

# Coach Digital

**v1.0 user guide for coaches**

Aprender+ implementation

# Getting started

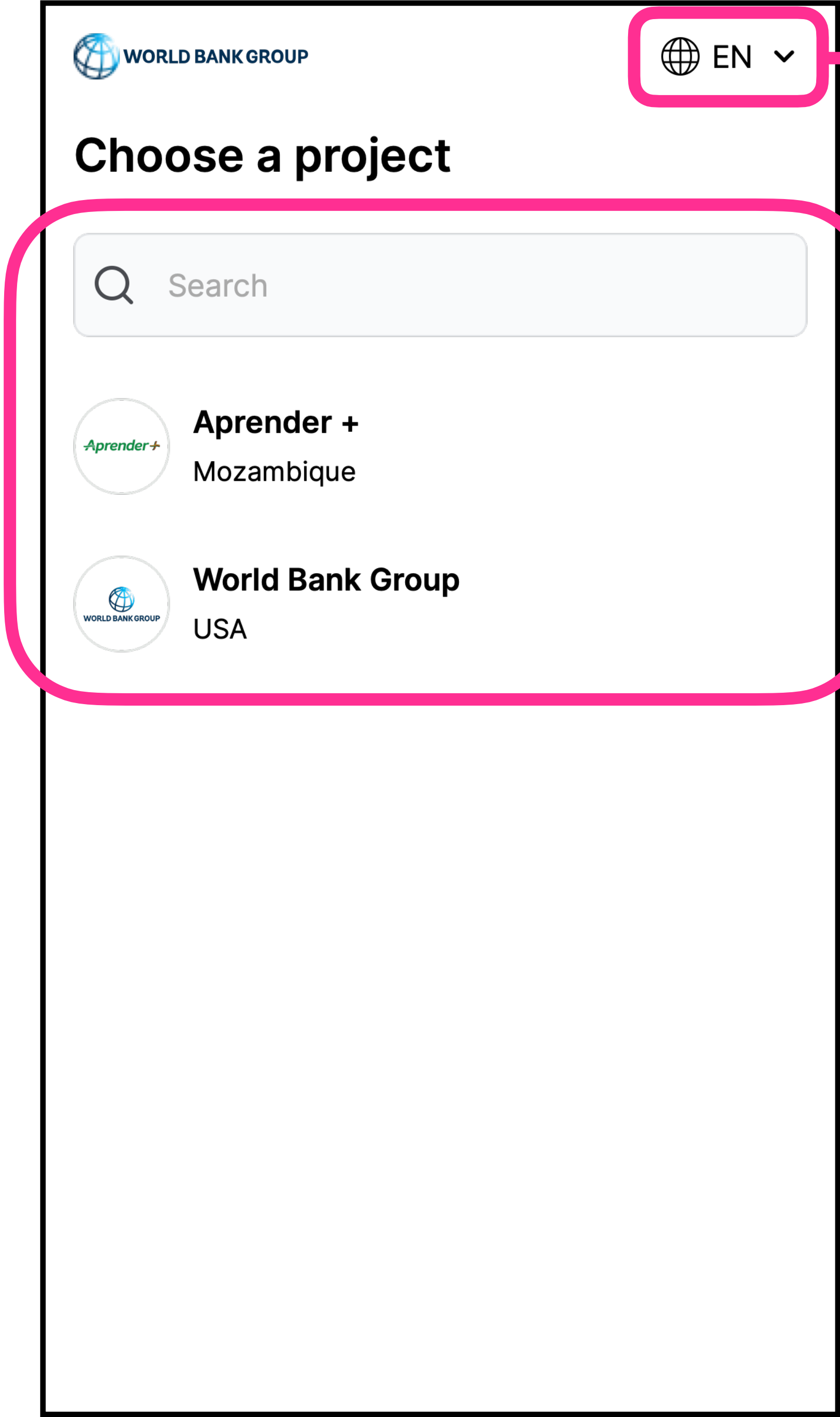
## Select preferred language and project

