FORAGE FOR EDUCATION PORTAL

Setup Guide

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WHAT IS FORAGE?

Forage is an online platform which hosts free virtual experiences designed and delivered by leading companies. By completing self-paced modules that simulate work undertaken during a traditional internship or graduate program, students are able to develop their skills and gain a real understanding of work in practice.

What does it involve?

- Students work through a series of hypothetical tasks that are designed to simulate the sort of work undertaken as an intern or graduate within their chosen organization.
- Each program takes 6 to 8 hours to complete, and is completely free, open-access and self-paced.

Programs include:

- Video instructions direct from senior employees within the chosen organization.
- Work that reflects real day-to-day tasks.
- Curated resources to help students to complete the tasks.

FORAGE BENEFITS

Forage experiences help students to be better prepared for the workplace, and provides them with the opportunity to gain the relevant skills and experience to be successful in their career journey.
Forage experiences are completely free for students and institutions, and provides an infinitely scalable, quick and easy to implement solution to upskill students through courses with leading companies.

We know our virtual programs lead to better employment outcomes for Foragers:

2X Employers are 2x more likely to invite a Forager to interview

4X Employers are 4x more likely to extend an offer to a Forager

4X Foragers are 4x more likely to accept an offer

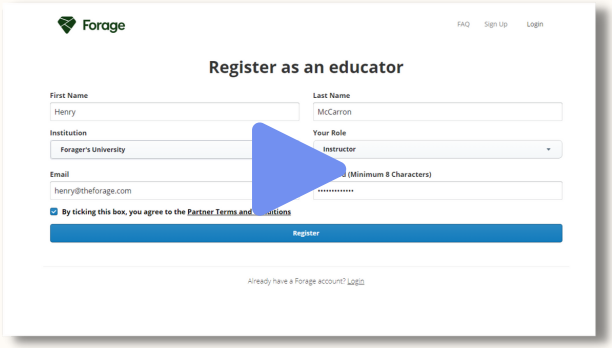
Don't just take it from us...

95% of Foragers found the experience useful in exploring new career paths

94% of Foragers enjoyed their virtual experience

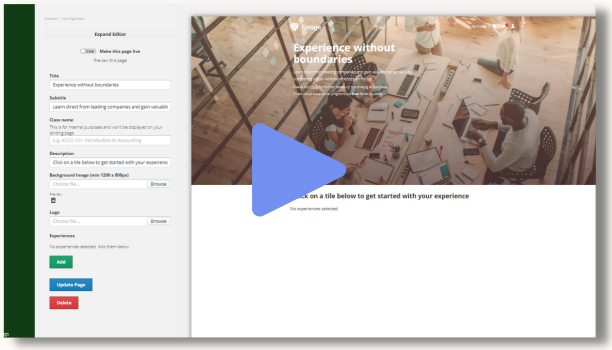
84% of Foragers found the experiences useful in understanding work in practice

USEFUL RESOURCES



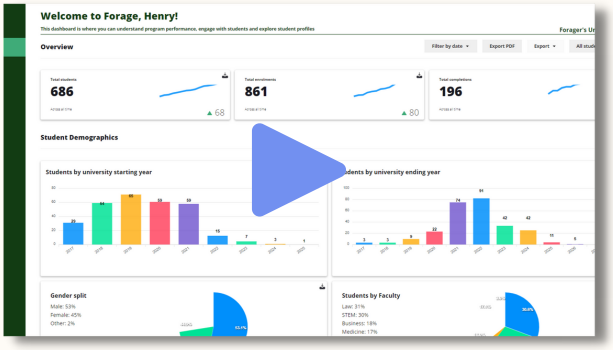
REGISTER AS AN EDUCATOR

Click here to view a demonstration on how to register as an educator on the Forage platform. (1 min.)



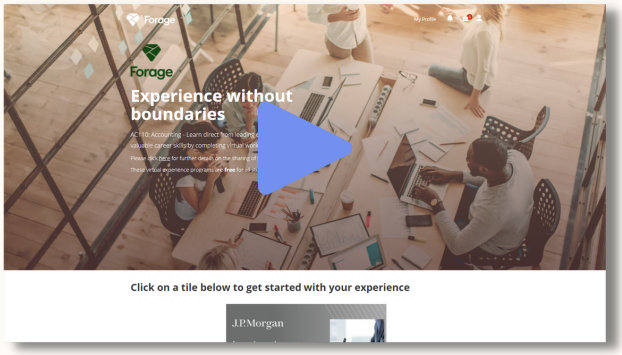
CREATE A CLASS PAGE

Click here to view a demonstration on how to create a class page on the Forage platform. (4 mins.)



TRACK STUDENT PARTICIPATION

Click here to view a demonstration on how to track student participation through the education portal dashboard. (2 mins.)



