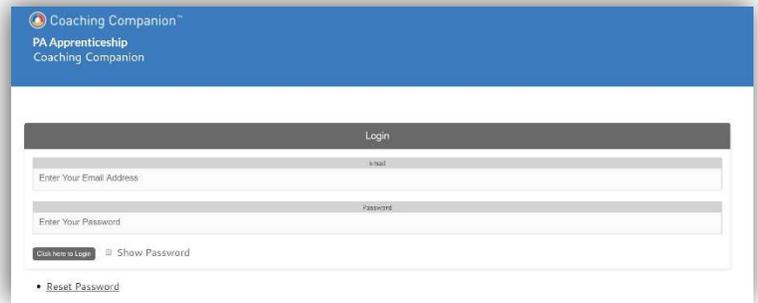


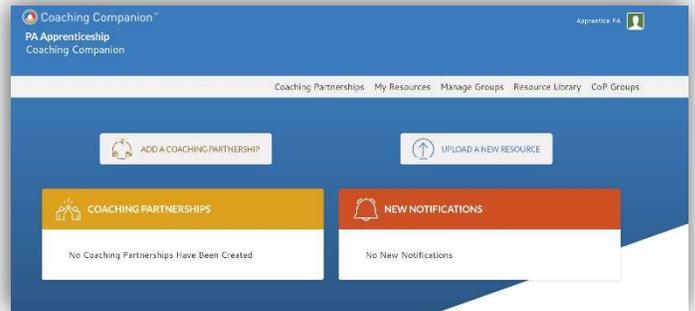
Getting Started in the Coaching Companion

Site Name: **PAApprenticeship-coachingcompanion.org**

1. Log in using your username (your email) and password (that you created when you set up your account). *You can reset it by clicking on the reset password button on the login page.*

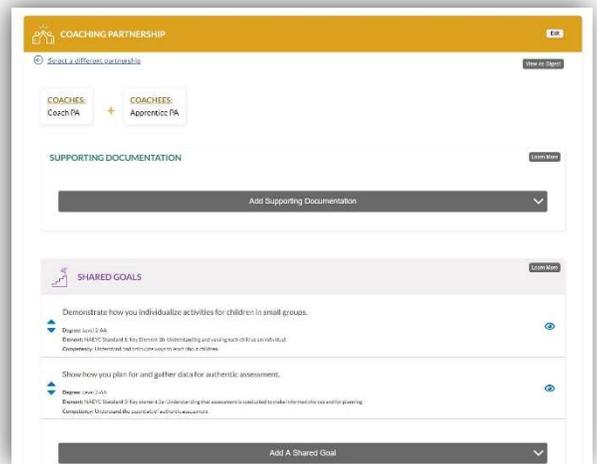


2. Once you log in, you will find the home page. The home page shows your coaching partnerships and notifications. You can explore the Resource Library and upload media to My Resources from the home page.

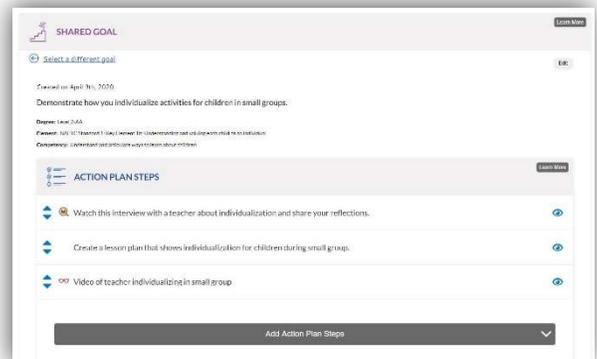


3. Click on the Coaching Partnership that you want to work in. If the Coaching Partnership hasn't been established yet, you can create a Coaching Partnership by clicking on the Add a Coaching Partnership box. You may add anyone that is in your default group to a partnership.

4. Once in the Coaching Partnership, click on the Shared Goal that has been created for you (or create a goal). Each goal is associated with a NAEYC element and competency. Completed goals will be marked with a green circle with a check inside of it. The Coach will complete goals at the beginning, progressing or mastery level.

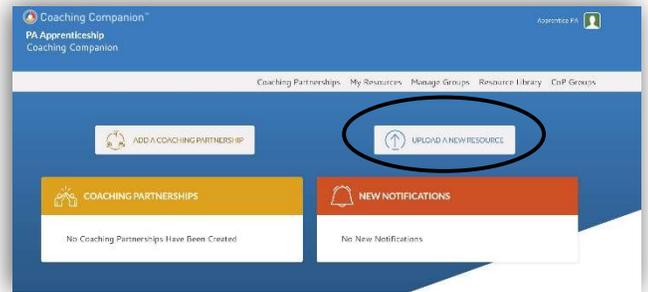


5. Click on the Action Plan Step that you want to explore. There may be suggestions of how to respond to the Action Plan Resource.