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

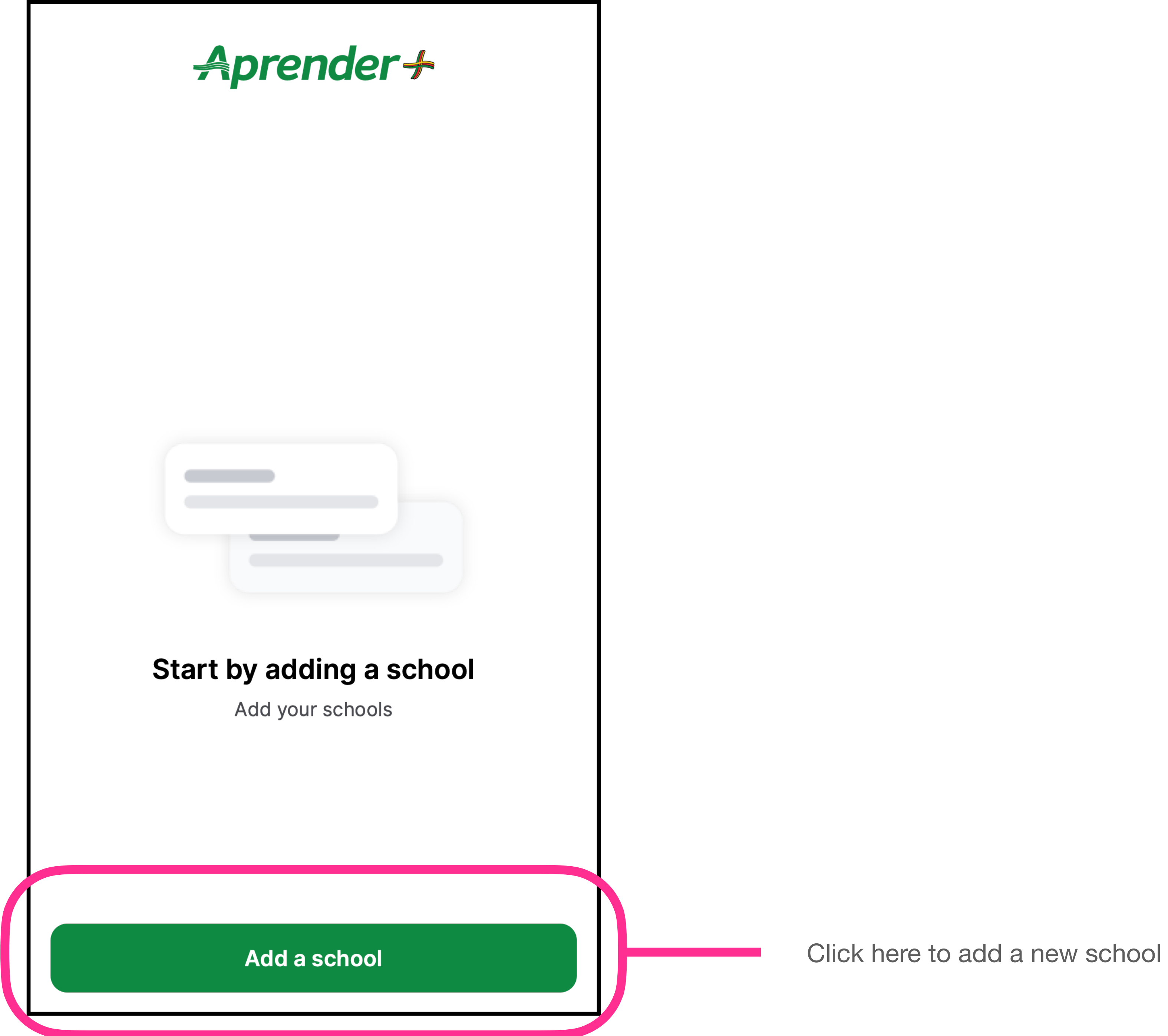
Use this form to log in with an existing user name and password.

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.”



