

eLifeCoach Student Instruction Manual

eLifeCoach

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1 INTRODUCTION

Welcome to eLifeCoach! eLifeCoach is an online educational development tool designed to provide students with a resource for storing and maintaining their academic portfolios, assessments, resumes, and all other educational materials and documentation. We hope you find this tool to be a valuable life-long compilation of your academic experiences.

2 REGISTRATION

2.1 Logging in for the First Time

Go to the login screen at clc.indwes.edu/elifecoach and click on the link that says “New to eLifeCoach?”. Complete the form and press the “Sign Up” button. A username will be provided on the following screen. Click the link to return to the login page and then enter your new username and the password that you had previously chosen.

3 PROFILE

The Profile tab allows you to edit your existing profile, upload a photo, or change your password.

3.1 Edit Your Profile

On the “Profile” tab, click the “Edit Profile” button. Update your profile information and click the “Update” button. You can make any or all of your profile data viewable to others under the “Portfolio Settings” tab (See section 8.1 of this manual for instructions).

3.2 Upload a Photo

To upload a new photo or to change the existing photo, click on the “Upload Photo” button under the “Profile” tab. Click “Browse” to select a photo or image that is saved on your computer. Click the “Upload” button to upload the new image to your profile.

3.3 Change Password

Under the “Profile” tab, click on the “Change Password” button. Type in a new password and click “Update”.

4 DEVELOPMENT PLAN

The Development Plan allows you to view all of your academic courses from high school, college, graduate education and beyond. Courses are divided by term and year (i.e., "Fall 2010" or "Spring 2011"). The development plan makes it possible to see your academic progress throughout your entire educational career, while strategically planning out your courses in order to accomplish your educational goals. See Figure 1 below for a sample development plan.

The screenshot displays the 'Development Plan' tab within a user profile. At the top, there are navigation tabs: Profile, Development Plan (selected), Strengths Matrix, Journal, Portfolio, and Portfolio Settings. Below these are filters for 'High School', 'College', 'Graduate Education', and 'Continuing Education'. The main content area is organized by 'Academic Year' with sub-sections for 'Fall' and 'Spring' terms. Each course entry includes a checkbox, the course name, and an 'Edit' link. A legend on the right indicates that a checked checkbox represents a 'Class completed'. At the bottom, there are buttons for 'Add Class', 'Add Year', 'Print Plan', and 'Email Plan'. A 'Checked Options' section at the very bottom contains buttons for 'Mark As Complete', 'Mark As Incomplete', and 'Delete'.

Academic Year	Term	Course Name	Status	Action
2011-2012	Fall	<input checked="" type="checkbox"/> HST 180 - World Civ	Completed	Edit
		<input checked="" type="checkbox"/> UNV 180 - World Changers	Completed	Edit
	Spring	<input type="checkbox"/> BIL 102 - New Testament Survey	Not Completed	Edit
		<input type="checkbox"/> LDR 200 - Servant Leader: Foundations of Leadershi	Not Completed	Edit
	Summer	<input type="checkbox"/> BIO 111 - Anatomy and Physiology	Not Completed	Edit
		<input type="checkbox"/> BIO 111L - Anatomy and Phys Lab	Not Completed	Edit
2012-2013	Fall	<input checked="" type="checkbox"/> LDR 300 - Relational Leader	Completed	Edit
		<input type="checkbox"/> MNG 210 - Management Principles	Not Completed	Edit
	Spring	<input checked="" type="checkbox"/> LDR 350 - Team Leader	Completed	Edit
2013-2014	Fall	<input type="checkbox"/> LDR 400 - Transforming Leader	Not Completed	Edit
	Spring	<input type="checkbox"/> LDR 420 - Authentic Leader	Not Completed	Edit
2014-2015	Fall	<input type="checkbox"/> BUS 452 - Strategic Management	Not Completed	Edit
		<input type="checkbox"/> LDR 475 - Leadership Project	Not Completed	Edit
	Spring	<input type="checkbox"/> LDR 450 - Leadership Seminar	Not Completed	Edit

Figure 1

4.1 Add a Class

To add a new course to your development plan, click on the “Add Class” button under the “Development Plan” tab. Select the appropriate section (High School, College, etc), year, term, class code (i.e. MAT-101), and class title. Click “Add”.

4.2 Add a Year

To add a new year to your development plan, click on the “Add Year” button under the “Development Plan” tab. Select the appropriate section (High School, College, etc), year, and term. The year can be a past, present, or future date. Click the “Add” button.

4.3 Print/Email Plan

Your academic development plan can be conveniently printed by clicking the “Print Plan” button under the “Development Tab”. This will generate a PDF document of all courses in your plan.

