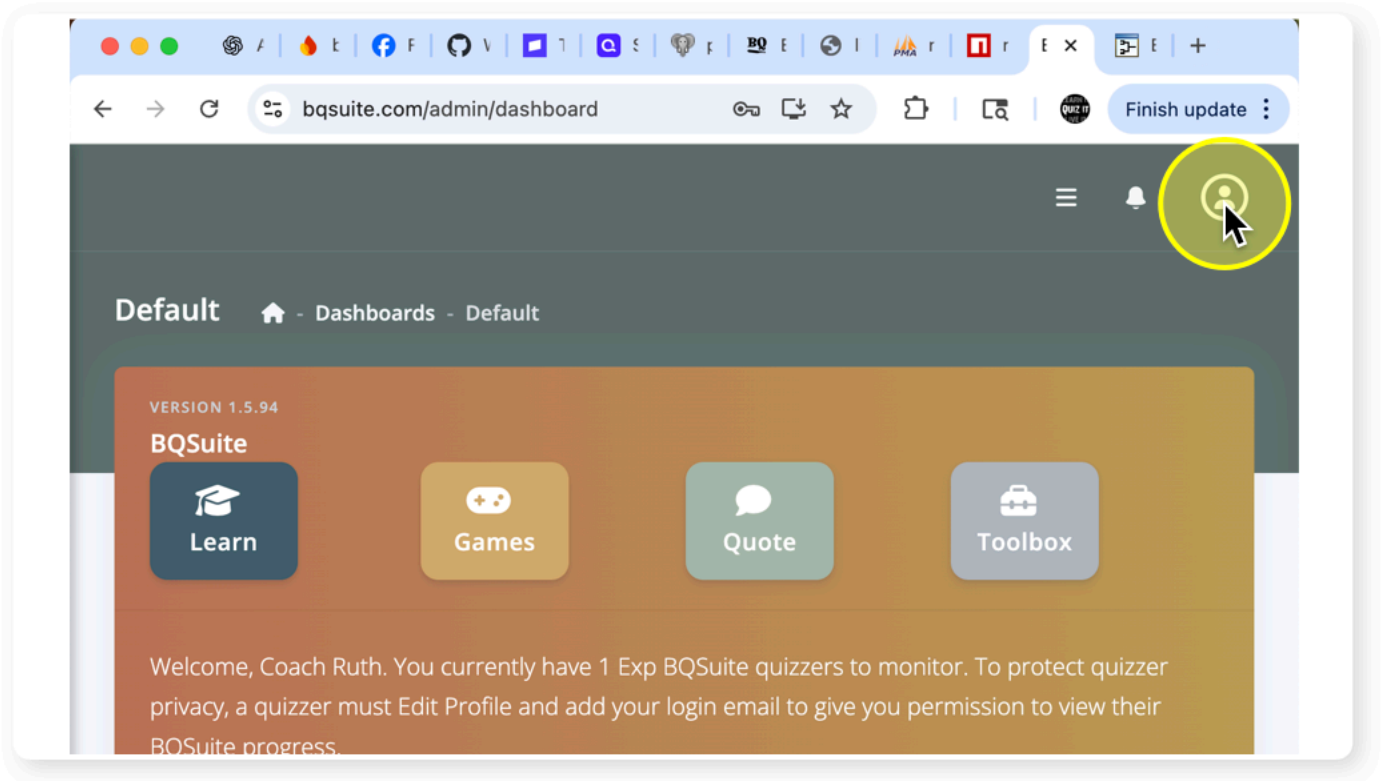


How to Add Quizzers to Monitor

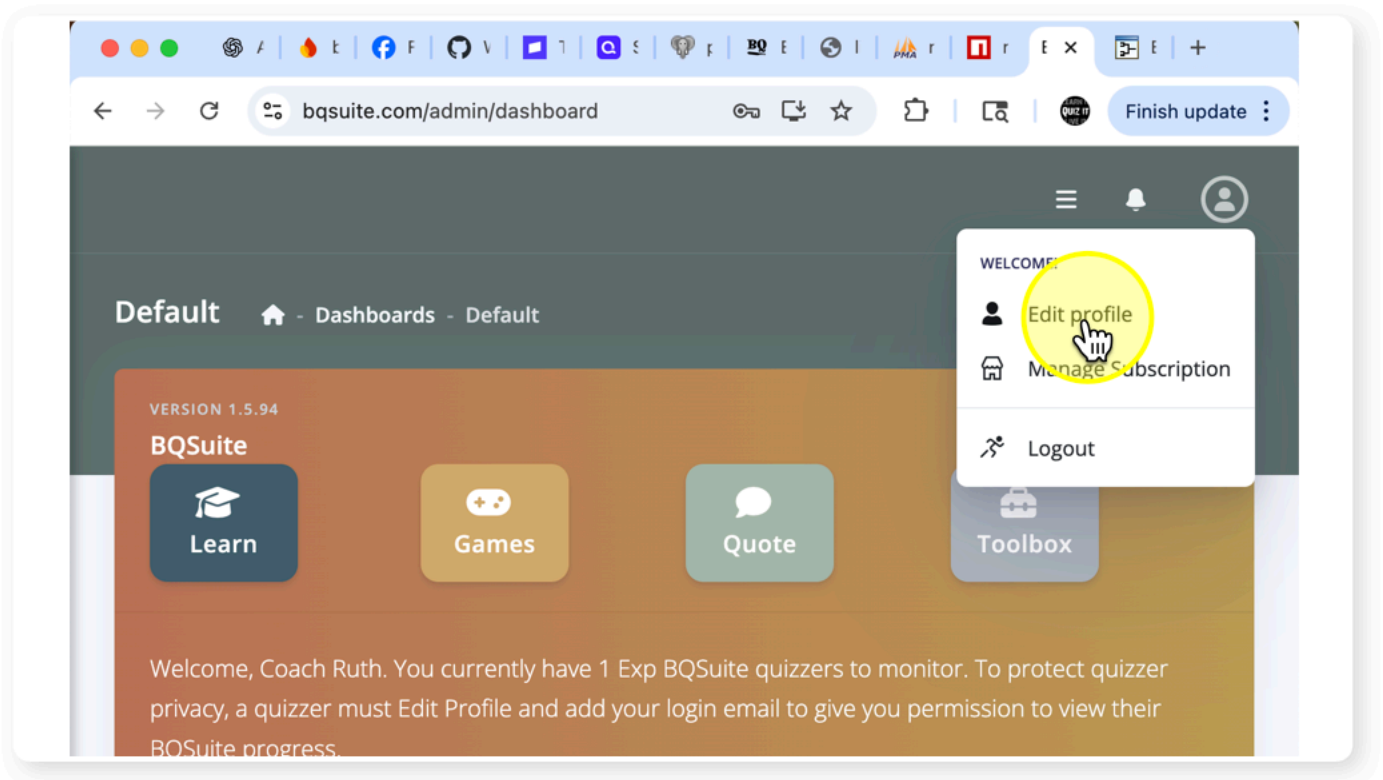
Ruth Wilson | 7 steps | 1 minute

