aQuiRe CONSTRUCTION ACADEMY

User Guide

Business Admin Portal

Table of Contents

Welcome to aQuiRe Construction Academy Business Admin portal!

This guide is designed to help you get started and make the most of aQuiRe Construction Academy's monitoring features inside our Business Admin (BA) portal. Here, you'll find instructions, tips, and troubleshooting advice to maximize your experience monitoring participants' progress through their learning journey.

In the BA, you have access to participant account information, education plan assignments, participant progress, and valuable reporting data. If you have questions, feedback, suggestions, or comments about the BA, email **academy@cahillresources.com.**

Getting Started

Logging In

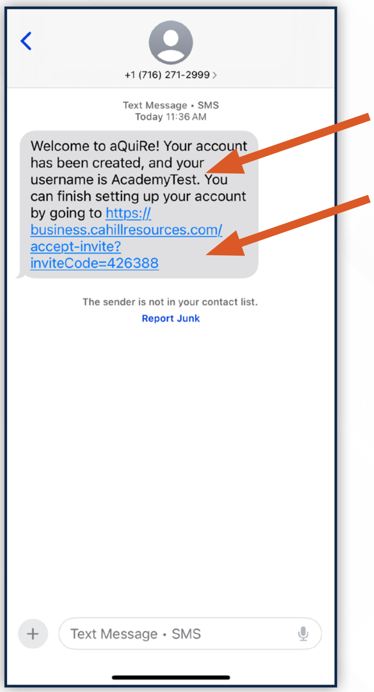
The Business Admin portal can be found here: https://business.cahillresources.com/

Before you can log in, you'll need the information contained in your invitation. There are two ways to receive that invitation: text message and/or email.

Your **email** invitation will come from *support@cahillresources.com*, and will include your username and a button that links to the BA portal:

Note: the link in both invitations will auto-populate your Secret Code. You'll need your username for the step *after* you create your new password.

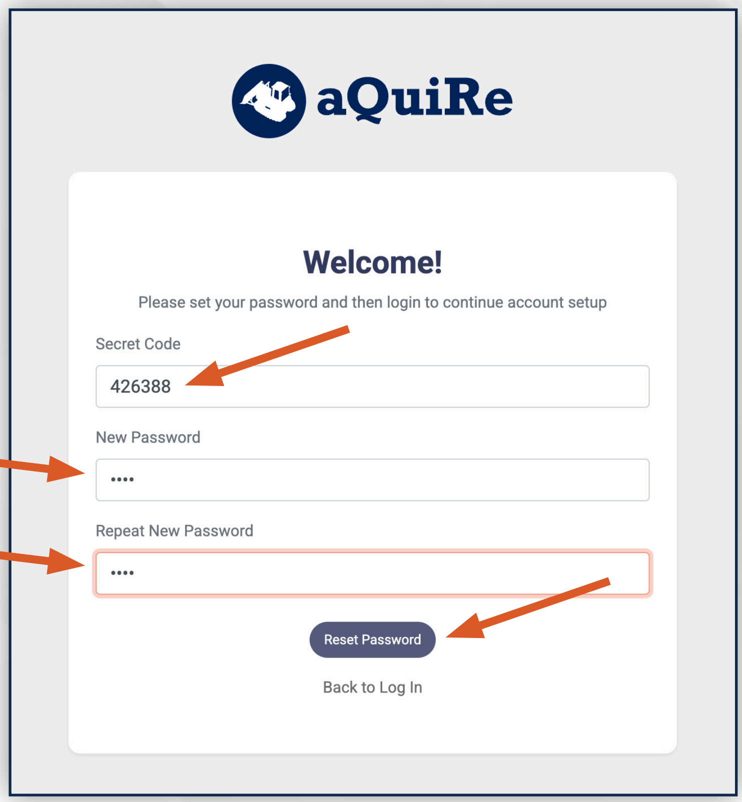
Your **text message** invitation will come from *+1 (716) 271-2999*, and will include your username and a link to the BA portal:



Email

Once you click on the "Log In to aQuiRe" button from your email invitation, you'll be taken to our aQuiRe login page. This is our universal login page for *both* our aQuiRe portal AND our aQuiRe Construction Academy portal. By default, you'll see the aQuiRe logo displayed at the top, but rest assured, your account will still be under aQuiRe Construction Academy.

1. You should see that the Secret Code has populated within the Secret Code field.
2. Enter a secure password you will remember in the New Password field.
3. Enter the same password in the Repeat New Password field to ensure both passwords match.
4. Click the Reset Password button to set your new password.

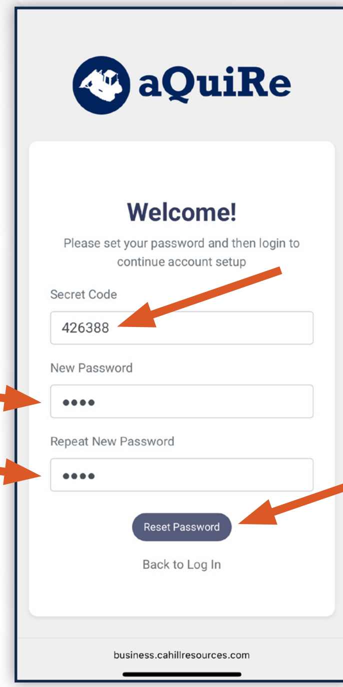


5. You'll be taken back to the Admin Log In page. This is where you'll need to enter your username from the email invitation into the Username field.
6. Enter the password you just created.
7. Click the Log In button.

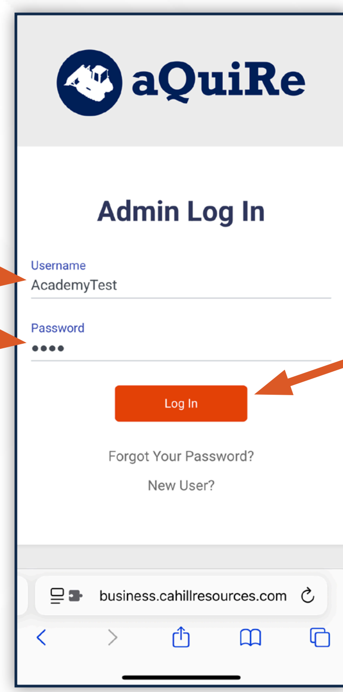
Text Message

Once you click on the text message link from your invitation, you'll be taken to our aQuiRe login page. This is our universal login page for *both* our aQuiRe portal AND our aQuiRe Construction Academy portal. By default, you'll see the aQuiRe logo displayed at the top, but your account will still be under aQuiRe Construction Academy once you're logged in.

1. You should see the Secret Code pre-populated within the Secret Code field.
2. Enter a secure password you will remember into the New Password field.
3. Enter the same password into the Repeat New Password field to ensure both passwords match.
4. Click the Reset Password button to set your new password.



5. You'll be taken back to the Admin Log In page. This is where you'll need to enter your username from the text invitation into the Username field.
6. Enter the password you just created.
7. Click the Log In button.

