



JournalEngine™ Software Platform Coach Members

- Getting Started & Video Tutorials - **This update... 6 June 2011**

Getting Started

Once you have been added as a Coach and you have completed your profile, please use the video tutorials below to help you with introducing new members and setting up and managing your own courses, homework and surveys to meet the needs of your clients. These videos should also be accessible on the left hand side of the site when you click the relevant sub-menu under 'TOOLS'

Common Functions:

- **New User Video:** <http://www.youtube.com/watch?v=m36D0ffJ5EQ> (we strongly recommend sending this video to your new clients).
- **Add new member/create/change a profile:** <http://www.youtube.com/watch?v=eEiSgpPUD4o>
- **Goals Function:** <http://www.youtube.com/watch?v=LfYJYDzGbrl>

Courses and Homework:

As a Coach member on the Journal@NIA site, you will be able to create your own course and homework content. Please view the following videos to learn how:

- **Create/edit course:** <http://www.youtube.com/watch?v=NsjxGtiqers>
- **Create/edit homework assignments:** http://www.youtube.com/watch?v=CpEahe0_6QU

Advanced Functions:

- **Create a survey:** <http://www.youtube.com/watch?v=ExbRR39vZbk>
- **Customize Categories:** <http://www.youtube.com/watch?v=7G1uaeZlX4I>