



Forage for Education Setup Guide

Enabling educators to effortlessly integrate scalable experiential learning opportunities directly into the curriculum, for free.



April 2023

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Research

has told us that students who engage in work-based learning activities at university are much more likely to secure highly skilled employment upon graduation.

We knew that we needed to offer our students access to

real world work environments

to give them every chance of career success

We need to offer students experiences that are

remote, easy to set up and accessible

– Benjamin Powell, Work-Based and Placement Learning Project Manager, University of Westminster



Meet Forage

At Forage, we help motivated students to get great jobs. But there's a disconnect between early talent, employers, and educators. University students lack the confidence and career awareness to pursue the roles of their dreams. Employers have particular desires and expectations of how candidates should prepare to secure a role. Educators are caught in the middle – acting as both teacher and career advisor, trying to bridge the gap.

Forage Job Simulations allow students to explore careers, experience work in practice, better understand their major and build the necessary confidence to take the next step in their career journey. The best part? Forage donates these bite-sized virtual career exploration programs to colleges at no cost, and the Forage for Education platform enables you to effortlessly utilize them in your classes.



In my first year I was so focused on getting good grades and doing well academically. When I was doing my Resumé, I had a lot to put in the 'education' section, but I noticed I was spending 80% of my time on 20% of my Resumé – and I had nothing else to put in the remaining 80%. I realised I had to start getting experiences outside of the classroom.

Forage – [The Great Disconnect Survey](#) (2021)



The Benefits

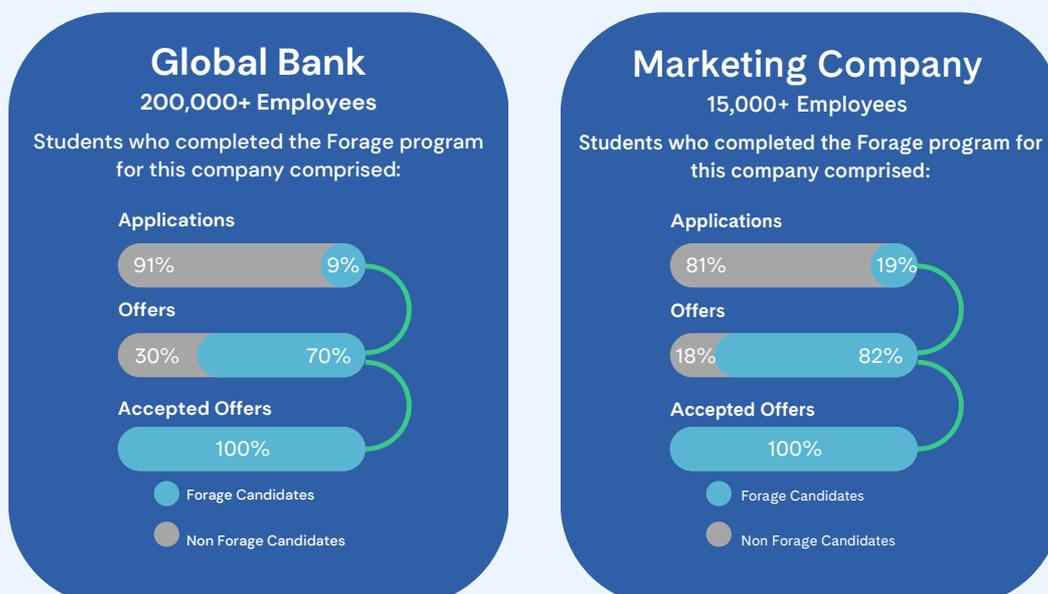
Our mission is to provide every student with the opportunity to experience what it is like to work at a leading organisation. Through a series of hypothetical tasks that are designed to simulate the sort of work undertaken as an intern or graduate within their chosen organisation, students are able to acquire and hone the skills that employers are looking for. Furthermore, students feel more confident in applying to positions having completed our programs as they are able to better explain why they are seeking that role, why that specific organisation, and why them.

On average, students who complete a Forage program are:

2x more likely to be invited to interview; and

4x more likely to receive an offer.

Want to see what that looks like for the talent pipeline?



