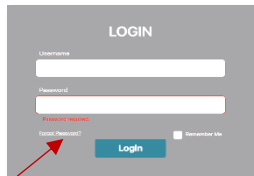
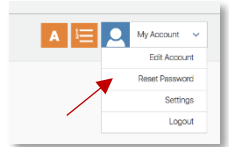
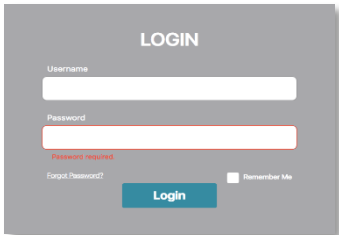
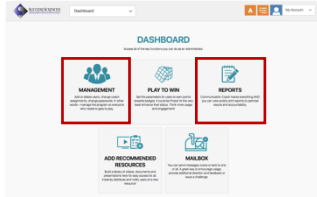

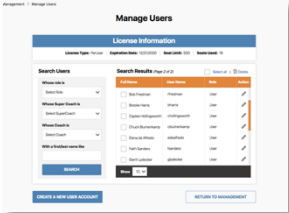
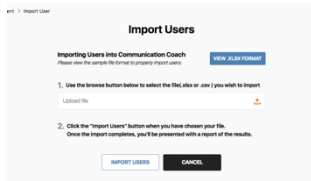


QUICK START GUIDE

Communication Coach Log Instructions for Admins

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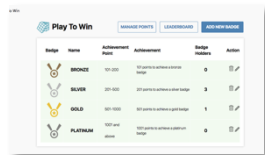
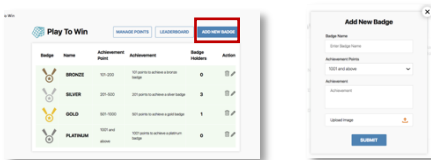
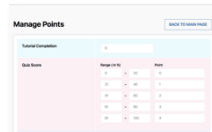
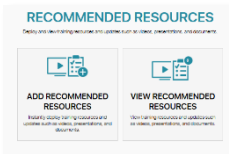
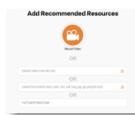



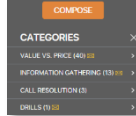
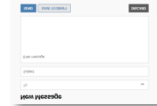




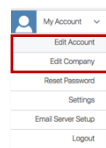

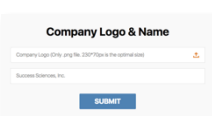
<div>STEP 1</div>	<div>GETTING STARTED</div>	<div><p>You will receive an email sent to you from Communication-coach@success-sciences.com</p><p>This email will include:</p><ul style="list-style-type: none">Your usernameA predetermined passwordThe website address: www.verizon.communication.com2.com<p>*Note: Mail may go to spam if you have not added it to your contact list.</p></div>	<div>TROUBLESHOOTING / FAQ</div> <div><p>I did not receive my email:</p><p>If you don't receive the email, you can press "forgot password" on the home page to get the username and password resent to your email.</p></div> <div><p>Changing your password:</p><p>You can also change your password after you login by hovering over My Account in the upper right-hand corner and clicking Reset Password. Enter the required information to reset your password.</p></div> <div></div> <div></div>		
<div>STEP 2</div>	<div>LOG IN</div>	<div><p>1. Go to your Communication Coach website</p><p>- Insert your username and password</p><p>- Click LOGIN</p></div> <div></div>	<div><p>2. On your Dashboard, you will be able to access to manage users, review usage reports, and read/ compose correspondence</p></div> <div><p>a) Management: This is where you add new users, update a user's profile, change coach assignments</p></div> <div><p>b) Reports: Here you can review all usage reports for any user in Communication Coach</p></div> <div></div>		
<div>STEP 3</div>	<div>MANAGEMENT</div>	<div><p>1. Click "Management" in your main dashboard</p></div> <div></div> <div><p>The primary function of the Admin role is to manage users. You can delete, add or edit any user as well as change coach assignments.</p></div>	<div><p>2. Here you can do the following:</p></div> <div><p>-Search for and edit the profile for any user</p><p>-Change Coach assignment</p><p>-Add new users</p><p>-Delete users</p></div> <div></div>	<div><p>3. You can also import users:</p></div> <div><p>Simply follow the instructions on the right-hand image to import users in badges</p></div> <div></div>	

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STEP 4	PLAY TO WIN	<p>1. As the administrator, you can manage the badges and points needed to earn each badge</p> 	<p>2. You can also add a new badges</p>  <p>*Note: to add a new badge you need to first delete one. There is a maximum of 4 badges.</p>		<p>3. As an admin you can manage the points your users can earn</p> <p>-Users can earn points four ways:</p> <ul style="list-style-type: none">-Completing a tutorial-Quiz Score-Coach Approval on Recording-Time Spent (per session) 	
STEP 5	RECOMMENDED RESOURCES	<p>From here you can:</p> <ul style="list-style-type: none">- Add new resources- View current resources you have added for your learners to view- View all resources added by any super coach or coach 	<p>You can easily add new resources by entering the file name in the appropriate field.</p> 	<p>On the lower half of the screen enter the users you want to assign this resource to the title and a brief description.</p> 	<p>This screen lets you see all of the resources you have added.</p> 	
STEP 6	MAILBOX	<p>The main Mailbox screen shows you all the messages you have sent. Any message in bold means you have not read it yet.</p> 	<p>You can compose a message to any user(s) by clicking on the Compose button at the top of the Category Tree.</p> 		<p>Here you can simply send a message to any or all users assigned to you by filling in the fields</p> 	
STEP 7	REPORTS	<p>As an Admin, Reports gives you the information you need to effectively coach and guide your people to using CC optimally</p> 	<p><u>Session Report</u> Gives you an overview of how the user spent his/her time for each session</p> 		<p><u>Coach Activity</u> Shows what lessons you have reviewed for each user.</p> 	<p><u>Quiz & Quiz Details Report</u> These reports give you an overview of the results for each quiz taken, the number of times the user attempted the quiz, and the details of each quiz.</p> 
STEP 8	MY ACCOUNT	<p>You can add/change your profile picture and/or company logo:</p> 	<p>1. Profile picture:</p> 	<p>2. Company logo:</p> 	LOGOUT	<p>To end your session and log out of the program, hover over My Account in the upper right-hand corner and click Logout.</p> 