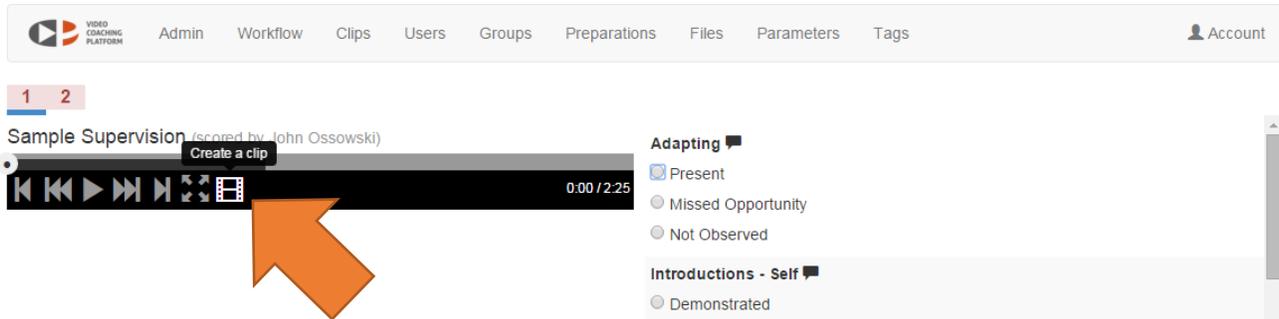


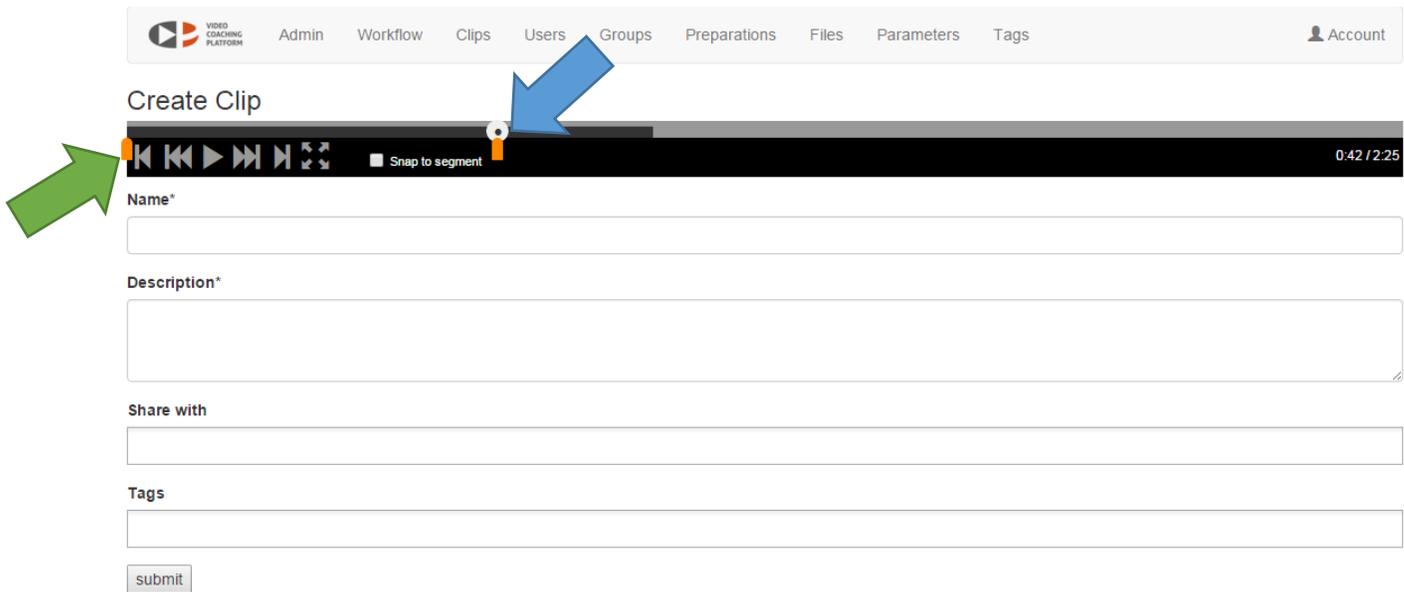
How to make a clip

You can create a clip to highlight something specific you'd like your trainee to work on. Clips can be made while you are scoring a preparation. You can attach clips to a feedback report for your trainees as another way to illustrate your comments.

Step 1: On the preparation scoring screen, you should notice a button on the media player that looks like a filmstrip. When you hear something that you want to make a clip about, click on that button (see below).



Step 2: Clicking on the filmstrip button will take you to the clip editing screen (shown below).



