

CERTIFICATION COACH TUTORIAL





Log in!
URL: trainingsisterlocks.com



NAVIGATION 

- Home
-  Academy News
-  Courses

Sisterlocks Online Academy

Welcome! ... Welcome! ... Welcome! ... Welcome! ... Welcome! ... Welcome! ... Welcome! ... Welcome!

WELCOME CONSULTANTS, TRAINEES and GUESTS

You may create a login profile from this page (below)

OR just click on the **arrow** next to COURSES in the left Navigation window

to see the activities for guests and enrolled individuals.

VISIT OFTEN AND WATCH US GROW!



Sisterlocks 2043 El Cajon Blvd. San Diego, CA 92104

www.sisterlocks.com

You are not logged in. (Log in)





Your landing page will look something like this.

Sisterlocks website English (en) Sapphire Jackson

Sapphire Jackson [Customise this page](#)

Dashboard

NAVIGATION

- Dashboard
 - Site home
 - Sisterlocks Online Academy
 - My courses
 - Cert Coach 2018 S1**

COURSE OVERVIEW

Timeline Courses

In progress Future Past

Cert Coach 2018 S1

92%

Testing an alternative to the Cert Coach template currently being used.

« 1 »

Your name

**Your course(s) listed in 2 places.
Click to enter your course.**



Once in the course, here are some key areas of the screen:

Cert Coach 2018 S1 ← Your course name


Dashboard ► My courses ► Cert Coach 2018 S1

NAVIGATION

- Dashboard
 - Site home
 - Sisterlocks Online Academy
- My courses
 - Paris, FR 10/20/2018
 - Cert Coach 2018 S1**
 - Participants
 - Competencies
 - Welcome to your Certification Coach!
 - Prep & CHECKLISTS


← The course you're IN is highlighted here.

Welcome to your Certification Coach!

 Follow this virtual pathway to becoming a Certified Sisterlocks Consultant.
We're cheering for you!

Prep & CHECKLISTS

Are your ducks all in a row?



Make sure they are by following these 2 easy steps:

- Step #1:** [CLICK HERE](#) to **Get Organized!**
- Step #2:** [Return here](#) and take the **Prep Quiz.**

SEARCH FORUMS

← This header will show at the top of your screen.

← The various Activity Sections will appear below the header.



3 Navigation Tips

TIP #1: Always know where you are.

There are TWO ways to scroll through and look over the entire Certification Coach outline at a glance:

1. When you first open up the course
2. Whenever you click on the course name in the left navigation window.

HOWEVER ...

A PAGE OR ACTIVITY ONLY BECOMES CLICK-ABLE AFTER THE PREVIOUS ACTIVITY HAS BEEN COMPLETED.

NOTE: As you complete your activities they will show up permanently in your left NAVIGATION window.

The screenshot shows the Certification Coach interface with several sections: "Enter FIRST Client Info", "First Client Consultation", "First Client Sample Locks", and "First Client Locking Session". Each section has a green checkmark icon and a "Restricted" message. A purple arrow labeled "1. SCROLL ..." points to the top of the page, and another purple arrow labeled "2. CLICK" points to the "Cert Coach 2018 S1" link in the navigation menu.

Are your ducks all in a row?
Make sure they are by downloading and reviewing this checklist:
Step #1: CLICK HERE to Get Organized!
Then return here and take the **Prep Quiz**.

1. SCROLL ...

2. CLICK

Cert Coach 2018 S1

Dashboard ▶ My courses ▶ Cert Coach 2018 S1

NAVIGATION

- Dashboard
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 - ▼ **Cert Coach 2018 S1**
 - ▶ Participants
 - ▲ Competencies
 - ▶ Welcome to your Certification Coach!
 - ▶ Prep & CHECKLISTS



3 Navigation Tips

TIP #2: Activities are not all alike.

HOWEVER ...

THEY ALL START FROM, AND RETURN TO A HELPFUL LANDING PAGE THAT TELLS YOU WHERE YOU ARE, AND WHAT TO DO NEXT.

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Cert Coach 2018 S1

ard ▶ My courses ▶ Cert Coach 2018 S1 ▶ First Client Rows/Section Pix ▶ First Client Row/Section Pix

First Client Row/Section Pix

Using your Checklist as a guide, collect ALL of the pictures you will need to upload for this section. Pictures should be clear so that your Evaluator can easily count the number of rows AND the number of locks per row.

Click the "Add submission" button below, then drag your pictures into the upload window. (Max. file size 5MB) Save, then click "Submit assignment" when finished.

IMPORTANT NOTE: You can leave and come back to this activity by simply saving, but NOT clicking the "Submit assignment" button. When you return you will see an "Edit submission" button instead. You can delete or add additional photos UNTIL you click "Submit assignment." At that point no more pictures can be uploaded unless your Evaluator opens the window up for you again. So, make sure you have all of your pictures uploaded before clicking, "Submit assignment."

Once all of your pictures are uploaded, move on to the next section: **First Client Follow-up**

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded

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My courses ▶ Cert Coach 2018 S1 ▶ First Client Locking Session ▶ First Client/Locking Session

First Client/Locking Session

Here is where we quiz you on how you established your Sisterlocks. Who many sections? What sized locks, etc. You will also have a change to provide additional information about the choices you made in a later activity.

After completing this activity, move on to the next one where you will upload pictures showing your **First Client Rows/Section Pix**.

Attempts allowed: 2
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review
1	Finished Submitted Friday, 26 January 2018, 1:50 PM	Review

Re-attempt quiz

HERE ARE 2 EXAMPLES OF LANDING PAGES

Focus on the TOP section of the landing page for two types of important information:

1. What to do NOW, and
2. What to do NEXT.

The bottom of the page reflects the status of the activity, and may change depending on whether or not the activity has been completed.



3 Navigation Tips

TIP #3: Don't waste your 'attempts.'

How do you do that?

1. Don't start an activity until you have all of your information ready to input. To help with this, download and complete the CHECKLIST we provide for each client BEFORE you start entering information.
2. Don't final-submit an activity until you're sure you're done with that activity. **This especially goes for uploading pictures.**

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Sunday, 11 February 2018, 10:39 AM
File submissions	 Sisterlocks Freedom Tour.jpg
Submission comments	▶ Comments (0)


Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Sunday, 11 February 2018, 10:40 AM
File submissions	 Sisterlocks Freedom Tour.jpg
Submission comments	▶ Comments (0)

EXAMPLE: PICTURE UPLOADS
Until you click here, changes ARE
still possible.

Indicates no more
uploads accepted



GOOD LUCK!

Take your time.
Prepare well.
Pay attention to details.

This will help ensure that you will make the best use of your Certification Coach and enjoy the benefits of hassle-free Sisterlocks certification!

Sisterlocks[®]

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