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EarlyEdu Coaching Companion™

QuickStart Guide for Instructors

How to create a new account

1. Go to the Coaching Companion™ URL for your program location.
2. Click **Register**.
3. Enter the requested information in the form: First name, last name, e-mail, create a password, repeat password to confirm, institution.
4. Click **Update**.
5. Sign in when re-directed to the login page.

A confirmation email will be sent to your account.

How to edit account information

1. Click **My Account** from the home page.
2. Edit the information in the form: Email, first name, last name, institution, program, or role.
3. Tap **Update User Settings** bar.

How to login

1. Go to the EarlyEdu Coaching Companion™ URL for your program location (e.g., www.location.earlyedu.org).
2. Enter the email address used to register the account.
3. Enter password.
4. Tap **Click here to login**.

The image shows a login form with two input fields: 'Email' and 'Password'. The 'Password' field has a toggle icon (an eye) on the right. Below the fields is a button labeled 'Click here to Login'. At the bottom of the form is a 'Login' button. Below the form, there are two links: 'Register' and 'Reset Password'.

Register | Reset Password

How to add a new course

1. Tap **Add New Course** bar on the home page.
2. Enter the requested information in the form: Course number, course name, term, and the course begin/end dates.
3. Click **Create**.

How to edit an existing course's information

1. Click the correct course on the home page.
2. Go to the **Assignments** tab.



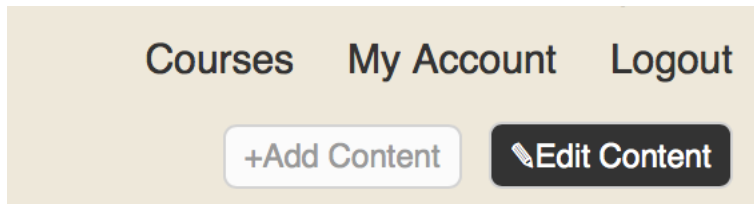
3. Click **Edit Content** in the upper right.
4. Tap **Edit This Course** bar.
5. Change the appropriate information.
6. Click **Update**.

How to delete a course

1. Click on the course from the home page.
2. Go to the **Assignments** tab.



3. Tap **Edit Content** in the upper right.

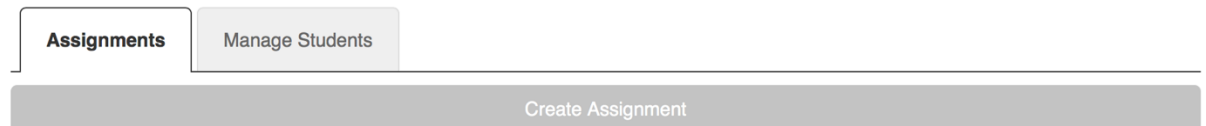


4. Click **Delete** in the lower right of the form.

How to create a new assignment

1. Click the correct course on the home page.
2. Go to the **Assignments** tab.

700 : Sample Course Name
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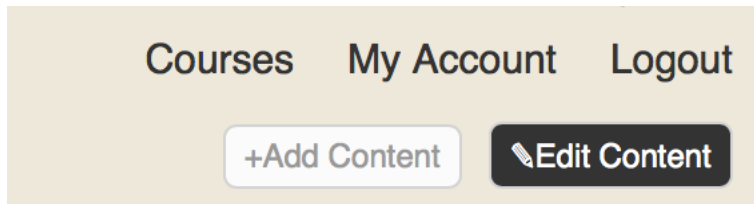
3. Tap on the **Create Assignment** bar.
4. Choose the type of assignment to add: Baseline, Play-by-Play, Play-by-Play with Comments, Multiple Choice, Reflection, or Community Reflection.
5. Enter the form information: Assignment Name, Instructions, Grading Rubric, Open Date, Due Date, Close Date, Points.
6. Click **Create**.

