



MBA Professor Dashboard Guide

Setting Up Your Dashboard

Step 1: Getting Started

Step 2: Adding Classes

Step 3: Adding/Removing Students

Step 4: Student Dashboard (Student KII™)

Step 5: Tracking Student Progress

Step 1A: Getting Started

<h2>Take the KII™</h2> <p>Before you get started taking the KII™ assessment, we'd love to learn a little bit about you in order to help us understand your needs.</p> <p>First Name * <input type="text"/> Last Name * <input type="text"/> E-mail * <input type="text"/></p> <p>Which of these best describes you? * <input type="text" value="- Select -"/></p> <p>Which of these best describes why you are taking the KII@? * <input type="text" value="- Select -"/></p> <p>Job Title * <input type="text"/> Company Name * <input type="text"/></p> <p>Begin the Assessment!</p>	<h3>KII™</h3> <ul style="list-style-type: none">Research Summary ReportKII™ TrialView Sample KII™Take the KII™View SOCR™ Sample
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Before a professor can create the dashboard, he or she must first take the KII™ Assessment. Afterward, the option will be presented to add classes and add students to their dashboard.

The KII™ Assessment can be accessed by clicking the “Take the KII™” or “Take the KII™ Trial” buttons found on each page.

Step 1B: Getting Started



Congratulations on Completing the KII™ Trial!

You now have the opportunity to access your COMPLETE KII™ and SOCR™ Reports by clicking on one of the 4 options below. OR you can access your KII™ and SOCR™ Reports **FREE** by using the KII™ for your course. **Set up your class to take the KII™ now.**



**Get Your COMPLETE
KII™ Report \$97 >**



**Get Your COMPLETE
SOCR™ Report \$137 >**



**Get BOTH the KII™ &
SOCR™ Reports \$197 >**



**Get BOTH the KII™ &
SOCR™ Reports FREE!
Find Out How >**

DATE	STATUS	ACTION
07-13-2015 11:26am	Complete	<div style="font-size: x-small; margin-bottom: 5px;">  KII Sample </div> <div style="font-size: x-small;">  SOCR Sample </div>

DASHBOARD

My Dashboard

My Account

If a professor simply took the KII™ Trial Assessment, then they are presented with the opportunity to purchase the Full KII™ Report, Full SOCR™ Report, or both reports. They can also choose to use the KII™ Assessment in their own classes by setting up their MBA Dashboard.

If a professor chooses to use the KII™ in their class they will qualify to access their KII™ Report AND their SOCR™ Report for FREE!

Step 2: Adding Classes

Home > Dashboard > Classes

Classes

By using the KII™ in your MBA Course, you'll be able to access your KII™ and SOCR™ Reports for **FREE!** To get started, set up your first class by clicking "Add New Class" below.

+ Add New Class

DASHBOARD

- My Dashboard
- My Classes
- My Account

ACCOUNT OVERVIEW

Active Classes	0
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After taking the Assessment, the professor can set up classes by clicking the "Add New Class" button.

Home > Dashboard > Add New Class

Add New Class

Class Title (enter class name and number) *

BUS 601

Is Class Prepaid?

- Payment is made by institution
- Payment is made by student

Save

DASHBOARD

- My Dashboard
- My Classes
- My Account

ACCOUNT OVERVIEW

Active Classes	0
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Here, the professor can name the class and select payment options. By default, students pay for their own assessments and reports, but a full payment can also be made on behalf of all students by the institution.

Step 3A: Adding/Removing Students

Home › Dashboard › Classes

Classes

- BUS 601 Created
- Add students by clicking "Actions" then "Add Users"

[+ Add New Class](#)

▼ BUS 601 (0 users)

Average K-Factor® Score: 0

COMMITMENT	LIKEABILITY	CONFIDENCE	PASSION	COURAGE	EMPOWERIN	
0	0	0	0	0	0	0
User	Email	Status			KII	SOCR

Actions

- + Add Users
- Edit Class
- Delete Users

DASHBOARD

- My Dashboard
- My Classes
- My Account

ACCOUNT OVERVIEW

Active Classes	1
Total Students	0
KII® Completed	0 of 0

Once a new class is added, the professor can add students to the class by clicking on the “Actions” menu and selecting “Add Users.”

Step 3B: Adding/Removing Students

Home › Dashboard › Students

Add Users to BUS 601

Email this link to your students so they can create their accounts:

<http://keller.dev/groups/903a4eef20bd1cc20b95c74c40b21b58/join>

Here is a sample email you can use:

Greetings!

During this course we will be using the Keller Influence Indicator® (KII®). Completion of the KII® assessment is a requirement of this course. The KII® is an assessment that measures your influence potential, which is one of the most important assets a leader, entrepreneur or business person can own.

If this assessment is not pre-paid (you will be able to tell in your account) then it is the responsibility of the student to purchase the assessment. The cost is \$74. You will receive two reports, the KII® Report and the SOCR® Report. Both reports will be utilized during your class time in this course.