**Start by adding a school**

Add your schools

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

▼

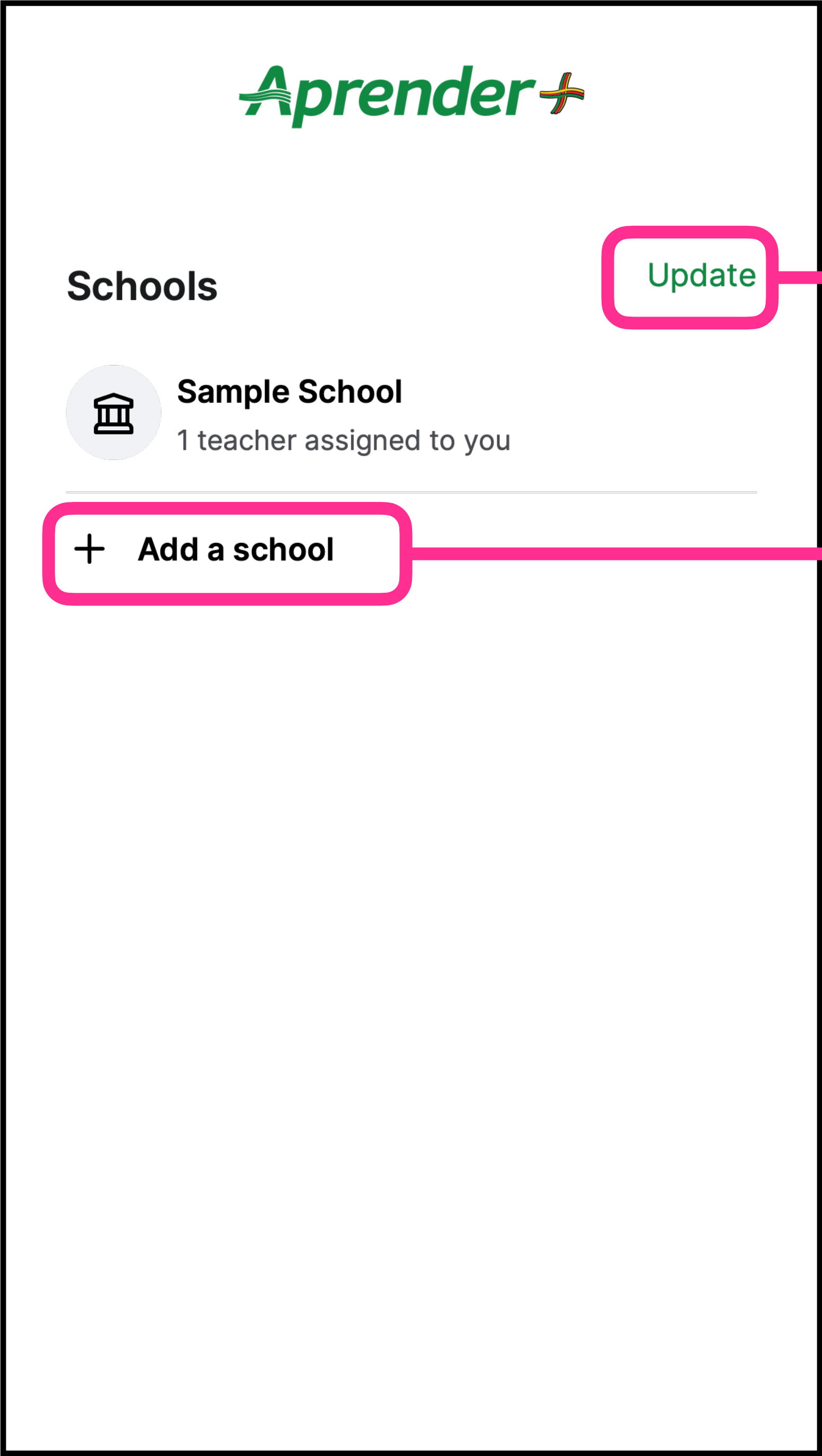
Save

# 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.



Update

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

+ Add a school

