

Using the Coach’s Dashboard

*To manage your students’ experience, take a few moments to familiarize yourself with the capabilities you have on the Coach’s Dashboard.*

**To manage your account:**

* Click on the icon with your initials (or photo/icon if you have added one) at the upper right-hand corner of the page.
  + Click on profile
  + This will show all your information and will also allow you to make any necessary edits to your profile.
  + This will show you the badges you have earned. You may download these and add them to your email signature or wherever you like. Badges will be awarded yearly, so download the ones from the previous year before September 15th of the current season.
  + We recommend that you do not enable two factor identification
  + Once you have made any edits, be sure to save them under each profile section.
* Messenger – This can be used by LifeSmarts to send messages to you or your students.
  + The bell icon should let you know you have a message waiting.

**To manage student users and teams:**

* Click on Manage Users on the left side of page
  + Click on users to see students on your team or teams
* To view badges a student has earned:
  + Click on the “eye” icon at the end of that student’s name
  + Students can download these until September 15 for the previous season
* All students who were registered last year have automatically been moved up +1 grade level. *If for some reason this is incorrect, you can edit this in the user edit section for that student.*
  + Go to [LifeSmarts.org](https://lifesmarts.org/) and login. This will display your Coach Dashboard.
  + Click on Manage Users, then users.
  + Click on the pencil icon at the end of the individual student’s name to edit.
  + Make any edits, then click Update at the bottom left.
* For any student who graduated, change them to an Alumni status.
  + Go to [LifeSmarts.org](https://lifesmarts.org/) and login. This will display your Coach Dashboard.
  + Click on Manage Users, then users.
  + Click on the pencil icon at the end of the individual student’s name to edit.
  + Click on the Alumni toggle button, and then, toggle off the status – Active button.
    - This will hide quizzes and competitions from that former student’s dashboard and will only show an Announcements section.
* Click Update at the bottom left.
* For any student who is registered but inactive this year, coaches can move this student to an inactive status.
  + Go to [LifeSmarts.org](https://lifesmarts.org/) and login. This will display your Coach Dashboard.
  + Click on Manage Users, then users.
  + Click on the pencil icon at the end of the individual student’s name to edit.
  + Click on the Inactive toggle button, and then, toggle off the Status – Active button.
    - This will hide quizzes and competitions from that former student in their dashboard and will show only an Announcements section.
* Click Update at the bottom left.

**To update an existing team from the 2022-2023 season:**

You can **edit** your teams from last year or this year, if you choose, and add new teams as needed.

* To edit an existing team, login with your coach email address and password, click on manage users, then teams. Click on the name of the team you wish to edit.
* Once that team is displayed, mouse over each student’s name. Use the red X to delete them from that team. (Note: If they are now an alumnus or are inactive, follow the instructions above to move them to that status.)
* Click on the Add Member button to add any new members to this team. (Note: Students must already be registered with LifeSmarts in order for them to be added to your team.)
* Click the back button once you have completed edits.

**You can delete any teams that you no longer need:**

* First, move any students on those teams to a new team or to alumni or inactive status following the directions above.
* Click the back button once you have completed edits.
* Once you have removed students from that team, delete the team that you don’t need by clicking on the trash can at the very end of the team name.
* Click the back button once you have completed edits.

**You may move students from one team to another, if needed:**

* Login at [LifeSmarts.org](https://lifesmarts.org/) , choose manage users, teams, and select the name of the team to edit.
* Mouse over the student’s name and a red X will appear at the far right. Click the red X to delete that student from that team.
  + They can then be added to another Varsity team. A student may only be on one varsity team and two other teams. (Such as FCCLA and BPA or FCCLA and 4-H, etc.)
* You may **add team members** to the team there by using the add member button.
  + You cannot add a student who is currently on another Varsity team, so if you are moving students from one team to another, first delete them from their current team.
  + If you don’t see all of the names of your students displayed, type in their name.
  + Once you have the name, click the green ADD button by their name.
* You can also **change the team captain** by using the remove captain button.
  + Choose a new captain by mousing over the student names and clicking the make captain button by the name of the student you wish to be the team captain.

**To see team scores:**

* Login and select manage quizzes, then Scores or Team Scores
  + From the Scores button:
    - To see scores for your students, use the filter button.
    - You can sort by quiz, team member name, and team.
    - You can also download a report.
  + From the Team Scores button:
    - You can sort by clicking on a team.
      * A new screen titled “LifeSmarts Team Score” comes up showing the statistics for the team, the members and the top four team scores *if they have completed the requirements for Varsity to advance to state*.
      * Below (or above) that screen there are other screens depending on the competitions your team is competing in.
        + Examples are TeamSmarts Team Score; FBLA Team Score; FCCLA Team Score; etc.
        + You may also sort by the individual Quiz and Test Taker.
* If your team has no scores on their page, it is likely because they have only taken Weekly Quizzes, Practice Quizzes and the required Pre-quiz.
  + These are great study tools, but explains why you would not see scores on the team scores tab yet.
  + The quiz scores that will be displayed here are TeamSmarts Quizzes, the five category quizzes for Varsity LifeSmarts Competition: Health & Safety, Personal Finance, Technology & Workforce Preparation, Environment and Consumer Rights, the Capstone and any other special quizzes assigned by your team type such as FBLA Challenge,   
    4-H Challenge., SkillsUSA Challenge, BPA Challenges, FCCLA, etc.
  + Wild Card Quizzes - Once the team takes the **Wild Card TeamSmarts 2023-24** quiz, that team will have a score.

**NOTE:** A Varsity LifeSmarts team is eligible to advance when at least four players have completed the five category quizzes as well as the Capstone.

*If you have any questions that are not answered here, please email Cheryl Varnadoe at:* [*Cherylv@nclnet.org*](mailto:Cherylv@nclnet.org)