EVERFI®

from Blackbaud
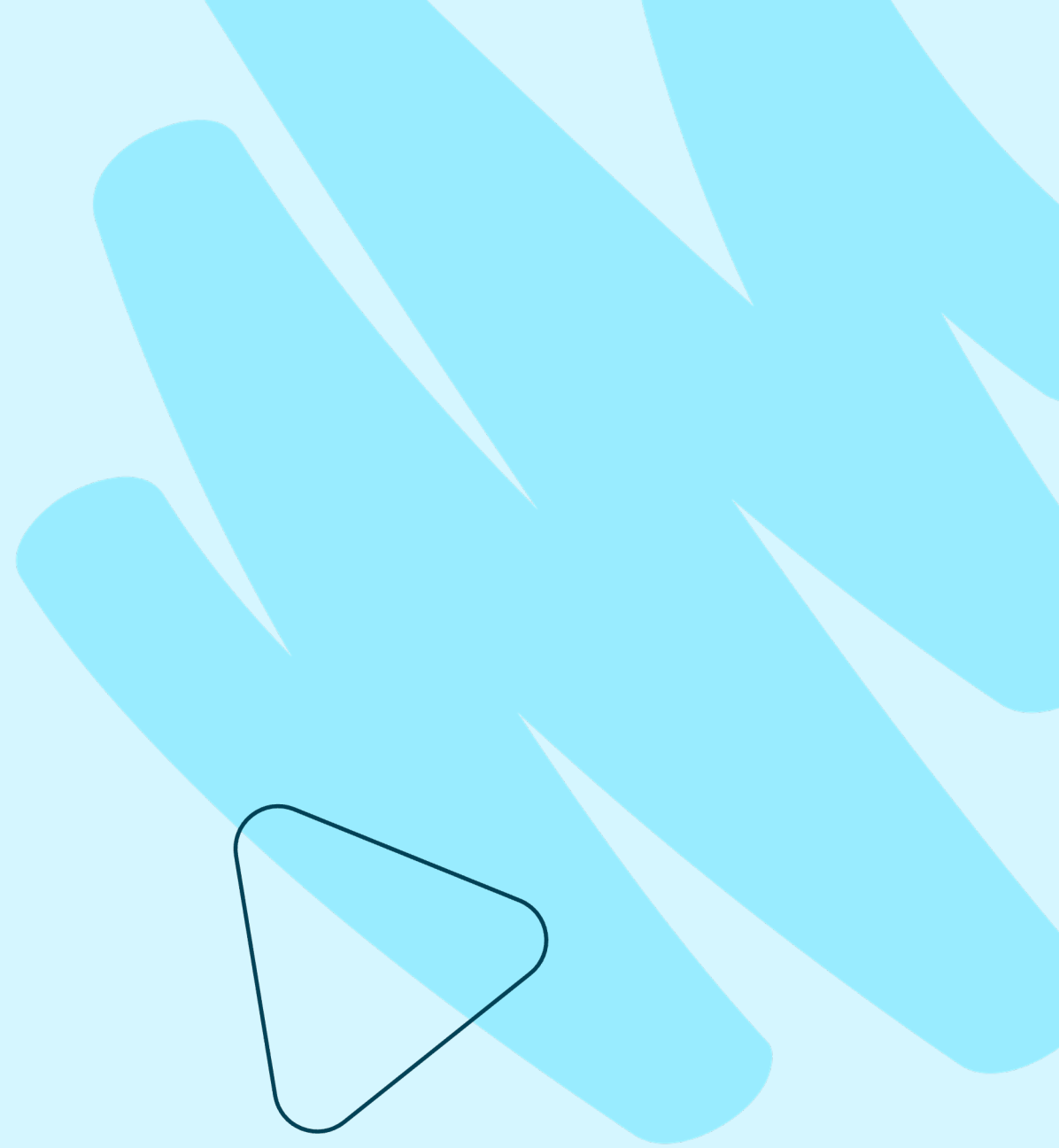
Steps for Educators

Getting Started, Exploring EVERFI's Learning Platform, and Assigning Courses to Students

Access Your Teacher Account

EVERFI®
from Blackbaud

1

Select the **EVERFI from Blackbaud app** on your single sign-on (SSO) homepage or district portal

EVERFI® from Blackbaud

Customize Your Profile

Tell us more about you!

