Online Coach®

I M P L E M E N T A T I O N   Q U I C K   R E F E R E N C E

Online Coach provides high-interest materials and a supportive reading environment to help students struggling with reading comprehension become successful readers. The program also provides structured support and motivation to engage students as they build reading power.
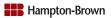
User documentation is available for Edge and Inside Online Coach at www.NGSP.com. For additional information, contact NGSP Technical support at 888-915-3276 or techsupport@ngsp.com.

Make your Online Coach Implementation a Success!

As an educator you know there are critical steps to implement and integrate any curriculum. The National Geographic School Publishing (NGSP) team will support you through each step of the process.

In this brochure you'll find:

• Recommendations for assembling your implementation team

• Implementation timeline and checklist

• System requirements

• Ordering information

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Your Implementation Team

Successful technology implementation typically involves a well-coordinated team with administrative, technical, and instructional expertise. It's helpful to identify your implementation team prior to placing your order. The following two key roles are particularly important.

Your subscriber contact works with National Geographic School Publishing (NGSP) to set up your Online Coach account and coordinates local implementation. Key subscriber contact tasks include:

1. Confirm Online Coach needs and develop implementation plan for each site

2. Complete and submit the School Purchase Order (SPO)

3. Complete and submit an eProducts Supplemental Form (SOF)

4. Complete and submit a District Import file for user log-ins and student rosters

5. Communicate needs to technology contact

6. Communicate Online Coach availability to users

7. Work with NGSP training consultant to schedule and deliver initial product training

8. Be available as a point of contact to answer questions about the order or provide guidance during the implementation process

Your technology contact ensures each site has the necessary hardware and software for implementation (ideally someone from your IT department). Key technology contact tasks include:

1. Review subscriber contact's subscription plan for each site

2. Review system requirements

3. Conduct pre-implementation check of hardware, system software, network readiness, and Internet access

4. Install the Online Coach client software

5. Ensure each site has the necessary number of approved noise-cancelling microphone headsets

6. Work with NGSP training consultant to confirm site readiness for initial product training

7. Assist the subscriber contact through implementation and provide ongoing local technical support

Implementation Timeline

Consider planning for these implementation tasks in the six weeks prior to student use.

Implementation Timeline
Week 1: Ordering
☐ Order Online Coach ☐ Purchase headsets
Week 2: District Import
☐ Complete & submit district import template ☐ Announce Online Coach to participating schools & teachers
Week 3: Site Readiness
☐ Load software & confirm site readiness ☐ Schedule complimentary training
Week 4: Announcement
☐ Invite participating teachers to Online Coach training
Week 5: Activation
☐ Confirm import & account activation ☐ Prepare for training
Week 6: Training
☐ Teachers participate in hands-on training

Minimum System Requirements

In preparation for ordering *Edge* or *Inside* Online Coach, it's important to confirm hardware and software compliance at each site. Your technology contact can use the chart below to complete this assessment.

Minimum System Requirements		
Online Coach		
	Windows	**Mac**
Operating System	**Windows XP® Professional with SP2, Windows Vista Business or Enterprise Edition**	**OS 10.2.6+**
RAM	512 MB RAM (1GB RAM for Vista)	512 MB RAM
Screen Display	1024 x 768 resolution, support for DirectX 9graphics and 8 MB of graphics memory (32 MB forVista)	1024 x 768 resolution, thousands of colors display
Audio	SoundBlaster PCI/AC97 compatible sound device with DirectSound support (if a second soundcard is present, it must be disabled)	Integrated Soundcard
Hard Drive Space	**300 MB for single user (add 100 MB for each additional user), plus library space:** **Library—*Inside*** Level C—296 MB Level D—446 MB Level E—436 MB 1.17 GB for combined installer	**Library—*Edge*** Level A—284 MB Level B—407 MB Level C—482 MB 1.11 GB for combined installer
Internet Connection	Bandwidth T1 or better; Direct connection to Port 443 open without proxy to our website for both uploads and downloads; 10/100 MB Ethernet LAN port (minimum)	
Ture Type Fonts	Arial, Comic Sans MS, Courier New, Georgia, Times New Roman, Trebuchet MS, Verdana	
Additional Software	**QuickTime 6.0 or higher** (downloaded for free from www.apple.com/quicktime)	
Headsets	**Recommended model:** Andrea Electronics Model NC-185; (Contact NGSP Customer Service; ships with adapter) **Other compatible models:** Abeier Model ACL-109M (email sales@abeier.com) Labtec Stereo 332, Axis 302 (call 800-732-3054) **Adapters:** USB adapter and available USB port required for Mac and Vista Andrea Electronics USB Adapter (go to: www.andreaelectronics.com)	

Contact Information		
Contact / Area of Expertise	**Phone**	**eMail**
National Geographic School Publishing		
Customer Service • Online Coach orders • Headset orders	**888-915-3276** *Monday-Friday* *8:00 am-8:00 pm EST*	**CustomerService@NGSP.com**
Technical Support • System requirements • District import • Account setup & activation • General Online Coach support	**888-915-3276** *Monday-Friday* *8:00 am-8:00 pm EST*	**TechSupport@NGSP.com**

Ordering Online Coach

Your NGSP Educational Sales Consultant will work with you to complete your Edge or Inside Online Coach order using the School Purchase Order (SPO). This valuable fluency tool is available for Inside Levels C-E and Edge Levels A-C.

For eProduct orders, we ask you to fill in a Supplemental Order Form (SOF) along with your purchase order. The SOF allows us to support your implementation by documenting hardware and software availability, contact information, preferred platform (Windows or Mac), and anticipated start date.

Order Information			
Subscription	**Description**	**Inside ISBN**	**Edge ISBN**
Classroom Set	Contains 25 per-student 12-month subscriptions to the Online Coach	978-07362-72995	978-07362-73008
Individual per Student	Single 12-month subscription	978-07362-59934	978-07362-39417
Headset	NGSP-approved noise cancelling headset	978-07362-72940	978-07362-72940