

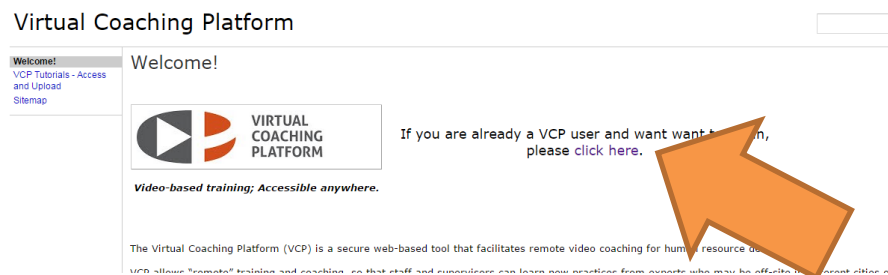
## Quick Reference for NWIC Trainees – Part 1

### Some helpful VCP Vocabulary:

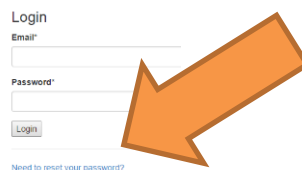
- Administrator/Supervisor/User – these are the three main roles a person can have in VCP.
  - Administrator (Kim Estep): Has control over all VCP site functions.
  - Supervisor (NWIC Coaches): Has control over some VCP site functions but only over their group of trainees (users).
  - **Users (NWIC trainees): Can only access content that they upload or content that is shared with them from a VCP Administrator or VCP Supervisor.**
- File – material that is uploaded into VCP (i.e.: Plan of Care documents, audio recordings, etc.)
- Preparation – files can be ‘prepared’ by including a set of COMET questions about the file and assigning scorers. Think of preparations as the things you are rating paired with the questions you are rating them with.
- Tags – You can use tags to help organize files and preparations. Think of these like labels in gmail.
- Clips – You can select portions of audio that reflect some important idea and save them to a library. These portions are known as ‘clips.’ Clips can also be shared with a trainee by a coach – as an attachment to a feedback report or as part of a trainee’s library of clips.
- Group – This is a set of VCP users (NWIC trainees) that a VCP supervisor (NWIC Coach) manages.
- Status – the current state of a preparation through the scoring process. A preparation is ‘assigned’ as soon as it is assigned and until a scorer looks at it and clicks finish. At that point a preparation is ‘Completed.’ There are other statuses you can assign a preparation after it is marked as ‘reviewed.’

### Logging In (please watch the log-in tutorial available at [vcponline.com](http://vcponline.com))

- Access VCP in your browser (use Chrome for best results): <http://nwic.vcponline.com> If you arrive at the following page, click the link to access the log in screen:



- Enter your VCP user name (email address) and password. If you ever forget your password, you can always reset it by clicking on the link shown below). **NOTE:** *On your first log in, you will be asked to agree to the End User License Agreement. Scroll to the bottom of the page, check the box to indicate you agree, then click ‘Submit’. You will then be asked to change your password. Please choose a password that you will remember but will be hard for others to guess.*



## Home page

- Once you have logged in, you will be taken to your home page. You will see a menu of options – these represent things you can do as part of your role as a ‘user’ in VCP. They are briefly described below and discussed in greater detail later in this document.

The screenshot shows the NWIC home page interface. At the top, there is a navigation bar with the NWIC logo (labeled A) and menu items: Workflow (labeled B), Clips (labeled D), Preparations (labeled E), Files (labeled F), and Account (labeled G). Below the navigation bar, there are two main sections: 'Needs to be Scored' and 'Completed'. The 'Needs to be Scored' section shows a task 'Matching COMET - POC 2 CC Carol' with a progress indicator of 0.00%. The 'Completed' section shows a task 'Matching COMET - POC 1 CC Jose' with a progress indicator of 100.00%. A search bar with 'Search' and 'Reset' buttons is located to the right of the 'Completed' section. At the bottom, there is a 'Page 1 of 1.' indicator and 'previous' and 'next' navigation buttons. Callout boxes A through G are placed around the page with arrows pointing to the corresponding elements.

