



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.

The image shows the login screen for iCoach in North Carolina. At the top left is the North Carolina state flag. Below it, the text "North Carolina" is centered. Underneath, there are two input fields: "Username:" and "Password:". Below the password field are two buttons: "Login" and "Lost 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'

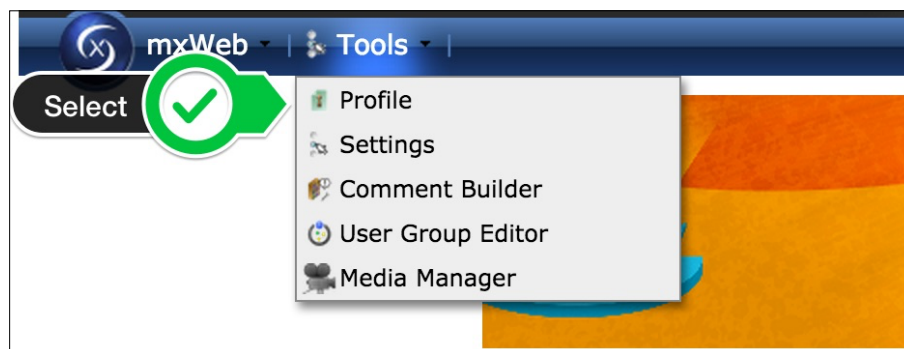


Figure 3 - Selecting 'Profile'

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).

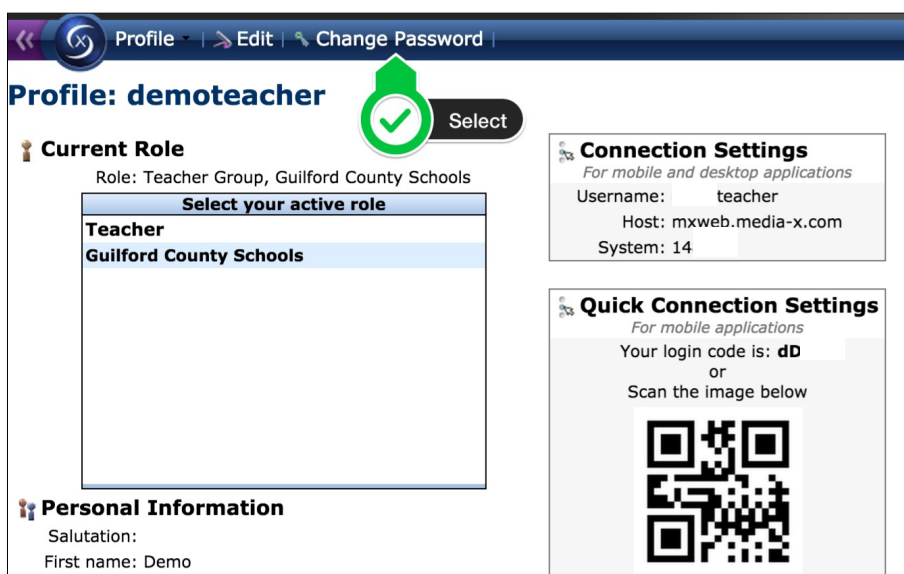


Figure 4 - The Profile Screen

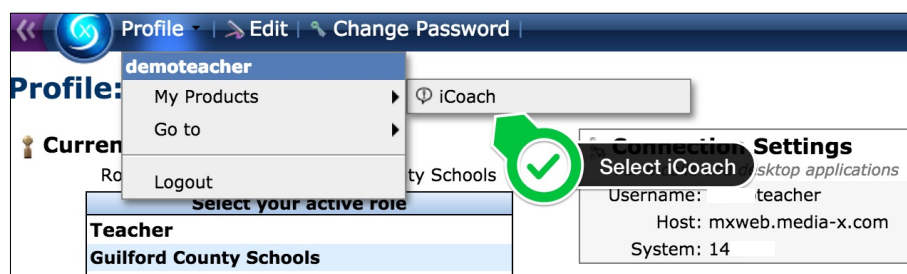


Figure 5 - Selecting iCoach

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).