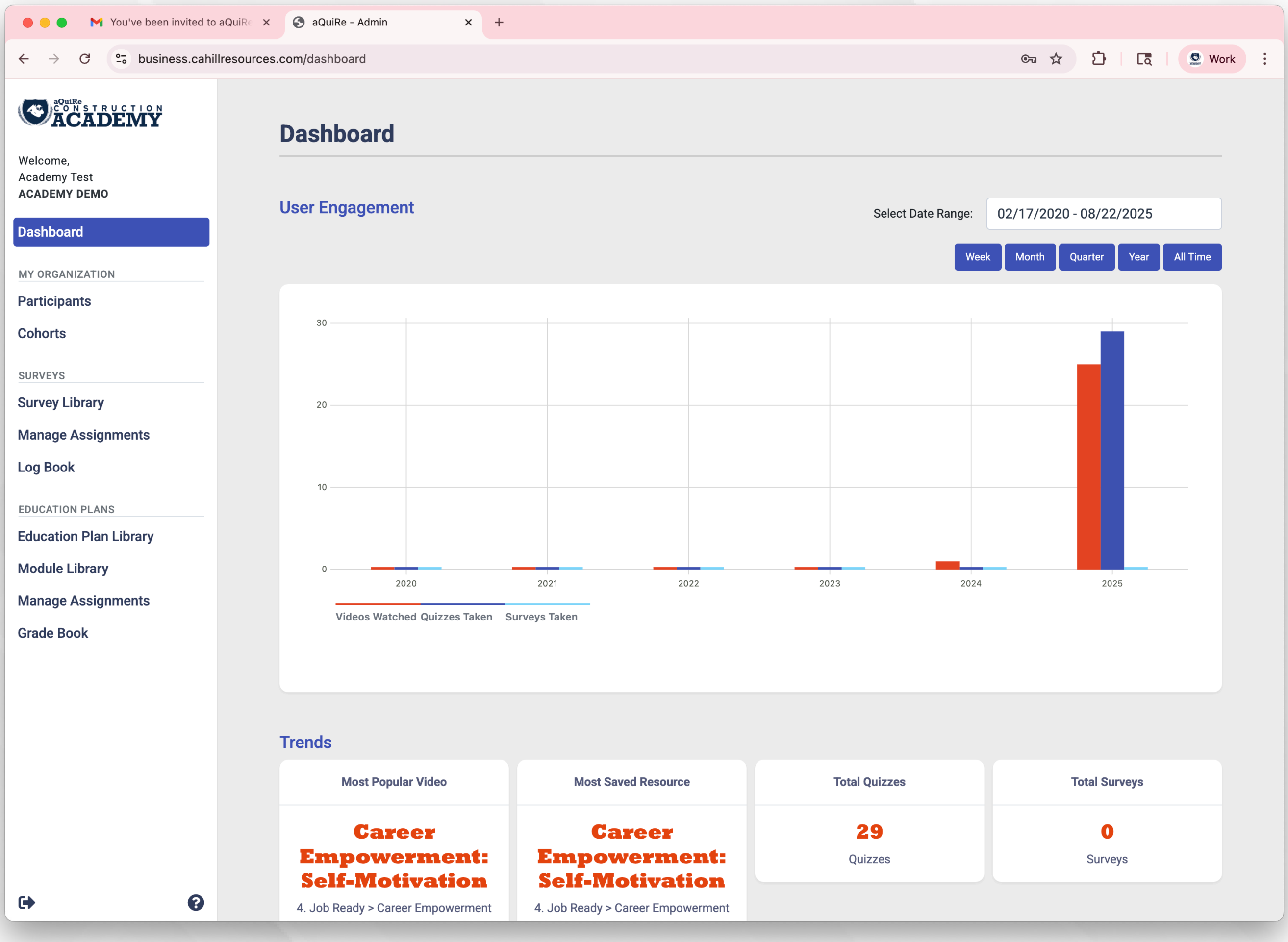


Navigation

Dashboard Overview

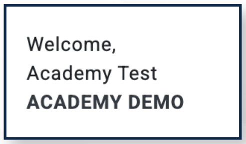
The easiest way to navigate around the Business Admin portal is from a web browser such as Edge, Safari, or Google. **We recommend viewing the portal via a browser to ensure the best experience.**

Once you're logged into the Business Admin portal, you'll see the following dashboard:



The dashboard is where you'll view overall metrics like **User Engagement** over a defined date range, **Trends, Individual Leaderboard** across all your participants, and a list of **Recently Published** modules.

The dashboard is comprised of two sections: the static menu column on the left for navigating around the portal and the section on the right that displays all the main information within your selection.



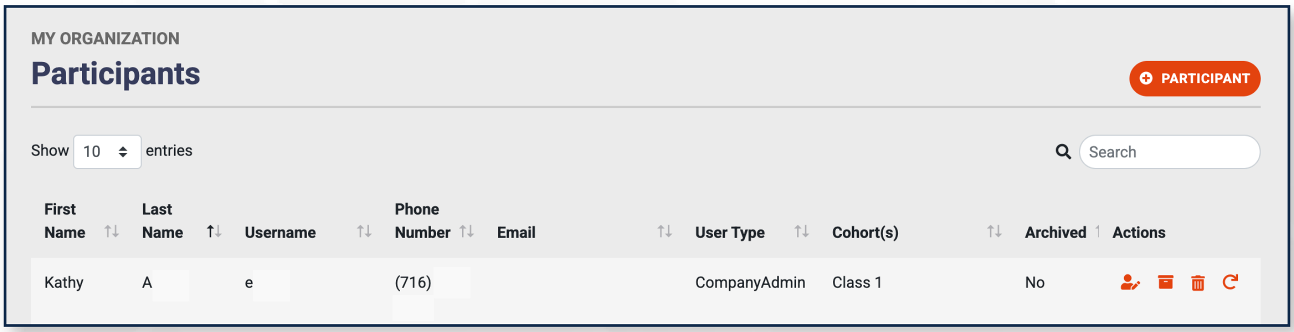
At the top of the menu column are your account details. You'll see your name and the account with which you are associated. Click on your account name to get further details on your company account.

My Organization

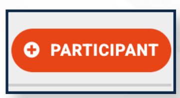
Listed under My Organization are two options: **Participants** and **Cohorts**

Participants

Selecting Participants from the menu will bring you to an overview of all the participants in your account. They will be listed in alphabetical order by last name and can be organized by any column by clicking the ↑↓ arrows next to each column name.



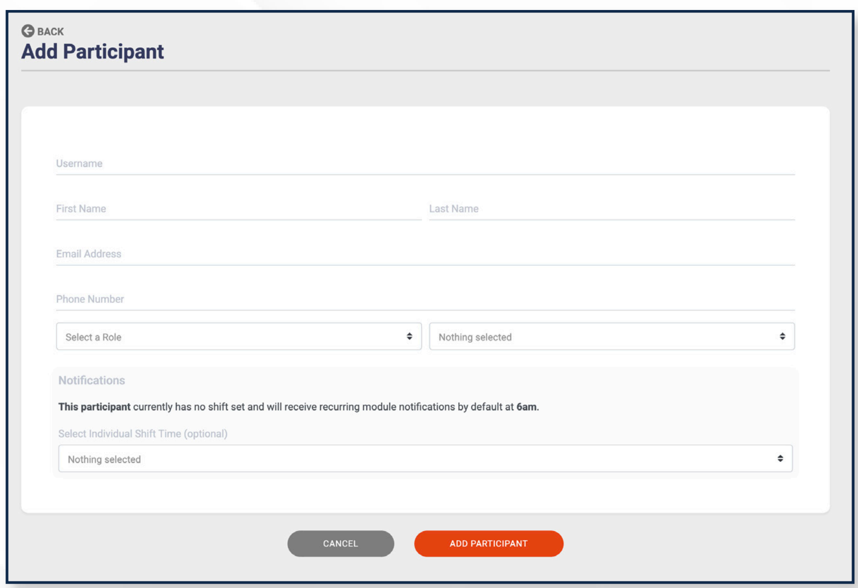
To add participants to your account, click



1. Choose a username. Usernames are not auto-populated. A good rule of thumb is to choose the participant's first and last name with no spaces or special characters, or the reverse of 'lastnamefirstname'. Assistance can be provided to help find a naming convention.

2. Add the participant's first and last name.

3. Add the participant's email address (if available)

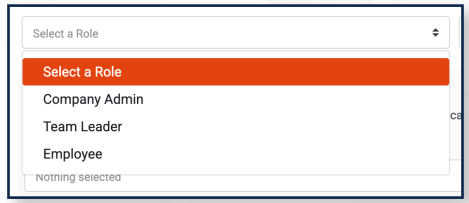


4. Add the participant's phone number *without* hyphens or spaces (if available). Note: an email or phone number is REQUIRED to send onboarding instructions to participants.

5. From the 'Select a Role' dropdown menu, choose one of the three options: Employee, Team Leader, or Company Admin.

Participants (cont'd)

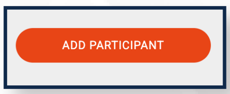
- Choose '**Employee**' if you are adding a participant who will be the equivalent of a *student* and does not need administrative privileges.
- Choose '**Team Leader**' if the person will require oversight privileges, like a teacher or instructor.
- Choose '**Company Admin**' if the person will need the highest access to account information.



6. The next dropdown box will allow you to select a **Cohort** with which to add the participant. NOTE: It's highly recommended to create a **Cohort** (a group of participants, also referred to as a class) *before* adding participants.