Customize your EVERFI experience by selecting the grade(s) and topic(s) you teach.

Topics

Select the topics that interest you

Grade

Select the grade(s) you teach

Complete Setup

2

Select one or more topics that relate to the subject you teach

Add your grade(s)

This will customize your EVERFI experience

EVERFI® from Blackbaud

View Recommended Courses

3

Welcome to EVERFI's learning platform

On the **My Courses** tab, you can view a list of courses that EVERFI recommends based on your selected grade(s) and topic(s)

Explore the Full Content Library

4

Click **Explore Courses** on the top left corner of your Dashboard

From this page, you can filter by grade, topic, and/or language available

Learn More About a Course

← Explore Courses

Tax Simulation: Understanding Taxes™

▶ Preview   + Add to Class

Grade **9-12**   Lessons **5**   Duration **40 minutes**

⭐ **Financial Literacy Collection**

This financial education course, sponsored by Intuit for Education, helps students develop healthy financial habits and build confidence about handling their taxes. The course creates a high-fidelity experience of navigating tax preparation software and challenges learners to navigate preparing and filing taxes for five characters, which introduces them to important tax considerations that are relevant to high school students.

📑 Standards Alignment ⧉ **US National Standards**

🔤 Languages **English - US, Spanish - US**

📖 Topic **Financial Education, Workforce Readiness**

Supported By

INTUIT for Education

Lessons   Resources   Student Activities

Curriculum Guide

The curriculum guide provides information about course content and standards alignment.

