

# WELCOME TO COACH DIGITAL!



*A Getting Started  
Guide for School  
Teachers*

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# Getting Started on Coach Digital - Teachers

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## Welcome to Coach Digital!

Dear Teacher,

We are excited that you have access to Coach Digital! Coach Digital is a resource library packed with instruction, practice, assessments, and real-time reports. As a teacher, you have digital access to our best-selling book series for multiple grade levels at your school. Throughout the course of your school's subscription to Coach Digital, our team is available to offer support and care for you and your students. It is our goal to help you implement this incredible program into your classrooms with ease.

You should begin by logging in to your account and navigating around the program. We have created this guide to help walk you through the fundamental functions a teacher has on Coach Digital. Please save this file so that you can easily reference it throughout your school's Coach Digital license, but know that you can reach out to our team with questions at any time. We are eager to get you and your students up and running on to Coach Digital!

Sincerely,

Aaron and Amelia

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### **Other Contacts to note:**

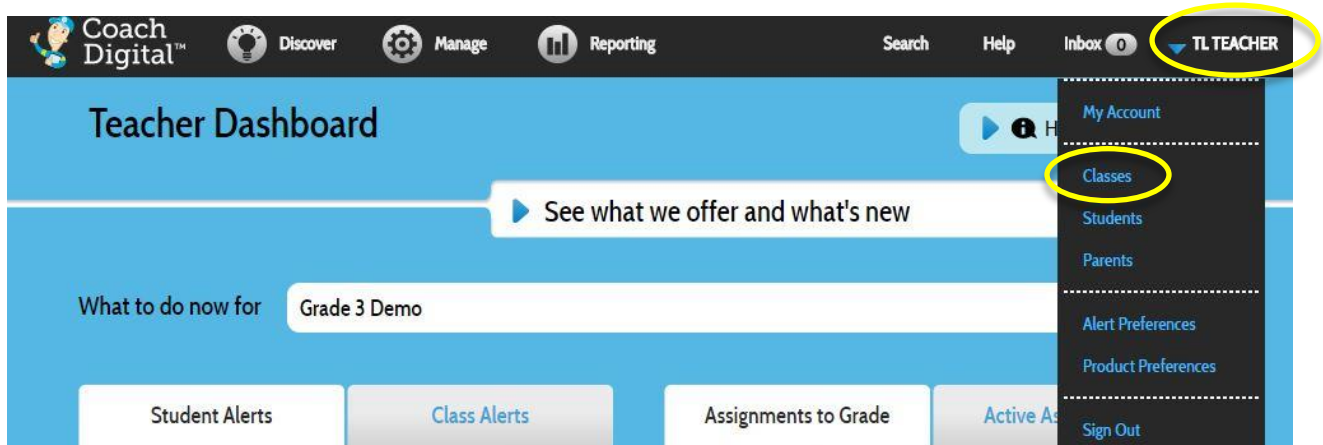
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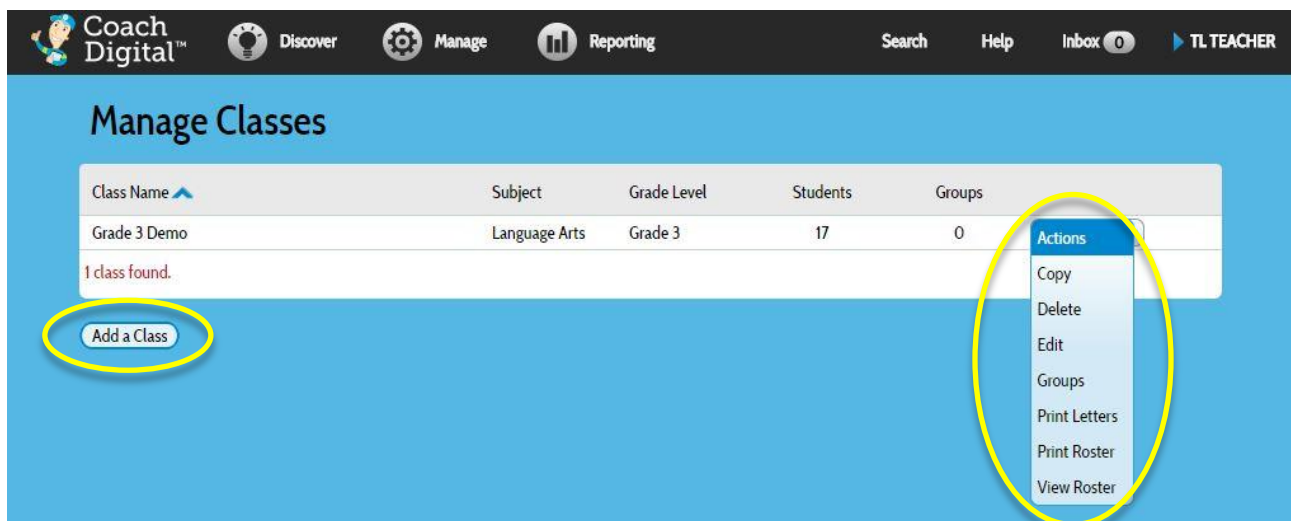
## I. Creating Classes