To email your development plan, click the “Email Plan” button, enter the email address of the recipient, and click “Send”.

4.4 Mark a Class as Complete/Incomplete

Each course in your development plan can be marked “Completed” at any time. To mark a class as complete, check the box to the left of the class and then click the “Mark as Complete” button at the bottom of the page.

A check box will appear to the left of the class to identify it as completed. Mark several as completed by checking the boxes next to multiple classes and clicking “Mark as Complete”.

To mark as incomplete, select the box next to the class and click the “Mark As Incomplete” button.

To delete a class, select the box next to the class and click the “Delete” button at the bottom of the page.

5 STRENGTHS MATRIX

5.1 Description

The Strengths Matrix tab provides a brief overview of a strengths-based approach to understanding your unique purpose in life using the Strengths Matrix, designed by Dr. Bill Millard.

6 JOURNAL

The journal tab is a tool for creating journal entries to document your personal or professional events, accomplishments, thoughts, goals, or ideas. You have the option of sending one or more of your journal entries by email at any time.

6.1 Manipulating Journal Entries

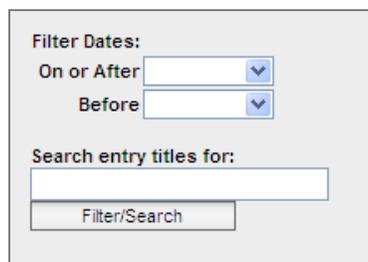
To add a new entry, click on the “Add journal entry” button under the “Journal” tab. Type your entry and click “Upload”.

To delete one or more journal entries, check the box(es) to the left of each entry to be deleted, and click the “Delete” button.

To email one or more journal entries, check the box(es) to the left of each entry to be sent and click the “Send Email” button. Then enter the email address of the recipient. Upon receiving the email, that individual will have the option of posting comments about the emailed journal entries. Any journal entries that have had comments posted will be designated by an asterisk (*).

Your entire journal can be generated to a PDF document by clicking the “Printable Version” button.

To search or filter your journal entries, use the filter options as shown in Figure 2.



The screenshot shows a filter and search interface. It includes a section titled "Filter Dates:" with two dropdown menus: "On or After" and "Before". Below this is a section titled "Search entry titles for:" with a text input field and a "Filter/Search" button.

Figure 2

7 PORTFOLIO

eLifeCoach provides the opportunity for you to create and maintain multiple portfolios for your personal or professional needs. These portfolios can be made available to potential employers, colleagues, or anyone else to whom you grant access. As you upload items, you can designate them as part of your personal portfolio, professional portfolio, public portfolio, or any combination of those three. Most file types can be uploaded into a portfolio, excluding OpenOffice files (such as .odf or .odt) or files larger than 10 MB.

7.1 Add Term

Your portfolios are organized by term and year. To add a new term, click on the “Add Term” button and enter the appropriate term and year (i.e. Spring 2011). Click “Add Term”.

7.2 Add Media Item

To add a new item to a portfolio, click on the “Add Item” button. Enter a name for the item, the year and term in which this item should be placed in your portfolio, and a description of the item. Be sure to designate in which portfolios you would like this item to be available (i.e. Personal, Professional, or Public).

NOTE: If you are adding an item only for a custom portfolio and not for a personal, professional, or public portfolio, you do not need to designate a portfolio type. See section [7.4 Custom Portfolios](#) in this manual for more information on Custom Portfolios.

Press the “Update” button. The item should now be visible under the “Portfolio” tab.

A checkbox will be displayed next to the item name under each portfolio type that was previously selected, as illustrated in Figure 3.

The screenshot shows the 'Portfolio Items' section of the eLifeCoach interface. At the top, there are navigation tabs: Profile, Development Plan, Strengths Matrix, Journal, Portfolio (selected), and Portfolio Settings. Below the tabs, there are sub-tabs for 'All', 'Personal', 'Professional', and 'Public'. The main content is a table with columns: Term, Name, Description, Personal, Professional, and Public. The 'Term' column shows 'Fall 2008'. The 'Name' column lists items like 'Emotional Strengths Quiz', 'Physical Strengths: Music', 'Spiritual Strengths: IMAGE', 'Physical Strengths: Oratory', and 'Psychological Strengths: MBTI'. The 'Description' column provides details for each item. The 'Personal', 'Professional', and 'Public' columns contain checkboxes, all of which are checked. To the right of the table, there are buttons for 'Add Term', 'Add Item', 'New Custom Portfolio', and 'Portfolio Views'. Below these buttons, there is a 'Current Resume' section with buttons for 'View My Resume.docx', 'New Resume', and 'Submit to Advisor'. At the bottom, there is a 'Custom Portfolios' section with a table listing 'Business Management' and 'Consulting' portfolios with their descriptions and links for 'Media Items', 'Details', 'View', and 'Details'.