How to edit an assignment

1. Click the correct course from the home page.
2. Click **View/Configure**.

			Assignment	Category	Open Date	Due Date	Close Date
Grade	View / Configure	Link	test 3	Reflection Assignment	03/18/2017	03/24/2017	03/31/2017

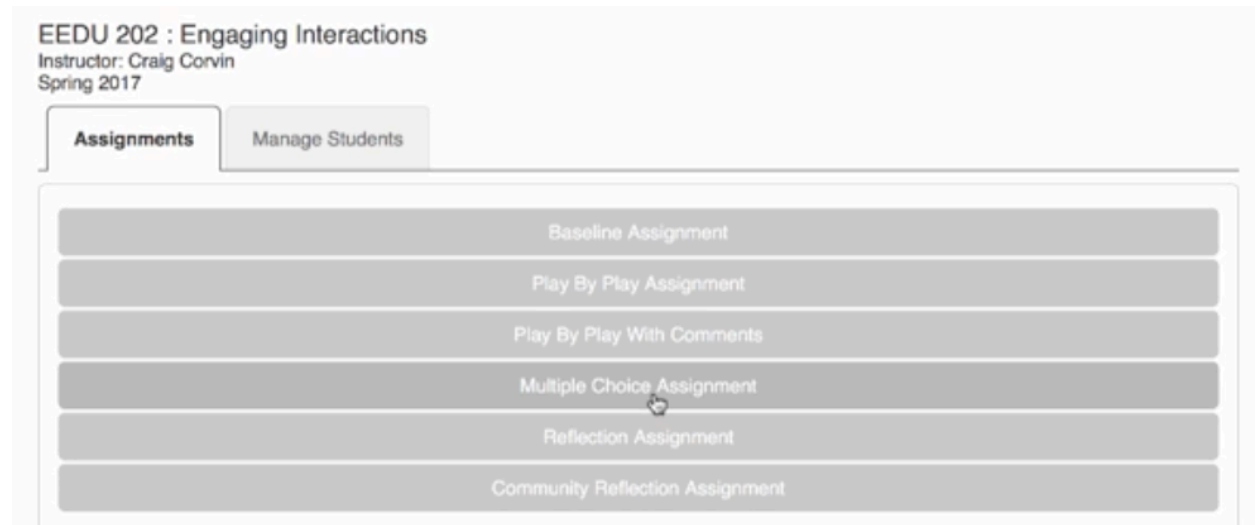
3. Click **Edit Content** in the upper right.



4. Tap **Edit Assignment** bar.
5. Change/edit the assignment information in the form.
6. Click **Update**.

How to create a multiple choice assignment with video

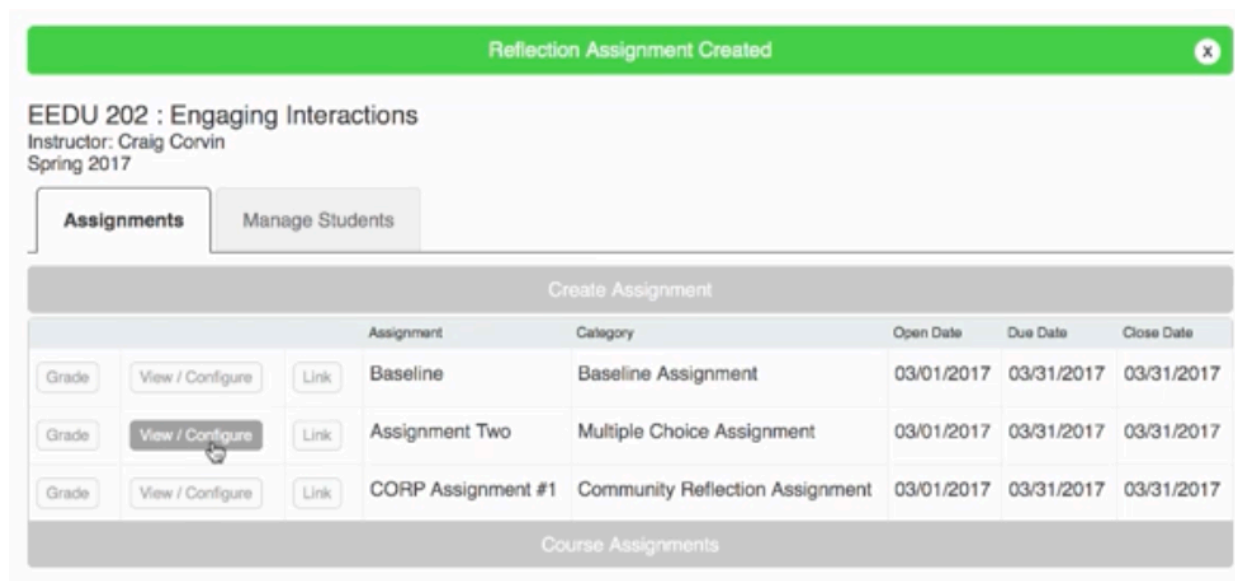
1. Click the correct course on the home page.
2. Tap **Multiple Choice Assignment** from the Assignments tab.



