

Coach Digital

v1.0 user guide for coaches

Aprender+ implementation

Getting started

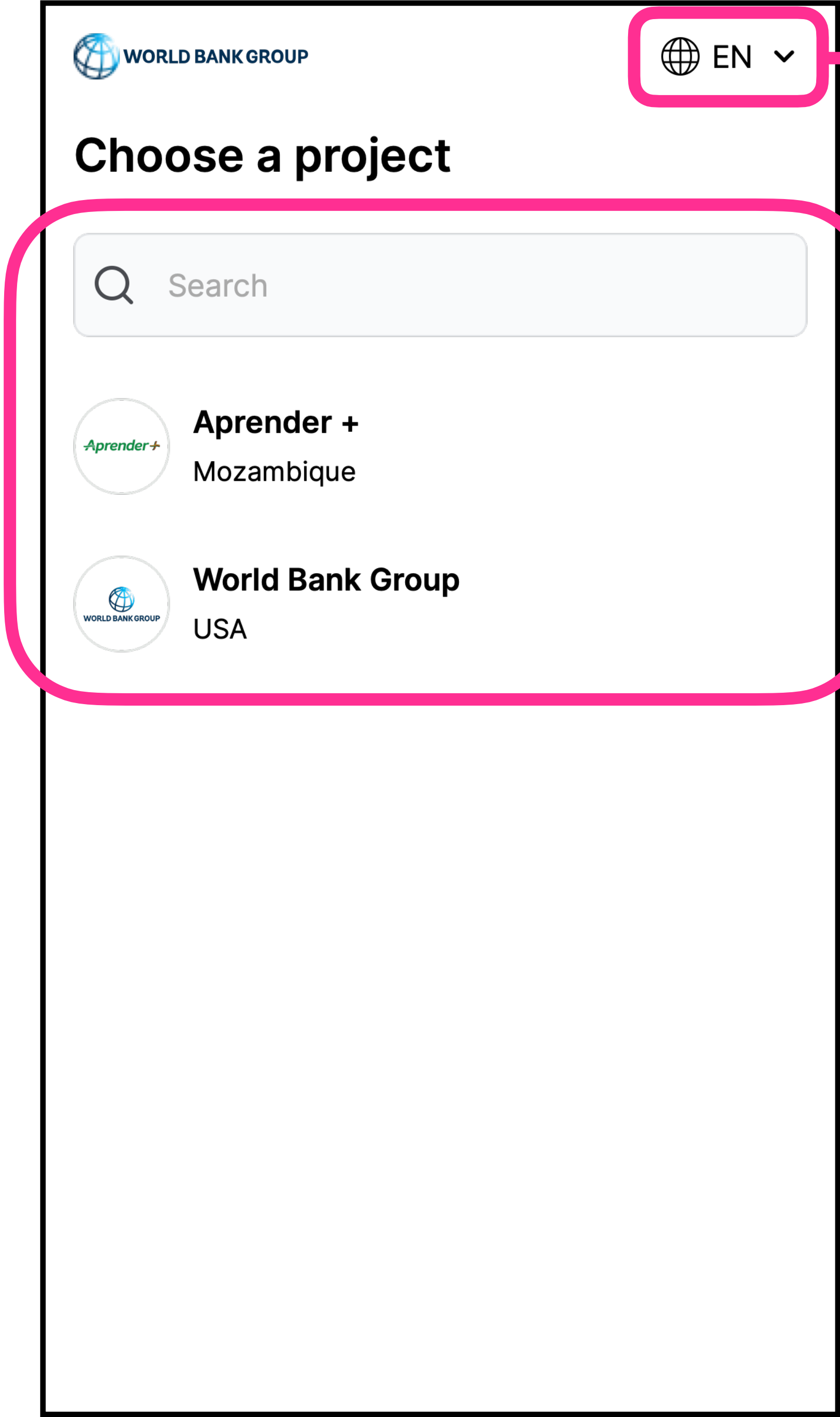
Select preferred language and project

The Coach Digital app is designed to support multiple projects in the same instance. This enables scaling by allowing variations of the same product to be deployed to various contexts, each with different coaching criteria, resources, etc.

