iCoach®

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.
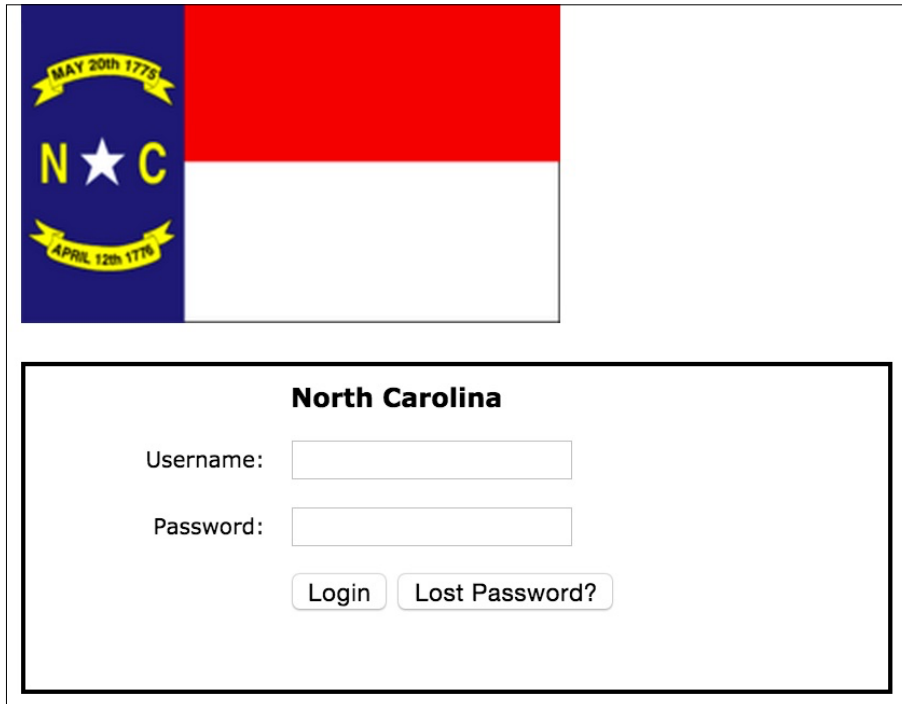

Figure 1 - The login screen

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)
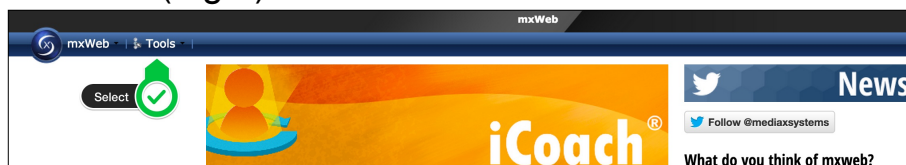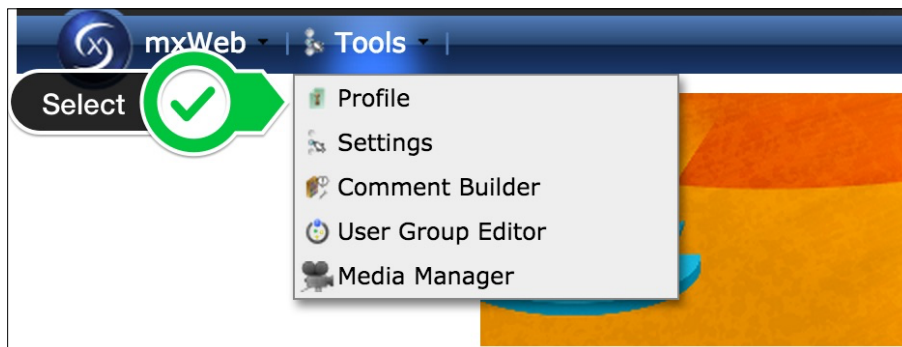

Figure 2 - Selecting 'Tools'

Figure 3 - Selecting 'Profile'

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

To chane 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'