Please note that your scores and reports are not available to anyone without your permission. Data is ONLY collected in aggregate form (students are not identified) and may be viewed by the professor as class or course data. The professor will also be able to see who has completed or not completed the assessment by the requested date or timeline.

Please click on this link and follow the directions to setting up your account then begin taking the KII® assessment:

<http://keller.dev/groups/903a4eef20bd1cc20b95c74c40b21b58/join>

If you have any questions, please visit the KII® [FAQs](#) or contact support at support@karen-keller.com.

Best,

DASHBOARD

My Dashboard

My Classes

My Account

ACCOUNT OVERVIEW

Active Classes	1
Total Students	0
KII® Completed	0 of 0

After clicking “Add Users,” a unique link is generated for that class. The professor can then email this link to his or her students, inviting them to take the KII™ Assessment as part of the class assignment. A sample email is provided, but the professor may also write a custom message. In either case, the professor must use this link in their email message.

Step 3C: Adding/Removing Students

The screenshot shows the 'BUS 601' class overview. At the top left is a green button '+ Add New Class'. Below it is a dropdown menu for 'BUS 601 (0 users)'. The main area displays 'Average K-Factor® Score: 0' and six colored bars representing different metrics: COMMITMENT (0), LIKEABILITY (0), CONFIDENCE (0), PASSION (0), COURAGE (0), and EMPOWERING (0). Below these are columns for User, Email, Status, KII, and SOCR. A green 'Actions' menu is open over the 'Delete Users' option, which is circled in red.

To remove users from a class, click on the “Actions” menu and select “Delete Users.”

The screenshot shows the 'Remove Users from BUS 601' page. The breadcrumb is 'Home > Dashboard > Add Users'. The title is 'Remove Users from BUS 601'. Below the title is a paragraph: 'This page allows you to remove a student at any time during the process. This does not remove the student's account once it's been created. Rather it only removes him/her from the course/class and the aggregate data reports.' Below this is a table with a blue header 'USER' and a row for 'Smith, J.' with a checkbox circled in red. A green 'Remove Users' button is at the bottom left. On the right is a 'DASHBOARD' sidebar with 'My Dashboard', 'My Classes', and 'My Account'. At the bottom right is an 'ACCOUNT OVERVIEW' section.

Select the checkbox next to the student's name (or select the checkbox in the blue header to select all users) and then click the “Remove Users” button.

Step 4A: Student Dashboard (Student KII™)

Home · Join Class

Join BUS 601

Welcome to the KII® Influence Assessment! Please create your account by completing the form below. Once you create your account you will be able to start the assessment. It takes approximately 25 minutes to complete. **NOTE:** Your scores and reports are not available to anyone without your permission. Data is ONLY collected in aggregate form (students are not identified) and may be viewed by the professor as class or course data.

First Name *

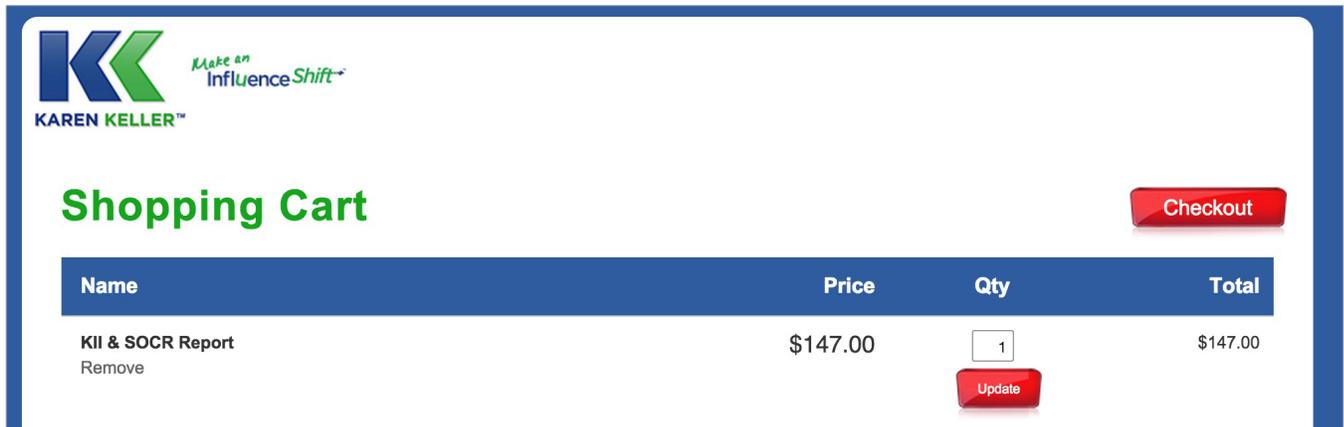
Last Name *

E-mail *

[Begin the Assessment!](#)

When a student clicks on the link emailed by the professor, they are taken to the login page. Here, they add their name and email address to get started.