On this initial screen, users select the project they would like to work on and preferred language to use the app.

This guide walks through the Coach Digital app using the Aprender+ project, which was created for field deployment in Mozambique. All data displayed is for demonstration purposes only and does not reflect actual data collected in the field.

This Web app is intended for use on mobile devices. The screens share depict how the app would appear on an iPhone 8.



Select your preferred language to interact with Coach here.


This tool is designed to host multiple Coach implementations on the same server. Select a project to work on from this menu. You may use the search function to filter for your project.

Getting started

Log into the project

User names in Coach Digital are the email addresses used to register for the platform.

For this guide, a user named Demo User is created to show the usage flow of the application.



Email

Password

Enter

Don't have an account? [Register](#)

Choose another project

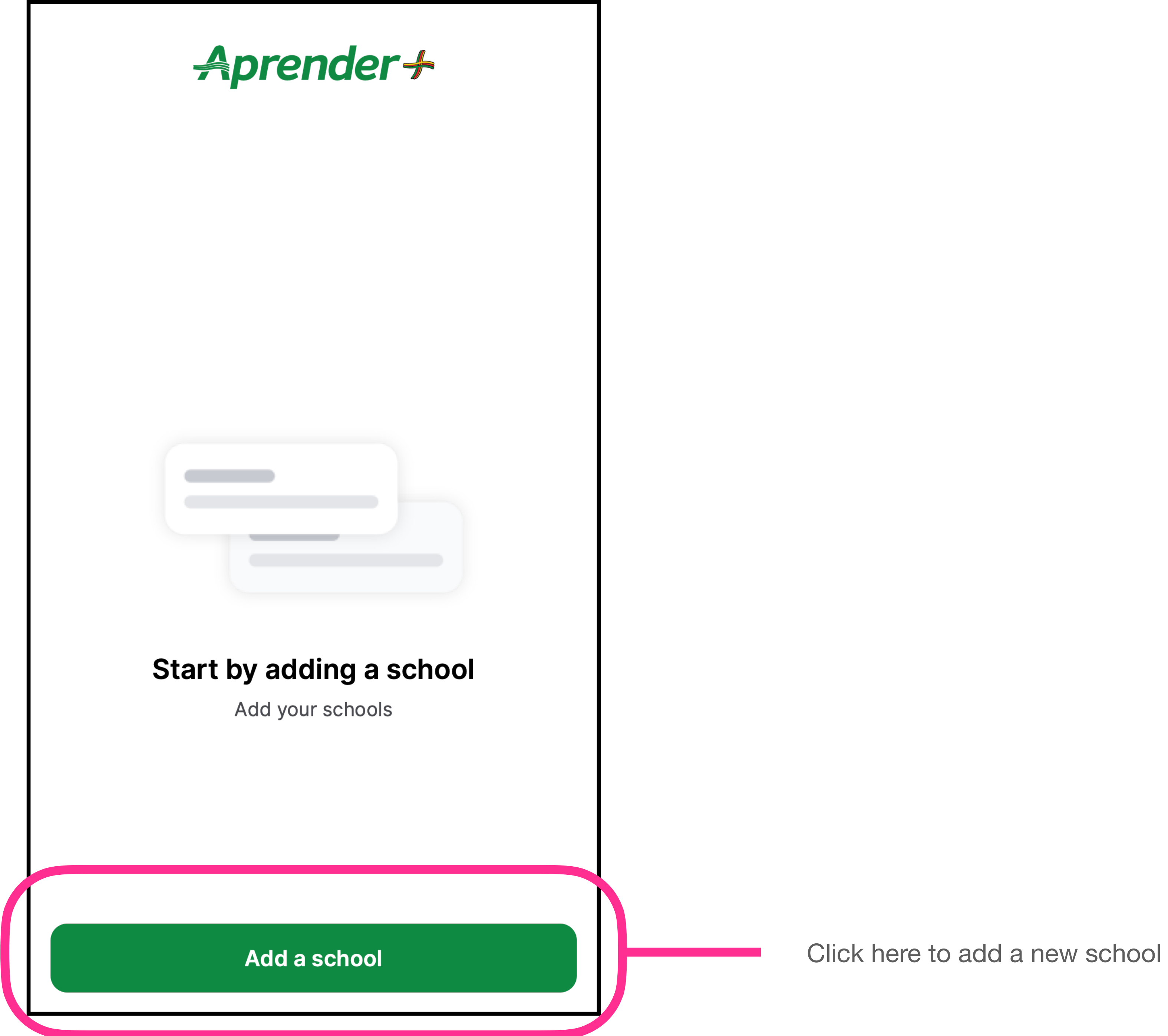
Use this form to log in with an existing user name and password.