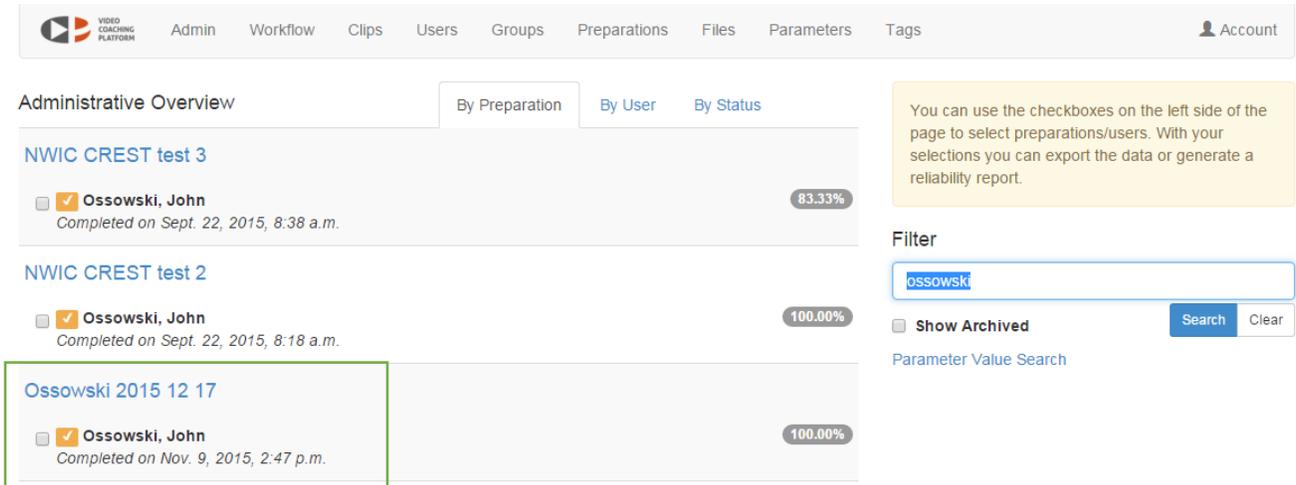
- The blue arrow points to the end time of the clip – this is the point in time you clicked the filmstrip button. Simply click and drag on the little orange marker under the white circle to make the clip longer. (NOTE: You can still listen to the media file here by pressing the play button.)
- The green arrow points to the beginning time of the clip – you can drag the orange marker to the point at which you want the clip to start playing.

Step 3: Give your clip a name (Name field); enter a description (can tell why you clipped this); and include tags to make it easier to find. When you click 'submit' your clip will be available in your clips library, accessible from 'Clips' in the menu bar. NOTE: If you want to share the clip directly with someone else, type their name in the 'share with' field. You do not need to enter anything in here if you are attaching this clip to a feedback report.

How to make a feedback report

Feedback reports only include comments you left with your scores using the back response ('talkie bubble') boxes. Using the feedback reporting feature, you can edit your comments further and include clips from your clip library to share with trainees.

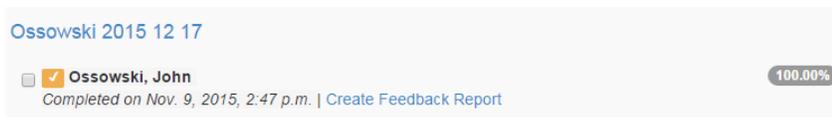
Step 1: Find the completed preparation in your admin queue. (In this example, we'll use **Ossowski 2015 12 17**, highlighted below in the green box.)



The screenshot shows the administrative interface of the Virtual Coaching Platform. The top navigation bar includes links for Admin, Workflow, Clips, Users, Groups, Preparations, Files, Parameters, and Tags, along with an Account icon. The main content area is titled 'Administrative Overview' and has three tabs: 'By Preparation' (selected), 'By User', and 'By Status'. A yellow callout box on the right states: 'You can use the checkboxes on the left side of the page to select preparations/users. With your selections you can export the data or generate a reliability report.' Below the tabs, there is a list of preparations. The first two are 'NWIC CREST test 3' and 'NWIC CREST test 2'. The third, 'Ossowski 2015 12 17', is highlighted with a green border. Each preparation entry shows a checkbox, the user name 'Ossowski, John', the completion date and time, and a progress percentage. To the right of the list is a 'Filter' section with a search box containing 'ossowsk', a 'Show Archived' checkbox, and 'Search' and 'Clear' buttons. Below the filter is a 'Parameter Value Search' link.

NOTE: Choose the instance of the preparation where you have left comments with your scores – remember, if you didn't leave comments, you won't have a feedback report.

Step 2: Hover over the person's name and you'll see a link that says "Create feedback report" as shown below:



This screenshot shows a close-up of the 'Ossowski 2015 12 17' preparation entry. It displays the user name 'Ossowski, John', the completion date and time 'Completed on Nov. 9, 2015, 2:47 p.m.', and a progress indicator of '100.00%'. A blue link labeled 'Create Feedback Report' is visible next to the completion time.

Step 3: Click the link and you'll be taken to the feedback editing screen (shown on the next page). From there, you'll be able to edit, save and send your feedback report to the trainee.

Feedback report editing page:

Feedback Report for *John Ossowski* on *Ossowski 2015 12 17*

Settings

Include statistical summary ← A

Feedback

Segment/Parameter	Feedback	
#1 / Quality of Communication	<input type="text" value="I would like to see more engagement around..."/>	← B Add Clip ← C
#1 / Contributing effectively to the development of interdisciplinary team care plans.	<input type="text" value="Your practice could be improved by..."/>	Add Clip
#1 / Introductions - Self	<input type="text" value="Sometimes it is better to..."/>	Add Clip

General Comments

Segment	Feedback	
#1	<input type="text" value="test"/>	← D Add Clip

Overall Comment ← E

Additional people to share this feedback report with: ← F

← G

A. Leave this box unchecked.

B. Your parameter based comments show up here – you can click in the text boxes to edit them. NOTE: Editing your comments here will change the comments in the preparation itself.

C. Click this link to add a clip. (You'll be presented with a list of clips from your library. Click on a clip to attach it and close the menu when you're done making selections.)

D. Your general comments (left in the general comment box on the scoring screen will appear here).

E. You can create an overall comment for the trainee to read as part of the feedback report.

F. You can share this report with other people besides the trainee – include the names of those folks here.

G. Click 'Save' if you want to preview your report before sending. Click 'Save & Finalize' when you're ready to send the report to the trainee. NOTE: When you click 'Save & Finalize', the trainee will be notified that a feedback report is available. You can, however, go back into the feedback report and edit it more later on.