

1 Join the EduGuide Team

An email invitation is sent from EduGuide's Office Manager once your team has been setup.

* If you do not receive an invitation from the platform, check the spam folder in your email.

Confirm completion of IT Test in the online setup to ensure communication & notifications.

2 [Re]Launch the Team Using the Setup Tool

Complete the steps to get your team fully launched using the online Setup tool.

Begin the Coach Orientation activity in the Coaches' Core Learning Path.

Review documents in the Team Library for assistance.

3 Team Captain Planning & Implementation Meeting

Schedule a time to connect with your EduGuide Results Coach right away to plan & prepare.

Throughout the year your Results Coach will guide you through implementation & launch.

During the year track progress & evaluate growth and outcomes for the EduGuide program.

4 Team Coach Launch Event & Training

Plan to launch the team with teachers using materials provided from EduGuide.

Give new Coaches the opportunity to learn about the program & explore the platform.

5 Getting Started

Use documents in the 'Getting Started' folder in the Library to plan for student launch.

6 Students Joining

Take a moment to introduce students to EduGuide. Use guides in the Library.

Assist students in joining the team by locating the group invitation codes for students.

The student join codes are found under the 'Groups' management page.

7 Regular Participation

Schedule time for students to regularly complete activities in the Core Learning Path.

8 Consistent Coaching

Create a habit of responding to students in the Core Learning Path each week.

Take 15 minutes each week to coach students with open-ended questions.

Use resources like, 'Start Coaching' and 'Strong Coaching' in the Library.

9 EduGuide Support

Use the online 'Help & Feedback' tool for assistance.

Meet periodically with your EduGuide Results Coach for Coach Coaching Sessions

1. **Post Launch Meeting.** A month after students start to plan next steps.

2. **End-of-Year Debrief Meeting.** Review results & identify strategies to grow.

10 Build A Community of Purpose

Review weekly growth reports sent through the platform to track team progress.

Share EduGuide Moments with Coaches by checking-in on progress together.

Plan for multi-year growth by reviewing goals & objectives of the program.