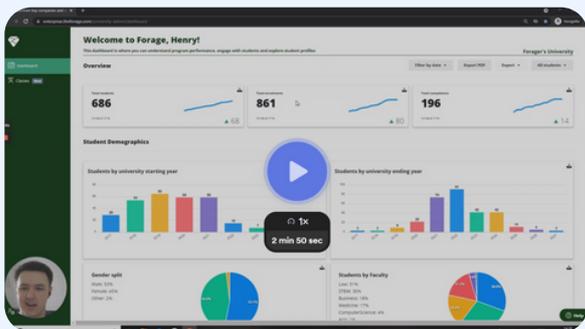
Video Guides



Creating a Class Page

Click [here](#) to view a demonstration on how to create a class page on the Forage for Education platform.

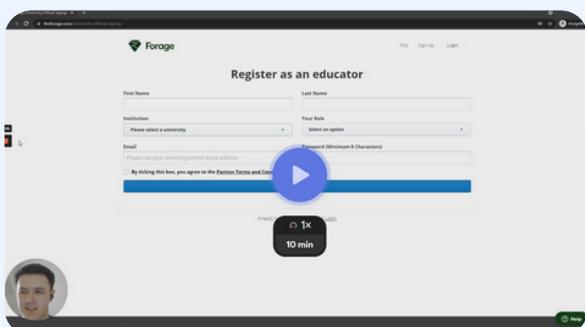
(X mins.)



Tracking Participation

Click [here](#) to view a demonstration on how to track student participation through the education dashboard.

(x mins.)



Full Setup Guide

Click [here](#) to view a demonstration covering the full setup process, from registering as an educator to creating a class page and tracking student participation.

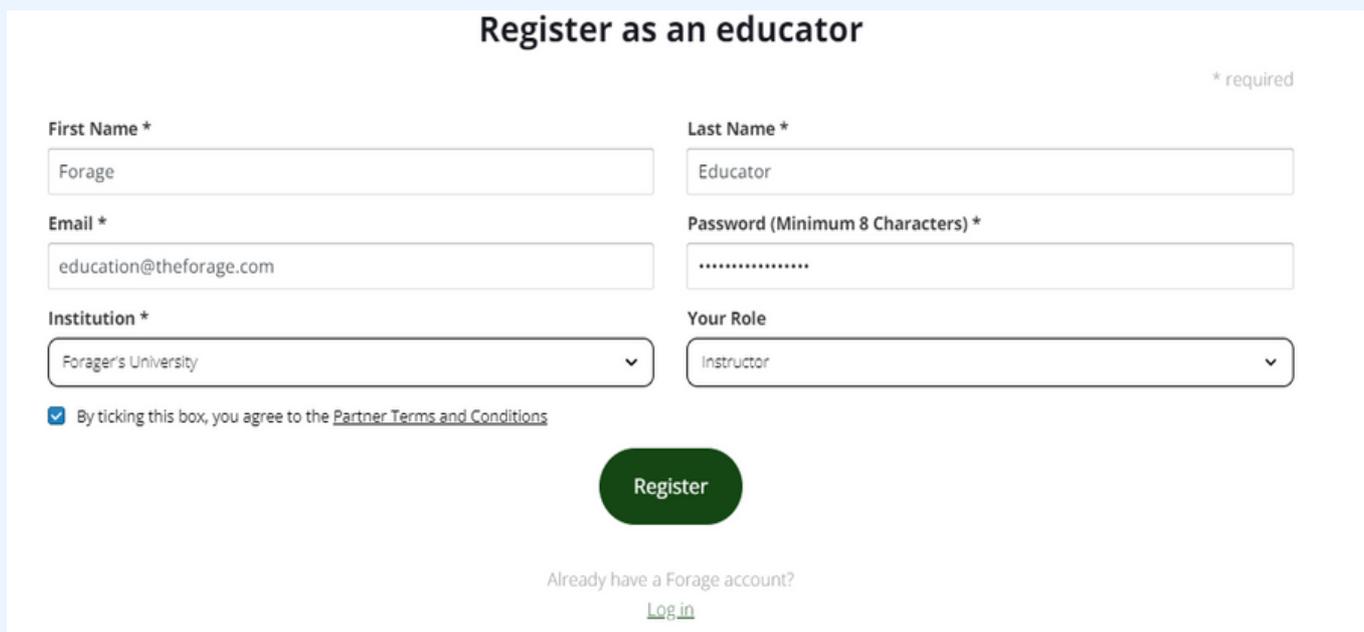
(x mins.)

Registering on Forage

To create a custom class page and view the dashboard, you have to be registered as an educator on the Forage platform.

To register as an educator, head to www.theforage.com/university-official-signup and insert the following information into the form:

- First Name;
- Last Name;
- Institution;
- Role;
- Email (we ask that you use your institution email); and
- Create a Password.