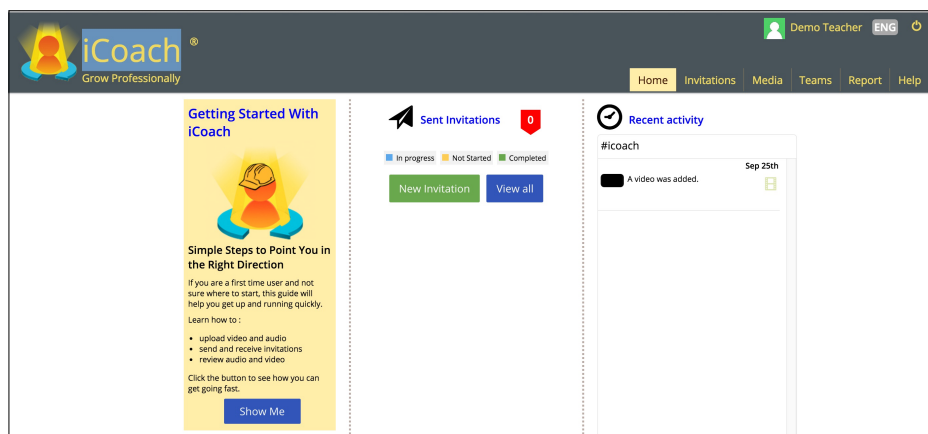


Figure 6 - The iCoach Home Screen

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)

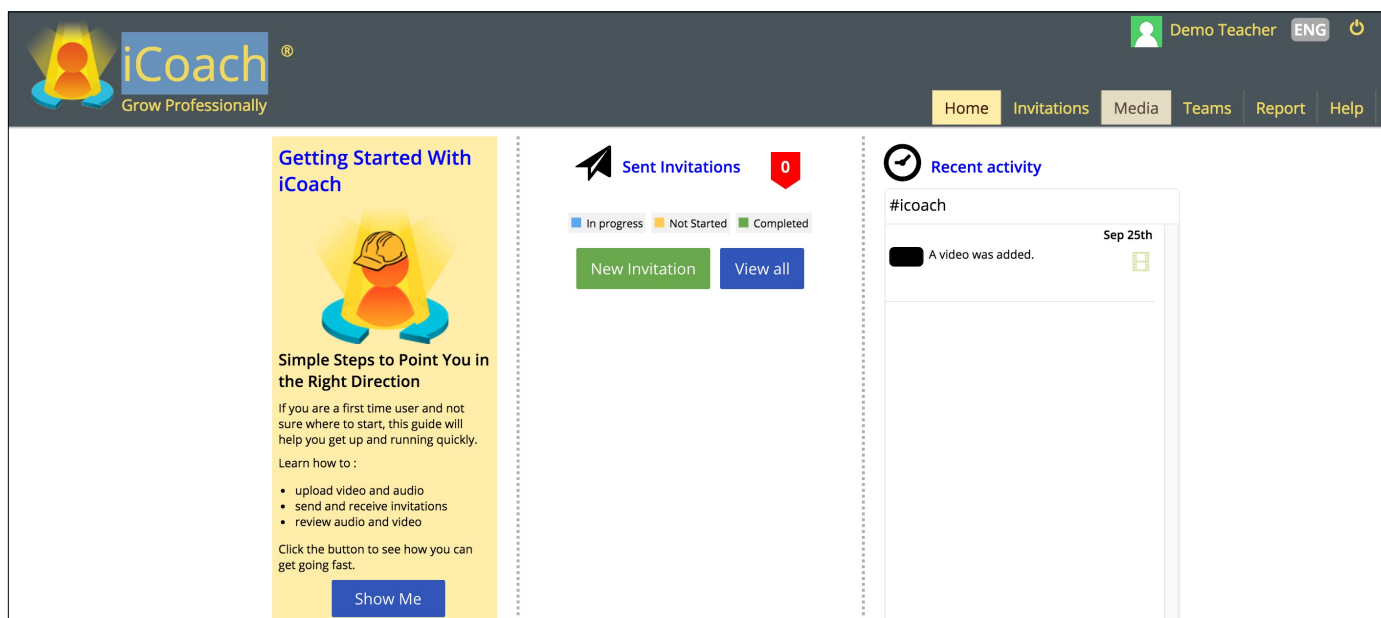


Figure 7 - Selecting 'Media'

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.

