



Getting Started

media-x
Powerfully Simple

Getting Started with iCoach

To log into iCoach, use your browser and enter the URL for your jurisdiction:

This will bring you to the login screen (Fig 1) where you enter your username and password. The initial password is 123abc.



North Carolina

Username:

Password:

Figure 1 - The login screen

Your login will bring you to the opening screen where you should first change your password to something that will keep your account private. You do this by selecting Tools (Fig. 2), and then 'Profile' (Fig.3)



Figure 2 - Selecting 'Tools'

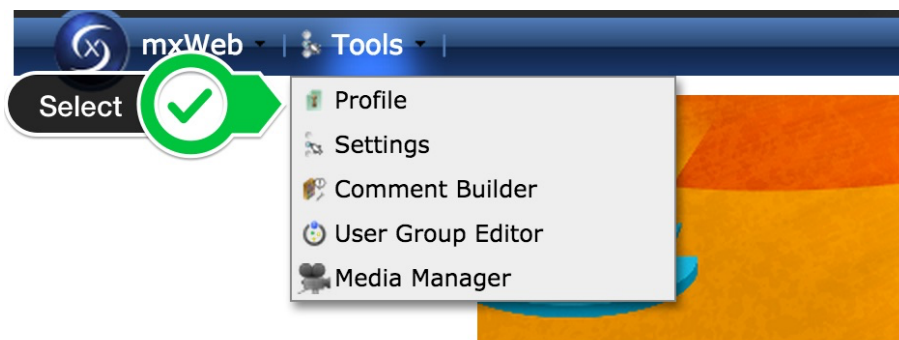


Figure 3 - Selecting 'Profile'

When the Profile screen opens up select 'Change Password' (Fig. 4)

To change your password, first enter the old one (123abc), and then enter your new one and enter it a second time to confirm. Then 'Save' your new password.

Also notice that the Profile screen has the connections settings for iCoach on an iPhone or iPad.

When you are done changing your password select 'Profile'

which is at the top of the screen, and then 'My Products' and finally 'iCoach' (Fig 5).