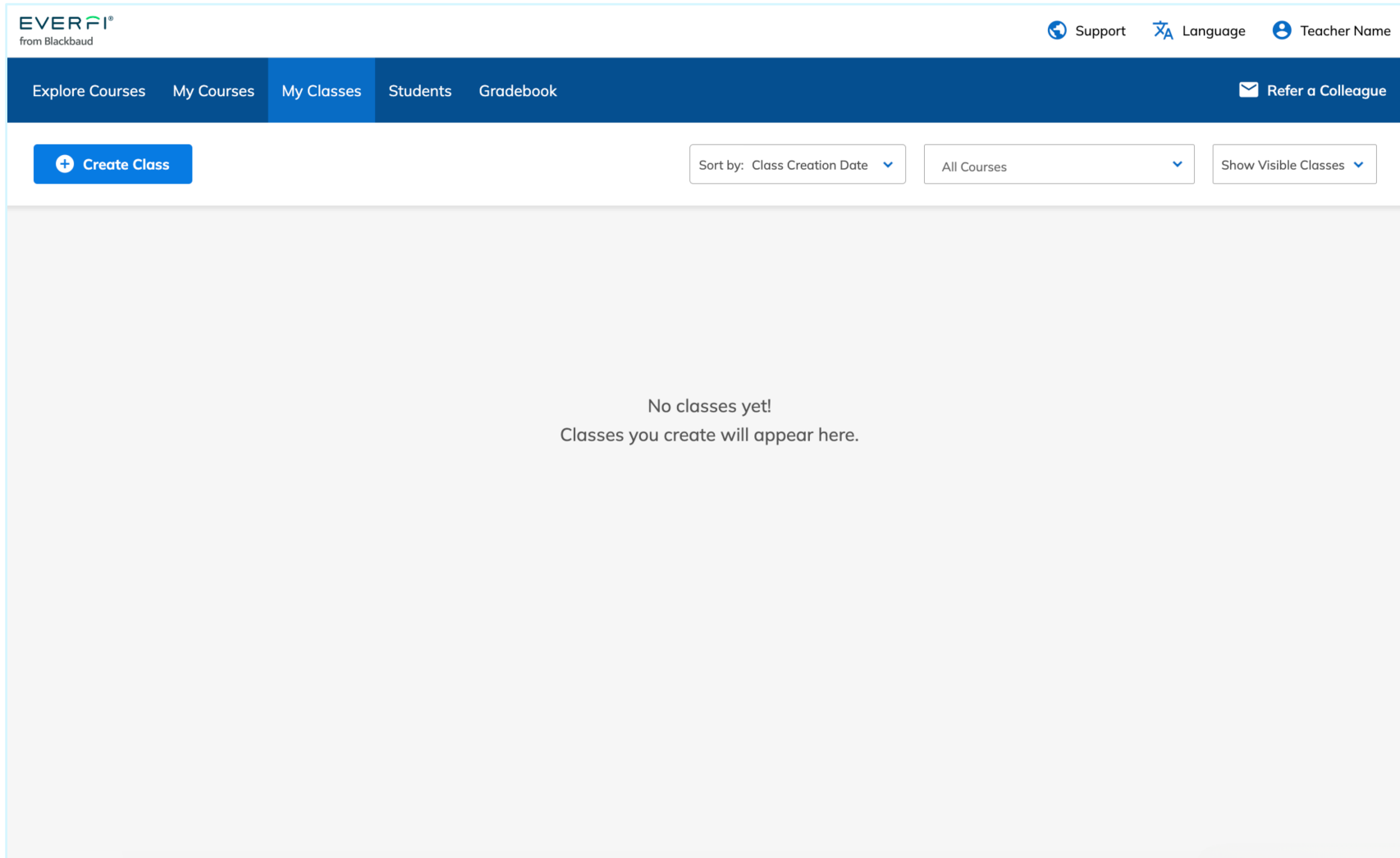| Tax Simulation Curriculum Guide	Open ⧉

Lessons

5

Click **Details** on a course that you want to explore and select "Preview" to demo the lessons

Access planning resources and companion in-person lessons

EVERFI® from Blackbaud

Assign Courses to Your Students

6

Click **My Classes** on the top left corner of your Dashboard

Select the blue "Create Class" button

Customize Your Class

EVERFI® from Blackbaud

🌐 Support   🅰️ Language   👤 Teacher Name

Class Information

Add information about this class. You can edit this information later by visiting My Classes, but you cannot change the ClassLink Class.

ClassLink Class ID ℹ️

Select a class ▾

Start Date *

Please select the date you plan to start ▾

Class Size

Select the number of students ▾

Grade Level * ❓

Please select a grade level ▾

Courses

Courses you select appear below. If you want to add more courses to this class, click "Add Courses."

➕ **Add Courses**

7

Select your class/section, start date, class size, and grade level(s)

Click **Add Courses** and then select the courses you'd like to assign to your students

EVERFI® from Blackbaud

Lock / Unlock Courses

EVERFI®
from Blackbaud

🌐 Support   🗛 Language   👤 Teacher Name

Courses

Courses you select appear below. If you want to add more courses to this class, click "Add Courses."

Minding Your Money: Skills for Life™

Grade **9, 10, 11, 12**   ✕

🔵 Unlocked
This course is unlocked and will appear on the Student Dashboard. You may lock a course at any time by editing this class.

Pathways: Financing Higher Education™

Grade **9, 10, 11, 12**   ✕

🔒 Locked
This course is locked and will not show on the Student Dashboard. You may unlock a course at any time by editing this class.

Prescription Drug Safety: Know the truth™

➕ Add Courses

Cancel   **Create Class**

8

Toggle a course to **Locked** to hide it from your students for the time being

You can then unlock a course at any time from your Dashboard

EVERFI® from Blackbaud

Get Your Students Started

EVERFI from Blackbaud

Support | Language | Teacher Name

Explore Courses | My Courses | My Classes | Students | Gradebook | Refer a Colleague