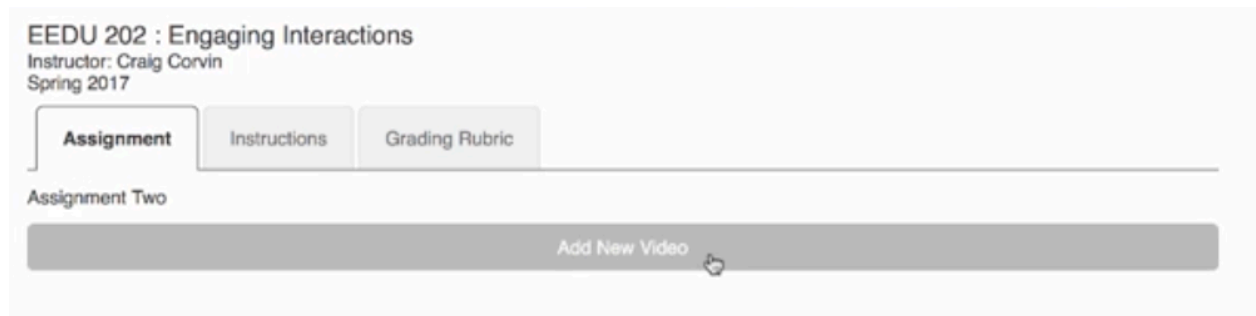
3. Complete the form: Assignment name, Instructions for students, Grading rubric, Open date, Due date, Close date, Points.
4. Click **Create**.

How to add video to a multiple choice assignment

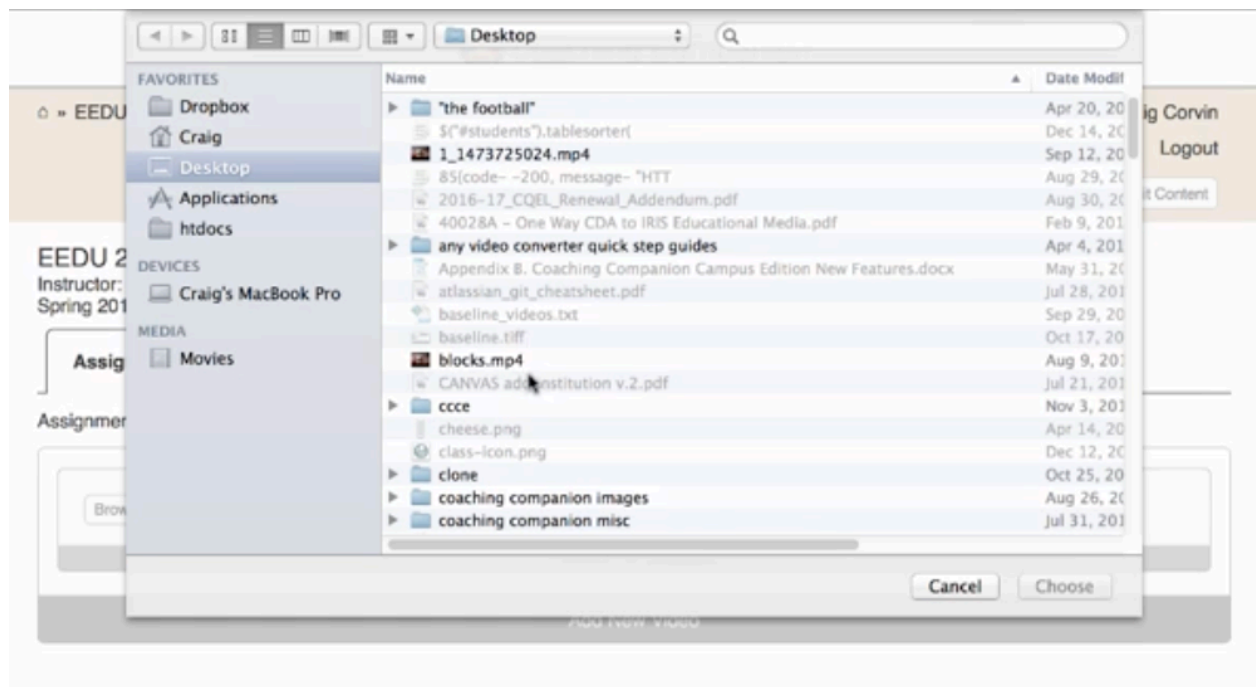
5. Click **View/Configure** on the correct multiple choice assignment.