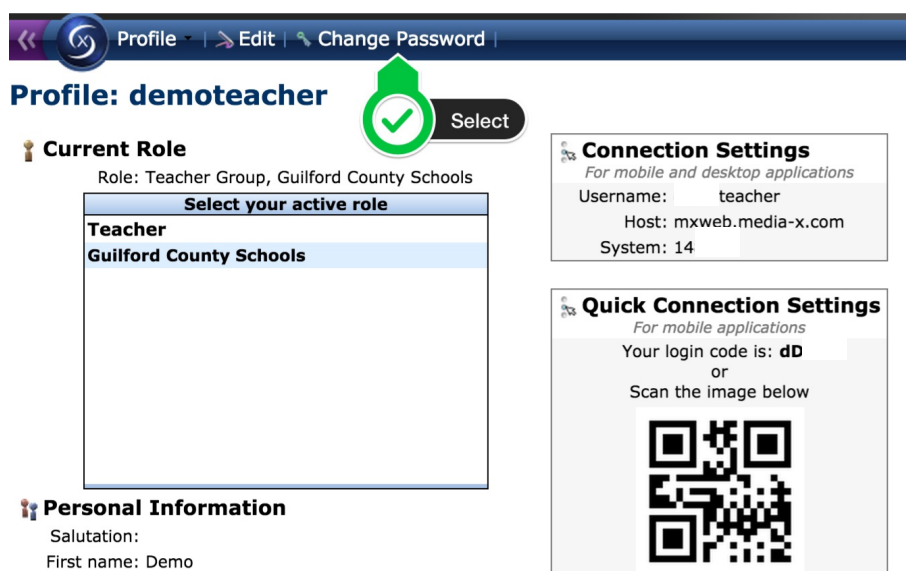


Figure 4 - The Profile Screen

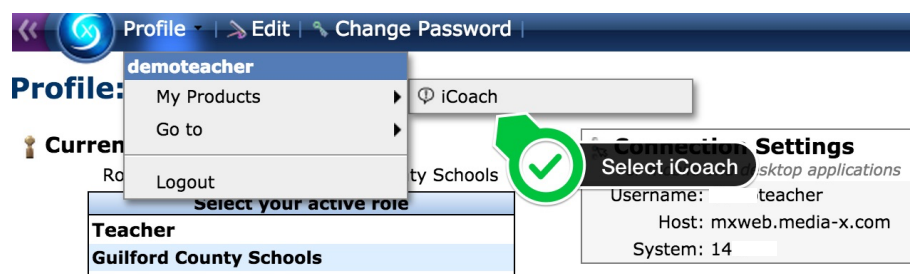


Figure 5 - Selecting iCoach

Normally when you login, you will select **iCoach** as you see it in Figure 2 and you will be taken to the iCoach Home Screen (Fig 6).

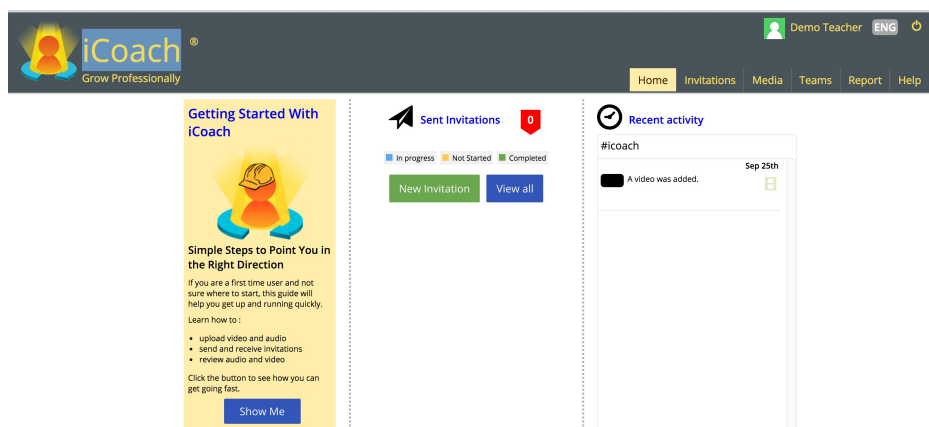


Figure 6 - The iCoach Home Screen

Before you can use iCoach, you need to have at least one video in your video library. To get videos in your library you can use the iCoach app for iPhones or iPads, which will automatically upload your videos to your library (of course the app requires the settings mentioned above, or you can take videos from any source and upload them from your computer.

To get to your media library and upload videos, you select ‘Media’ from the iCoach home screen (Fig. 7)

