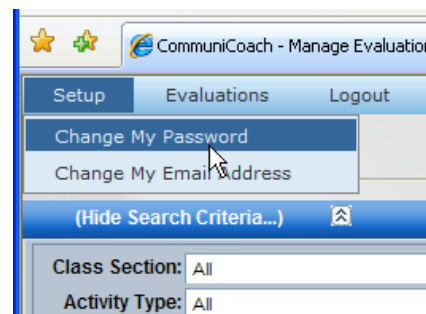


CommuniCoach Login and Video Upload

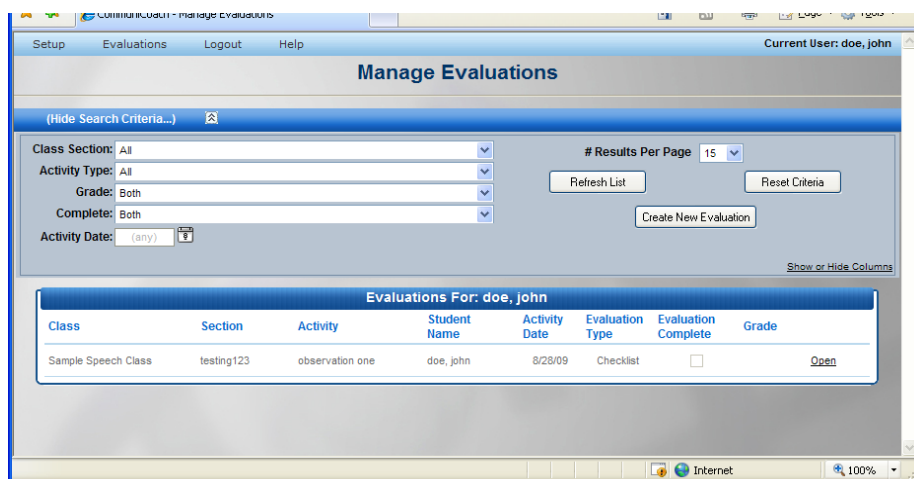
- 1) Your credentials for CommuniCoach start out as your **VSU PID** for both the user ID and password (the first part of your VSU email address).
 - a. You should **use Windows Explorer** on a PC.
 - b. Safari works on a Mac, but you will need an add-on application:
[Flip4Mac to play WMV files.](#)

- 2) Login to CommuniCoach at:
<http://communicoach.valdosta.edu>

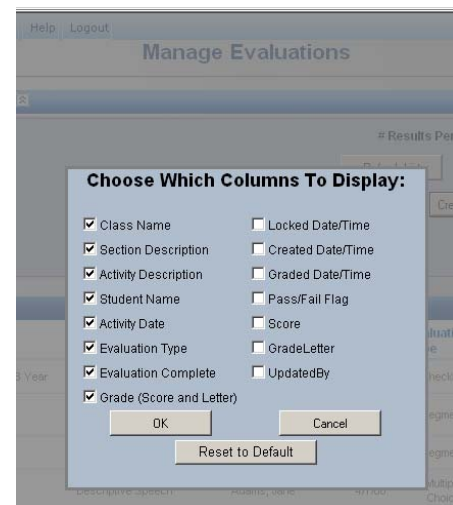
- 3) Right away the software should prompt you to change your password. Later, to change your password, go to the Setup menu and select Change My Password.



- 4) You will see your evaluations listed upon login. Otherwise, you can access the list (Manage Evaluations) by selecting Evaluations > Edit/View. This screen lists all of the evaluations that have been created by (or for) the instructor.



- 5) There are many options for filtering and sorting the list. And you can add more fields by clicking the Show or Hide Columns link in the lower right corner of the Search Criteria box. A screen with a series of checkboxes will open. HINT: select the File Uploaded column to indicate a video has been uploaded and is ready for assessment.



- 6) Find the evaluation for which you need to upload a video; then select Open, to the far right of the listing.

7) On the Evaluation Details Screen, in the Video Information area, click the **Upload New Video** button.

8) You will see a screen for the common function of browsing your computer for a file to upload. **Locate the video** on your computer where you saved it. Then click the **Upload** button.

9) You will see some green progress bars; the upload could take quite some time depending on the size of the file and your internet connection. When the upload is complete, the Video Information window associated with the evaluation will change and provide details on when the file was uploaded, by whom, and the file size.

10) Check to make sure your video was uploaded successfully by clicking the **Evaluate** button. The video typically starts playing automatically, but give it some time to load. If not, click the play button in the media player section. If it does not play, then it is likely not in the correct format, or the file has been corrupted somehow, likely due to an unusual preparation process. Click the **Save and Exit** button when finished.

11) When your professor has finished assessing the video observation, a **check mark** should be displayed under the **Evaluation Complete** heading in the Manage Evaluations area. At this point you can **Open the Evaluation and then click the Evaluate button to view your instructor's feedback.**

12) **PRINTING/EXPORTING:** Click Print from the Evaluation menu to display a File Download screen. Click the Save button (Windows); provide name and location to save file. Mac: Evaluation will automatically be downloaded as a PDF and opened.

