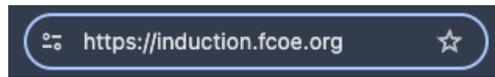


# Induction Coach

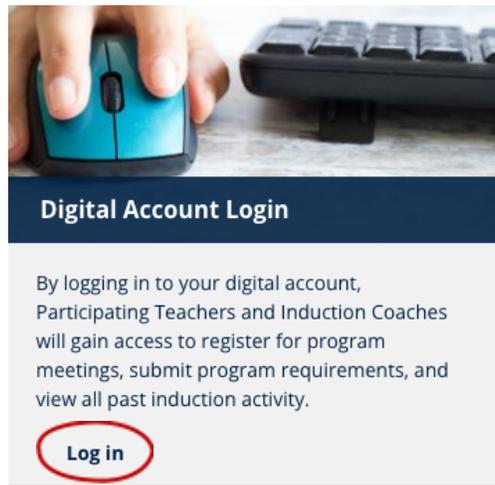
## Digital Account User Guide

### Accessing Your Digital Account

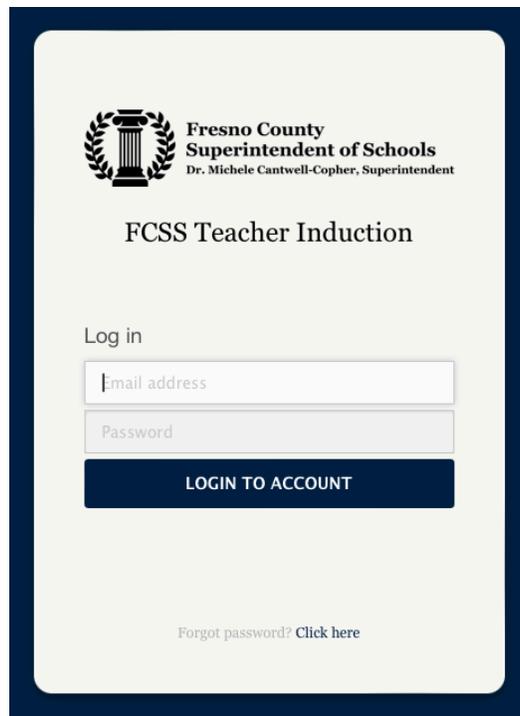
1. In your browser, navigate to <https://induction.fcoe.org/>



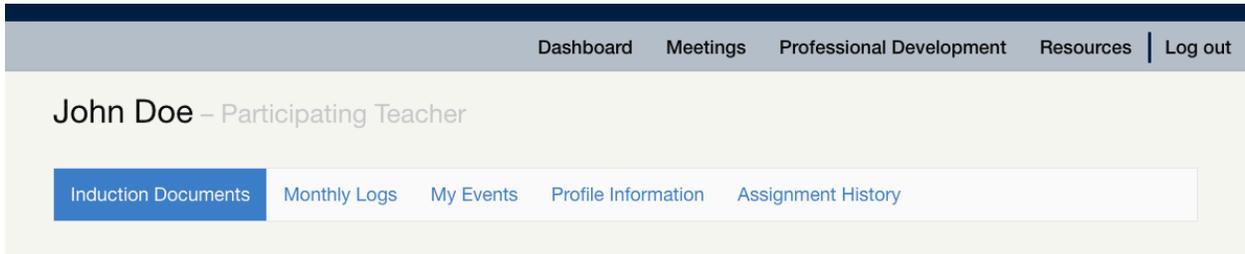
2. Click Log In under **Digital Account Login**



3. To log in, enter your school email address and password.



4. Upon successful login, you will be taken to your dashboard.



## First Time Log In

1. Using the provided one-time-login link in your welcome email, you will be directed to set a new password for your account. Enter a new password in the two fields and click **Save**.

