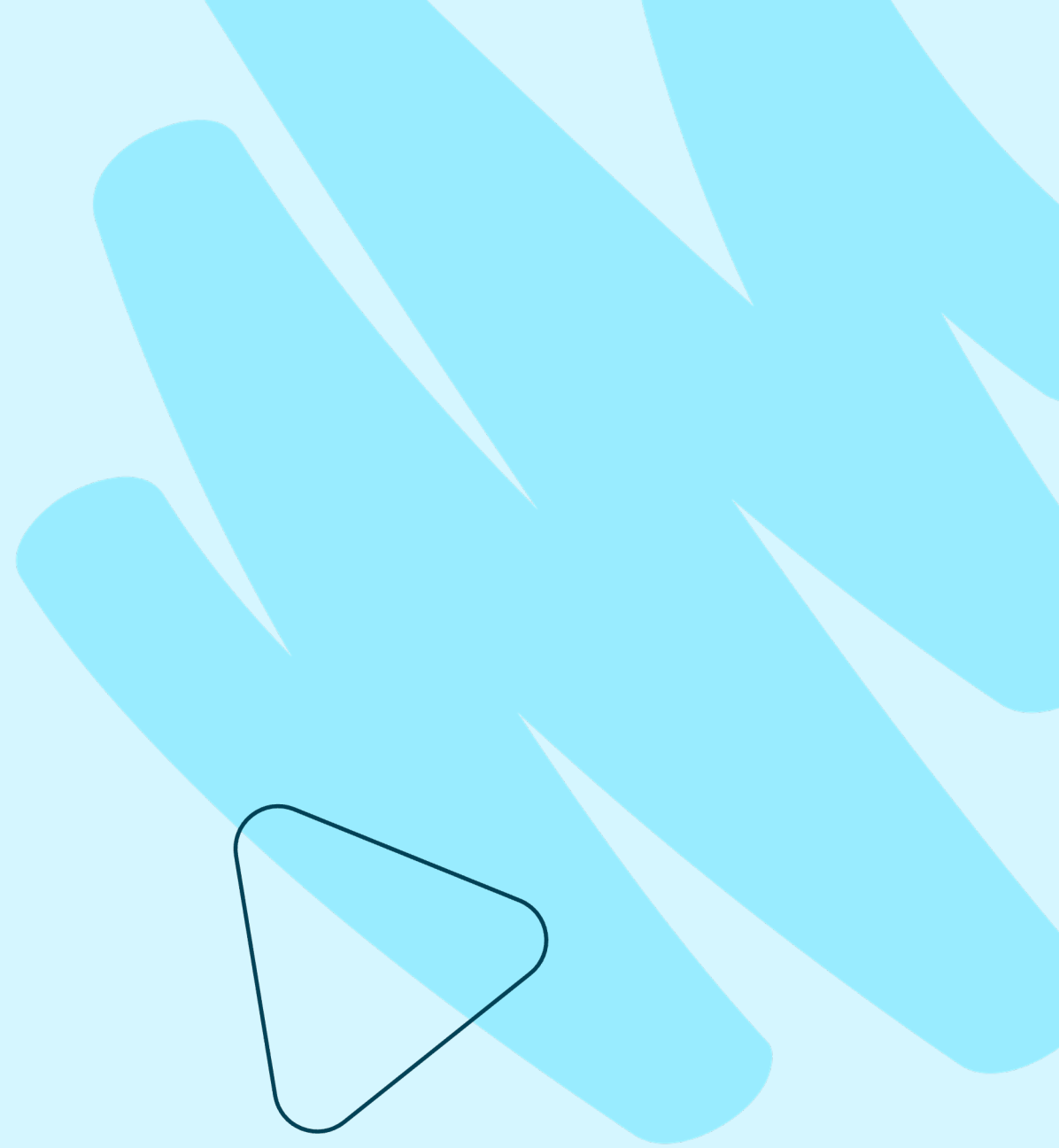


# Steps for Educators

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



# Access Your Teacher Account



from Blackbaud

1

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

# Customize Your Profile

## Tell us more about you!

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

### Topics

### Grade

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

# View Recommended Courses

EVERFI®  
from Blackbaud


SupportLanguageTeacher Name

Explore CoursesMy CoursesMy ClassesStudentsGradebookRefer a Colleague

### My Courses

Grade ▼Topic ▼Language ▼Show Active Courses ▼Sort by: Featured ▼

COLLECTIONS



#### Financial Literacy for High School Collection \* New!

★ COLLECTION

Grade 9-12 Courses 11 Duration 13 hours and 40 minutes

The Financial Literacy for High School Collection is a series of courses that pair well together to more comprehensively address national standards and provide an enhanced, cohesive learning experience for students. We recommend using this entire Collection to supplement your curriculum or teach to the Jump\$tart National Standards. The courses can be taken in whatever order is most suitable for your classroom, but we advise starting with lessons from the foundational course, EVERFI: Financial Literacy, and then advancing to other courses in the Collection.

View Collection+ Add All To Class

CONTENT

#### EVERFI: Financial Literacy® for High School

9, 10, 11, 12

★ Financial Literacy Collection

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

EVERFI®  
from Blackbaud

SupportLanguageTeacher Name

All Courses

GradeTopicLanguage

Sort by: Course (A-Z)

Showing 39 of 39

306: Black History – Continuing the Story™

Grade 8-12

(Available in Spanish) This course helps students understand the history of events that have shaped the experience of many Black people in the U...[show more](#)