Step 4B: Joining a Class



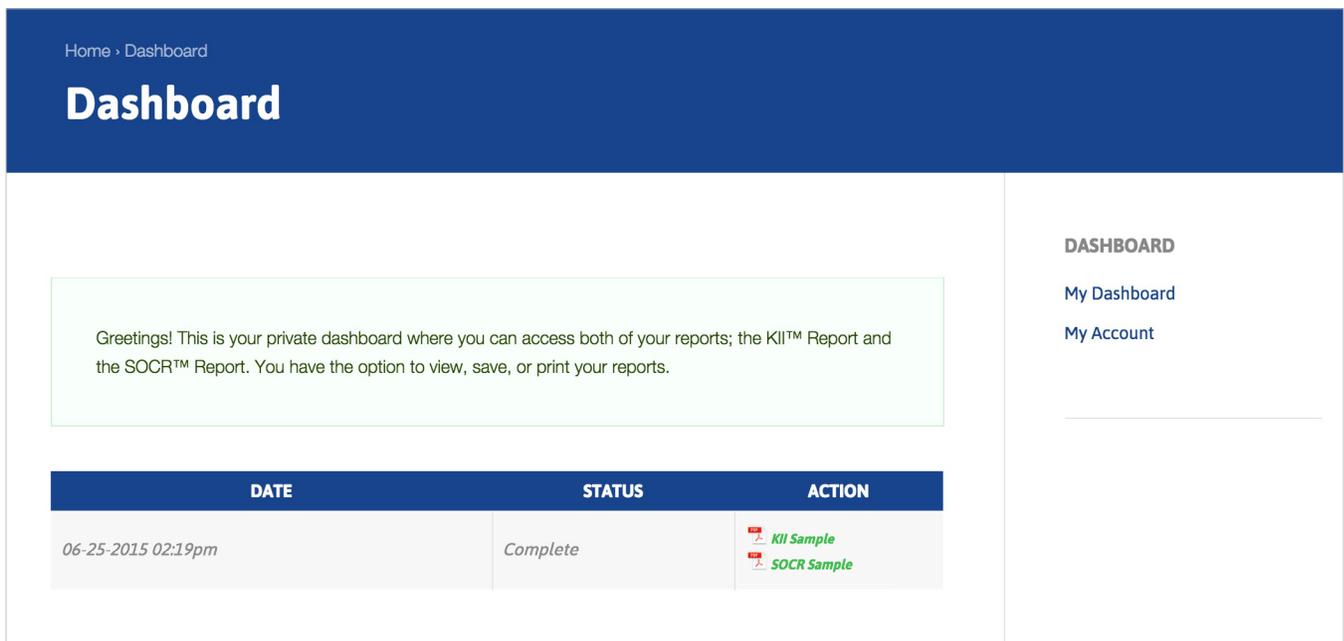
KAREN KELLER™ *Make an InfluenceShift™*

Shopping Cart

[Checkout](#)

Name	Price	Qty	Total
KII & SOCR Report Remove	\$147.00	<input type="text" value="1"/> Update	\$147.00

If the class has been configured to have students pay for their own assessments, then the student is taken to the checkout page where they can make their purchase.



Home > Dashboard

Dashboard

Greetings! This is your private dashboard where you can access both of your reports; the KII™ Report and the SOCR™ Report. You have the option to view, save, or print your reports.

DATE	STATUS	ACTION
06-25-2015 02:19pm	Complete	KII Sample SOCR Sample

DASHBOARD

- [My Dashboard](#)
- [My Account](#)

After purchasing and/or taking the KII™ Assessment, the student is taken to their own Dashboard, where he or she may view, download, or print their KII™ and SOCR™ Reports.

Step 5: Tracking Student Progress

+ Add New Class

▼ BUS 601 (3 users)
Actions

Average K-Factor® Score: 54

COMMITMENT	LIKEABILITY	CONFIDENCE	PASSION	COURAGE	EMPOWERING	TRUSTWORTHINESS
67	58	63	61	68	64	58

USER	EMAIL	STATUS	KII	SOCR
Smith, J.	jsmith@rapiddg.com	Not Started		
Doe, J.	jdoe@rapiddg.com	Completed 06/25/15	✓	✓
Smith, B.	bsmith@rapiddg.com	In Progress		

ACCOUNT OVERVIEW

Active Classes	1
Total Students	3
KII@ Completed	1 of 3

After students have been added, the professor can track their progress on the Dashboard. Here, the professor can see who has completed the assessment, who has downloaded their Reports, and aggregate K-Factor™ and Seven Influence Trait™ scores and data.

The “Account Overview” box in the sidebar provides a quick summary of all class activity on the professor’s Dashboard.

Average K-Factor® Score: 54

High: 74	High: 66	High: 80	High: 63	High: 74	High: 72	High: 70
Median: 64	Median: 57	Median: 61	Median: 62	Median: 71	Median: 62	Median: 55
Low: 61	Low: 51	Low: 50	Low: 58	Low: 53	Low: 57	Low: 53

USER	EMAIL	STATUS	KII	SOCR

ACCOUNT OVERVIEW

Active Classes	1
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Clicking on each score reveals more data, including the high, low, and average score for each trait.