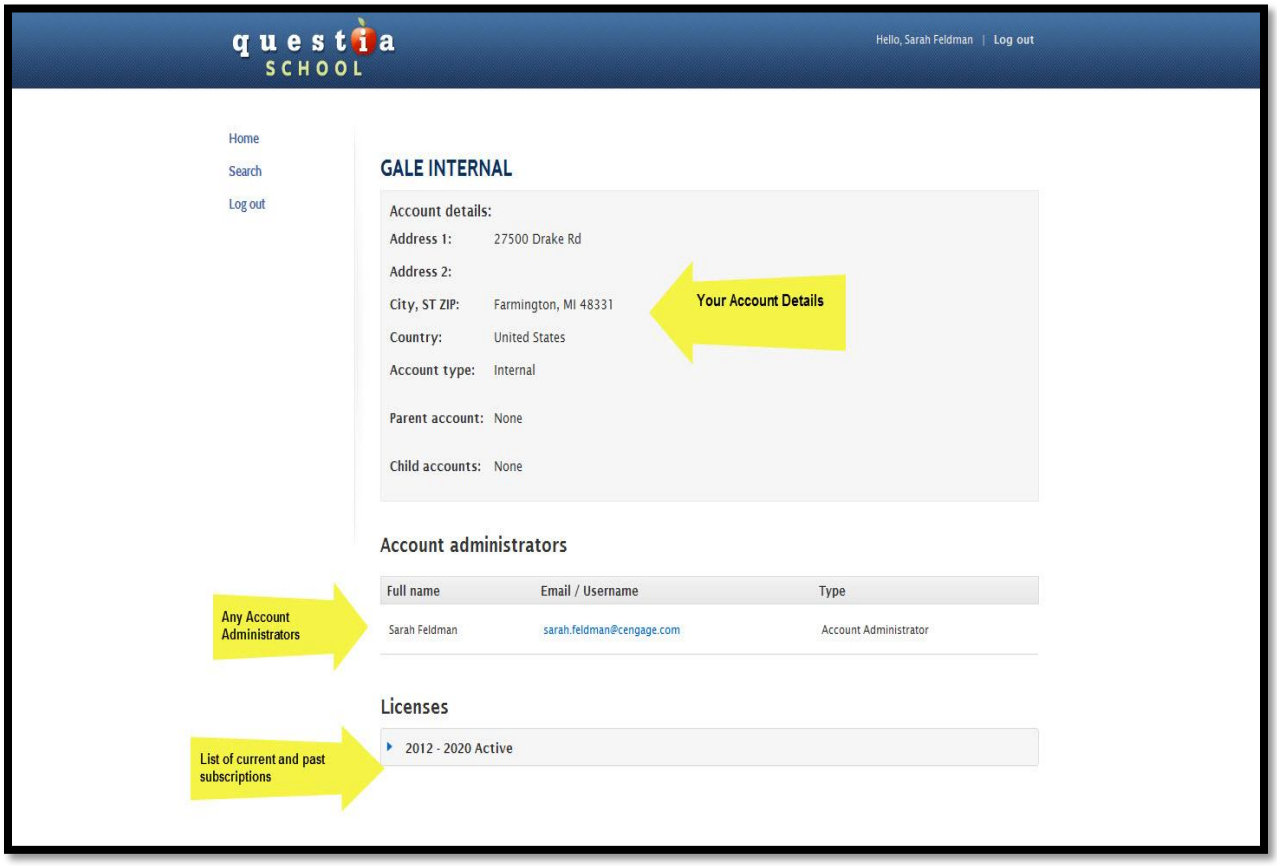


Account Summary Screen

Once you log in to Questia School you will see your Account Summary Screen. This screen is where you will begin and end any activity in the Admin Tool