To register a new user, click here.

Getting started

Populate your list of schools

Coaching sessions are organized hierarchically by schools and teachers. To begin, click on “Add a school.”



Add a school

Click here to add a new school

Getting started

Populate your list of schools

For each school, enter the name and location details. An image may optionally be uploaded to help identify the school.



Change image

Name

Address

City

Country

▼

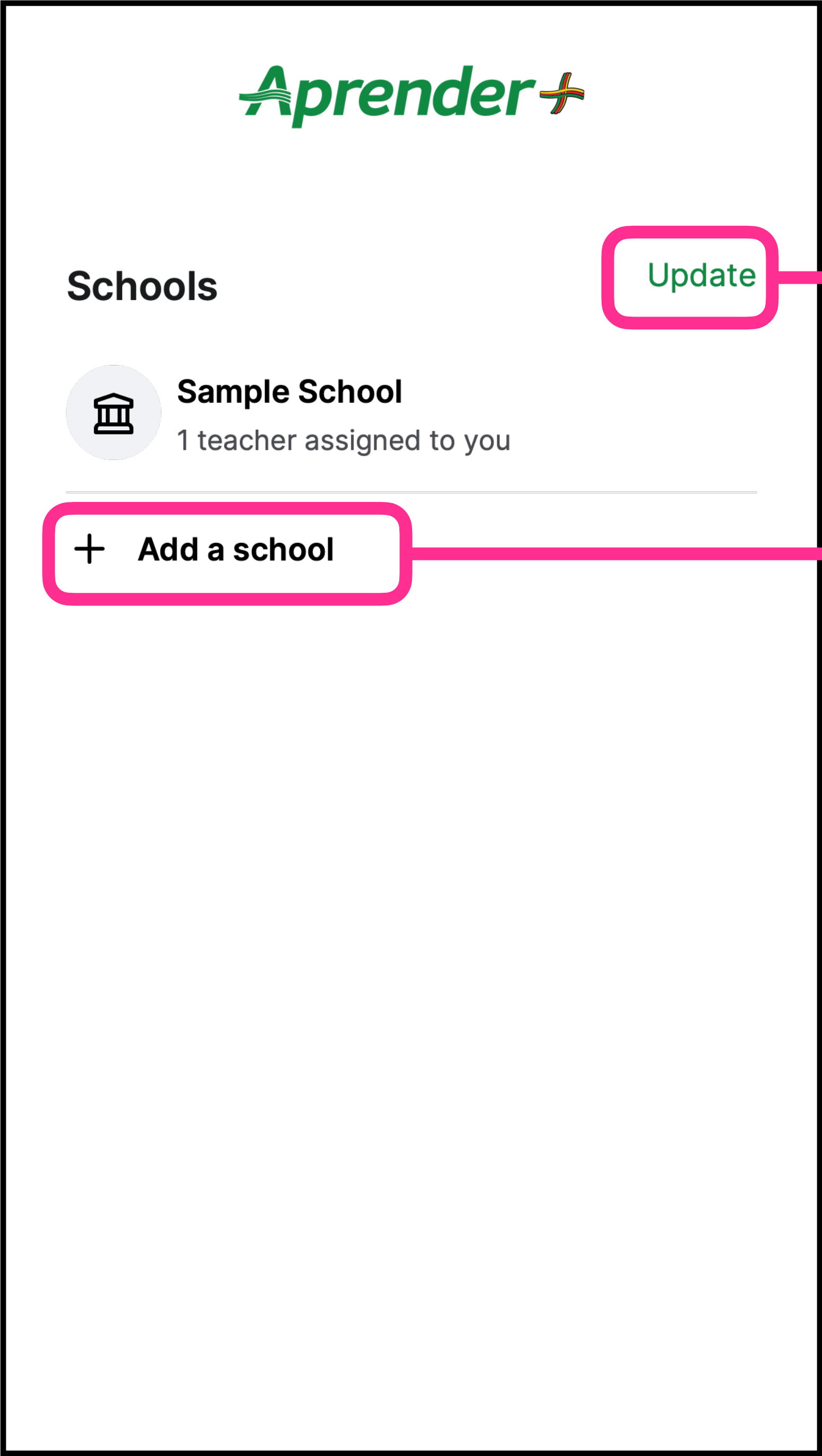
Save

Getting started

Populate your list of schools

Continue adding schools until the coach’s list of schools is complete. Schools on this list can be added and edited later, if desired.

To continue, click on the school that will host the coaching session.



To edit an existing school, click here and select the school to be edited.

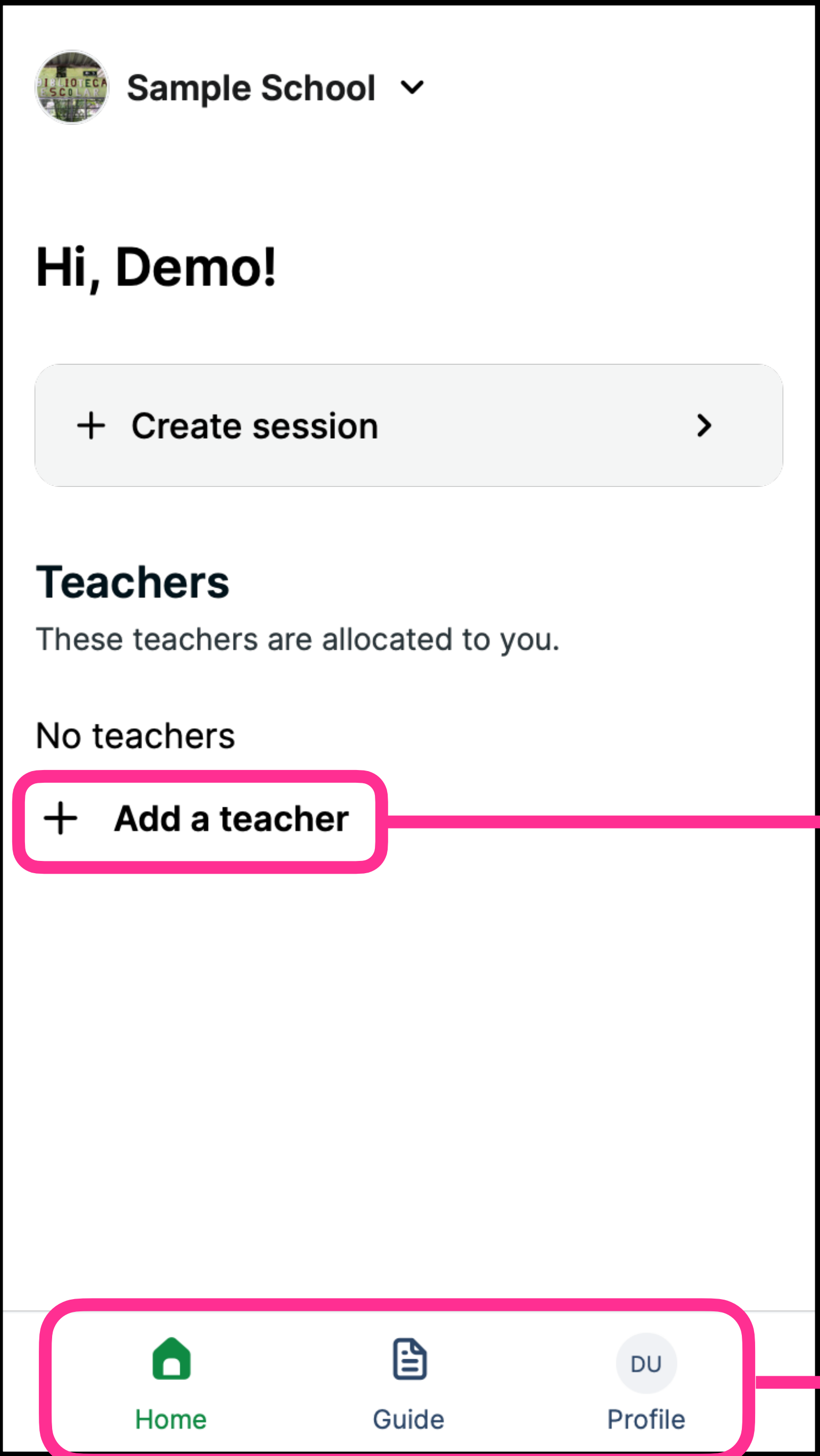
Continue adding schools to the list that the coach using the app will visit.