Teachers and administrators can create classes once student and teacher accounts are created on Coach Digital.

- (1) Login and select the drop down menu next to your name
- (2) Select “Classes”



- (3) On the “Manage Classes” page
- (4) Select “Add a Class” (Note: On this page you can also copy, delete, edit, view groups, print rosters and view rosters)



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(5) On the “Add a Class” page, fill in the fields for your class:

- Class Name
- Subject
- Grade
- Class Code

(6) Filter through the students by grade and last name

**Add a Class** [Back](#)

Classes allow you to keep a list of students to make assigning activities easier. You will not be able to place students in a class until you add students to the system.

Class Name	New Class
Subject	English
Grade	Grade 4
Class Code	5943

[Save](#)

**Filter Student List**

Grade: All N/A Pre-K Grade K Grade 1 Grade 2 Grade 3 **Grade 4** Grade 5 Grade 6 Grade 7

Last Name:

• To add or remove students

	Last Name	User Name	Grade Level
<input type="checkbox"/>	Abbinante	Masona	Grade 4
<input type="checkbox"/>	Alaquir	aalaquir	Grade 4
<input type="checkbox"/>	Anderson	Kevinan	Grade 4
<input type="checkbox"/>	armacost	tarmacost	Grade 4
<input type="checkbox"/>	Aube	saube	Grade 4
<input type="checkbox"/>	Aylward	Blakea	Grade 4

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(7) Add students by selecting the check box next to their name

(8) Select "Save" to finish adding the class

**Add a Class** [Back](#)

Classes allow you to keep a list of students to make assigning activities easier. You will not be able to place students in a class until you add students to the system.

Class Name\*

Subject

Grade

Class Code

[Save](#)

**Filter Student List**

Grade  Last Name

[Apply Filter](#)