FULL SETUP GUIDE

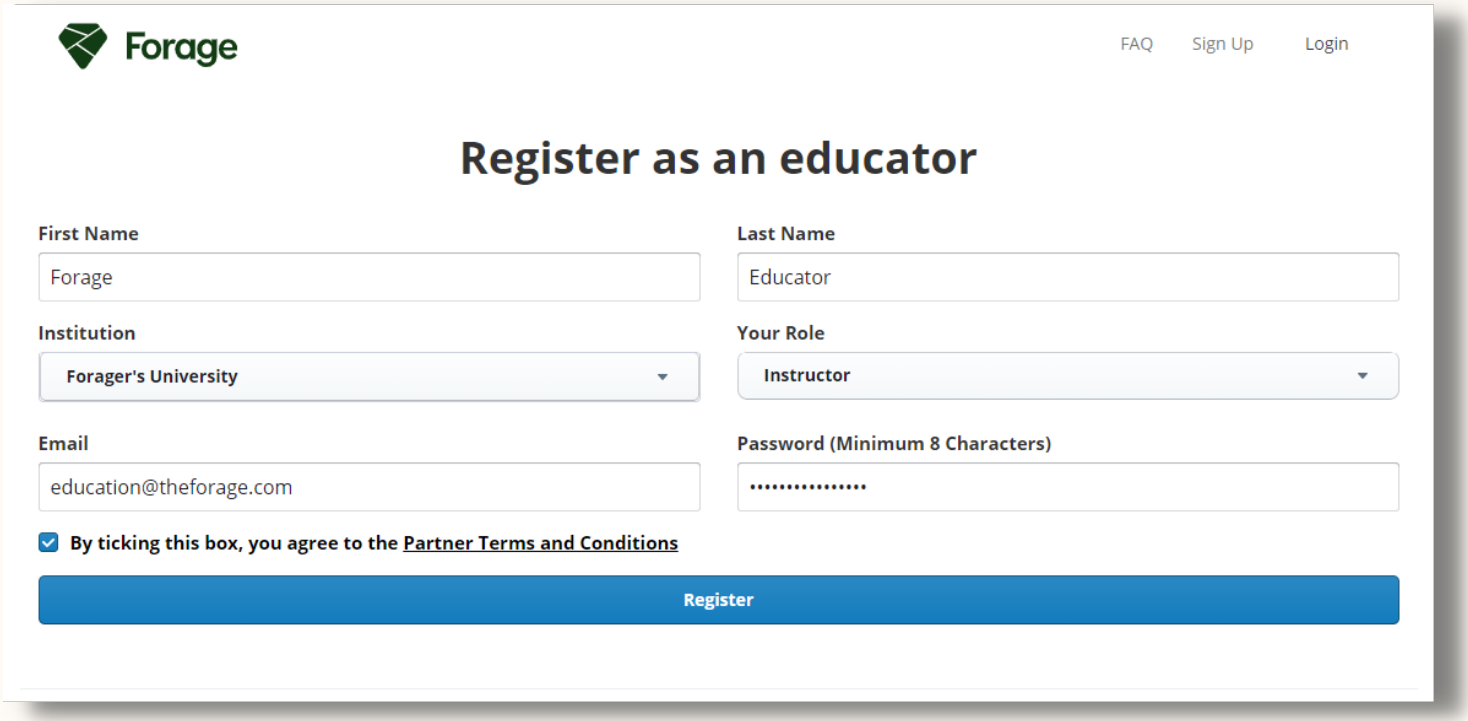
Click here to view a demonstration video covering the full setup process, from registering as an educator to creating a class page and tracking student participation (9 mins.)

REGISTERING AS AN INSTRUCTOR

To create a custom class pages and view the dashboard, you have to register as an educator on the Forage platform.

To register as an educator, head to: www.theforage.com/university-official-signup

Once on the signup page, fill in the form including your **institution**, **role** and **email address** (be sure to use your institution's email address for the verification process).



Once you register, you will be redirected to a limited version of the class page editor.

You will receive the outcome of your application (approved/denied/request for further information) via email within 1-2 business days from the time of the request.

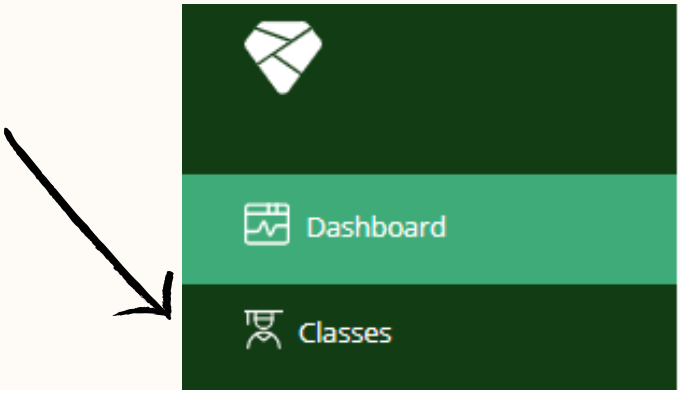
CREATING A CLASS PAGE

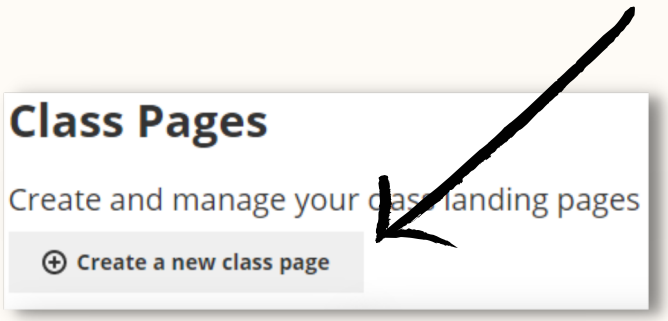
Directing students to a customized landing page is the best way to tailor the student experience to fit specific classes, and allows instructors to track participation on the **admin dashboard**.

Once you have received an email approving you as an educator on the Forage platform, you can click the link in this email to be directed to the education dashboard. It is through the dashboard where you can create pages for specific classes in which students are required to participate in Forages experiences as part of the class. Creating class pages for these specific use-cases, and directing students to participate through these pages, enables you to download individual student participation data.

If you are looking to promote Forage outside of classes, click here to access our marketing toolkit.

To create a new page, ensure that you are on the '**classes**' tab on the right-hand side, then click the '**create a new class page**' button at the top of the page. This will redirect you to the **class page editor** where you can set up your new class page.