6. Tap **Add New Video**.



6. Choose a video from the dropdown files.



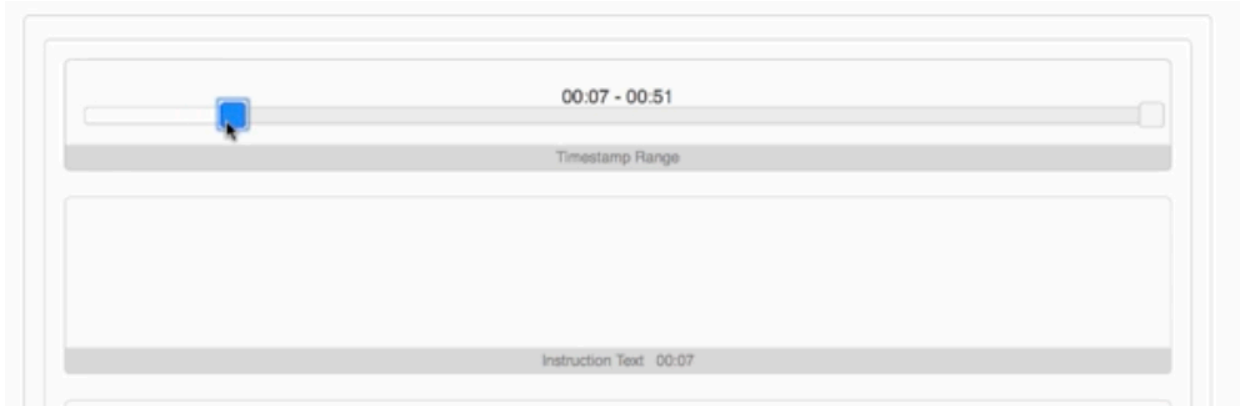
7. Write a title for the video in the text box.
8. Click **Upload**. A progress bar will show the status of the video upload.
9. Wait for encoding of the video, which can take from several minutes to an hour. The browser window may be minimized but not closed during the encoding process.

How to add multiple choice questions to a video

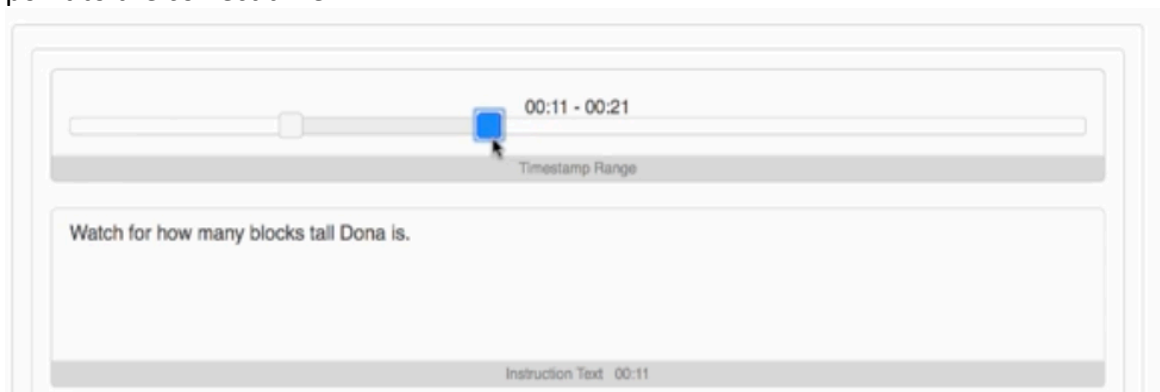
1. Add multiple choice questions one at a time after video is uploaded and encoding is complete.
2. Tap **Add** bar.

