

STUDENT SUCCESS COACHING

Student Coach Guide

Responsible: Any coach (Scott, Carrie, Mary, Echo, Lili, and Jamie) / EA for Student Coaching

1. Accessing the Website

- Go to <https://coach.studentsuccessprograms.com/>
 - This will lead you to the different programs/universities we are working with
- Look for the specified program and click on “Click Here to Proceed”
- Depending on the student you are coaching (first call, follow-up, clinical, or didactic), please go to the corresponding form and scroll down inside the box to fill in the information (e.g. Student Success Intake form, Clinical Year Academic Improvement Plan, Final PANCE Academic Improvement Plan, Student Success Coach Follow-up Form,)
- Once done, please click on Submit

2. Viewing the Form Results

- Go to <https://coach.studentsuccessprograms.com/admin>
- Look for the university where the student belongs to and click on “Click Here to Proceed”
- Please select and choose “Click Here to See the Reports” (**Note for Jenny:** *Please rearrange the order of the wording on the website*)
- You will be then be routed to the Google Drive folder where the Names of the students are listed per folder
- Select the folder of the student and you will see the reports you or another coach has sent the university per date

3. Accessing the Resources

- Go to <https://coach.studentsuccessprograms.com/admin>
- Look for the university where the student belongs to and click on “Click Here to Proceed”
- Please select and choose “Click Here for Your Resources”
- You will be routed to the Google Drive where you can find:
 - a. the different resources that you can send a student to help with their studies

- b. There is also an excel file where you can find the EOR/PANCE scores for each student from the university
 - i. Double-click to open the file and find the score of the student you are coaching

4. Previous Coaching Reports –

- Go to <https://coach.studentsuccessprograms.com/admin>
- Look for the university where the student belongs to and click on “Click Here to Proceed”
- Please select and choose “Click Here to See the Reports”

CLICK HERE SEE TO THE REPORTS

- You will be routed to the Google Drive where you can find:
 - a. The student’s names on each folder
 - b. Click on the student’s folder to view all the coaching reports for that specific student with date of coaching as the filename

5. Student Coaching Records

Responsible: Coaches/EA

- Please go to [Student Coaching Records per University](#) to access the database for all the students we are coaching per university
- At the bottom part, you will find each of the coaches’ name and you can select to find the program and the names of the students they are currently coaching