Create Class

Sort by: Class Creation Date | All Courses | Show Visible Classes

ClassLink Demo Class 10

☁ Class Link Integrated

	Not Started	Started	Certified
📘 Accounting Careers: Limitless Opportunities™	0	0	0
📘 Character Playbook®: Building Healthy Relationships	0	0	0
📘 Keys To Your Future: College & Career Readiness™	0	0	0
📘 Minding Your Money: Skills for Life™	0	0	0
📘 Prescription Drug Safety: Know the truth™	0	0	0
📘 Understanding Mental Wellness®	0	0	0
📘 Vaping: Know the truth™	0	0	0
🔒 Pathways: Financing Higher Education™	0	0	0

More Actions | ✎ Edit Class

9
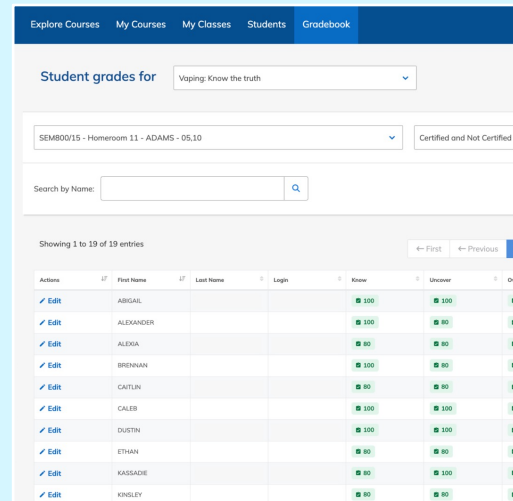
Your class has been successfully created

Your students will then go to your SSO homepage or district portal and select the EVERFI from Blackbaud app

EVERFI® from Blackbaud

Real-Time Reporting and Ongoing Support

Once your students have started their assigned courses, you can monitor their progress and measure growth with pre- and post-assessment scores. Additionally, EVERFI's dedicated team is available to support you every step of the way so that you feel confident implementing the curriculum with your class.
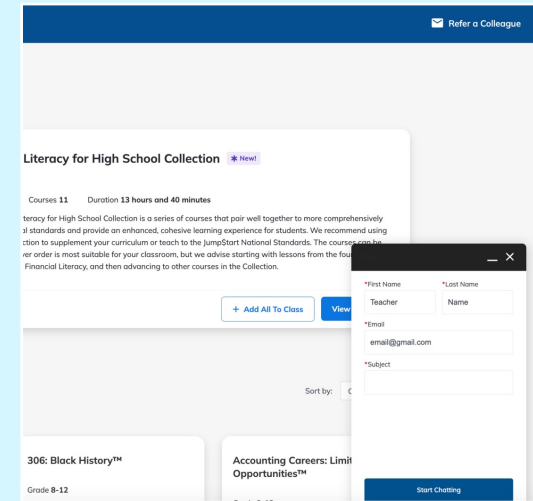
Head to the **Gradebook** tab to view student grades by course

Click **Chat with EVERFI support** or email us **k12support@everfi.com**

EVERFI® from Blackbaud

EVERFI®
from Blackbaud
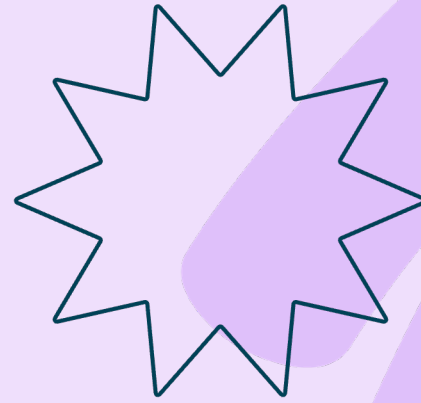
Steps for Students