- A = Click the NWIC logo to return to your home page at any time.
- B = Workflow – these are lists of preparations you are working on or have worked on.
- C = There are two workflow lists: ‘Needs to be Scored’ (preparations you need to score) and ‘Completed’ (preparations you have scored and clicked on the ‘finish’ button).
- D = Clips – where you can find your library of clips
- E = Preparations – a list of all the preparations you have access to. **NOTE: The only things you will have access to will be things that you upload and prepare or things that are shared with you by your coach.**
- F = Files – a list of all the files uploaded by you or shared with you by your coach. **NOTE: The only things you will have access to will be things that you upload and prepare or things that are shared with you by your coach.**
- G = Account – access your own account from here or log out of VCP.

## NWIC TRAINEE INITIATED COMETS

Upload files (please watch the upload tutorial available at [vcponline.com](http://vcponline.com))

Make a preparation with DOCUMENTS ONLY:

- STEP 1: On the Files page, choose the file you want to use by clicking on checkbox to the left of the file name(s):

The screenshot shows the 'Files' page with a navigation bar at the top containing 'New', 'Admin', 'Workflow', 'Clips', 'Users', 'Preparations', 'Files', and 'Account'. Below the navigation bar, there are search and filter options. A file named 'carins.pdf' is listed with a checked checkbox on the left. A yellow callout box highlights the file name and the 'Create Preparation' button. An orange callout box with the text 'Your file(s) appear in the yellow box with the option to 'create preparation.' Click this button next.' points to the 'Create Preparation' button. Another orange callout box with the text 'Click this box.' points to the checkbox next to the file name.

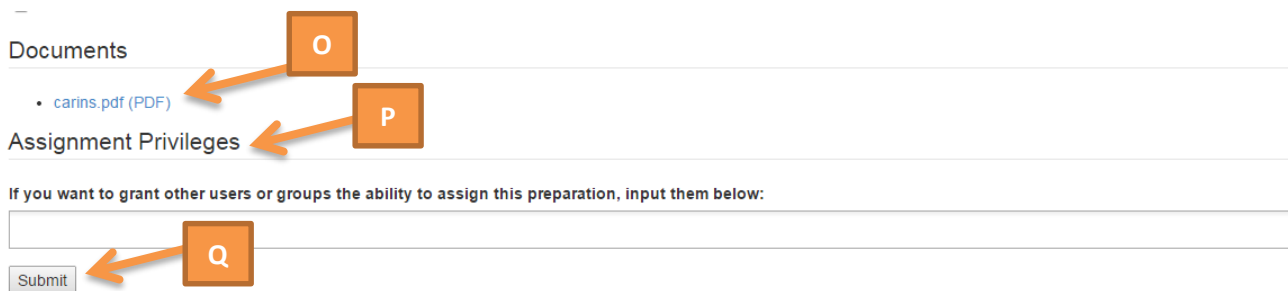
- STEP 2a: After clicking on 'Create Preparation' you will be taken to this screen. Fill out the information as follows:

The 'Create Preparation' form includes the following fields and callouts:

- Name\***: A text input field containing 'carins.pdf'. Callout **I** points to the label.
- Description\***: A large text area. Callout **J** points to the label.
- Master scorer**: A text input field. Callout **K** points to the label.
- Allow unrestricted comparisons**: A checkbox with the label 'Allow unrestricted comparisons' and a subtext 'This allows anyone assigned to the preparation to compare it against anyone else (not just the master scorer)'. Callout **L** points to the checkbox.
- Tags\***: A text input field. Callout **M** points to the label.
- Parameters\***: A section with a subtext 'Either choose individual parameters to add to this preparation, or choose from a parameter template'. It includes a 'Parameters' list with 'Check all', 'Strengths-Based', and 'Youth Driven' options. A 'Parameter Template' dropdown menu is also present. Callout **N** points to the dropdown menu.

- I = Name - Give the preparation a name. By default, the (or one of the) file name(s) will appear here. Please use the NWIC COMET naming convention as follows:
  - Example for a file uploaded by Jill Smith from Maryland on March 13, 2015:
    - **MD 2015 03 13 Smith**
      - 2 letter state abbreviation and a space
      - 4 digit year and a space
      - 2 digit month and a space
      - 2 digit day and a space
      - Last name of the person uploading
      - And if you upload more than one thing in a day, put another number after your last name. For example: if Jill Smith uploaded two things on March 13, 2015, the file names would be:
        - **MD 2015 03 13 Smith 1**
        - **MD 2015 03 13 Smith 2**
- J = Description – You must enter a description. It doesn't have to be long, but should give enough information so that someone can understand what this preparation was about. (Please don't include family/youth last names or other identifiers.)
- K = Master Scorer – This is person who you will be comparing your scores with. Choose your NWIC coach from this list.
- L = Do NOT check this box.
- M = Tags – you can assign a tag to preparation to make it easier to find later on. Clicking inside the box will pull up a list of tags available for use. Ask your coach which tags to use.
- N = Parameter Template – Here's where you'll put the COMET questions to go with your files. There are 9 different coaching session types available depending on the scenario (Document Review, Observation, Supervision) and phase of Wraparound (1&2, 3, 4). When you click on the down arrow, you can choose the list that best fits your situation.