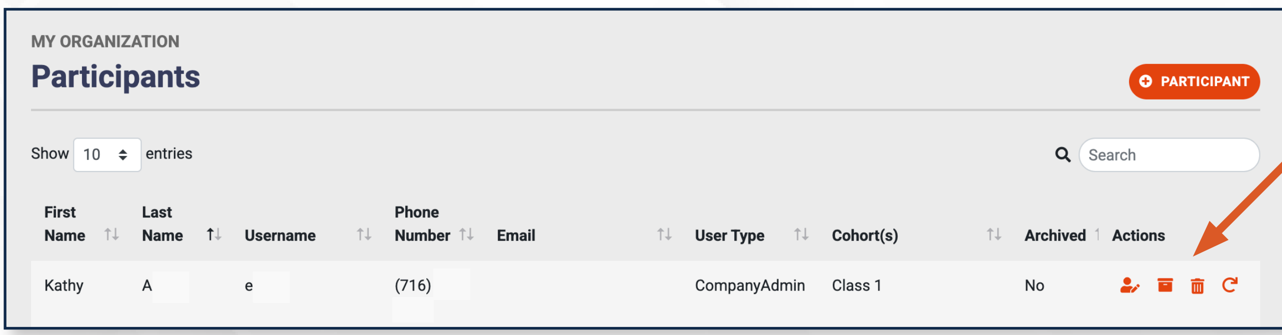
>>For the purposes of aQuiRe Construction Academy, disregard the 'Notifications' section. This section is not required and not displayed within your dashboard.

7. Click ADD PARTICIPANT.



You should now see the participant listed. If you have multiple participants to add, assistance can be provided in mass-uploads. Contact us and request a template CSV file.

To manage participants, you'll see a set of icons under the Actions column.



Use this button to edit a user's information, or to archive the user.

The file box icon will archive this user within your account.

The trashcan icon will permanently delete the user from your account. This option is NOT recoverable once an account is deleted.

The arrow icon will reset a user's password. Passwords are not viewable anywhere in the system, and this feature will send a Reset Password prompt via text or email to that user. They will have to follow the prompts on their device to reset the password.

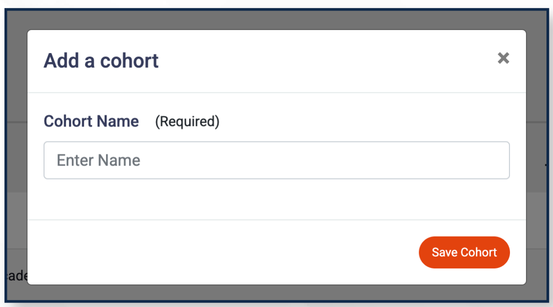
Cohorts

Selecting Cohorts from the menu will bring you to the cohort groups in your account. Use these groupings like classes. From these cohorts, you can add and remove individuals from the cohort as well as assign Education Plans or individual modules to all the participants at once.

To create a Cohort within your account, select 

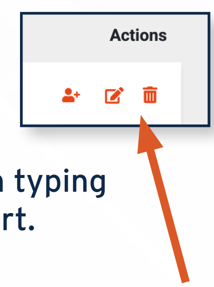
1. Choose a name for your cohort. You can go back and edit this name at any time. This name is not displayed anywhere on the user's end, but keep in mind they will display in alphabetical order.

2. Click Save Cohort 



Once your cohort is saved, you'll see it listed in your account. Cohorts are organized **alphabetically**, so if you have cohorts that need organization by date, it's recommended to name your cohort with this naming convention: "YYYY MM DD" first (with or without spaces) and then add a unique name, if desired.

To manage Cohorts in your account, you'll see a set of icons under the Actions column.



 Use this button to add participants to a cohort. You cannot add a participant to more than one cohort at a time. If a participant doesn't show in the list, begin typing their name. You CAN select more than one participant at a time to join the cohort.

 This pencil and paper icon will allow you to edit the name of your cohort.

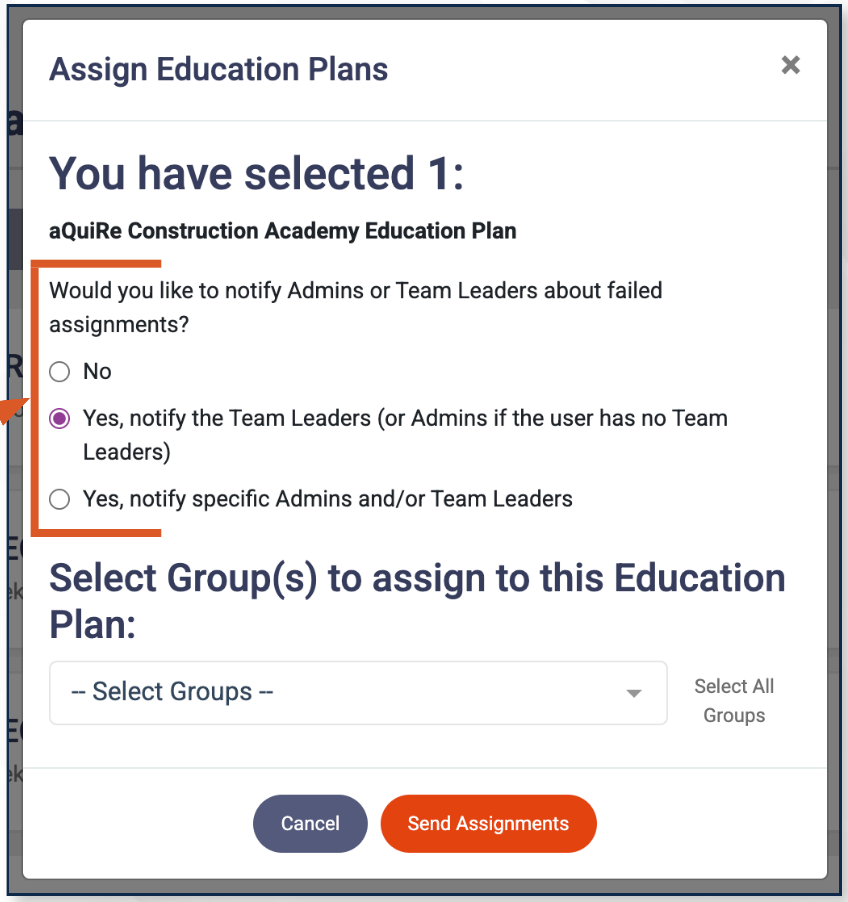
 Select this trashcan icon to delete the cohort. Once a cohort is deleted, it cannot be recovered.

Cohorts (cont'd)

Failed Assignment Notifications

When you assign an Education Plan to a cohort, you'll notice a few options on the pop up before the assignments get sent. These selections designate to whom an email will be sent if a participant fails an assignment.

It's helpful to **know your role** when selecting the options here. You can check this by finding yourself in the Participant list. If your role is *Team Leader*, you may want to be the only person to get notifications for your cohort. If you're a *Company Admin*, you may not want notifications for each cohort within the account. Select the option that best fits for you and your cohort.



Note: text messages are *not* part of this notification system; it's email only.

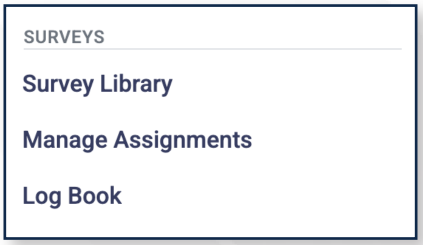
Select "**No**" if no email notifications are required for a participant's failed assignment.

Select "**Yes, notify Team Leaders (or Admins if the user has no Team Leaders)**" if ONLY a Team Leader needs to get notified of failed assignments AND there is a Team Leader that will be in charge of the cohort.

Select "**Yes, notify specific Admins and/or Team Leaders**" to get a list of account Admins and Team Leaders who will be emailed a Failed Assignment notification if selected. Note: more than one person CAN be added to this selection.

This is the **ONLY** place this notification is available and is NOT modifiable once the assignment is sent. A Team Leader or Company Admin can be added or removed from a cohort via the Actions button on the main Cohort page, which will also change notifications should a person be removed from a cohort after they have been selected to receive notifications. The default option is to notify Team Leaders only.

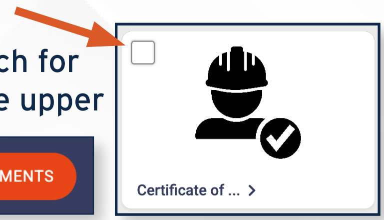
Surveys



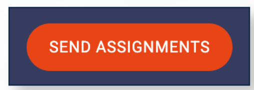
Listed under My Organization are three options: **Survey Library**, **Manage Assignments** and **Log Book**

Survey Library

Selecting Survey Library from the menu will bring you to an overview of all the surveys available for assignment to your participants. *Note: Many of these surveys are prepared for job site-specific tasks, like inspections, and will not be relevant to your participants within this platform.* Participants will ***only*** see surveys that are assigned to them.