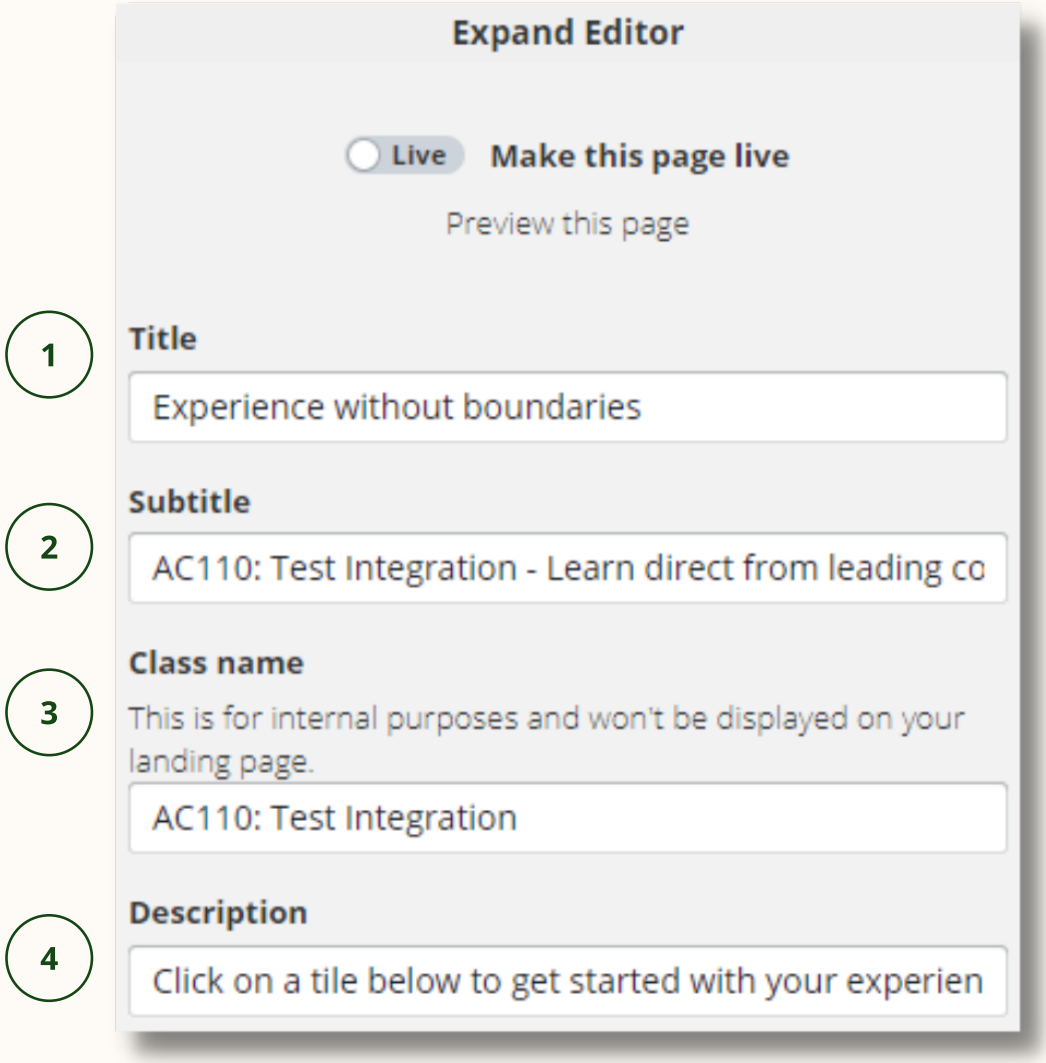




DESIGNING YOUR PAGE: TEXT

1. The 'Title' text is what appears at the top of the page. This field is pre-populated with text and does not require changing.