Set password

Set New Password \*

Password

Password strength:

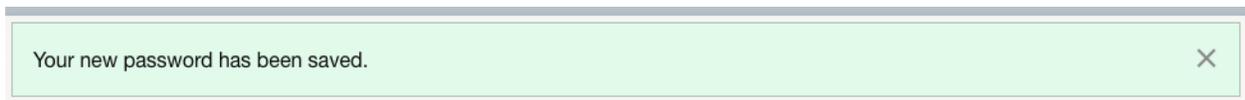
Confirm password

Passwords match:  
*Please set a new password so that you can login next time.*

This is a one-time login for *John Doe*.

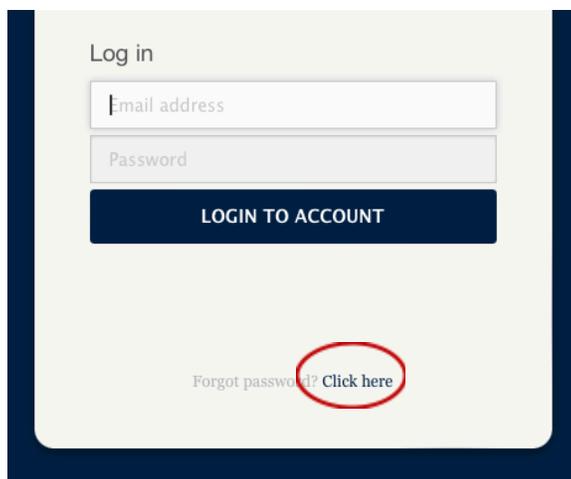
Log in

2. A confirmation message will appear at the top of the page stating that your changes have been saved.



## Forgot Password

1. If you have forgotten your password, use the link at the bottom of the login screen: “Forgot Password? Click Here”

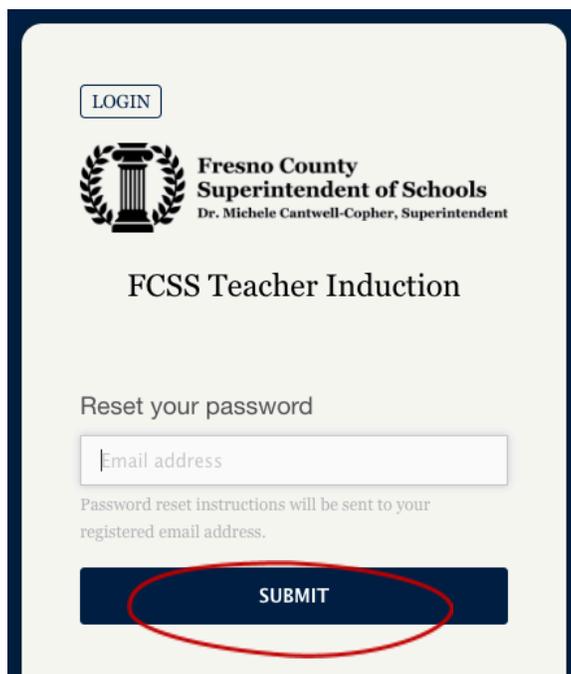


Log in

  
  
**LOGIN TO ACCOUNT**

Forgot password? [Click here](#)

2. Enter the email address that is associated with your account. Click e-mail new password, and a new one-time-login link will be provided.



LOGIN



**Fresno County  
Superintendent of Schools**  
Dr. Michele Cantwell-Copher, Superintendent

FCSS Teacher Induction

Reset your password

  
Password reset instructions will be sent to your registered email address.**SUBMIT**

3. You will receive an email from the website that contains a one-time-login link. Click or copy and paste the provided link. The exact URL will vary – this example is in Outlook.

Replacement login information for John Doe at FCSS Teacher Induction



FCSS Teacher Induction & Development

To: John Doe

John,

A request to reset the password for your account has been made at FCSS Teacher Induction.