To assign surveys, locate the survey(s) you'd like to assign. You can also search for surveys using the search function at the top of the page. Check the box in the upper left-hand corner of the survey and then click "**Send Assignments**" at the bottom of the page. Next, you'll select whether the survey will be a **Recurring Survey** or a **Single Survey**.

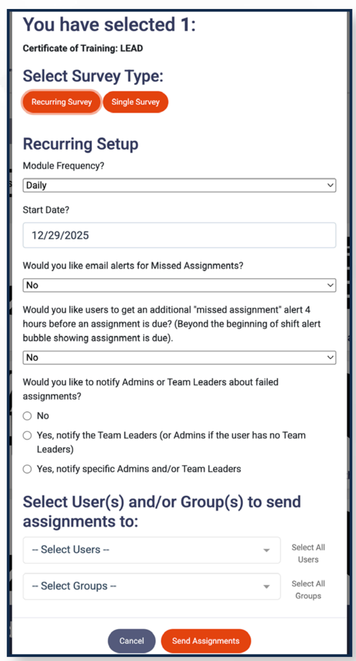


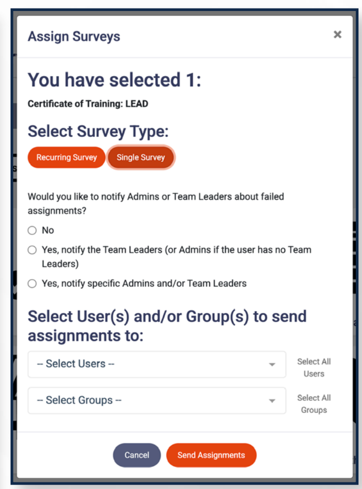
A *Recurring Survey* is a survey that will show up for participants at given intervals, such as daily, weekly, yearly, etc.

A *Single Survey* is a survey that participants will only have to fill out once, when assigned.

Follow the prompts for either selection to set up the survey and click Send Assignments once you've chosen the participant(s) (Users) or cohort(s) (Groups) to which the survey will be sent.

Surveys can be custom made to gather any data you may find useful from your cohorts or participants. Examples can include satisfaction surveys, opinion gathering, data targeting course content, self-assessments, or any kind of general survey.

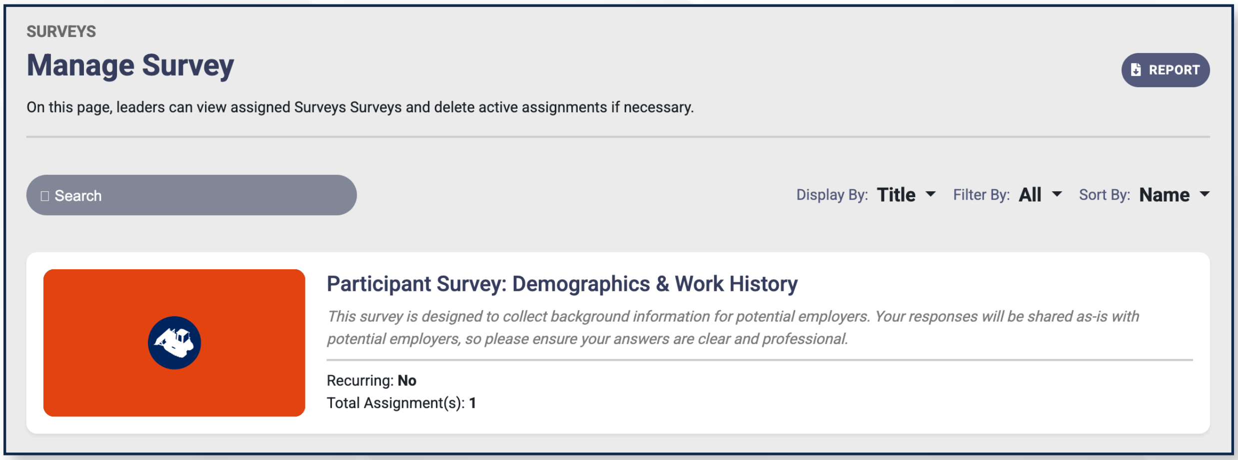




Contact us with your thoughts on survey questions and we build them for you.

Manage Assignments

Selecting Manage Assignments from the menu will list any surveys that have been assigned that have not yet been completed.

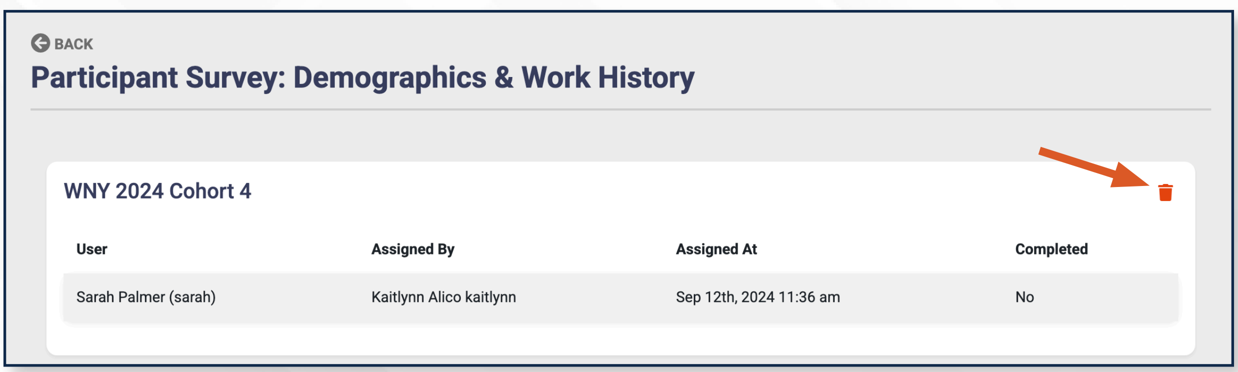


Search for a survey by typing the title into the Search field.

Surveys can be **displayed** in a few ways using the dropdown menus. They can be displayed by Title, Users, or Groups. You can also filter surveys by Recurring or Non Recurring. Finally, you can sort surveys by Name, Total Assignments, Assigned At, or Due Date.

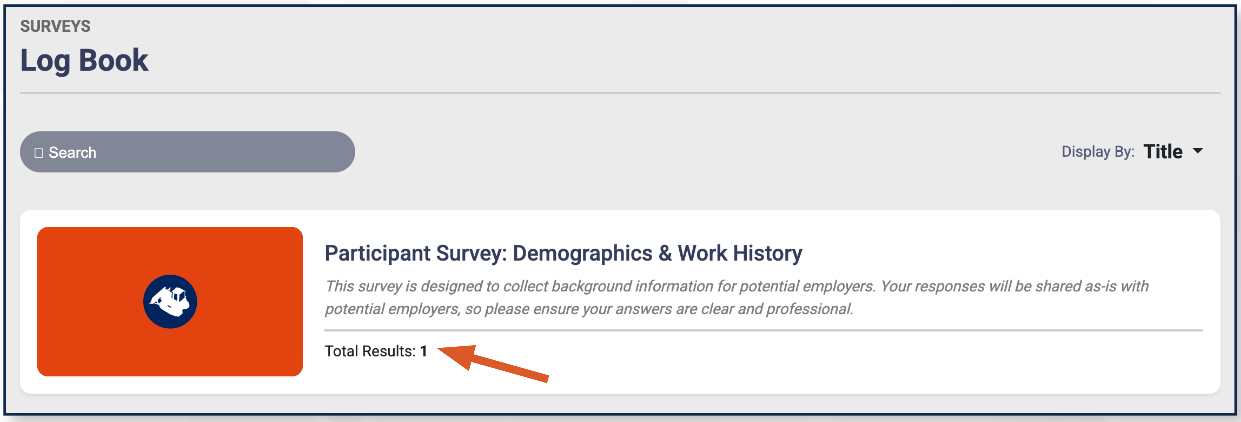
The **Report** that generates from this page is a downloaded .CSV that will list users and usernames, email addresses, the name of the survey assignment(s), date assigned, and status (‘Complete’ or ‘Incomplete’).

