

WHAT'S YOUR STYLE?

A step-by-step admin guide to the
Northern Torch Communication
Assessment



1. HOW DO I CREATE A GROUP CODE? 3

You are preparing to share the assessment at a workshop or event and would like to create a Group Code that participants can use to complete the assessment with.

2. HOW DO I RELEASE RESULTS FOR AN ENTIRE GROUP CODE? 6

You have already shared the assessment and everyone has completed the assessment. Now you would like to allow participants to view their results and send them an email notification.

3. HOW DO I RELEASE RESULTS FOR A SPECIFIC PARTICIPANT? 8

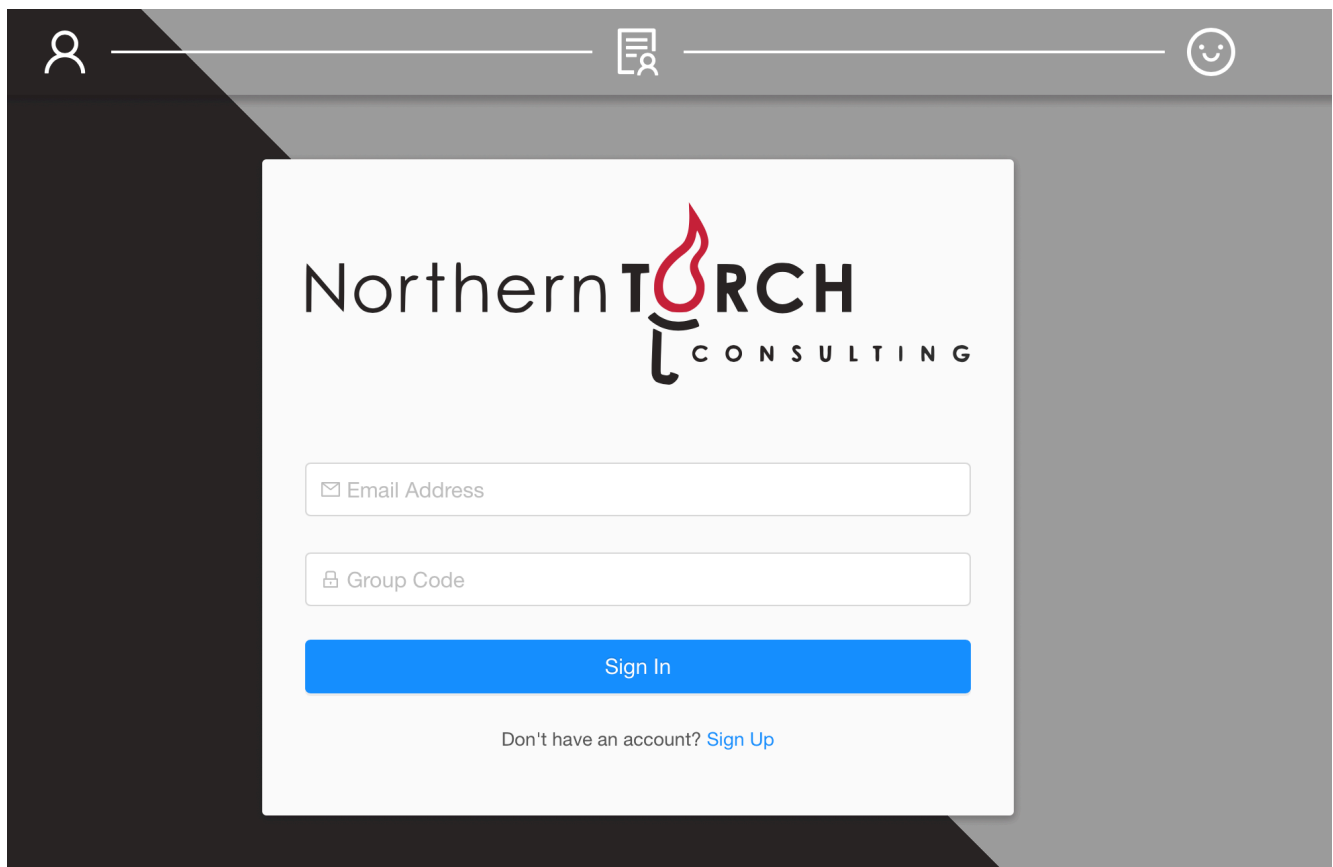
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1. How do I create a Group Code?