- To add or remove students to this class, mark the checkbox

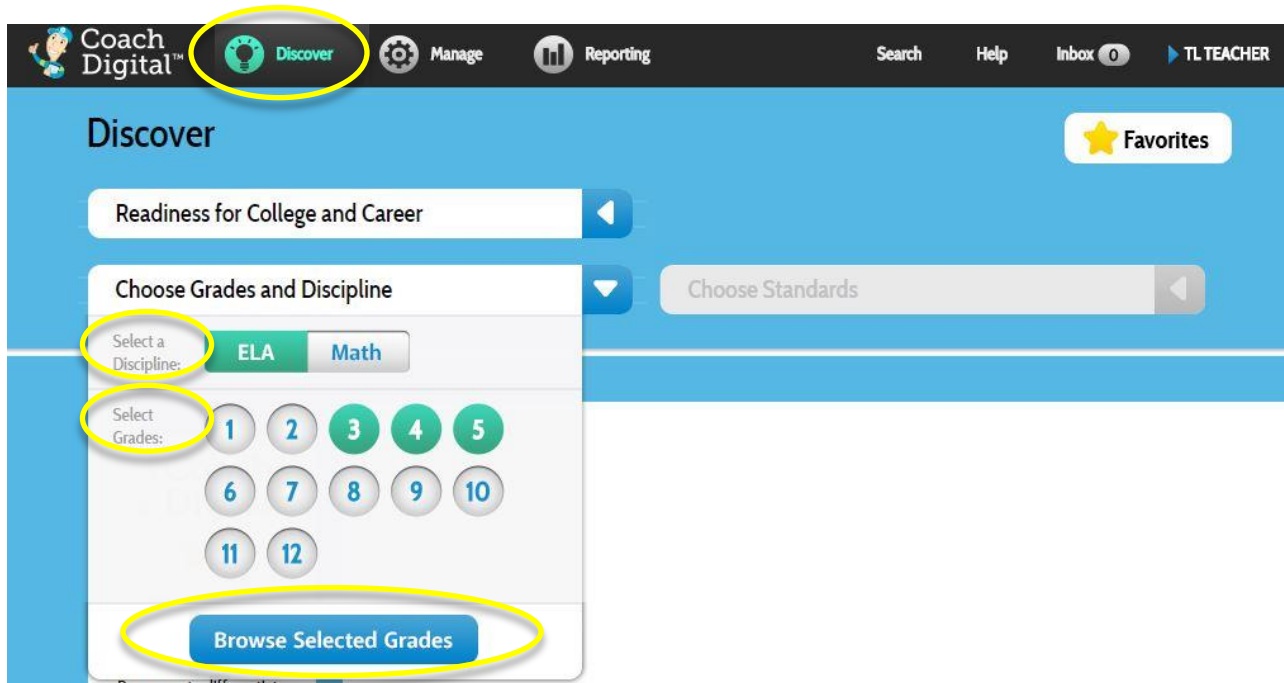
	Last Name	First Name	User Name	Grade Level
<input type="checkbox"/>	Abbinante	Mason	Masona	Grade 4
<input checked="" type="checkbox"/>	Alaquir	Aisha	aalaquir	Grade 4
<input type="checkbox"/>	Anderson	Kevin	Kevinan	Grade 4
<input checked="" type="checkbox"/>	armacost	talon	tarmacost	Grade 4
<input checked="" type="checkbox"/>	Aube	S	saube	Grade 4
<input type="checkbox"/>	Aylward	Blake	Blakea	Grade 4

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## II. The “Discover” Tab: Finding Instructional Material

In the Discover tab teachers will find books, lessons, assessments, placement tests, and other instructional material for the classroom. Teachers can search for this material by Discipline, Grade level and by standard.

- (1) Select “Discover” from the top tool bar
- (2) Choose grade(s) and discipline
- (3) Select “Browse Selected Grades”



# Getting Started on Coach Digital - Teachers

(4) Scroll down the page to find:

- a. Books and lessons
- b. Leveled Readers
- c. Media (Instructional videos)
- d. Pre-set Tests and Assessments
- e. Answer keys
- f. Teacher guides
- g. Tools and Glossaries

(5) You are able to favorite any of the above materials by selecting the star symbol to the left of each title

- a. Your favorites will appear under the “Favorites” tab at the top of the page

The screenshot shows the Coach Digital interface. At the top, there is a navigation bar with icons for Discover, Manage, and Reporting, along with a search bar and user information (TL TEACHER). Below this is a 'Discover' section with filters for 'Readiness for College and Career', 'ELA, Grades 3, 4, 5', and 'Choose Standards'. A 'Favorites' tab is highlighted in the top right. On the left, a sidebar lists various resources: 709 Lessons in 39 books, 21 Leveled Readers, 39 Media, 6 Placement Tests, 6 Placement Rec., 33 Digital Assessments, 56 Print-Only Assessments, 9 Assessment Answer Key, 3 Instructional Material, 42 Teacher Guide, 57 Tools and Glossaries, and 10 Acknowledgments. The main content area shows 'Common Core Clinics - Reading Informational Text' for Grade 3. A list of lessons is displayed, with Lesson 1: Ask and Answer Questions highlighted. Each lesson has a star icon for favoriting and buttons for video, print, and assignment.