Supported By:  
EVERFI®  
from Blackbaud

Details+ Add To Class

306: Black History™

Grade 8-12

(Available in Spanish) This course explores the lives, stories, and lessons of Black Americans throughout history. The curriculum goes beyond ju...[show more](#)

Supported By:  
EVERFI®  
from Blackbaud

Details+ Add To Class

Accounting Careers: Limitless Opportunities™

Grade 9-12

(Available in Spanish) This workforce readiness course, sponsored by CAQ, shows students how an accounting background can help them achieve thei...[show more](#)

Supported By:  
accounting

Details+ Add To Class

Alcohol Education: Safe and Smart™

Grade 8-12

This health & wellness course takes a public health approach to preventing alcohol abuse and is designed to scaffold students' understanding of...[show more](#)

Details+ Add To Class

Build: Credit Fundamentals™

Grade 9-12

★ Financial Literacy Collection

(Available in Spanish) This financial education course, sponsored by OneMain Financial, teaches students the fundamentals of managing a healthy...[show more](#)

Details+ Add To Class

Character Playbook®: Building Healthy Relationships

Grade 6-9

(Available in Spanish) This course, sponsored by the NFL, teaches students how to establish and maintain healthy, supportive relationships with...[show more](#)

Details+ Add To Class

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

EVERFI<sup>®</sup>  
from Blackbaud

SupportLanguageTeacher Name


Explore CoursesMy CoursesMy ClassesStudentsGradebook

Refer a Colleague

← Explore Courses

Tax Simulation: Understanding Taxes™

PreviewAdd to Class



Supported By  
**INTUIT**  
for Education

Grade 9-12Lessons 5Duration 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 AlignmentUS National Standards