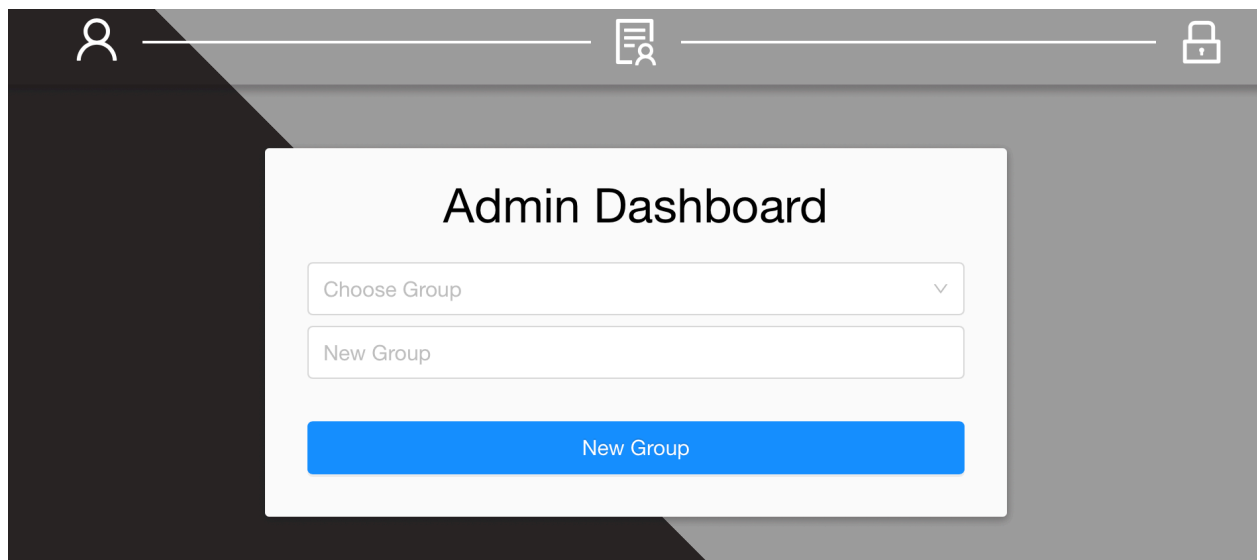
You are preparing to share the assessment at a workshop or event and would like to create a Group Code that participants can use to complete the assessment with.

1. Navigate to <https://northerntorch.com> and enter your administrator email and password. Please check that the Email Address and Group Code (the administrator password) are correct. Then click on Sign In.



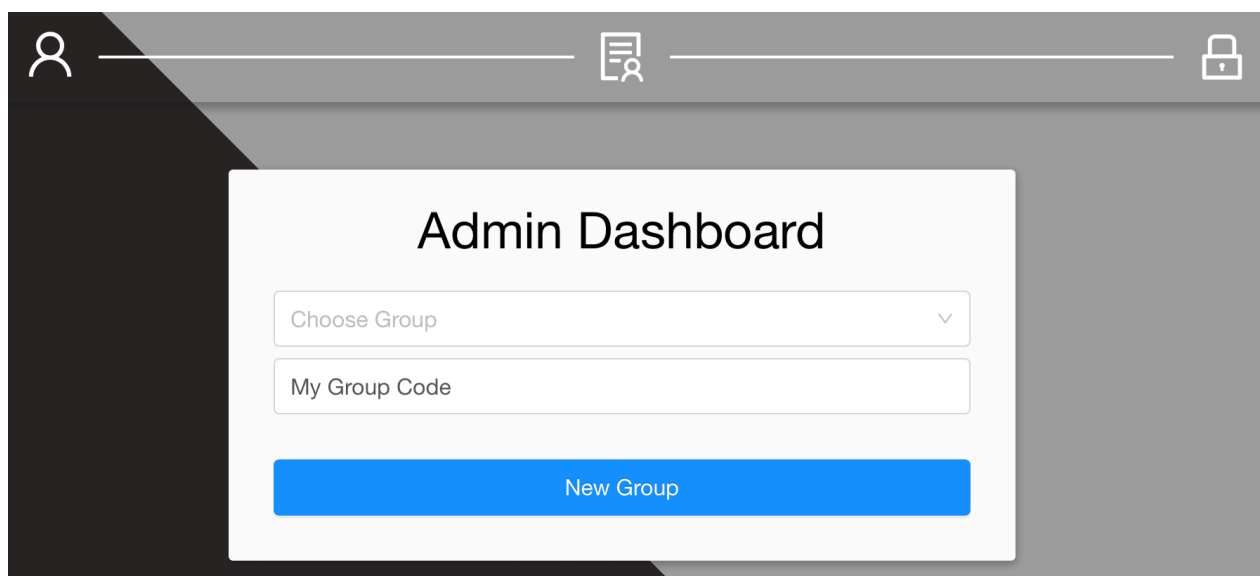
The screenshot shows the login interface for Northern Torch Consulting. At the top, there is a navigation bar with three icons: a person icon, a document with a person icon, and a smiley face icon. The main content area features the Northern Torch Consulting logo, which consists of the word "Northern" in a sans-serif font, followed by a stylized red torch flame icon, and the word "TORCH" in a bold, sans-serif font. Below the logo, the word "CONSULTING" is written in a smaller, all-caps, sans-serif font. Underneath the logo, there are two input fields: the first is labeled "Email Address" with an envelope icon, and the second is labeled "Group Code" with a padlock icon. Below these fields is a blue "Sign In" button. At the bottom of the form, there is a link that says "Don't have an account? Sign Up".

2. You now have access to the Admin Dashboard, which allows you to create new Group Codes, view assessment results, allow participants to view their assessment results, and delete results. Your webpage should look like this:



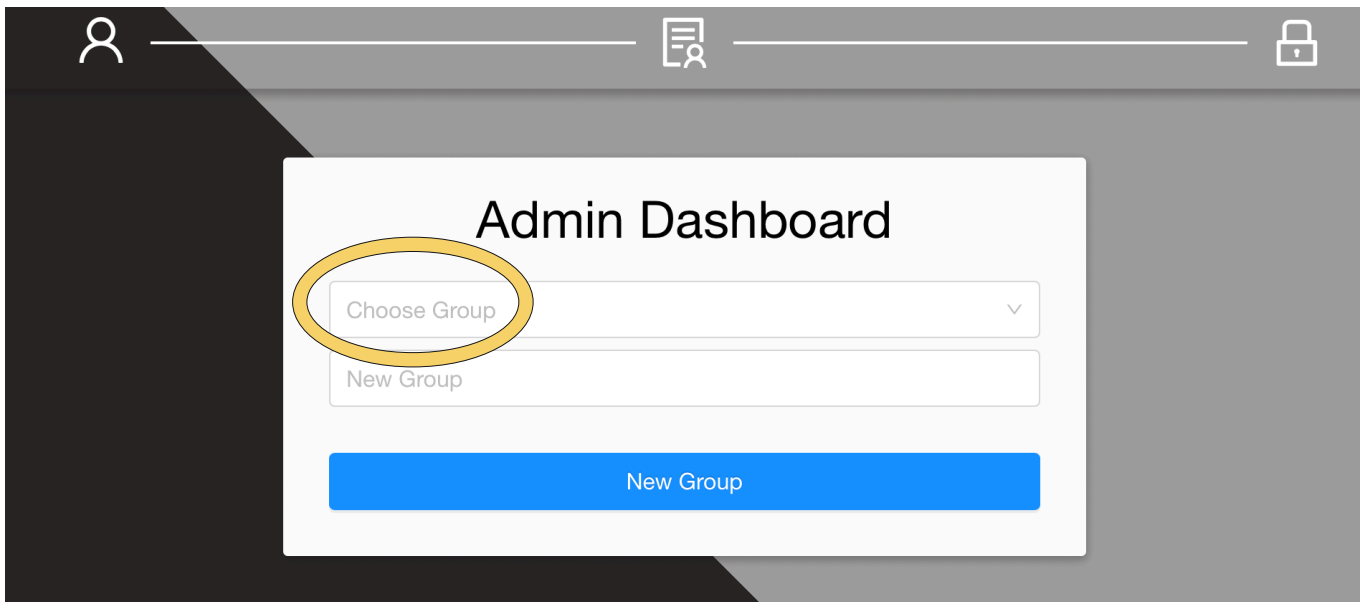
The screenshot shows a web application interface titled "Admin Dashboard". At the top, there is a navigation bar with three icons: a user profile, a list of people, and a lock. Below the navigation bar, the main content area contains a white card with the title "Admin Dashboard". Inside the card, there is a dropdown menu labeled "Choose Group" with a downward arrow. Below the dropdown is a text input field labeled "New Group". At the bottom of the card is a blue button labeled "New Group".

3. To create a new Group Code, enter the desired name in the New Group field (just below the Choose Group dropdown menu). Then click on the blue button labelled New Group.

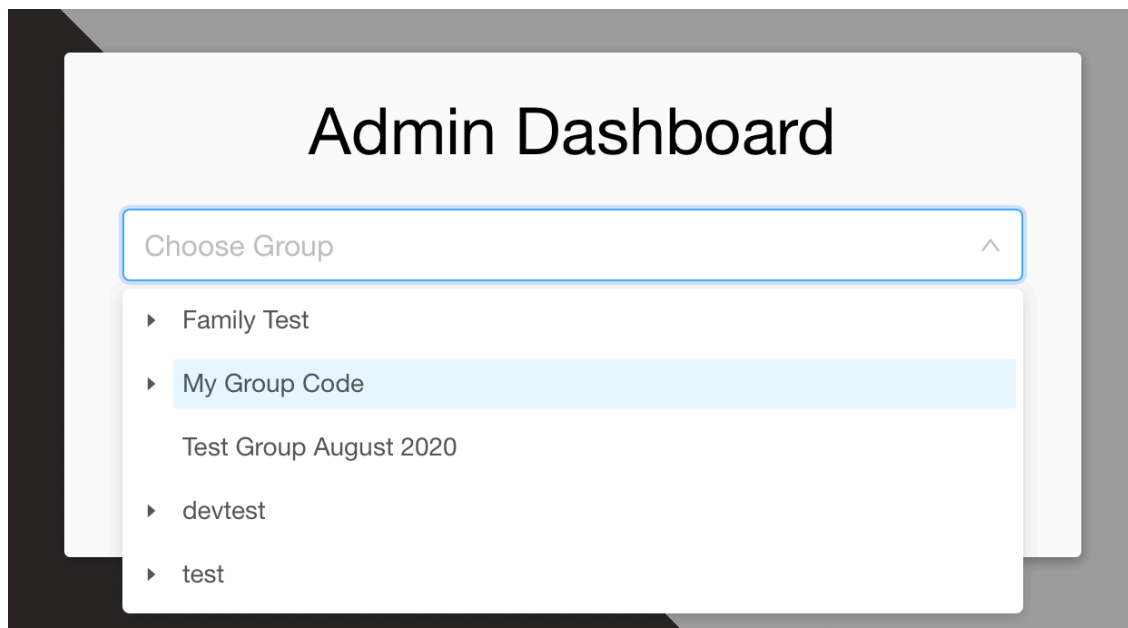


The screenshot shows the same "Admin Dashboard" interface as before, but with the text input field now containing the text "My Group Code". The blue button labeled "New Group" remains at the bottom of the card. The navigation bar and the "Choose Group" dropdown menu are also visible.

Please wait a few seconds. A popup message will display in the top right corner of the screen to indicate that you have successfully created a new Group Code. You may now view the new Group Code by clicking on Choose Group.