Coach Digital™ Discover Manage Reporting Search Help Inbox 0 TL TEACHER

Discover

Readiness for College and Career

ELA, Grades 3, 4, 5 Choose Standards

What We Offer

709 Lessons in 39 books

21 Leveled Readers

39 Media

6 Placement Tests

6 Placement Rec.

33 Digital Assessments

56 Print-Only Assessments

9 Assessment Answer Key

3 Instructional Material

42 Teacher Guide

57 Tools and Glossaries

10 Acknowledgments

1-396 of 396 lessons in 20 books

Show All Books

Common Core Clinics - Reading Informational Text

Common Core Clinics provide early implementation strategies for CCSS. The series features the gradual release model, and targets the essential skills behind each standard with instruction in context, guided practice, and independent practice.

▼ Lessons

★ Lesson 1: Ask and Answer Questions

★ Lesson 2: Main Idea and Supporting

★ Lesson 3: Historical Text

★ Lesson 4: Scientific Text

★ Lesson 5: Technical Text

Grade: 3

Reading Informational Text

On Level

Book Standards

Re-Assign?

Assign

Assign

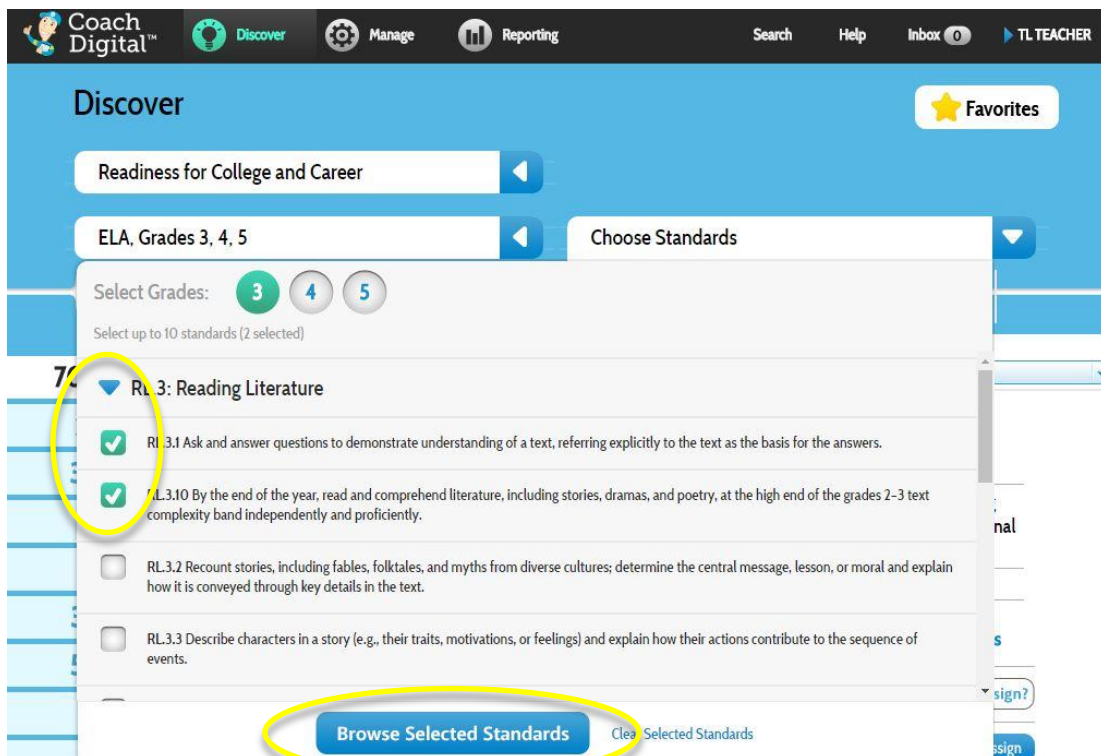
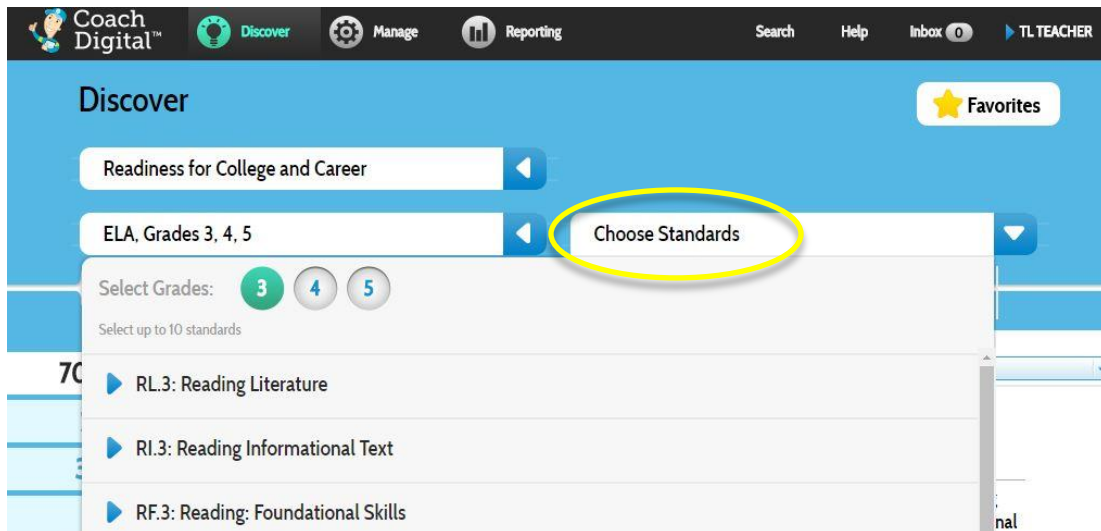
Assign