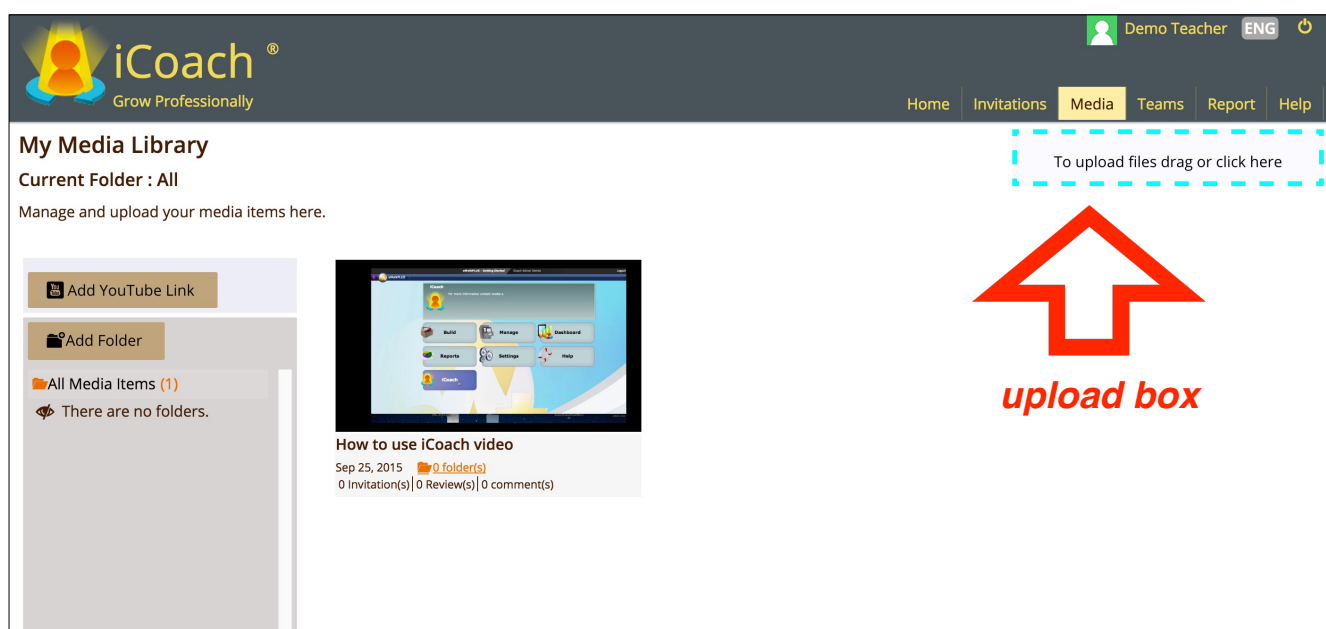


Figure 8 - The 'Media' Screen'

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.

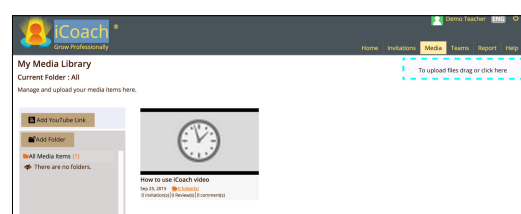


Figure 9 - Video being 'transcoded'

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). Note: **Other Invitations** are those you have received.



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.

The screenshot shows the iCoach 'New Invitation Screen'. At the top, there's a navigation bar with 'Home', 'Invitations' (highlighted), 'Media', 'Teams', 'Report', and 'Help'. Below the navigation bar, there's a header for 'New Invitation' with a sub-header 'Create a new invitation here.' To the right of this header are two buttons: 'Add Contact' and 'Edit Contact'. Below the header, there's a video player showing a video titled 'A Media-X HOW TO Video'. To the right of the video player, there's a form with 10 steps for creating a new invitation. Step 1: Name this invitation to identify in your invitation list: 'Untitled invitation 2015/09/25 #7671785'. Step 2: Select the teams or people that you want to review your video: 'This is a self-review'. Step 3: Select the template that you want your review based on: 'No template assigned'. Step 4: Select a category: 'Training Template (for Teachers)'. Step 5: Select a site: 'Guilford County Schools'. Step 6: Select the media file that people will review: 'How to use iCoach video'. Step 7: Include a short message to your reviewers: 'Optional message to your reviewers'. Step 8: Set the review(s) end date: '2016/09/25 14:00'. Step 9: Block review when completed. Step 10: Edit the sentiment settings: 'Sentiment Setting Name: Default Sentiment Setting, Disable replies, Make comments private, Left Button, Center Button, Right Button, Value, ENG English (American), Strength, English (UK), Add translation, ENG English (American) Preview, Strength, Weakness, Comment'. At the bottom of the form are 'Cancel' and 'Continue' buttons.