Accessing EVERFI's Platform,
Getting Started on the Digital
Courses, and Helpful Features
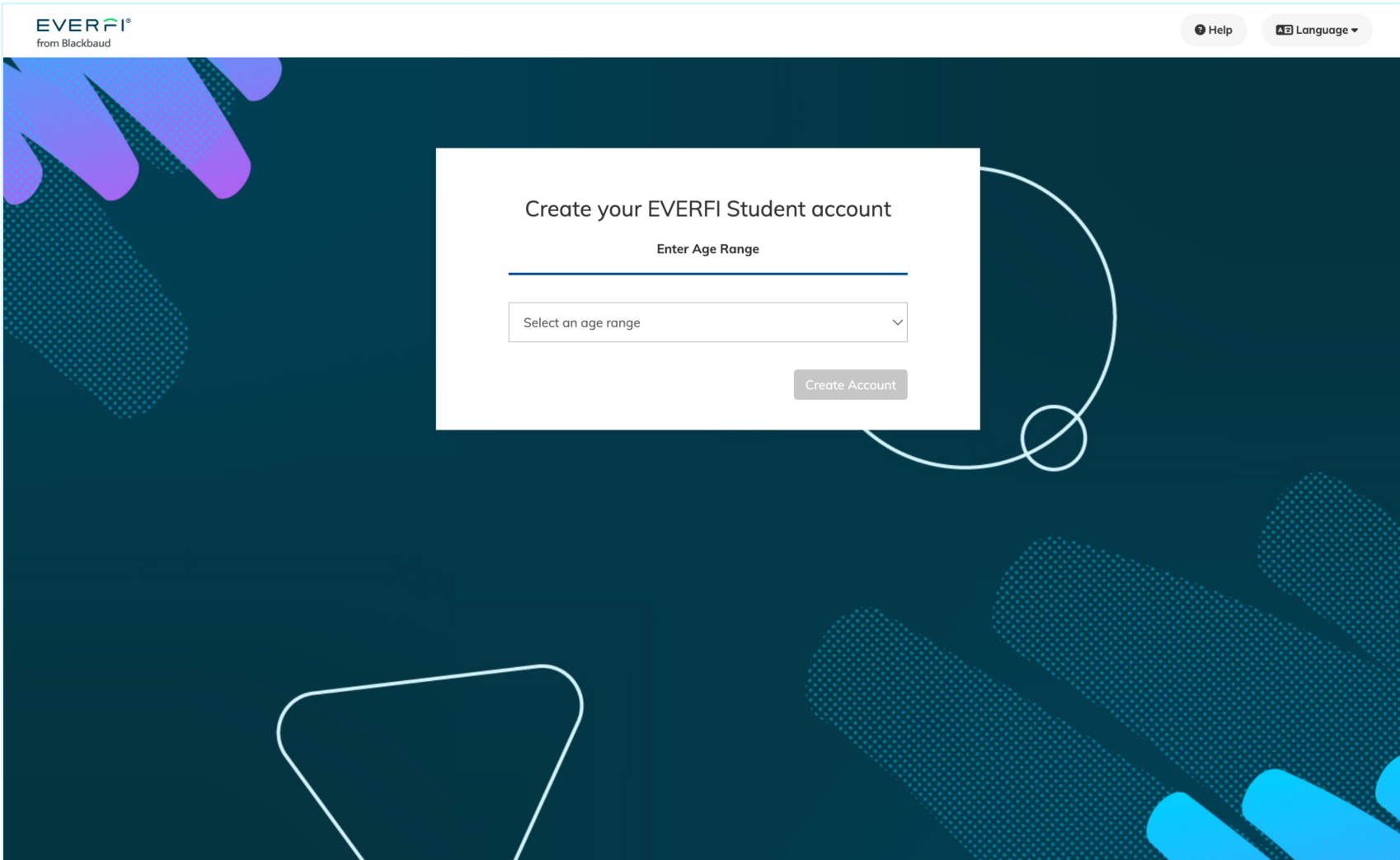
Access Your Student Account

1

Select the **EVERFI from Blackbaud app** on your single sign-on (SSO) homepage or district portal

Confirm Your Age Range

2

Select one of the following age ranges in the dropdown menu:

- Under 13

- Between 13 and 18

- Over 18

Get Started

3

Click **Start** on the course your teacher has assigned

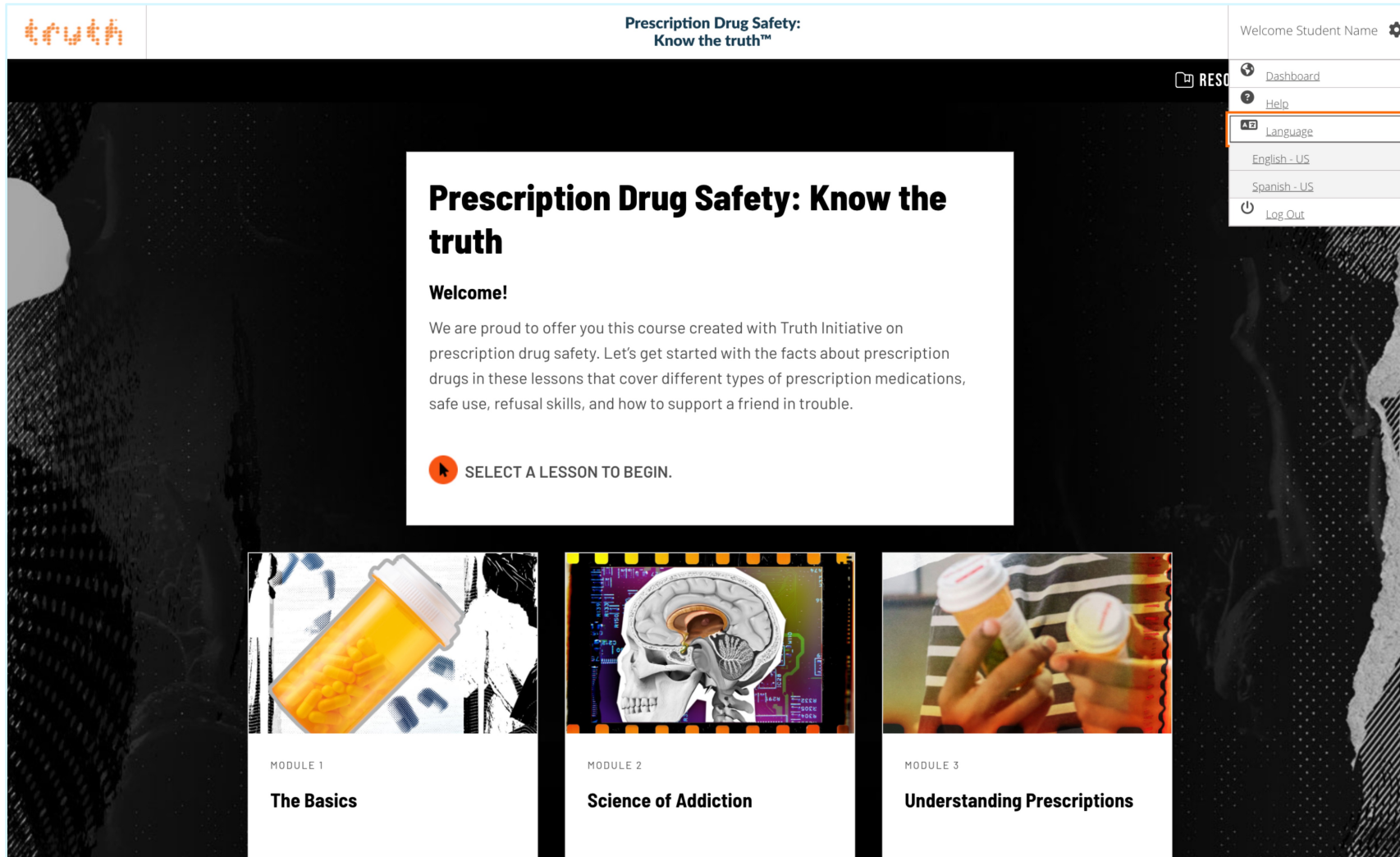If your teacher has shared additional courses, enter the course code from your teacher on the top right corner and select "Add Course"