- Step 2b: Scrolling down the page further will present you with more items to complete.
  - If you are doing a COMET on DOCUMENTS ONLY, then you will see this:



- O = This is a list of all the documents you are using to make this preparation. Each file name is a link to the pdf. You can click on this link to see the document again.
- P = Assignment Privileges – leave this blank.
- Q = Once you have entered all the information for parts I through Q above, click submit. You will be taken to the assignment page, where you can assign scorers to the preparation.

Step 3: Assigning a preparation to be scored.

Updated!

Assignments for: *carins.pdf*

Available Scorers

Enter a name or group in the box below to make an assignment. **R**

Assigned Scorers

No users have been assigned to this preparation

**S**

Submit

- R = Clicking here will give you the list of people you can assign to score the preparation. Choose yourself from the list.
- S = Click 'submit' to confirm your choices. You'll now see:

Assigned Scorers

Check the box to **remove** the assignment.

**WARNING:** Removing an assignment will delete all scores from the user/group on this preparation.

Trainee, Terrific

test, user

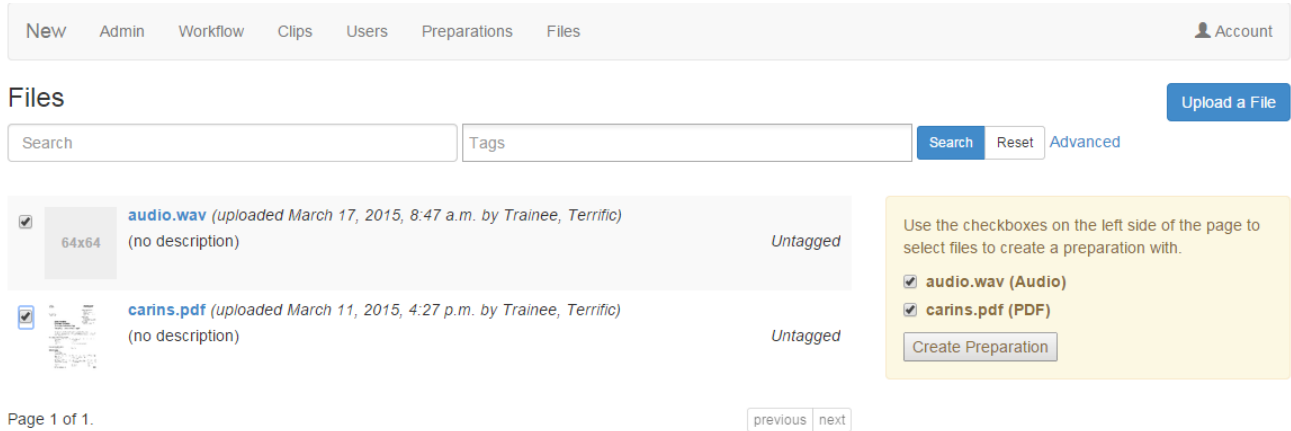
Submit

You'll see your choices under 'Assigned Scorers.' If you've made a mistake, you can check the box next to a person's name and click 'submit' to remove them. You can also add more people as scorers.

