Learning Portal – User Guide
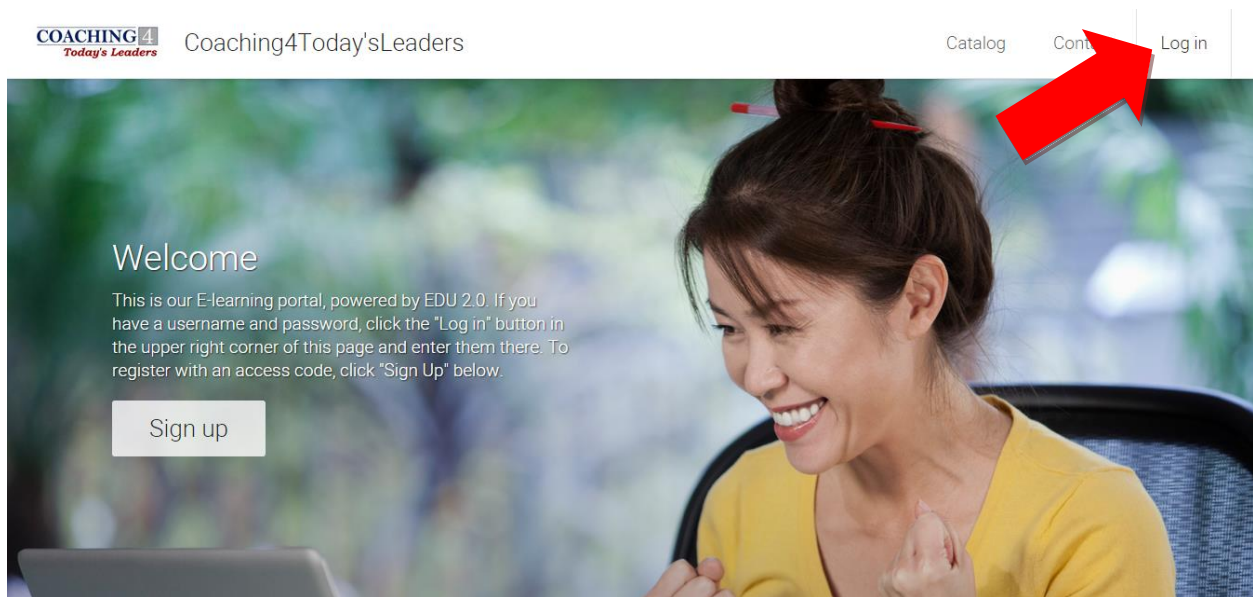
Signing in to the Learning Portal

1. To go to your class in the Learning Portal, go to http://coaching4todaysleaders.edu20.com/, and click on the "Log in" button in the upper right-hand corner of the page:

2. Enter your login credentials. You should have received an email with your login information. If you do not know or have misplaced your login information, click on "Log in" and then click "Forgot password?":
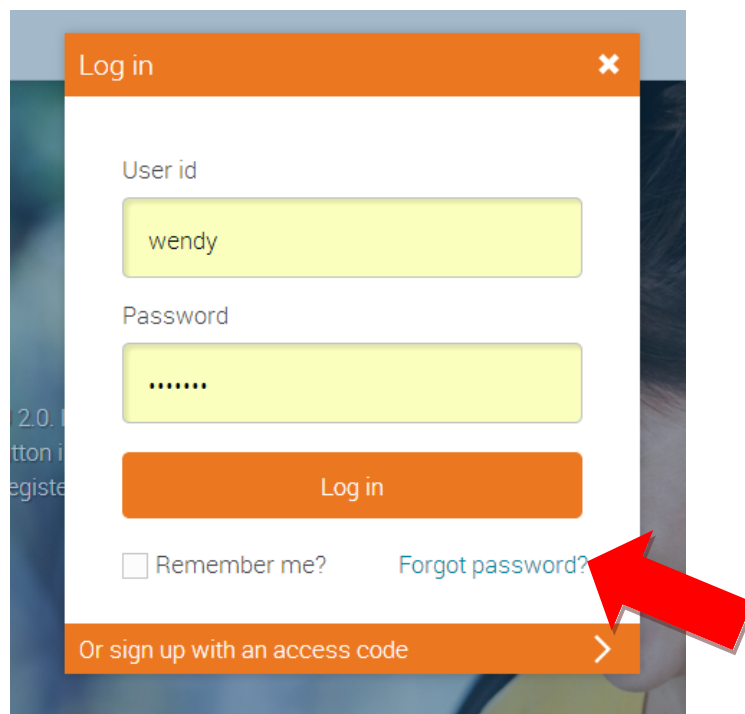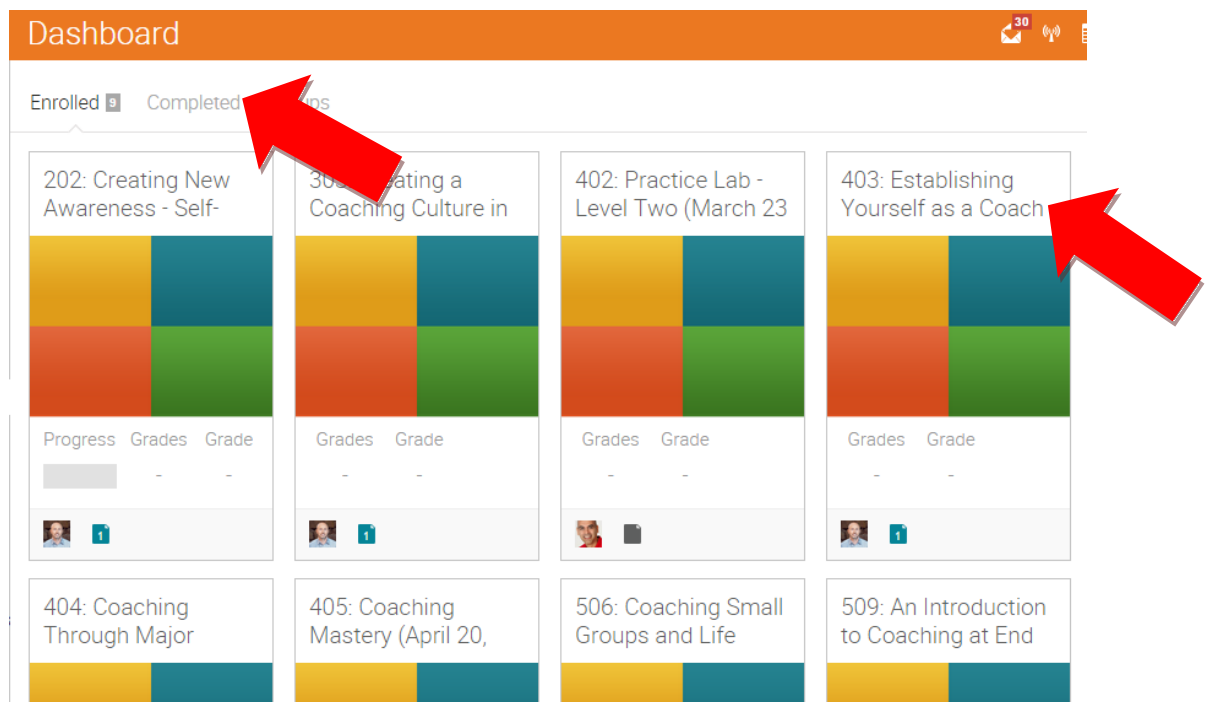
3. You can then enter the email address you used to sign up for classes, and click "Send password instructions", and you will receive an email with a link to reset your password. When you click on the link, your user ID will also be listed on the page:
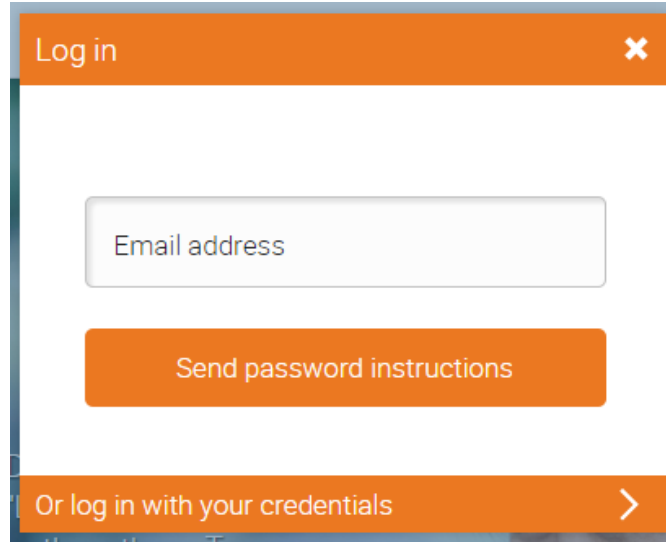
Finding Your Classes and Resources

1. Once you are logged in, you will be directed to your dashboard, which looks like this:

This shows the classes that you are currently enrolled in. To view that classes that you have completed, click on the word "Completed" at the top of the page. To go to the specific class, click on the name of the class. (You will have access to information and resources for both "Enrolled" and "Completed" classes.)