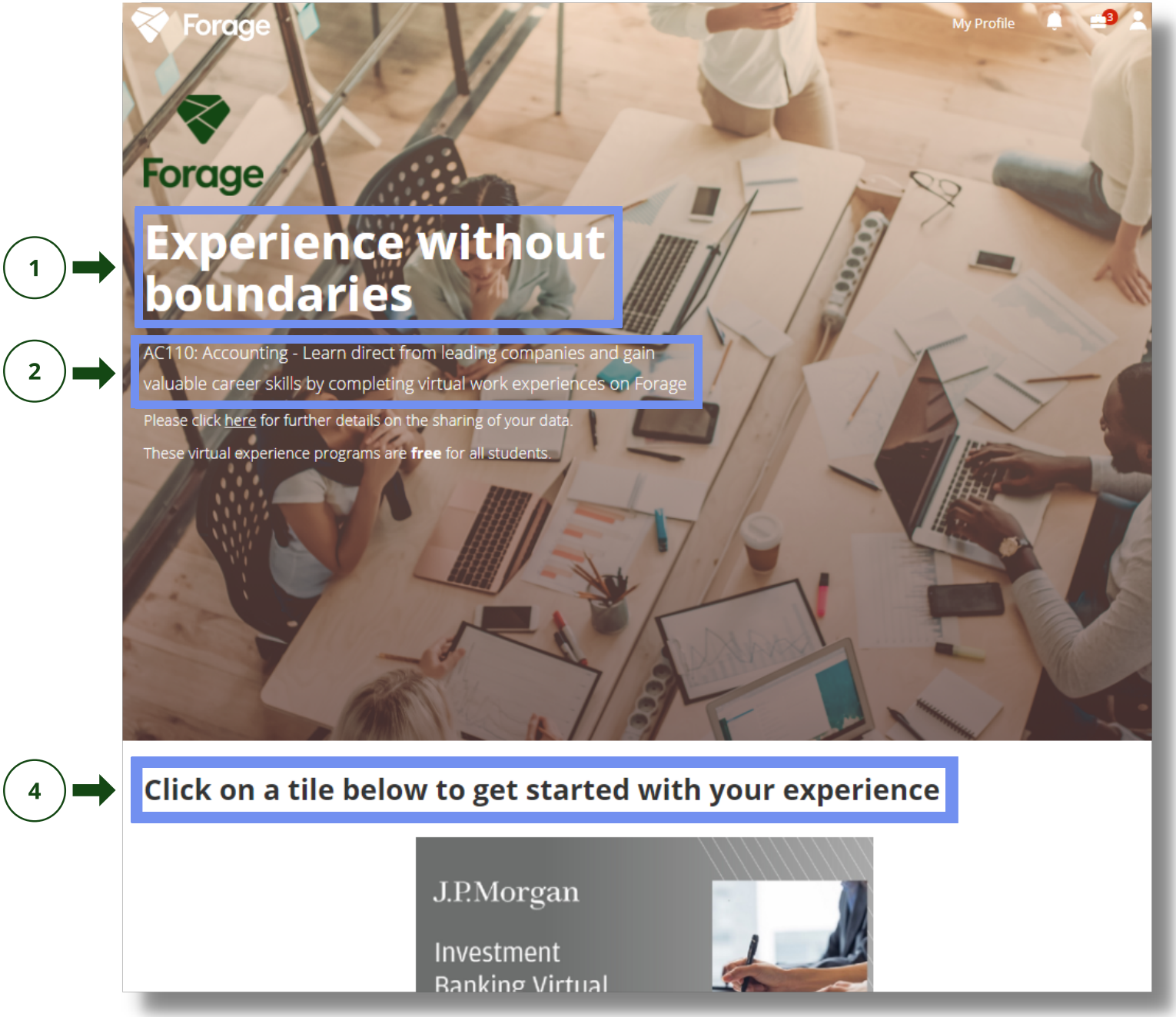
2. The 'Subtitle' text appears below the title. While is is pre-populated, you may wish to add the class code and name before the text.



3. The 'class name' field is for internal purposes, and allows you to easily identify the class page on the 'classes tab' of the dashboard.

4. The 'description' field is pre-populated and does not require changing.

DESIGNING YOUR PAGE: TEXT



1

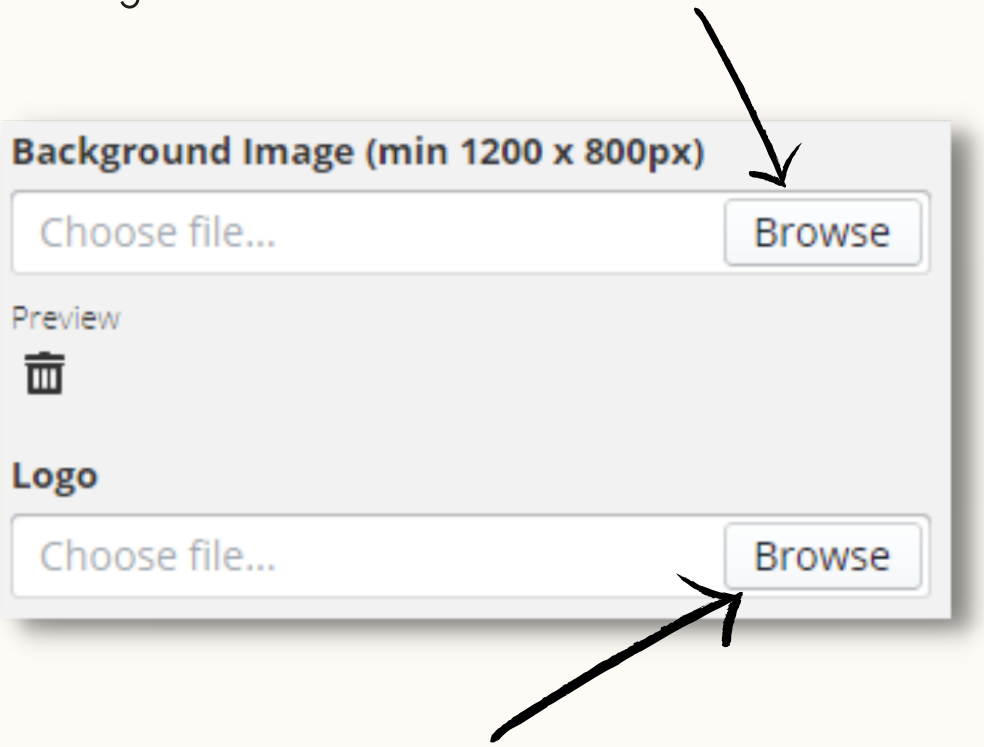
2

4

DESIGNING YOUR PAGE: IMAGES

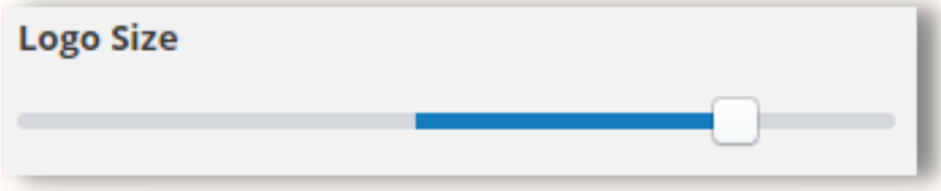
To add a background image to your page, click the '**browse**' button, find the image on your device, and click '**open**' to upload the background image to your class page.

Note: The background image must be at least **1200 x 800px** and both the background and logo must be JPEG or PNG format.