Access Course Features
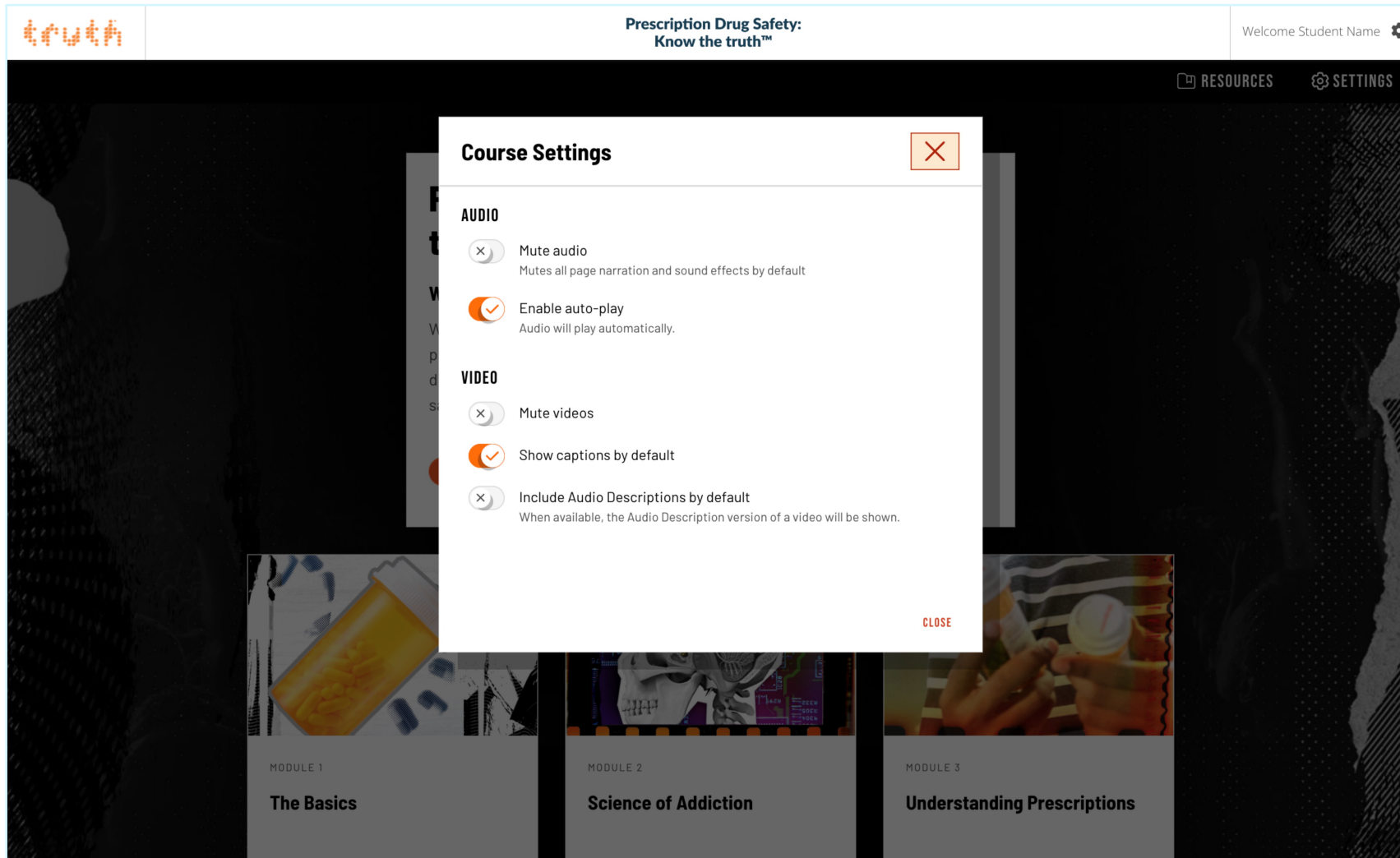
4

Make sure volume is on and click on the **Settings** icon to customize audio and video settings

Some courses include a Menu with resources, like a Glossary

Change Language

5

Click on your name on the top right corner of the screen and select **Language**

If the course is available in French or Spanish, you can then select your preferred language

EVERFI® from Blackbaud

Your Progress Will Be Saved

6

When your class period is over, go to the Settings icon on the top right corner of your screen and click **Log Out**

Next time, log back in and click "Continue" to resume the lesson