To **delete** an assignment, select the survey and click the trashcan in the upper right corner.



Log Book

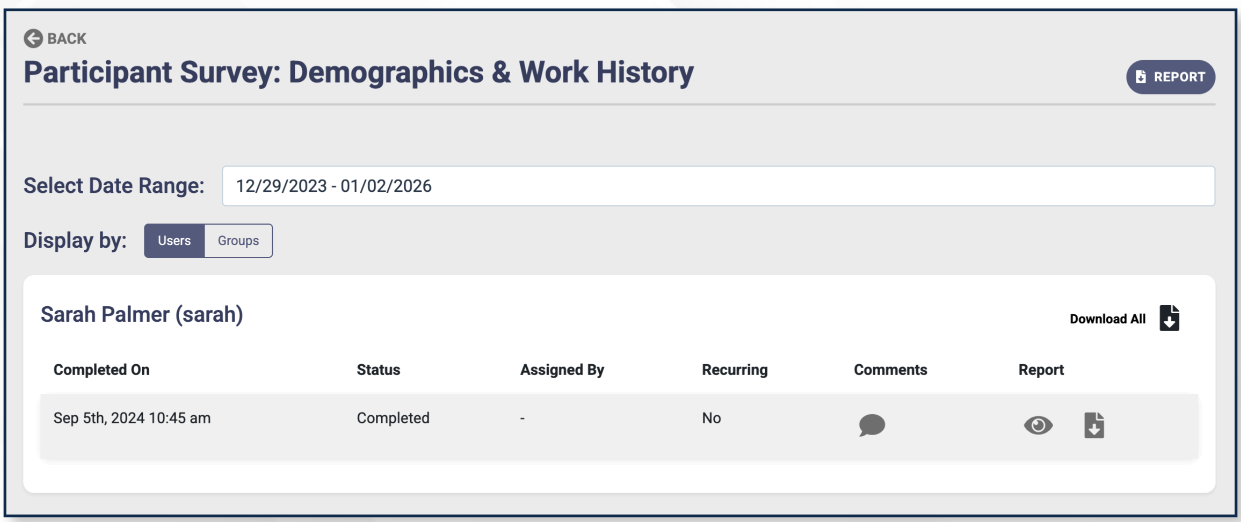
Selecting Log Book from the menu will list all recorded surveys. You'll find the number of responses (Total Results) below the description.



To **search** for a survey, type the title or a keyword into the Search field.

Surveys can be **displayed** by Title, Users, or Groups from the dropdown menu on the right side of the page.

To **view survey results**, click on any survey you wish to view. If no surveys show after you click on a survey, you may need to adjust the date range. If a response was recorded within that date range, it will display below the participant's name.



The information that displays with each response is: the date the response was submitted, status, who the user was that assigned the survey, whether the survey is recurring, any comments that a Company Admin or Team Leader has added to that survey result, and the answers to the survey under Report.

The eyeball icon will open a new browser window and display that participant's answers to the survey *without* downloading a .PDF.

The paper icon will *directly* download the participant's survey answers in a .PDF without displaying it first.

aQuiRe CONSTRUCTION ACADEMY

Log Book (cont'd)

Download All

If there are multiple responses by a participant for a given survey (usually found with recurring surveys), you can download all responses as one .PDF file using the Download All option.

REPORT

The **Report** button in the upper right corner will export a .CSV file of all responses to one survey. This is where you can monitor the completion status of assignments for that survey.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Username	Last Name	First Name	Role	Phone Number	Groups	Archived	Survey Name	Assigned At	Completed At	Result	Comments	
2	9/5/24	sarah	Palmer	Sarah	CompanyAdmin		16-week Test	No	Participant Survey: Demographics & Work History	Not assigned anymore	2:45:03 PM	Completed	-	
3														
4														

Education Plans

EDUCATION PLANS

- Education Plan Library
- Module Library
- Manage Assignments
- Grade Book

The Education Plans menu is where you'll likely spend most of your time within the BA portal after all participants are added to your account. This is where participant assignments and monitoring is done. Four listed options for this section include: **Education Plan Library**, **Module Library**, **Manage Assignments**, and **Grade Book**.

Education Plan Library

Selecting Education Plan Library from the menu will list all Education Plans available to your account. In most cases you'll only have access to one Education Plan. If there is more than one listed, be aware that *only one Education Plan should be assigned to a cohort*. Assigning more than one Education Plan will effectively double the amount of work a participant receives.

To view the content lists, select the Education Plan name. This will list all Credentials within that Plan. Select the Credential to view a list of Badges, and subsequently select any Badge to view a list of Modules contained within that Badge.

To assign an Education Plan, select the check box in front of the Education Plan.

aQuiRe Construction Academy Education Plan >

Full 8-week hybrid plan

1. With the Education Plan selected, at the bottom of the page, click ASSIGN TO GROUP

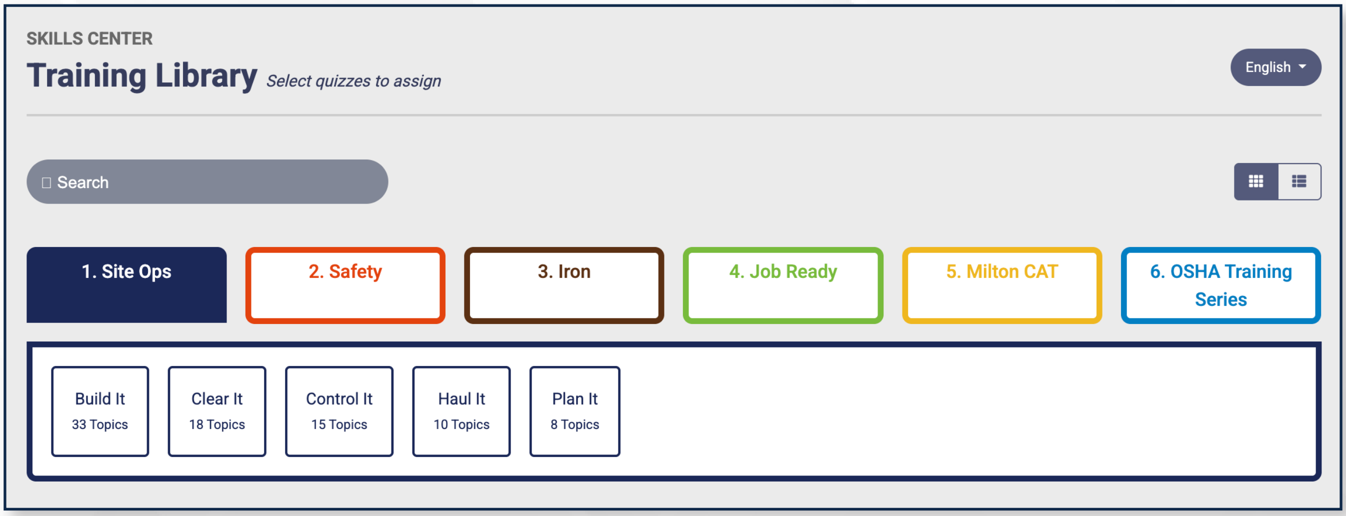
2. Follow the prompts in the pop-up to designate who will be notified should a participant fail an assignment, and select the cohort(s) (Groups) to which the Education Plan will be assigned.

3. Click Send Assignments

NOTE: For participants to see modules, a DUE DATE MUST be selected under "Manage Assignments". (See step 4 on the following pages)

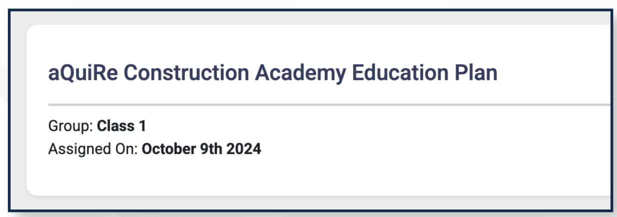
Module Library

Selecting Module Library from the menu will display all available content within our aQuiRe Construction Academy training library. You will be able to view each video, description, resource(s) and quiz questions associated with a module. This is especially useful if a participant has a question about the content. Search for a specific module by typing it in the Search bar, or navigate to any topic using the numbered tiles and subcategories.