You may now log in by clicking this link or copying and pasting it into your browser:

[https://nam11.safelinks.protection.outlook.com/?url=link to reset your password this is only an example for demonstration](https://nam11.safelinks.protection.outlook.com/?url=link%20to%20reset%20your%20password%20this%20is%20only%20an%20example%20for%20demonstration)

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- FCSS Teacher Induction team

4. Enter the New password in the two fields and click **Save**. A confirmation message will appear at the top of the page stating that changes have been saved.

Dashboard Meetings Professional Development Resources | Log out

The changes have been saved.



## Viewing Participating Teacher Activity

1. From your dashboard you can access **upcoming monthly logs** for all respective Participating Teachers. Click on a **participating teacher's name** to view their dashboard and program requirement activity.

Tom Coach – Coach

Monthly Logs | My Events | Profile Information

**JOHN DOE**  
YEAR 1 • ADDICOTT SCHOOL

September	No Submission   0 Comments	*
October	No Submission   0 Comments	*
November	No Submission   0 Comments	*

**ANA GARCIA**  
YEAR 1 • ADDAMS

September	No Submission   0 Comments	*
October	No Submission   0 Comments	*
November	No Submission   0 Comments	*

**CARL SMITH**  
YEAR 1 • ADDAMS

September	No Submission   0 Comments	*
October	No Submission   0 Comments	*
November	No Submission   0 Comments	*

2. To return to your dashboard click **Dashboard** in the main site menu at top right. When viewing an assignment, use the “Return to your Dashboard” shortcut, or click Return to User’s Dashboard to return to that Participating Teacher’s dashboard.

[Return to your Dashboard ↩](#)

[Return to John Doe's Dashboard ↩](#)

# Uploading a Monthly Collaboration Log & Receiving Feedback

1. A blank Monthly Collaboration Log can be obtained from the **Resources** page. A Monthly Collaboration Log may be downloaded as a Word or Google Doc.

The screenshot shows a navigation bar with 'Dashboard', 'Meetings', 'Professional Development', and 'Resources'. Below the navigation bar is the 'Induction Resources' section. It contains several sub-sections with lists of links:

- Contact Us**
  1. [Induction Team Contact Page](#)
  2. [Fall Semester Office Hours: Dates & Log-in Information](#)
- Year 1 and Year 2 TRANSFER Participating Teachers**
  1. [Participating Teacher Requirements - Coming Soon!](#)
  2. [Year 1 and Year 2 Transfer Induction Collaboration Resources - Coming Soon!](#)
  3. [Observation Resources \(Observation by Coach & Observation of a Peer\)](#)
- Year 2 Participating Teachers**
  1. [Participating Teacher Requirements - Coming Soon!](#)
  2. [Year 2 Induction Collaboration Webinar and Directions - Coming Soon!](#)
  3. [Year 2 Induction Collaboration Resources - Coming Soon!](#)
  4. [Observation Resources \(Observation by Coach & Observation of a Peer\)](#)
- Induction Coaches**
  1. [Induction Coach Requirements - Coming Soon!](#)
  2. [Coaching Toolbox \(2024-2025\)](#)
  3. [Monthly Collaboration Log - Word Version \(2024-2025\)](#)
  4. [Monthly Collaboration Log - Google Doc \(2024-2025\)](#)
  5. [Monthly Log Resources for Coaching](#)
  6. [Observation Tools \(Observation by Coach & Observation of a Peer\)](#)

2. To submit a completed Monthly Collaboration Log, from your dashboard click on the Monthly Log for the teacher that you would like to upload a log for.

## Tom Coach – Coach

Monthly Logs My Events Profile Information

### JOHN DOE

YEAR 1 - ADDICOTT SCHOOL

September

No Submission | 0 Comments

\*

October

No Submission | 0 Comments

\*

November

No Submission | 0 Comments

\*

### ANA GARCIA

YEAR 1 - ADDAMS

September

No Submission | 0 Comments

\*

October

No Submission | 0 Comments

\*

November

No Submission | 0 Comments

\*

### CARL SMITH

YEAR 1 - ADDAMS

September

No Submission | 0 Comments

\*

October

No Submission | 0 Comments

\*

November

No Submission | 0 Comments

\*

3. If you want to view more than the upcoming three on your dashboard, including history, click on a **participating teacher's name** to view their dashboard. Then select the Monthly Logs tab on their dashboard.