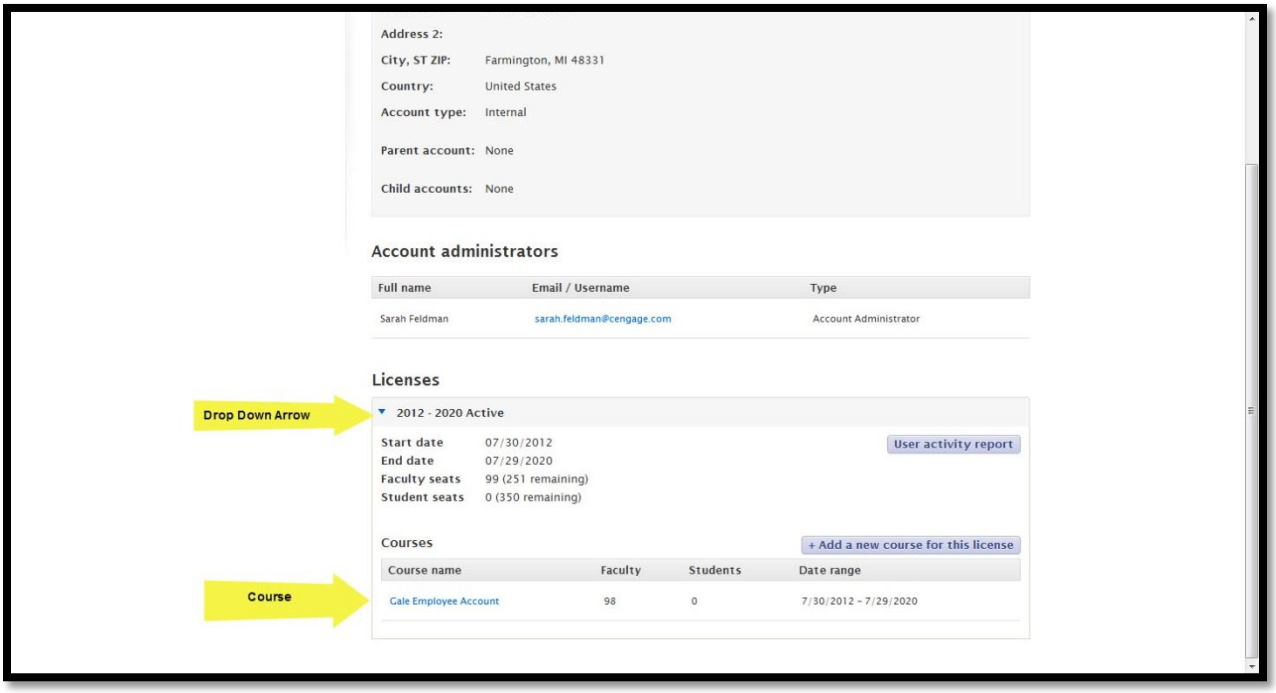
From this Screen you can see your:

1) Account address information
2) Current Account Administrators
3) A list of your Licenses (aka your current and past subscriptions)

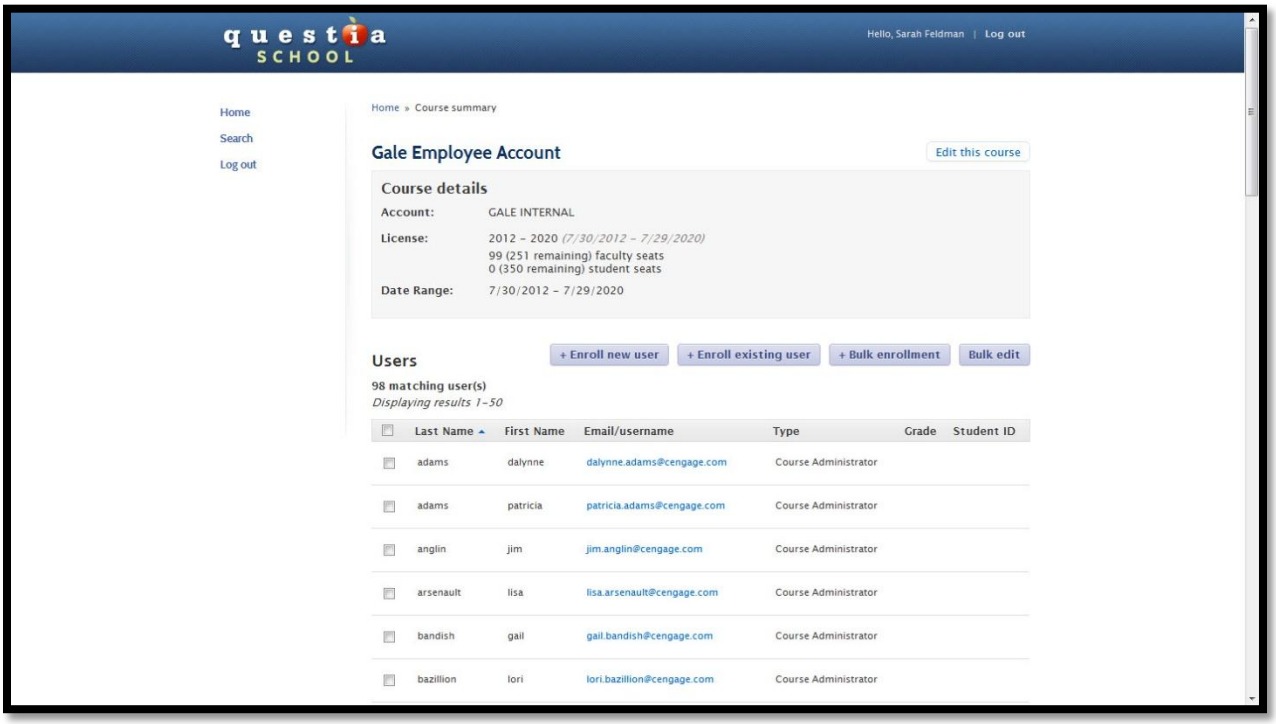


Your Current Subscription and User Lists

To access any user list click the drop down arrow next to that year's subscription and click on the course that appears