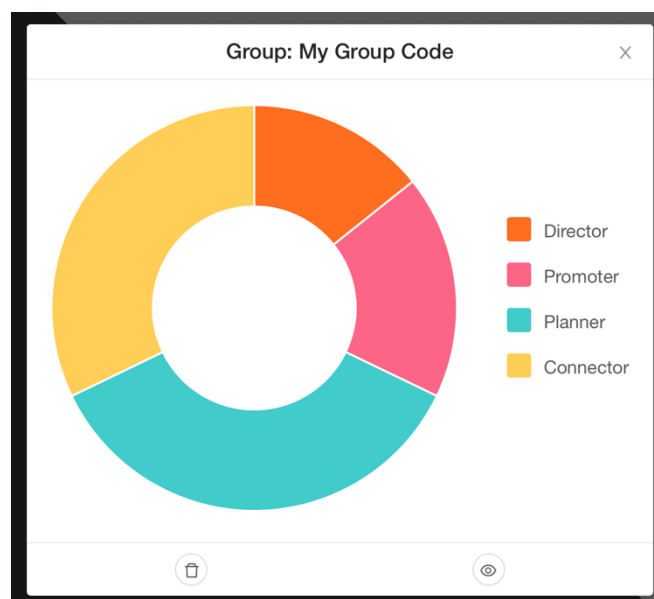
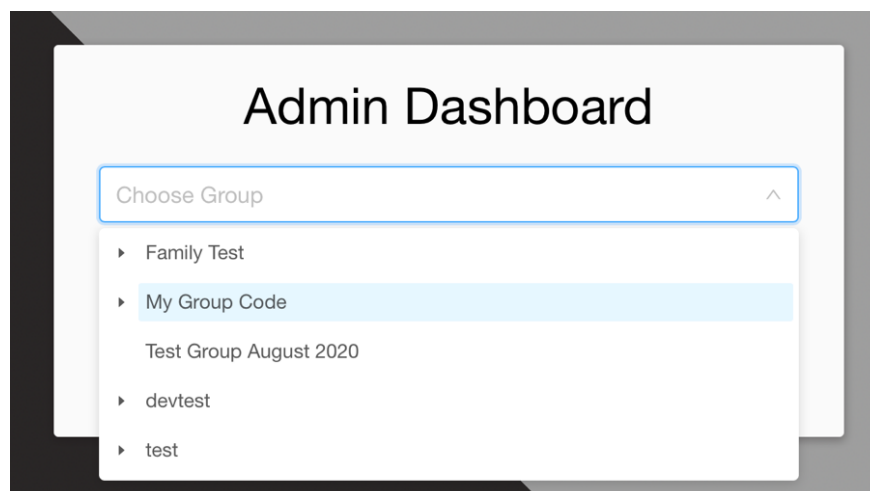


This will open up a dropdown menu with all the existing Group Codes and associated assessment results.

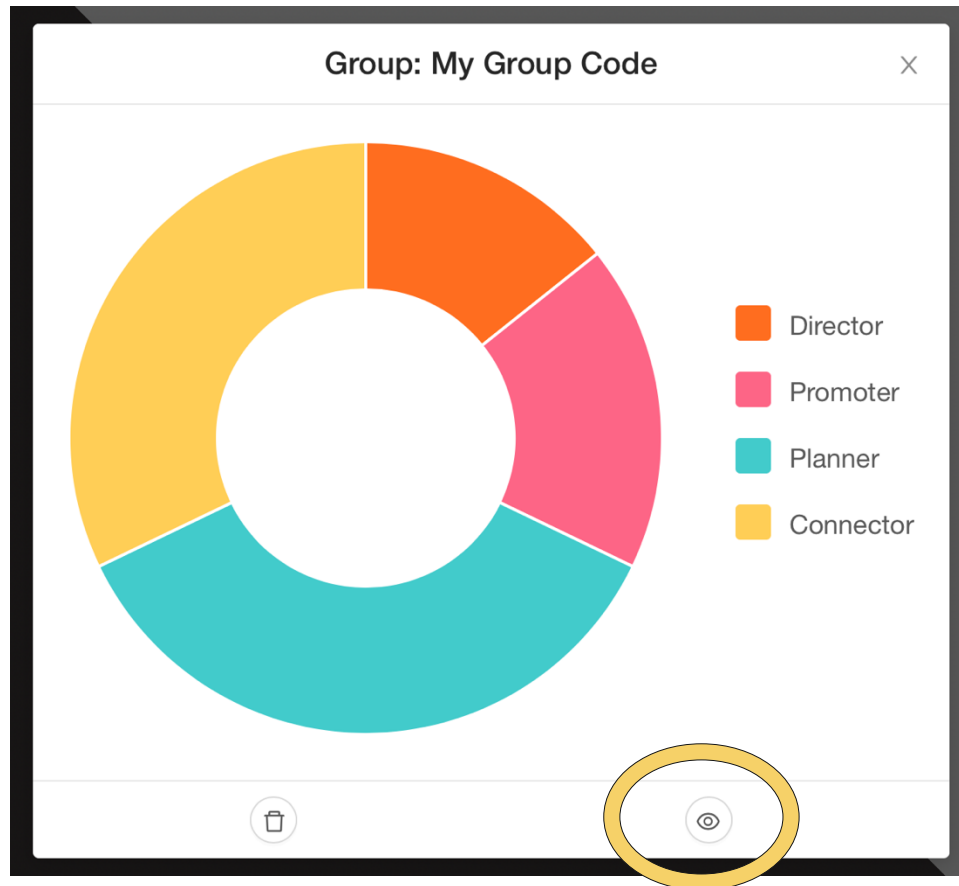


2. How do I release results for an entire Group Code?

Once participants have signed up and completed the assessment, you will see their results in the admin dashboard. To release the results of all participants using a certain Group Code, simply click on the desired Group Code in the drop down menu. This will bring up a graph showing the combined results of all participants using this Group Code.



