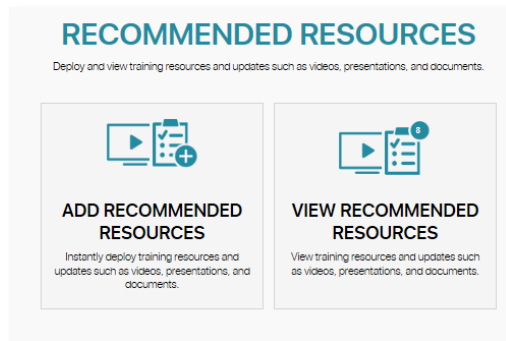» **How to add & view Recommended Resources? (Coaches and Super Coaches)**

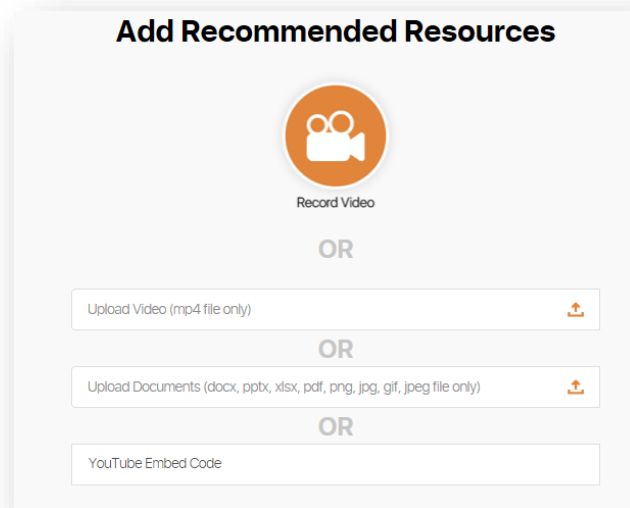|	
1. From your dashboard access "Recommended Resources." Here you can: - Add new resources - View current resources you have added for your learners to view - View resources by your Super Coach and company admin	**RECOMMENDED RESOURCES** Deploy and view training resources and updates such as videos, presentations, and documents. **ADD RECOMMENDED RESOURCES** Instantly deploy training resources and updates such as videos, presentations, and documents. **VIEW RECOMMENDED RESOURCES** View training resources and updates such as videos, presentations, and documents.
Add Recommended Resources You can easily add new resources by entering the file name in the appropriate field. For videos and other documents click on the upload arrow and find the document on your computer. - The top field is for video files - The top orange button is to record a video through the webcam - The middle field is for any other type of documents such as a Word document, PowerPoint presentation, PDF, JPEG, etc. - The bottom field is for YouTube embed codes	**Add Recommended Resources** Record Video OR Upload Video (mp4 file only) OR Upload Documents (docx, pptx, xlsx, pdf, png, jpg, gif, jpeg file only) OR YouTube Embed Code

**How to embed a YouTube Video:

- On a computer, go to the YouTube video you wish to embed
- Under the video, click Share
- Click Embed
- From the box that shows up, copy the HTML code and paste it in the third bar where it says "YouTube Embed Code"
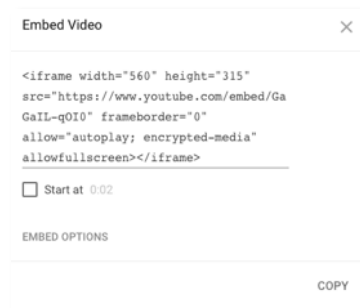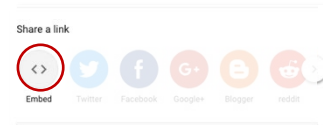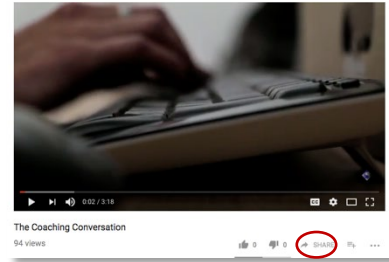
On the lower half of the screen enter the users you want to assign this resource to, the title and a brief description.

When you click on the down arrow in the Select Users field a list of all the users assigned to you will appear. You can Select All or individual users.

Note – remember to close this box once you have selected the user(s), so you can access the other two fields.

Once complete – click Submit to upload the new resource. A message will appear in the appropriate users' mailbox as well as in their email that a new resource has been added for their review.

Please note: only the company admin account can delete resources after they are uploaded

The Coaching Conversation
94 views

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```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/Ga
GaIL-qOI0" frameborder="0"
allow="autoplay; encrypted-media"
allowfullscreen></iframe>
```

☐ Start at 0:02

EMBED OPTIONS

                                    COPY

Select Users   ˅

Title

Description

SUBMIT

View Recommended Resources

This screen lets you see all the resources you have added. You will only see the resources you added or were added by the Administrator or your Super Coach for review by all users.

Recommended Resources

▶️ WINDOWS ON THE WORLD — Windows on the World for Cigna	▶️ TV DOCTORS OF AMERICA	REBEL — Cigna commercial - May 4th, 2018	▶️ TV DOCTORS OF AMERICA	BEDSIDE MANNER — TV Doctors of America	Bedside Manner Published on Apr 30, 2018
✅ REASONS WHY SUPERVISORS FAIL — A Few Reasons Why Supervisors / Managers / Leaders FAIL handout	▶️ CIGNA PODCAST - CDHP — Cigna Podcast - CDHP	▶️ CIGNA DEMO INTRODUCTION — Cigna Demo Introduction
✅ COMCOACHGO — comCOACHgo	✅ COMMUNICATION COACH — Communication Coach	