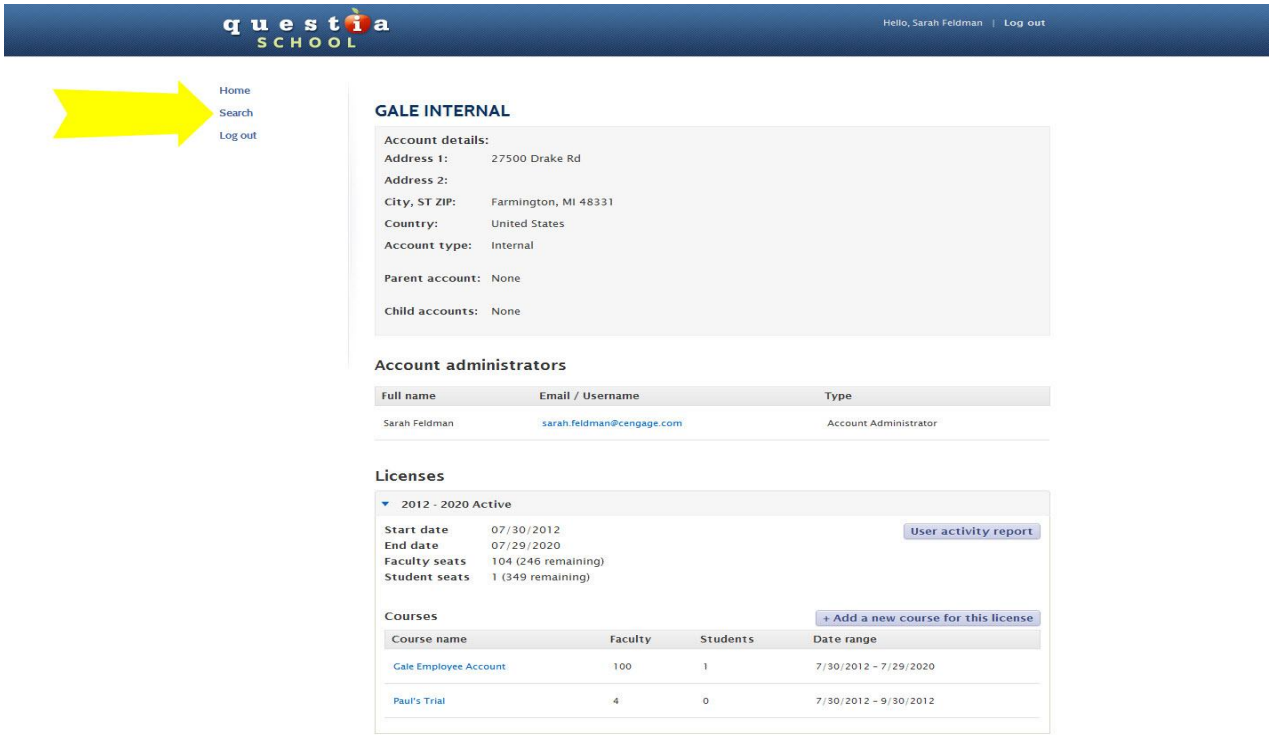


This will take you to the user list Screen:

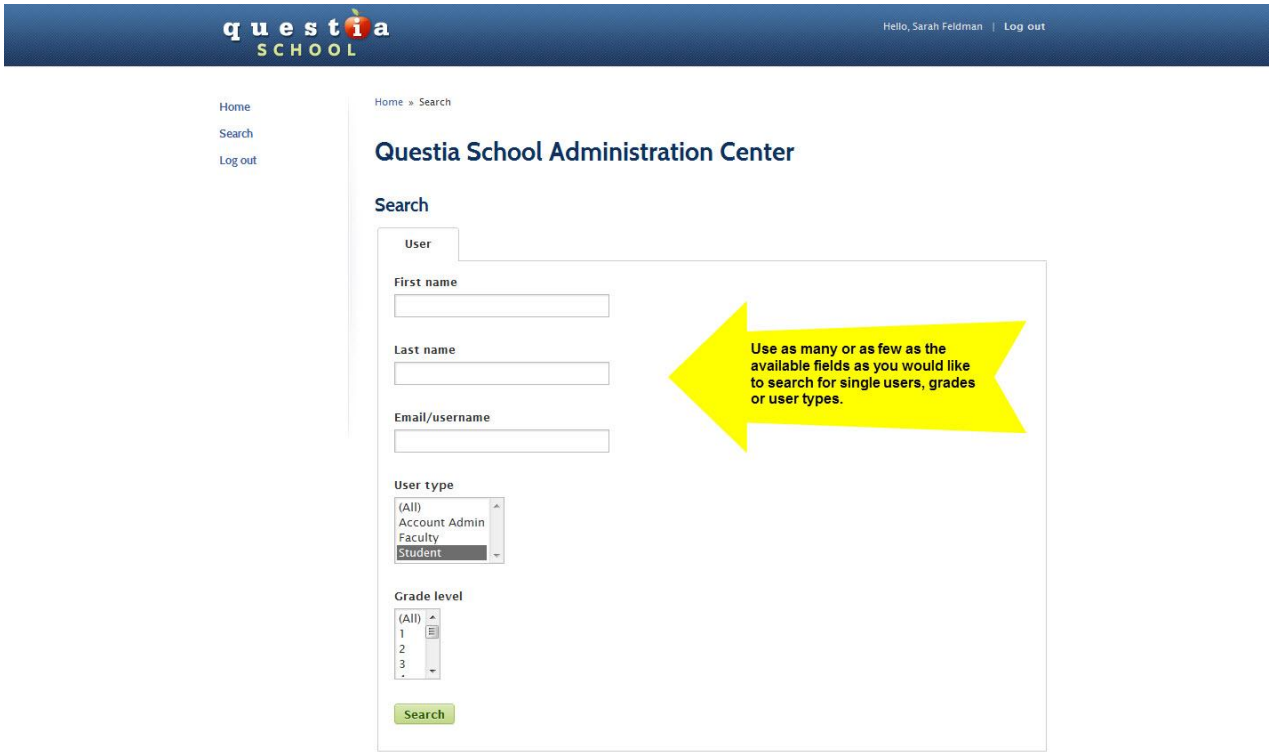


Searching by User Name, Grade, or User Type

To search for an individual user, a grade or user type click on the “Search” link on the left hand side of your screen.

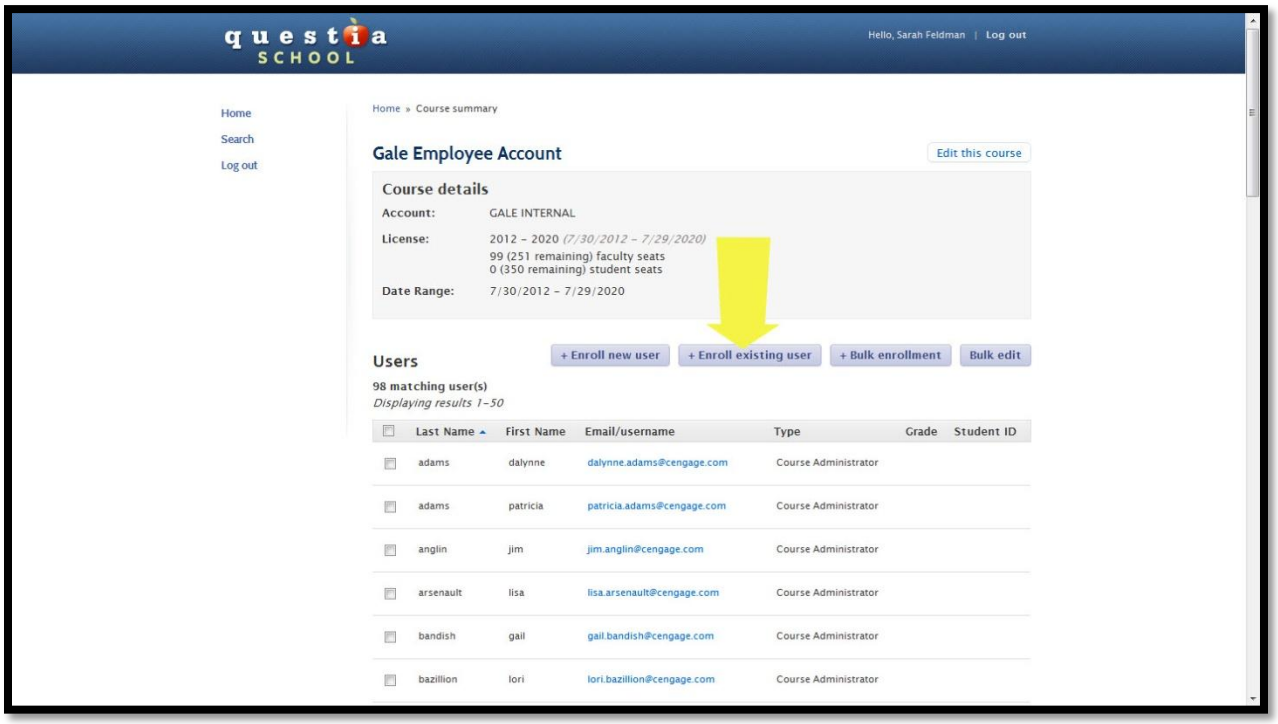


Fill in any fields to search for user(s):

