

ACCUDEMIA QUICK-REFERENCE GUIDE: TRACKING EMBEDDED COACHING SUPPORT WITH WEEKLY SESSION LOGS

As part of your weekly embedded coaching support to your assigned courses, you'll use **Accudemia Session Logs** to track and share the services you provide. These weekly logs are used by Embedded Coaching Specialists and ATPA staff to assess student outcomes, as well as connect students to other resources here at MC.

At the end of each week, embedded coaches share TWO session logs for each assigned CRN.

COACHING SERVICES TRACKED BY SESSION LOG FOR EACH SECTION:

Session Log One: Whole-Class Engagement	Session Log Two: Individualized Support
Services tracked by class each week: <ul style="list-style-type: none"> • Weekly Class Communication • Class/Lab Visit 	Services tracked by student each week: <ul style="list-style-type: none"> • Individual/Group Out of Class • Individual/Group During Class • Individual Support Text/Email • Individual Outreach Text/Email

WEEKLY CLASS COMMUNICATION – weekly email or class-wide text to remind students about deadlines, refer to resources, and reflect on key moments

CLASS/LAB VISIT – visiting the entire class or lab, such as during your coach introduction or throughout the semester. Use this service to record your presence in the classroom

INDIVIDUAL/GROUP OUT OF CLASS – supporting individual students/groups outside of class (in person or via Zoom), such as weekly coaching sessions, exam review, coaching by appointment

INDIVIDUAL/GROUP DURING CLASS – supporting students during class time, such as a student group during a class or lab, in a breakout room via Zoom, or one-on-one.

INDIVIDUAL SUPPORT VIA TEXT/EMAIL – supporting individual students directly using MC email, Remind text messages, or other communication tools like Slack, GroupMe, etc.

INDIVIDUAL OUTREACH VIA TEXT/EMAIL – proactively reaching out using MC email, Remind text messages, etc., to nudge and follow up with individual students

LOGGING IN TO ACCUDEMLIA FOR THE FIRST TIME

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 as you log in to Accudemia.

LOGGING IN EACH WEEK TO CREATE YOUR SESSION LOGS

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

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

1. Sign in to Accudemia
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**

SESSION LOG ONE: WHOLECLASS ENGAGEMENT

1. Click on **+NEW LOG** in the top right corner to open the create new session log screen.
2. Make sure **CENTER** is set to "01. Achieving the Promise Academy (ATPA)"
3. Click **PICK STUDENTS FROM CLASS >** under the "Add student..." box
4. In the **CLASS** box, type the 5-digit CRN for this section (e.g., 30530) to view this section's students. (Can't find the CRN? Make sure **TERM** is set to the current semester.)
5. Click **CHECK ALL** to check all students' names and click **SELECT X STUDENTS>**
6. Type and select the **TUTOR OR COACH, INSTRUCTOR,** and **COURSE ID** (e.g. MATH 117).
7. Click the magnifying glass  to select *all* **SERVICES** provided to the **whole class**:
 - Embedded Coaching: Class/Lab Visit
 - Embedded Coaching: Weekly Class Communication
8. Leave the **NOTES** box blank.
9. Click **CREATE X SESSION LOGS** in the upper right corner to submit.

Proceed to Session Log Two

SESSION LOG TWO: INDIVIDUAL/GROUP SUPPORT

1. Click on **+NEW LOG** in the top right corner to open the create new session log screen.
2. Make sure **CENTER** is set to "01. Achieving the Promise Academy (ATPA)".
3. Click **PICK STUDENTS FROM CLASS >** under the "Add student..." box.
4. In the **CLASS** box, type the 5-digit CRN for this section (e.g., 30530) to view this section's students. (Can't find that CRN? Make sure the **TERM** is set to the current semester.)
5. Check *only* student names you provided additional *individualized/group support* to this week, then click **SELECT X STUDENTS>**.
6. Type and select the **TUTOR OR COACH, INSTRUCTOR,** and **COURSE ID** (e.g., CHEM 131).
7. Click magnifying glass  to select *any* **SERVICES** provided to the selected students:
 - Individual/Group Out of Class
 - Individual/Group Support in Class
 - Individual Email/Text
 - Individual Outreach Text/Email
8. Leave the **NOTES** box blank.
9. Click **CREATE SESSION LOGS** in upper right corner to submit. **You're done for this week!**

NOTE: WHAT IF NO ONE ATTENDS YOUR COACHING SESSIONS?

Even if no students attend your coaching sessions that week, you should still submit TWO session logs each week, tracking, at a minimum, 1) weekly class communication and 2) proactive outreach to individual students via text or email.

Aim to provide personalized academic support directly to students throughout the semester, even during the occasional week when no students utilize your available coaching supports. Our high-touch, intrusive coaching model means that even small nudges—texts to remind and follow up, for example—can make a real difference. To explore strategies for providing *proactive outreach* to students in your embedded sections, please visit Blackboard Coaches Corner, contact the Embedded Coaching Specialist in your discipline, or reach out to ATPA's Embedded Support Coordinator. Thank you!