Accessing the Coaching Tool:
1. Login to Office 365 and go to your waffle
2. Click on the Coaching Tool icon
   OR Click on My apps then click on the Coaching Tool icon
3. Click on Submit New Coaching Form

Complete a Coaching Visit:

Demographics
1. School Name: Click on the dropdown to select the school
2. Coach Name: Should automatically populate with coach's name
3. Educator Name: Click on the dropdown to select the educator
4. Educator Class Observed: Click on the dropdown to select the course information
5. Date/Time: Verify appropriate date/time
6. Type of Feedback: Select the appropriate button for visit

Observed Coaching

Coaching Feedback
1. Click next to each observed occurrence from the OPS Best Practices Handbook sections
2. Click in the available space and type your coaching note
3. Click Add Attachments to browse to camera to include photo artifacts
   OR browse to digital file artifacts

Once all sections of the Coaching Form are complete, click Submit Observation to return to landing page.

Accessing the Coaching Tool Dashboard:
1. Login to Office 365 and go to your waffle
2. Click on the Coaching Tool icon
   OR Click on My apps then click on the Coaching Tool icon
3. Click on View Coaching Form Dashboard

Viewing Data:
- Overview: See various representations of the data at once
- Drill Down: Click on any data point from the overview (tabs along bottom)
  - Monthly Analysis
  - Daily/Hourly
  - Coaching Feedback
  - Instructional Strategies
  - Teachers
  - Departments – Elementary; Departments – Secondary; Departments – Early Childhood
- Filters: Options vary based on Drill Down category
  - Class Level
  - Day Name
  - Full Date
  - Month Name
  - Year