

EMOTIONALJUDO QUESTIONNAIRE TUTORIAL

PROFILES

- Administrator
- Coach
- Coachee

Administrator menu



- Can view and modify all accounts
- Has to validate Coach accounts
- Can view all the sessions
- Can view coaches' and coachees' questionnaires
- Can view stats

Coach menu



- Insert and modify his own sessions
- Fill questionnaire
- Can view his coachees' questionnaires
- View his own stats

Coachee menu

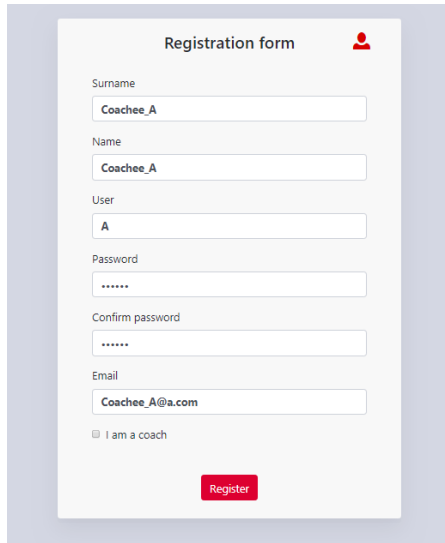


- Fill questionnaire

1. REGISTRATION

I am a coachee and my name is COACHEE_A

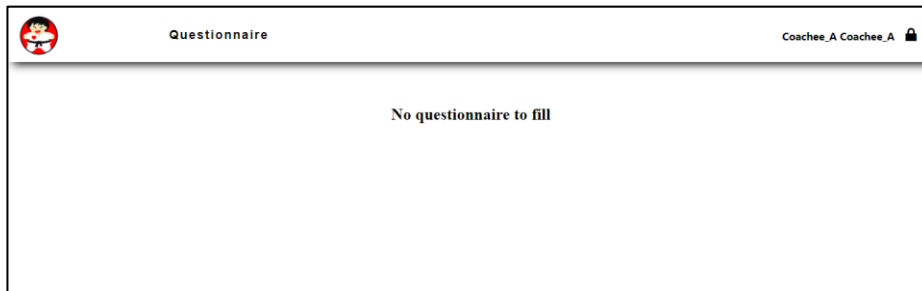
Before start I register myself: once I open the link a login mask appears. Clicking on “Register here” I have the following registration form.



The registration form is titled "Registration form" and includes the following fields: Surname (Coachee_A), Name (Coachee_A), User (A), Password (masked with dots), Confirm password (masked with dots), and Email (Coachee_A@a.com). There is a checkbox labeled "I am a coach" which is unchecked. A red "Register" button is located at the bottom right of the form.

Once registered **my account is ready** and I see a menu like this:

I have access only to questionnaire menu that I have to fill when a session I created from my COACH. If no session does exist, I can do anything:



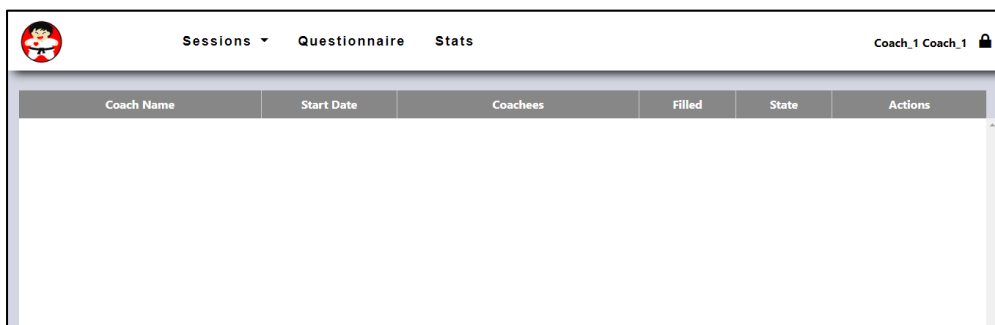
The questionnaire menu is titled "Questionnaire" and shows the user's name "Coachee_A Coachee_A" in the top right corner. The main content area displays the message "No questionnaire to fill".

I am a coach and my name is COACH_1

Before start I register myself: once I open the link a login mask appears. Clicking on “Register here” I have the registration form above. In this case I have to check “I am a coach” checkbox.