To release the results of all participants with this Group Code, click on the eye icon on the bottom right corner.

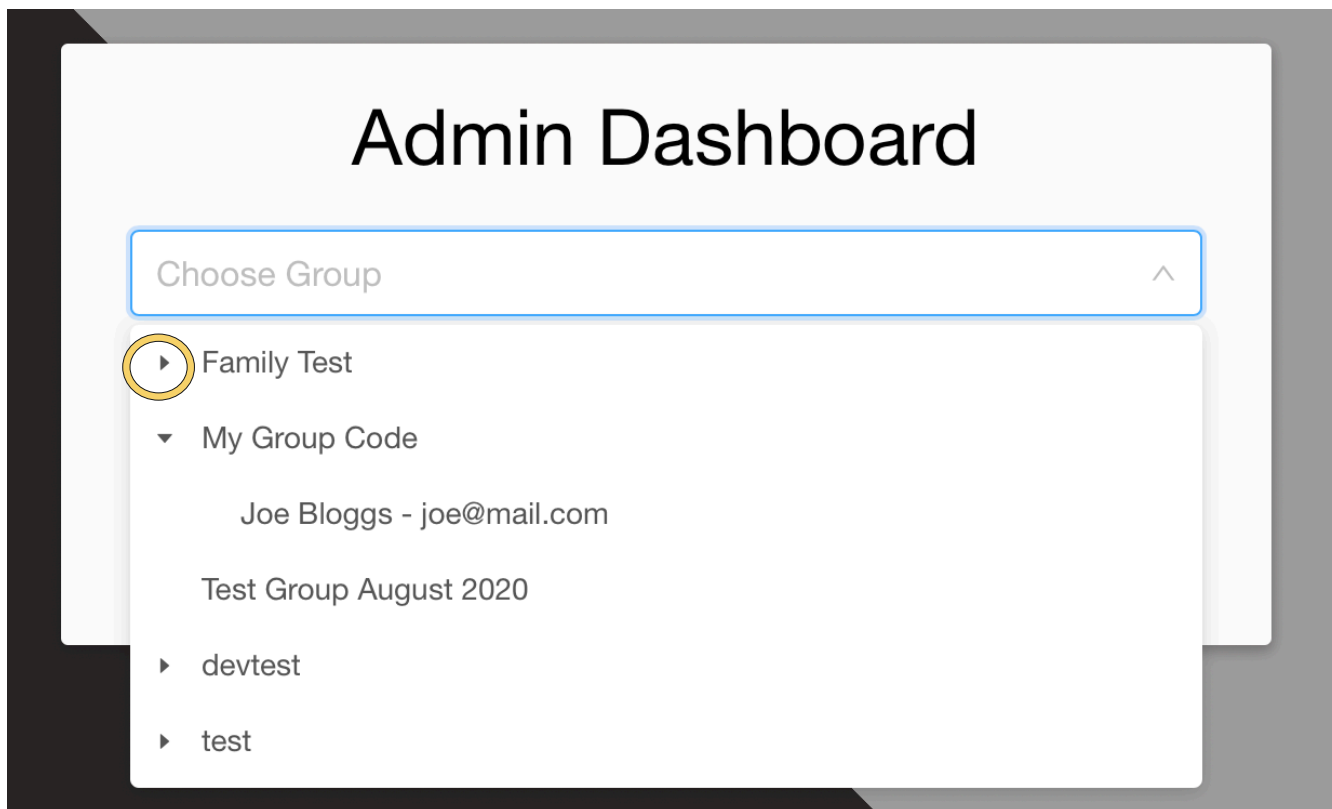


This will automatically send an email to all participants using this Group Code with a link to the assessment portal and allow them to view their results.

Sit back and relax as your workshop participants enjoy their newfound insights into their communication styles.