Figure 4 - The Profile Screen

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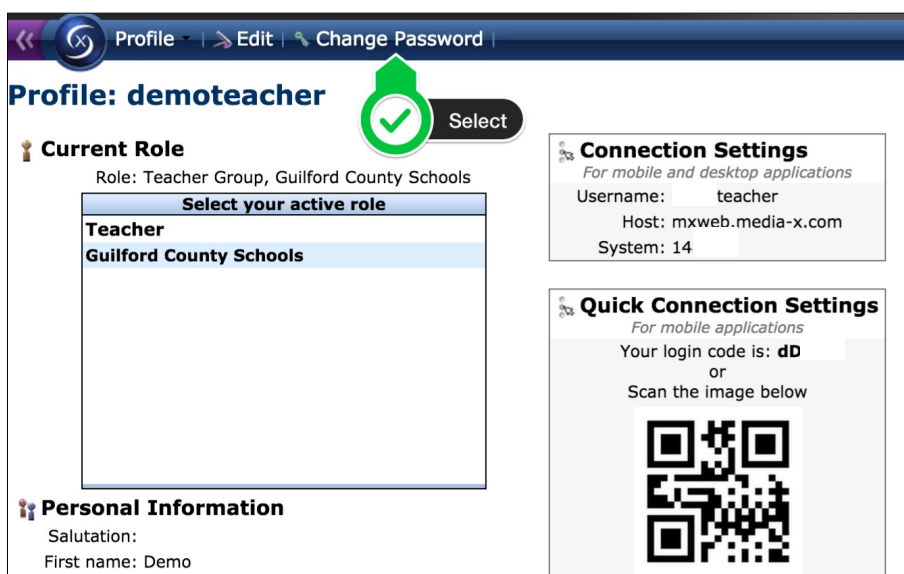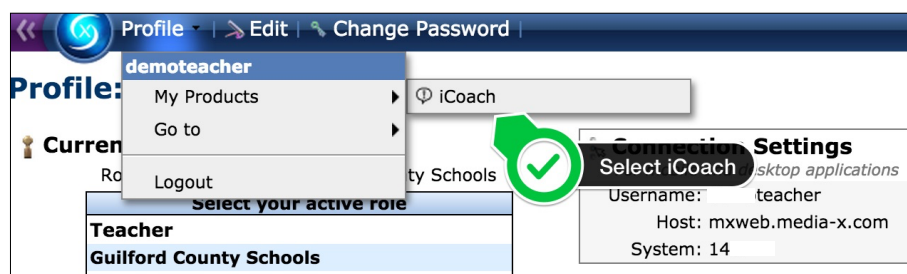

Figure 5 - Selecting iCoach

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).
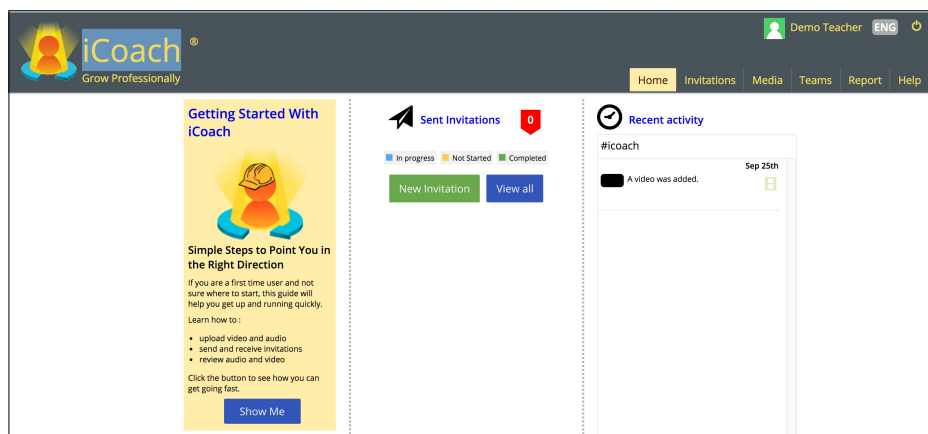

