



TABLE OF CONTENTS

QuickStart	2
Manage Your Account	2
How to create a new account.....	2
How to login	3
How to edit account information	3
How to reset a password	3
Manage Courses	5
How to find a course from the home page	5
Complete Assignments	5
How to view an assignment	5
How to find assignment instructions and grading rubric.....	6
How to view an assignment video.....	6
How to add video to an assignment	7
How to delete a video from an assignment	9
Manage Comments	9
How to add comments to a video	9
How to read comments in an assignment	10
How to view Play-by-Play comments	11
Interact with your Community of Reflection and Practice (CORP) Group	12
How to leave feedback for your CORP group	12
Prepare Video for Upload	13
How to compress a video	13

QuickStart

Follow these steps to get up-and-running in the Coaching Companion. Refer to the in-depth topics in this guide for more information about completing your course assignments.

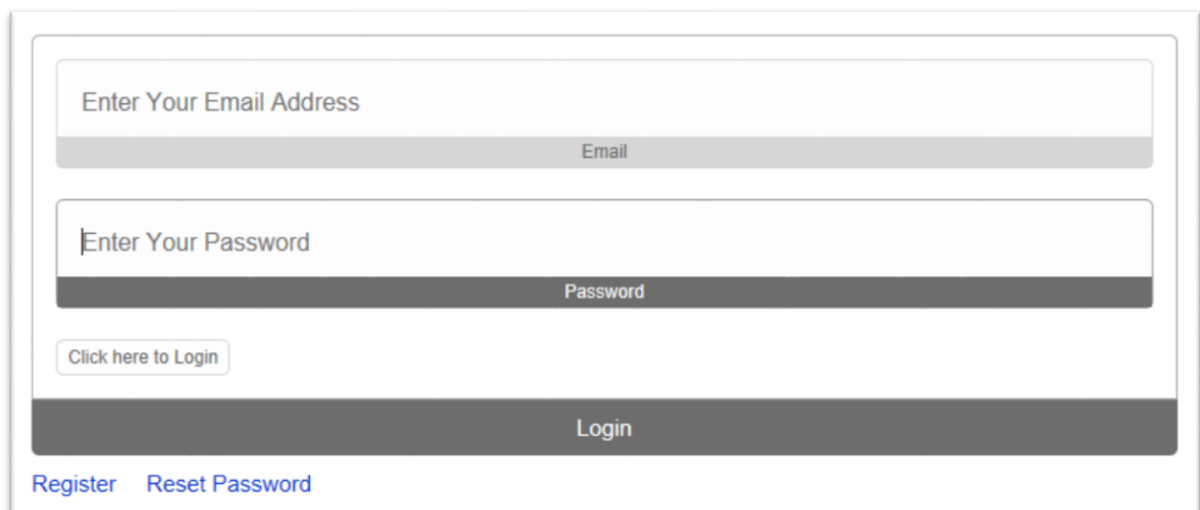
1. [Register](#) for an account.
2. [Login](#) to the Coaching Companion.
3. Go to your [Course home page](#)
4. Open your first assignment and [follow the instructions](#) to complete the assignment.
5. When prompted, [upload video](#) to your assignments.
6. Finish all assignments for your course.
7. If you have any questions, reach out to support@earlyedualliance.org. We're here to help.

[Back to Table of Contents](#)

Manage Your Account

How to create a new account

1. Navigate to the EarlyEdU Coaching Companion™ URL for your program location (e.g., www.location.earlyeducoach.org).
 - o If you don't know this URL, send an email info@earlyedualliance.org
2. Click **Register** in the lower left-hand corner.