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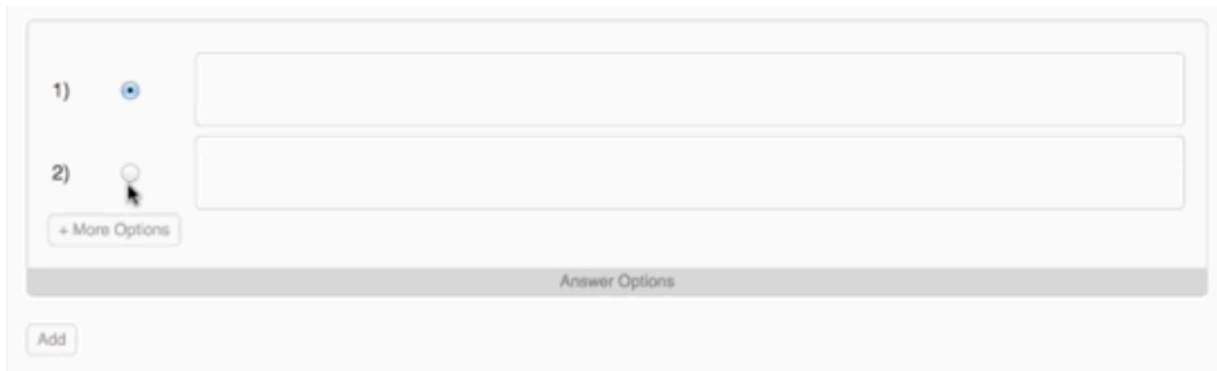
3. Begin with Time Stamp (sets time the video pauses and introduction text appears on screen).
4. Select a time for Instruction Text by sliding the left Time Stamp point to the correct point in the video.



5. Write instructions in **Instruction Text** box.
6. Select time for the question to appear on screen by sliding the right Timestamp Range point to the correct time.



7. Add **Question Text** in the form.
8. Click **More Options** in the next text field to add answer choices for the multiple choice question.



The screenshot shows a user interface for adding answer options. On the left, there are two numbered items: '1)' with a selected radio button (indicated by a blue dot) and '2)' with an unselected radio button. A mouse cursor is hovering over the radio button for item 2). To the right of each item is a large, empty rectangular text input field. Below these fields is a button labeled '+ More Options'. At the bottom of the main container is a grey bar with the text 'Answer Options'. Below the entire container is a button labeled 'Add'.

9. Select the radio button next to the correct response to set.



The screenshot shows the same user interface as before, but now with three numbered items. Item 1) has a selected radio button and a text input field containing the number '8'. Item 2) has an unselected radio button and a text input field containing the number '10'. Item 3) has an unselected radio button and a text input field containing the number '12'. The '+ More Options' button and the 'Answer Options' bar are still present.

10. Click **Add**.

How to create a play-by-play assignment

1. Click the correct course on the home page.
2. Tap **Play-by-Play Assignment** from the Assignments tab.
3. Enter the Assignment Name, Instructions for Students, Grading Rubric, Open Date, Due Date, End Date, Close Date, and Points.
4. Click **Create**.

How to create interactions in a play-by-play assignment

1. Click **View/Configure** on the correct assignment.

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Instructor: Craig Corvin
Spring 2017

Assignments Manage Students

Create Assignment

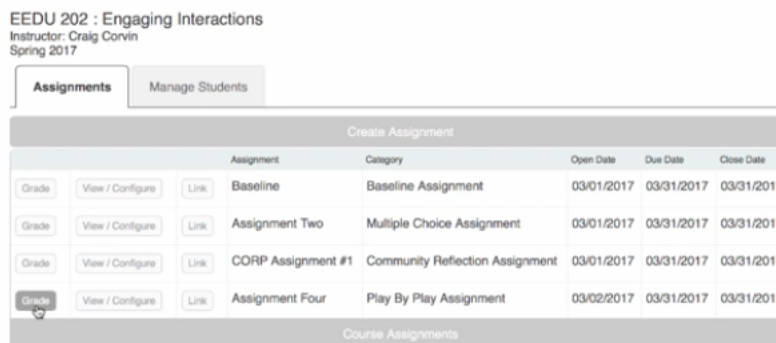
			Assignment	Category	Open Date	Due Date	Close Date
Grade	View / Configure	Link	Baseline	Baseline Assignment	03/01/2017	03/31/2017	03/31/2017
Grade	View / Configure	Link	Assignment Two	Multiple Choice Assignment	03/01/2017	03/31/2017	03/31/2017
Grade	View / Configure	Link	CORP Assignment #1	Community Reflection Assignment	03/01/2017	03/31/2017	03/31/2017
Grade	View / Configure	Link	Assignment Four	Play By Play Assignment	03/02/2017	03/31/2017	03/31/2017