The screenshot shows a registration form titled "Register as an educator" with a "* required" note in the top right. The form is organized into two columns. The left column contains fields for "First Name *" (with "Forage" entered), "Email *" (with "education@theforage.com" entered), and "Institution *" (a dropdown menu with "Forager's University" selected). The right column contains fields for "Last Name *" (with "Educator" entered), "Password (Minimum 8 Characters) *" (with masked characters "*****" entered), and "Your Role" (a dropdown menu with "Instructor" selected). Below the form is a checkbox with the text "By ticking this box, you agree to the [Partner Terms and Conditions](#)". A large green "Register" button is centered below the form. At the bottom, there is a link "Already have a Forage account? [Log in](#)".

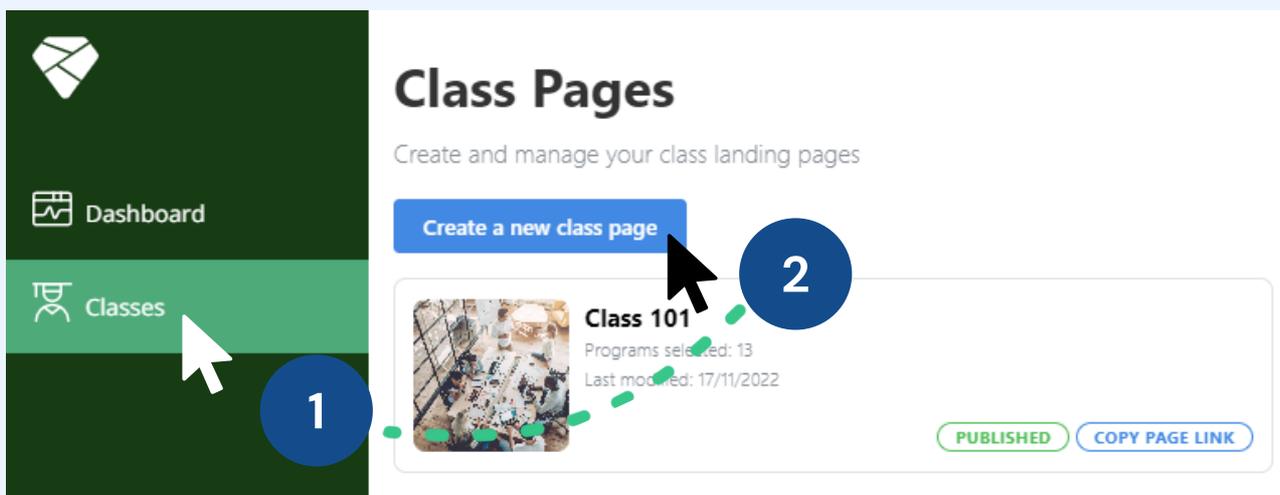
Once registered, you will be redirected to a limited version of the class page editor.

You will receive confirmation of your signup (approved, denied, request for further information) via email within 2 business days from the time of the request.