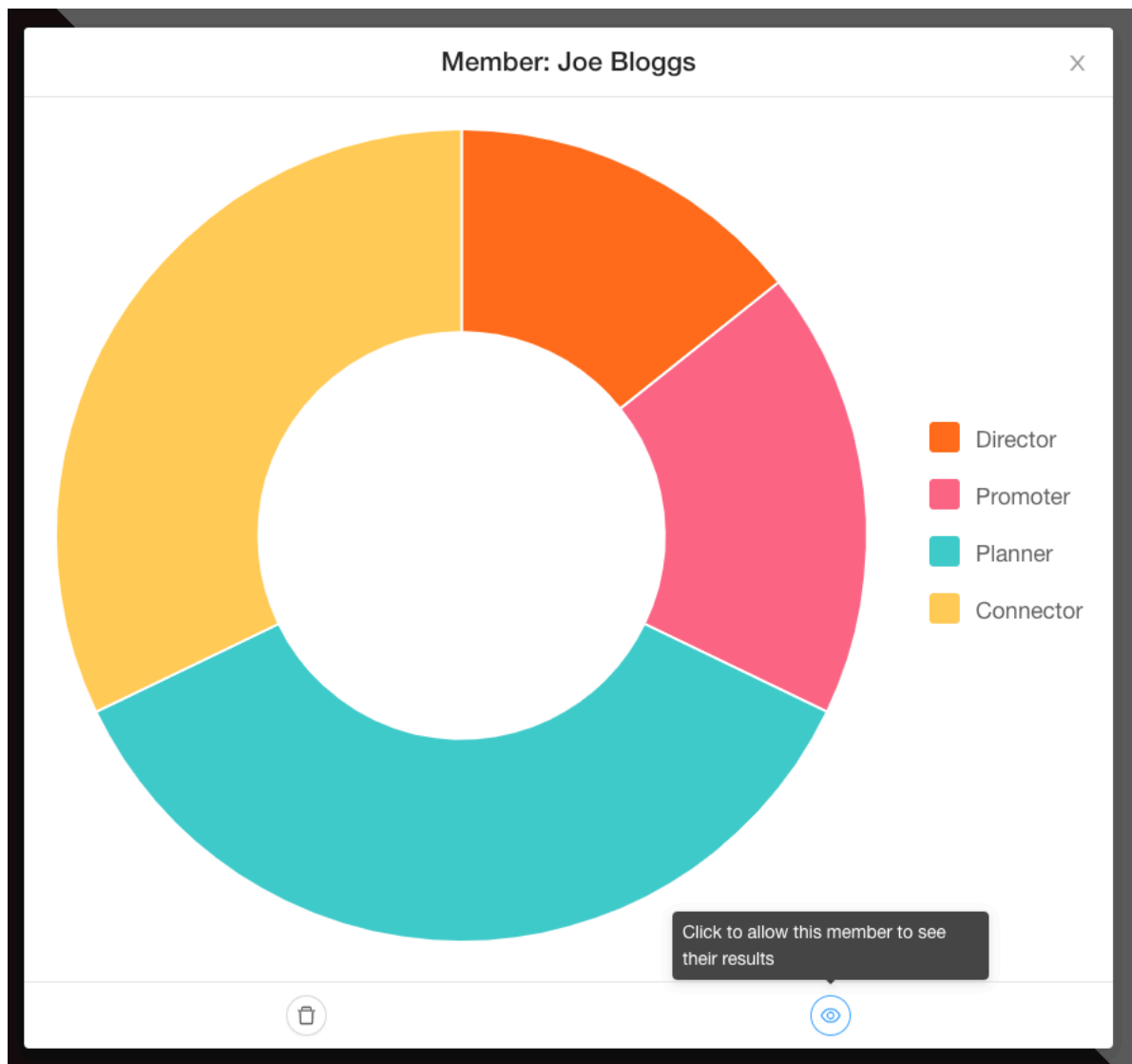
3. How do I release results for a specific participant?

1. To view the results of a specific participant, identify the Group Code that they completed the assessment with and click on the arrow in the drop down menu.



2. Next click on the name of the participant you would like to release results for. This brings up a chart showing their assessment results along with two buttons along the bottom.

To release the assessment results for this participant, click on the eye icon in the bottom right corner. A popup in the top right corner will indicate if you have successfully released the results for this participant.