LanguagesEnglish - US, Spanish - US

TopicFinancial Education, Workforce Readiness

LessonsResourcesStudent Activities

Curriculum Guide

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

Tax Simulation Curriculum Guide

Open

Lessons

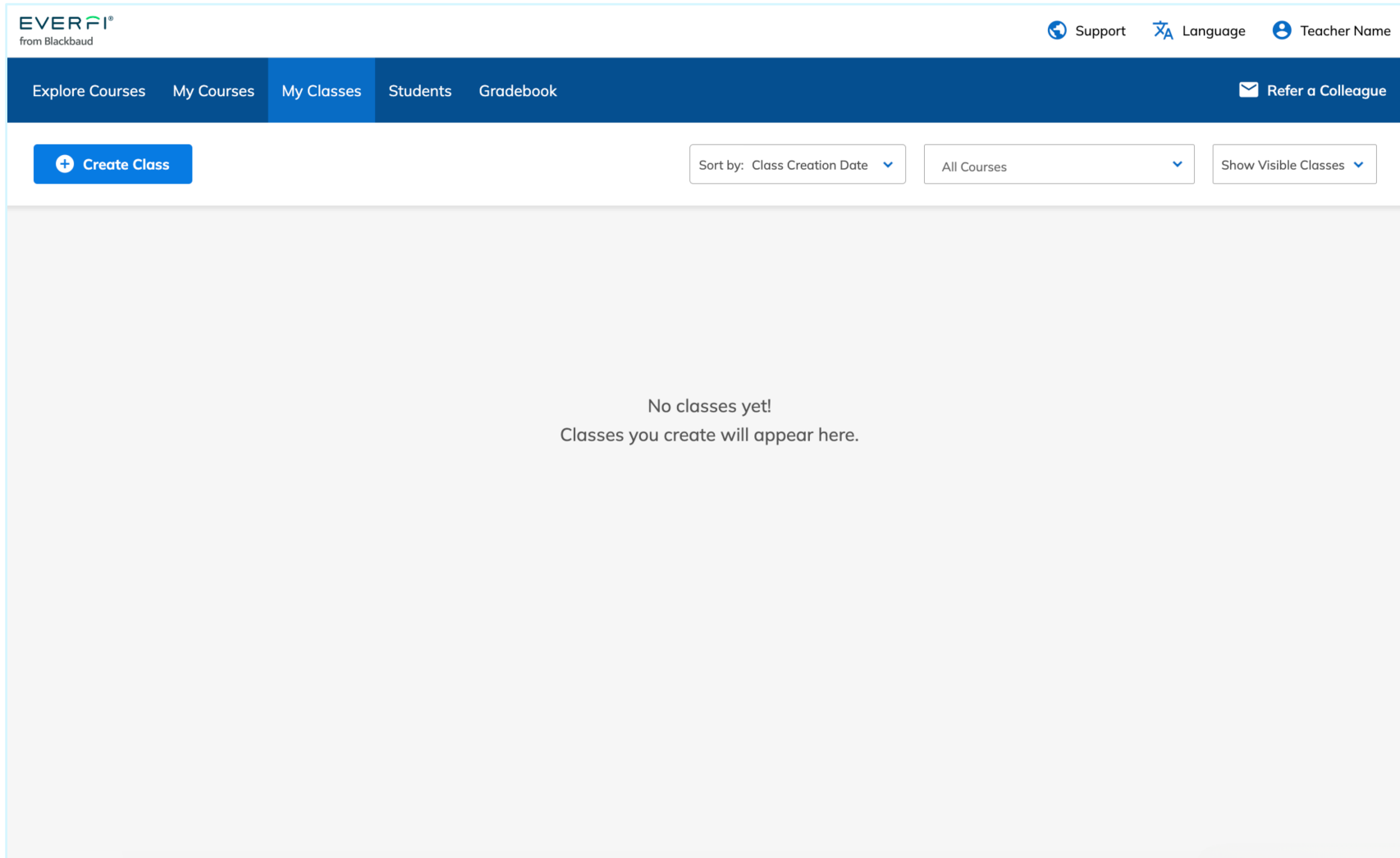
5

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<sup>®</sup> from Blackbaud

# Assign Courses to Your Students




The screenshot shows the EVERFI dashboard interface. At the top left is the EVERFI logo with 'from Blackbaud' underneath. To the right are links for 'Support', 'Language', and 'Teacher Name'. Below this is a dark blue navigation bar with tabs: 'Explore Courses', 'My Courses', 'My Classes' (which is highlighted), 'Students', and 'Gradebook'. On the far right of this bar is a 'Refer a Colleague' link with an envelope icon. Below the navigation bar, on the left, is a blue button with a plus icon and the text 'Create Class'. To the right of this button are three filter boxes: 'Sort by: Class Creation Date' with a dropdown arrow, 'All Courses' with a dropdown arrow, and 'Show Visible Classes' with a dropdown arrow. The main content area is a large light gray rectangle with the text 'No classes yet!' and 'Classes you create will appear here.' centered within it.