Figure 6 - The iCoach Home Screen

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)
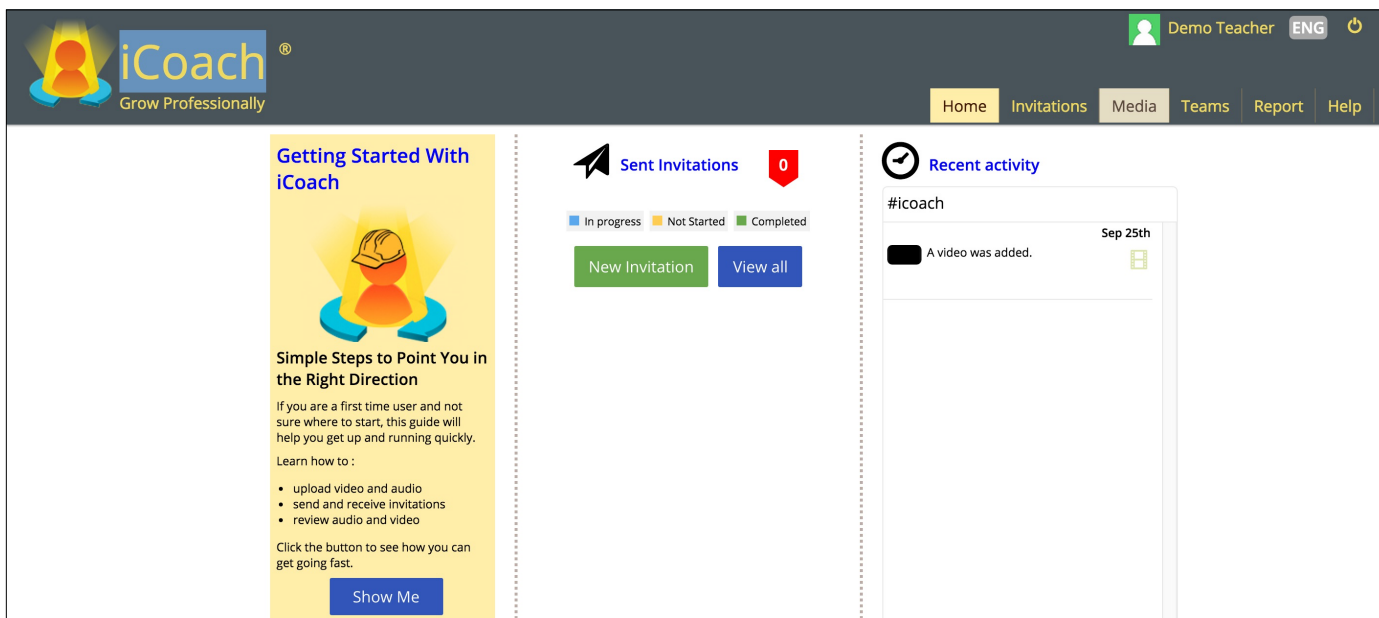

Figure 7 - Selecting 'Media'

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 itno the *upload box*, or click in that box and navigate to the area on your computer where the video would be located.
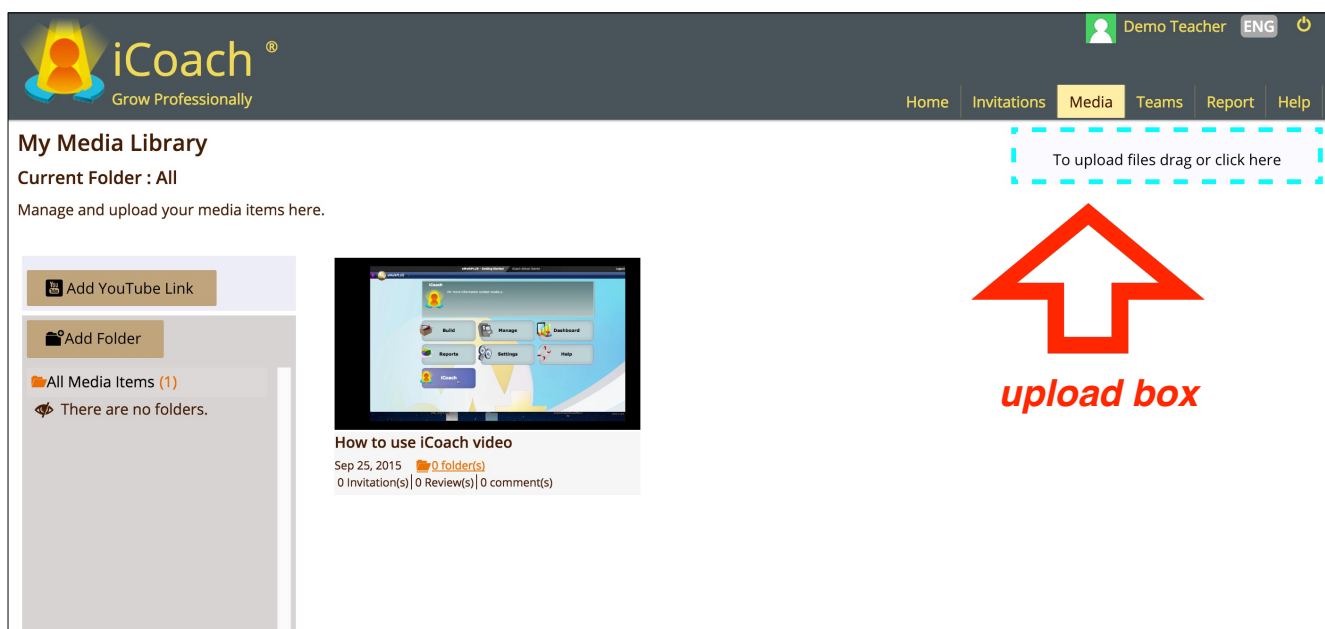