Assign



# Getting Started on Coach Digital - Teachers

- (6) You can also search for material by standard
- Select "Choose Standards"
  - Choose any specific standard(s) you are looking for
  - Select "Browse Selected Standards"



# Getting Started on Coach Digital - Teachers

## III. Assigning Instructional Material

You are able to assign lessons and tests to classes, groups and individual students.

- (1) Find the material you plan to assign through the Discover tab (pages 3-5)
- (2) Select the “Assign” button next to the title of the lesson or test

The screenshot shows the Coach Digital interface. At the top is a navigation bar with icons for Discover, Manage, and Reporting, along with a search bar and user information (Inbox 0, TL TEACHER). Below this is a 'Discover' section with filters for 'Readiness for College and Career', 'ELA, Grades 3, 4, 5', and 'Choose Standards'. A 'What We Offer' section lists various resources: 709 Lessons in 39 books, 21 Leveled Readers, 39 Media, 6 Placement Tests, 6 Placement Rec., 33 Digital Assessments, and 56 Print-Only Assessments. The main content area displays three items: 'ELA, Grade 3 Placement Test: Reading Informational Text', 'ELA, Grade 3 Placement Test: Reading Literature', and 'ELA, Grade 4 Placement Test: Reading Informational Text'. Each item has a star icon, a grade/strand label (e.g., 'Grade: 3 | STRAND'), and an 'Assign' button. The 'Assign' button for the first item is circled in yellow.

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- (3) On the “Create Assignment” page, fill in the fields marked \*required
- Select your class or group
  - The start date and end date for the assignment
    - If you do not want to assign to the entire class or group, uncheck the box next to the names of the students you do NOT want to assign to
  - Click “Assign”

