

ACCUDEMIA QUICK-REFERENCE GUIDE: PERSONAL ACADEMIC COACHING

LOGGING IN TO ACCUDEMIA

Go to <https://montgomerycollege.accudemia.net/>

- If already signed in to MyMC, you'll be taken directly to Accudemia's home page. Otherwise, enter your MyMC credentials.


SESSION LOGS AND COACHING ASSESSMENTS

- Session Logs and Coaching Assessments are used by coaches to record session notes and by ATPA to assess student outcomes.
- Appointments held in Accudemia via Zoom will automatically generate a Session Log that you can look up.
- You will need to create a Session Log for appointments held in person or by phone.

CREATE A SESSION LOG MANUALLY

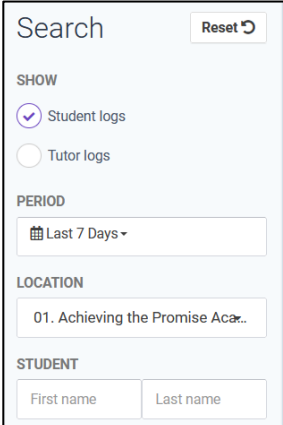
1. Go to <https://montgomerycollege.accudemia.net/Private/SessionLog/ViewLogs.aspx>

If this direct link to the Session Log page doesn't work:

- a. Sign in to Accudemia
 - b. Click on the **MENU** icon at the top left of the screen.
 - c. Navigate to **CENTER ATTENDANCE** on the toolbar
 - d. From the drop-down menu, click **SESSION LOGS**
2. Click on the **MENU** icon at the top left of the screen.
 3. Navigate to **CENTER ATTENDANCE** on the toolbar
 4. From the drop-down menu, click **SESSION LOGS**
 5. Click on **+NEW LOG** in the top right corner to open the create new session log screen.
 6. Make sure **CENTER** is set to "01. Achieving the Promise Academy (ATPA)"
 7. Enter and select the student's name.
 8. Type and select your name as the **TUTOR OR COACH**.
 9. Click the magnifying glass  to select the service provided:
 - Personal Academic Coaching
 - Drop-in Coaching
 - Student Onboarding
 10. Click **CREATE X SESSION LOGS** in the upper right corner to submit.

ADD AN ASSESSMENT TO A STUDENT'S SESSION LOG

1. To look up a student's session log, follow steps 1-4 above.
2. In the left menu, adjust the **PERIOD** and **LOCATION** if needed.
3. Enter the student's first and last name to locate their Session Log.
4. Open and complete a Tutoring or Coaching Assessment for that Session Log.



The screenshot shows a search interface with the following fields and options:

- Search** (input field) and **Reset** (button)
- SHOW** section:
 - Student logs
 - Tutor logs
- PERIOD** section:
 - Calendar icon and **Last 7 Days** (dropdown menu)
- LOCATION** section:
 - 01. Achieving the Promise Acar. (dropdown menu)
- STUDENT** section:
 - First name (input field)
 - Last name (input field)

POST-SESSION COACHING ASSESSMENT

1. At the end of each session, personal academic coaches must complete a post-session coaching assessment. To access the assessment, there MUST be a session log.

POST-SESSION COACHING ASSESSMENT.

1. Select the session want to assess by checking the box next to that Session Log.
2. The option to complete a Tutoring or Coaching Assessment will appear. Click on it.
3. Complete the Tutoring or Coaching Assessment.

The screenshot shows the Accudemia interface for Montgomery College. The top navigation bar includes 'Home', 'Quick', 'Center Attendance', 'Class Attendance', 'Administration', 'Reports', and 'BookSmart'. The main content area is titled 'Session Logs' and features a search bar, a 'Reset' button, and a '+ New Log' button. A table of session logs is displayed, with the first row for Marie Arthus (M21013550) on 08/24 at 7:40 PM. A red box highlights the checkbox next to this session log, and another red box highlights the 'Tutoring or Coaching Assessment' button. The table columns include 'Student', 'Time', 'Status', 'Type', 'Coach', and 'Location'.

Tutoring or Coaching Assessment

Note: Questions marked with (*) are required.

What was the student's main goal for this session? (*)

On a scale of 1-5, was the student's goal for this session met? (*)

NEED SUPPORT?

- Coaches are required to complete post-coaching assessments.
- Need support to learn how to use Accudemia?
- To request support with using Accudemia as a coach, please contact atpa@montgomerycollege.edu or [schedule a support session with ATPA](#).