Once registered my account is not yet ready to work because it needs to be validated from an administrator. (This happens for security reason, because everyone making a mistake can check this option).

So when I enter the site I see a menu like this:



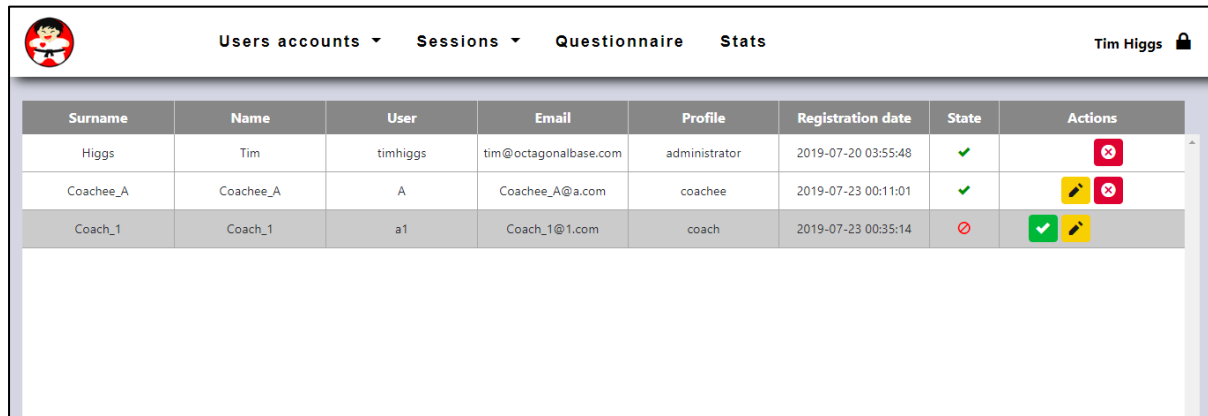
The menu for a coach is titled "Sessions" and includes a dropdown menu for "Questionnaire" and a "Stats" link. The user's name "Coach_1 Coach_1" is displayed in the top right corner. Below the menu is a table with the following columns: Coach Name, Start Date, Coachees, Filled, State, and Actions.

Coach Name	Start Date	Coachees	Filled	State	Actions
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I am an administrator and my name is HIGGS

I am already registered in the database, so my account is ready.

Once logged in I see a menu like this:



The screenshot shows a user management interface. At the top, there is a navigation bar with a profile icon on the left, a menu with items 'Users accounts', 'Sessions', 'Questionnaire', and 'Stats', and the user's name 'Tim Higgs' with a lock icon on the right. Below the navigation bar is a table with the following data:

Surname	Name	User	Email	Profile	Registration date	State	Actions
Higgs	Tim	timhiggs	tim@octagonalbase.com	administrator	2019-07-20 03:55:48	✓	
Coachee_A	Coachee_A	A	Coachee_A@a.com	coachee	2019-07-23 00:11:01	✓	
Coach_1	Coach_1	a1	Coach_1@1.com	coach	2019-07-23 00:35:14	⊘	

- User accounts

In the user management table I can see all the accounts.

The first thing I to do is to validate only **coach'ones** after they register (green button).

Later we can see the other pages:

- Sessions
- Questionnaire
- Stats

2. SESSIONS

I am a coach and my name is COACH_1

After each course when I want my coaches fill a questionnaire I have to insert a session to group them.

The following page “Session management” allows the coach to do this by selecting a date and adding coaches’ names by typing them into the box. (In the example only one coachee has been reported)

The screenshot shows the 'Session management' interface. At the top, there are navigation tabs for 'Sessions', 'Questionnaire', and 'Stats'. The user is logged in as 'Coach_1 Coach_1'. The form contains the following fields:

- Manager:** A text input field containing 'Coach_1 Coach_1'.
- Start Date:** A date picker showing '2019-07-23'.
- Coachees:** A text input field with the placeholder 'type Coachee name' and a button to add a coachee. A tag for 'Coachee_A Coachee_A' is visible next to the input field.

A red 'Save' button is located in the top right corner of the form area.

After that the coach saves the form.

