eLifeCoach
Student Instruction Manual

eLifeCoach

Center for Life Calling & Leadership
Indiana Wesleyan University

TABLE OF CONTENTS

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.

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.
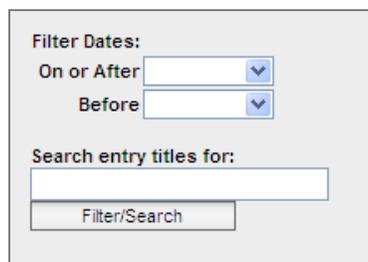
Filter Dates:
On or After [   ] ▼
Before [   ] ▼

Search entry titles for:
[   ]
[Filter/Search]

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.

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".

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.
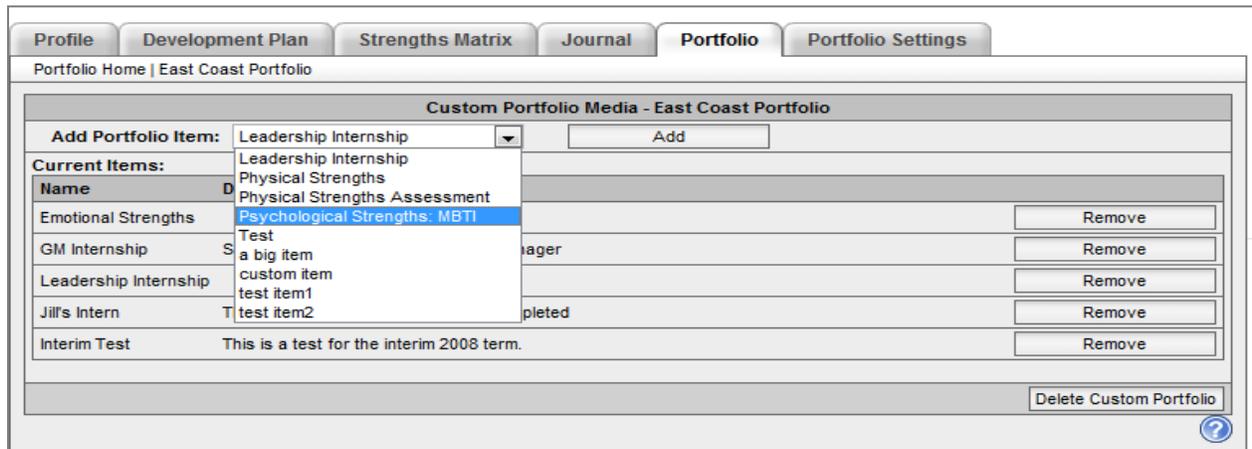

Figure 5

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).
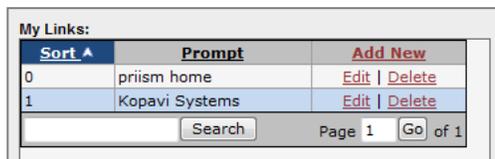
Figure 6

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".