6

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

Select the blue "Create Class" button

# Customize Your Class



SupportLanguageTeacher 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

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

# Lock / Unlock Courses

EVERFI<sup>®</sup>  
from Blackbaud

SupportLanguageTeacher 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

# Get Your Students Started

EVERFI<sup>®</sup>  
from Blackbaud

SupportLanguageTeacher Name

Explore CoursesMy CoursesMy ClassesStudentsGradebookRefer a Colleague

Create Class

Sort by: Class Creation DateAll CoursesShow 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 ActionsEdit Class

9

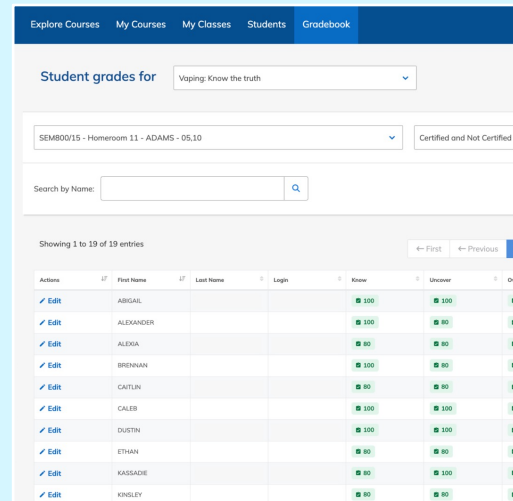
Your class has been successfully created

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

# 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.

Gradebook



Explore Courses My Courses My Classes Students **Gradebook**

Student grades for Vaping: Know the Truth

SEM800/15 - Homeroom 11 - ADAMS - 05.10 Certified and Not Certified

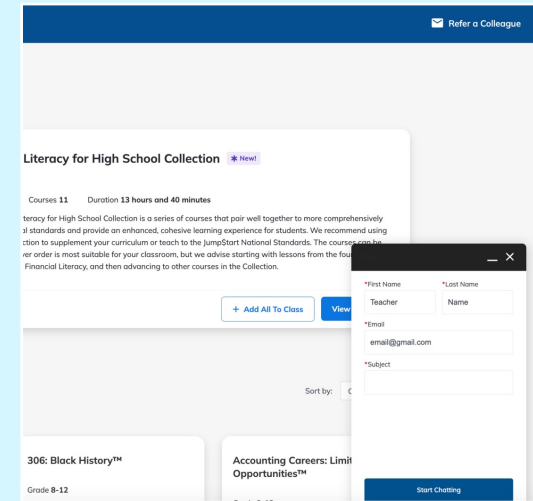
Search by Name: [Search]

Showing 1 to 19 of 19 entries

Actions	17	First Name	17	Last Name	17	Logins	17	Know	17	Uncover	17	Overco
<a href="#">Edit</a>		ABIGAIL						100		100		80
<a href="#">Edit</a>		ALEXANDER						100		80		80
<a href="#">Edit</a>		ALEXIA						80		80		80
<a href="#">Edit</a>		BRENNAN						100		80		10
<a href="#">Edit</a>		CAITLIN						80		80		80
<a href="#">Edit</a>		CALEB						100		100		10
<a href="#">Edit</a>		DUSTIN						100		100		10
<a href="#">Edit</a>		ETHAN						80		80		80
<a href="#">Edit</a>		KASSADIE						80		100		80
<a href="#">Edit</a>		KINSLEY						80		80		80

Head to the **Gradebook** tab to view student grades by course

Chat with EVERFI support



Refer a Colleague

### Literacy for High School Collection

Courses 11 Duration 13 hours and 40 minutes

Literacy for High School Collection is a series of courses that pair well together to more comprehensively address standards and provide an enhanced, cohesive learning experience for students. We recommend using this collection to supplement your curriculum or teach to the JumpStart National Standards. The courses can be used in any order most suitable for your classroom, but we advise starting with lessons from the four courses in the Financial Literacy, and then advancing to other courses in the Collection.

