

<p>1 Review Online Setup Tools</p>	<ul style="list-style-type: none"> ▪ Step 1: Get Started Call Partner Support, Laura, at the EduGuide Office if you need immediate assistance: Office Phone: (517) 374 – 4083 ▪ Step 2: Test IT Ensure IT Test is complete to facilitate technology and ensure clear communication. ▪ Step 3: Select Captain Determine if others can help in managing the Team Captain position for full support. ▪ Step 4: Schedule Team Captain Planning Support Meet with Results Coach 3 times per year for: <ol style="list-style-type: none"> 1. Planning Meeting. At beginning of each year. 2. Post Launch Meeting. A month after students start to plan next steps. 3. End-of-Year Debrief Meeting. Review results and identify strategies to grow next year. ▪ Step 5: Invite Coaches Phase in the work and expand coaching by inviting other Admin, Lead, or Support coaches to expand coaching network. ▪ Step 6: Plan Staff Launch Event Get better results by getting everyone off to a strong start by scheduling a training for Coaches. Review available materials for the launch event. ▪ Step 7: Start PD Path Understand online content and curriculum by following along in PD activities.
<p>2 Review Resources</p>	<ul style="list-style-type: none"> ▪ Complete the online ‘Coach Orientation’ in the Coaches’ Core Learning Path to learn more. Continue to complete activities to better understand the SEL content for students. ▪ Review materials in the ‘Library’ to introduce the program and kickstart work on the team. ▪ Check out The EduGuide Blog: https://www.eduguide.org/content/blog/
<p>3 Manage Group Activity</p>	<ul style="list-style-type: none"> ▪ Use the ‘Groups’ page to setup Coaching Groups. ▪ Track which groups have started and which groups still need to start with new students. ▪ ‘Assign Coaches’ or ‘Invite Members’ by locating the 7-digit invitation codes for students.
<p>4 Create Welcome Space</p>	<ul style="list-style-type: none"> ▪ Cheer Coaches on as they join on the ‘Board’. ▪ Share messages directing Coaches on next steps. ▪ Communicate with Coaches each week on the ‘Board’. Cheering them on in the work they are doing throughout the year.

<p>5 Coach Coaches</p>	<ul style="list-style-type: none"> ▪ Develop an online learning community using mentoring tools by regularly coaching Coaches. ▪ Use PD filter on the Metrics Page to encourage coaches in their Coaches' Core Learning Paths and model ways to use the mentoring tools: <ul style="list-style-type: none"> ○ Cheer using the thumbs up ○ Ask open-ended questions ○ Direct to specific resources in Library.
<p>6 Guide Coaches</p>	<ul style="list-style-type: none"> ▪ Use 'Coaches' page to ensure coaches are following appropriate groups. Assign coaches to groups as needed for mentoring support. ▪ Review total number of coaches on the team.
<p>7 Manage Learners</p>	<ul style="list-style-type: none"> ▪ Use the 'Members' Page to determine that all students are assigned to appropriate mentoring groups for network of coaching support. <ul style="list-style-type: none"> ○ Manually add students to support coaching groups for more coaching ○ Direct students to add themselves to coaching groups using learner tools: <ul style="list-style-type: none"> ▪ 'Group Code' at login page. ▪ 'Group Code' in path tools menu. ▪ Review total number of students on the team.
<p>8 Review Weekly Report</p>	<ul style="list-style-type: none"> ▪ A Growth Report is sent each week to coaches. Determine next best steps for development: <ol style="list-style-type: none"> 1. Click on the names to cheer and encourage coaches along in their work. 2. Have strong coaches share suggestions. 3. Track progress towards objectives. 4. Nudge nonparticipants to action.
<p>9 EduGuide Moments</p>	<ul style="list-style-type: none"> ▪ Provide time to regularly check-in on EduGuide with all Coaches on the Team. <ol style="list-style-type: none"> 1. Send 'Board' messages to all coaches. 2. Create a 5 – 15 minute EduGuide Review at regularly scheduled meetings. 3. Determine ways to continually improve.
<p>10 Evaluate Success</p>	<ul style="list-style-type: none"> ▪ Schedule end-of-year meeting with Results Coach to review work done and plan for growth. ▪ Review report evaluating outcomes for the year. ▪ Compare baseline data (attendance/ grades/ behavior) from the start of the year against development and growth at the end of the year. ▪ Make a plan for coming year with targeted goals for further development of the team.