Term	Name	Description	Personal	Professional	Public
Fall 2008	Emotional Strengths Quiz	Through the emotional strengths quiz I found that I am confident in the areas of identifying and Using emotions, but am not as strong in Understanding and Managing emotions.	<input checked="" type="checkbox"/>		
Fall 2008	Physical Strengths: Music	I have attached pictures of me singing in choirs from a very young age to this year's chorale picture. Singing has always come naturally to me so it is a true gift, but I have also worked at developing knowledge and skill in the area of vocal performance in order to turn this into a true strength.	<input checked="" type="checkbox"/>		
Fall 2008	Spiritual Strengths: IMAGE	My IMAGE assessment results indicated to me that I have the proactive motivations of Managing, Comforting and Exhorting, and the reactive motivations of Researching, Helping, and Giving. I have really seen this in my life specifically here on campus with the way I approach friends' problems. I like to identify what's going on, care for my friends emotionally, and come up with practical solutions for their problems.	<input checked="" type="checkbox"/>		
Fall 2008	Physical Strengths: Oratory	Attached is a copy of a speech I gave for my high school graduation. I have not always had a positive attitude about my ability to speak publicly and articulate thoughts and ideas, but I have come to realize that to develop this into a strength I need to value it in my mind. Since I did that I have become a much more effective speaker and have received positive feedback from my professors when I give class presentations.	<input checked="" type="checkbox"/>		
Fall 2008	Psychological Strengths: MBTI	Attached are my MBTI results that revealed that I am an ENFP. I like to verbalize my thoughts and think up new ideas. I know that I am someone who likes to work under pressure to complete tasks and leave my options open. I have also discovered that the most important thing to me is to be an authentic representation of myself to those around me.	<input checked="" type="checkbox"/>		

Title	Description
Business Management	This portfolio is a representation of my Management experience and abilities. Media Items Details View Media Items Details
Consulting	This portfolio is a compilation of my activities that have prepared me for a position in consulting. Media Items Details View Media Items Details

Figure 3

Now that you have entered the name and description, you are ready to upload the item. Find the term and year under which that item is listed and click on the “Media Items” link next to that term. Find the item name on the new page and click on the adjacent “Review Media” link. Click on the “Add Media Item” button that appears as shown in Figure 4. Select “Browse” to find the file to be uploaded and then click the “Upload” button. To view the item, click the “Review Media” link next to the item and then select “View”.

Portfolio Home | Fall 2008

Fall 2008 Add Item

Name	Description	Portfolio
Emotional Strengths Quiz	Through the emotional strengths quiz I found that I am confident in the areas of Identifying and Using emotions, but am not as strong in Understanding and Managing emotions.	Personal Review Media Details Delete
Physical Strengths: Music	I have attached pictures of me singing in choirs from a very young age to this year's chorale picture. Singing has always come naturally to me so it is a true gift, but I have also worked at developing knowledge and skill in the area of vocal performance in order to turn this into a true strength.	Personal Review Media Details Delete
Spiritual Strengths: IMAGE	My IMAGE assessment results indicated to me that I have the proactive motivations of Managing, Comforting and Exhorting, and the reactive motivations of Researching, Helping, and Giving. I have really seen this in my life specifically here on campus with the way I approach friends' problems. I like to identify what's going on, care for my friends emotionally, and come up with practical solutions for their problems.	Personal Review Media Details Delete
Physical Strengths: Oratory	Attached is a copy of a speech I gave for my high school graduation. I have not always had a positive attitude about my ability to speak publicly and articulate thoughts and ideas, but I have come to realize that to develop this into a strength I need to value it in my mind. Since I did that I have become a much more effective speaker and have received positive feedback from my professors when I give class presentations.	Personal Review Media Details Delete
8 Vital Roles.pdf	 View Delete 07/24/2008	
Psychological Strengths: MBTI	Attached are my MBTI results that revealed that I am an ENFP. I like to verbalize my thoughts and think up new ideas. I know that I am someone who likes to work under pressure to complete tasks and leave my options open. I have also discovered that the most important thing to me is to be an authentic representation of myself to those around me.	Personal Review Media Details Delete

Figure 4

7.3 Uploading Restrictions

- File sizes cannot be larger than 10MB.
- OpenOffice (such as .odf or .odt) are not valid file types for uploading to eLifeCoach. Convert them to .doc or .pdf before uploading.

7.4 Custom Portfolios

In addition to creating personal, professional, and public portfolios, you can also create custom portfolios. These can be adapted for a specific career path, a job opportunity, or for any other purpose.