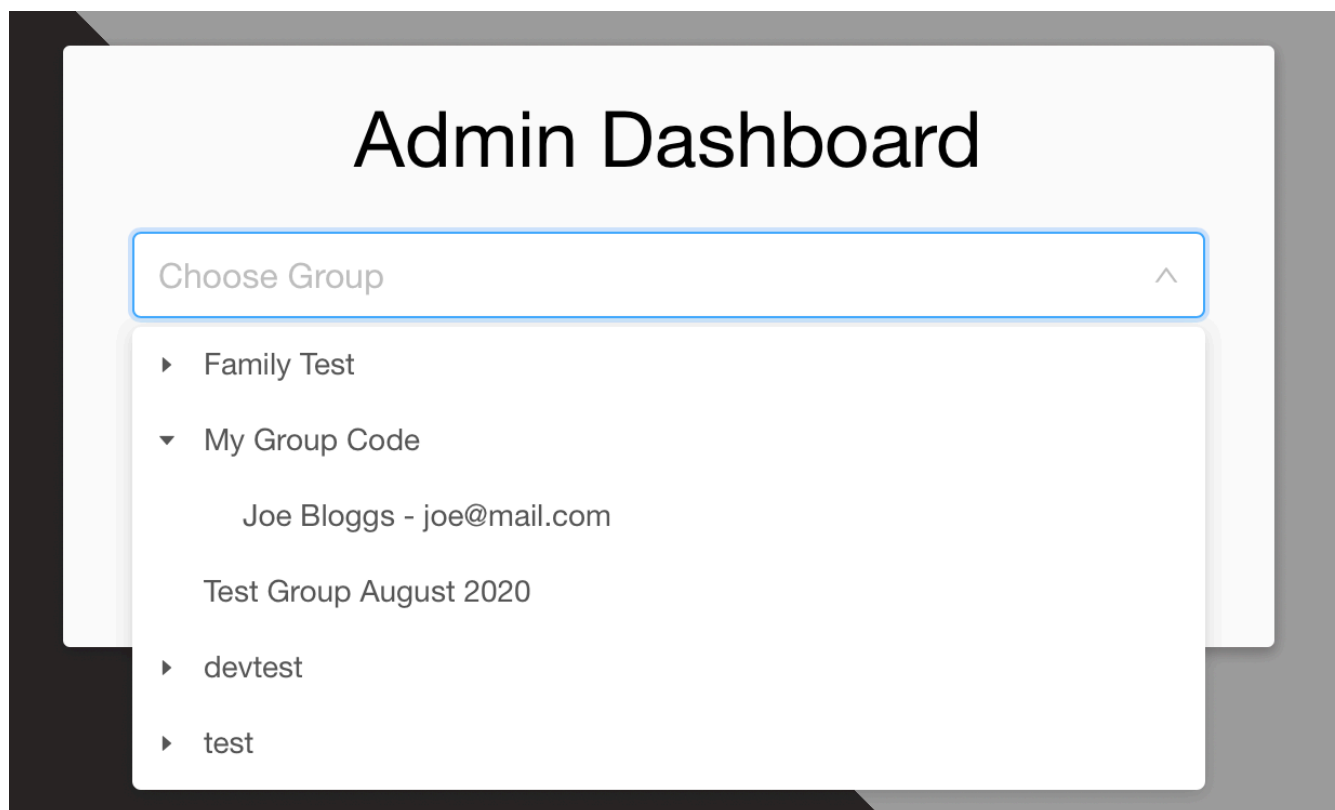
PLEASE NOTE

If the icon is greyed out, this user has already been given access to their results.

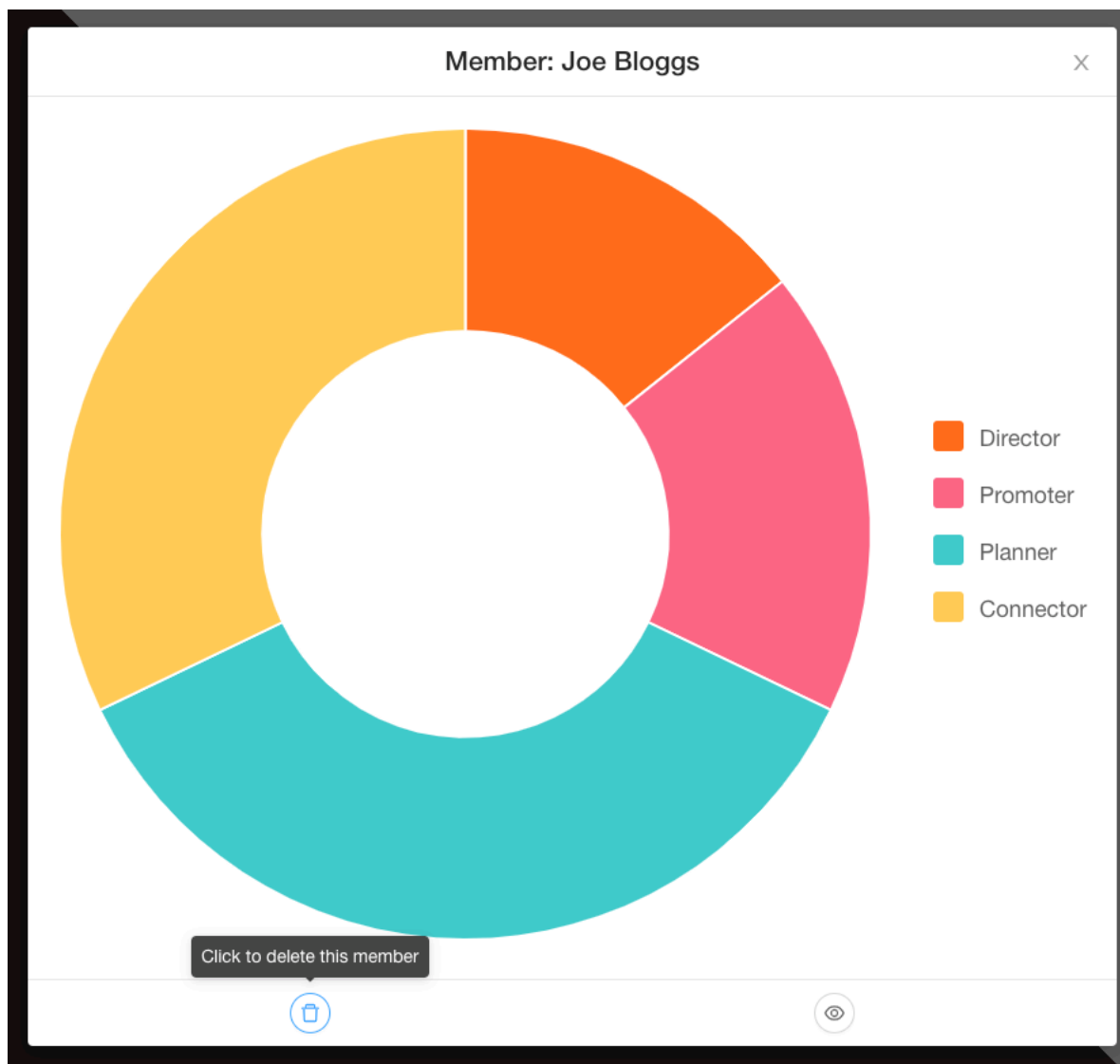
4. How do I delete a Group Code?