## John Doe – Participating Teacher

Induction Documents

Monthly Logs

Profile Information

Assignment History

### YEAR 1

September

No Submission

\*

October

No Submission

\*

November

No Submission

\*

4. On the right side of the page is the Assignment Submission area. Select **Upload Document** and provide your completed monthly log document.

September

John Doe

September • Year 1 • 2024-2025 • General Education

No comments have been added yet.

Add new comment

Comment \*

Save

No Submission

Assignment Submission

Submission \*

Upload Document

Submit

Submission History

Nothing has been submitted yet.

5. Then click the **Submit** button to complete your submission.

No Submission

Assignment Submission

Submission \*

example\_document\_monthly\_log.pdf

Remove

Submit

Submission History

Nothing has been submitted yet.

6. After submission, you will see a confirmation message displayed at the top of the page. The document will now be listed under **Submission History** and the status of the assignment will update.

Assignment successfully submitted!

[Return to your Dashboard](#)

[Return to John Doe's Dashboard](#)

## September

John Doe

September • Year 1 • 2024-2025 • General Education

No comments have been added yet.

Add new comment

Comment \*

**B** *I*

[Save](#)

**Needs Review**

Assignment Submission

Submission \*

[Upload Document](#)

[Submit](#)

Submission History

[→ 2024-10-01](#)

7. If your document has been reviewed and additional evidence is needed, it will have red color indicators and state **Additional Evidence Needed** on your Dashboard. Click on the assignment title to view comments provided by your reviewer.

**JOHN DOE**  
YEAR 1 • ADDICOTT SCHOOL

**September**  
Additional Evidence Needed | 1 Comment

**October**  
No Submission | 0 Comments

**November**  
No Submission | 0 Comments

## September

John Doe

September • Year 1 • 2024-2025 • General Education

### Comments

new

**Reviewer** Wed, 10/02/2024 - 15:15

Thank you for submitting John's monthly log. I can see that the two of you had some great conversations that will really help John grow. Based on what you captured in your log it looks like some good learning and conversations have taken place over the course of the month, but I did want to connect with and ask if you might be able to provide some additional insight into the specifics of your teacher's learning and growth in future months. As the monthly log is one of the most essential pieces of evidence FCSS Teach Induction uses to document your teacher's learning and growth of the year (and then to provide as evidence of growth to CTC), some additional details will really showcase that evidence of growth! I had some ideas of how you might provide additional insight by adding my questions directly on your log. Please take a look at these questions to help you provide some additional detail and resubmit by October 6th.

Attachment  
[monthly\\_collaboration\\_log.pdf](#)

### Additional Evidence Needed

#### Assignment Submission

Submission \*

[Upload Document](#)

Submit

#### Submission History

➔ [2024-10-01](#)

8. If your log is marked as “Additional Evidence Needed”, resubmission will be necessary. Reflect upon the feedback provided and re-upload by the given date. Use the same Assignment Submission area on the right side of the page as before to set this monthly log for review again.

### Additional Evidence Needed

#### Assignment Submission

Submission \*

[monthly\\_log\\_example\\_reupload.pdf](#)

Remove

Submit

#### Submission History

➔ [2024-10-01](#)

9. Once your log has been approved by your reviewer, you will receive an email notification with your reviewer's comments. You can also see your reviewer's comments in your digital account by navigating from your dashboard.

**JOHN DOE**

YEAR 1 ◦ ADDICOTT SCHOOL

September

Growth Demonstrated | 2 Comments



October

No Submission | 0 Comments



November

No Submission | 0 Comments