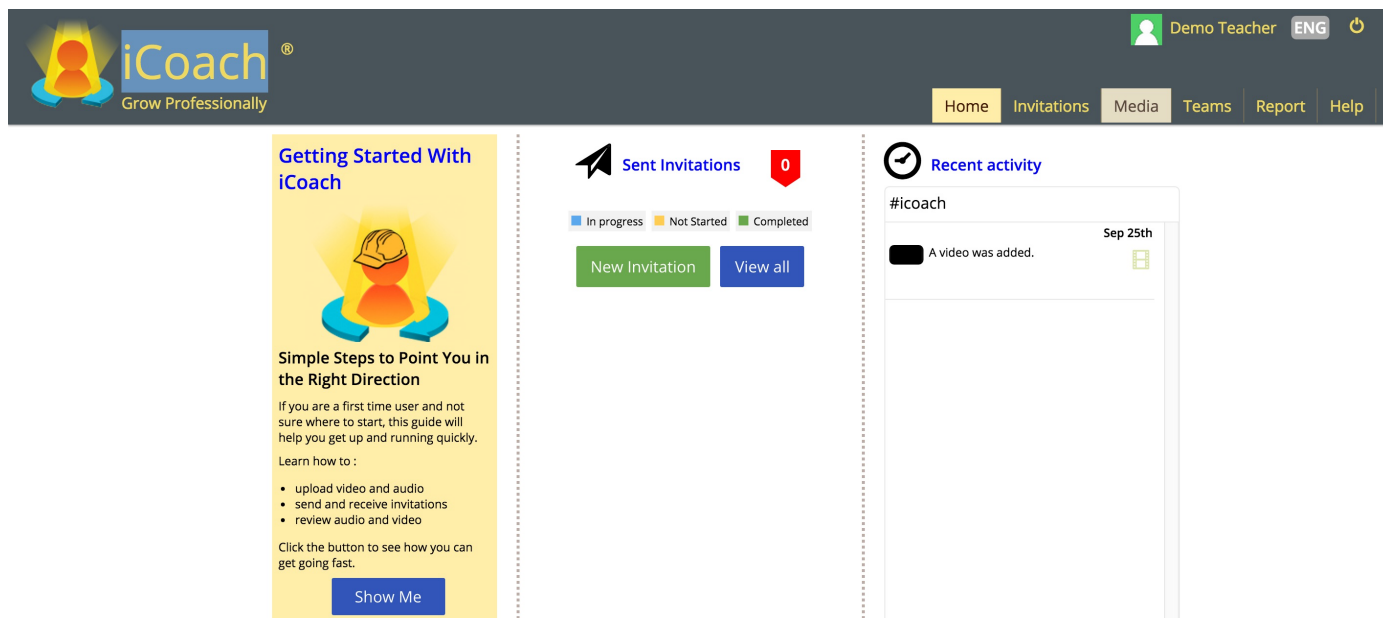


Figure 7 - Selecting ‘Media’

If videos were uploaded from your iPhone/iPad **iCoach** app they will be seen in your library (Fig. 8). To add videos from your **Media Library**, either drag them into the **upload box**, or click in that box and navigate to the area on your computer where the video would be located.

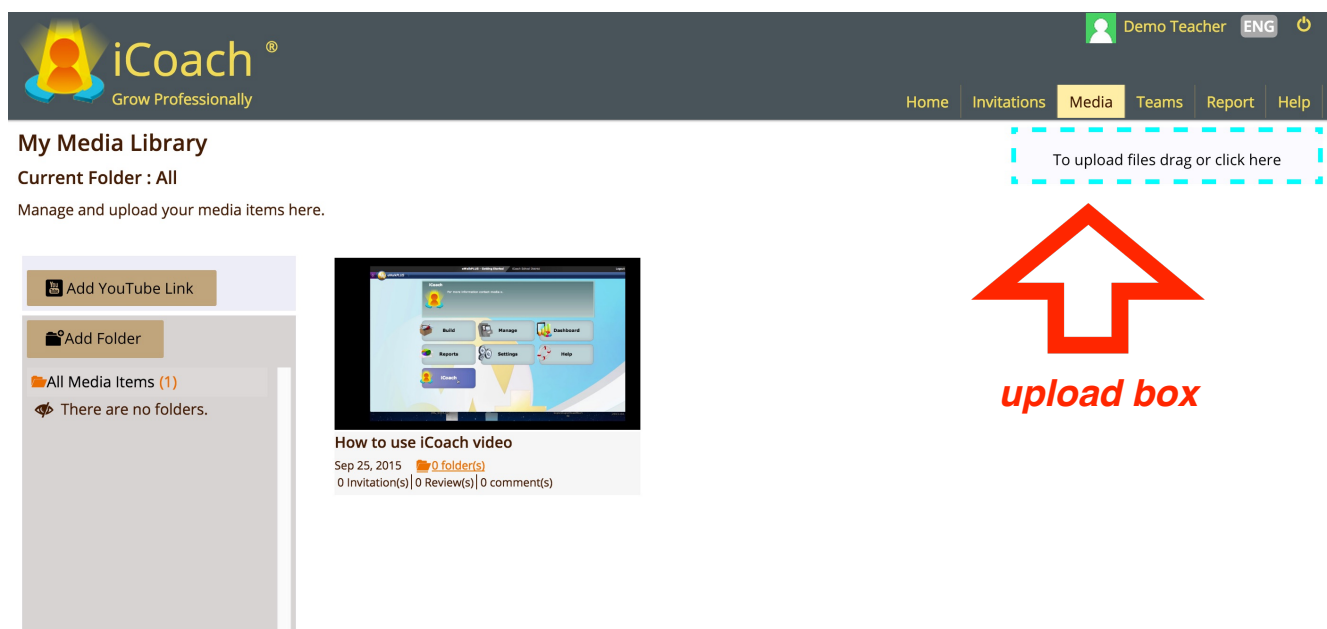


Figure 8 - The ‘Media’ Screen’

When a video is uploaded it needs to be converted for ‘web playing’ a process called ‘transcoding’. This can take several minutes and while this is occurring, the video will appear as in figure 9. You do not have to be using iCoach and so you can quit the application and return to iCoach later. When the transcoding is complete the image will change from a clock to an image of your video.