Getting started

Add teachers

Continue adding schools until the coach’s list of schools is complete. Schools on this list can be added and edited later, if desired.

To continue, click on the school that will host the coaching session.




To add a teacher to the school, click here enter the details.

Getting started

Add teachers

For each teacher, enter the name and location details. An image may optionally be uploaded to help identify the teacher.



Change photo

First name

Angela

Last name

McTeacher

Subject

English


Add teacher

Getting started

Add teachers

Continue adding teachers until the coach’s list of teachers at the school is complete. Teachers on this list can be added and edited later, if desired.

To start a coaching session, either click on “Create session” and select the teacher to be coached, or select a teacher.



Sample School


Hi, Demo!

+ Create session

>

Teachers

These teachers are allocated to you.




Angela


English teacher

>

+ Add a teacher



Home



Guide

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Profile

Continue adding teachers to the list that the coach will visit at the school.

Teacher observation

Select the lesson plan

Select the lesson plan the teacher is working on with students during the observation session.

Note: This is labeled as “Question 0” in the observation sheet.

Observation sheet

Question 0

1

2

3

4

5

Qual é o plano de aula que o professor está a leccionar?

Find

1

Expressões de saudação "Bom dia!" e "Boa noite!"

2

Expressões de saudação "Bom dia!" e "Boa noite!"

3

Expressões de saudação "Boa tarde!" e "Olá!"

4

Expressões de saudação "Boa tarde!" e "Olá!"

5

Expressões de despedida "Adeus!" e "Tchau!"

6

Expressões de despedida "Adeus!" e

Teacher observation

Complete the questionnaire

Going the questionnaire, for each competency (microskill), mark if they are successfully observed by selecting “yes” or “no.”

Coaches may optionally add comments to provide more information for their observations. Photos/images may be optionally uploaded in the “Add comment” section.

If a teacher has previously been observed, previous scores will appear under “Previous sessions.”

Click on “Continue” to progress through the questionnaire or click on each question number to jump through the observation sheet.

Observation sheet

0

Question 1

2

3

4

5

O professor tem o Guião do Professor aberto E segue a sequência de actividades no plano da aula?

COMPETÊNCIA 1

USAR O GUIÃO DO PROFESSOR COM EFICÁCIA

Sim

Não

+ Add comment

Previous sessions

Continue

Mark whether a competency was successfully observed by selecting “yes” or “no.”