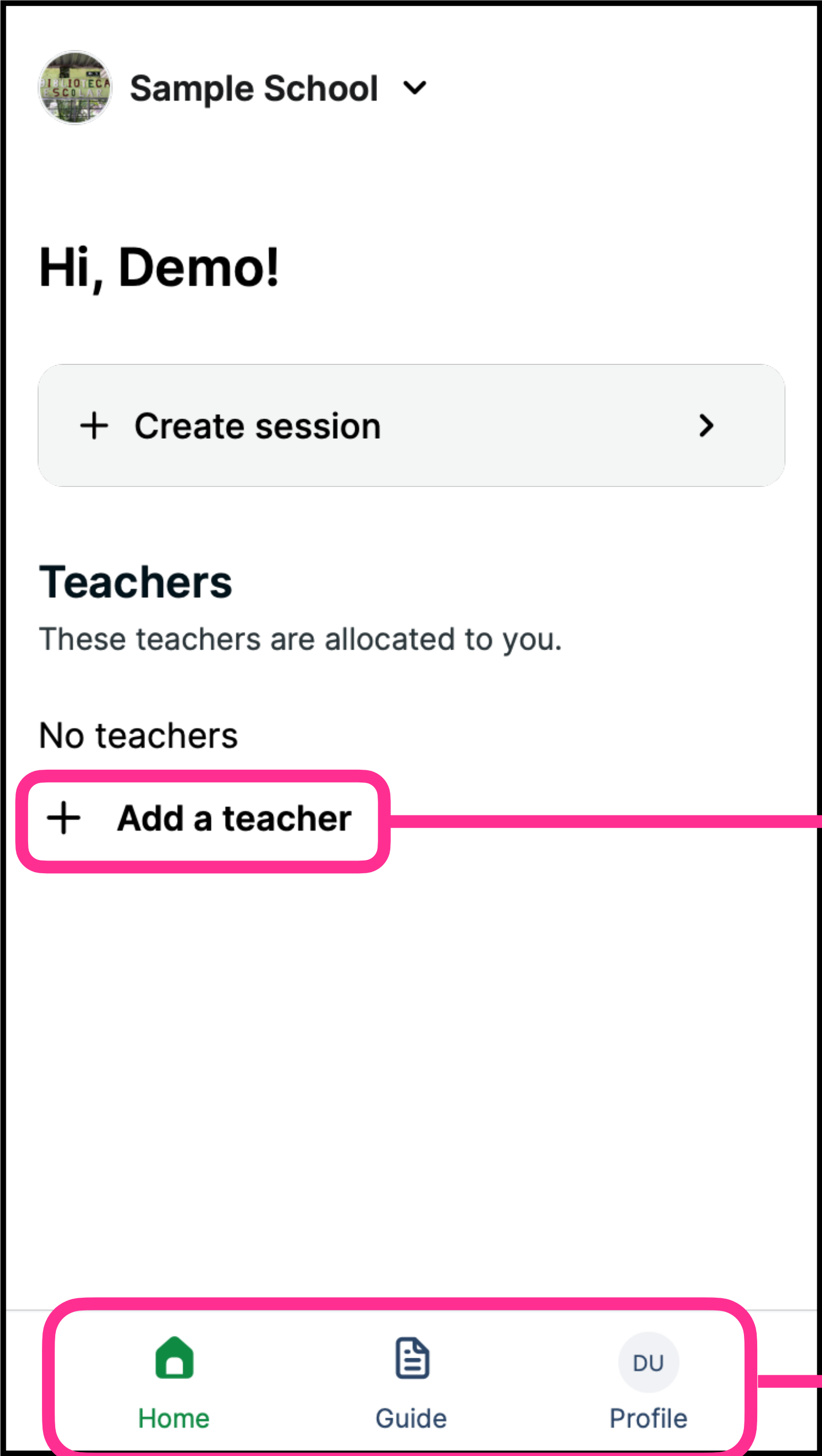
Continue adding schools to the list that the coach using the app will visit.

# 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



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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.”