+ Add All To Class View

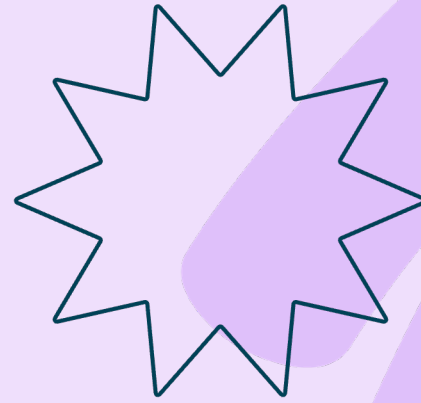
Sort by: C

306: Black History™ Grade 8-12

Accounting Careers: Limit Opportunities™

Start Chatting

Click **Chat with EVERFI support** or email us [k12support@everfi.com](mailto:k12support@everfi.com)



# Steps for Students

Accessing EVERFI's Platform,  
Getting Started on the Digital  
Courses, and Helpful Features



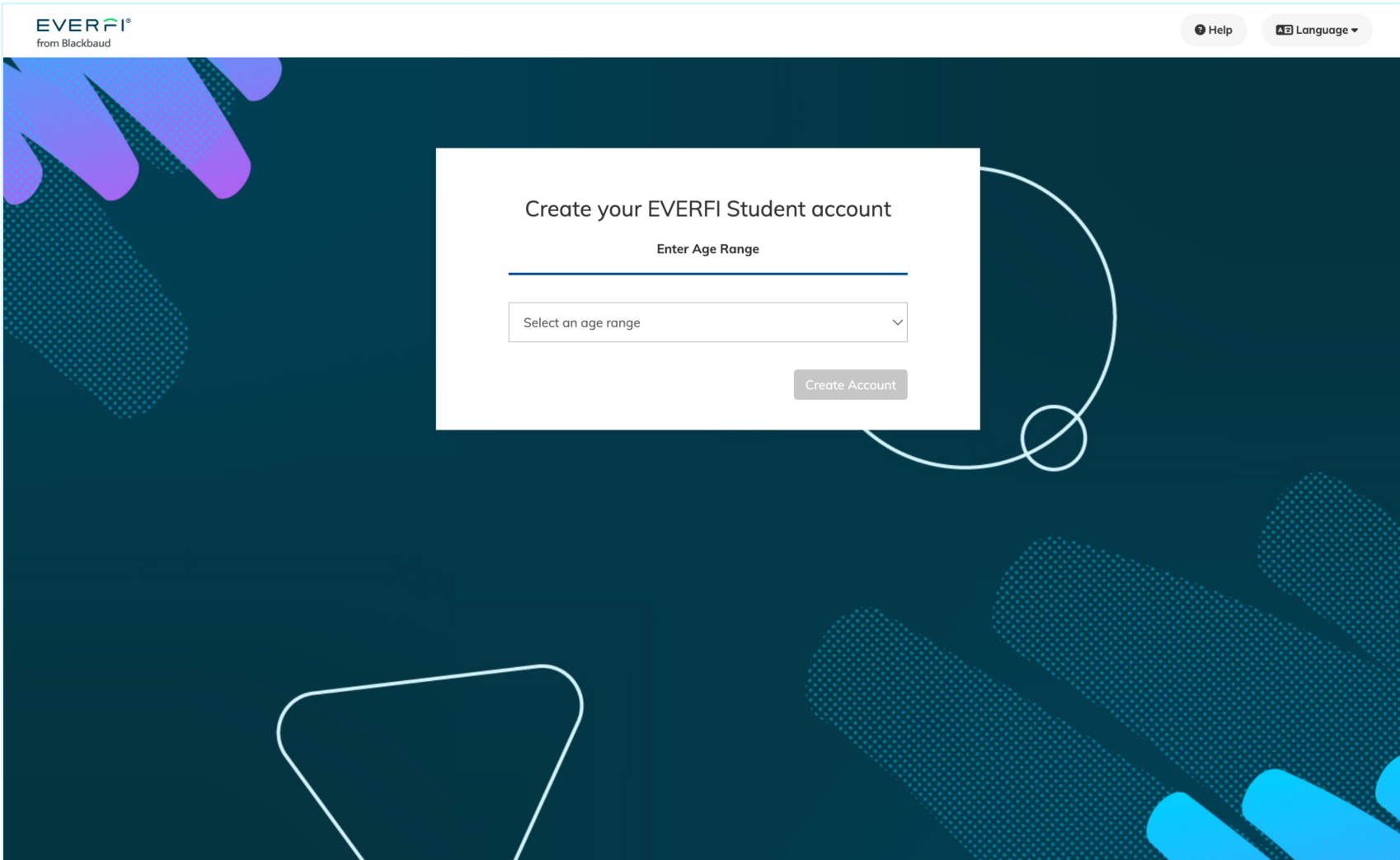
# Access Your Student Account



1

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

# Confirm Your Age Range



EVERFI<sup>®</sup>  
from Blackbaud

Help Language

Create your EVERFI Student account

Enter Age Range

Select an age range

Create Account

2

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

- Under 13
- Between 13 and 18
- Over 18

# Get Started

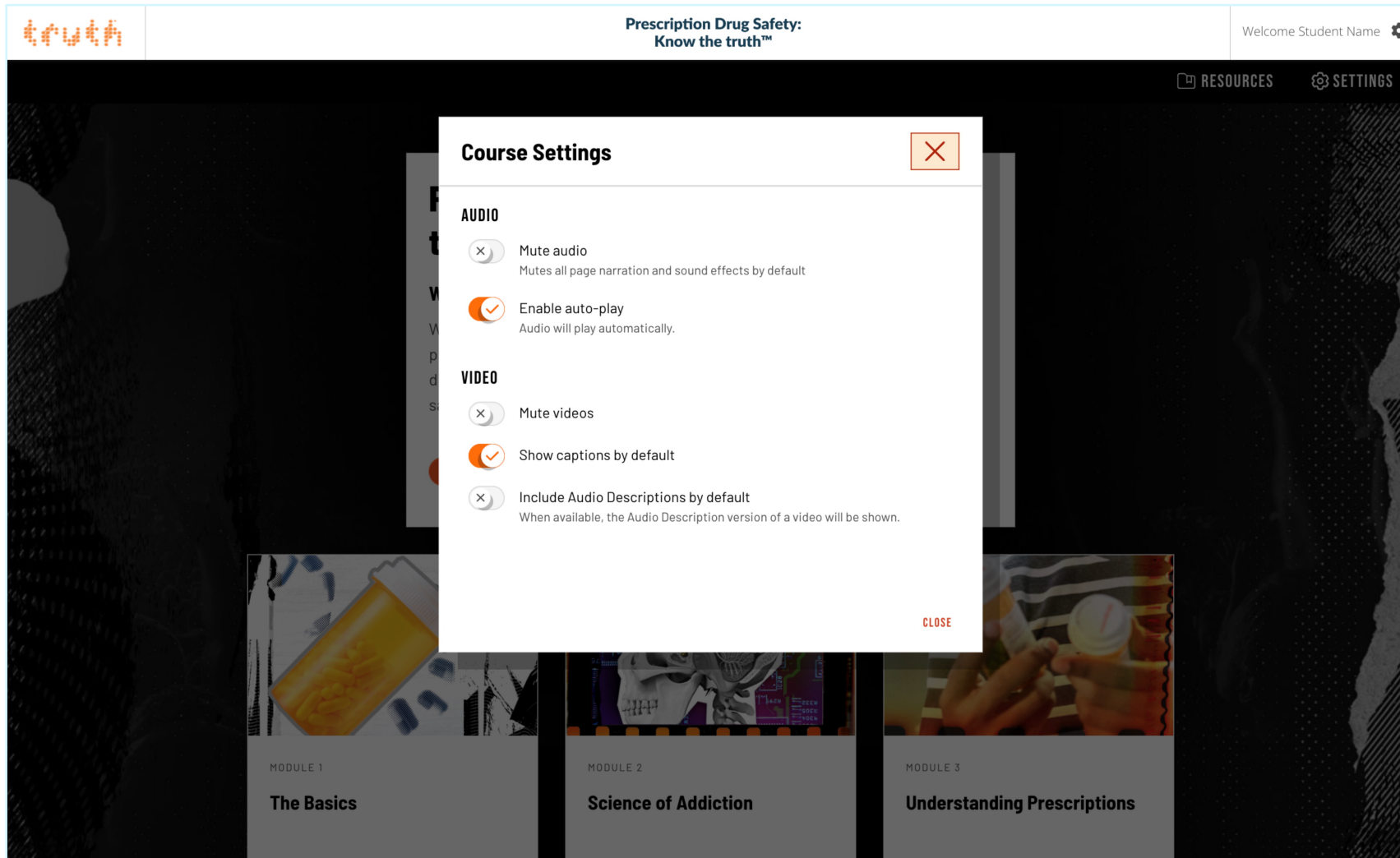
The screenshot displays the EVERFI user interface. At the top left is the EVERFI logo with the text "from Blackbaud". To the right are links for "Help", "Language", and "Student Name". Below these is a dark blue navigation bar with tabs for "CURRENT COURSES", "REMOTE COURSES", and "PAST COURSES". On the right side of this bar is a text input field labeled "Enter Course Code" and a green "Add Course" button. The main content area features a grid of course cards. The first card, "Alcohol Education: Safe and Smart™", includes a circular image of a man, a progress bar labeled "Not Started", the EVERFI logo, and buttons for "View Progress" and "Start →". The second card, "Character Playbook®: Building Healthy Relationships", includes a circular image of diverse people, a progress bar labeled "Not Started", logos for the NFL and San Diego Chargers, and buttons for "View Progress" and "Start →". Below these are two more cards: one with a circular image of students and another with an illustration of a person walking.