2. When you click on the name of the class, it take you to the Welcome page for the class, where you will find the information you need to enter the GoToMeetings classroom:

Welcome Students! ⚙

Instructor: J. Val Hastings, MCC

Welcome to 101: An Overview of the Core Coaching Competencies. This class provides an overview of the core coaching competencies. A strong understanding of these competencies is one of the most important first steps that you can take as a new coach.

Logistical Information:

- Class Schedule – Wednesdays, October 7, 14, 21 & 28, 2015 – from 6:00-10:00 PM Eastern Time (New York City time). Click here to find the time in your local time zone.
- On the day of class, 5 minutes before class begins, click on the link to enter the GoToMeetings Classroom:
  - https://global.gotomeeting.com/meeting/join/810613581

    Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

    United States: +1 (213) 493-0605

    Access Code: 810-613-581
    Audio PIN: Shown after joining the meeting

    Meeting ID:810-613-581

3. On the left side of the page, there is a menu. There you will see "Resources". Click there to go to the resource area for your class:

* Welcome
☑ Assignments
▥ Resources
👤 Instructors
👤 Students
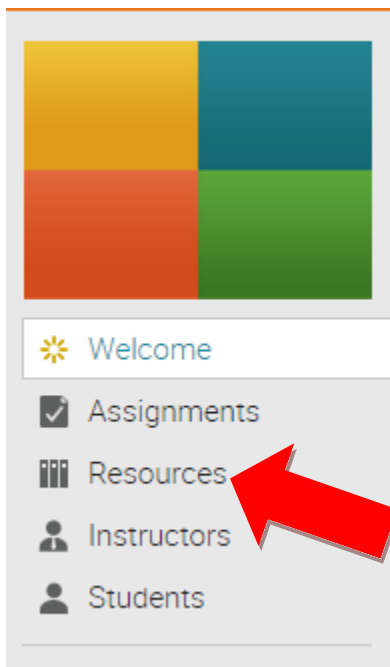
(Note: Resources are located in the "Resources" section for each class, not under "Resources" on your Dashboard page.)

4. You will find important information for your class in the resource area. Just click on the name of the file to open it or download it to your computer:
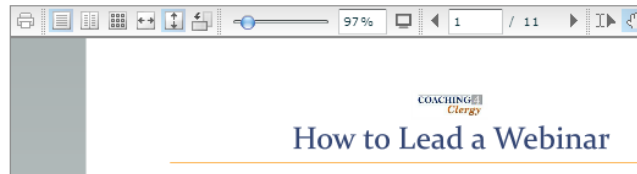
Resources
This area is for resources shared by your instructor.
📄 How to Lead a Webinar ebook
📄 Class Evaluation

How to Lead a Webinar ebook
/files/172901/C4C-PCT-508-How to Lead a Webinar.pdf

COACHING
Clergy

How to Lead a Webinar

5. Once you have left your Dashboard, you can navigate through the system, using the Navigation menu, which you can find by hovering your cursor over the three bars in the upper left-hand corner of the page:

☰

✳ Welcome
👤 People
🎚 Resources
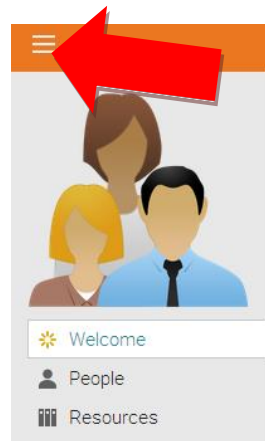
Joining the Student Group

1. It is also important that you join the Student Group for your program in the Learning Portal. You can find the access code for your program on the Welcome pages for classes. **(Please Note: There is a different access code depending on the program in which you are enrolled. Be sure to look on the Welcome pages for your classes for the appropriate access code.)**

The Student Guide, policies, and general information about Coaching4Clergy programs are located in the Student Group. The access code is: KIHO-IBLL

- To access the Student Group, hover your cursor over the three horizontal lines in the upper left corner of this page, scroll down and click on Groups, then click on Join, and enter the access code (KIHO-IBLL) in the Join Group text box.
- Click here to download the Student Guide. It is very important that you read the Student Guide. It contains essential information concerning Coaching4Clergy's policies and requirements.

