Coach Academy
ePath LMS &
Catalog Website
User Guide

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Introduction

Any and all interested individuals, coaches, athletes and parents are welcome to take any of the online courses offered in the Coach Academy learning management system. You may take courses that are designated for Advanced Coach certification and the High Performance Coach certification, but to receive either of those certifications, you must complete all of the prerequisite online courses for the Advanced Coach certification first.

The online course prerequisites for the Advanced and High Performance Coach Certification programs are found in the ‘learning paths’ for each level and each discipline. This will be explained in the following pages.

The USA Shooting Coach Academy licensed ePath Learning Management System (LMS) to deliver all online courses.

We will update this user guide periodically to reflect any changes in ePath or ‘work arounds’ that will make your use and navigation of ePath and Shopsite easier.

Click here for the Coach Academy Introduction

USAS Coach Academy Catalog web site

You will go to the Catalog web site (click here for the Catalog web site) to register and purchase a course. The first time you purchase a course it will automatically set up an ePath logon (your email address) and a temporary password. Once the purchase is completed you will be automatically taken into ePath learning management system to take the course.
Registering and taking courses uses two separate online systems.

Coach Academy Course Registration Process

Select course(s), register and pay for course(s) in the Catalog web site

Take course(s) in ePath

Selecting a course from the Coach Academy Catalog web site

Example: Click on ‘Common Core Courses’. A list of Common Core Courses will be listed.
Then click on the course that you want to register and pay for.

Click ‘ADD TO CART’ button and it will take you to the next step in the registration and payment process. Verify that the course registration is correct and click the “Checkout” button.

When you click the ‘Checkout’ button, you will complete the form information. If there is a course fee, you will go to a credit card payment page.
When you have registered and paid for the course you will get a confirmation page like this one. If this is your first course that you have registered for please note the ‘org code’ and temporary password to logon on to ePath learning management system where you will actually take the course.

The course catalog registration and payment system is a separate system outside of the ePath learning management system.

You cannot register for courses within ePath. You have to go back to the Catalog page to register and pay for courses. Then go into ePath to take the courses.

ePath Learning Management System

This is the learning management system where you will actually take the course. It is called ePath. You cannot register for courses in ePath. You have to return to the Coach Academy Catalog web site to select, register and pay for courses that you want to take/view.

After the confirmation from the Catalog web site that you are registered for a course you will be able to logon to ePath and view courses that you would like to take or that are required for either the Advanced Coach or High Performance Coach programs.

You will see all courses that you are registered to take or have not completed from your ePath home page.
ePath Logon

The first time you purchase a course and logon to ePath, it will ask you to set a new password. This is what you will see. You will get a temporary password from the confirmation message from the ecommerce site transaction.

![ePath Logon](image)

Every time you want to return to ePath to access your courses that you have registered for and those that you have completed (you can review completed courses as many times as you like without paying additional fees) in the USA Shooting Coach Academy, [click on and bookmark this link to ePath learning management system](#).

![Campus Login](image)

The ‘organization code’ is essential to accessing the USAS Coach Academy.

Your email address is your ePath logon ID that you input on the ecommerce site when you purchased your first course.

1. Enter the Organization Code for USA Shooting – **USA36546**
2. Enter your email address
3. Enter a password. Passwords must be at least 6 characters in length.
Your Home Page

Once you have accessed USA Shooting Coach Academy, the home screen will look similar to this:

If you are taking a long course (e.g. Safe Sport) and leave the course unfinished, you can click on the “Last Course Page” link found in the ‘Quick Links’ box and it will bring you back to where you left off and not have to start the course over.
Review and Complete Your Profile

When you logon for the first time, click on “My Profile” tab and complete your profile.

Also you will see a tab labeled “Custom Attributes”. Please select a ‘Primary Status’ from this list. For example if your primary role or expertise is coaching rifle, then select ‘Coach Rifle’. As you can see we have other choices for athletes, parents, staff, volunteers, and other not listed. This is a required field along with Gender, State of Residence and ‘Are you a USAS member?’

We would appreciate it if you would complete all the other optional fields. This helps us understand our demographics, how to contact you and how we can better serve the different interest groups.

The US Olympic Committee requires all national governing bodies to report their diversity statistics/demographics.

If USAS has required you to obtain a background check, it will automatically update your profile and set the expiration date.

When you complete coach program requirements for a discipline, your ‘coach status’ is updated and expiration date.
Select Your Learning Path

For those that are interested in the Advanced Coach Certification or the High Performance (HP) Coach Certification Program is available only after completing the Advanced Coach ground course), click on “Learning Paths” in your ‘Home Page’. Select the appropriate discipline learning path that you are interested in. Once selected you can see all the required courses for that ‘learning path'/coach certification.

Those courses in green are required. They turn blue when completed.

Once all prerequisites are completed and pass the tests that maybe attached to the course, you will be eligible to register for the ‘Advanced Coach Ground Course’ for that ‘learning path/curriculum’ (rifle, pistol or shotgun). Once you have completed all online courses for your learning path you will email Mike Theimer and let him know that you want to apply for the Advanced Coach Ground Course. See more details in the Coach Academy Policy and Procedures document.
Renewals

Your Advanced Coach or High Performance Coach certification must be renewed every two years. You will receive and email approximately 30-60 days prior to your certification expire date. The Advanced Coach and High Performance Coach “learning paths” on the ePath system will be periodically updated with new online courses.