**Create Assignment** Back

Class \* Grade 3 Demo

Activity ELA, Grade 3 Placement Test: Reading Informational Text

Name \* ELA, Grade 3 Placement Test: Reading Informational Text

Start Date \* 05/08/2017

Expiration Date \* 05/15/2017

Assign ☒ Practice Only ☐ Instruction plus Practice

Report ☐ Exclude assignment from reports and alerts

Assign

<input type="checkbox"/>	Student ID	Last Name	First Name	Status	Learning Style
<input checked="" type="checkbox"/>		Anter	Lillian	Not assigned	N/A
<input type="checkbox"/>		Baxter	Ella	Not assigned	N/A
<input checked="" type="checkbox"/>		Berman	Jessica	Not assigned	N/A
<input type="checkbox"/>		Brock	Noah	Not assigned	N/A
<input type="checkbox"/>		Clarke	Heidi	Not assigned	N/A
<input checked="" type="checkbox"/>		Elgendy	Omar	Not assigned	N/A
<input checked="" type="checkbox"/>		Gemmell	William	Not assigned	N/A
<input type="checkbox"/>		Hannika	Hailey	Not assigned	N/A
<input checked="" type="checkbox"/>		Kriebel	Sarah	Not assigned	N/A
<input checked="" type="checkbox"/>		Maupin	Alexys	Not assigned	N/A
<input checked="" type="checkbox"/>		Mullis	Alyssa	Not assigned	N/A
<input checked="" type="checkbox"/>		Perkins	Jacob	Not assigned	N/A
<input checked="" type="checkbox"/>		Roy	Connor	Not assigned	N/A
<input checked="" type="checkbox"/>		Shively	Kevin	Not assigned	N/A
<input checked="" type="checkbox"/>		Taylor	Erin	Not assigned	N/A
<input checked="" type="checkbox"/>		Ward	Kamiyah	Not assigned	N/A
<input checked="" type="checkbox"/>		Worley	Sophie	Not assigned	N/A

17 students found.

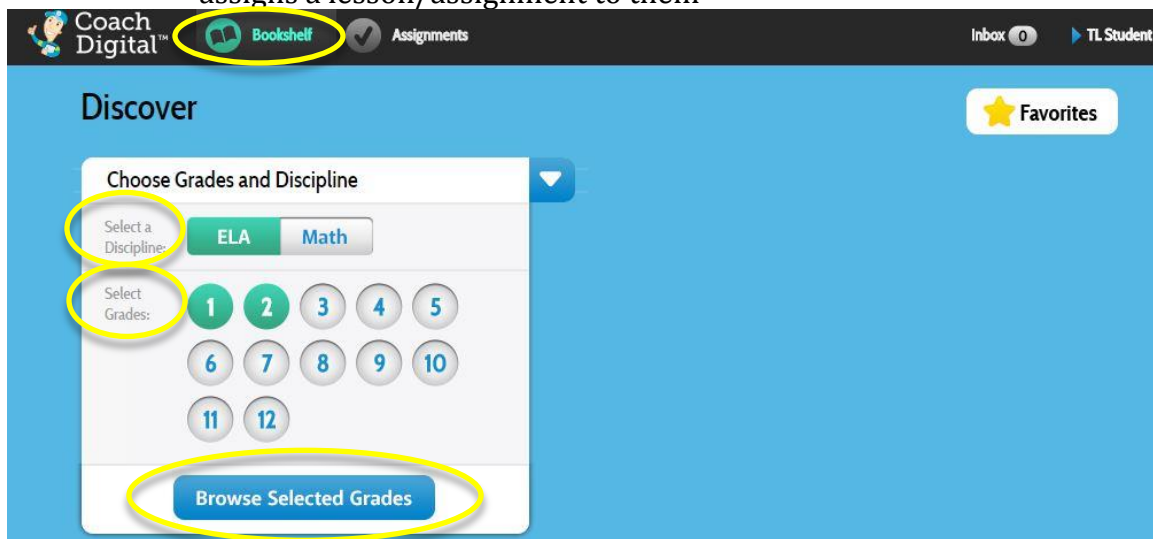
# Getting Started on Coach Digital - Teachers

## IV. Understanding Student Accounts:

It is important to understand what students have access to on Coach Digital so that you can assist them with the program.