To avoid accidental deletion of an entire Group Code worth of results, you must delete every participant's result individually before deleting the Group Code itself. To do this,

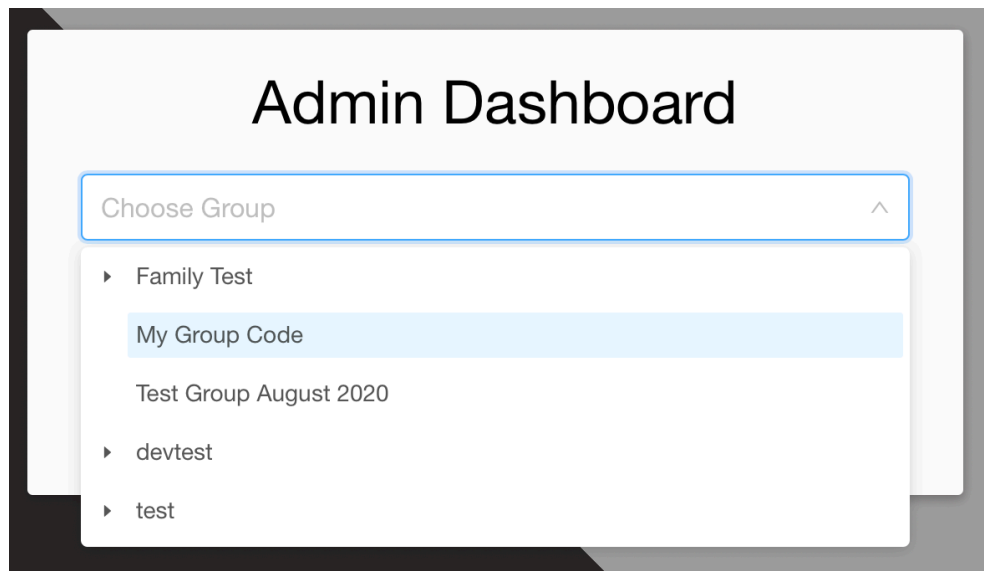
1. Open up the Admin Dashboard
2. Click on Choose Group
3. Click on the arrow next to the Group Code to view the results of all participants who used this Group Code (PLEASE NOTE if there is no arrow, the Group Code is empty and contains no data)



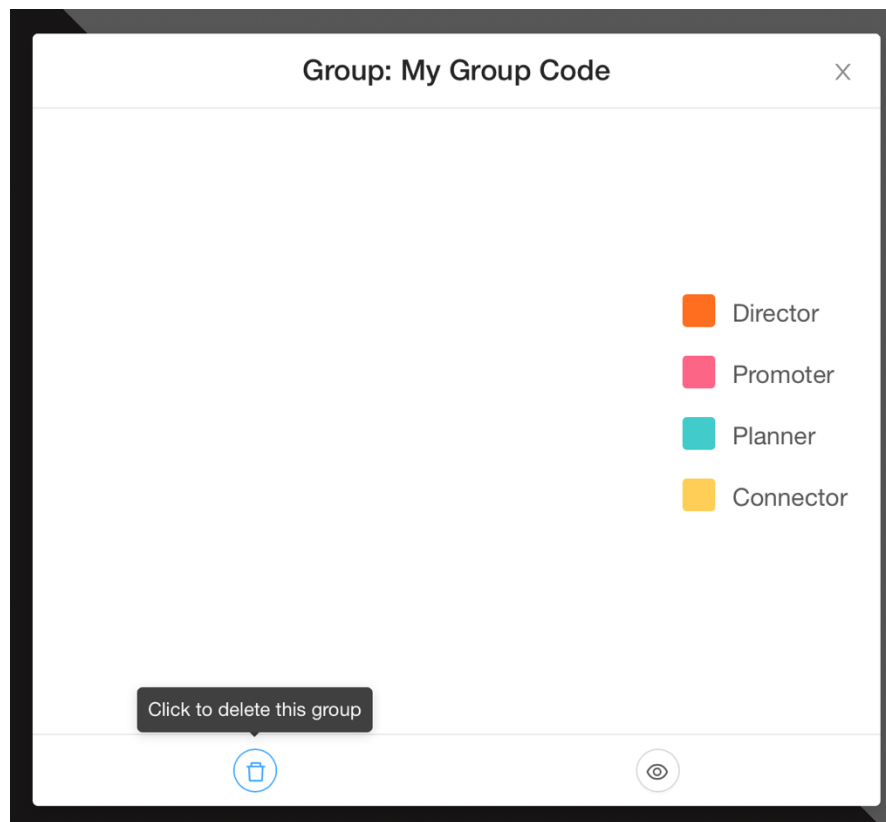
4. Click on each participant under that Group Code. In the graph page that pops up, click on the trash can icon to permanently delete this participant's results data.



5. Once every participant's results data has been deleted, the associated Group Code will no longer have an arrow next to its name.



To delete the Group Code, click on its name and then click on the trash can icon.



PLEASE NOTE

There should be no chart displayed at this point, since all results data associated with this Group Code has been deleted.

5. Help! I'm stuck and I don't know what to do

Take a deep breath and don't worry! Take a look at the questions and answers in this section.

My page isn't loading, what do I do?

Please check that you are opening the correct link – it should be <https://northerntorch.com/>. Please also make sure that you are connected to the internet and that you are able to access other websites on the web. Allow the page to load, as it may take time for slow internet connections, especially outside the US.

I can't create a new Group Code

Please make sure that you have typed in the name you would like to call your new Group Code in the New Group field. Then click on the New Group button.

I can't sign in

Please check that the Email Address and Group Code (the admin password) that you are signing in with are correct. Please also make sure that there are no extra spaces or characters in your Email Address and Group Code.