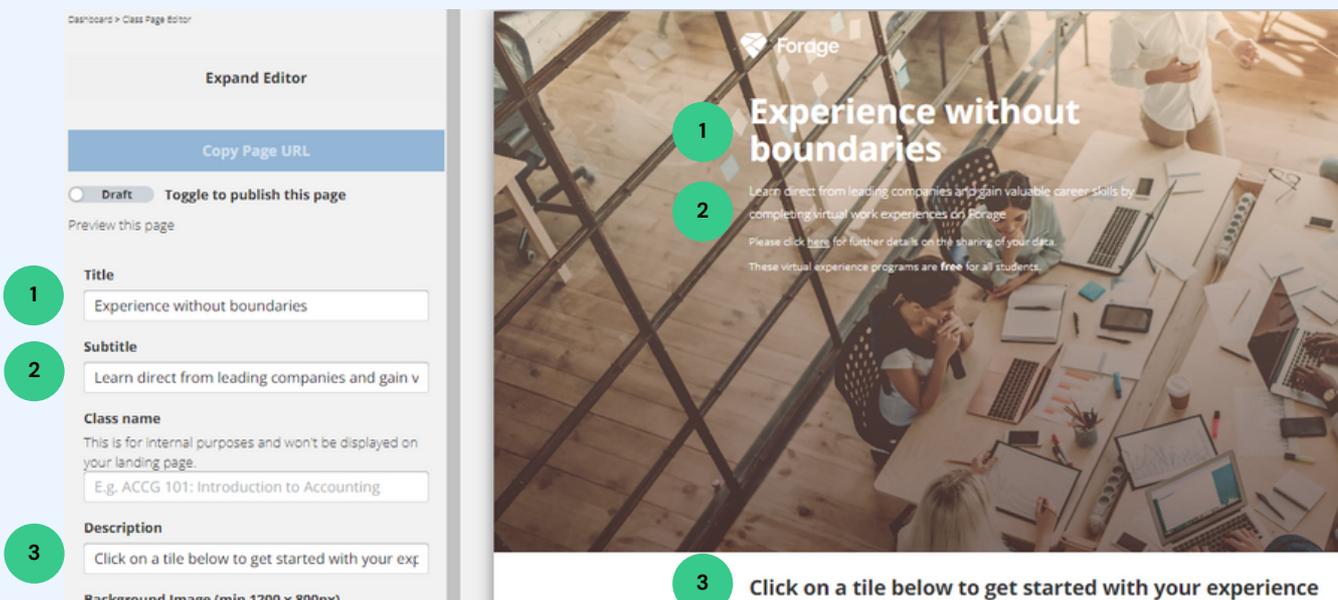
Creating a Class Page

Directing students to a customized landing page is the best way to tailor the student experience to fit specific classes, and allow instructors to track participation through the dashboard.

To get started, head to the 'Classes' tab on the left-hand side, and click 'Create a new class page'.



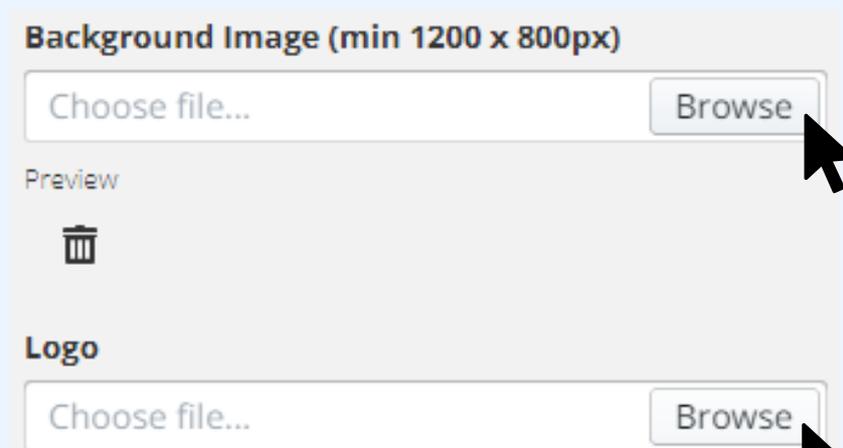
Once you have created a new page, you can edit the 'Class Name' field, which is the way you can identify your page on the Classes tab, and update any of the following text fields:



Creating a Class Page

After customizing the text on your page, you can add a background image and your institutions logo. Requirements for the images are set out below:

- **Background Image:** minimum 1200 x 800 px (JPEG or PNG)
- **Logo:** [dimensions] (JPEG or PNG)



Background Image (min 1200 x 800px)