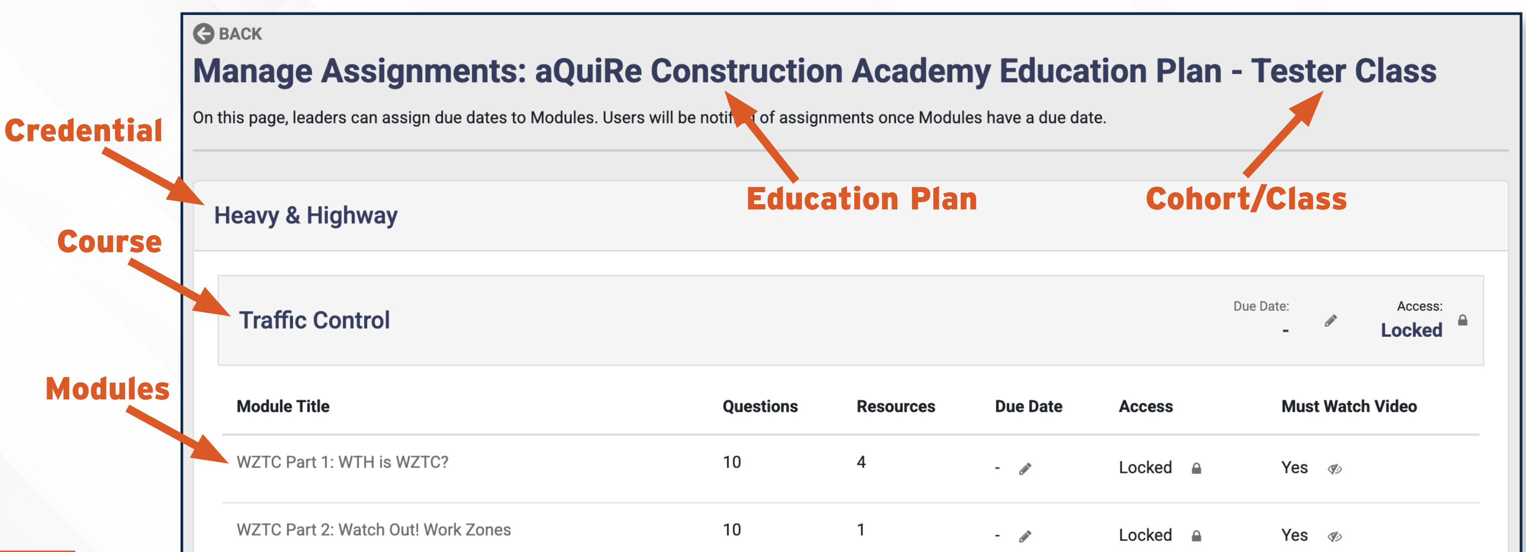


Manage Assignments

Selecting Manage Assignments from the menu will display a list of Education Plans that *have been assigned* to specific cohorts and the date with which it was assigned. You may or may not see more than one.

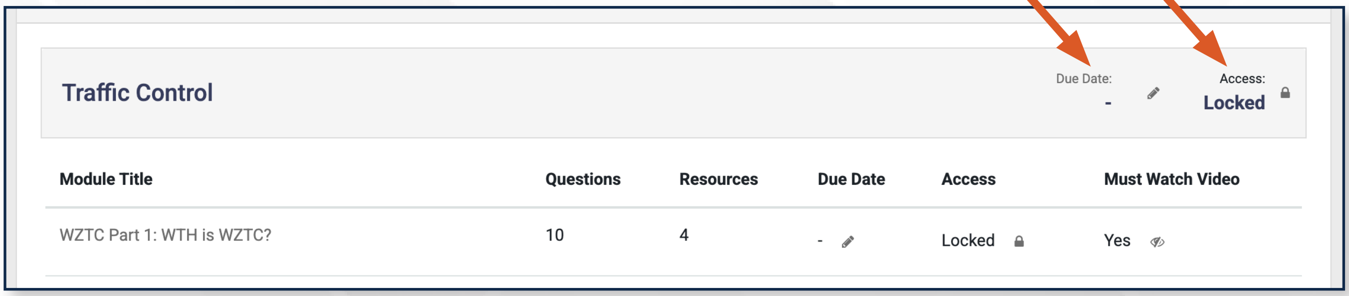


Select the Education Plan and you'll be able to **assign due dates** for the class for which this Education Plan has been assigned. You'll see a list of *credentials* within the Education Plan. Click on each name to view a list of *courses* within that credential. Each course is made up of *modules.* A module includes a video, resources and a quiz.

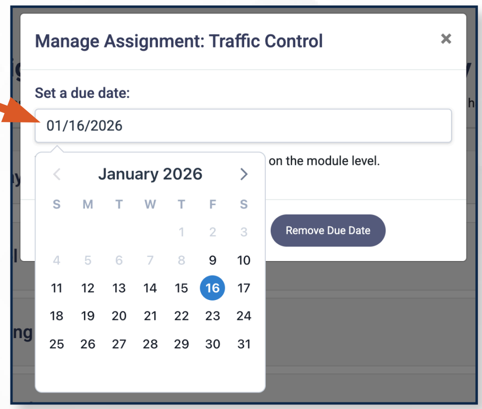


Manage Assignments (cont'd)

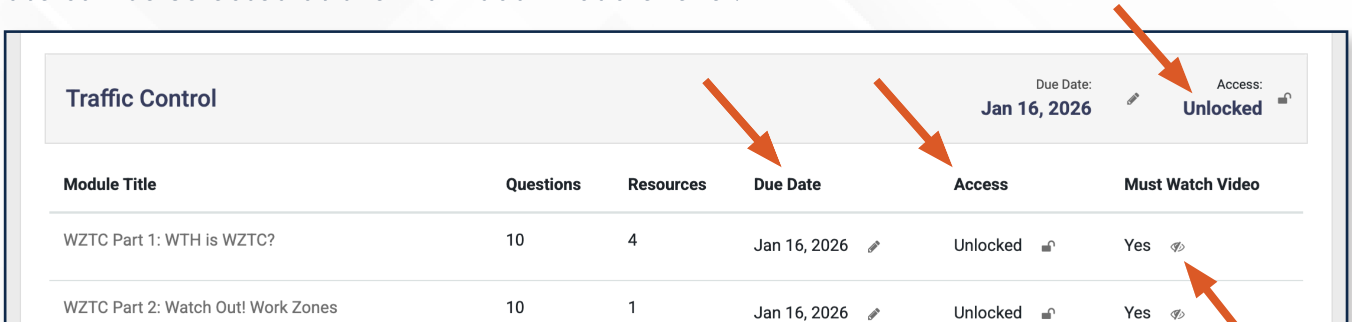
4a. In the *course* field, to the right you'll see "Due Date" and "Access". **This is where you control what content your participants can see within their aQuiRe Construction Academy app.** When you assign a due date, that action *automatically unlocks* all modules within that course. Select the pencil next to **Due Date.**



4b. Then, select the date you want your cohort to complete this course. Once you click the Set Due Date button, a notification will be automatically sent to each participant within the cohort for which this Education Plan is assigned.



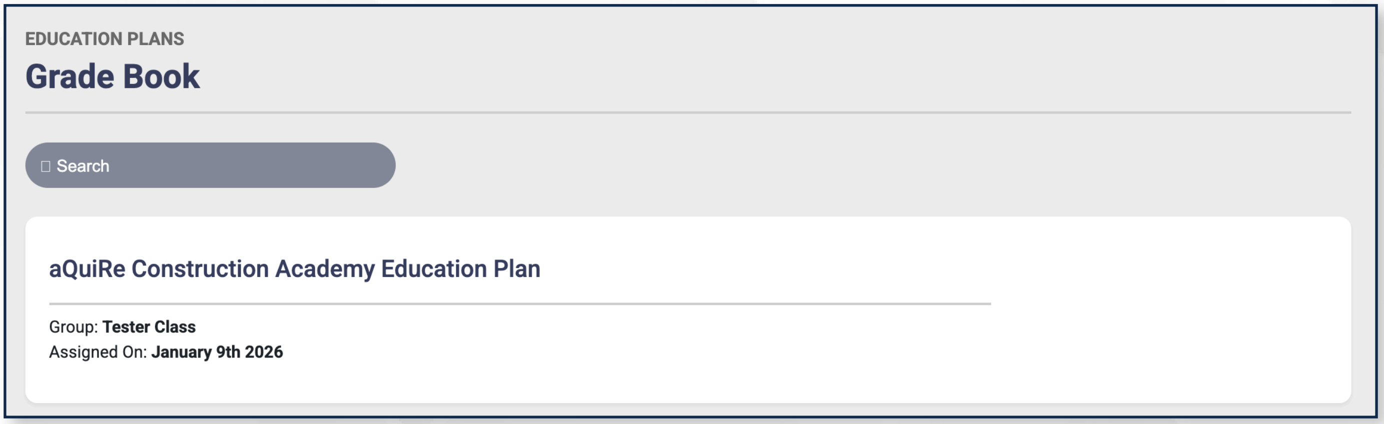
Once the due date is selected, you'll notice the **Access** column reads **Unlocked.** You should also see the same due date for each of the modules, too. Note: a due date will need to be selected for each of the courses within the Education Plan. If a *single module* requires a later due date, a separate due date can be selected at the individual module level.