Enter Your Email Address
Email

Enter Your Password
Password

Click here to Login

Login

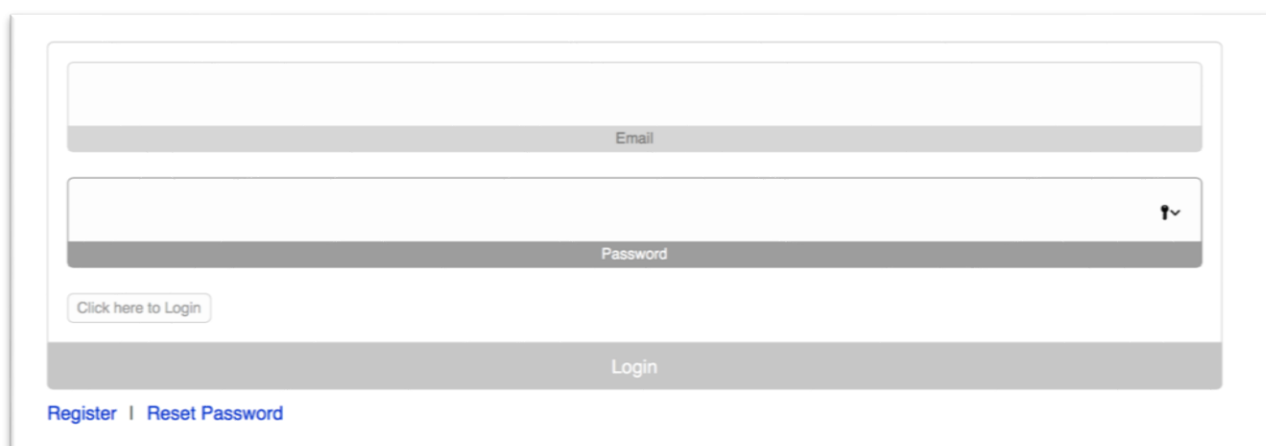
[Register](#) [Reset Password](#)

3. Enter the requested information in the form: First name, last name, e-mail, create a password, repeat password to confirm, institution.
4. Click the **Click Here to Complete Your Account Registration** button.

A confirmation email will be sent to your email account.

How to login

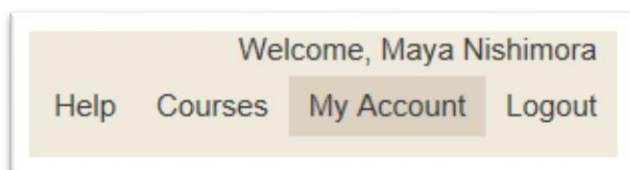
1. Go to the EarlyEdU Coaching Companion™ URL for your institution.
 - a. If you don't know this URL, send an email info@earlyedualliance.org
2. Enter the email address used to register the account.
3. Enter password that was emailed to you.
4. Click the **Click here to Login** button.



The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the 'Password' field is a 'Click here to Login' button. At the bottom of the form is a 'Login' button. Below the form are links for 'Register' and 'Reset Password'.

How to edit account information

1. [Login](#) to the EarlyEdU Coaching Companion™ URL.
2. Click **My Account** from the home page.



3. Edit the information in the form: email, first name, last name
4. Click the **Update** button

How to reset a password

1. Click **Reset Password** on the login page.

The image shows a login form with two input fields: "Email" and "Password". Below the "Password" field is a "Click here to Login" button. At the bottom of the form is a "Login" button. Below the form are two links: "Register" and "Reset Password".

2. Enter the email associated with your account.
 - a. If you do not know what email was used to create the account, send an email to info@earlyedualliance.org

The image shows a "Reset Your Password" form. It has a single input field labeled "Email". Below the field are two buttons: "Submit" and "Cancel". At the bottom of the form is a "Reset Your Password" button.

3. Click the **Submit** button. The system will send you an email with a temporary password.
4. Use the temporary password to login.
5. From the home page, click **My Account** on the main menu.

The image shows a user account menu. At the top, it says "Welcome, Maya Nishimora". Below this are four navigation links: "Help", "Courses", "My Account", and "Logout". The "My Account" link is highlighted with a dark background.

6. Click the **Update Password** bar.
7. Enter a new password in the **Enter New Password** field.

8. Enter the same password in the **Repeat New Password** field.
9. Click the **Update** button.

[Back to Table of Contents](#)

Manage Courses

How to find a course from the home page

1. [Login](#) to the Coaching Companion
2. Click on the **Click here to login** button.
3. All currently registered courses will show on the home page.
4. Click on the bar for the course you want to view.

[Back to Table of Contents](#)

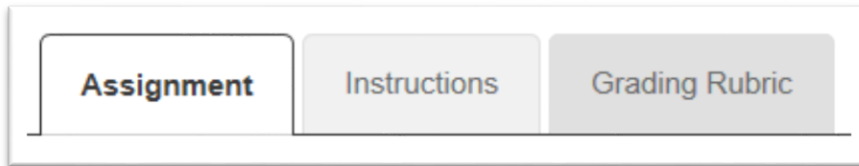
Complete Assignments

How to view an assignment

1. [Click the correct course](#) from the home page.
2. Click the **View** button next to the assignment to open the assignment page.