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**.

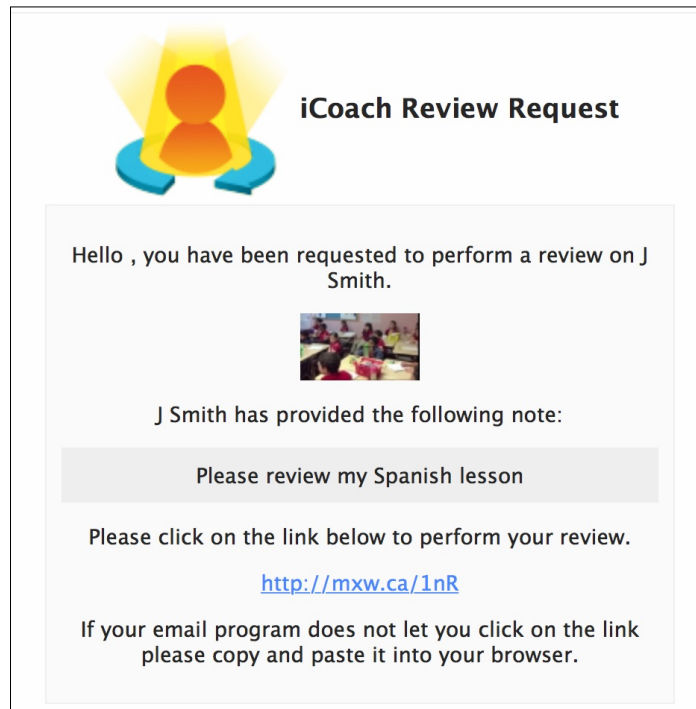


Figure 12 - An emailed invitation

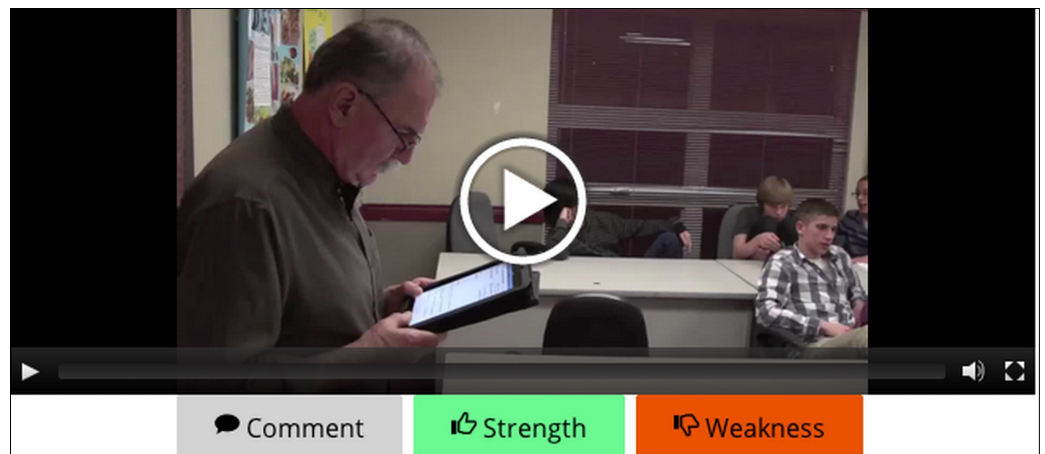


Figure 13 - Reviewing a video

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.