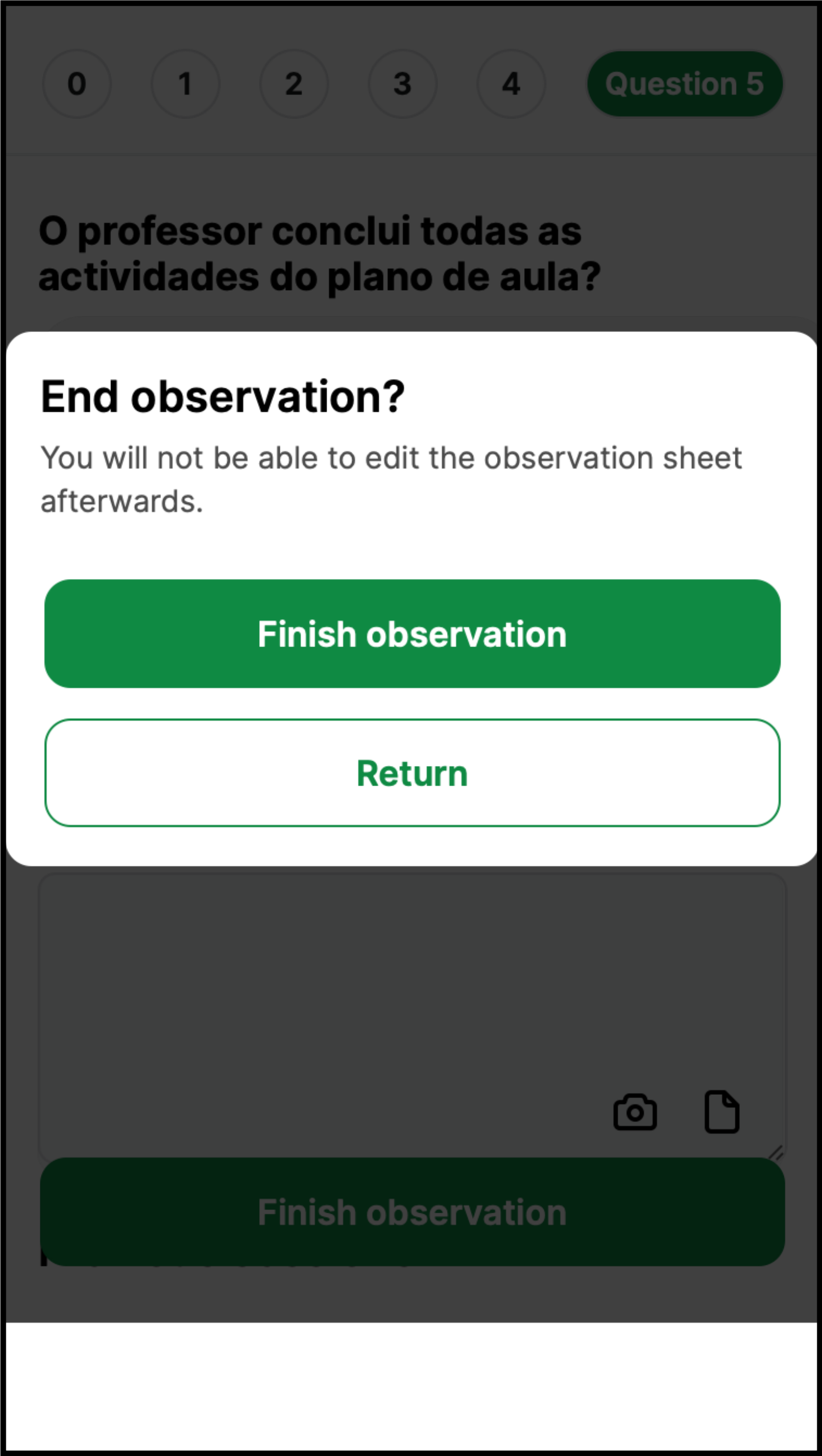
Teacher observation

Complete the questionnaire

At the end of the observation session, click on “Finish observation” to proceed or “Return” to continue evaluating microskills in the observation worksheet.