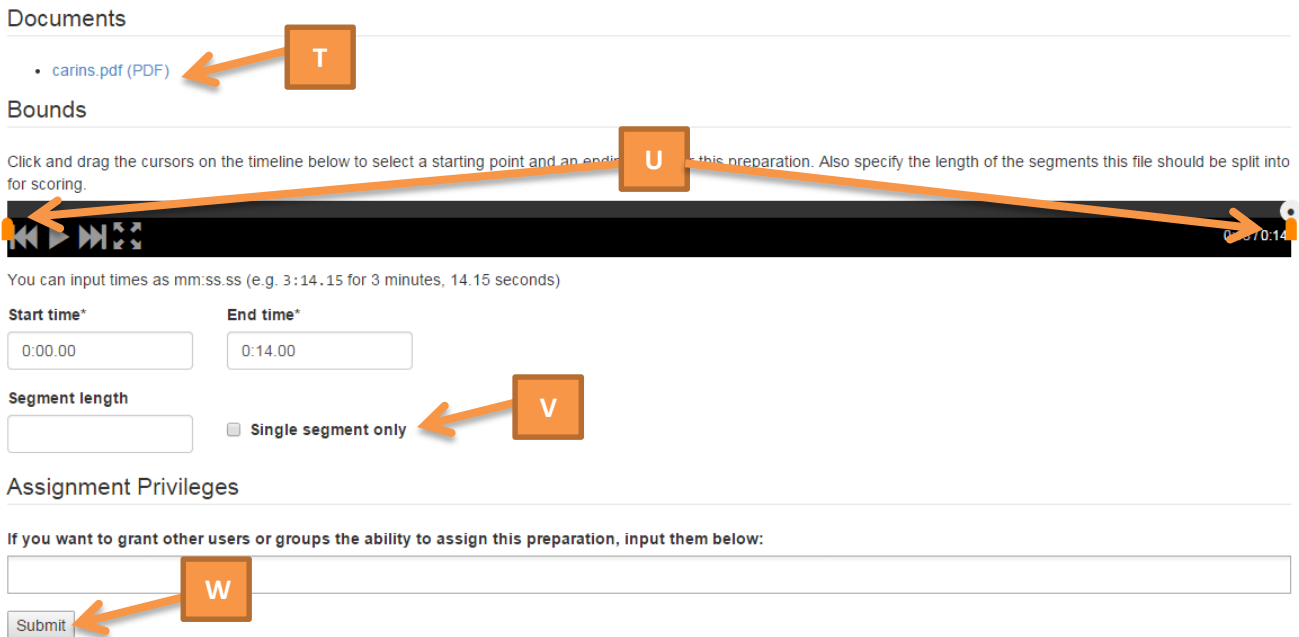
Once you've assigned people, they will get an email alert about the preparation being ready in their workflow queue.

**Make a preparation with DOCUMENTS AND AUDIO FILES:**

- Step 1: On the Files page, choose the files you want to use by clicking on checkbox to the left of the file names (this is an example of a preparation with a document and an audio file. (NOTE: You can only have one audio file in a preparation, but as many documents as you want.):



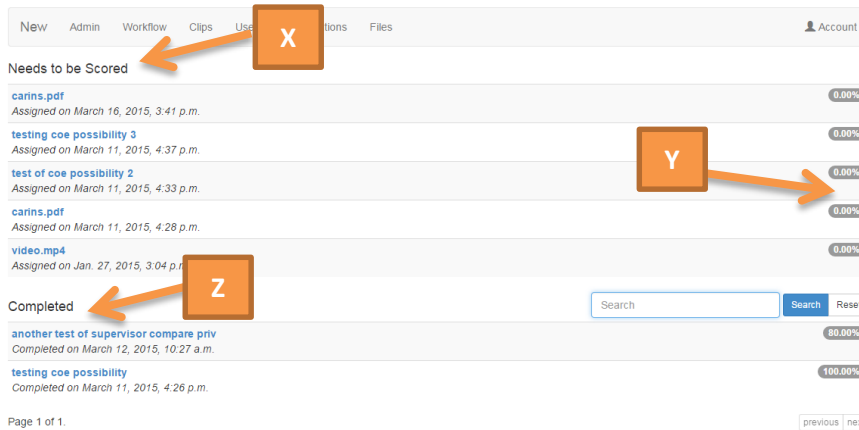
- Step 2a: Same as with DOCUMENTS ONLY.
- Step 2b: Scrolling down the page further will present you with more items to complete.



- T = This is a list of all the documents you are using to make this preparation. Each file name is a link to the pdf. You can click on this link to see the document again.
- U = You can 'crop' the audio file by dragging the orange markers at the beginning and end of the audio file. Sometimes the beginning of the audio is not important (rustling papers, people walking in the room, etc.) so you crop out this extra part while making the preparation.
- V = Click the box next to 'Single segment only.'
- W = Leave the assignment privileges box blank and click submit. You'll be taken to the same assignment page as above.