	Assignment	Completed	Open Date	Due Date	Close Date	Points	Grade
View	Create a Baseline Video	Yes	11/27/2018	01/18/2019	01/31/2019	N/A	

3. The assignment will open in the **Assignment** tab. You can click the **Instructions** tab to understand what tasks you need to complete.

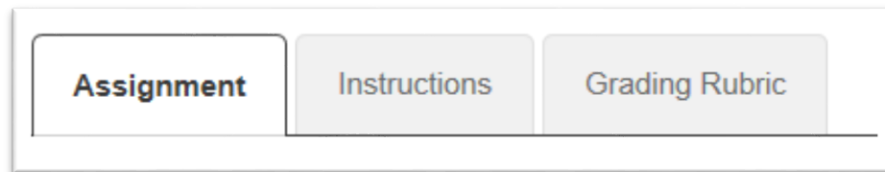


How to find assignment instructions and grading rubric

1. [Click the correct course](#) from the home page.
2. Click the **View** button next to the assignment to open the assignment page.

	Assignment	Completed	Open Date	Due Date	Close Date	Points	Grade
View	Create a Baseline Video	Yes	11/27/2018	01/18/2019	01/31/2019	N/A	

3. Click on either the **Instructions** tab or the **Grading Rubric** tab to see assignment information.



How to view an assignment video

1. [Open the assignment](#) that you would like to add video to

	Assignment	Completed	Open Date	Due Date	Close Date	Points	Grade
View	Create a Baseline Video	Yes	11/27/2018	01/18/2019	01/31/2019	N/A	

2. When you can see the video on the page, click the play icon in the video frame to start playback.

Art Table SUBS

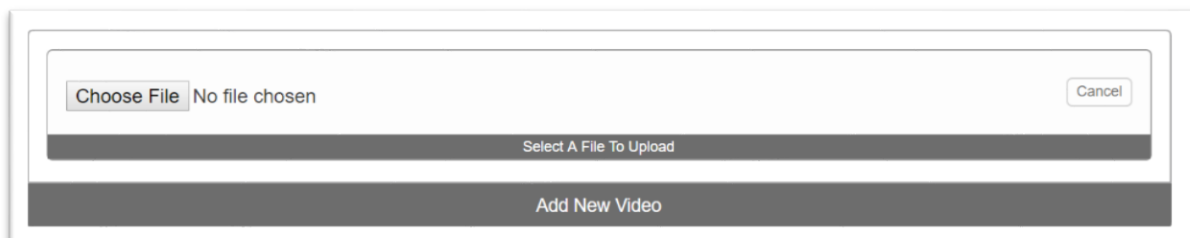


How to add video to an assignment

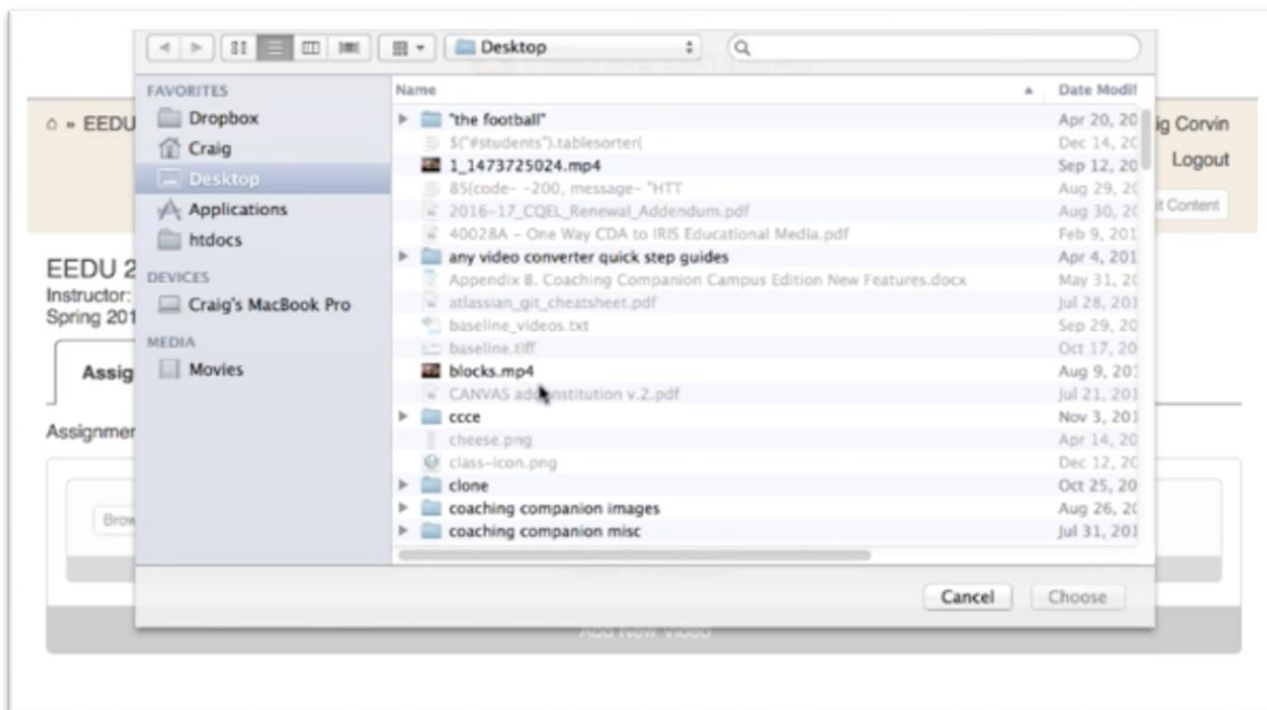
1. If your video is over 500 MB, follow the instructions to [Compress Your Video](#) before uploading to EarlyEdU Coaching Companion™.
2. [Open the assignment](#) that you would like to add video to
3. Click **View** next to the correct assignment.