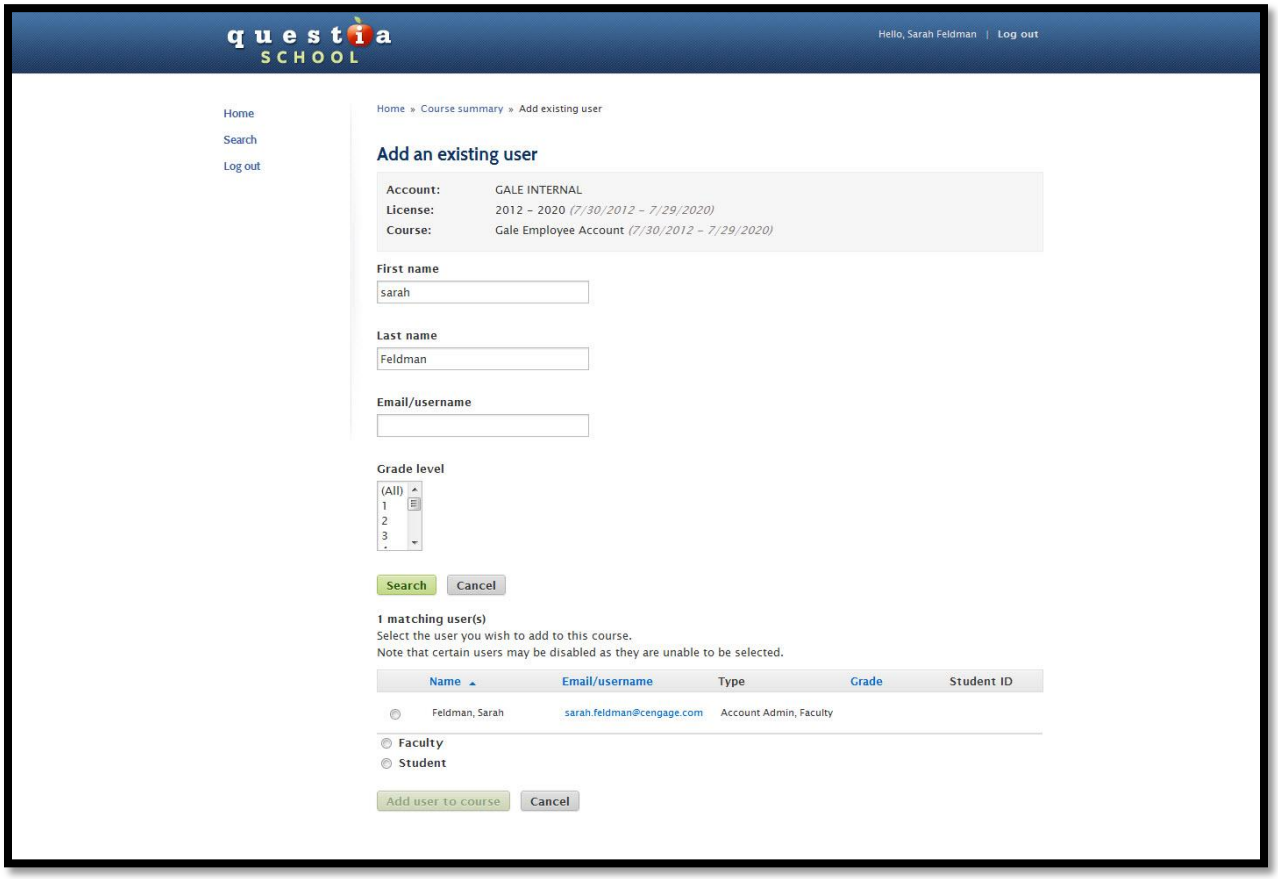


Enrolling Users with the Admin Tool

To add a current user (a student or faculty member that has been enrolled in a prior year's program) click on the "Enroll Existing User" button