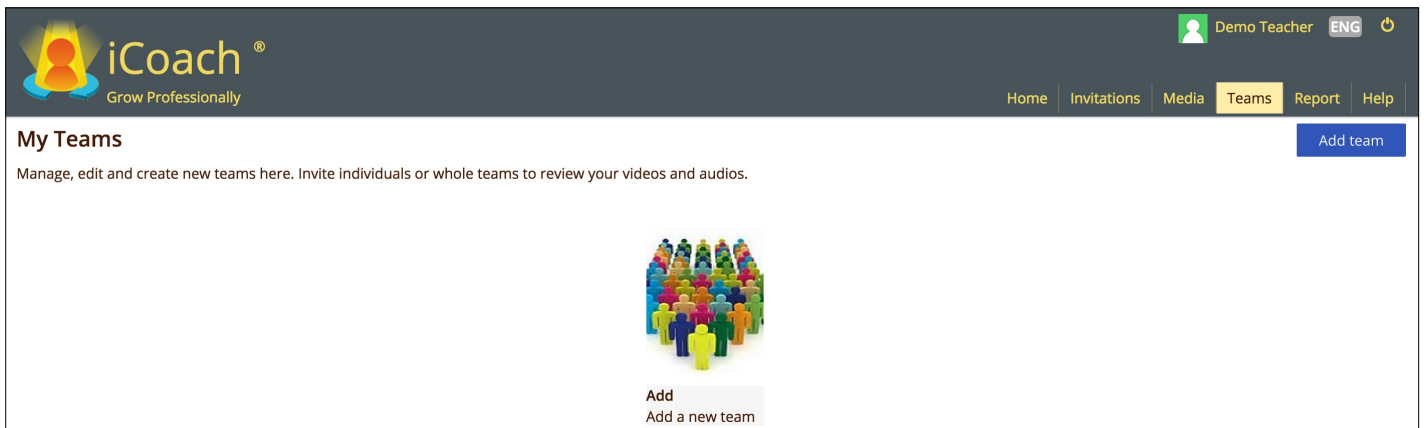



Figure 14 - Reviewing a video

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 displays the 'Team Builder' form within the iCoach application. The header is consistent with the previous figure. The main heading is 'Team Builder' with the subtext 'Edit your team's details here.' The form is titled 'Team details' and contains three main sections: 1. 'Name:' with a text input field containing the placeholder 'Name of your team'. 2. 'Description :' with a larger text area containing the placeholder 'Describe for your team'. 3. 'Icon :' with a 'Choose File' button and the text 'No file chosen'. Below these sections, the text 'IMAGE NEEDED' is prominently displayed in bold. At the bottom right, there are three buttons: 'Reset Image' (light blue), 'Cancel' (red), and 'Continue' (dark blue).

Figure 15 - Editing Team details team



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).



Team Builder

Add and remove team members here.

Team Members

Filter

Available Members

Filter

Ermin
Teacher
(Guilford County Schools)

William
Teacher
(Guilford County Schools)

Almbreia
Teacher
(Guilford County Schools)

Rhonda
Teacher
(Guilford County Schools)


Sydney
Teacher
(Guilford County Schools)

Remove all Add all

Add Contact Edit Contact Team details Done



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

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:

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,

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

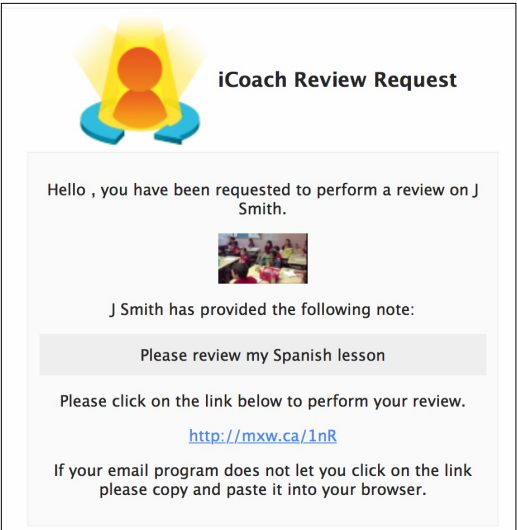


Figure 18 - An invitation

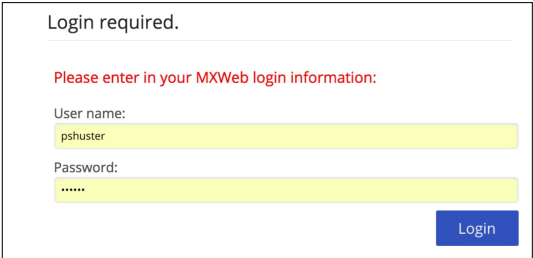


Figure 20 - Responding to an invitation

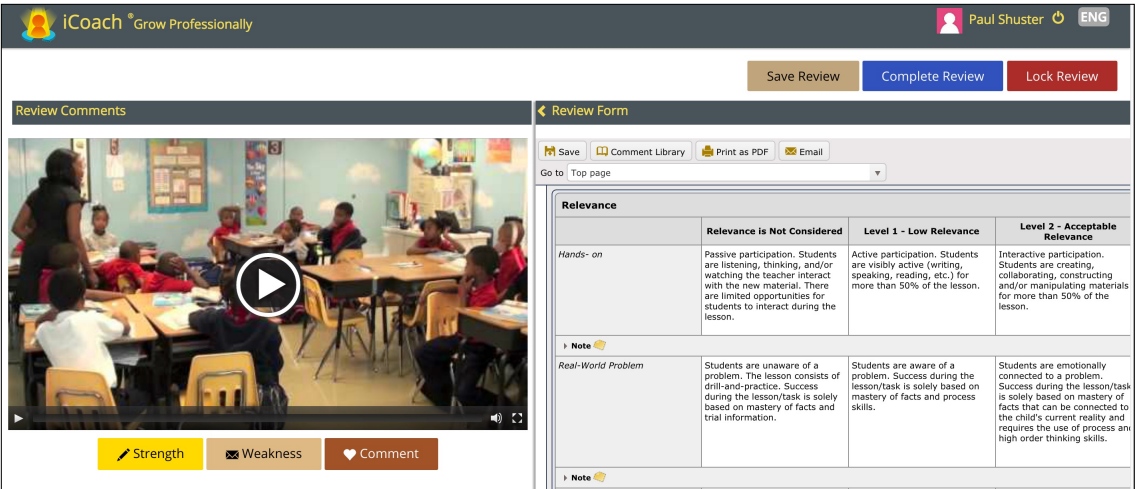



Figure 21 - Reviewing a video

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.

 iCoach® Grow Professionally

Home | Invitations | Media | Teams | Report | Help | ENG



👍 Strength


❤️ Suggestions

💬 Comment

@ 3:00 John Observed:
great intro

👍

reply

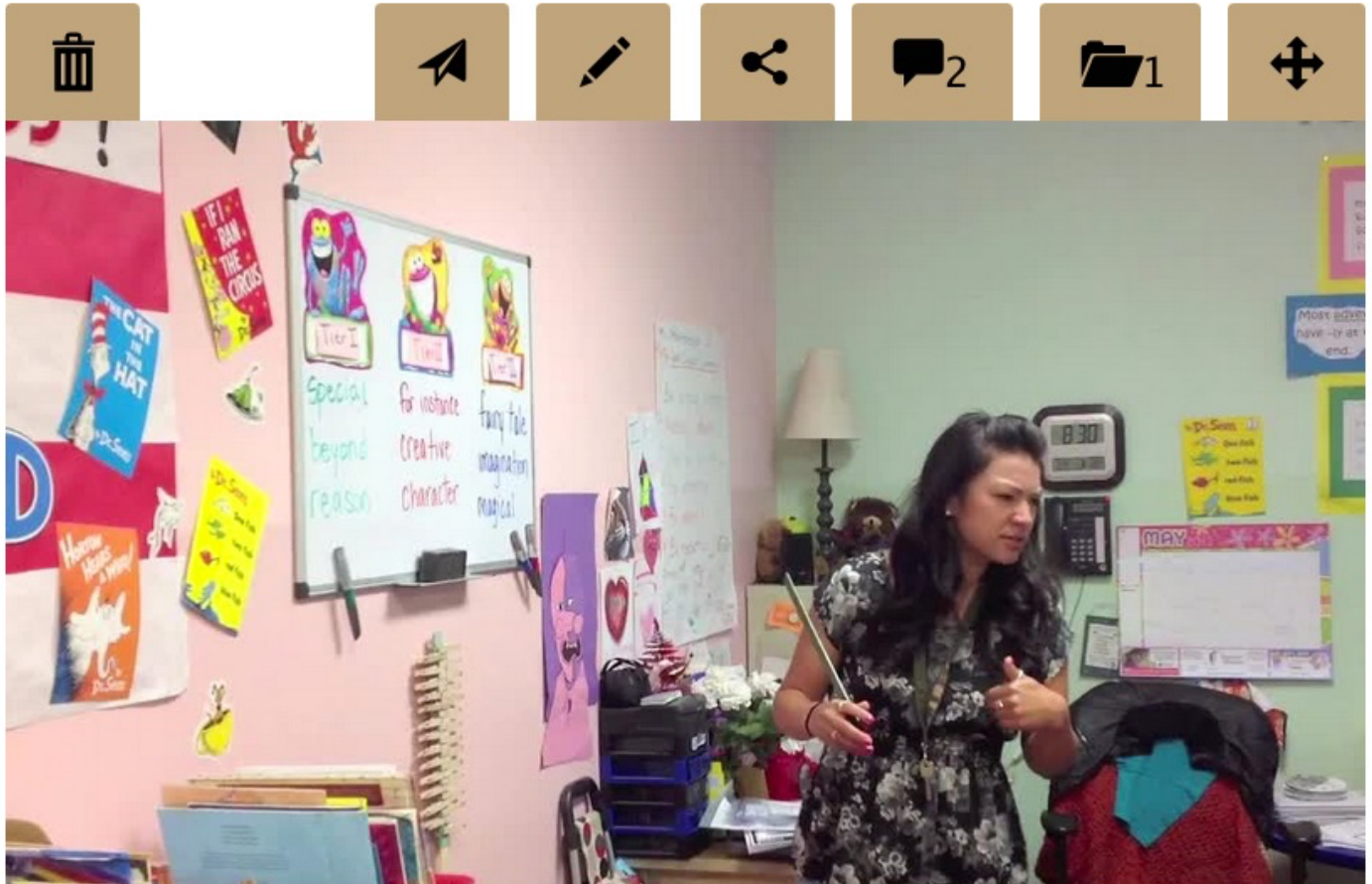
 **Paul Added**
thank you.

