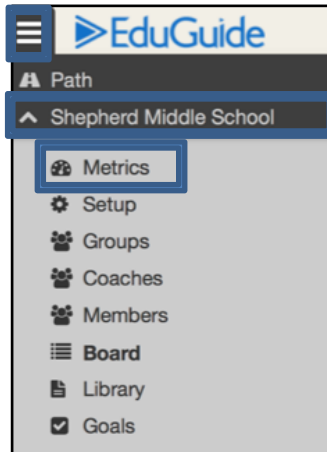


## Start Coaching

Use the Metrics Page on the EduGuide platform to track team progress. Login to EduGuide using a coach account and follow the steps below to access the online metrics tools available to track individual and team progress. Determine engagement for coaches and students across the team. Use this information to drive planning in the coming week and strategize for team growth.



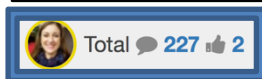
Open the main menu by clicking on 3 lines, next to the logo

Click on the team name to expand the coaching menu.

These tools are only available to teachers supporting students as coaches on the team. Students are not able to navigate to here since they have restricted access on the platform.

To review student progress and get started coaching, coaches click on 'Metrics' to access online mentoring tools and track progress.

### Personal Metrics



Encourage coaches to review personal coaching metrics at the top of the Metrics Page. Take a moment to review the personal totals for comments made, cheers or thumbs up given, and number of PD activities completed in the Coaches' Core Learning Path. Examine ways in which to participate in EduGuide the coming week. Determine personal goals for targeted engagement. **Click on any text in blue to see more information.**

### Team Metrics

EduGuide tracks progress in real time. Use the Filter Toolbar to: 1) zoom in on growth metrics, 2) sort student growth, 3) adjust timeframes for review, 4) compare movement of different student groups, and 5) search for specific coaches or students. Mix and match filters to determine where to focus coaching or to track progress across the team. These filters will remain set after each change made, so they must be cleared upon returning to the Metrics Page when changing focus.

### Filter Toolbar

**Filter 1: Metric**   **Filter 2: Sort**   **Filter 3: Time**   **Filter 4: Compare**   **Filter 5: Search**



### Review Metrics Filters

Examine options in filters to begin targeting ways to track progress on the Metrics Page.

#### Step 1: Metric

**Activities** ▾

Metric	
<b>Activities</b> →	<b>Student work in Core Learning Path</b>
Coaching Received →	Students receiving
Coaching Given →	Coaches mentoring interactions
PD Activities →	Coaches work in Core Learning Path
Time Invested →	Time spent in Core Learning Path
Words Learned →	Students using Glossary tools
Setup →	Review steps in online setup tool
Coaches Joined →	Manage coach invitations

#### Step 2: Sort

▾ Newest ▾

Sort	
<b>Newest</b>	Use the sort filter to focus on: the most recent work done, reengage students in previous work, find out who has done the most or least, and to sort for grading.
Oldest	
Most	
Least	
A to Z	
Z to A	

#### Step 3: Time

🕒 All Time ▾

Time	
<b>All Time</b>	Determine the timeframe to focus on at the start.
28 days	Focus on the last month, last week, or select specific dates for a marking period to give a grade.
7 days	
Custom	

#### Step 4: Compare

👤 My Group Members ▾

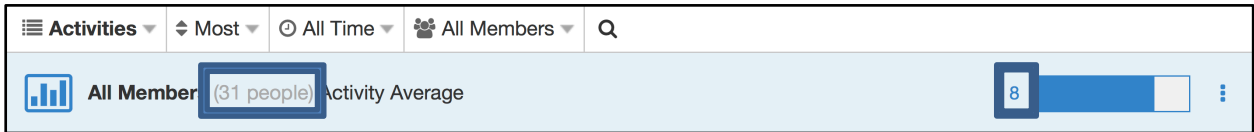
Compare	
<b>My Group Members</b>	Zoom in on specific learners. Compare work in groups across the team. Choose to focus on only your group members, all members, or a selected group of students.
All Members	
CE-Spring2016	
Manage Groups 👤	

### Reviewing Averages & Totals

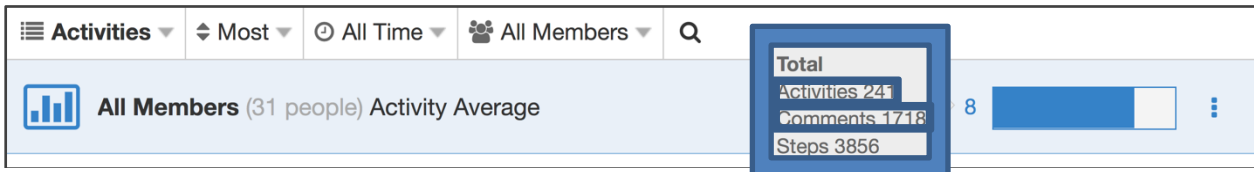
Assess the blue bar below the filters to review averages for each metric in the first filter. Examine each metric, from work being done to coaching received, given or time invested. Click on the blue number to the left of the progress bar to review totals for the metric.