To add a logo to your page, click the '**browse**' button, find the logo on your device and select '**open**' to upload a logo to your class page.

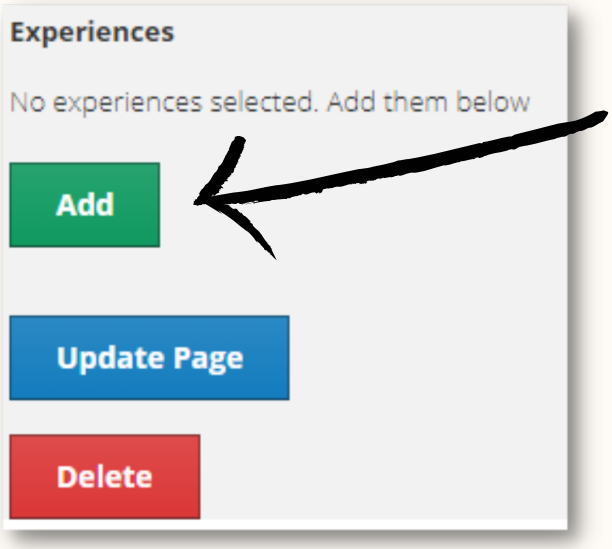
Once the preview panel has updated to display the logo, you will be able to resize it to fit the page using the slider below.



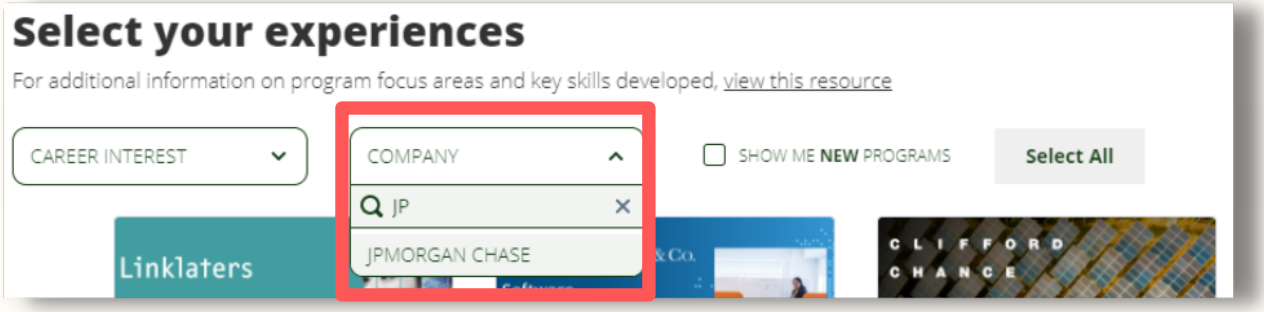
ADDING EXPERIENCES

The final step is to add the Virtual Experience Programs to your custom class page.
If you have not already selected the experiences that you would like to use for your class, you can view a list of all of our programs here.

To add experiences to your class page, click on the '**add**' button under the experiences section of the page editor.