Course Assignments

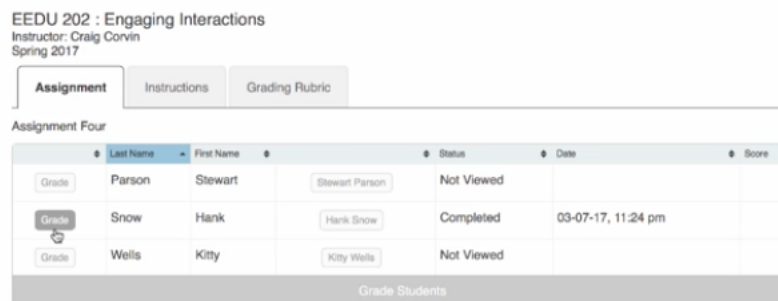
2. Tap **Create A New Interaction**.
3. Select a color for the interaction.
4. Write text for the interaction in the form.
5. Click **Add**.
6. Create and add additional interactions one at a time by following steps 2-5 for each interaction on the same assignment.

How to use interactions to code assignment types uploaded by students

1. Click **View/Configure** next to the correct assignment, under the Assignments tab.



2. Click **Grade** next to the student's name.



3. Play the student's uploaded video.
4. Click on the student video at the time where an interaction should take place.
5. Choose the interaction from the options that appear.
6. Add multiple interactions by repeating steps 4 & 5.

How to create a community reflection assignment

1. Click the correct course on the home page.
2. Tap **Community Reflection Assignment** from the Assignments tab.
3. Enter the Assignment Name, Student Instructions, Grading Rubric, Open Date, Due Date, Close Date, and Points in the form.
4. Click **Create**.

How to create a Community of Reflection and Practice (CORP) group for an assignment

1. Click **View/Configure** on the correct assignment from the Course page, under the Assignment tab (See: “How to add a new assignment.”)

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Assignments Manage Students

Create Assignment

	Assignment	Category	Open Date	Due Date	Close Date		
Grade	View / Configure	Link	Example	Community Reflection Assignment	03/31/2017	04/28/2017	04/28/2017

Course Assignments

2. Tap **Create New Community of Reflection and Practice Groups** bar.
3. Choose students by drag-and-dropping their name from **Available Students** text box to the **Selected Students** text box.

EEDU 202 : Engaging Interactions
Instructor: Craig Corvin
Spring 2017

Assignment Instructions Grading Rubric

CORP Assignment #1

Stewart Parson Kitty Wells

Available Students

x Hank Snow

Selected Students

4. Name the Community Practice and Reflection Group.
5. Click **Create**.

How to add a person to a Community of Reflection and Practice (CORP) Group

1. Click **View/Configure** by the correct assignment name from the Course page, under the Assignment tab.

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Spring 2017

Assignments

Manage Students

Create Assignment

	Assignment	Category	Open Date	Due Date	Close Date		
Grade	View / Configure	Link	Example	Community Reflection Assignment	03/31/2017	04/28/2017	04/28/2017

Course Assignments

2. Click **Edit** next to the correct CORP group.
3. Drag and drop student names from **Available Students** box on the form, to **Selected Students**.

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Assignment

Instructions

Grading Rubric

Example

Stewart Parson

Available Students

x Hank Snow

Selected Students

4. Click **Update**.

How to copy Community of Reflection and Practice (CORP) groups from another assignment

1. Click **View/Configure** by the correct assignment name from the Course page, under the Assignment tab.

700 : Sample Course Name
Instructor: Julie Carpenter
Spring 2017

Assignments Manage Students

Create Assignment

	Assignment	Category	Open Date	Due Date	Close Date		
Grade	View / Configure	Link	Example	Community Reflection Assignment	03/31/2017	04/28/2017	04/28/2017

Course Assignments

2. Tap **Copy CORPS Groups From Another Assignment.**

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Assignment Instructions Grading Rubric

CORP Assignment #1

Create New Community of Reflection and Practice Groups

Copy CORP Groups From Another Assignment

3. Choose the CORP group to copy from the **Assignments** dropdown choices.

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Assignment Instructions Grading Rubric