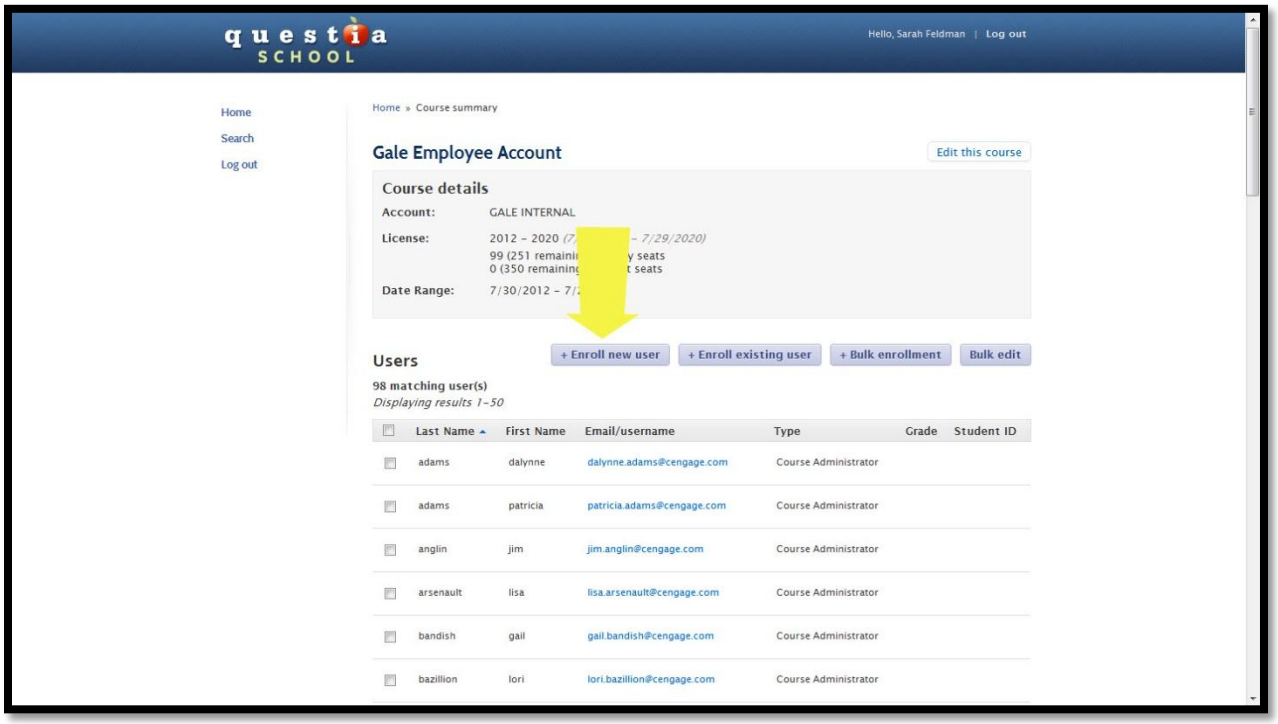


The next Screen will allow you to search in your account for individual users to add to your current user list:

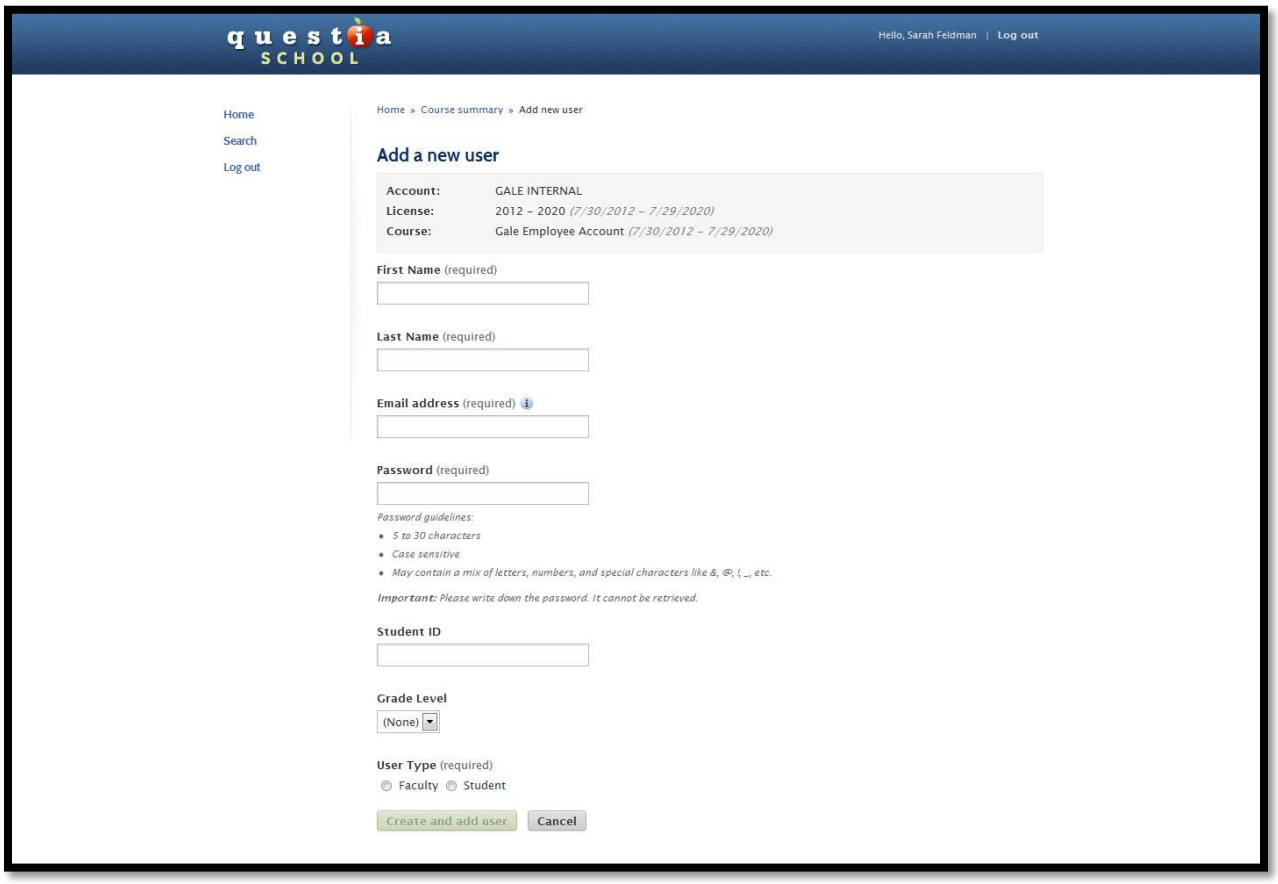


Enrolling NEW Users:

To Enroll a New User click on the Add New User Button while you are in the User List