View	A Coachable Moment	Yes	11/27/2018	12/01/2018	01/31/2019	100	
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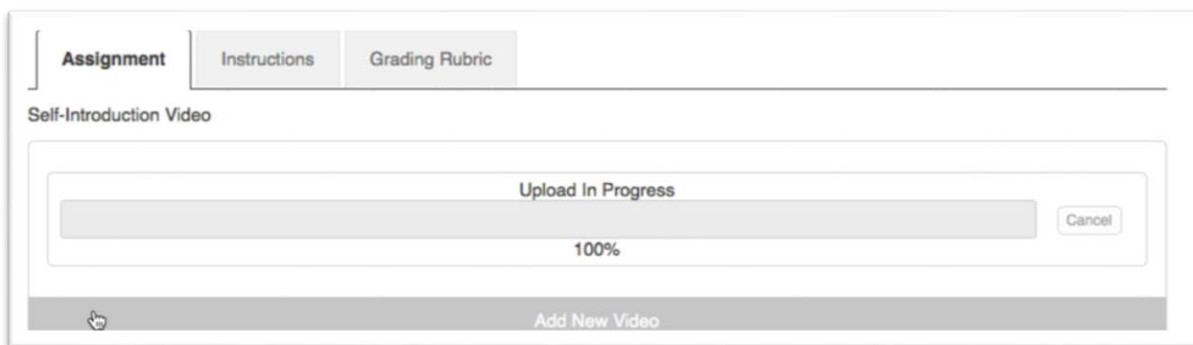
4. Click the **Add New Media** bar.



5. Click the **Choose File** button and then choose a video from the file manager (this will look different depending on the device from which you are uploading a video). Click the **Choose** button (or other button specific to your operating system) to close the file manager.



6. Enter a title for the video in the text box.
7. Click **Upload**. A progress bar will show the status of the video upload.



8. After uploading, the video will be encoded (the process may take up to an hour.) During this time, **do not close the browser window**. It is important to verify that the video has encoded before closing the browser completely.



This video has been successfully uploaded and is now being encoded, which may take several minutes.

9. Review the file when the encoding is completed.
10. Rotate the image, if necessary, by clicking the **Rotate** button.
11. Click the **Add Comments** bar to add text
12. Click the **Add Comment** button

How to delete a video from an assignment

1. Click the correct course bar on the home page.
2. Click the **View** button next to the assignment that contains the video you want to delete.
3. Click the **edit** (pencil) icon at the top left of the video.

