



## LEAD ADMINISTRATIVE ACCOUNT INSTRUCTIONS

Appropriate chapter officers and advisors may make use of their local administrator login information for the purpose of tracking individual member participation in the online components of the LEAD Program.

Chapter and colony specific IDs and passwords may be entered at:

<http://www.sigmanulead.org/admin>

Contact Scott Smith, [scott.smith@sigmanu.org](mailto:scott.smith@sigmanu.org), if you have lost or misplaced your chapter's login id and password.

Two tools on the left of the site manage operations of the administrative site:

1. Navigation Pane – Allows you to specify which view you wish to use – Dashboard, Sessions, Quizzes, Chapter Members – each of which are explained below.
2. Global Filter – clicking in the bottom left of the navigation pane will open the global filter. Phases and date ranges can be modified from here. The default setting is for all phases and sessions from January 2007 to the current date. If you wish to limit your results for all other views within the administrative site, please visit the global filter and select the phase(s) and date pattern you wish to review.

The Navigation Pane will allow administrators to access:

- Dashboard statistics – the administrative site opens up by default in the dashboard view. Here you can view general statistics, number of unique users per phases, and overall chapter usage. The dashboard displays information in tables, charts, and graphs.
- Session data – selecting the Sessions tab from the navigation pane opens up an overview of chapter usage of each session of Phases I-IV of the program. Administrators can review more detailed information by clicking on the number of “unique users” for each session. This will pull up a listing of each user who has reviewed the particular session. Clicking each user's name will open their specific user record to provide a full review of their LEAD Program usage.
- Quizzes – selecting the Quizzes tab from the navigation pane opens up an overview of chapter members' completed quizzes. Several tabs are available in this view. Each is explained below.
  - Quiz List – a listing of all quizzes in the program and the number of members who have completed each.
  - Quizzes by Chapter and User – a full listing of chapter members sorted by specific quizzes.
  - Individual Quizzes – view quizzes for a specific user.
- Chapter Members – selecting the Chapter Members tab from the navigation pane opens up an overview of each member. Usage and quiz records may be accessed from here.

Administrative access should be limited to the LEAD Chairman, LEAD Committee, Marshal and one alumnus. Administrative access should not be provided to the general chapter membership.