2. There are additional resources available for you in the Student Group. To join, hover your cursor over "Groups" in the menu bar to the left in your Dashboard, and click join:
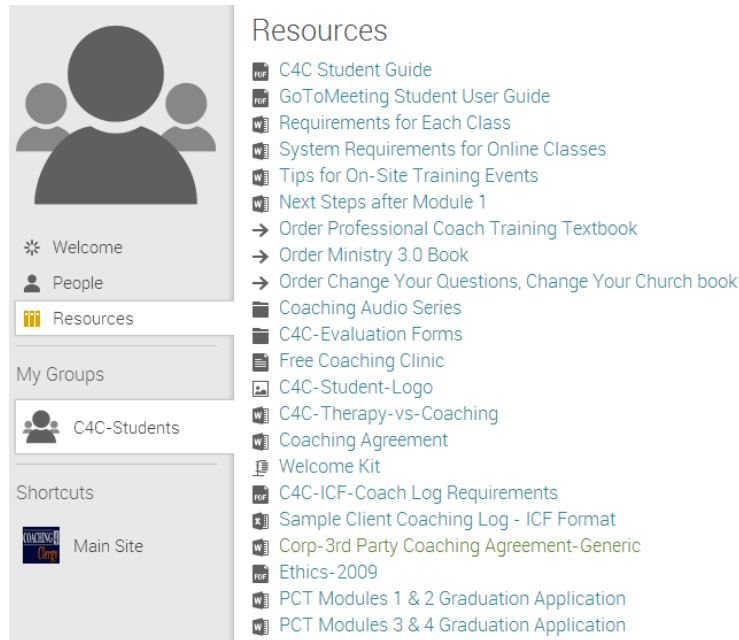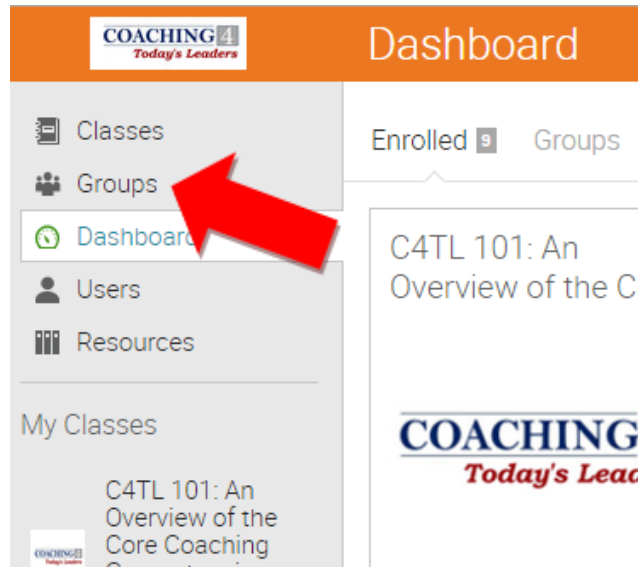