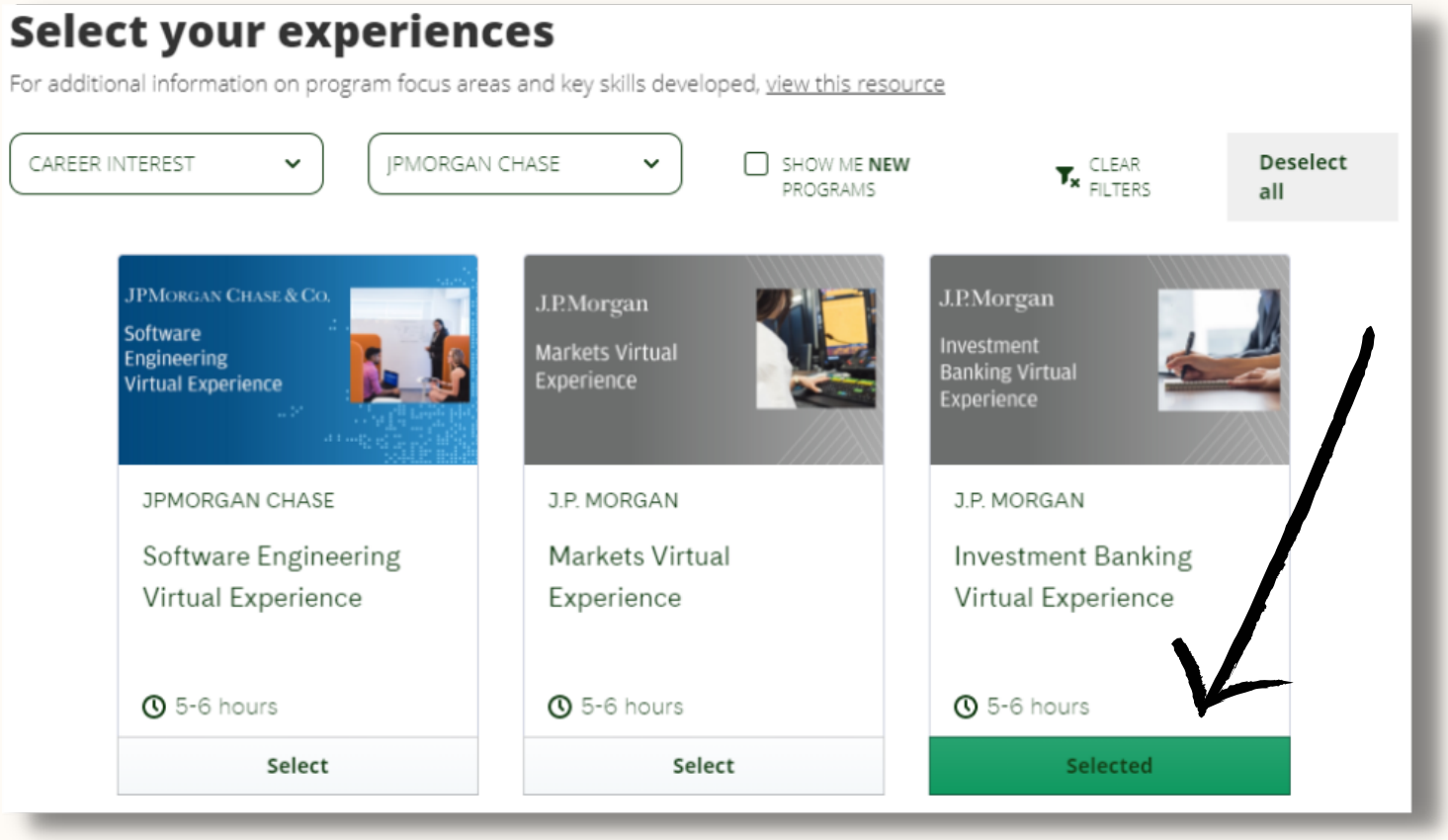


This will take you to the **experiences list**, where you can search by career interest of company. For this example, I will be adding the JPMorgan Chase Investment Banking Experience. Search for the name of the company in the **company** field to see all experiences from one organisation.



ADDING EXPERIENCES

Once you have located the experience that you would like to add from the experiences list, click on the **select** button to turn it green. This selection will not be included on your class page, and visible on the **preview panel** to the right of the editor.



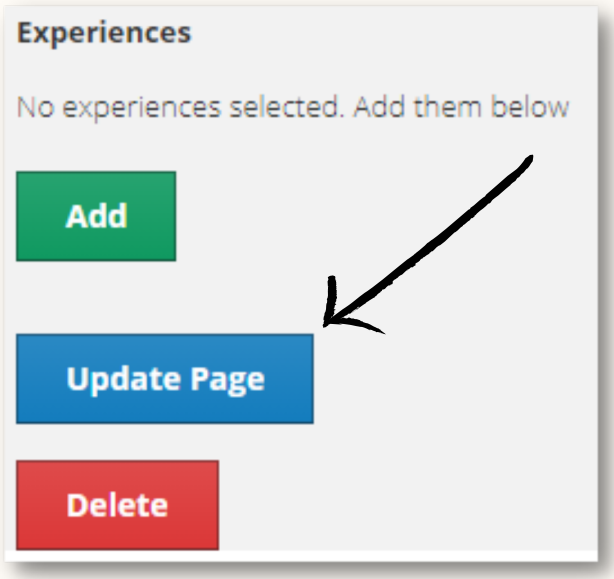
You can go through and select all of the experiences you wish to include at once without needing to exit the experience list between selections.

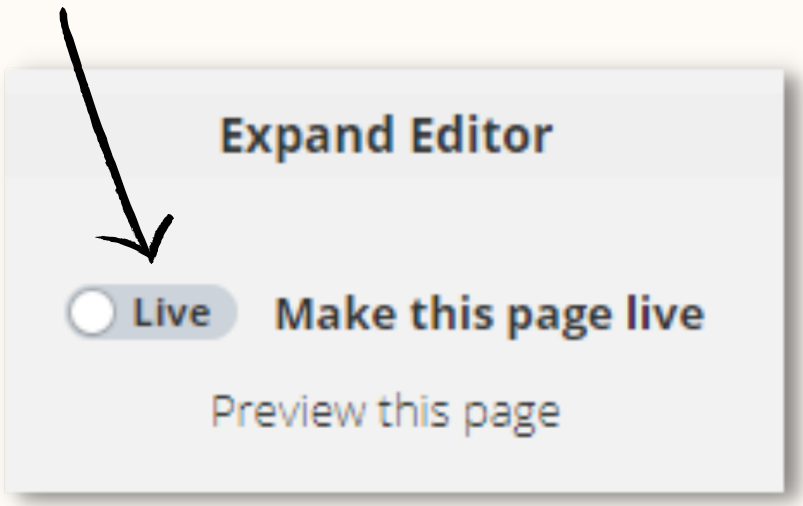
When you have selected the experience(s) that you would like to include, click the **X** in the top right of the selection window to close it. You will see your selections visible on the preview panel on the right-hand side.

GOING LIVE!

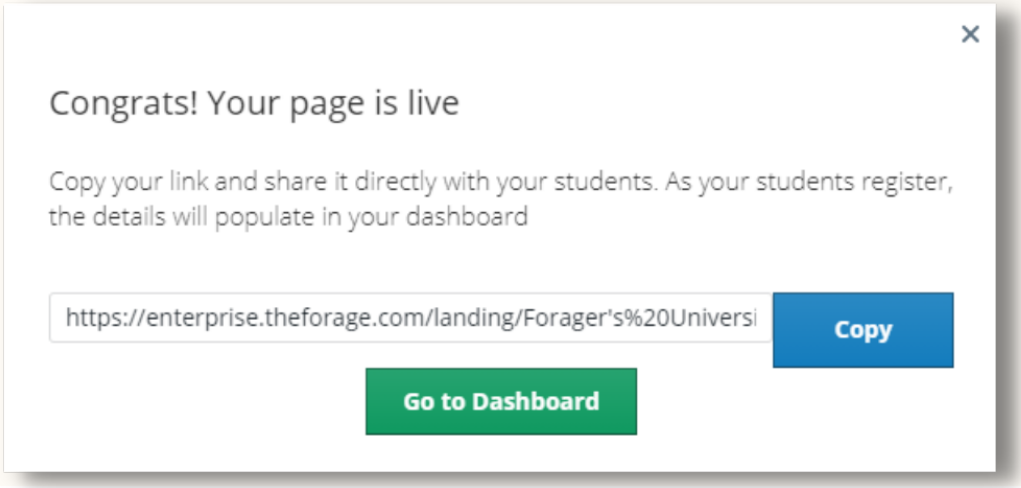
Congratulations, your page is now complete and ready to go live to students!