Figure 8 - The 'Media' Screen'

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.
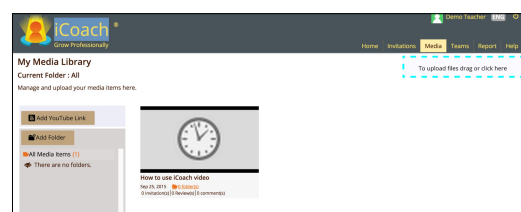

Figure 9 - Video being 'transcoded'

Inviting others to give you feedback

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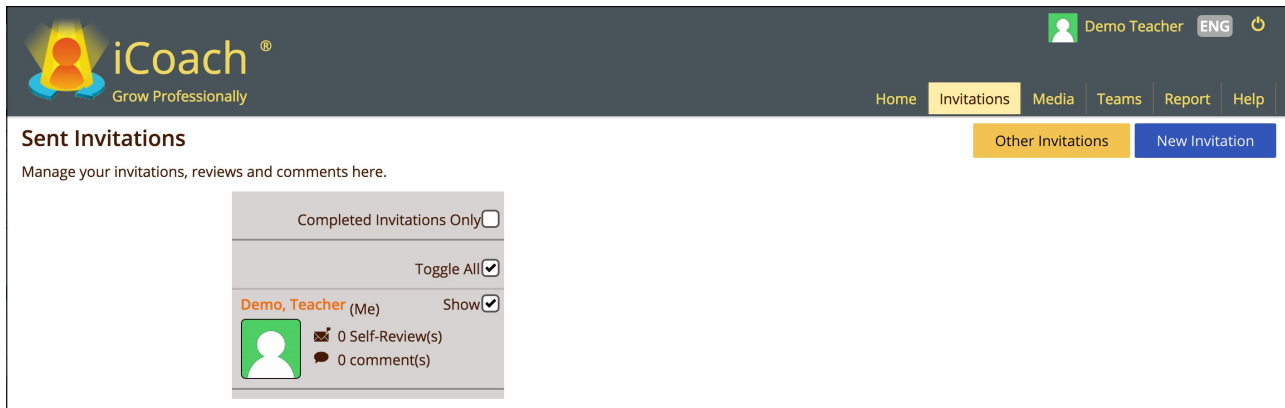

Figure 10 - The Invitations Screen

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 bit 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**.

iCoach Review Request

Hello , you have been requested to perform a review on J Smith.