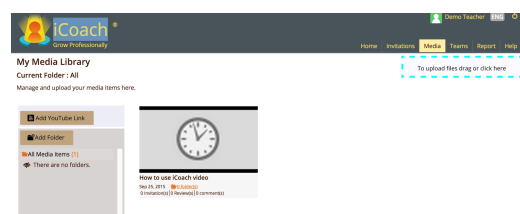


Figure 9 - Video being ‘transcoded’

Inviting others to give you feedback

To get feedback (or for self-reflection) based on a video you select '**Invitations**' to get to the **Invitations Screen**. (Fig. 10)

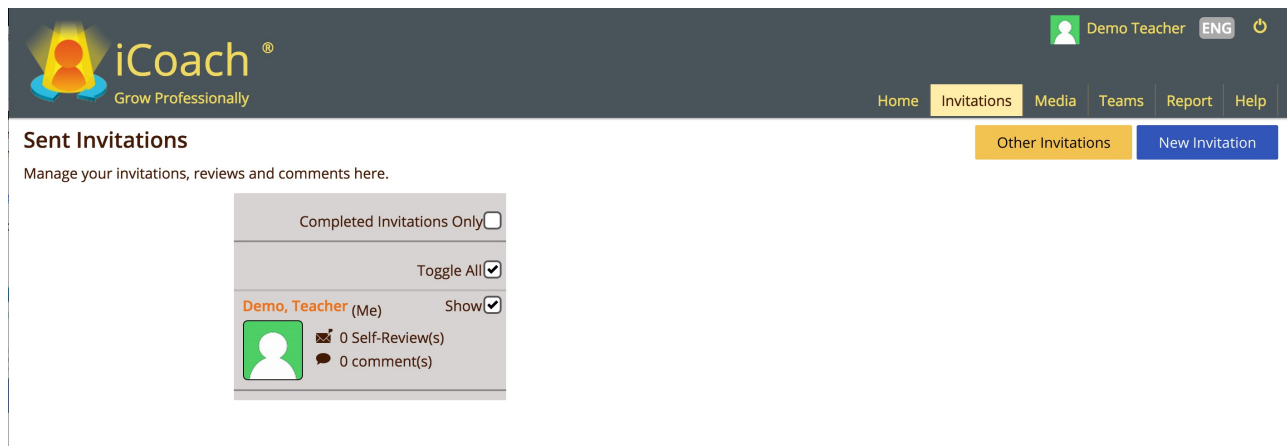


Figure 10 - The Invitations Screen

Until you have sent invitations and received feedback the grey box will not display any results. To solicit feedback or do a self-review you select the blue '**New Invitation**' button which will bring up the 'New Invitation Screen' (Fig. 11)

There are 10 steps involved in sending an invitation and for the most part they are quite straight forward.

If you select a self-review in step 2, you will not be sending an invitation to anyone but will be able to view your video and comment on it. Otherwise select someone from the list of those whom you can invite OR click on Add Contact to enter someone's email address so they can receive your invitation

Step 3 will let you attach a template if you wish to provide one.

Figure 11 - The New Invitation Screen

Step 9 lets you block the reviewer from looking at the review once they have completed it and Step 10 lets you edit the **sentiments** that the reviewer will use when providing feedback. When you select 'Continue' at the bottom of the screen, the invitation will be sent., or in the case of a self-review you will be able to play your video.

The recipients of your invitations will get an email similar to Figure 12.

When a reviewer clicks on the provided link in the email (Fig.13) they will be able to play your video, use the sentiment buttons you have provided and attach comments to the time-line of the video.

If you have provided a template, they will see the template beside the video and pause or rewind the video and enter comments and also fill in the template.