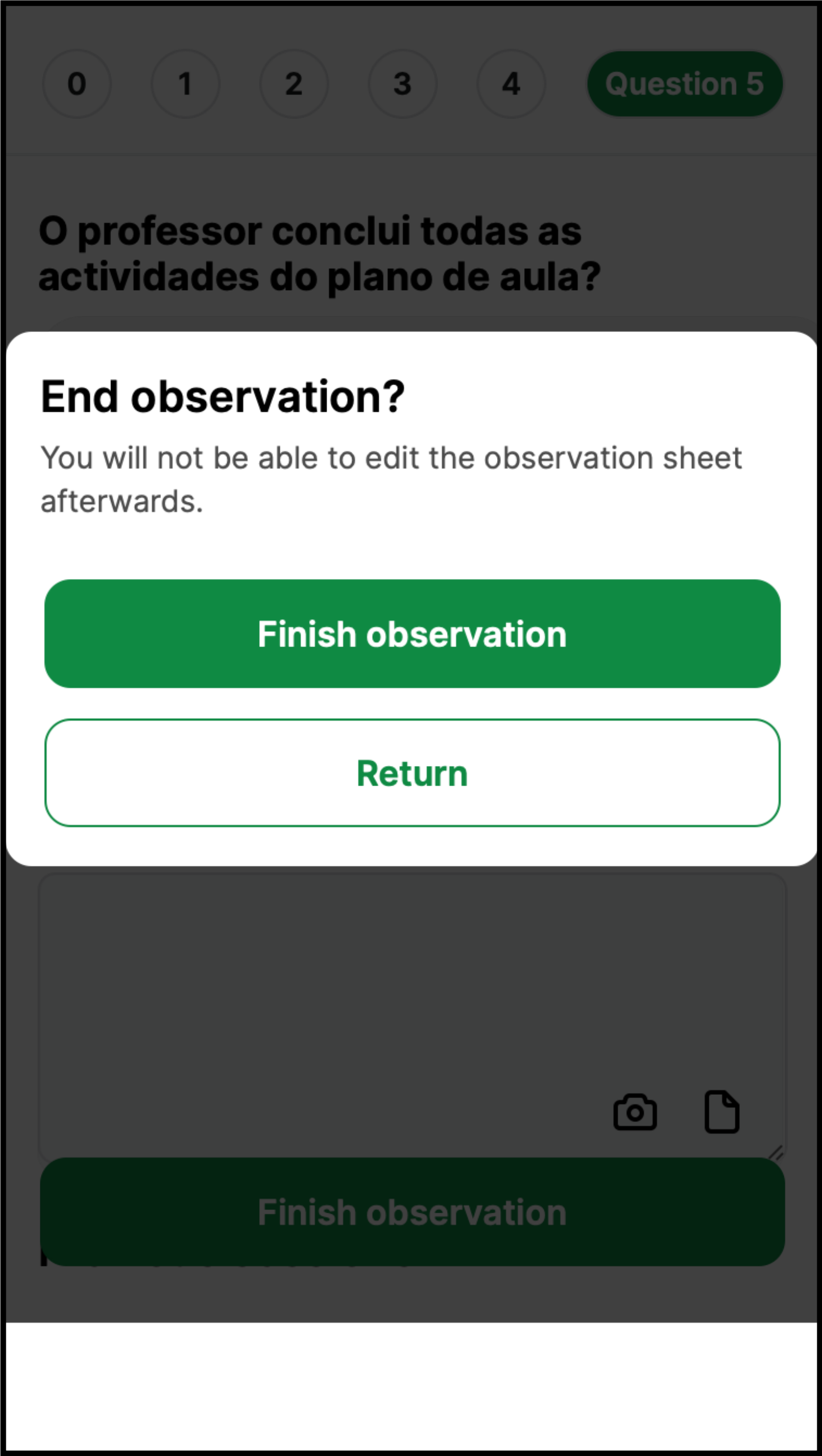
# Teacher observation

## 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 16/11/2022



Angela

Observação da aula

>

Preparação do feedback

>

Feedback

Documentação da sessão

Preparar 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  
ESTABELECEER ROTINAS

# Provide feedback

## Provide feedback

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

Click on “Complete feedback” when finished.

New feedback

×

Prepare the feedback

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

Feedback (opcional)

Coaches may place their feedback to the teacher in this dialog box.

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.

×

Feedback

📅

Session 1  
2022/11/16

👤

Teacher  
Angela

Class plan

📅

Expressões de apresentação "Eu chamo-me" e "Tu chamas-te"

See class plan

🏆

Selected competency  
DEMONSTRAR E PRATICAR

See competency

Feedback

Coaches may place their feedback to the teacher in this dialog box.

Delivery feedback




# Provide feedback

## Complete

This screen confirms feedback has been recorded.

Click on “Continue.”

×



**Your feedback has been delivered to the teacher!**

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 16/11/2022



Angela

Observação da aula

>

Preparação do feedback

>

Feedback

>

Documentação da sessão

>

Responda um questionário sobre a como foi a sessão de feedback.

Documentar sessão

# 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



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