Choose file... Browse

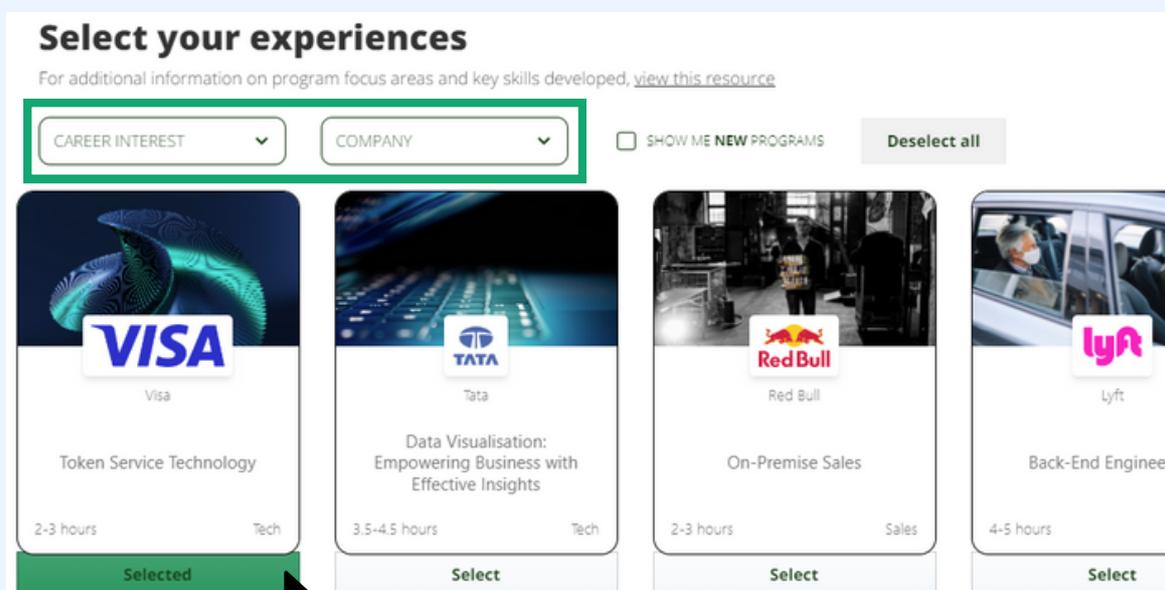
Preview

🗑️

Logo

Choose file... Browse

The final step is to add the Virtual Job Simulations to your custom class page. Click on the green '**Add Job Simulations**' button under the experiences section of the page editor. This will take you to the **experiences list** where you can search by career interest, company, or skills. Once you have located the experiences that you would like to add, click on the '**Select**' button. Alternatively, you can click '**Select All**' to add all Forage programs to your page.



Select your experiences

For additional information on program focus areas and key skills developed, [view this resource](#)

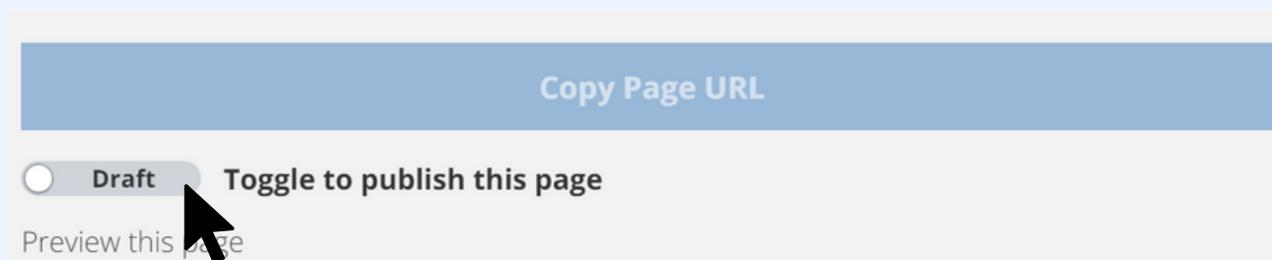
CAREER INTEREST ▼ COMPANY ▼ SHOW ME NEW PROGRAMS Deselect all

 Visa Token Service Technology 2-3 hours Tech Selected	 Tata Data Visualisation: Empowering Business with Effective Insights 3.5-4.5 hours Tech Select	 Red Bull On-Premise Sales 2-3 hours Sales Select	 Lyft Back-End Engineering 4-5 hours Select
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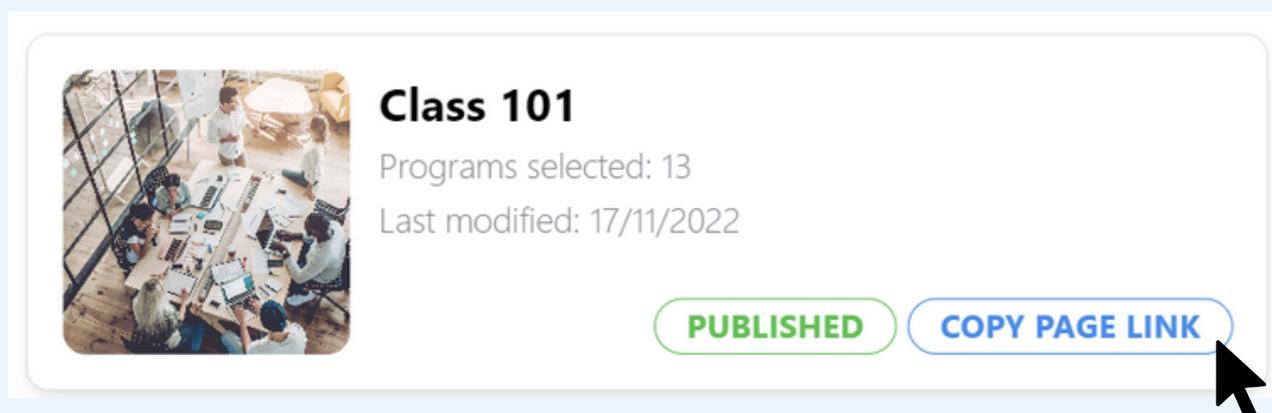
Creating a Class Page

Congratulations, your page is now complete and ready to go live to students!