To create a new custom portfolio, click the “New Custom Portfolio” button under the “Portfolio” tab. Enter a title and description for your new portfolio and click “Update”.

Items that you would like to be included in a custom portfolio must be uploaded using the “Add Item” button on the top right of the “Portfolio” tab. Once the item has been named and uploaded (follow instructions in [7.2 Add Media Item](#)), you can then include it in your custom portfolio by clicking on the “Media Items” link adjacent to the custom portfolio name. Select the dropdown box

next to “Add Portfolio Item” and select the name of the item (See Figure 5). Then click the “Add” button.

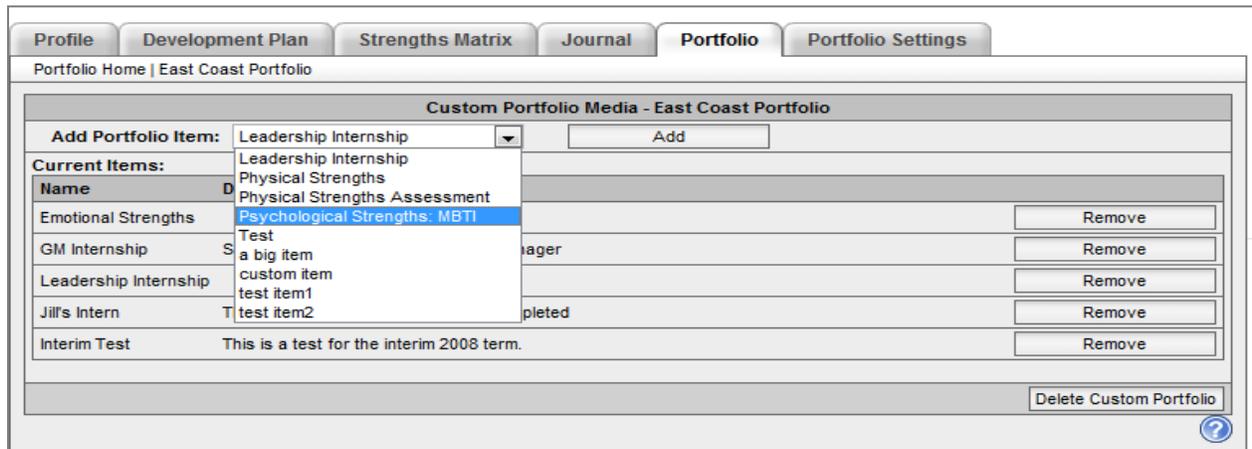


Figure 5

7.5 Portfolio Views

The Portfolio Views feature displays how many individuals have viewed your portfolio, resume, or profile. Click on the “Portfolio Views” button under the “Portfolio” tab to review this data.

7.6 Upload a Resume

eLifeCoach will allow you to upload one completed resume. The uploaded resume can be changed to a different resume at any time simply by uploading the new file.

To upload a new resume (or to replace the current resume), click the “New Resume” button under the “Portfolio” tab. Then click the “Browse” button to search for your resume on your computer. Finally, click the “Upload” button. The title of your resume file will be displayed as a button on the right side of the “Portfolio” tab.

You may submit your resume to an individual at any time by clicking the “Submit to Advisor” button.

8 PORTFOLIO SETTINGS

eLifeCoach provides you with the opportunity to direct others to your very own Website, which includes as much or as little information from eLifeCoach as you specify. The “Portfolio Settings” tab is where you can indicate what information should be displayed on your Webpage.

8.1 View/Edit my Webpage

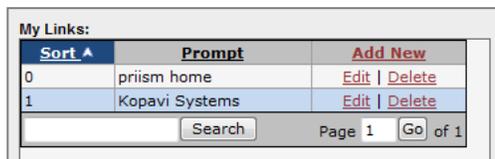
To see your current Webpage, click the “View my Webpage” button under the “Portfolio Settings” tab. (This page can also be found by clicking on the “My Webpage” link at the top of the eLifeCoach site.)

To modify how much data is available on your Webpage, check or uncheck the boxes next to the various items under the “Portfolio Settings” tab.

Note: Under “Media Items”, the “Portfolio” option will make all items in your *Public Portfolio* viewable on your Webpage.

To see your changes, click the “Save Settings” button and then click “View my Webpage”.

You also have the option of linking another Website to your Webpage. To do this, simply click the “Add New” link in the “My Links” table (See Figure 6).



Sort ▲	Prompt	Add New
0	prism home	Edit Delete
1	Kopavi Systems	Edit Delete

Search Page 1 of 1

Figure 6

In the new form that appears, enter a Sort number (used to determine in what order to place the links on your Webpage), the name of the link, and the URL or address of the site. Click “Add New”. You can view your changes by clicking “Save Settings” and then “View my Webpage”.