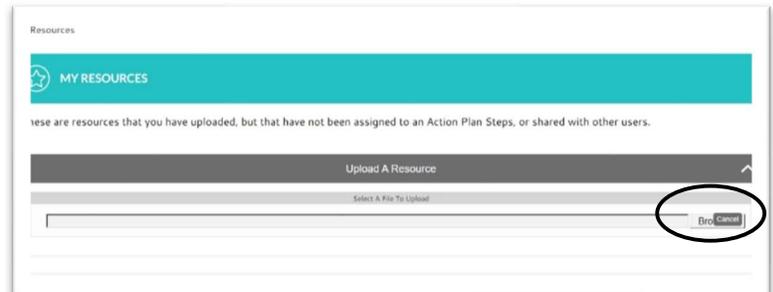
Uploading Resources

You can upload resources to the Coaching Companion in several ways. The easiest way to your documentation of competencies organized is to upload from the home page of the Coaching Companion site. This will save all of your uploads to your My Resources. You can add any resource in your My Resources to an Action Plan Step.

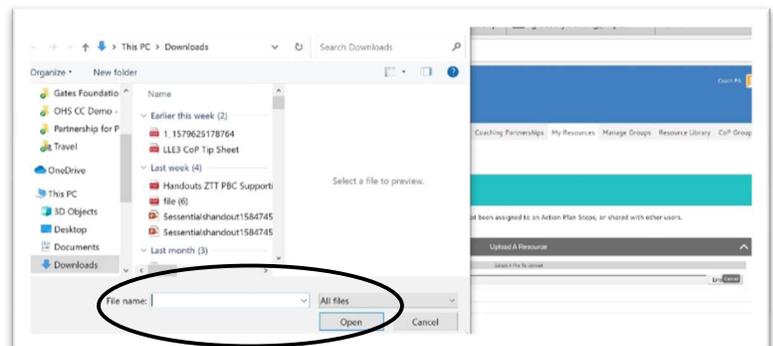


To upload (follow these steps for all uploads to the Coaching Companion site), select the Upload button.

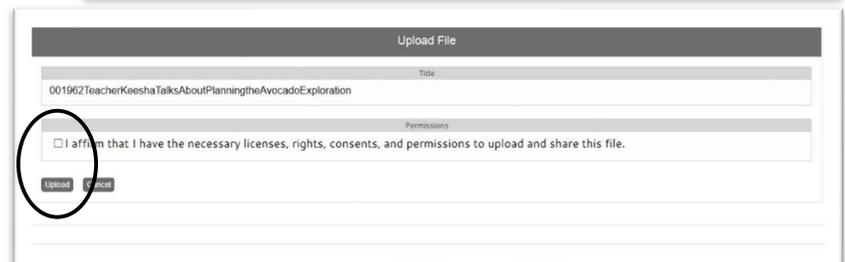
1. You will be asked to Select a File to Upload. Browse from your computer, tablet or phone library (whatever device you are connected through).



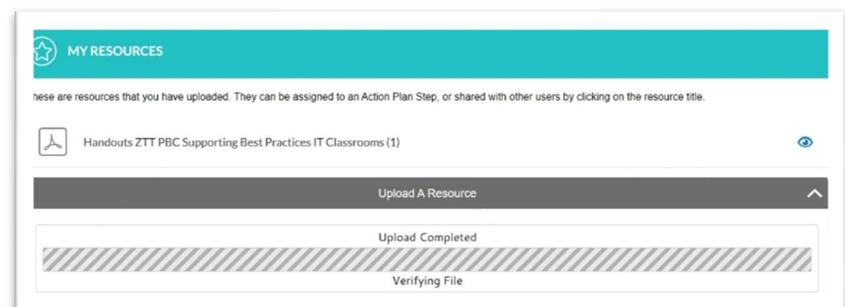
2. Select the item you want to upload and click **open**.



3. Click the box that **affirms that you have the rights to share the file** and click **Upload**.



4. The item you are uploading will upload and be verified. Videos will be encoded so that they are stored securely on the site.



5. Click the **edit** button if you want to rename any items or add a tag to organize the items further.