Firstly, ensure that the page is up to date by clicking the '**update**' button at the bottom of the editor, and then click on the '**live**' toggle at the top of the editor.



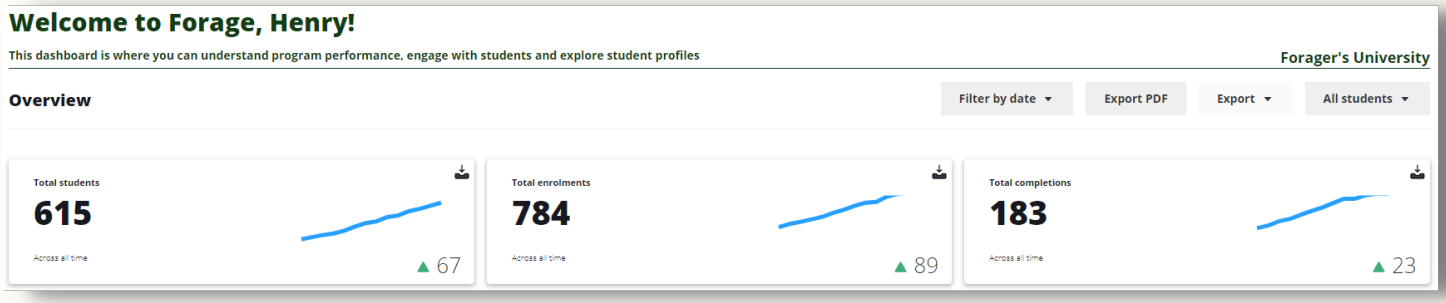


You will then receive a message saying that the page is live, and you will be provided with a link that you can use to share with students either through emails, learning management systems or any other means.

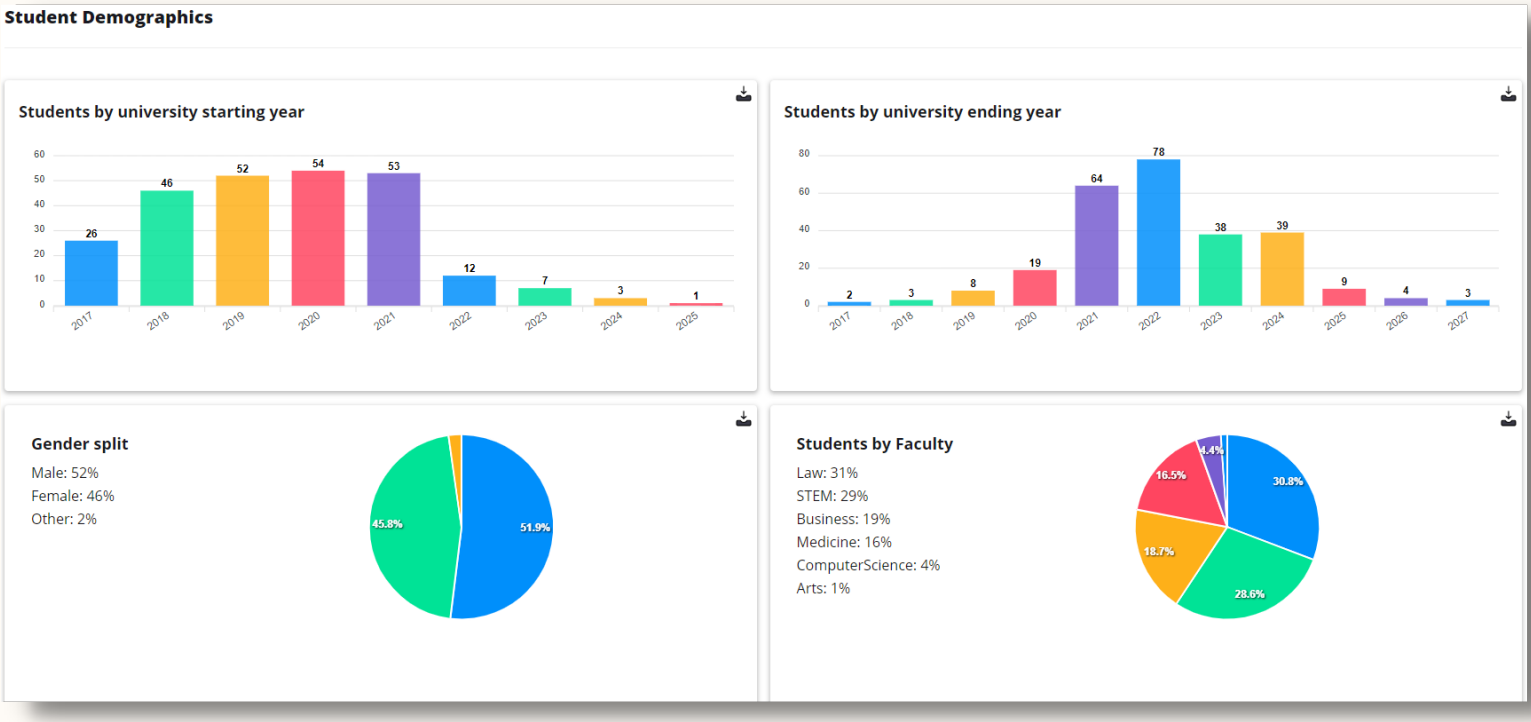


TRACKING PARTICIPATION

Student participation can be tracked through the **dashboard** tab on the left-hand side of the page. When first accessing the dashboard, you will be able to view participation data from all students at the institution.