### Scoring Preparations:

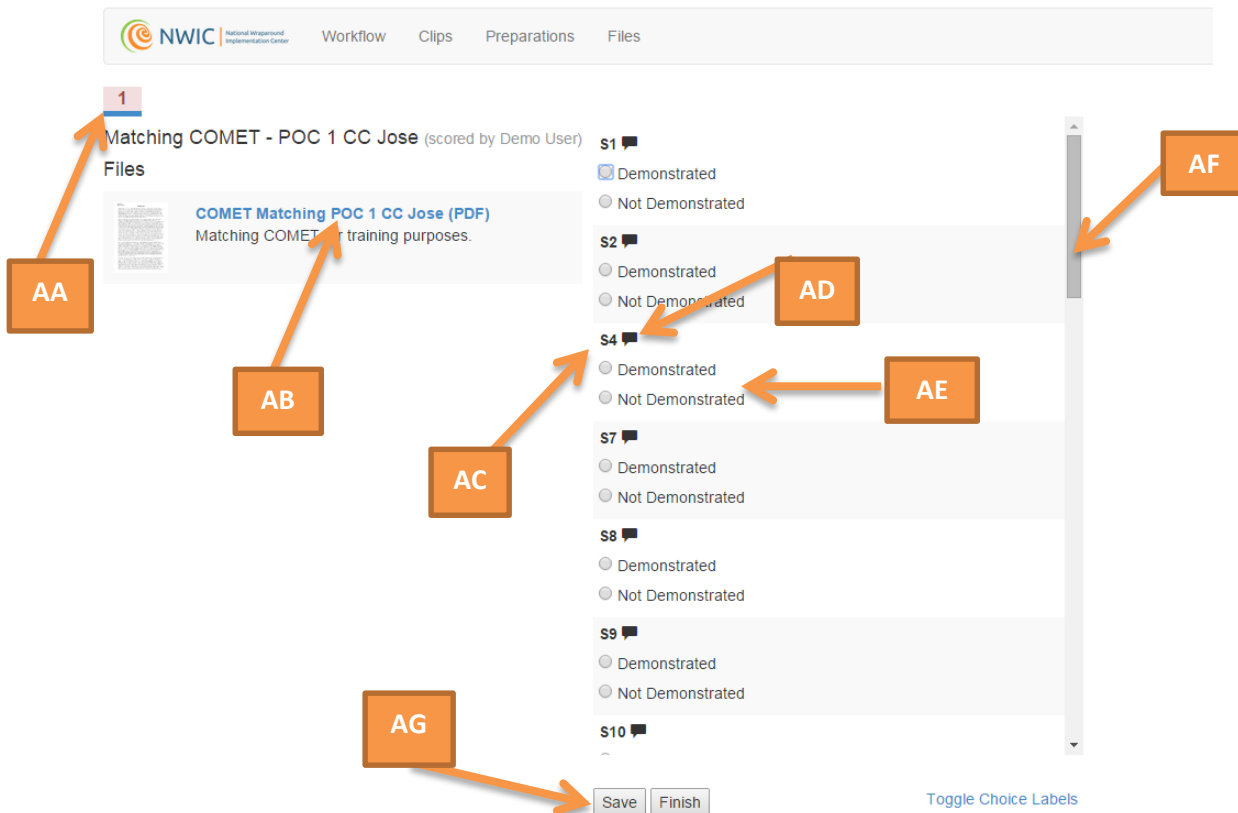
- Clicking on “Workflow” from the menu bar will take you to your workflow queue.



- X = Needs to be Scored – These are preparations assigned to you that you haven’t started or haven’t finished scoring
- Y = Percent Completeness – This shows the percentage of COMET items in the preparation that have saved answers (for instance, if there were 10 items and 7 were scored and saved, then the percentage of completeness would be 70%.)
- Z = Completed – After you score a preparation and click finish, your preparation moves to this list.

### Scoring Screen Overview

- The different parts of the scoring screen are illustrated below:



- AA – Completeness indicator: The indicator is red when you have not saved your work or you have not entered any scores. It turns yellow if you have saved your work but haven't entered scores for all the COMET items. It turns green when you have saved your work and have entered scores for all the COMET items. (For more on saving and finishing, see 'G' below.)
- AB – Document Title: Click this link to see the document. It will open in another tab in your browser. You can move this tab into another window if you want to have the document open and the scores available at the same time. You can also toggle back and forth between the tabs.
- AC – COMET Item Name: These relate to the COMET item's number in the scoring manual. If you hover your mouse over the name, the title of the item will appear. Refer to the manual for a full description of each item.
- AD – COMET Item Comment Box: If you want to leave a comment about why you picked the score you did, you can do so by clicking on this icon. A text box will open up and you can type your comment in it. NOTE: At the end of the list of COMET items, you will see a comment box in which you can type a general comment.
- AE – COMET Item Choices: To indicate a score for a COMET item, click on the radio button next to your choice.
- AF – Scroll Bar: You can scroll through the list of COMET items to access all of them.
- AG – Save and Finish Buttons: Save your work in progress by clicking on the 'Save' button. You will still be able to change scores you have saved. It is recommended that you save your work periodically to avoid losing work in case you are somehow disconnected from the internet. You can also save your work if you need to log out and come back to VCP later. Finishing your work will lock in your scores. Click 'Finish' after you have saved your work and you are sure you want the scores you've chosen and the comments you've written. (Before you click Finish, make sure the Completeness Indicator is green – meaning that you've saved a score for each one of the items.)
  - After you click 'Finish', the preparation will move to your 'completed' list and trainees will be able to compare their scores to a coach (once the coach has finished scoring). You can also go back into the preparation from your Completed list and see your scores if needed (but you can't change them unless you ask a coach to send the video back to you).



## Comparisons

VCP gives you the ability to compare scores as soon as a COMET is finished by the NWIC coach and the trainee. The ‘at-a-glance’ comparison gives you a very quick overview of how consistently an NWIC trainee’s scores matched an NWIC coach’s scores.

Step 1: Choose the preparation you want to compare:

- In your completed queue, pick the preparation you want to compare:

The screenshot shows the NWIC National Assessment Implementation Center interface. At the top, there are navigation tabs: Workflow, Clips, Preparations, and Files. The user's account is visible in the top right. The main content area is divided into two sections: 'Needs to be Scored' and 'Completed'. The 'Needs to be Scored' section shows a preparation 'Matching COMET - POC 2 CC Carol' with a progress indicator of 0.00%. The 'Completed' section shows a preparation 'Matching COMET - POC 1 CC Jose' with a progress indicator of 100.00%. An orange callout box with the letters 'AH' and an arrow points to the 'Completed' section. The 'Completed' section is also highlighted with an orange border. Below the list, there is a search bar and 'Search' and 'Reset' buttons. At the bottom, it says 'Page 1 of 1.' and has 'previous' and 'next' navigation buttons.

- AH = The preparation “Matching COMET – POC 1 CC Jose” is in the completed list (highlighted by the orange box here – this orange box will not appear on your screen.) You will receive an email from the system letting you know that your coach has finished scoring the COMET and you can compare scores. Click on the name of the preparation to access the comparison screen (see next page).

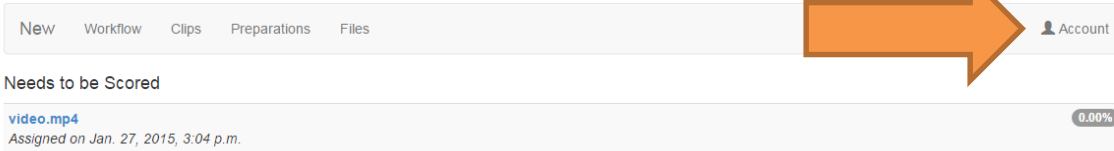
Step 2: How to interpret the comparison page (**NOTE: The items shown below are not actual COMET items as we don't want to give away matching COMET scores in this guide. However, the process of comparison will be the same when you compare a real COMET.**):

The screenshot shows a comparison interface for a PDF file named 'carins.pdf'. At the top, a navigation bar includes 'New', 'Admin', 'Workflow', 'Clips', 'Users', 'Preparations', 'Files', and 'AL'. A user profile 'Account' is visible in the top right. Below the navigation, a green box with the number '1' is present. The main content area displays 'carins.pdf (scored by Trainee Terrific)' and 'Overall agreement: 25% (when compared against Coach NWIC)'. A 'Files' section shows 'carins.pdf (PDF)'. To the right, a comparison table is shown with categories: 'Strengths-Based' (Not Demonstrated, N/A), 'Youth Driven' (Demonstrated, Not Demonstrated, N/A), and 'Testing value change' (0, -4, 2). A 'Good' section includes 'Really Good', 'OK', and 'Not so OK'. A text box for 'Here's what to do next...' contains the text 'As a follow up, I would do a number of things...'. At the bottom, there are buttons for 'Save', 'Send Back', and 'Mark with Tag', along with links for 'Toggle Choice Labels' and 'Compare'. Annotations 'AK', 'AM', 'AN', and 'AO' are placed around the interface with arrows pointing to the overall agreement, a file entry, a comparison row, and the comments section respectively.