3. Enter this access code in the box , and then click "Join":
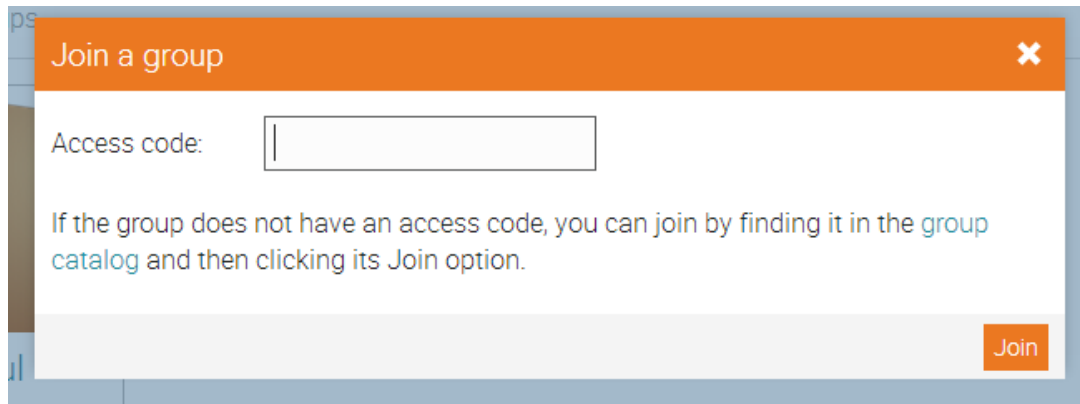
4. You are now a member of the Student Group. In the future, when you click on "Groups" in the menu bar to the left or at the top of your Dashboard, you will be able to select your Student Group, and it will take you to the Welcome page for the group. Click on "Resources" to go to the resource area:
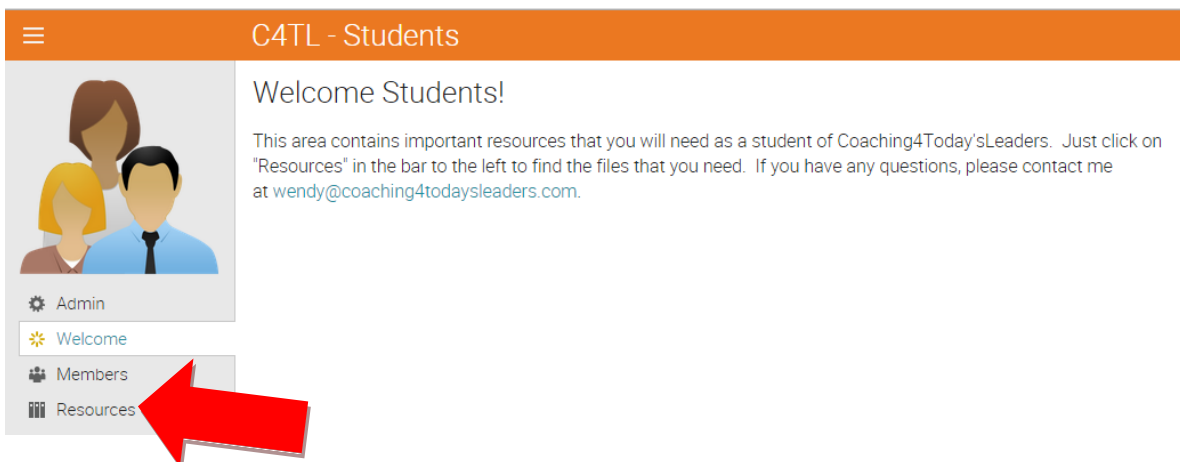
5. You will find resources that will provide you with the information that you will need during your time as a student in our program:
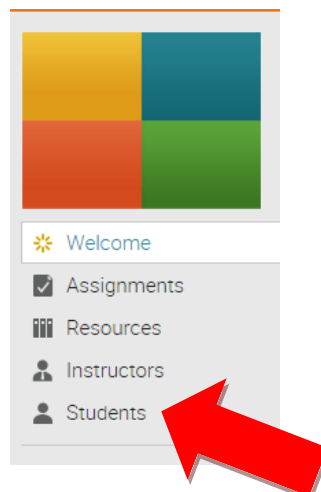

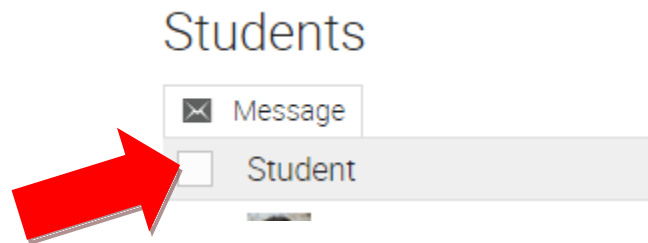## Using the Learning Portal Messaging System

1. All of the messages you receive concerning your classes will be forwarded to your email address, but you can also check your messages in the learning portal message center by clicking on the envelope in the upper right corner of the orange menu bar:
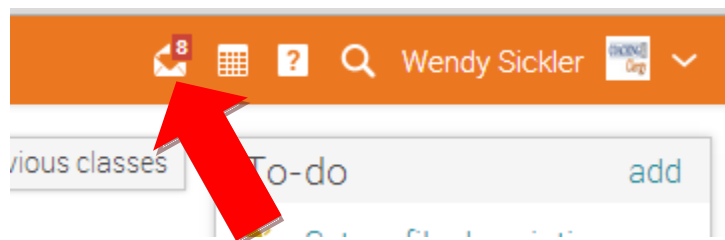