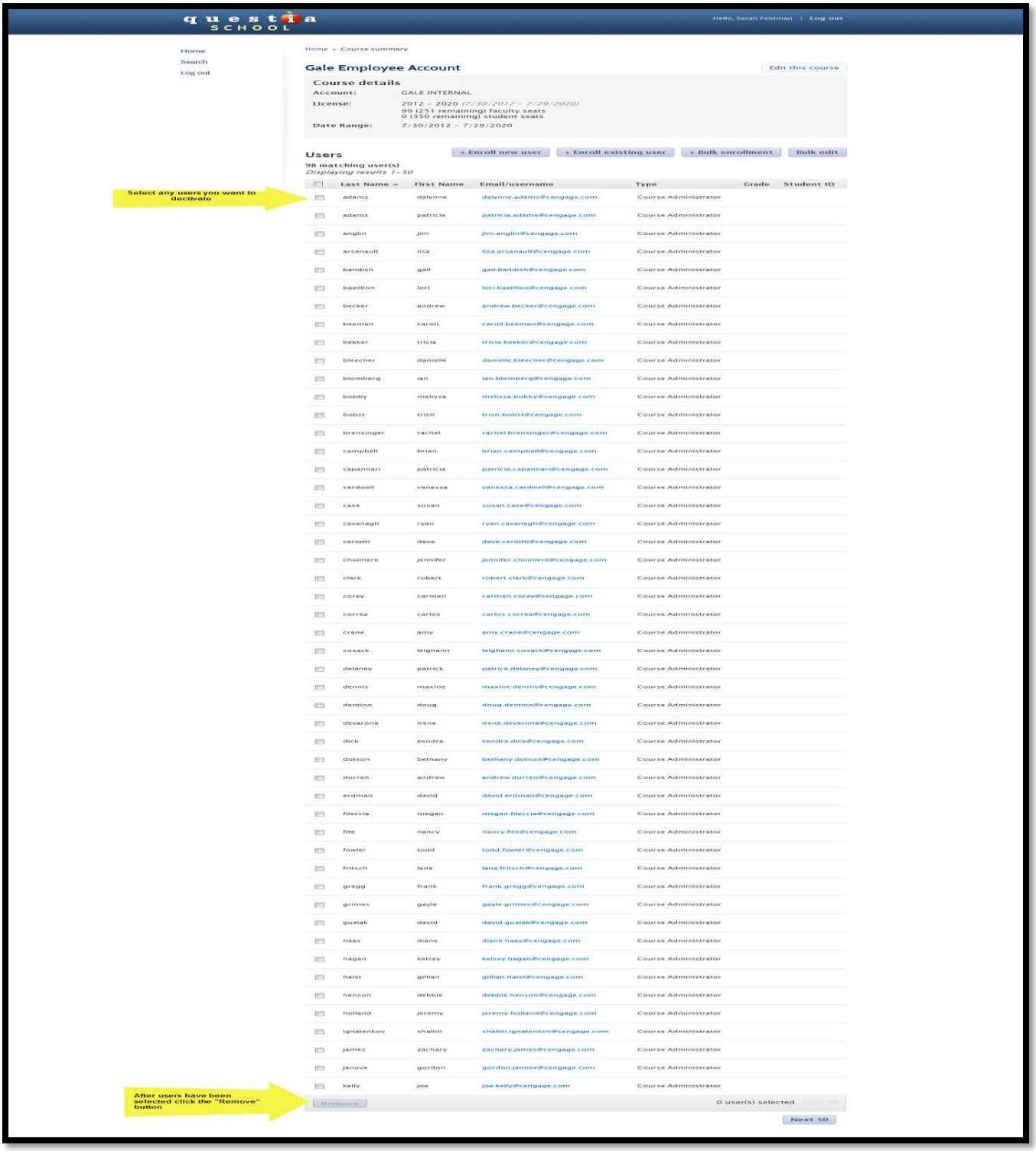


This will take you to a screen where you can add all the information for your new user. Once all of the information is entered you can click the green “Create and Ad New User” button at the bottom of the screen.



Deactivating Current Users

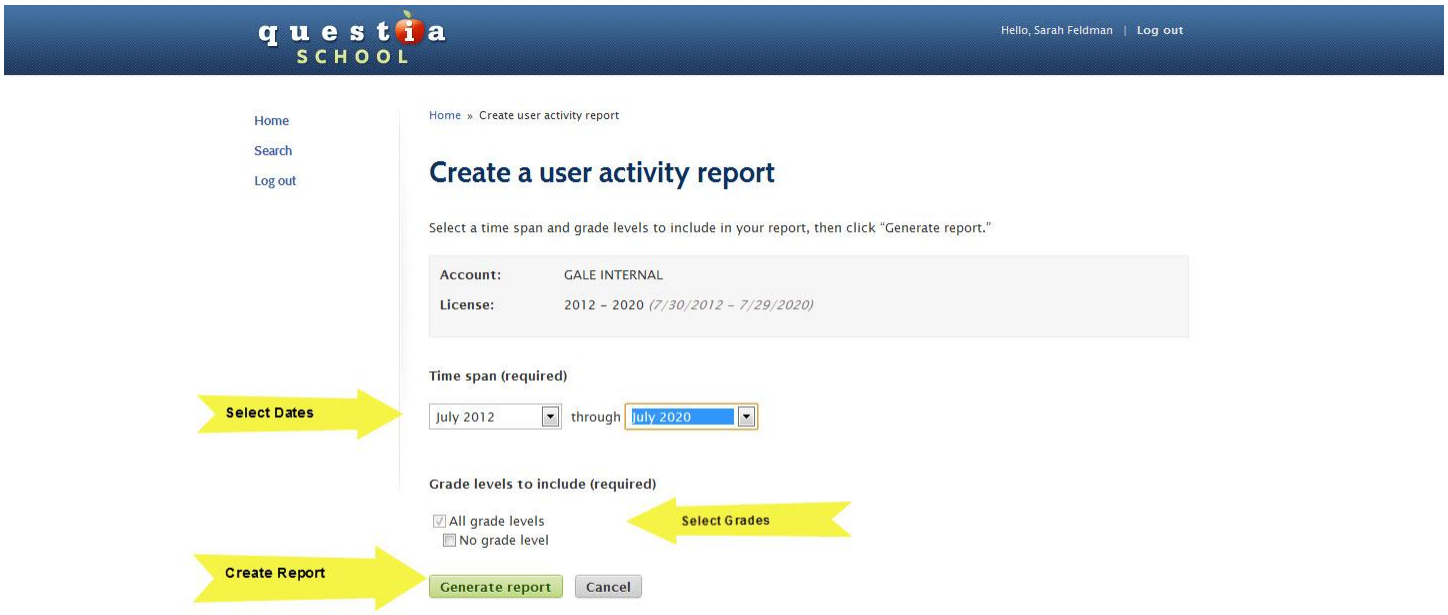
To deactivate current users: Go to your current user list. Select the box on the right hand side next to any users you would like to deactivate. Click the “Remove” button.



Usage Reports

To Access your Usage Report

1) Click the drop Down Arrow Next to the current subscription from your account summary page
2) Click “User Activity Report”
3) From the drop down date boxes, select the dates you would like to see the usage for
4) Select grade levels **IF** you would like to see the usage for specific grades only.
5) Click on the green Generate Report button to create your usage report



Searching For A User

1) **Enter all or part of the Questia School Users informaiton. No Wild Cards are neded if you are entering only a portion of a name.**
2) **Hit the "Search" Button**
3) **A List of Users will appear belos the search fields**
4) **Click on the blue hyperlinked user name to view the details for a user**