J Smith has provided the following note:

Please review my Spanish lesson

Please click on the link below to perform your review.

http://mxw.ca/1nR

If your email program does not let you click on the link please copy and paste it into your browser.
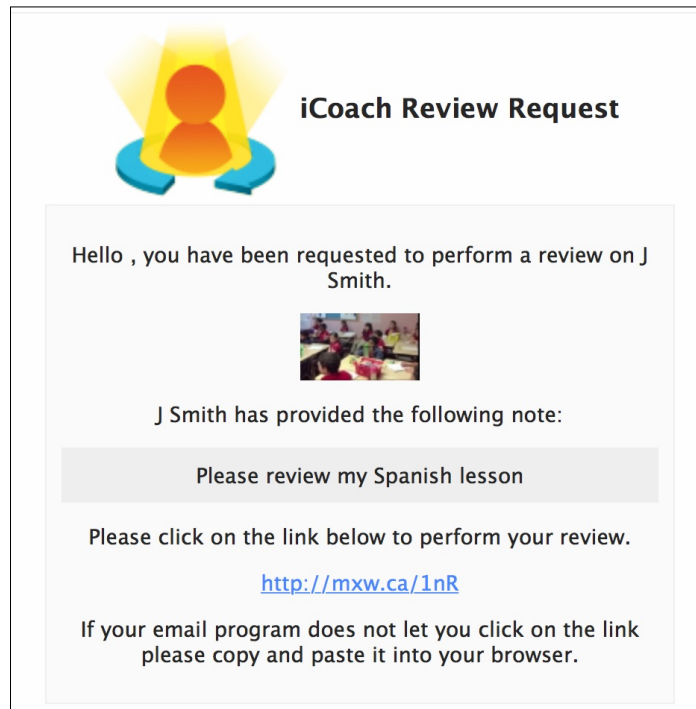
Figure 12 - An emailed invitation
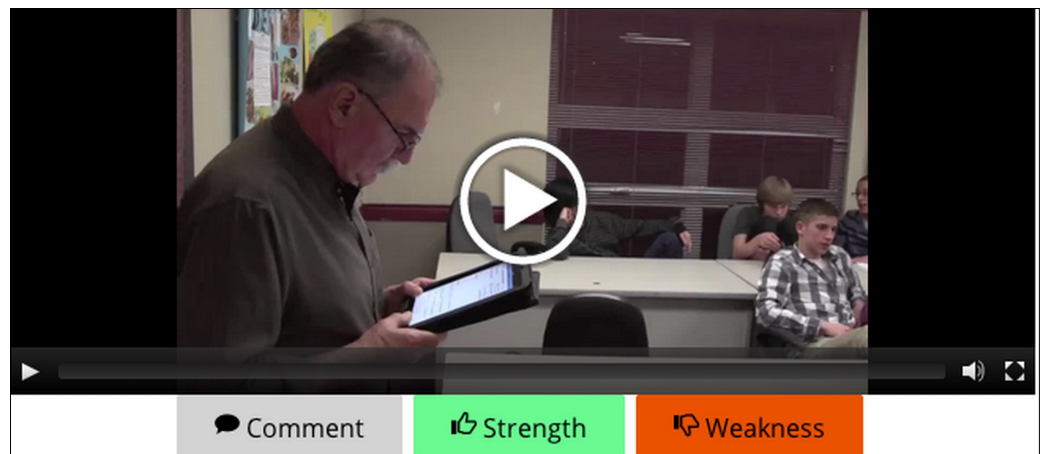
Figure 13 - Reviewing a video

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.
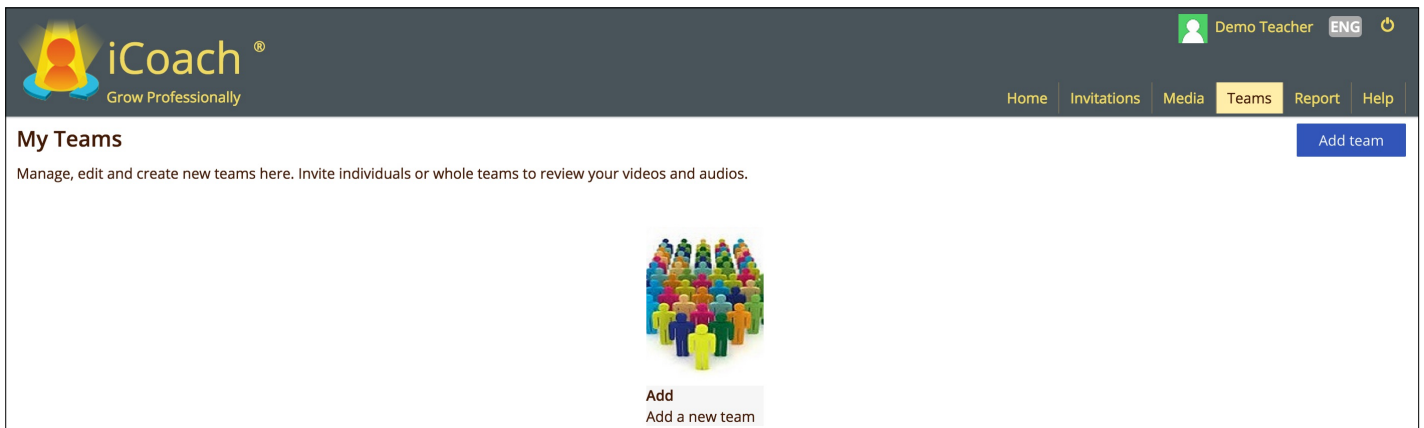
Figure 14 - Reviewing a video

