

Faculty Guide for CommuniCoach

Setup Basics

Logging In

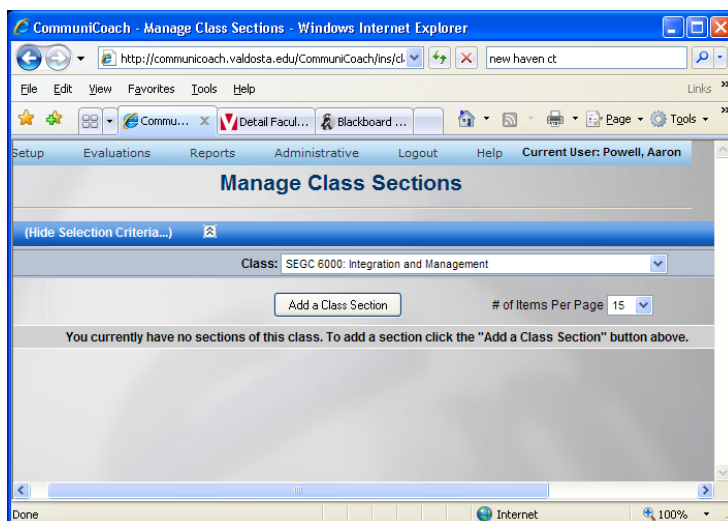
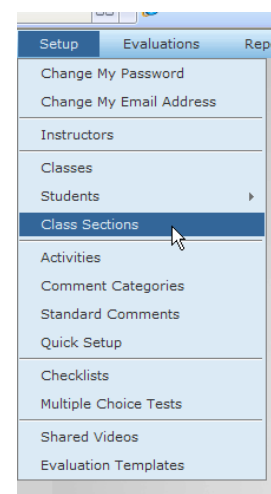
- The URL for VSU's CommuniCoach is:
<http://communicoach.valdosta.edu>
- Your **initial login** credentials are your **VSU email username** (first part of email) for both the ID and Password. You will be prompted to change your password at first login. Thereafter you can change your password by going to Setup > Change My Password. Contact Aaron Powell for problems with password.



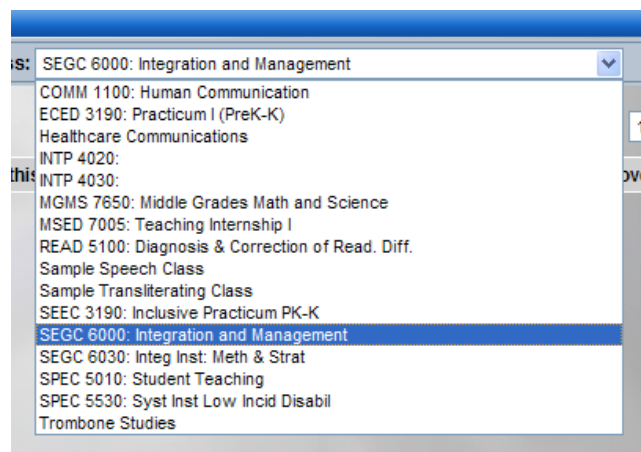
- NOTE: Any instructor can **reset a student's password** by using the Setup > Students > Manage Students menu option to get to the required screen. The password will be reset to the student's User ID.

Setting Up Class Sections and Rosters

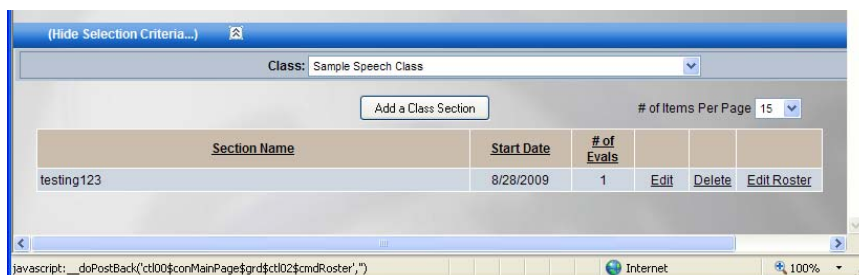
- In some cases an administrator may do this for you, and your class sections will already be available, perhaps including rosters.
- If not, go to the Setup > Class Sections menu.
- You will see the Manage Class Sections screen.



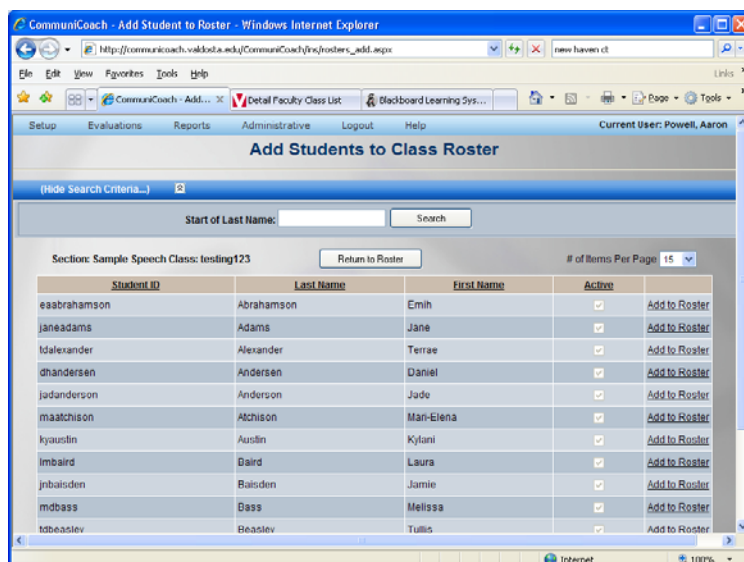
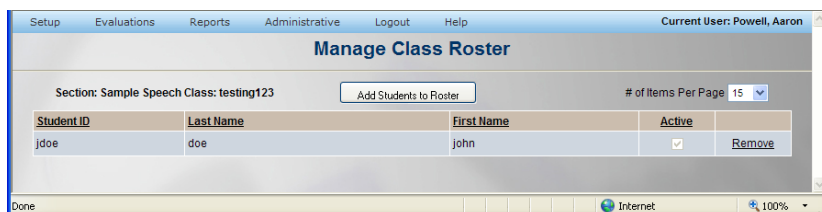
- From the drop down list, select the appropriate course. Then click the Add a Class Section button.
- In the Add New Class Section screen, enter a name for the section. We recommend using a standard naming convention for easy location later, such as 09 FALL Y03. No need to repeat the course name. Click the Save button.



- You will see the section listed under the course you chose. To edit the Roster, add or remove students, click the Edit Roster button to the right. NOTE: you can also import entire class section rosters by importing .CSV files. Contact Aaron Powell for assistance.



- You will see a Manage Class Roster screen where you can add students with the Add Students to Roster button, or remove students with the Remove link in the table for each student. NOTE: When you remove a student, you delete all evaluations the student may have done for the course section.
- The Add Students to Roster button opens the relevant screen with access to all student accounts. The list is sortable, and there is a search box for last name.



- If the student is not in the master list, he/she can be added from the menu: Setup > Students > Manage Students. This opens the Manage Students screen where student information can be edited and passwords reset. To add a student, click the Add a Student button. Be sure to include the email account so the student has the ability to reset his/her password. Leave the Active box checked. Here you can also go ahead and add the student to a section.