CORP Assignment #1

Create New Community of Reflection and Practice Groups

Assignments

Copy

Copy CORP Groups From Another Assignment

4. Click **Copy**.

How to delete members of a Community of Practice and Reflection Group

1. Click **View/Configure** by the correct assignment name under the Assignments tab.

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Assignments Manage Students

Create Assignment

	Assignment	Category	Open Date	Due Date	Close Date
Grade	View / Configure	Link	Example	Community Reflection Assignment	03/31/2017 04/28/2017 04/28/2017

Course Assignments

2. Click **Edit** from the Groups page.

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Assignment Instructions Grading Rubric

CORP Assignment #1

Create New Community of Reflection and Practice Groups

	CORP Name	Members	
Edit	Group#1	Hank Snow	Delete
Edit	Group#2	Stewart Parson, Kitty Wells	Delete

Communities Of Reflection And Practice

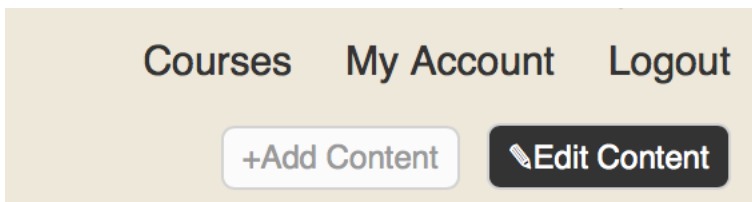
3. Click the "X" by the student's name in the box.
4. Click **Update**.

How to add media files to a reflection assignment

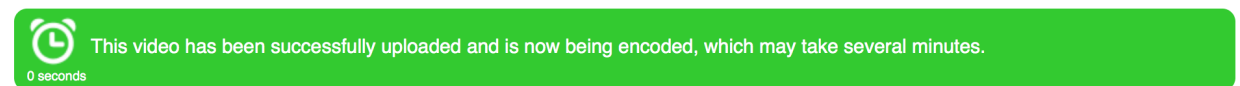
1. Click the correct course from the home page.
2. Click **View/Configure** on the assignment.

			Assignment	Category	Open Date	Due Date	Close Date
Grade	View / Configure	Link	test 3	Reflection Assignment	03/18/2017	03/24/2017	03/31/2017

3. Click **Edit Content** in the upper right.



4. Tap **Add New Media** bar.
5. Click **Browse**.
6. Choose a file to upload.
7. Add the preferred title in the text box.
8. Click Upload.
9. Wait for the file to encode. A message will tell you the encoding is in progress. The video will not appear until it has been automatically encoded.



10. Review the file when it is uploaded.
11. Rotate the image, if necessary, by clicking **Rotate**.

Note: See “How to upload a video” for help with video files.

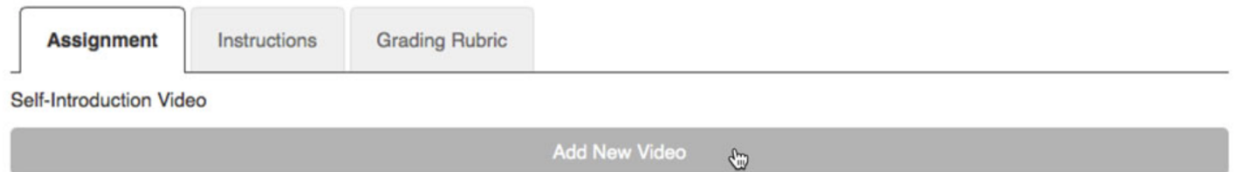
How to delete an assignment

1. Click on the assignment from the course page.
2. Click **Edit Content** in the upper right.
3. Tap **Edit Assignment** bar.
4. Change/edit the assignment information in the form.
5. Click **Delete**.
6. Click **OK** in the window that pops up.