A dialog may appear, asking for permission to share your location. Please grant permission so the Coach app can track the precise location of observation sessions.

A dialog will appear that the observation sheet was successfully saved. Click “Continue” to prepare feedback.



Provide feedback

View the flow

With the classroom observation completed, this screen shows the feedback and summary flow for the rest of the coaching session.

Click on “Prepare feedback” to continue.

×

Session

📅

Started at 06/02/2023

AM

Angela

●

Observation session

○

Feedback preparation

●

Feedback

●

Session documentation

>

>

Prepare feedback for the teacher about the class you observed.

Prepare feedback

Provide feedback

Select competency to improve

Competencies that were not observed during the observation session (marked “no”) appear in the feedback dialog. Coaches are requested to provide feedback for one competency that received a negative score. If no negative scores were provided, the coach should choose one competency to work on and provide feedback.

Select a competency to continue.

New feedback

Select a competency to provide feedback

Below are listed the competencies related to the questions answered in the observation sheet.

COMPETÊNCIA 2

DEMONSTRAR E PRATICAR

COMPETÊNCIA 5

ESTABELECECER ROTINAS

Provide feedback

Provide feedback

Coaches are encouraged to enter feedback using the open text form.

Click on “Complete feedback” when finished.

Prepare the feedback

Fill out the feedback questionnaire below and get ready to hand it to the teacher

Preparation notes

Support material

Notas de preparação do encontro(Optional)

ⓘ Tips to prepare:

Comece com uma pergunta de acolhimento

Explique ao professor o porquê de ter escolhido essa competência

Prepare-se para demonstrar a competência pedagógica seleccionada

Deixe tempo suficiente para o professor praticar

Dê retorno ao professor

Marque o dia e hora do próximo encontro

Complete feedback

Coaches may enter as much text or as little text they would like as feedback.

Provide feedback

Review feedback

This screen presents a summary of feedback provided to the teacher for each competency where feedback was provided. This is designed to serve as a summary that coaches and review together with teachers, including a link to the class plan and competencies selected for feedback.

Click on “Save feedback” to continue.

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Feedback

Session 1

2023/02/06

AM

Teacher
Angela

Class plan

Expressões de saudação "Bom dia!" e "Boa noite!"