The result is the following page where are reported all the sessions for that coach and their state of play:

(In the example we have to wait the coachee_A fill the questionnaire)

The screenshot shows the 'Sessions' table. The table has the following columns: Coach Name, Start Date, Coachees, Filled, State, and Actions. The data row shows:

Coach Name	Start Date	Coachees	Filled	State	Actions
Coach_1 Coach_1	2019-07-23	Coachee_A Coachee_A	✖	open	

At this stage the coach has to wait until each coachee (in thi case only one) fill the questionnaire. Let’s switch to Coachee_A profile to continue the example.

I am COACHEE_A

When I open the site and press the link “Questionnaire” automatically a questionnaire form appears:

The screenshot shows the 'Questionnaire' form. At the top, there are navigation tabs for 'Questionnaire' and 'Stats'. The user is logged in as 'Coachee_A Coachee_A'. The form contains the following sections:

- Coaching Effectiveness:** A header section with the name of the manager 'Coach_1 Coach_1' and the session date '2019-07-23'.
- 1. Overall Coaching Effectiveness:** A section with a description: 'Section One relates to your coach's ability to impact the coaching process to effect a useful result.'
- To What Extent :** A scale with five options: 'not at all', 'slight', 'moderate', 'great', and 'very great'.
- The following questions relate to the overall impact this person's coaching has on you:** A list of three questions, each with a corresponding dot on the scale:

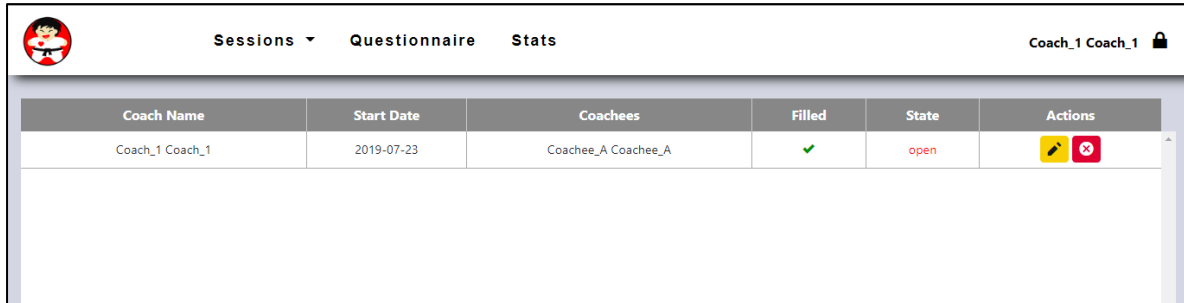
To What Extent :	not at all	slight	moderate	great	very great
Do you feel the coaching process brings out the best in you?	●	●	●	●	●
Do you feel like you are developing your potential as a result of the coaching?	●	●	●	●	●
Have you lifted your performance as a result of the coaching?	●	●	●	●	●



I have to fill it, save and my job is done.

Back to Coach_1 point of view.

I am COACH_1

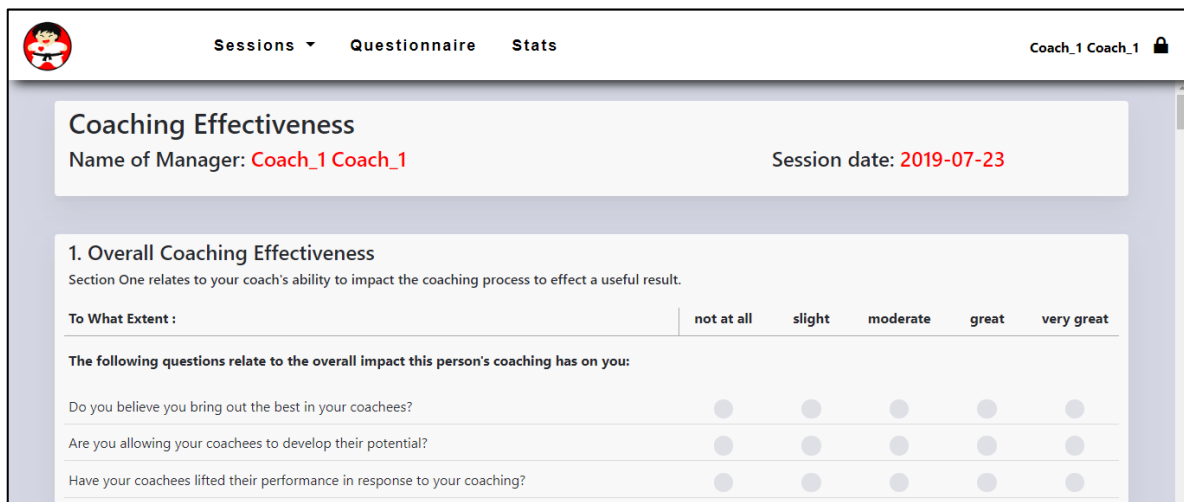
What I see after coachee has filled the questionnaire is the following:



Coach Name	Start Date	Coachees	Filled	State	Actions
Coach_1 Coach_1	2019-07-23	Coachee_A Coachee_A	✓	open	 

I see the field “Filled” checked but the field “State” open. The system infact expects that Coach himself fill his own questionnaire.

If I press “Questionnaire” link the coach questionnaire form appears:



Coaching Effectiveness
Name of Manager: **Coach_1 Coach_1** Session date: **2019-07-23**

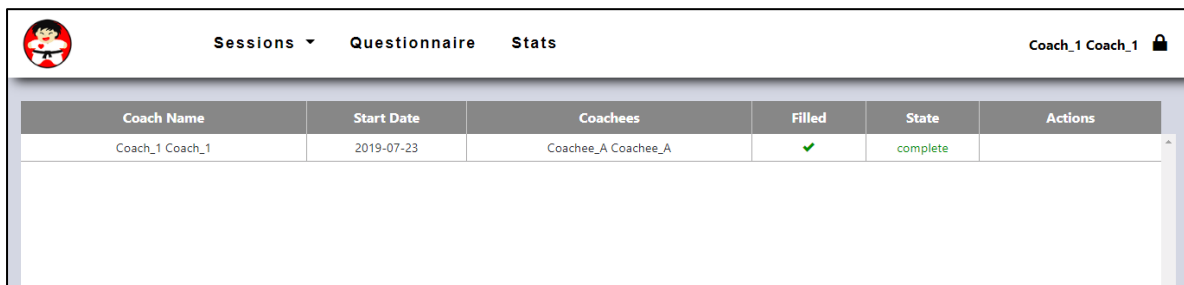
1. Overall Coaching Effectiveness
Section One relates to your coach's ability to impact the coaching process to effect a useful result.

To What Extent :

	not at all	slight	moderate	great	very great
The following questions relate to the overall impact this person's coaching has on you:					
Do you believe you bring out the best in your coachees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you allowing your coachees to develop their potential?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have your coachees lifted their performance in response to your coaching?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Then I fill, save and the session automatically closes.

The session situation becomes as follows:



Coach Name	Start Date	Coachees	Filled	State	Actions
Coach_1 Coach_1	2019-07-23	Coachee_A Coachee_A	✓	complete	

At this Stage the coach can see Stats by selecting a session date among those available:

Dashboard

Name of Manager: **Coach_1 Coach_1** Session date: **2019-07-23**

Section	Coachees Total	Coach Total	Coachees Avg	Coach Avg
1. Overall Coaching Effectiveness	20	20	2.0000	2.0000
2. Communication Skills	58	45	3.8667	3.0000
3. Relationship Skills	40	56	2.6667	3.7333
4. Goal-setting Skills	57	45	3.8000	3.0000
5. Feedback Skills	46	72	3.0667	4.8000
6. Teaching Skills	37	40	3.7000	4.0000
7. Coaching Logistics	37	20	3.7000	2.0000
8. Coaching Process	34	21	3.4000	2.1000

And then the process can start again.
Lets switch to administrator point of view.

I am HIGGS (administrator)

I can see, but not insert data, the same Sessions and Stats page of all the coaches:

Dashboard

Name of Manager: **Coach_1 Coach_1** Session date: **2019-07-23**

Section	Coachees Total	Coach Total	Coachees Avg	Coach Avg
1. Overall Coaching Effectiveness	20	20	2.0000	2.0000
2. Communication Skills	58	45	3.8667	3.0000
3. Relationship Skills	40	56	2.6667	3.7333
4. Goal-setting Skills	57	45	3.8000	3.0000
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6. Teaching Skills	37	40	3.7000	4.0000
7. Coaching Logistics	37	20	3.7000	2.0000
8. Coaching Process	34	21	3.4000	2.1000