- AK = Shows the overall % agreement between coach and trainee. In this example, the coach and the trainee agreed on 25% of their item responses. (NOTE: This percentage only reflects the % agreement on multiple choice type questions.)
- AL = Describes how the comparison is shown. In this example, the trainee's (Terrific Trainee's) scores will be crossed out and highlighted in red if they don't match the coach's (Coach NWIC).
- AM = Shows an item where the coach and trainee matched. (Both marked "N/A" for this one.)
- AN = Shows an item where coach and trainee DID NOT match. Here, the coach's choice appears in the green highlight and the trainee's choice is crossed out and highlighted in red.
- AO = Item comments written by Coach and Trainee appear here. After the text of the comment, the author is identified in italics.

## Logging out

- Once you are finished scoring and comparing (or if you need to leave your computer before you finish), please log out of VCP. This will ensure no one else can access VCP from your computer with your user name and password.
- You can log out by clicking the 'Account' button in the upper right side of your screen:

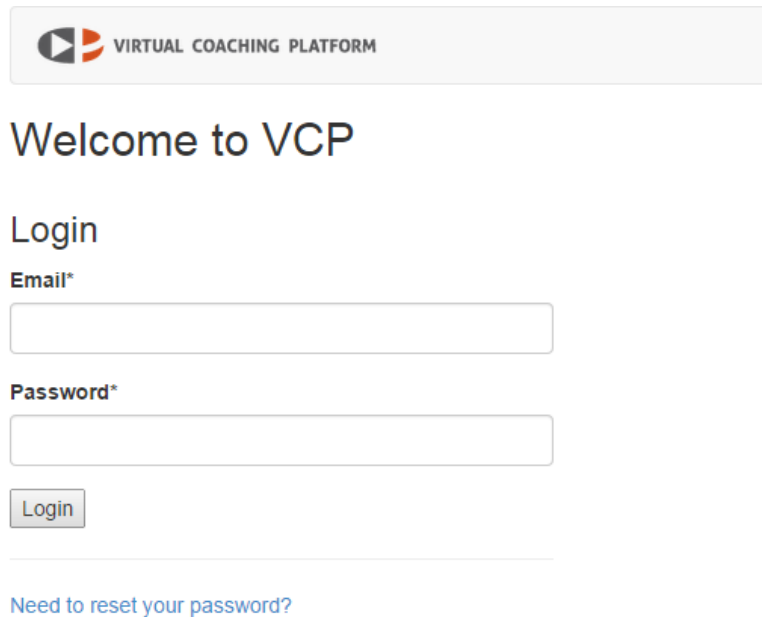


- Choose 'log out':



## **Troubleshooting & Technical Assistance**

- If you are having problems viewing videos in VCP, it is most likely one of the following:
  - Browser - Are you using Chrome as your internet browser? If not, try installing Chrome and open VCP in Chrome.
  - Network security - Are you trying to access VCP from a work computer? Sometimes agencies have firewalls and other software that blocks streaming video. This would be something to take up with your agency's tech team. Please refer your tech team to John if the need arises (use the contact information below).
  - Internet connection - Streaming video online takes a bit of bandwidth, so if you have a slow or otherwise limited connection, you won't be able to watch videos. This is another issue you could take up with your agency's tech team. Again, please refer your tech team to John if the need arises (use the contact information below).
- If you forgot your log-in credentials:
  - Remember that your user name is your email address.
  - And you can always reset your password from the log-in page.



The screenshot shows the Virtual Coaching Platform (VCP) login interface. At the top, there is a header with the VCP logo and the text "VIRTUAL COACHING PLATFORM". Below the header, the text "Welcome to VCP" is displayed. Underneath, the "Login" section contains two input fields: "Email\*" and "Password\*", each with a corresponding text box. A "Login" button is positioned below the password field. At the bottom of the login section, there is a link that says "Need to reset your password?".



**Just click here!**

**IMPORTANT:** If you discover that someone may have been able to access VCP using your username and password, please change your password immediately and call John.

**John's contact info**  
**Email: [jdo@pdx.edu](mailto:jdo@pdx.edu)**  
**Phone: 503-725-9619**