Firstly, ensure that the page is up to date by clicking the blue **'Update Page'** button at the bottom of the page editor. Then, click on the **'Toggle to Publish this Page'** button. You will then receive a message saying that the page is live, and you will be provided with a link that you can share with students to access the page.



If you need to access the link in future, either head back in to the class page editor for your class and click **'Copy Page URL'** (above) or locate your class in the Class Pages tab and click **'Copy Page Link'**.



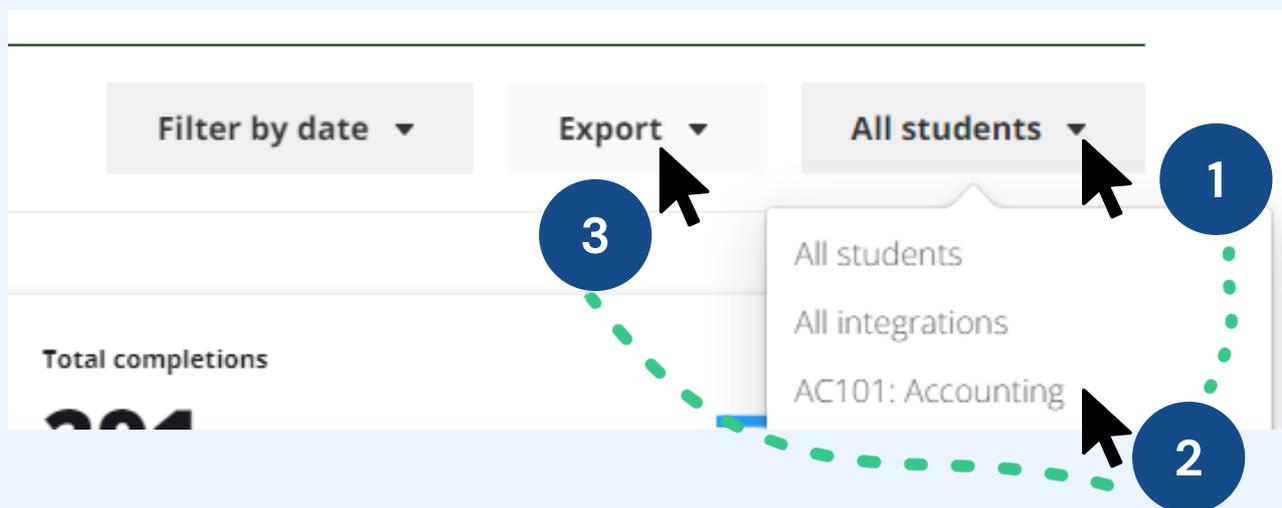
Tracking Participation

To view specific participation data for your class, click on the **All Students** button in the top right of the dashboard. From here, click on the name of your class.

Once selected, the dashboard will **only** display participation data from students who accessed Forage through your bespoke class page.

When filtering data by class, you will be able to export this data as a spreadsheet (CSV and XLSX files) to view:

- Student names;
- Student email addresses;
- The program that students have enrolled in; and
- The date that they completed the programme.



Assignment Guidance

When embedding virtual job simulations into your class, including a reflective assessment is a great way for students to not only gain the skills that employers are looking for, but also to:

- think critically about the skills and experiences they've developed through their participation; and
- reflect deeply on how the experience influenced their understanding of the careers available to them as they transition from education to the workforce, and any next steps that they can take to get there.

A few examples are provided below. This is by no means exhaustive, and we encourage you to think creatively about the type of assessment best suited to your particular cohort of students.



Reflective Journal

Require students to keep a journal during their participation on the program. Possible entries include:

- **Before** – any preconceptions they have about a certain career
- **During** – what they have learnt and discovered through each task
- **After** – the skills they have gained and next steps that they might like to take towards a career.



Oral Presentation

One of the best ways to demonstrate knowledge is to explain or share that knowledge with others. Students can be asked to deliver a presentation where they explain what a career in a particular field looks like as if they were speaking to younger students with no experience or prior knowledge. This is a great way of empowering students to develop their presentation skills and to reflect on their learnings.

Support

If you require assistance from the Forage Education Team:



Use our [Helpdesk](#)

Available 24/7



Email the [Team](#)

education@theforage.com