November 13, 2025

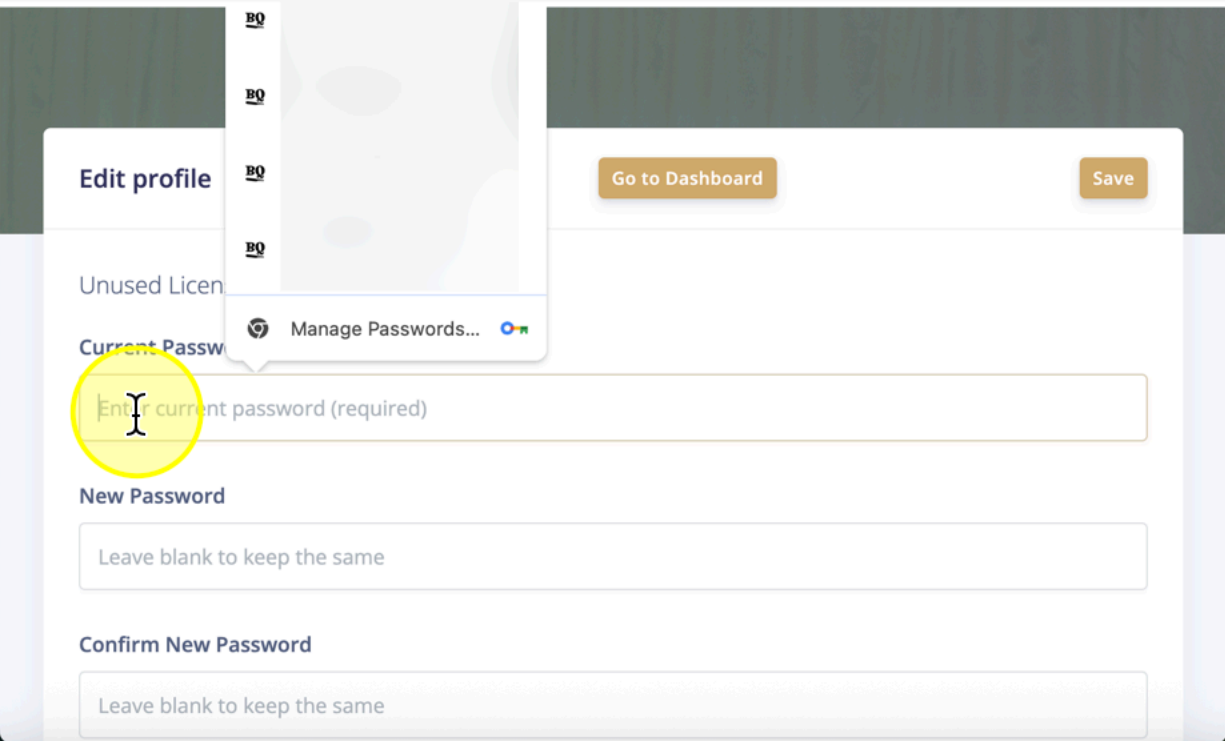
1 Click in upper right corner of the coach dashboard.



