# CERTIFICATION COACH TUTORIAL





# Log in! URL: trainingsisterlocks.com



Sisterlocks

website English (en) -

You are not logged in. (Log in)

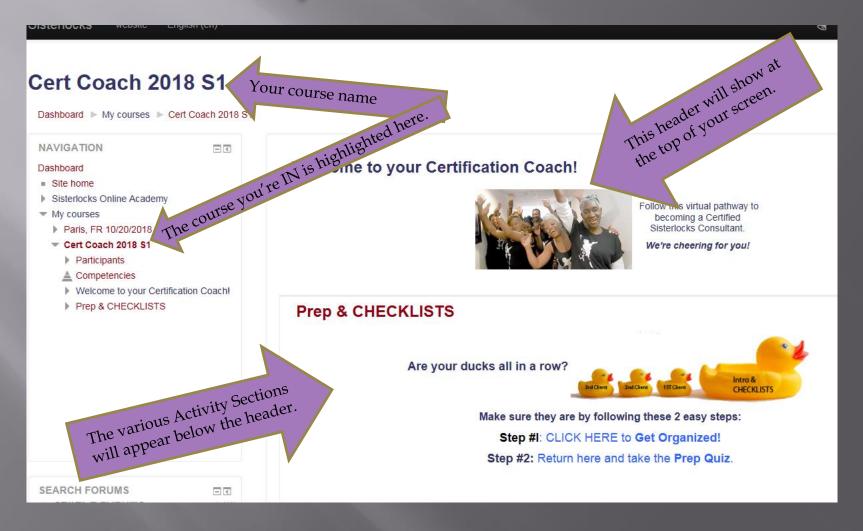




# Your landing page will look something like this.

Sisterlocks website English (en) -	٩	🔎 Sapphire Jackson 📿 🔹 📩	
Sapphire Ja	ckson		
Dashboard	Your name	Customise this page	
NAVIGATION IC	COURSE OVERVIEW Timeline Courses		
<ul> <li>Sisterlocks Online Academy</li> <li>My courses</li> <li>Cert Coach 2018 S1</li> </ul>	In progress Future Past		'into
	Cert Coach 2018 S1 92% Testing an alternative to the Cert Coach template currently being used.		
	« 1 »		
Your course(s	listed in 2 places.		
	er your course.	~	i

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





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.





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.

Coach 2018 S	51
rd 🕨 My courses 🕨 Cert Coac	h 2018 S1 ▶ First Client Rows/Section Pix ▶ First Client Row/Section Pix
TION C	First Client Row/Section Pix
urses t Coach 2018 S1 Participants Competencies Prep & CHECKLISTS Enter FIRST Client Info	Using your Checklist as a guide, collect ALL of the pictures you will nee that your Evaluator can easily count the number of rows AND the numb Click the "Add submission" button below, then drag your pictures into th "Submit assignment" when finished.
First Client Consultation First Client Sample Locks First Client Locking Session First Client Rows/Section	IMPORTANT NOTE: You can leave and come back to this activity by s button. When you return you will see an "Edit submission" button instea click "Submit assignment." At that point no more pictures can be uploar again. So, make sure you have all of your pictures uploaded before clic
Pix First Client Row/Section Pix First Client Follow-up	Once all of your pictures are uploaded, move on the the next section. F Submission status

#### 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 the 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	ach 2018 S1 🐌	<ul> <li>First Client Locking Session</li> </ul>	n First Client/Locking Session		
ои	- <	First Clien	/Locking Sessio	n	
e ks Online Academy es Coach 2018 S1			-		Yau uli ala kana a kana ka au ida adilija
rticipants mpetencies			hoices you made in a later activity.	sterlocks. Who many sections? What sized locks, etc	. You will also have a change to provide additiona
p & CHECKLISTS		After completing this a	ctivity, move on to the next one whe	re you will upload pictures showing your First Client	Rows/Section Pix.
ter FIRST Client Info				Attempts allowed: 2	
st Client Consultation st Client Sample Locks				Grading method: Highest grade	
st Client Locking Session First Client/Locking Sessi	ion	Summary of your previous attempts			
st Client Rows/Section Pix		Attempt	State		Review
		1	Finished Submitted Friday, 26 January 2018	8, 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:

- What to do NOW, and 1.
- 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.

English (en)



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

How do you do that?

- 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.
- Don't final-submit an activity until you're sure you're done with that activity. This especially goes for uploading pictures.

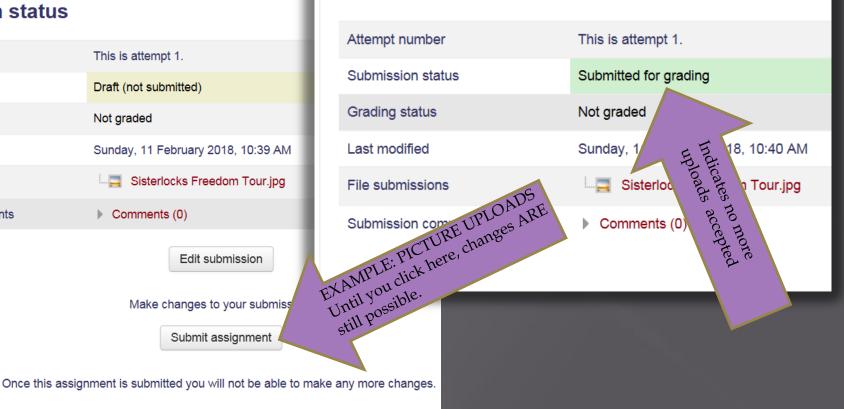
Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Sunday, 11 February 2018, 10:39 A
File submissions	Sisterlocks Freedom Tour.jp
Submission comments	Comments (0)
	Edit submission

Make changes to your submiss

Submit assignment

## Submission status

## Submission status





# **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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