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

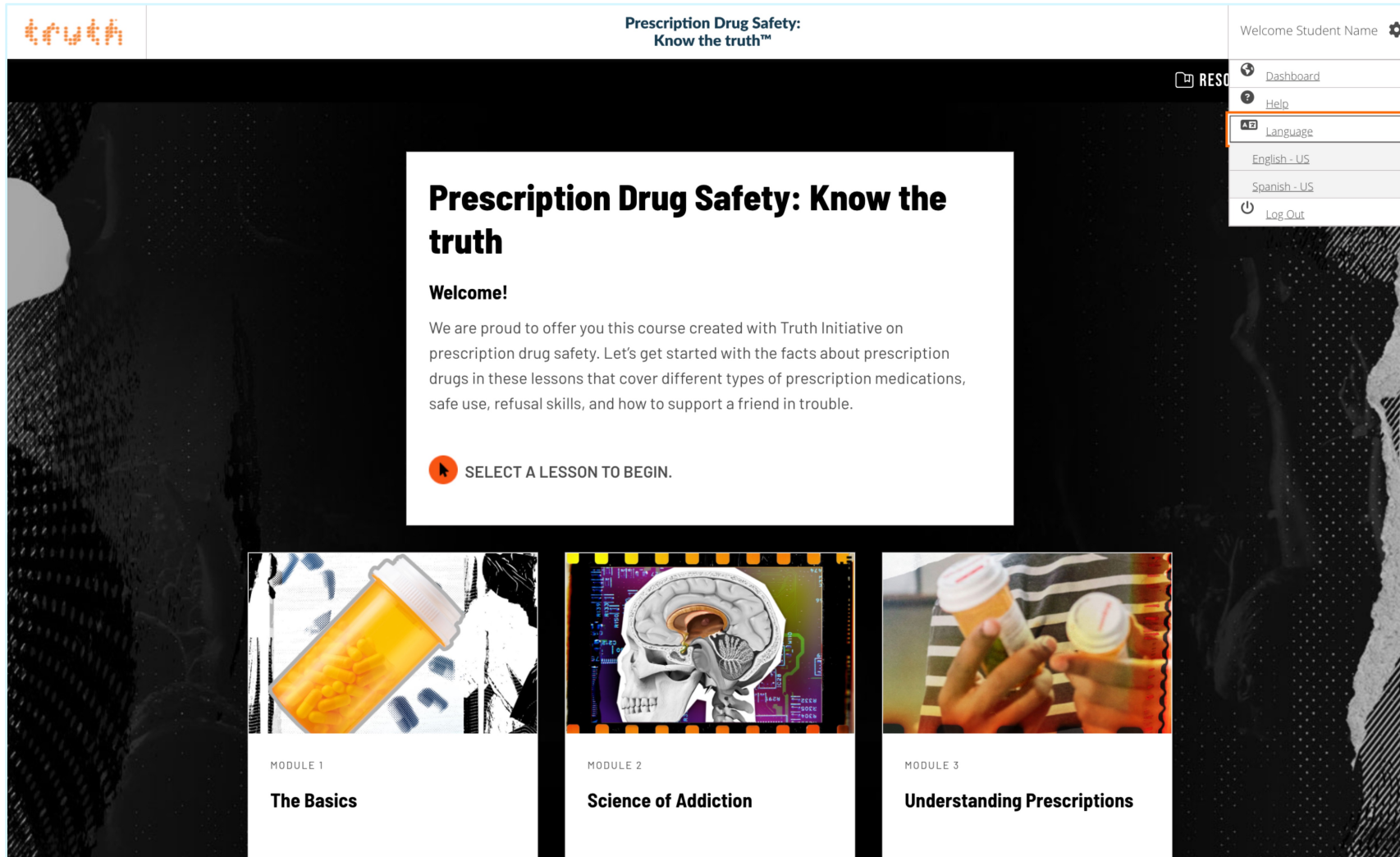


4

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



The screenshot shows the 'truth' website interface for the 'Prescription Drug Safety: Know the truth' course. The top navigation bar includes the 'truth' logo, the course title, and a user profile section with a settings gear icon. A dropdown menu is open, showing options for 'Dashboard', 'Help', 'Language' (highlighted with an orange border), 'English - US', 'Spanish - US', and 'Log Out'. The main content area features a welcome message and a 'SELECT A LESSON TO BEGIN.' button. Below this, three module cards are displayed: 'MODULE 1 The Basics' (with a pill bottle image), 'MODULE 2 Science of Addiction' (with a brain scan image), and 'MODULE 3 Understanding Prescriptions' (with a hand holding pills image).

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



# Your Progress Will Be Saved

The screenshot shows the 'truth' Prescription Drug Safety course landing page. At the top left is the 'truth' logo. The top center header reads 'Prescription Drug Safety: Know the truth™'. On the top right, there is a user profile section with 'Welcome Student Name' and a settings gear icon. Below this is a dropdown menu with options: Dashboard, Help, Language, and Log Out. The main content area has a dark background with a white central box. The box contains the title 'Prescription Drug Safety: Know the truth', a 'Welcome!' message, and a paragraph about the course. Below the text is a red circular icon with a cursor and the text 'SELECT A LESSON TO BEGIN.'. At the bottom, there are three module cards: 'MODULE 1 The Basics' (with a pill bottle image), 'MODULE 2 Science of Addiction' (with a brain scan image), and 'MODULE 3 Understanding Prescriptions' (with a hand holding pills image).

**truth**

Prescription Drug Safety: Know the truth™

Welcome Student Name

Dashboard

Help

Language

Log Out

## Prescription Drug Safety: Know the truth

**Welcome!**

We are proud to offer you this course created with Truth Initiative on prescription drug safety. Let's get started with the facts about prescription drugs in these lessons that cover different types of prescription medications, safe use, refusal skills, and how to support a friend in trouble.

SELECT A LESSON TO BEGIN.

**MODULE 1**

**The Basics**

**MODULE 2**

**Science of Addiction**

**MODULE 3**

**Understanding Prescriptions**

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