### Student Averages & Totals

How many students are working on the Core Learning Path?  
How many activities have students completed on average?

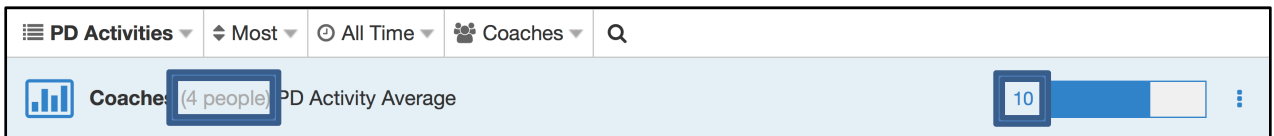


How many activities have students completed in total?  
How many comments have students made in total?

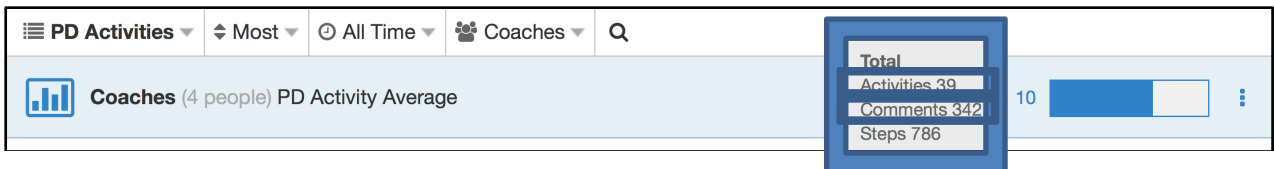


### Team Coach Averages & Totals

How many coaches are working on the Coaches' Core Learning Path?  
How many activities have coaches completed on average?



How many activities have coaches completed in total?  
How many comments have coaches made in total?



### Track Progress of Team

Filter 1: Metric

Filter 2: Sort

Filter 3: Time

Filter 4: Compare

Metric
<b>Activities</b>
Coaching Received
Coaching Given
PD Activities
Time Invested
Words Learned

Sort
<b>Newest</b>
Oldest
Most
Least
A to Z
Z to A

Time
<b>All Time</b>
28 days
7 days
Custom

Compare
<b>My Group Members</b>
All Members
CE-Spring2016
Manage Groups

### Tracking Student Progress

Which students worked on activities in the Core Learning Path most recently?

<b>Activities</b> ▼	<b>Newest</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which student is furthest along in the activities in the Core Learning Path?

<b>Activities</b> ▼	<b>Most</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which students have received the most coaching responses in their activities?

<b>Coaching Received</b> ▼	<b>Most</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which students need to receive more coaching in their Core Learning Path activities?

<b>Coaching Received</b> ▼	<b>Least</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which students have invested the most time in the Core Learning Path?

<b>Time Invested</b> ▼	<b>Most</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which students could spend more time working in the Core Learning Path?





<b>Time Invested</b> ▼	<b>Least</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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Which students are using the glossary tool in the path? Click the name to review words.

<b>Words Learned</b> ▼	<b>Most</b> ▼	<b>All Time</b> ▼	<b>All Members</b> ▼
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### Tracking Coach Progress

Which coaches need a cheer for the most coaching comments?

 Coaching Given ▼	 Most ▼	 All Time ▼	 Coaches ▼
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Which coaches need encouragement to engage more in mentoring students?

 Coaching Given ▼	 Least ▼	 All Time ▼	 Coaches ▼
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Which coaches need a cheer for making the most progress in their Core Learning Path?

 PD Activities ▼	 Most ▼	 All Time ▼	 Coaches ▼
---	--	--	---

Which need coaches encouragement to complete more PD activities?

 PD Activities ▼	 Least ▼	 All Time ▼	 Coaches ▼
---	---	--	---

Which coaches are investing the most time in the Core Learning Path?

 Time Invested ▼	 Most ▼	 All Time ▼	 Coaches ▼
--	---	---	--

Which coaches need to invest more time completing PD activities?

 Time Invested ▼	 Least ▼	 All Time ▼	 Coaches ▼
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