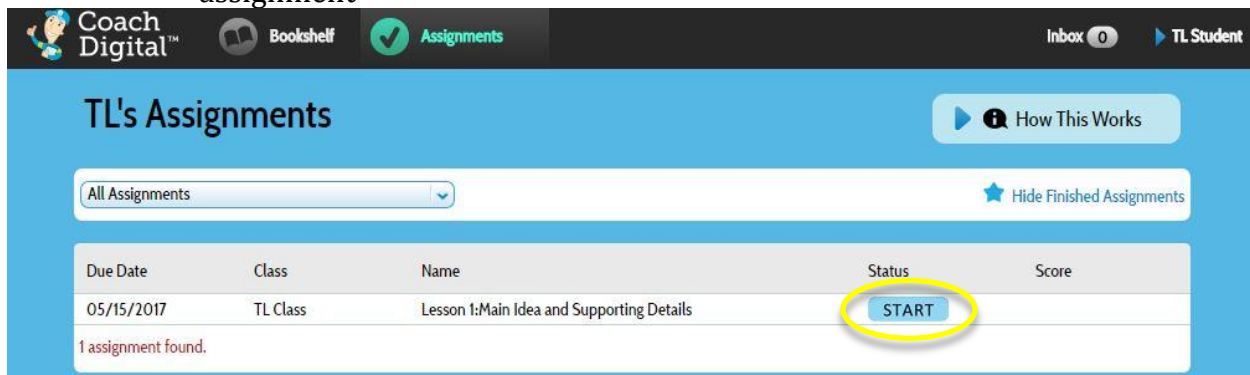
### (1) Student Bookshelf

- a. Students will find books like a teacher
  - i. Choose discipline
  - ii. Choose grade(s)
  - iii. Select “Browse Selected Grades”
- b. Students are able to view and print every lesson that is available to teachers but they are unable to interact with any books or lessons until a teacher assigns a lesson/assignment to them



### (2) Student Assignments

- a. Students can find assigned lessons or tests in the “Assignments” tab
- b. They can start, save, complete and view assignment scores here
- c. Once students complete an assignment they can see which specific questions they got right or wrong and any notes the teacher leaves them about each assignment



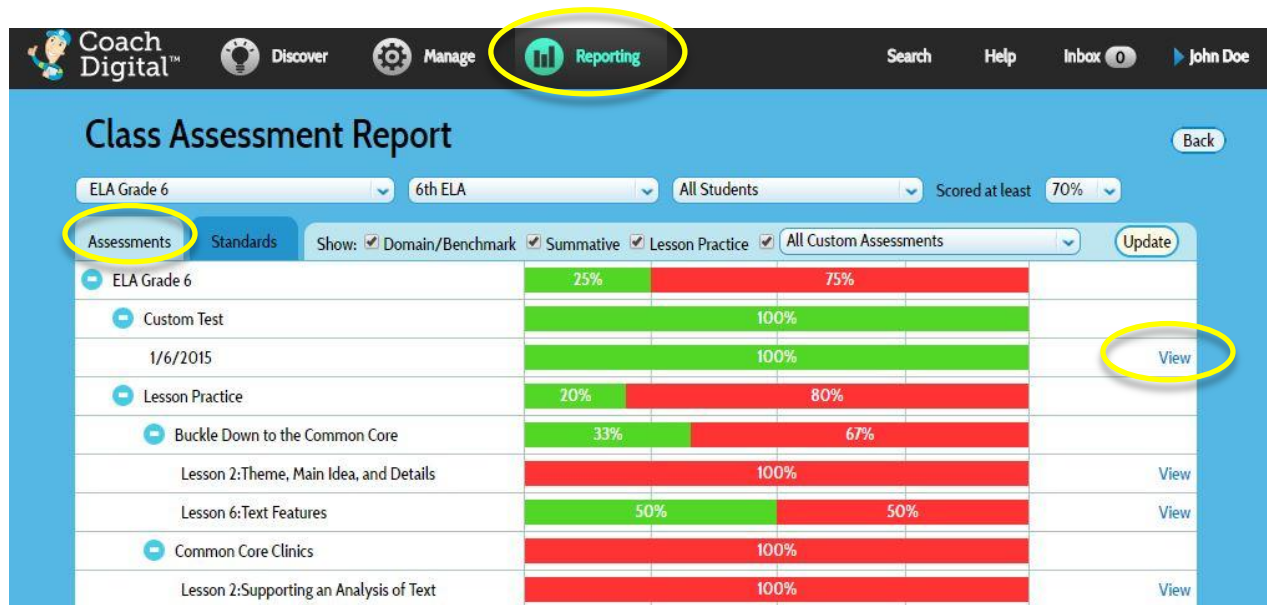
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## V. The “Reporting” Tab: Tracking Student Progress

Teachers are able to track student progress on assignments and by standards. View reports by selecting “Reporting” from the top toolbar.

