

## Faculty Instruction Sheet

### 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, assignments, assessments, resumes, and any other educational materials and documentation. Students can even use eLifeCoach for years to come as a life-long compilation of their academic and professional experiences.

As a faculty member, eLifeCoach allows you to view all items (of any file type) that your students upload into their personal portfolio. After directing students to upload certain assignments or projects, you can then log in and view these files within each student's portfolio. It may be wise to direct students to provide a particular name and description when uploading each file so that you can easily locate the required assignments.

### REGISTRATION

If you do not have a faculty login, see the eLifeCoach administrator to have one created for you. The administrator will provide you with a username and password. To log in, go to [clc.indwes.edu/elifecoach](http://clc.indwes.edu/elifecoach) and enter your username and password. This will take you to the introductory page.

### VIEWING YOUR STUDENTS

To view your students, click the "Students" link in the upper right hand corner of the page. This list is populated as students select their professor's name upon registration on the site, or by the eLifeCoach site administrator. If you would like to have students added or deleted from this list, please contact the administrator.

You can sort your students by clicking on any heading, such as "Name", "Status", "Year", or "Major".

### VIEWING STUDENT PORTFOLIOS

Click on "Personal Portfolio" adjacent to a student's name to view his/her portfolio. This will only display items in their *Personal Portfolio*. Make sure that your students know to upload files into their personal portfolio (not professional or public) in order for you to have access to them.