See class plan

Selected competency

DEMONSTRAR E PRATICAR

See competency

Notas de preparação do encontro

Feedback

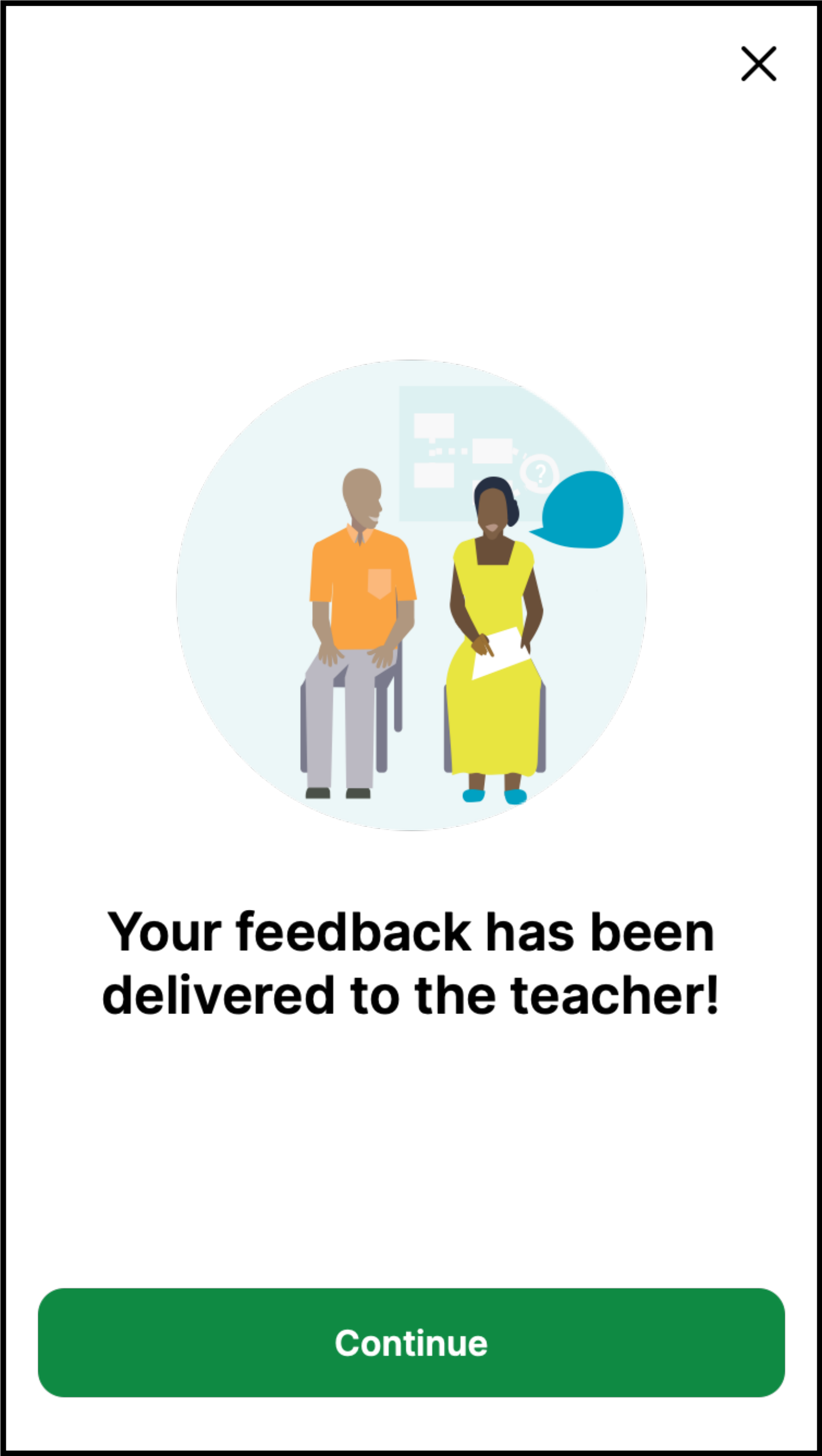
Delivery feedback

Provide feedback

Complete

This screen confirms feedback has been recorded.

Click on “Continue.”



Document session

View the flow

With the teacher feedback completed, this screen shows the feedback and summary flow leading to the final task.

Click on “Document session” to continue.

×

Session

📅

Started at 06/02/2023

AM

Angela

Observation session

>

Feedback preparation

>

Feedback

>

Session documentation

>

Answer a questionnaire about how the feedback session went.

Document session

Document session

Complete the survey

To finish the coaching session, provide responses to the three questions.

Click on “Continue” to progress through each question and click on “Finish observation” to end the observation session.

Documentation

×

Question 1 of 3

O quão efetivo você acha que foi essa sessão de orientação?

Muito efetiva

Efetiva

Moderamente efetiva

Pouco efetiva

Nada efetiva

Continue

Document session

Complete the survey

The coaching session is now complete. Click on “Continue” to review your progress on the coaching flow and click “X” to return to the coach’s home screen.

Documentation



Orientation session
successfully completed!

You can visit the summary of that session at
any time on this teacher's page.

Continue




To return to the coaching home screen, click here.

Or click “Continue,” below.

Complete

Return to home screen

Completed coaching sessions now populate on the coach’s home screen for the school. To review previous coaching sessions or to add a new session, select a teacher.



Sample School


Hi, Demo!

+ Create session

>

Teachers

These teachers are allocated to you.



Angela


English teacher

👍 3


👎 2

>

+ Add a teacher



Home



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Profile