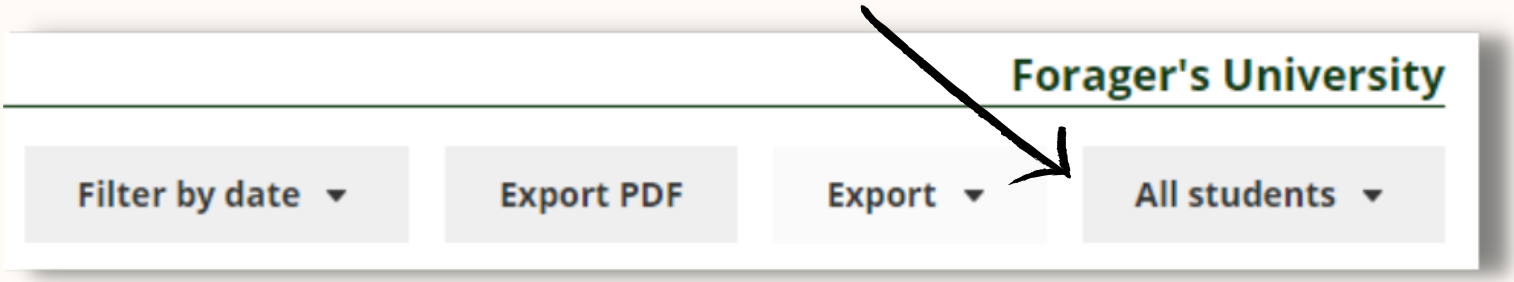


Scrolling down allows your to see a further breakdown of student participation by university start and end year, gender, and faculty.

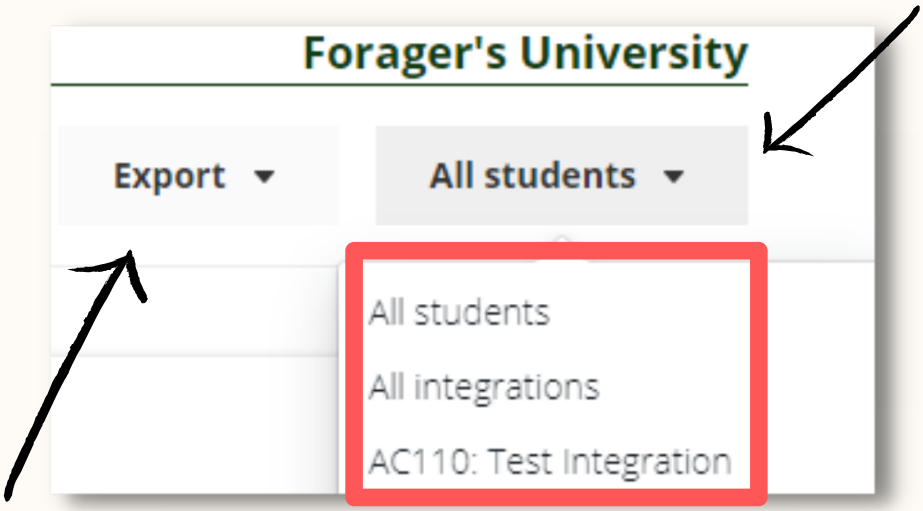


TRACKING PARTICIPATION

To view specific participation data for a class, click on the **All students** button in the top right of the dashboard, which will open a menu of ass of the class pages created for your institution.



From this dropdown, select the class that you would like to view participation data for and click the name of the class in the list.



Once selected, you will only see student participation from students who accessed experiences through the link generated for that specific page.

When filtering data by class, you are able to export this data to a spreadsheet (CSV and XLSX files) to view student names, student email addresses, the experiences they have completed and the date of completion.

SHARE FORAGE WITH ACADEMICS

Congratulations! You have now set up a class landing page and started to track student participation through that page. Forage provides an infinitely scalable solution to upskill students through courses with leading companies, and we would love for you to share Forage with other academics. Below is some example text to share:

"Forage is an online platform hosting free virtual experiences designed and delivered by leading companies. Academics can create custom branded landing pages to direct students to complete these experiences as a part of their course. Completion of a course requires students to complete work similar to that undertaken during a traditional internship or graduate program. It allows students to develop their skills and gain a real understanding of work in practice. The process is quick and easy and is the best way to include an employability aspect within classes.

You can email a member of the Forage team at education@theforage.com, or book a meeting with a member of their team by visiting www.calendly.com/forage-education "

DESIGNING ASSESSMENTS

When embedding virtual experiences into your coursework, we recommend that they sit alongside one or more graded (or pass/fail) reflective tasks. These tasks encourage students to:

- think critically about the skills and experience they've developed through their participation in the experience(s); and
- reflect deeply on how the experience(s) influenced their understanding of the careers available to them as they transition from education to the workforce.

This document provides a few examples of tasks and assessments that you may wish to provide to students alongside the virtual experience(s). This is by no means an exhaustive list and you're encouraged to think creatively about the type of assessment that is best suited to your particular cohort of students and your particular aims. Examples include:

- a journal;
- a reflective essay;
- a mock interview;
- an oral presentation; and
- writing a mock job description.

SUPPORT

If you require any assistance from the Forage Education Team, you can email us at education@theforage.com and a member of the team will be happy to answer any questions.

You can also book a meeting with a member of the education team by visiting www.calendly.com/forage-education