

QUICK START GUIDE

Communication Coach Log Instructions for Admins

Welcome to Communication Coach! Our program is up and running, ready for you to log in and begin your journey to greatness. Below are easy-to-follow instructions to get you started today.

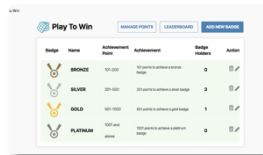
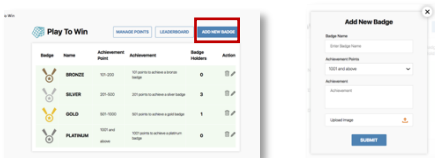
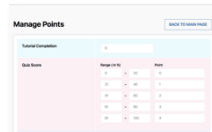
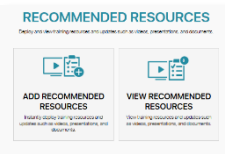
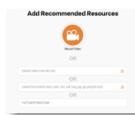


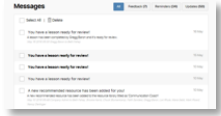
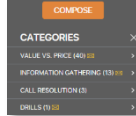





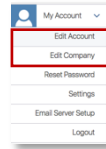

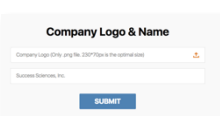
		TROUBLESHOOTING / FAQ		
STEP 1	GETTING STARTED	<p>You will receive an email sent to you from your Company's Admin. This email will include:</p> <ul style="list-style-type: none"> Your username A predetermined password The website address where your Company's CC is hosted <p>*Note: Mail may go to spam if you have not added it to your contact list</p> <p>TIPS:</p> <ul style="list-style-type: none"> ✓ The email will come from Communication-coach@success-sciences.com ✓ Save your Communication Coach website as a favorite for easy access ✓ Make sure to have your browser open to full screen 		
		<p><i>I did not receive my email:</i> 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> <p><i>Changing your password:</i> 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>		
STEP 2	LOG IN	<p>1. Go to your Communication Coach website</p> <p>- Insert your username and password</p> <p>- Click LOGIN</p>		
		<p>2. On your Dashboard, you will be able to access to manage users, review usage reports, and read/ compose correspondence</p> <p>a) Management: This is where you add new users, update a user's profile, change coach assignments</p> <p>b) Reports: Here you can review all usage reports for any user in Communication Coach</p>		
STEP 3	MANAGEMENT	<p>1. Click "Management" in your main dashboard</p> <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>		
		<p>2. Here you can do the following:</p> <p>-Search for and edit the profile for any user -Change Coach assignment -Add new users -Delete users</p> <p>3. You can also import users:</p> <p>Simply follow the instructions on the right-hand image to import users in badges</p>		

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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> 	<p>LOGOUT</p> <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> 