

<p><b>1 Join Team</b></p>	<ul style="list-style-type: none"> <li>▪ Upload Profile Image for your EduGuide account.</li> <li>▪ Edit profile information (including the profile image) under 'My Settings' in the main menu.</li> <li>▪ Click on 'My Pages' to view your Personal Dashboard on EduGuide.</li> <li>▪ Click under your name to edit your 'Vision Statement' and share your personal goals. When students create an EduGuide account, encourage them to do the same.</li> <li>▪ Communicate and collaborate with all of the other coaches on the team using the 'Board'.</li> </ul>
<p><b>2 Start Coaches' Core Learning Path</b></p>	<ul style="list-style-type: none"> <li>▪ Complete 'Coach Orientation' to better understand the program (30 minutes).</li> <li>▪ Begin working on the students' first activity, 'Your Path to Growth', after the online 'Coach Orientation' activity to prepare to mentor learners. Complete activities during the year too.</li> </ul>
<p><b>3 Team Library</b></p>	<ul style="list-style-type: none"> <li>▪ Explore resources and materials available in the first folder, 'Getting Started'.             <ul style="list-style-type: none"> <li>○ Review the following documents for further information about the program at the beginning:                 <ul style="list-style-type: none"> <li>▪ Coach Checklist</li> <li>▪ Learn About EduGuide</li> <li>▪ Start Coaching</li> <li>▪ Strong Coaching</li> </ul> </li> </ul> </li> <li>▪ Click on the second folder, 'Guided Discussions' to locate a PDF that provides an overview of all 20 student activities for the year in the document, 'Core Learning Path – Guided Discussions'. There are further discussion questions for each activity, which can be used to speed up the online mentoring process.</li> </ul>
<p><b>4 Practice Coaching Coaches</b></p>	<ul style="list-style-type: none"> <li>▪ Use the document, 'Start Coaching', in the first folder, 'Getting Started', to begin to practice mentoring. Start with other coaches to get used to the tools and navigation for mentoring and to prepare for student support.</li> </ul>
<p><b>5 Introduce EduGuide to Students</b></p>	<ul style="list-style-type: none"> <li>▪ Use the following documents in the first folder, 'Getting Started', to introduce EduGuide to students:             <ul style="list-style-type: none"> <li>○ Essential Concepts</li> </ul> </li> </ul>

<p><b>6 Students Start</b></p>	<ul style="list-style-type: none"> <li>▪ Locate resources such as student join codes for your group, instructions for creating an account, and ways to manage students in groups through the document, 'Assisting Students in Joining EduGuide', in the first folder, 'Getting Started'.</li> </ul>
<p><b>7 Coach Students</b></p>	<ul style="list-style-type: none"> <li>▪ Begin mentoring students in the Core Learning Path as soon as they get started with their work. Use the following documents for support:             <ul style="list-style-type: none"> <li>○ 'Start Coaching'</li> <li>○ 'Strong Coaching'</li> </ul> </li> </ul>
<p><b>8 Regular Engagement</b></p>	<ul style="list-style-type: none"> <li>▪ Create a positive habit and regular routine for completion of the online activities in the Core Learning Path on EduGuide. The path is self-paced, which means each student works through the lessons at their own speed. Each student must complete each activity in the order they are delivered online. Activities take 15-20 minutes.</li> <li>▪ Set aside at least 15 minutes each week to coach students using open-ended questions.</li> <li>▪ Create a sample student account for each class using EduGuide to use for whole class work. Do activities, reflect, and share the work together.</li> <li>▪ Review materials available in the Team Library to take learning offline. Go further together as a group by reviewing documents in the 'Offline Activities' folder to access lessons with printable worksheets for students and guides for teachers.</li> </ul>
<p><b>9 Community of Purpose</b></p>	<ul style="list-style-type: none"> <li>▪ Share tools and features on EduGuide with students by reviewing options available in their main menu and Core Learning Path menu.</li> <li>▪ Encourage students to use their 'My Pages' space to save and share reflective writing, websites, or other documents.</li> <li>▪ Check-in on progress for the activity 'Challenges'.</li> </ul>
<p><b>10 EduGuide Supports</b></p>	<ul style="list-style-type: none"> <li>▪ Get support by scheduling a Coaching Session with your Results Coach using the scheduling link in the Team Library.</li> <li>▪ Use the online 'Help &amp; Feedback' tool for questions, suggestions, or further assistance.</li> <li>▪ Find answers to frequently asked questions and learn more at the EduGuide Learning Center: <a href="http://eduguide.freshdesk.com/support/home">http://eduguide.freshdesk.com/support/home</a></li> </ul>