### **(1) Assessment Reporting:**

- a. Data can be filtered by assessment and standard
- b. By Assessment:
  - i. Filter by grade, discipline, class name, student(s), and the percentage scored
  - ii. By selecting “View” next to the lesson/ assessment title, you can see which specific questions each student got right or wrong





# Getting Started on Coach Digital - Teachers

c. By Standard:

- i. Filter by grade, discipline, class name, student(s)
- ii. You can view the specific items that cover each standard by selecting "X items"



**(2) Exporting Student Scores:**

- a. You can export student scores with the following filters:
  - i. Class
  - ii. Student (s)
  - iii. Dates
  - iv. Assignments

Filter By

Class: 6th ELA Student: All Students

From: 02/01/2017 To: 02/28/2017

Assessments: All Assessments

Only Export Graded Assignments

Export as CSV

# Getting Started on Coach Digital - Teachers

## VI. The “Manage” Tab: Teacher Tests and Assignments

Through the manage tab, teachers are able to manage and track assignment details.

### (1) Assignment List:

- a. Data can be filtered by class and assignment status
  - i. Assignment dates
  - ii. Status
  - iii. Participation percentage

**Coach Digital™** Discover Manage Reporting Search Help Inbox 0 John Doe

### Assignment List

[How This Works](#)

Filter By

Class: All Classes Assignment Status: Active

Created By: ☒ Teacher & Admin ☐ School Admin ☐ Teacher

[Apply Filter](#)

Name	Assigned Date	Expiration Date	Status	Participation	
1\23\13 Quiz	08/02/2013	08/16/2017	Partially complete	10%	Actions
C3 Benchmark Assessment 3	03/14/2017	07/31/2019	Needs grading	7%	Grade Actions
C3 Benchmark Assessment 3	02/16/2017	04/30/2018	Needs grading	100%	Grade Actions
ELA, Grade 4 Placement Test: Reading Informational Text	05/04/2017	05/11/2017	Needs grading	82%	Grade Actions
Lesson 13: Sequence	05/04/2017	05/11/2017	Partially complete	82%	Actions
Lesson 7: Division Facts	05/04/2017	05/24/2017	Partially complete	80%	Actions
Math, Grade 3 Placement Test: G.A	05/03/2017	05/10/2017	Partially complete	9%	Actions
Math, Grade 4 Placement Test: NBT.A	05/04/2017	05/11/2017	Partially complete	90%	Actions

8 assignments found.

### (2) Some licenses have access to the Create a Test Feature\*

- a. Use this feature and manage your tests under the “Manage” tab
- b. \*High School and some other licenses do not have this feature

### (3) My Files:

- a. Teachers can upload assignments, photos and other material you have created outside of Coach Digital here

# Getting Started on Coach Digital - Teachers

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## VII. Important Things to know:

### (1) Uploading Rosters

- a. School administrators on Coach Digital are able to add, edit or delete ALL teacher and student accounts within Coach Digital
- b. They can also give teachers permission to add, edit or delete student accounts within Coach Digital

### (2) School Specific Web address

- a. Each school with Coach Digital has a school specific web address with a 9 digit "PID" number at the end:

Example: [www.coachdigital.com/org/123658201](http://www.coachdigital.com/org/123658201)

- b. This web address is where teachers and students will login to the program
- c. If this address is ever misplaced, contact the school administrator or the Implementation Team

### (3) About Coach Digital books

- a. Some books are interactive, and students are able to complete lessons online
  - i. Interactive books will have a "practice" portion within the lesson
- b. Some books are digitally accessible through a PDF format
  - i. For these lessons, we recommend students complete their responses to the questions on paper

Again, the Implementation Team is always here to offer support for Coach Digital. Welcome to Coach Digital, and we look forward to working with you throughout your license!