How to upload a video

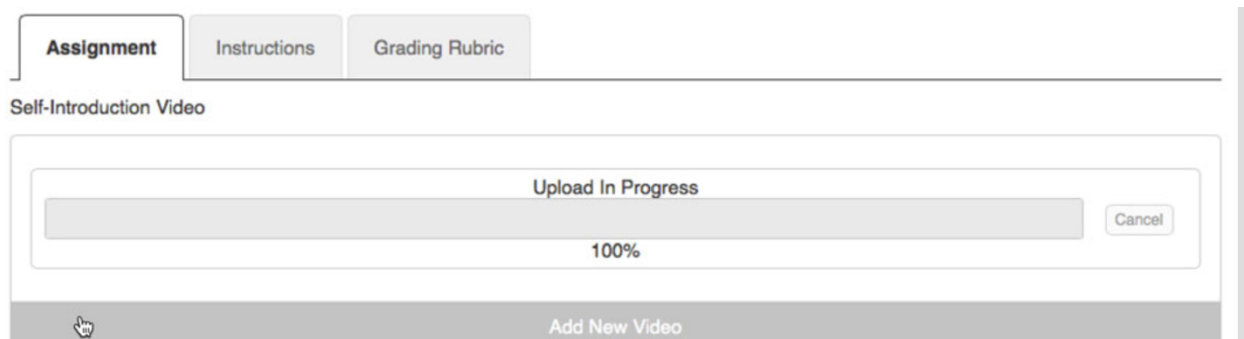
Note that if the video is over 500 MB, the video must be compressed before uploading to EarlyEdu Coaching Companion™.

1. Click on the existing course from the home page to add the new interaction assignment or video to an existing assignment.
2. Tap **Add New Video**.



3. Click **Browse**, or anywhere in the **Select A File to Upload** text box.
4. Find the video file from the popup box and click **Choose**.
5. Enter the video **title** in the input field.
6. Click **Upload**.

A progress bar will display the upload rate.



After uploading, the video will encode (the process may take up to an hour). During this time, do not close the browser window. It is important to verify that the video has encoded before closing the browser completely.

How to compress a video

Video files over 500 MB must be compressed before uploading to the EarlyEdu Coaching Companion™.

We suggest using either **Any Video Converter** or **Handbrake** to compress video files.

How to download Any Video Converter or Handbrake

1. Download [Any Video Converter](#) or [Handbrake](#).
2. Follow the download and installation instructions.

Any Video Converter video compression instructions for [Mac](#) or [Windows](#).

Handbrake video compression instructions for [Mac](#) or [Windows](#).

How to delete a video

1. Go to the **Assignment** page where the video is located.
2. Click **Edit Content** in the upper right.
3. Tap the gray **Edit My Uploaded Video** gray bar.
4. Click **Delete**.



How to copy a play-by-play to another assignment

1. Click an existing course on the home page.
2. In the Assignments tab, tap **View/Configure**.
3. Tap on **Copy Play-by-Play From Another Assignment**.
4. Choose a color to code your interaction.
5. Enter the interaction text.
6. Click **Add**.

How to create a new interaction in an assignment

1. Click on an existing course on the home page.
2. In the Assignments tab, click **View/Configure**.
3. Click on **Create a New Interaction**.
4. Choose a color to code the interaction.
5. Enter the interaction text.
6. Click **Add**.

How to add people to a course

1. Click on the correct course from the home page.
2. Go to the **Manage Students** tab.
3. Tap **Add Students To This Course** bar.
4. Add the name(s) to the form under **Select Users**. Multiple names may be added at once.
5. Add their Course Role in the form.
6. Tap **Add Students to This Course** bar.
7. Click **Add**.

How to delete people from a course

1. Click on the course from the home page.
2. Go to the **Manage Students** tab.
3. Click **Edit Content** in the upper right.
4. Click **Drop Student** to the right of the student's name.

	Last Name ▲	First Name ◆	Email ◆	Role ◆	Last Login ◆	
Grade	Parson	Stewart	student@earlyeducoach.org	Student		Drop Student

How to enter/edit a student grade

1. Click on the correct course on the home page.
2. Choose the **Manage Students** tab.
3. Find the student from the list (the student list can be sorted by first or last name, email, or role).
4. Click **Grade** to edit.

Note: A student must be added to the course before adding or editing a grade (see: **How to add people to the course**).

How to add an assignment grading rubric

Note: Grading rubrics are added when creating a new assignment. For more help, see “How to create a new assignment.” For how to edit an existing assignment rubric, see “How to edit an existing course’s information.”

How to edit an assignment grading rubric

See “How to edit an existing course’s information.”

How to add assignment instructions

See “How to edit an existing course’s information.”

How to edit assignment instructions

See “How to edit an existing course’s information.”

How to reset a password

1. Click **Reset Password** on the login page.
2. Enter the email associated with the EarlyEdu Coaching Companion™ account.
3. Tap **Submit**. The system will send an email with a temporary password.
4. Use the temporary password in this email to login.
5. From the home page, go to **My Account**.
6. Tap **Update Password**.
7. Enter a new password.
8. Enter this new password again.
9. Click **Update**.