2. Through the Learning Portal, it is possible to send a group email to your classmates. To do this, go to your class, and click on "Students" in the menu bar to the left:
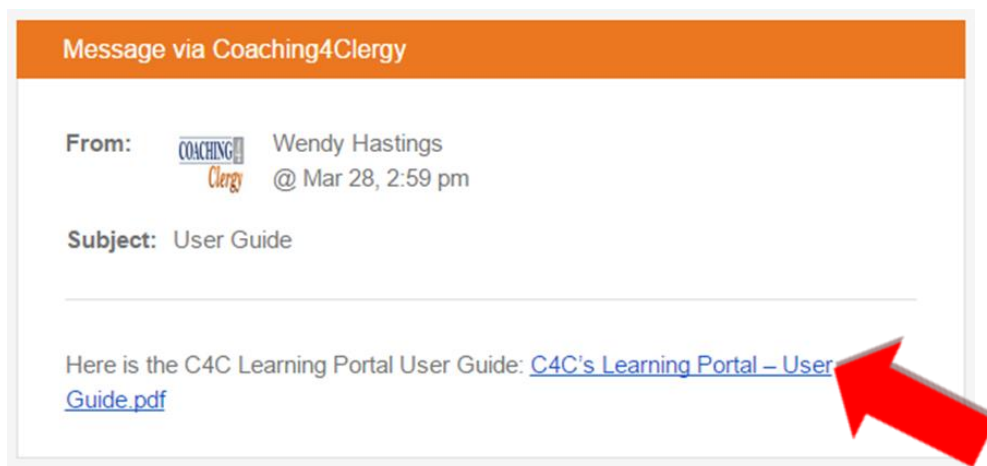
3. You can then check the box next to "Student" to select all the students, and then click "Message" to compose the email.

Students

☒ Message

☐ Student

4. If you need to send an attachment to your classmates, you must send the email directly through the learning portal messaging system. If you attempt to send an attachment through your personal email account, the attachment will be lost. To send an attachment, once you are on the "Send Message" page, click on the "Upload file" icon in the menu at the top, and upload your file:

Subject

Message

Paragraph   Roboto   12pt
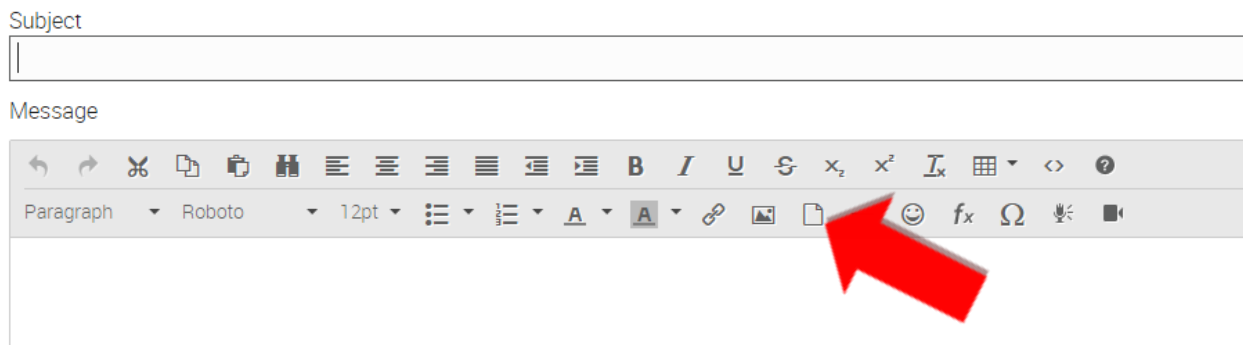
5. The file will appear in the body of the email wherever you choose to place it. It looks different than a typical email attachment:

Message via Coaching4Clergy

From: COACHING Clergy   Wendy Hastings
@ Mar 28, 2:59 pm

Subject: User Guide

Here is the C4C Learning Portal User Guide: C4C's Learning Portal – User Guide.pdf

Editing Your Profile

1. To edit your profile, click on your name in the upper right-hand corner of the page:
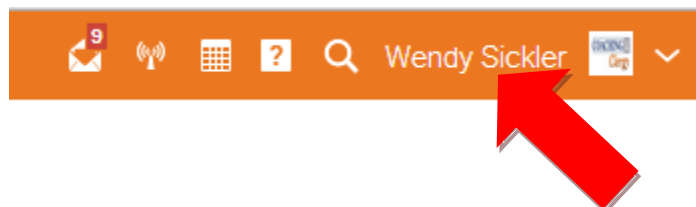
If you have any questions, please email the Office Manager, Wendy Hastings, at wendy@coaching4todaysleaders.com.