You can invite anyone who has an account in your jurisdiction, anyone else for whom you have an email address or a group of contacts who are part of a **team**.

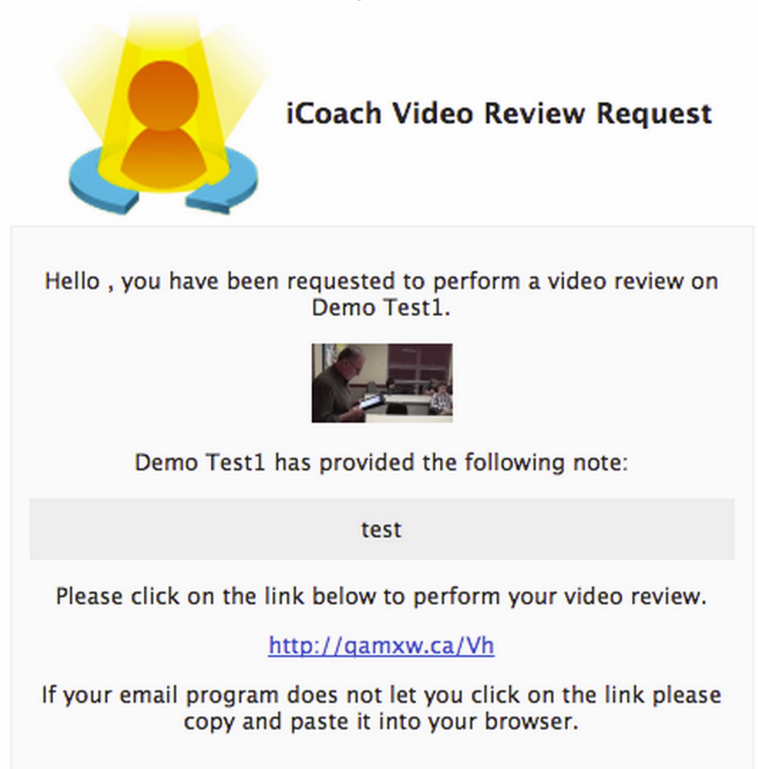


Figure 12 - An emailed invitation

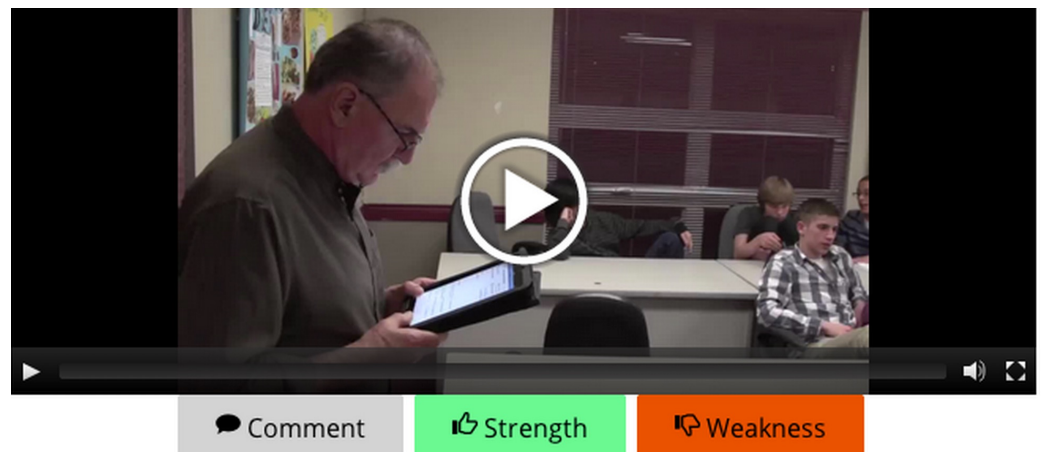


Figure 13 - Reviewing a video

Building a Team

Selecting '**Teams**' produces the Team Screen (Fig. 14). With this you can create a group of contacts (a Team) whom you can select to review your video and send an invitation to a 'Team' actually sends each of the members an individual invitation to review the video.