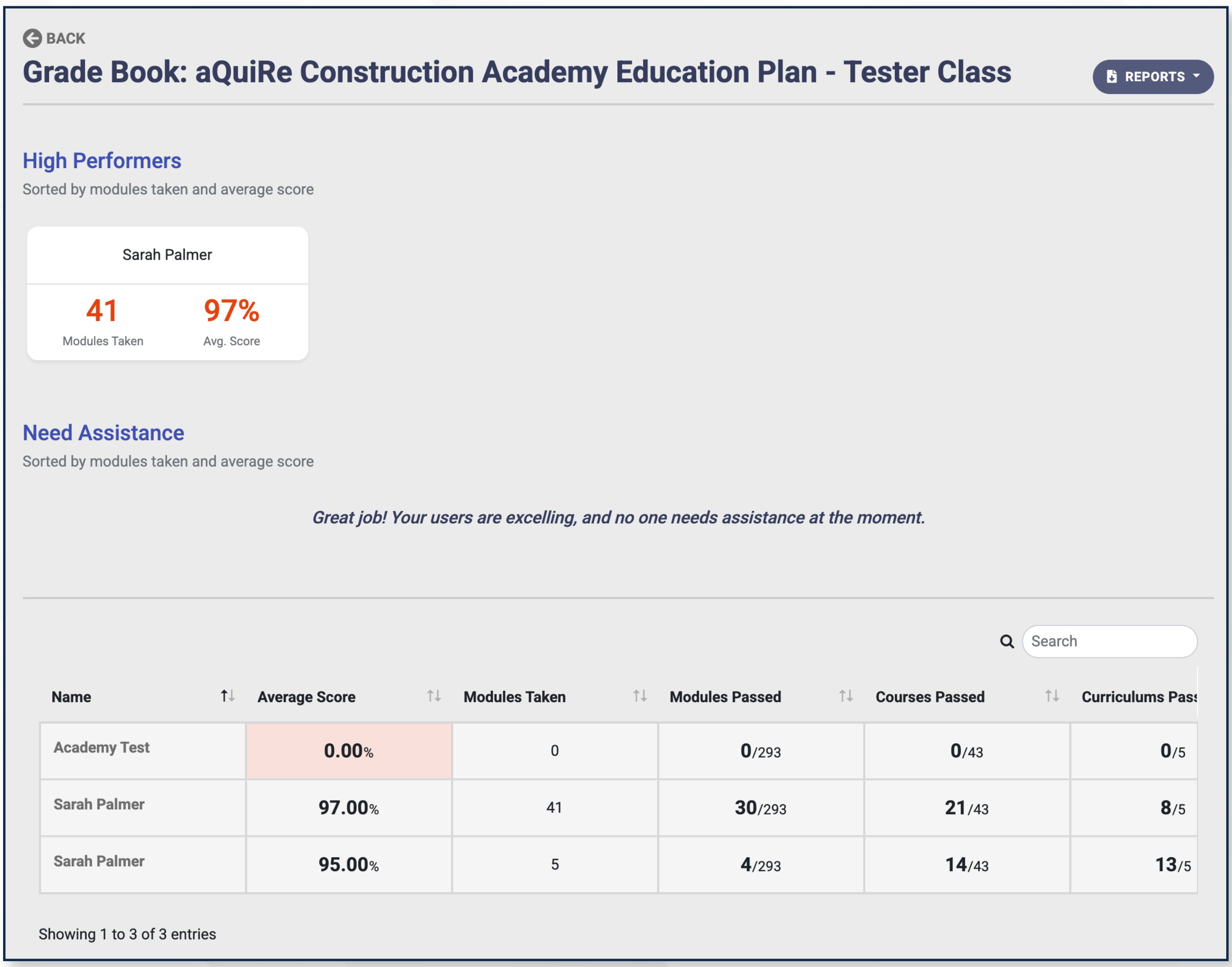
In the **Must Watch Video** column, use the eyeball to toggle whether a participant will be REQUIRED to watch a video in order to access that video's quiz questions in their app. The default setting is 'Yes', which requires viewing the video within the app to progress to the quiz. If the toggle is set to 'No', a participant will NOT be required to watch the video to answer its quiz questions. For example, you would toggle a video to 'No' if a video is viewed together in a classroom setting so participants will not have to watch the video a *second* time to answer its quiz questions in their app.

Grade Book

Selecting Grade Book from the menu will display a list the Education Plans, organized by cohort. To view the progress of participants, select an Education Plan.



Once a Grade Book for an Education Plan is selected, you'll see the following view:

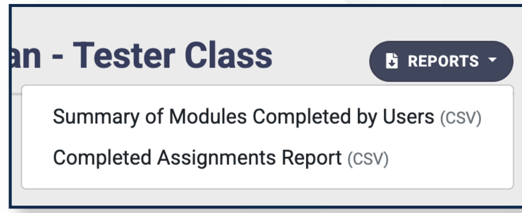


Name	Average Score	Modules Taken	Modules Passed	Courses Passed	Curriculums Pass
Academy Test	0.00%	0	0/293	0/43	0/5
Sarah Palmer	97.00%	41	30/293	21/43	8/5
Sarah Palmer	95.00%	5	4/293	14/43	13/5

Grade Book (cont'd)

Reports

At the top right, the Reports button lists two CSV download options: **Summary of Modules Completed By User** and **Completed Assignments Report.** Both of these reports contain general information about all participants within the cohort.



Summary of Modules Completed by Users

This CSV spreadsheet shows a general overview summary of each participant (user) within the cohort. There is one row per participant. You'll find number of **Surveys Taken**, the participant's **Average Score** %, number of **Modules Taken**, number of **Modules Taken with Duplicates** (or the total number of modules the participant has taken including retries), number of **Videos Watched**, and the **Total Time** spent within modules in hours:minutes:seconds.

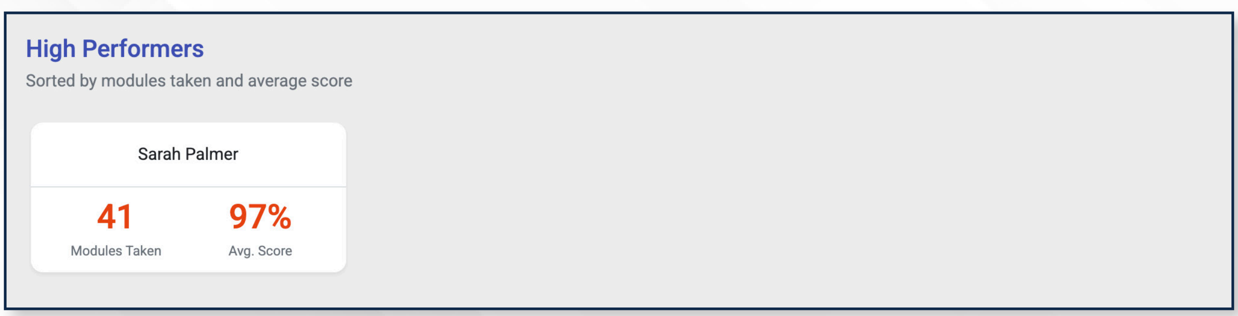
Completed Assignments Report

This CSV spreadsheet lists EVERY module completed by each participant within a cohort. *It's recommended to use the filtering features within your spreadsheet program to organize data within this file*. In this spreadsheet, you'll find the name of the **Module**, the **Curriculum** (Credential) and **Course** (Badge) for where that module is located, the module's **Due Date**, the **Start Date** for when the participant started work on that module, the **Completed Date** of when the participant completed that module, the **Total Time** spent within that single module (hours:minutes:seconds), and the **Grade** the participant received on the quiz.