Title
Art Table SUBS

Order Number
1

Update Cancel Delete

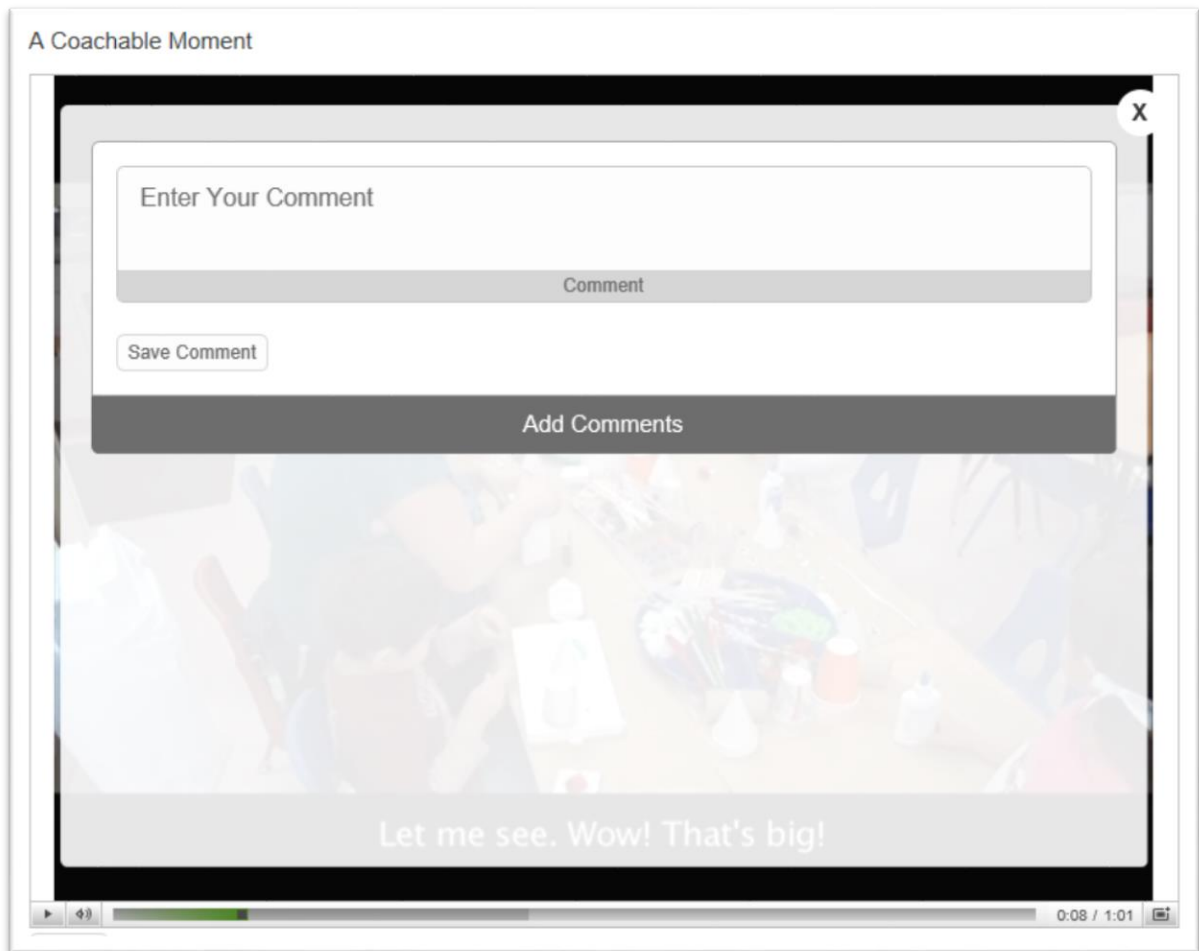
4. Click the **Delete** button at the bottom right of the form.

[Back to Table of Contents](#)

Manage Comments

How to add comments to a video

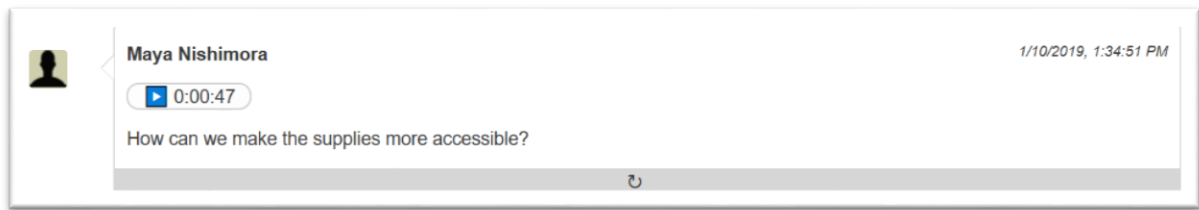
1. [Open the assignment](#) that contains the video to which you want to add comments.
2. To add a timestamped comment, click directly on the video at the time you want to add the comment. The video will pause and display the comments form.



3. Enter your comment and then click the **Save Comment** button.
4. To enter a general comment, scroll below the video and click the **Add Comments** bar.
5. Enter your comment in the form that appears and then click the **Save Comment** button.