To renew your credentials you must maintain a 100% course completion for your certification level/"learning path". This is basically like ‘continuing education credits’. USAS coaches are expected to be ‘life long’ learners just like their Olympic path athletes.

Your 100% course completion will be verified. You will be emailed a hidden web form from Mike Theimer that you will use to pay your $40 renewal fee.

If you have any questions about your certification renewal email Mike Theimer.

Your Course History

To see a history or ‘transcript’ of courses that you have completed and/or print certificates, click on My History on the left side of the screen:

You can click the link to print your own completion certificates at any time.
Personal Accomplishments Uploading/Tracking

This new feature can be found in the “My History” tab in your Coach Academy portal.

Click on the “Accomplishment” tab to begin. To add an accomplishment, you must click on the yellow star.

Once you click on the yellow star you will need to fill in the required fields. Each Accomplishment has the following pieces of information:

1. (Required) Name, Title, or Event: This field can be the license name, certification name, webinar title, course name, or conference name.

2. (Required) Description: The Description field is used to add any descriptive information about the accomplishment.

3. (Required) Date Accomplished: The date when the learner finished the accomplishment.
4. **(Required) Location**: This is the location for the accomplishment; for example, virtual for online events, the state where the license was issued, college name, institution issuing the certification, or geographical location.

5. **(Optional) Associated with**: This pick list lets the learner categorize the Accomplishment as Personal Interest, Professional Development, Required Certification, or Volunteer Work.

6. **(Optional) Add Documents/Evidence**: The learner can add images or documents to substantiate his/her accomplishment; for example, a scan of the license, course completion certificate, certification document, conference registration document, transcript, etc.
Here is an example of how to upload an NRA Level 2 Rifle Coach Certificate.

Once you click “SAVE” this screen will appear and show that your accomplishment has been added. You can also edit and delete accomplishments as needed.
The USAS Coach Academy has an ‘internal’ special interest forum (look for the eSource button on the left side of your screen) which contains various ‘topics’ such as Buy/Sell/Trade used and new equipment (free posting), Women Coaches forum, forums for Olympic Air Rifle, Olympic Bunker Trap, International Skeet, Free Pistol, Rapid Fire Pistol, Sport Pistol, etc.
If you have any problems with taking a course, problems with videos, etc., please call ePath HelpDesk **before** contacting Mike Theimer. If ePath HelpDesk decides this not an ePath technical problem ePath will **escalate** the problem to Mike Theimer.

**ePath customer service: 860-444-6989 ext 6.**

Or submit a trouble ticket/email to the ePath Help Desk by clicking on the “Account Help” button on the left side of the screen. Provide the help desk with all the information requested and a description of the problem. USA Shooting has contracted/paid for this HelpDesk service and it should be utilized if any technical assistance is needed.
**Trouble Shooting Tips**

**Video or Audio Problems**

*Please note: Microsoft Internet Explorer is best for viewing and taking courses with embedded videos.*

If you have problems viewing videos or hearing audio narrations contact ePath HelpDesk via phone or email which is found on your home page ‘Account Help’ tab.

Or you can try the following:

- In Internet *Explorer*, go to "Internet Options > Advanced tab > Accelerated Graphics" and check "Use software rendering instead of GPU". You must then reboot your computer.
- In *Chrome*, type "Chrome://flags" in the URL box. Find the "Disable hardware-accelerated video decode" option, and then click the "Enable" button so that it changes to "Disable."

If you still cannot view the videos install the latest version of [QuickTime plugin](https://www.adobe.com/quicktime/) for your current Internet browser. All browsers are a little different in how to verify that you have the QuickTime plugin and that it is ‘activated’ in your browser. ePath HelpDesk can help you with this if you are unsure how to download and/or activate QuickTime plugin.

Quicktime browser **compatibility** can be **checked** by [clicking this link](https://www.adobe.com/quicktime/).

With any technical difficulties, contact ePath HelpDesk **860-444-6989 ext 6**.

**iPads/iPhones cannot view Flash files**

While learners can access ePath through the use of all mobile products, some devices may have issues viewing the courses depending upon the course material. For example, if learners want to use iPhones or iPads to access the courses, they would not be able to access the courses which originated from PowerPoint presentations. The PowerPoint slides are converted into Flash animation files, and unfortunately, *Apple mobile products do not support Flash*. Learners could still use Android or Windows based mobile devices and should not experience any issues with viewing the course content.

**Course Home page shows not all pages viewed**

As we update courses over time, new slides will be added, slides will be edited/updated, etc. This will show up as not having viewed all pages.
Now you can click on the link to see the slides that are new or edited since you last viewed the course.

To view ‘unviewed’ pages, click on the ‘Index’ link at the bottom of the Course Home page.

Click on the “Show Unviewed Pages”

Now you can click on the link to see the slides that are new or edited since you last viewed the course.
Note: If you do not feel that ePath HelpDesk has not responded appropriately or timely contact Mike Theimer.