remove

1.1	Objective Communicated: Has the objective been clearly communicated to learners?	-
1.2	Aligned to Standard: Is the objective aligned to grade-level standards?	-
1.3	Thinking Level: What is the thinking level?	-
1.4	Example of suggesting a course	-
Lesson		
2.1	Introduction	
	• Anticipatory Set	<input type="checkbox"/>
2.2	Concept Development	
	• Listening	<input type="checkbox"/>
	• Reading	<input type="checkbox"/>
	• Worksheet	<input type="checkbox"/>
	• Discussion	<input type="checkbox"/>
	• Interaction w/ Teacher model	<input type="checkbox"/>
	• Similarities and Differences	<input type="checkbox"/>
	• Summarizing /Note-Taking	<input type="checkbox"/>
	• Nonlinguistic Representations	<input type="checkbox"/>
	• Generating and testing hypotheses	<input type="checkbox"/>
	• Other	<input type="checkbox"/>
2.3	Concept Attainment	
	• Guided practice	<input type="checkbox"/>
	• Closure	<input type="checkbox"/>
	• Independent Practice	<input type="checkbox"/>
2.4	Assessment	
	• of Learning	<input type="checkbox"/>
	• for Learning	<input type="checkbox"/>
2.5	Overall Teacher level	-
	Early Stage Teacher acts as a provider of knowledge and subject matter expert, role model for	Transitional Teacher beginning to act as a facilitator and is sometimes flexible regarding teaching
		21st Century Teacher acts as a facilitator, resource and partner for teaching and learning

Figure 22 - Replying to a comment

An explanation of the icons that appear when you select or mouse-over media



Delete: If you own the media and it is not used in any reviews or observations, you will see this icon and will be able to delete the video.



Invite: Selecting this icon brings you to the New Invitation page and step #6 has this media selected by default.



Edit: Selecting this icon allows you to edit the name and description of the media, to share it, to identify (tag) whom the media is about (usually a teacher) and to delete a media that you own and isn't being used.



Share: Selecting this icon allows share the media with other's who have accounts or with other sites you have access to.



Comments: This icon shows the number of comments the media has (in this example 2) and selecting it will list the comments.



Folders: This icon shows the number folders the media is in (in this example 1) and selecting it will let add/remove the media in folders.



Drag: Dragging this icon onto a folder will put it in the folder. This is another way of adding media to a folder.