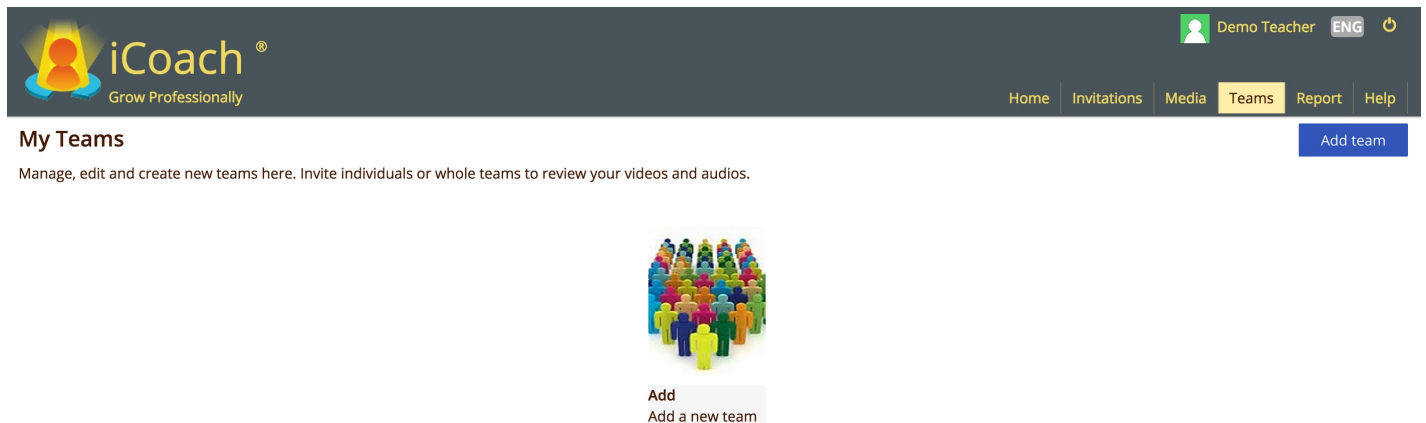





Figure 14 - Reviewing a video

Selecting the 'Add' button will let you name the team (Fig. 15) , describe it and give it an image which you select from your computer (be sure you have an image before creating a team). Figure 16 shows a team with completed details.

The screenshot shows the iCoach 'Team Builder' screen. The header is the same as in Figure 14. Below the header, the title 'Team Builder' is followed by the subtitle 'Edit your team's details here.' The main content area is titled 'Team details' and contains three form fields: 1. 'Name:' with a text input field containing 'Name of your team'. 2. 'Description :' with a larger text area containing 'Describe for your team'. 3. 'Icon :' with a 'Choose File' button and the text 'No file chosen'. Below these fields, the text 'IMAGE NEEDED' is displayed in large, bold, black capital letters. At the bottom of the form, there are three buttons: 'Reset Image' (light blue), 'Cancel' (red), and 'Continue' (dark blue).

Figure 15 - Editing Team details team



 Demo Teacher
ENG


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Team Builder


Edit your team's details here.

Team details

1. Name:
My Math Team

2. Description :
The Math Department


3. Icon : Choose File flipping-panc...26516767.jpg





Reset Image Cancel Continue

Figure 16 - Completed team details

Selecting '**Continue**' will let you add team members (Fig. 17).



 Demo Teacher
ENG


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Team Builder

Add and remove team members here.

Team Members

Remove all

Available Members


Filter

- GC! Ermin
Teacher
(Hullford County Schools)
- GC! n, William
Teacher
(Hullford County Schools)
- GC! d, Almbreia
Teacher
(Hullford County Schools)
- GC! ell, Rhonda
Teacher
(Hullford County Schools)
- GC! Il, Sydney
Teacher
(Hullford County Schools)

Add all



Figure 17 - Adding members to a team

Selecting 'Done' (Fig. 17) will complete the team as shown in figure 18. You now can invite all the members in the team with a single invitation selection as the team will be in your list of contacts.



My Teams

Manage, edit and create new teams here. Invite individuals or whole teams to review your videos and audios.

My Math Team
The Math
Department

Add
Add a new team

Figure 18 - A completed team