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.

Figure 15 - Editing Team details team

Figure 16 - Completed team details

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

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.

Figure 18 - A completed team

How reviewers respond to your invitations

When someone receives your invitation to review a video (Fig. 19) and clicks on the link, they are asked to login (Fig. 20) if they have an account in your jurisdiction, or if an email contact, they will be logged in automatically. Once logged in, the reviewer can provide feedback using the sentiments you provided and if you provided a template, the reviewer can record their observations using it (Fig. 21). When the reviewer wishes to stop the review they have 3 choices with are at the top right of their screen:

Figure 18 - An invitation

Save Review: Saves the review and allows the review to be completed at a later time and which also lets the teacher who sent the invitation see what has been recorded so far.

Lock Review: Toggles between ***Lock*** and ***Unlock*** (both selections save the review). If Lock is selected , the teacher who sent the invitation cannot see what has been recorded,

Figure 20 - Responding to an

Complete Review: Saves the review and the teacher who sent the review can see what was recorded ***(Lock Review*** does not apply). No further changes can be made by the reviewer
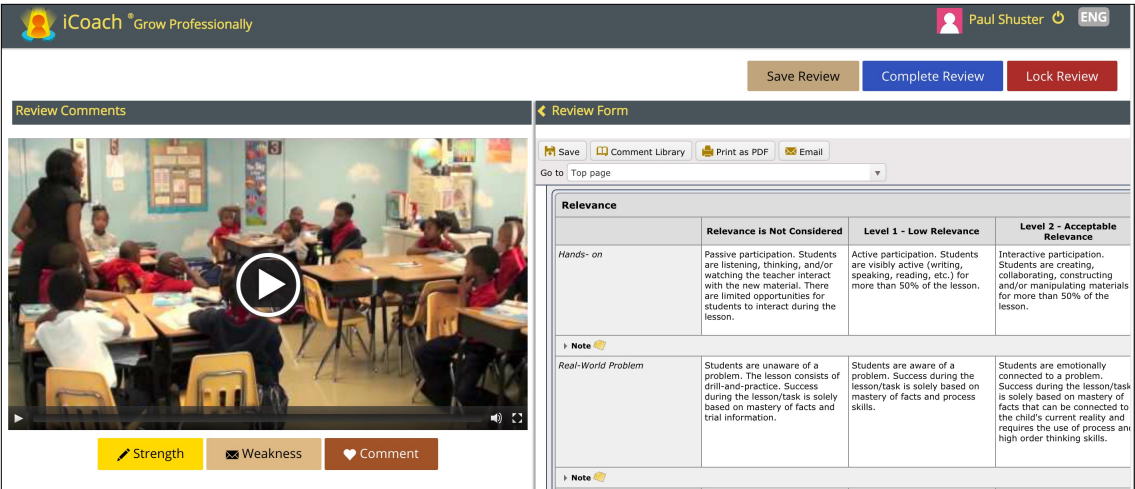
Figure 21 - Reviewing a video

Reviewers leave the review by selecting the Logout button beside their name (Top right of Figure 21).

Viewing the reviews of your videos

When those whom you sent invitations to **save** their reviews but do not **lock** them, you will be able to see the feedback and/or ratings and when they have completed their reviews you will also be able to see their feedback. Figure 22 shows how you can reply to an observer's comment.

Figure 22 - Replying to a comment