How to read comments in an assignment

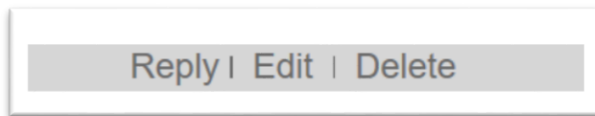
1. [Open the assignment](#) where you'd like to review comments.
2. Scroll past the video to see all comments added to the video.
3. Comments that are linked to a time in the video will display a timestamp. Click on the timestamp to start the video at the correlating time.



4. When the video is first displayed, there is a **refresh icon** at the bottom.



5. Click this icon to display the options to **Reply | Edit | Delete**.

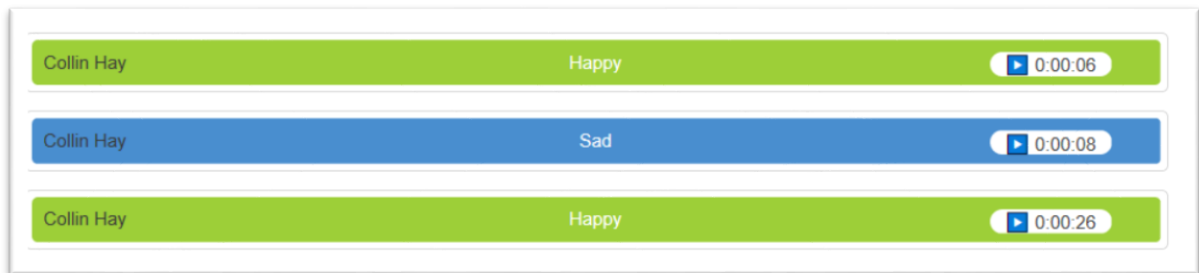


6. Click **Reply** to add a comment to an existing comment.
7. Click **Edit** to change the text of your comment.
8. Click **Delete** to delete your comment.

How to view Play-by-Play comments

Play-by-Play assignments allow your Instructor to tag your video with discrete tags known as **Interactions**. This is a quick way for your Instructor to provide feedback on specific actions or attributes in your video. A Play-by-Play Interaction shows up in the comments area, however it has a different look than a generic comment. The interaction will be tagged with a word or a phrase that your Instructor is looking for in your video, as well as an associated color.

1. [Complete a Play-by-Play assignment](#), noting the type of interactions your Instructor would like to see and creating a video where you display these types of interactions.
2. After your Instructor has finished reviewing your assignment, open the assignment and scroll to comment area. Note the interactions your Instructor has used to tag your video.



3. Click on the timestamp to open the video to the point that your Instructor tagged with this interaction.

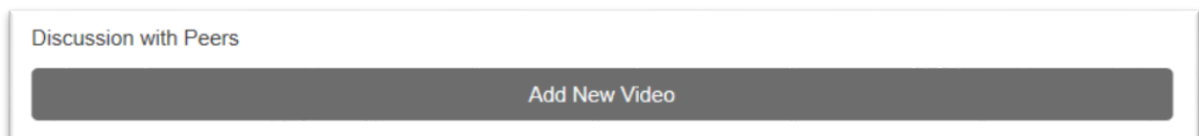
[Back to Table of Contents](#)

Interact with your Community of Reflection and Practice (CORP) Group

Being of member of a CORP group allows you to practice giving and receiving feedback to a small group of your peers. There are a few things to understand about the CORP assignments that will help you in these interactions.

How to leave feedback for your CORP group

1. Open a Community of Reflection and Practice assignment.
2. Click the **Add a New Video** bar and then follow instructions to [add a video](#) to the assignment.



3. Review the list of the members of your CORP group. Students who have completed a video upload for the course will have a small dot next to their name.



4. Click on one of the named bars showing the video uploaded icon, and watch the video.
5. Leave feedback by [adding comments](#) to the video, and responding to other comments.

[Back to Table of Contents](#)

Prepare Video for Upload

There are many factors to consider when recording video to produce the highest quality media. Review the [Video Recording Guide](#) to learn some best practices for creating your videos.

How to compress a video

Video files over 500 MB must be compressed before uploading to the EarlyEdU Coaching Companion™.

We suggest using **Handbrake** to compress video files.

1. Download **Handbrake** (<https://handbrake.fr>).
2. Click on the download button on the home page, and then follow the download and installation instructions.
3. Compress your video
 - a. [Video Compression for PC](#)
 - b. [Video Compression for Mac](#)

[Back to Table of Contents](#)