If a participant took a module's quiz a subsequent time, that module will be listed as many times as the participant took the quiz. You'll identify these instances where you see multiples of a single module for the same participant with different quiz scores. A 70% score or above is considered passing.

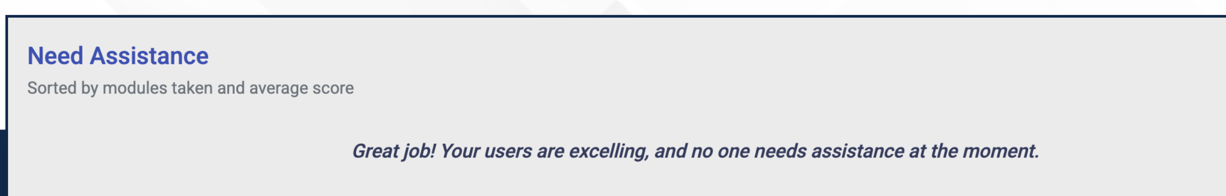
High Performers

Next in this view, you'll see a section for High Performers. This metric will display participants that have completed at least 20 modules.



Need Assistance

This section will display any participants who have completed at least 20 modules that have a score below 70%. This is to trigger that a participant may need additional assistance with the content.



Grade Book (cont'd)

Cohort Details

The bottom section is a summary display of all participants. Listed are the participant's **Name**, **Average Score %**, **Modules Taken**, **Modules Passed**, **Courses Passed**, **Curriculums Passed**, and **Videos Watched**. You may have to horizontally scroll to see the columns farther on the right.

Search

Name	Average Score	Modules Taken	Modules Passed	Courses Passed	Curriculums Pass
Academy Test	0.00%	0	0/293	0/43	0/5
Sarah Palmer	97.00%	41	30/293	21/43	8/5
Sarah Palmer	95.00%	5	4/293	14/43	13/5

Showing 1 to 3 of 3 entries

If there are more participants than you can view, you can search by name using the search bar. You can also select each participant's name to display more details about how the participant is performing.

Viewing Participant-Specific Details

Clicking on a participant's name from the cohort grade book will show a more detailed participant-specific grade book. This display contains all participant-specific coursework. Note: you will still have to select Participants from the menu to access *profile* details, like email, phone number, and password reset.

BACK

Grade Book: Sarah Palmer

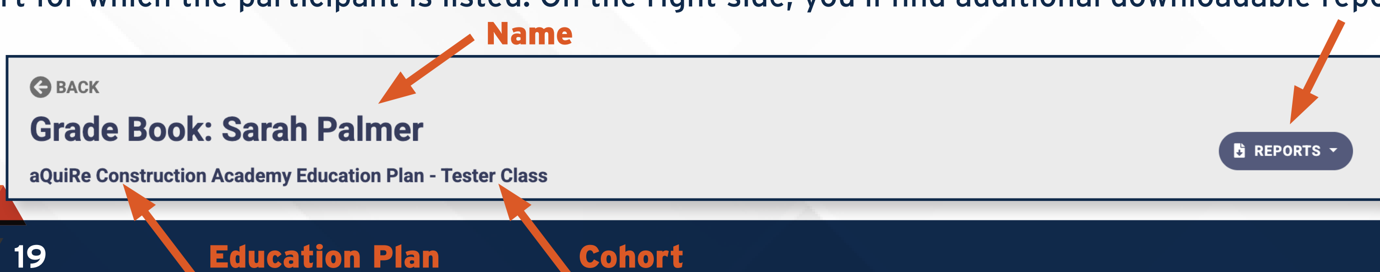
aQuiRe Construction Academy Education Plan - Tester Class

REPORTS

Search

Module	Curriculum	Course	Due Date	Completed Date	Grade
WZTC Part 1: WTH is WZTC?	Heavy & Highway	Traffic Control	January 16th 2026	–	–
WZTC Part 2: Watch Out! Work Zones	Heavy & Highway	Traffic Control	January 16th 2026	–	–
WZTC Part 3: Traffic Control Devices	Heavy & Highway	Traffic Control	January 16th 2026	–	–

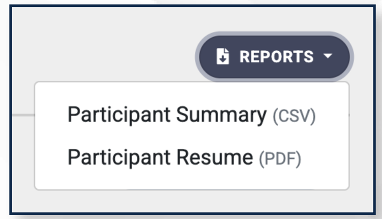
Beginning at the top, you'll see the name of the participant, the name of the Education Plan and the cohort for which the participant is listed. On the right side, you'll find additional downloadable reports.



Grade Book (cont'd)

Reports

The Reports button here lists two files that can be downloaded that contain only information for that specific participant: **Participant Summary** (CSV) and **Participant Resume** (PDF)



Participant Summary

This CSV spreadsheet is a downloadable list of all the modules accessible to the participant, whether or not they have been assigned or completed. It mirrors the information displayed on this page for this participant.

Participant Resume

This PDF file is a downloadable copy of the Resume (Report) that participants can generate within their aQuiRe Construction Academy app. It lists all completed modules along with badges, credentials earned, and the Education Plan certificate they receive for completing the whole program. This can also be used in conjunction with a participant's personal resume as supplemental proof of additional construction industry-related education to show to Unions and Employers.

Coursework

In the lower part of the page, you'll find a very large matrix of the participant's coursework. This includes every module the participant has access to. Listed is the name of each **Module**, the **Curriculum** and **Course** where that module can be found, the **Due Date** for that module (if a date was assigned; if a date was *not* assigned, it will display "–"), the **Completed Date** for that module ("–" will display until the participant completes the module), and the **Grade** the participant received within that module's quiz ("–" will display until the participant completes the module's quiz). If you can't see all the columns within this view, scroll horizontally. This same information can also be found inside the *Participant Summary* report.

Search

Module	Curriculum	Course	Due Date	Completed Date	Grade
WZTC Part 1: WTH is WZTC?	Heavy & Highway	Traffic Control	January 16th 2026	–	–
WZTC Part 2: Watch Out! Work Zones	Heavy & Highway	Traffic Control	January 16th 2026	–	–
WZTC Part 3: Traffic Control Devices	Heavy & Highway	Traffic Control	January 16th 2026	–	–

Use the Search bar to search for a specific module name. This is useful if you want to check whether or not an assignment has been assigned (it will display a Due Date) or completed (it will display a Completed Date). The search bar will search within all of the columns. For example, you can search for a "January" and each module that contains a date in January will display.

Logging Out/Help

At the very bottom of the menu column, you'll see two icons.

The box with an arrow is the **log out** button. Be sure you have your login credentials memorized or saved as it will immediately log you out of the account without asking for confirmation.

The circle with a question mark is the **help** button. This will take you to our cahilltech.com website where we have video tutorials about navigating the Business Admin portal. ***Note: the videos contained on this page were made using the aQuiRe Business Admin portal (the app created for companies and their employees) and will look different than the aQuiRe Construction Academy Business Admin portal created for the education space.*** General functionality is mostly the same between these two platforms, with name changes in some places (i.e. Standards Logging for Survey, Employee/User for Participant, Group for Cohort, etc). If you have questions or concerns about any part of this platform, reach out to academy@cahillresources.com and we can address the issue on a case by case basis.

Troubleshooting

Here are some common issues and helpful troubleshooting suggestions.

ISSUE	SUGGESTION
A participant gets an error message: "You do not have access to this app," when trying to log in for the first time.	The participant may have the incorrect app downloaded. Ensure the app is the blue bulldozer shield on a white background.
Error message when setting up a participant.	Check to make sure the participant doesn't already have an account with the same username or email address. Usernames and email addresses cannot be duplicated across any account.
I can't find a participant to add them to a cohort.	A participant should only be added to one cohort. The participant may already be part of another cohort and will have to be removed from their current cohort in order to be added to another.
I can't create a survey.	Surveys can only be manually created by a CAHill admin. Contact us at academy@cahillresources.com to discuss building a new survey.
I can't find how to send assignments to participants.	Under the *Education Plan Library* in the menu, select the check box next to the Education Plan you want to assign. Select the "ASSIGN TO GROUP" button at the bottom of the page. Follow the prompts, select the cohort, and click "Send Assignments". You will have to navigate to *Manage Assignments* in the menu, select the Plan you just assigned, and assign due dates to each Course to make modules show up for participants in-app. Steps are also listed on pages 14-16.