2 Click on "Edit profile"

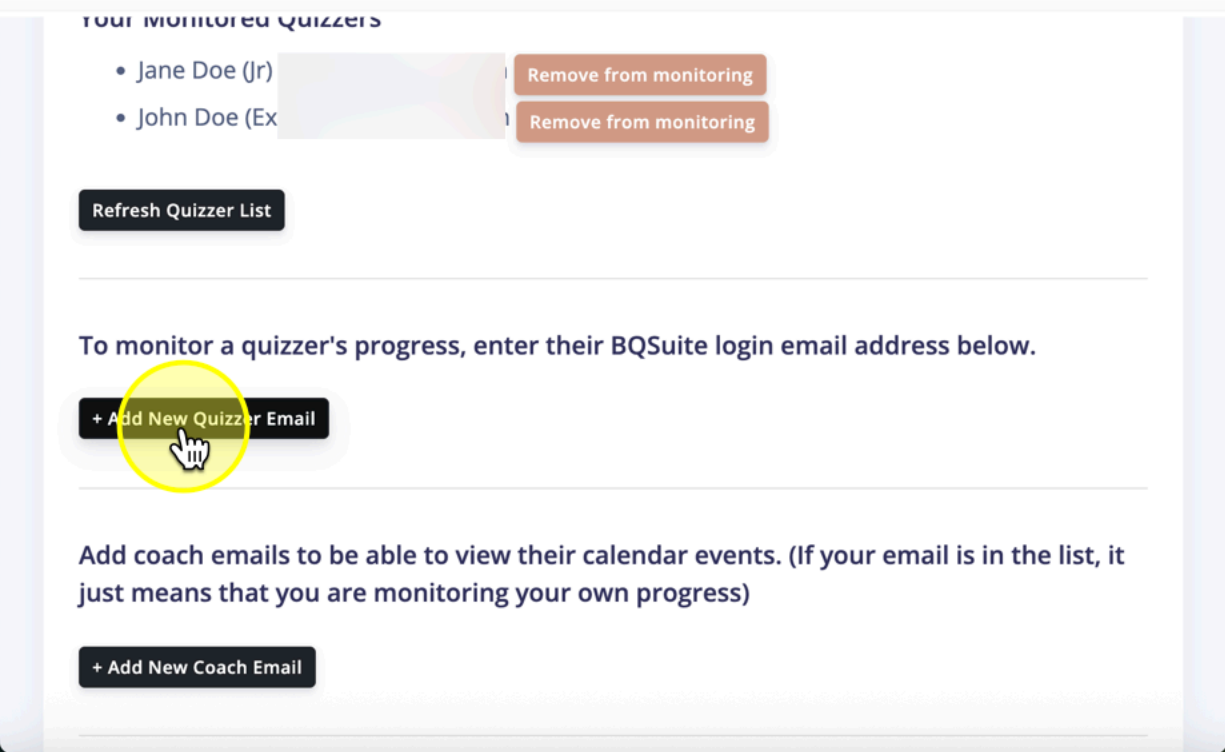


3 Click on "Enter current password (required)" and type in your password.



The screenshot shows the 'Edit profile' form. The 'Current Password' section has a text input field labeled 'Enter current password (required)' which is highlighted with a yellow circle. Below it are 'New Password' and 'Confirm New Password' sections, each with a text input field containing the placeholder text 'Leave blank to keep the same'. At the top right of the form are 'Go to Dashboard' and 'Save' buttons. A 'Manage Passwords...' link is visible in the top left area.

4 Scroll down and click Add New Quizzer Email.



The screenshot shows the 'Your Monitored Quizzers' section. It lists two quizzers: Jane Doe (jr) and John Doe (Ex), each with a 'Remove from monitoring' button. Below the list is a 'Refresh Quizzer List' button. A section titled 'To monitor a quizzer's progress, enter their BQSuite login email address below.' contains a '+ Add New Quizzer Email' button, which is highlighted with a yellow circle and a hand cursor. Below this is a note: 'Add coach emails to be able to view their calendar events. (If your email is in the list, it just means that you are monitoring your own progress)' and a '+ Add New Coach Email' button.

5 Type in the BQSuite login email for your quizzer.

Your Monitored Quizzers

- Jane Doe (jr) Remove from monitoring
- John Doe (Ex) Remove from monitoring

Refresh Quizzer List

To monitor a quizzer's progress, enter their BQSuite login email address below.

Quizzer Email

Remove

+ Add New Quizzer Email

Manage Addresses...

Add coach emails to be able to view their calendar events. (If your email is in the list, it

6 Click on "Save All Changes".

Remove

+ Add New Quizzer Email

Add coach emails to be able to view their calendar events. (If your email is in the list, it just means that you are monitoring your own progress)

+ Add New Coach Email

Save All Changes

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Scroll back to the top and click “Go to Dashboard”.

